



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**October 5, 2004**

**Ordinance 15037**

**Proposed No.** 2004-0461.1

**Sponsors** Patterson and Phillips

1 AN ORDINANCE approving and adopting the collective  
2 bargaining agreement negotiated by and between King  
3 County and Service Employees International Union, Local  
4 925 (Wastewater Treatment Division) representing  
5 employees in the department of natural resources and  
6 parks; and establishing the effective date of said agreement.

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9 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

10 SECTION 1. The collective bargaining agreement negotiated between King  
11 County and Service Employees International Union, Local 925 (Wastewater Treatment  
12 Division) representing employees in the department of natural resources and parks and  
13 attached hereto is hereby approved and adopted by this reference made a part hereof.

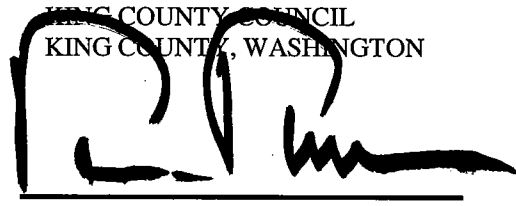
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SECTION 2. Terms and conditions of said agreement shall be effective from  
November 1, 2003, through and including October 31, 2006.

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KING COUNTY COUNCIL

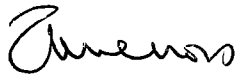
Ordinance 15037 was introduced on 9/20/2004 and passed by the Metropolitan King County Council on 10/4/2004, by the following vote:

Yes: 10 - Mr. von Reichbauer, Ms. Lambert, Mr. Pelz, Mr. McKenna, Mr. Hammond, Mr. Gossett, Ms. Hague, Mr. Irons, Ms. Patterson and Mr. Constantine  
No: 0  
Excused: 3 - Mr. Phillips, Ms. Edmonds and Mr. Ferguson

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON  


Larry Phillips, Chair

ATTEST:



Anne Noris, Clerk of the Council

APPROVED this 10 day of OCTOBER, 2004.

  
Ron Sims, County Executive

**Attachments**

- A. Agreement Between King County and Service Employees International Union, Local 925 Wastewater Treatment Division, B. Appendix B Operator-In-Training Standards, C. Job Progression Handbook King County Wastewater Treatment Division & Service Employees International Union, Local 925, Revised August 2004 Appendix C, D. Teach/Lead /Coach (TLC) Handbook King County Wastewater Treatment Division and Service Employees International Union, Local 925, Revised (8/5/04) Appendix D

**AGREEMENT BETWEEN  
KING COUNTY  
AND  
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 925  
WASTEWATER TREATMENT DIVISION**

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1 **DEFINITIONS**

2 **Base Hourly Classification** - The series of pay steps within a Classification.

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

5 **Classification** - A position, whose duties, responsibilities, and authority are allocated to a single  
6 descriptive title.

7 **Classification Family** - Those classifications within job progression through which employees can  
8 move by meeting the requirements of the Job Progression Program.

9 Examples:

10 Wastewater Treatment Operator In Training  
11 Wastewater Treatment Operator  
12 Wastewater Treatment Senior Operator



Classification Family

13 Industrial Maintenance Worker  
14 Industrial Maintenance Mechanic  
15 Industrial Master Mechanic



Classification Family

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

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

20 **Job Progression** - a system of employee advancement through a classification family based upon the  
21 employee's contribution to the business that does not require job openings to enable the employee to  
22 advance.

23 **Opening** - a vacancy the Employer has determined should be filled.

24 **Pager** - one that pages; esp., beeper

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

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

27 **Salaried Employee** - defined by the state Minimum Wage Act (MWA) and the Fair Labor Standards  
28 Act (FLSA) and are exempt from the overtime requirements of the FLSA and MWA and are expected

1 to work the hours necessary to satisfactorily perform their jobs.

2 **Temporary Employee** - an employee hired for a period of less than six (6) months to fill a special  
3 project position of limited duration or to provide short-term replacement staffing for regular  
4 employees absent from their positions for reasons such as leave of absence.

5 **Term-Limited Temporary Employee** – a temporary employee who is employed in a term-limited  
6 temporary position for a period of six (6) months or longer. Term-limited temporary employees are  
7 not members of the career service. Term-limited temporary employees may not be employed in term-  
8 limited temporary positions longer than three years beyond the date of hire, except that for grant-  
9 funded projects, capital improvement projects and information systems technology projects the  
10 maximum period may be extended up to five years upon approval of the director. The director shall  
11 maintain a current list of all term-limited employees by department.

12 **Transfer** - movement between business teams.

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

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1 **PREAMBLE**

2 This Agreement is the result of an interest-based bargaining process that reflects the  
3 relationship between King County (the Employer) and the Service Employees International Union,  
4 Local 925 (the Union). This relationship is a partnership based on mutual interests, respect, and trust.

5 This document establishes a framework within which the Employer and the Union can  
6 achieve our joint mission to efficiently and effectively operate and maintain the public's wastewater  
7 treatment system while providing a high quality work environment.

8 The Employer and the Union recognize that the workplace is in a period of growth and  
9 change.

10 The Employer and the Union also agree that change in the workplace is an evolutionary  
11 process, which requires the commitment of both parties over time. The elements of workplace  
12 change, such as the Productivity Initiative, the Productivity Incentive Program, job progression, and  
13 performance evaluation, must be integrated and viewed as a system.

14 In support of policies and practices that reflect our commitment to shared values, the  
15 Employer and the Union:

- 16 • Listen and respond to public/customer concerns
- 17 • Trust each other
- 18 • Respect all people
- 19 • Promote a diverse workforce
- 20 • Take responsible risks
- 21 • Communicate openly
- 22 • Actively participate in decisions that affect us
- 23 • Behave the way we say we do
- 24 • Give and get reliable, quality business information
- 25 • Improve our technical excellence and teamwork
- 26 • Foster a labor/management partnership based on mutual interests
- 27 • Have fun, enjoy humor, "Lighten Up"

28 This Agreement was written through an interest-based process that allowed the Employer and

1 the Union to communicate openly to produce a contract while building positive, ongoing  
2 relationships. This Agreement was developed to accomplish the following goals:

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

1 **ARTICLE 1: LABOR/MANAGEMENT COMMITTEE**

2 **1.1 SEIU/WTD Labor Management Committee**

3 In this Agreement, the Employer and the Union set forth an approach for making ongoing  
4 changes and continuous improvements in the workplace through an ongoing labor/management  
5 process. Issues are to be discussed in an interest-based, collaborative manner and the  
6 Labor/Management Committee (LMC) will access the services of a mutually acceptable source of  
7 mediation services if consensus cannot be reached in a timely manner.

8 The Employer and the Union have established an ongoing process to identify each party's  
9 issues, which may result in revisions to the current labor agreement and can address other matters,  
10 mutually agreed upon between the parties.

11 To accommodate this process, the role of the LMC is to deal jointly with areas of mutual  
12 interest, to move us towards our shared vision of a productive work place, and to oversee the tasks  
13 and/or committees called for in this Agreement.

14 The LMC will be comprised of five (5) members of the bargaining unit who are  
15 representatives of the Union and five (5) representatives of the Employer, plus one (1) representative  
16 each from the Human Resources Division and the Union. The LMC will work together in the spirit  
17 of and with principles consistent with the interest-based bargaining process.

18 **RESPONSIBILITIES of the LMC**

- 19 • Identify issues of mutual interest.
- 20 • Maintain and improve labor/management relations.
- 21 • Identify and solve problems.
- 22 • Provide a forum to exchange information.
- 23 • Develop an annual work program and schedule.
- 24 • Inform employees of LMC activities and actions.
- 25 • Provide an annual report.
- 26 • Perform other duties as mutually agreed to.

27 The committee will meet monthly. Changes or additions to the Agreement, policy, and/or  
28 procedures will be published in draft form twenty-five (25) days prior to implementation date.



1 Comments will be considered and incorporated if appropriate. Changes or additions to the  
2 Agreement, policy, and/or procedures will be made by Memorandums of Agreement or  
3 Memorandums of Understanding. The Employer and the Union agree to the inclusion of handbooks  
4 for programs referenced in the Agreement developed collaboratively between the Employer and the  
5 Union as Appendices to the Agreement.

6 **1.2 Labor/Management Committee**

7 The Union will participate in the Wastewater Treatment Division Labor/Management  
8 Committee, comprised of representatives from all labor organizations within WTD and  
9 representatives of the employer.

10 **1.3 Training**

11 The LMC will sponsor joint training on changes made to this Agreement as a result of  
12 negotiations. Such training shall be delivered to managers, supervisors and stewards and will be  
13 considered work time.

1 **ARTICLE 2: RECOGNITION AND BARGAINING UNIT**

2           The Employer recognizes Service Employees International Union, Local 925, as the sole and  
3 exclusive bargaining agent with respect to wages, hours, and other conditions of employment for all  
4 employees in the wastewater treatment facilities in classifications listed in the attached wage schedule  
5 marked Appendix A. Excluded are all supervisory and confidential employees.

6           The Employer agrees to extend recognition of the Union as the bargaining representative for  
7 any new or added Wastewater Treatment Facility operated by King County and to extend the terms of  
8 this Agreement to represented employees working in those facilities.

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1 **ARTICLE 3: UNION SECURITY**

2 **3.1 Membership Dues And Fees**

3 All regular and temporary employees covered by this Agreement shall, as a condition of  
4 employment, on or after the thirtieth day but not later than the sixtieth day following their date of  
5 employment, either (1) pay to the Union the regular initiation fee and regular monthly dues uniformly  
6 required of members, or (2) pay an amount established by the Union as Agency Fees not to exceed  
7 regular dues and fees uniformly required of members.

8 Failure by an employee to satisfy the above paragraph of this section shall constitute cause for  
9 dismissal provided the Union makes a written request for discharge, verifying that the employee  
10 received written notification of the delinquency and notification that non-payment within thirty (30)  
11 days will result in discharge by the Employer.

12 **3.2 Religious Exemption**

13 In accordance with RCW 41.56.122, employees covered by this agreement who qualify for an  
14 exemption from the requirement for Union membership based on a bona fide religious belief or on  
15 the bonafide teachings or tenets of a church or religion of which the employee is a member shall pay  
16 an amount of money equivalent to regular Union dues and initiation fee to a nonreligious charity or to  
17 another charitable organization mutually agreed upon by the public employee affected and the Union.  
18 The employee shall furnish written proof that such payment has been made. If the employee and the  
19 Union do not reach agreement on such matters, the public employment relations commission shall  
20 designate the charitable organization.

21 **3.3 Dues Deduction Procedure**

22 Regular monthly dues and initiation fees shall be deducted by the Employer from the  
23 employee's paycheck when authorized in writing by the employee. The deductions will be  
24 transferred to the Union monthly. The Union shall refund any amounts paid to it in error. The Union  
25 will indemnify, defend, and hold the Employer harmless against any claims made and any suit  
26 instituted against the Employer on account of the application of any provision of this Article. The  
27 Employer shall notify the Union of changes in employment status on a monthly basis.

28 **3.4 COPE Payroll Deduction**

1           The Employer shall, upon receipt of a written authorization form that conforms to legal  
2 requirements, deduct from the pay of such bargaining unit employee the amount of contribution the  
3 employee voluntarily chooses for deduction for political purposes and shall transmit the same to the  
4 Union.

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1 **ARTICLE 4: NON-DISCRIMINATION**

2 The Employer and the Union are committed to an equal employment opportunity policy that  
3 prohibits discrimination on the basis of the following:

- 4 • Race
- 5 • Gender
- 6 • Sexual orientation
- 7 • Disability (except as exempted by a bona fide occupational qualification)
- 8 • Color
- 9 • Age
- 10 • Religious affiliation
- 11 • Service in the Armed Forces of the United States
- 12 • National origin
- 13 • Marital status
- 14 • Political affiliation
- 15 • Creed
- 16 • Union activity

17 The Employer and the Union also commit to support equal employment opportunity to ensure  
18 a diverse work force.

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

1 **ARTICLE 5: STRIKES OR LOCKOUTS**

2 **5.1 No Strikes Or Lockouts**

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

7 **5.2 Safety Concerns Related To Picketing At A WTD Facility**

8 In the event of picketing at a WTD Facility, Management and the Union will develop an  
9 approach for dealing with the safety concerns of the bargaining unit while ensuring plant operations.  
10 When possible, these discussions will take place in advance.

1 **ARTICLE 6: 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 7: PRODUCTIVITY INITIATIVE**

2           The management of King County Department of Natural Resources and Parks (DNRP)  
3 Wastewater Treatment Division, the Union, and other labor organizations representing Wastewater  
4 Treatment Division employees agree to engage in a competitiveness and productivity initiative for the  
5 benefit of the employees of the division, and the ratepayers of King County, our “customers.”  
6 Recognizing the inevitability of change, the parties to this agreement intend to work together to  
7 manage that change to their mutual benefit. We believe the partnership we are employing will  
8 continue to provide our customers with the best and most efficient, state of the art wastewater  
9 treatment utility in the country, while securing excellent family wage jobs and rewarding careers for  
10 the employees of the division.

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

12           1. There will be no involuntary layoffs during the period the Productivity Pilot Program is in  
13 effect between Wastewater Treatment Division of DNRP and King County government. Any  
14 reductions in force necessary to help meet productivity goals will be accomplished through attrition.

15           2. This Agreement acknowledges the partnership among the management of King County  
16 DNRP, Wastewater Treatment Division, the Union, and other labor organizations representing  
17 Wastewater Treatment Division employees to support and manage the change process as the  
18 Productivity Pilot Program is implemented, and on a continual basis thereafter.

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



1 **ARTICLE 8: PRODUCTIVITY INCENTIVE PROGRAM**

2 **8.1 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 the business.

8 The parameters of the Productivity Incentive Program shall be consistent with County Code  
9 and the commitments and performance guarantees as set forth in the Wastewater Productivity Pilot  
10 Program, adopted by Motion 11156 (April 27, 2001).

11 **8.2 Productivity Incentive Fund For Wastewater**

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 operating savings shall be retained by King County Wastewater Treatment  
16 Division and fifty percent (50%) shall be assigned to the Productivity Incentive Fund. A minimum of  
17 twenty-five percent (25%) of the funds assigned to the productivity incentive fund shall be paid out in  
18 cash to all employees participating in the productivity initiative with the remaining seventy-five  
19 percent (75%) distributed in accordance with Article 8.5.

20 **8.3 Productivity Incentive Plan For Wastewater Capital Fund**

21 The Productivity Pilot Program will develop a plan to identify additional savings associated  
22 with portions of the Wastewater Capital Program. The method of assigning savings to the  
23 Productivity Incentive Fund shall be specified in the plan. The County may not enter into any  
24 agreement, memorandum of understanding or any other document with any other party which would  
25 preclude the Union from participating in the Productivity Incentive Program for the Wastewater  
26 Capital Program.

27 Certain capital program work of the wastewater program has traditionally been performed by  
28 independent contractors procured by the county rather than county employees. If the wastewater

1 program begins to use county employees for all or any portion of such capital program work in  
2 connection with implementation of the productivity initiative, subsequent use of independent  
3 contractors shall not be limited as a result of this temporary pilot project.

#### 4 **8.4 Prior Ongoing Permanent Savings**

5 In order to memorialize the gainsharing distribution for ongoing permanent savings to the  
6 wastewater program achieved under a prior collective bargaining agreement, a permanent adjustment  
7 for past productivity gains will be added to each employee's base hourly pay rate. Effective  
8 November 1, 2003, the adjustment shall be raised from \$1.43 per hour to \$1.46 per hour. This  
9 amount shall be adjusted for COLA on January 1, 2004, January 1, 2005 and January 1, 2006, using  
10 the formula described in Appendix A.

#### 11 **8.5 Productivity Incentive Oversight Committee**

12 A Productivity Incentive Program Oversight Committee shall be responsible for oversight of  
13 funds allocated to the fund. The committee shall be comprised of thirteen (13) members, four (4)  
14 representatives shall be selected by SEIU, Local 925.

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

17 The Productivity Incentive Program Oversight Committee shall have the authority and  
18 responsibility to determine the distribution and use of the fund, subject to approval by the Division  
19 Director of the Wastewater Treatment Division. In addition to the minimum annual payouts to  
20 employees, as referenced in Article 8.2, the distribution of the funds may include, but not be limited  
21 to:

- 22 • Increased annual payouts to employees.
- 23 • Investment in employees through training and other employee development programs.
- 24 • Award and recognition program
- 25 • Reserve fund
- 26 • Other activities consistent with achieving the goals of the Productivity Pilot Program.

27 The Productivity Incentive Program Oversight Committee shall prepare an annual report on  
28 the management of the fund. The fund shall be audited on an annual basis.

1 **ARTICLE 9: TYPES OF EMPLOYEES AND PROBATIONARY PERIOD**

2 **9.1 General**

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

7 **9.2 Types Of Employees**

8 A full-time employee is one normally scheduled to work forty (40) hours per week or one who  
9 works an alternative work schedule recognized as equivalent status to a forty (40) hour week.

10 A part-time employee is one normally scheduled less than forty (40) hours per week.

11 A temporary employee is one hired for a period of less than six (6) months to fill a special  
12 project position of limited duration or to provide short-term replacement staffing for regular  
13 employees absent from their positions for reasons such as leave of absence. A temporary employee  
14 may be terminated without recourse to the Conflict Resolution and Grievance Procedure.

15 A Term-Limited Temporary Employee is a temporary employee who is employed in a term-  
16 limited temporary position for a period of six (6) months or longer. Term-limited temporary  
17 employees are not members of the career service. Term-limited temporary employees may not be  
18 employed in term-limited temporary positions longer than three (3) years beyond the date of hire,  
19 except that for grant-funded projects, capital improvement projects and information systems  
20 technology projects the maximum period may be extended up to five (5) years upon approval of the  
21 Director of the County's Human Resources Division of the Department of Executive Services. The  
22 Director shall maintain a current list of all term-limited temporary employees by department.

23 **9.3 Probationary Period**

24 The first six (6) months of regular employment shall be a probationary period for all  
25 employees. During this period an employee may be terminated without recourse to the Conflict  
26 Resolution and Grievance Procedure.

27 **9.4 Trial Service Period**

28 All employees who have completed a probationary period and are promoted or transferred to a

1 different classification within the bargaining unit shall serve a six (6) month trial service period  
2 during which they may be reverted back to their prior job classification and appropriate pay step for  
3 cause, subject to appeal through the Conflict Resolution and Grievance Procedure. Employees  
4 participating in job progression shall serve no trial service period if they are progressing in the same  
5 classification family.

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1 **ARTICLE 10: PERSONNEL ACTIONS**

2 **10.1 Job Postings**

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

6 **10.2 Non-Competitive Positions For Internal Candidates**

7 Regular positions may be filled on an acting or temporary basis for no more than six (6)  
8 months without competition. However, the affected Business Team(s) and Section Manager may  
9 jointly approve an extension of less than six (6) additional months. The LMC shall be notified of all  
10 appointments and extensions. If management determines that a non-competitive appointment needs  
11 to become a continuing assignment, the position will be reposted to allow internal competition for the  
12 position. Management needs to determine this change far enough in advance to carry out the  
13 necessary administrative details in a timely manner.

14 **10.3 Competitive Positions**

15 Regular and special project positions lasting longer than six (6) months will use a competitive  
16 selection process. All employees, including temporaries, are eligible to apply for these positions.  
17 Employees who have attained career service status or are in a regular appointment, but serving a  
18 probationary period, have preference over candidates with temporary status. Probationary employees  
19 who are selected for another competitive position, will serve a six (6) month probationary period in  
20 their new position. If they do not successfully complete the probationary period in their new position,  
21 management will make a good faith effort to assist the employee in finding another position, but will  
22 not guarantee that the employee will be placed.

23 A. The Employer will post announcements of openings at all work-sites for a  
24 minimum of fourteen (14) calendar days. Jointly developed selection criteria, as approved by the  
25 affected Business Team(s), will be established in advance of recruitment. The announcement shall  
26 include selection criteria to be used in the selection process.

27 B. The end date for special project positions will be clearly stated in the posting.

28 C. If there are sufficient qualified internal candidates to fill an opening, based upon

1 the selection criteria, the position will be filled internally.

2           **D.** Except for special project positions, if an opening occurs within six (6) months of  
3 the establishment of a list of qualified candidates, the Employer may select the most qualified  
4 candidate(s) from the list.

5           **10.3.1 Internal Candidates**

6           Internal Candidates refers to all employees covered by this Agreement. Employees who have  
7 attained career service status or are in a regular appointment, but serving a probationary period, have  
8 preference over candidates with TLT or temporary status. The selection panel will first consider  
9 applications from members of the bargaining unit, who are in the same classification or classification  
10 family who wish to be considered as transfer candidates. The position will be advertised to members  
11 of the bargaining unit, if there are no transfer candidates.

12           Transfer candidates will be selected on the basis of classification family seniority in the  
13 following classifications/classification families: Industrial Maintenance Mechanic Family, Industrial  
14 Instrument Technician, Industrial Maintenance Electrician, Industrial Instrument/Electrical  
15 Technician Lead, Inventory Purchasing Specialist I, II and III, Wastewater Support Specialist,  
16 Industrial Lubrication System Specialist, Industrial Machinist, Industrial Machinist/Mechanic Lead,  
17 and Industrial Engine Mechanic.

18           **10.3.2 External Candidates**

19           If no qualified internal candidate is selected by the appointing authority, the position may be  
20 posted for applications from candidates not covered by this Agreement, following the County's  
21 established hiring practices.

22           **10.4 Selection/Promotion**

23           A joint task force of the Employer and the Union shall establish minimum qualifications and  
24 selection criteria for each job classification including appropriate and consistent weighting of criteria.  
25 Criteria shall include technical skills, interpersonal skills, and other relevant factors.

26           A panel of business team members, not including candidates for promotion, will consider all  
27 qualified employees and make promotion recommendations to management in writing.

28 Recommendations shall be based upon criteria referenced above. If all candidates' qualifications are

1 comparable, then WDT-wide seniority takes precedence.

2 Minimum qualifications and selection criteria shall be reevaluated and updated each year by a  
3 committee of the Employer and Union representatives. The Employer shall use the minimum  
4 qualifications and selection criteria to evaluate job applicants eligible for the promotion list. The  
5 most qualified candidate(s) shall be selected to fill the vacancy(ies). Those promoted shall move to  
6 the lowest step on the wage scale of the new classification, which provides at least a one-step increase  
7 in pay over the employee's previous rate of pay.

### 8 **10.5 Step Placement**

9 New employees and employees moving between classifications will be initially placed at a  
10 step commensurate with the step's criteria. The criteria will reflect the knowledge, skills, abilities,  
11 and experience required at each step. The gate criteria will also apply if the classification is in job  
12 progression. Step and gate criteria for positions in the Job Progression Program will be developed by  
13 the Employer and business teams, with oversight by the Job Progression Oversight Committee  
14 (JPOC) and approval by the Labor Management Committee (LMC). Step criteria for positions  
15 outside of the Job Progression Program will be developed by the Employer and business teams, with  
16 approval by the LMC.

17 Employees moving from a higher to lower salary range shall be placed at a step commensurate  
18 with the step's criteria, not to exceed the top step of the employee's new classification.

19 Exceptions will be made in cases where the employee is moving to a classification within a  
20 higher or equivalent classification family, or to a higher or equivalent classification. In this event, the  
21 employee shall be "Y" rated (frozen), if they are placed at a step that is lower than their previous base  
22 rate of pay. The "Y" rate shall continue for a period of two (2) years, or until the employee  
23 progresses to a step that meets or exceeds their "Y" rate, whichever is sooner. If, at the conclusion of  
24 the two (2) years, the employee is still "Y" rated, the employee's base rate shall be adjusted  
25 downward to the salary step commensurate with their experience based upon the step criteria.

26 Cost of Living Adjustments shall not be applied to the "Y" rate. At such time that the step  
27 occupied by the "Y" rated employee meets or exceeds the employee's "Y" rate, the "Y" rating will  
28 end.

1 Employees will progress through steps at one (1) year intervals. Employees who are in a job  
2 progression classification and are in a shaded area before a gate, do not have a time limitation and  
3 may advance when they meet the requirements of the gate. Employees serving a probationary period  
4 must complete their probationary period before advancing through a gate.

5 For purposes of this section, determinations as to whether a placement falls within a higher,  
6 lower or equivalent stand-alone classification or classification family will be based upon the top step  
7 of the new salary range in comparison with the top step of the old salary range.

#### 8 **10.6 Senior Operator-in-Charge**

9 Senior Operator-in-Charge positions will be filled through a competitive recruitment process  
10 of all qualified Senior Operators. These positions will be advertised every five (5) years and are not  
11 subject to the Seniority Bid Process.

#### 12 **10.7 Seniority Bid Process - Operators**

##### 13 **Definition:**

14 A seniority bid process for job assignments in the Operator Series shall occur every three (3)  
15 years within each Section. This process allows for movement between all Business Teams in the  
16 Operator Series based on Section business needs and Classification Family Seniority.

##### 17 **Implementation:**

- 18 • The Seniority Bid Procedure shall be completed by March 31, 2005 and will take place  
19 every three (3) years thereafter.
- 20 • Employees who filled a vacancy through a competitive process in the twenty-four (24)  
21 months prior to the bid process date of March 31, 2005 can request to be exempt from the  
22 process and remain in their current assignment. (This does not include employees who  
23 were hired, transferred or promoted from outside the Operator Classification Family within  
24 this twenty-four (24)-month time frame.)
- 25 • Senior Operator-In-Charge positions are exempt from this process.
- 26 • Vashon Island positions are exempt from this process.

##### 27 **Selection Committee:**

28 The committee shall be comprised of the Section Manager, two (2) Management



1 representatives, a representative of Local 925 and two (2) Shop Stewards. The objective is to have  
2 equal Union and Management representation in the decision making process. Decisions will be based  
3 on:

- 4 • Business needs identified by the Section Manager (by January 1, 2005).
- 5 • Employee classification family seniority.
- 6 • Disciplinary record of the employee for the period between the date of Union's ratification  
7 of this Agreement and January 15, 2005.
- 8 • In the event the Selection Committee fails to reach consensus, the final decision shall be  
9 made by the Section Manager and is subject to the Grievance Procedure.

10 **Bid Selection:**

- 11 • All employees in the Operator Classification Family shall fill out a Bid Preference Form and  
12 submit it to the Selection Committee Facilitator and be given a receipt confirming a form  
13 was submitted.
- 14 • Bid Preference Forms which are partially filled out or not turned in by the deadline, shall be  
15 considered incomplete by the Selection Committee.
- 16 • Bid preferences will be considered by the Selection Committee in order of classification  
17 family seniority as defined in Article 11 of this Agreement.
- 18 • Disciplinary action(s) taken in the period between the date of Union's ratification of this  
19 Agreement and January 15, 2005, may affect an employee's selection order.

20 **Selection Committee Process:**

21 The Selection Committee shall use the following process when determining job assignments:

- 22 • Review the classification family seniority roster generated by the employer and verified by  
23 the Union.
- 24 • Consider an employee's preferences as indicated on the Bid Preference Form completed by  
25 each employee (by the bid process date of January 15, 2005).
- 26 • Determine whether any incomplete forms have been submitted. Incomplete forms may  
27 result in the committee selecting the job assignment for that employee. Selections by the  
28 committee in these cases are not subject to the Grievance/Arbitration procedure.

- 1 • Confirm employee meets identified business needs.
- 2 • Place any employee(s) with disciplinary action(s) taken between the date of the Union's
- 3 ratification of this Agreement and January 15, 2005 at the end of the selection order. If
- 4 multiple employees meet these criteria, they are placed in order of classification family
- 5 seniority (Management has discretion to keep a disciplined employee in their current job
- 6 assignment).
- 7 • At the conclusion of the process, the Section Manager will notify employees of the job
- 8 assignments.

9 **Seniority Bid Process Time Line:**

10 • **By November 1, 2004**

11 Section Manager selects the Facilitator for the Selection Committee.

12 • **By November 10, 2004 the Facilitator will:**

13 Notify Operations employees of the upcoming process and distribute bid preference

14 forms to the employees.

15 Schedule the Management business team meeting.

16 Notify the Union Business Representative of the need to select committee members.

17 Notify the Section Manager of the need to select committee members.

18 • **Before January 1, 2005**

19 Selection Committee is identified and the Seniority Bid Process meeting is scheduled.

20 The Union is requested to verify a classification family seniority roster for each

21 section.

22 Section Manager identifies business needs.

23 • **Before January 15, 2005**

24 Classification Family Seniority roster verification due from the Union.

25 Bid Preference forms due from the employees.

26 Facilitator will have current operations roster for the meeting.

27 • **Before January 24, 2005**

28 Seniority Bid Selection meeting will occur and job assignments for employees in the

1 Operator family classification will be determined.

2 • **Before January 31, 2005**

3 Section Manager will notify employees of job assignments.

4 • **By March 31, 2005**

5 Changes in job assignments will be completed.

6 **10.8 Layoffs**

7 In the event of a need for a reduction in force, the Employer will meet with the Union as far in  
8 advance as possible to identify the reasons requiring the reduction and the number and classifications  
9 and/or classification families of employees affected.

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

16 Employees subject to layoff from one classification family shall be allowed to exercise their  
17 retained classification family seniority rights in that other classification family. In such cases, the  
18 employee will be assigned to the classification which s/he last occupied within the classification  
19 family. The employee will be placed at the step of the new salary range which is closest to the salary  
20 that the employee received before the bump. The rate of pay may not exceed the top step of the new  
21 salary range. For those classifications with Gate requirements, the employee will be placed at the  
22 highest step for which they meet the Gate requirements. Employees who were Grandfathered as a  
23 result of Job Progression are presumed to have met all of the Gate requirements of the classification  
24 to which they bumped.

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

26 **10.9 Recall**

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

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

5 Employees failing to respond and return in a timely manner shall be considered as tendering  
6 their resignation from the Employer's employment.

#### 7 **10.10 Temporary Hardship Assignments**

8 A. When an employee believes a hardship exists, s/he may contact his/her supervisor in  
9 writing, explaining the hardship, with his/her request, including estimated duration.

10 B. After receipt of the request, within fourteen (14) calendar days, the employee, supervisor,  
11 the designated Union representative, and the section manager will meet to discuss the request. The  
12 EAP coordinator will be used as a resource if necessary. All requests and discussions will remain  
13 confidential. After this meeting, the employee will be notified, in writing, within seven (7) calendar  
14 days of the decision. The section manager, supervisor and the designated Union representative will  
15 make the final decision.

16 C. Hardship assignments will be structured to assist the employee to move back into full  
17 work schedule availability, with an agreement between the employee, the immediate supervisor and  
18 the designation Union representative on a plan to return to their regular assignment.

19 D. This Section does not pertain to circumstances relating to ADA (Americans with  
20 Disabilities Act), medical accommodations, FML (Family Medical Leave) or time off for  
21 circumstances covered under the State of Washington Family Care Act.

#### 22 **Intent Statement**

23 The intent of this Section is to define a hardship, its duration, and the process by which a  
24 request for a temporary hardship assignment may be approved.

25 Local 925 and King County recognize that employees occasionally have personal  
26 circumstances that make it difficult for them to perform their current assignment. This Section is  
27 designed to provide time for the employees to resolve their hardship and return to their regular work  
28 schedules and job assignments.

1 **Interpretation**

2 A hardship is a situation of less than one (1) year duration that inhibits or makes it very  
3 difficult for an employee to fulfill current job responsibilities. Requests for a hardship assignment are  
4 to be considered temporary and the employee shall be available for all work schedules and job  
5 assignments when the hardship ends.

6 There are no specific criteria for granting hardship assignments. Approval is based on the  
7 specific circumstances of each request as determined by the supervisor, section manager, and the  
8 designated Union representative. The following factors are recommended for consideration:

- 9 • A limited amount of flexibility is available to assist in hardship cases and thus there are a  
10 limited number of transfers that could be granted at any one time.
- 11 • The expectation is that at the end of the agreed upon time frame, the employee shall return  
12 to their original assignment (unless more recent bid process resulted in movement to a new  
13 assignment).

1 **ARTICLE 11: SENIORITY**

2 All regular employees shall accrue seniority from the date of hire. All probationary  
3 employees completing the probationary period shall be credited with seniority retroactive to date of  
4 hire.

5 Seniority shall not accrue during leaves of absence without pay in excess of thirty (30)  
6 calendar days, including family leave, except for leave due to active military duty or Union business  
7 (see also Article 22.3).

8 If an employee moves from a temporary position into a regular position with no break in  
9 service, employment in the temporary position will be included when establishing the seniority  
10 date(s).

11 Employees promoted from one classification to another shall retain seniority earned in the  
12 classification from which he/she was promoted.

13 **County-wide Seniority.** County-wide seniority is defined as the most recent period of  
14 continuous service as a regular employee with King County in any combination of  
15 positions/classifications.

16 The service date of regular employees who accept temporary assignments and subsequently  
17 return to their regular assignment shall not be adjusted, provided that there is no break in service with  
18 the County.

19 Previously accrued County-wide seniority shall be restored if the employee returns to County  
20 service within two (2) years of the severed employment date, provided the employee left in good  
21 standing.

22 **WTD-Wide Seniority.** WTD-wide seniority is defined as the most recent length of  
23 continuous service as a regular employee with the WTD in any combination of positions.

24 **Classification Family Seniority.** Classification family seniority is defined as the most recent  
25 length of continuous service as a regular employee within the Wastewater Treatment Division in a  
26 given job classification family. (This definition also applies to single-level classifications.)

27 **Vashon Sewer District Seniority Credit.** Former employees of the Vashon Sewer District,  
28 who were employed at the time of transfer of the Vashon Treatment facility to King County, shall be

1 credited with all forms of seniority as defined by this Agreement, retroactive to their date of hire by  
2 the Vashon Sewer District.

3 **Wastewater Support Specialist Seniority Credit.** Employees assigned to the job  
4 classification of Wastewater Support Specialist, as of the effective date of this Agreement, who were  
5 formerly in the Maintenance Support Assistant or in an Administrative Services Specialist job  
6 classification, shall be credited with classification family and classification seniority to their date of  
7 hire in the Wastewater Treatment Division within those classifications.

1 **ARTICLE 12: CONFLICT RESOLUTION AND GRIEVANCE PROCEDURE**

2 **12.1 General**

3 The Employer and the Union commit to address and resolve issues in a fair and responsible  
4 manner at the lowest level and to use mediation and conflict resolution methods when possible. Our  
5 relationship depends on mutual respect and trust built upon our ability to recognize and resolve  
6 disagreements rather than avoiding them.

7 **12.2 Types of Issues**

8 Issues may be referred by employees, the Employer, or the Union for Article 12.6 Conflict  
9 Resolution and Grievance Procedures A through D except as provided herein and subject to Article  
10 12.5. The only requirement is that the issue must be genuine and that the parties involved must  
11 participate directly. Issues concerning Removal from Service for the employee's own medical  
12 reasons, Return to Service or Leave of Absence concerning the employee's own medical reasons will  
13 be handled under Article 14 of this Agreement, Medical Arbitration.

14 **12.3 Time Limits**

15 The purpose of time limits within the Conflict Resolution and Grievance Procedure (12.6) is  
16 to set general guidelines and to ensure that neither party to a dispute becomes frustrated by undue  
17 delay. Time limits are flexible and may be waived; however, the party awaiting a response at any step  
18 (short of the last step) may advance the issue to the next step once the time limits have expired.

19 **12.4 Resource Assistants**

20 Human Resource personnel, Union representatives, and/or stewards may participate in any  
21 phase of the issue resolution procedure upon request of those involved in the dispute.

22 **12.5 Complaints of Discrimination**

23 Complaints of discrimination shall be subject to the Conflict Resolution and Grievance  
24 Procedure (12.6), but shall not be subject to arbitration.

25 **12.6 Procedure**

26 **Step A. Conflict Resolution Procedure (optional step)**

27 An issue may be addressed orally between the supervisor and the employee(s) involved within  
28 fourteen (14) calendar days of the event or circumstance(s) giving rise to the issue(s). The parties will



1 make every effort to resolve the issue(s) within thirty (30) calendar days, however the Union may  
2 advance the issue(s) to Step B at any time within thirty (30) calendar days following the initial  
3 discussion with the supervisor.

4 Disputes resolved at this level shall be final and binding but shall not form precedent for any  
5 other disputes arising under this Agreement.

6 **Step B. Supervisor – Formal Grievance**

7 If the issue is not resolved in Step A, the Union may present a written grievance to the  
8 supervisor. In the event Step A is bypassed, the Union will present a written grievance to the  
9 supervisor within fourteen (14) calendar days of the event or circumstance(s) giving rise to the  
10 issue(s). In either event, the Steward shall forward a copy of the grievance to the WTD Human  
11 Resources Representative and the Union office.

12 The supervisor will have fourteen (14) calendar days to provide a written response, with a  
13 copy to the WTD Human Resources Representative and the Union office.

14 Disputes resolved at this level shall be final and binding but shall not form precedent for any  
15 other disputes arising under this Agreement.

16 If not satisfactorily resolved, the Union may refer the grievance in writing to the next level  
17 within fourteen (14) calendar days of receipt of the supervisor's response, or if no response was  
18 received.

19 **Step C. Section Manager**

20 The Section Manager will have fourteen (14) calendar days from receipt of the grievance to  
21 issue a written response. If the response of the Section Manager is unacceptable, the grievance may  
22 be referred to mediation within fourteen (14) calendar days of the Union's receipt of the Section  
23 Manager's response.

24 If mutually agreed upon by Employer and Union, the grievance may be directly referred to  
25 arbitration if it concerns the proper application or interpretation of the Agreement. The Union shall  
26 have fourteen (14) calendar days to request such arbitration.

27 Disputes resolved at this level shall be final and binding but shall not form precedent for any  
28 other disputes arising under this Agreement.

1                    **Step D. Mediation**

2                    Mediation shall be the last step for disputes not eligible for arbitration as well as the step prior  
3 to arbitration for all other disputes. The Employer and Union will have thirty (30) calendar days from  
4 the mediation request date to schedule a mediation date.

5                    A mediator shall be mutually agreed upon by the Employer and the Union. The mediated  
6 settlement shall be binding on the parties and, unless specifically agreed otherwise, not form a  
7 precedent with WTD for any other dispute arising under this Agreement. If resolution is not reached  
8 in mediation, grievances may be referred to arbitration if it concerns the proper application or  
9 interpretation of the Agreement.

10                   **Step E. Arbitration**

11                   The Union will have fourteen (14) calendar days from the conclusion of mediation to request  
12 arbitration or, if there was no mediation, the Union may submit the request within fourteen (14)  
13 calendar days of receipt of the Step C response. The Employer and Union will have sixty (60)  
14 calendar days from the arbitration request date to schedule an arbitration date.

15                   An arbitrator shall be selected by mutual agreement of the Employer and the Union. In the  
16 event mutual agreement is not reached, an arbitrator shall be selected from a list provided by a  
17 mutually acceptable source. In the event the parties are unable to mutually agree on a source for the  
18 list of arbitrators, the parties shall request a list from the Federal Mediation and Conciliation Service.

19                   The arbitrator's power shall be limited to interpreting the Agreement between the Employer  
20 and the Union as it applies to the dispute before the arbitrator.

21                   The Employer and the Union shall each bear the cost of its own presentation including  
22 attorney's fees, regardless of the outcome. The parties shall bear equally the fees and cost of the  
23 arbitrator.

24                   **12.7 Initiation of Grievance at Higher Step**

25                   By mutual agreement, a grievance may be initiated at a higher Grievance Step if the  
26 Management Representative at the lower level would not have the authority to grant the relief sought.  
27  
28

1 **ARTICLE 13: CORRECTIVE ACTION AND DISCIPLINE**

2 **13.1 Teach, Lead and Coach (TLC) – Corrective Action Procedures**

3 Teach Lead and Coach (TLC) is meant to address violations of rules of minor significance or  
4 unsatisfactory work performance that can normally be corrected through counseling or training. TLC  
5 is non-disciplinary, but if the employee’s performance or behavior does not improve, TLC  
6 documentation can be used toward discipline.

7 In order to accomplish the goals set forth in the preamble, shop stewards, supervisors and  
8 managers developed a Teach, Lead and Coach (TLC) Handbook which shall be an appendix to this  
9 Agreement. The LMC shall review this Handbook at least once during the life of this Agreement.

10 While the desired corrective action approach is Teach, Lead and Coach (TLC), the procedure  
11 does not preclude moving directly to discipline depending on the severity of the situation.

12 **13.2 Just Cause**

13 No employee who has completed probation shall be disciplined except for just cause.

14 **13.3 Progressive Discipline**

15 Discipline is meant to address violations of rules of major significance, continuing minor  
16 violations or continuing unsatisfactory work performance. The Employer and the Union agree with  
17 the principle of progressive discipline, which may include oral reprimands, written reprimands,  
18 suspension, demotion, salary reduction, discharge, or alternative forms of discipline mutually agreed  
19 upon.

20 **13.4 Appropriate Level of Disciplinary Action**

21 The type and level of disciplinary action will be determined by the nature and severity of the  
22 behavior and/or performance deficiency that led to the disciplinary action, as well as the employee’s  
23 past disciplinary record.

24 In accordance with the Fair Labor Standards Act (FLSA), salaried (overtime-exempt)  
25 personnel are not subject to unpaid disciplinary suspensions except in increments of full workweeks,  
26 unless the infraction leading to the suspension is for a violation of a safety rule of major significance.

27 **13.5 Equal Application of Rules**

28 The employer will make every effort to enforce rules in a fair and consistent manner.

1           **13.6 Oral and Written Reprimands**

2           Memos to document oral reprimands, and written reprimands, shall include the following  
3 information:

- 4           • The reason(s) for the reprimand
- 5           • The facts supporting the reprimand
- 6           • The form of reprimand being imposed
- 7           • The effective date(s) of the reprimand
- 8           • A clear statement as to follow-up needed (if any)
- 9           • Language advising the employee of the availability of Employee Assistance Programs  
10           (EAP) may be included in the notice

11           **13.7 Pre-Disciplinary Procedures – Cases Affecting Pay Status**

12           In all cases involving the potential for suspension without pay, discharge, demotion or salary  
13 reduction for disciplinary reasons, the Employer will provide the affected employee with written  
14 notice and an opportunity to respond in writing and/or in person.

15           The pre-disciplinary notice will include the following information:

- 16           • The reason for the proposed discipline
- 17           • The facts supporting the proposed discipline
- 18           • The form of discipline being considered
- 19           • The date, time and location of the pre-disciplinary hearing, or deadline for submission of  
20           any additional evidence or information that should be considered by the Employer in  
21           making a final disciplinary decision
- 22           • Language advising the employee of the availability of Employee Assistance Programs  
23           (EAP) may be included in the notice

24           **13.8 Disciplinary Decisions Affecting Pay Status**

25           Employees shall be provided with written notification of final disciplinary decisions within  
26 fourteen (14) calendar days following the pre-disciplinary hearing and/or deadline for submission of  
27 written responses/additional evidence.

28           The disciplinary letter shall include the following information:

- 1 • The reason(s) for the discipline
- 2 • The facts supporting the discipline
- 3 • The form of discipline being imposed
- 4 • A clear statement as to follow-up needed (if any)
- 5 • The effective date(s) of the discipline
- 6 • Statement as to the employee's right to appeal the discipline
- 7 • Language advising the employee of the availability of Employee Assistance Programs
- 8 (EAP) may be included in the notice

9 **13.9 Administrative Leave**

10 The Employer has the right to place an employee on paid administrative leave, subject to the  
11 following conditions:

12 **A. Purpose of Administrative Leave.** The purpose of administrative leave is to  
13 remove an employee from the workplace during the pendency of an investigation and/or until  
14 discipline is imposed. Administrative leave is paid leave, and non-disciplinary in nature.

15 **B. Reasons for Administrative Leave.** Administrative leave will be used when the  
16 employer believes a compelling reason necessitates the employee's removal from the workplace (e.g.,  
17 endanger the employee or others, disrupt the work environment, or interfere with an investigation,  
18 etc.).

19 **C. Onset of Investigation.** The Employer will make every effort to conduct and  
20 complete the investigation as quickly as possible after placing the employee on paid administrative  
21 leave.

22 **D. Notice to Union.** The Employer will notify a Union representative upon placing  
23 an employee on administrative leave. The employee may request Union representation at any time in  
24 the investigative process.

25 **13.10 Confirmation of Receipt**

26 Employees shall provide a written acknowledgement of receipt of correspondence relating to  
27 corrective action and disciplinary matters. The employee's signature shall not be construed as an  
28 admission of guilt.

1           **13.11 Conflict Resolution and Grievance Procedures**

2           All discipline of non-probationary employees shall be subject to the Conflict Resolution and  
3 Grievance Procedures in Article 12 of this Agreement.

4           **13.12 Notice of Investigation**

5           When the Employer determines it is necessary to investigate an employee(s) for potential  
6 misconduct, the employee(s) shall normally be informed of the need for such investigation within  
7 three (3) business days of the decision to proceed. The employee will be generally advised of the  
8 nature of the issue(s) and the estimated duration of the investigation. The Employer shall provide  
9 similar notice to the Union.

10           Notification may be deferred in unusual circumstances where it is possible that the  
11 investigation would be compromised as a result of providing the earlier notice.

12           **13.13 Right to Union Representation**

13           The parties recognize that employees have the right to have a Union representative present in  
14 any meeting where the employee has a reasonable belief that the discussion may lead to discipline.

15           The parties further agree that employees who are being interviewed as potential witnesses but  
16 are not the subject of investigation, will be permitted to have a Union representative present for the  
17 meeting, if more than one management representative is present.

1 **ARTICLE 14: 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. Nothing in this Article shall relieve the Employer from  
6 meeting its duties under the Americans with Disabilities Act (ADA), state or federal law, and County  
7 ordinance.

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

12 The Employer will evaluate the medical release from the employee's physician. If the  
13 Employer does not accept the medical release, the Employer will, at its expense, refer the employee to  
14 an independent consulting physician of the Employer's choice for a medical examination. The  
15 medical examination shall be conducted and evaluated based upon the essential requirements of the  
16 job in effect at the time of disability. If the independent consulting physician authorizes return of the  
17 employee to work, the employee will be allowed to return to duty upon release without loss of any  
18 form of seniority. The employee shall receive back pay from the date the employee presented an  
19 acceptable medical release from his/her physician to the Employer, provided the employee was  
20 available. In the event the independent consulting physician does not authorize the employee's return  
21 to work and the employee still wishes to return to work, the grievance shall progress to Step 2 of this  
22 Article. Such referral to Step 2 must be in writing and shall be forwarded to WTD HR.

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

1           Should the medical arbitrator determine that the employee can perform all of his/her duties  
2 without restriction, the employee shall be returned to work. The medical arbitrator shall determine  
3 the date upon which the employee, in the arbitrator's opinion, was able to fully perform the duties of  
4 his/her position. The employee shall receive back pay, benefits, and seniority from the date  
5 determined by the arbitrator.

6           Should the medical arbitrator rule in favor of the Employer, the employee's appropriate  
7 placement shall be determined in accordance with the Employer's regular accommodation  
8 procedures.

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



1 **ARTICLE 15: UNION REPRESENTATION AND ACTIVITIES**

2 **15.1 Union Representative**

3 Union representatives may visit the work location of employees covered by this Agreement at  
4 any reasonable time. They shall report to the appropriate manager/designee upon arrival at the work  
5 site being visited.

6 **15.2 Shop Steward**

7 The Employer agrees to recognize employees appointed and identified by the Union as shop  
8 stewards. When contract administration business is conducted during working hours, the employee is  
9 responsible for clearing the time taken away from work with his/her supervisor.

10 **15.3 Bulletin Boards**

11 The Union shall be allowed use of bulletin board space to post Union notices that have been  
12 signed by an officer, Union representative, or steward of the Union.

1 **ARTICLE 16: CLASSIFICATIONS AND RATES OF PAY**

2 **16.1 Rates of Pay**

3 The classifications and rates of pay for all bargaining unit employees are listed in Appendix A  
4 of this Agreement. Overtime pay is excluded for the calculations of the hourly rate of pay.

5 **16.2 Temporary Assignment to a Higher-Paying Classification**

6 A. An employee temporarily assigned by his/her supervisor/designee to a higher-  
7 paying classification shall receive a salary adjustment to the step of the higher  
8 classification/assignment that provides an increase over the employee's regular rate equivalent to at  
9 least a one-step increase in the higher classification, for actual hours worked. Upgraded employees  
10 will assume the FLSA status of the upgraded position.

11 For assignments of thirty (30) consecutive calendar days or more, a personnel change  
12 notification (PCN) will be written and all compensated hours will be at the higher rate.

13 An employee assigned by his/her supervisor for on-the-job training in a higher paying  
14 classification under the direction of others, shall not be eligible for the higher rate of pay.

15 A regular employee who accepts an appointment to a temporary position in a different  
16 classification, or who is assigned to a temporary appointment, shall retain all rights to return to a  
17 regular position within his/her classification including seniority, step increases, and benefits as  
18 provided in the Labor Agreement unless specifically waived in writing, with a copy sent to the Union.  
19 If the employee is promoted to the higher classification contiguous with the temporary  
20 appointment/assignment, he/she shall accrue seniority in that classification from the first day he/she  
21 accepted the appointment or was assigned to the higher classification.

22 **B. Compensation for persons filling in (relief) for an Operating Shift Supervisor:**

23 1. Group III certification. A Senior Operator with a Group III certification  
24 shall be upgraded to the Operating Supervisor classification with pay greater than the top step for  
25 Senior Operator-In-Charge. This differential recognizes that this person is assuming the full scope of  
26 decision-making responsibilities and accountability for the operation of the plant.

27 2. Group II certification. A Senior Operator with a Group II certification shall  
28 receive a premium of five percent (5%) above their current rate of pay. The Employer and the Union

1 agree that this occurs only when a designated person with at least a Group III certification is on-call.

2 **16.3 Premium Pay for Training Responsibilities**

3 Technical Trainer or Facilities Services Trainer shall be compensated as follows:

4 A. In the event an employee's current hourly wage rate is less than the hourly wage  
5 rate equivalent to senior operator, the employee shall receive a wage increase to the hourly rate  
6 equivalent to Senior Operator. Step placement shall be determined in accordance with Section 16.2.

7 B. In addition to the hourly pay rate shown in A. above, employees will receive a fifty  
8 cents (\$0.50) per hour premium pay for actual hours worked in this training assignment. If an  
9 employee is currently receiving a shift differential in accordance with Section 16.4, the fifty cents  
10 (\$0.50) per hour training premium pay will replace the shift differential. However, if the employee  
11 performs training duties on shifts other than day shift, the employee shall receive shift differential in  
12 addition to the training premium.

13 Employees shall be eligible to receive the above compensation during the period of their  
14 training assignment. Employees shall be returned to their regular job classification upon the  
15 conclusion of the assignment.

16 **16.4 Shift Differential**

17 In addition to the regularly established hourly rates of pay shown in Appendix A, employees  
18 whose regularly assigned work ends between 8:01 p.m. and 10:00 a.m. shall receive a shift  
19 differential of one dollar (\$1.00) per hour for all compensated hours. Employees temporarily  
20 assigned to such a shift are eligible for shift differential for actual hours worked. Employees regularly  
21 assigned to operations rotating shift shall receive a premium of one dollar (\$1.00) per hour for all  
22 compensated hours. Employees temporarily assigned to a full-rotating shift shall receive the rotating  
23 shift premium. This section shall not apply to salaried employees.

24 **16.5 Standby Pay**

25 A. Employees assigned to standby duty with a pager during time off shall receive two  
26 dollars and eighteen cents (\$ 2.18) per hour for the actual hours assigned to standby duty, with a  
27 minimum of twelve (12) consecutive hours assigned.

28 B. Employees shall receive a minimum of seven (7) calendar days notice in writing

1 prior to assignment on standby duty between April and October and a minimum of four (4) calendar  
2 days notice between November and March, except when emergencies interfere with such practice.

3 C. Employees called to work while on standby shall be paid at time and one-half (1-  
4 1/2) for actual time worked including the time required to travel from home to work location and  
5 return. Employees called in to work while on standby shall not receive standby pay during the period  
6 of time they receive time and one-half.

7 D. Salaried employees shall not be eligible for standby pay.

#### 8 **16.6 Call-in Pay**

9 Employees not assigned to standby who are called in to work on an unscheduled basis or  
10 because of an emergency, within twelve (12) hours or less of their scheduled report time, shall be paid  
11 at time and one-half (1-1/2) for the actual hours worked, with a minimum of three (3) hours. If  
12 subsequent call-ins fall within three (3) hours, further pay will not start until the fourth (4th)  
13 unscheduled work hour. Travel time to and from the job shall be considered as working time in such  
14 circumstances. Employees who have been notified more than twelve (12) hours before report time  
15 that their work schedule has been changed shall not be eligible for call-in pay. Salaried employees  
16 shall not be eligible for call-in pay.

#### 17 **16.7 Compensation for Meetings Held on Regular Day(s) Off (RDO) or When Required** 18 **to Return to Work to Attend a Meeting**

19 Employees who are scheduled to attend meetings on their regular day(s) off or who are  
20 required to return to work on a work day to attend a meeting shall be compensated as follows:

21 A. If a meeting is scheduled to be held on the employee's regular day(s) off but is  
22 canceled without notification and the employee reports to work to attend the meeting, the employee  
23 will receive two (2) hours of overtime pay.

24 B. If the employee attends a meeting that lasts less than two (2) hours, he/she will  
25 receive the minimum of two (2) hours of overtime pay.

26 C. If the length of a meeting extends beyond two (2) hours, the employee will be  
27 compensated for the total actual time spent at the meeting, at the overtime pay rate.

28 D. This section shall not apply to salaried employees.

1           **16.8 Step Increases**

2           Step increases will be awarded annually to regular and temporary full-time employees after  
3 completing twelve (12) months of continuous employment for satisfactory performance. Part-time  
4 employees shall be awarded step increases on an equivalent hourly basis for all compensated hours.  
5 Step increases for employees in the job progression system are set forth in the job progression  
6 handbook.

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1 **ARTICLE 17: HOURS OF WORK AND OVERTIME**

2 **17.1 Hours of Work**

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

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

8 Other innovative work schedules mutually agreed upon by the Employer and the Union may  
9 be utilized. Such agreement shall be confirmed in writing.

10 **17.2 Meal and Rest Periods**

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

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

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

19 **17.3 Overtime and Compensatory Time**

20 Employees required to work more than their regular workday or workweek will be paid either  
21 overtime for such additional hours at one and one-half (1-1/2) times the employee's regular hourly  
22 rate of pay or compensatory time at the rate of one and one-half (1-1/2) times the amount of overtime  
23 hours actually worked. Salaried employees shall not be eligible for overtime or compensatory time.

24 Paid benefit time and compensatory time up to a maximum of forty (40) hours in a workweek  
25 will be recognized as time worked for purposes of overtime calculation.

26 For the purpose of calculating overtime, an employee's workday shall be defined as beginning  
27 with the first (1st) hour of their regularly assigned shift and continuing for a total of twenty-four (24)  
28 consecutive hours. The workweek shall correspond to the biweekly pay period.

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

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

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

12 B. Overtime/Compensatory Time Option. The supervisor and the employee shall  
13 determine which form of compensation will be provided. The employee's preference for either  
14 overtime pay or accruing compensatory time or a combination thereof will be honored. However,  
15 business needs may prevent the employee from earning compensatory time in lieu of overtime pay.  
16 Whenever possible, this selection shall be made prior to the employee beginning the overtime  
17 assignment.

#### 18 **17.4 Compensation for Call-in, Call-back, and Hold-Over Overtime Assignments**

19 As a result of working overtime on a call-in, call-back, or hold-over basis the preceding  
20 workday/shift, employees will be compensated for time not worked due to rest. Decisions regarding  
21 when an employee will work beyond his/her regular workday/shift, or whether he/she is called in or  
22 called back to work shall be jointly made between the supervisor and the employee. This decision  
23 will be based on business needs and safety considerations. This section shall not apply to salaried  
24 employees.

25 Compensation and Available Options. Employees receive one-half (1/2) hour of  
26 compensatory time for unscheduled overtime worked (referred to as CO) for each one (1) full hour of  
27 overtime actually worked between the hours of 8:00 P.M. and 4:00 A.M., or if the total number of  
28 hours worked (including their regular shift and overtime hours) exceeds fourteen (14) continuous

1 hours (CO to commence upon the 14th hour) when the employee is scheduled to work on the  
2 following day.

3 Employees may use CO earned (from the above description) to cover hours not worked the  
4 next regular work shift due to rest. The employee must be scheduled to work the following  
5 workday/shift in order to be eligible to earn or use CO. CO is only available to cover hours not  
6 worked the next workday/shift; it may not be used for any other reason. Employees will not be able  
7 to bank, accrue, or be paid down CO hours.

8 Employees may be able to work their following entire work shift. However, this option  
9 depends upon the number of overtime hours worked, the start time of their next regular workday, and  
10 safety considerations.

11 Employees also have the following options available to cover hours not worked the next  
12 regular work shift due to rest:

13 1. Employees may come in to work late the following workday and use accrued  
14 benefit time to cover hours not worked.

15 2. Employees may come in to work late the following workday and work the same  
16 number of hours they would normally work (if work is available).

17 3. Employees may use the overtime hours accrued the preceding workday "in trade"  
18 for hours worked the following workday (taken as CO). Supervisors will use regular holiday (RH) on  
19 employee's timeslip in order for the employee to accrue benefit time as if they had worked their  
20 regular shift.

### 21 **17.5 Distribution of Overtime**

22 Each Business Team shall develop policies and procedures regarding the method(s) of  
23 offering and assigning overtime. Such policies shall be in writing and should address the following:

- 24 • Fair and equitable distribution to the degree practicable.
- 25 • Provide for adequate rest periods to ensure employee safety.
- 26 • Address business needs and qualifications needed.
- 27 • Address emergency circumstances.

28 A copy of the Business Team Overtime policy/procedure shall be forwarded to the WTD HR



1 office and to the Local 925 office.

2 **17.6 Work Schedule Changes**

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

5 **17.7 Schedule Adjustment for Training**

6 **A.** The Employer may not change the employee's schedule solely for the purpose of  
7 avoiding the payment of overtime.

8 **B.** The employer may temporarily schedule adjust an employee's work week for the  
9 purpose of attending a structured training program. All changes must be in compliance with all other  
10 applicable articles in this Agreement, and shall not result in loss of regular compensation for the work  
11 week.

1 **ARTICLE 18: BENEFIT TIME**

2 **18.1 General Description**

3 Effective January 1, 2001, benefit time and extended sick leave shall be combined into one  
4 program. The Benefit Time (BT) Program recognizes the need for scheduled time away from the job  
5 (vacation and holidays) for personal reasons and for occasions when the employee must be away  
6 because of illness or injury. BT is the bank of time accrued for use during scheduled paid time off  
7 and unscheduled paid time off (excluding military leave, bereavement leave and jury duty). The  
8 program is designed to meet two primary goals. The first is to increase operating efficiency, and the  
9 second is to treat employees with dignity and respect.

10 **Eligibility:**

11 Full-time regular, part-time regular, provisional, probationary and term-limited temporary  
12 (TLT) employees shall accrue benefit time as specified in 18.4.

13 **18.2 Principles**

14 A. The Benefit Time Program is intended to provide a productive workplace where  
15 employees are encouraged to be healthy and regularly be at work.

16 B. Operational efficiency is increased by the responsible management of the benefit  
17 time usage.

18 C. Standards for BT usage will be developed and monitored by the Employer. These  
19 standards will recognize the diverse needs of the workplace and individual business team needs. The  
20 Employer will consult with the Union regarding these standards prior to implementation.

21 D. Problems regarding benefit time usage will be resolved in a positive manner  
22 consistent with good coaching and conflict resolution principles.

23 E. The Labor/Management Committee is responsible for overseeing any refinements  
24 or improvements to the BT Program.

25 **18.3 Guidelines**

26 A. BT is to be used for holidays, vacations, prescheduled medical appointments,  
27 unexpected short-term absences, injuries and donations, and absences to care for family members  
28 pursuant to federal/state law, and the County's Family Medical Leave Policy. The employee is

1 responsible for managing the use of their paid time off.

2           B. In order to use BT, the hours used must have been accrued by the pay period  
3 preceding the absence.

4           C. Employees are required to submit requests and receive approval for scheduled time  
5 off as far in advance as possible to facilitate business team planning, but at least prior to the end of  
6 the previous shift/workday.

7           D. Employees are required to notify the Employer each day of any unscheduled  
8 absence.

9           E. All BT shall be coordinated with, and supplementary to, workers' compensation.

10           F. Except for salaried employees, employees who become ill while at work shall be  
11 paid the applicable accrued benefit time for that portion of the shift that they are unable to complete.

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

14           **18.4 Benefit Time Accrual**

15           The BT Program is built on the sum of vacation leave, sick leave, and holiday pay and is  
16 based on a bi-weekly accrual rate available to the employee as it is accumulated on a 2,080 hour year.

17           Benefit Time accrual shall be based upon County-wide seniority in accordance with the  
18 following schedule:

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<b>Accrual Rates</b>			
<b>Years of Employment</b>	<b>Annual</b>	<b>Bi-weekly</b>	<b>Hourly</b>
Less than 5 years	288	11.07692	0.13846
5 years but less than 8 years	312	12.00000	0.15000
8 years but less than 10 years	320	12.30769	0.15385
10 years but less than 16 years	352	13.53846	0.16923
16 years but less than 17 years	360	13.84615	0.17308
17 years but less than 18 years	368	14.15384	0.17692
18 years but less than 19 years	376	14.46154	0.18077
19 years but less than 20 years	384	14.76922	0.18462
20 years but less than 21 years	392	15.07692	0.18846
21 years but less than 22 years	400	15.38461	0.19231
22 years but less than 23 years	408	15.69230	0.19615
23 years but less than 24 years	416	16.00000	0.20000

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<b>Accrual Rates</b>			
<b>Years of Employment</b>	<b>Annual</b>	<b>Bi-weekly</b>	<b>Hourly</b>
24 years but less than 25 years	424	16.30769	0.20385
25 or more years of service	432	16.61538	0.20769

There shall be no limit on the amount of BT accrued.

### **18.5 Donation of Benefit Time (BT) and/or Compensatory Time (CT)**

Employees will be allowed to donate their accrued BT and/or compensatory time to other employees who are unable to work due to personal circumstances, e.g., illness, injury or personal emergency. There is no limit to the amount of accrued BT and/or CT that can be donated. Hours must be donated in one-hour increments.

This donation of BT and/or CT will only be permitted in those situations where the employee to whom the hours are being donated, has or will shortly be exhausting his/her BT and/or CT. This shall be confirmed with Payroll prior to the commencement of donations by other employees.

No donation will be permitted in situations where the employee is on industrial injury status and is receiving workers' compensation benefits.

Requests for donation will be considered on a case-by-case basis and will be coordinated by the Union shop stewards. The amount of benefit time and/or compensatory time donated shall be based upon the anticipated length of time the employee will be absent from work, as supported by available documentation from the employee's physician.

Employees wishing to donate hours to another represented employee must complete a donation form and submit it to his/her section manager. The manager will approve the form based upon the above criteria and forward it to the Payroll Section.

Once the hours have been donated by an employee, they become the property of the employee to whom they are being donated.

Upon receipt of the donation request, Payroll will process the request, and the hours will be transferred to the employees benefit time account in the next regular payroll cycle.

### **18.6 Cashout**

#### **A. UPON RETIREMENT OR DEATH**

Upon retirement from the County or death, an employee or their beneficiary, shall be paid for

1 up to four-hundred eighty (480) hours of accrued benefit time (BT) at 100%. All BT in excess of four  
2 hundred and eighty (480) hours shall be cashed out at 35%.

### 3 **B. UPON SEPARATION**

4 An employee, upon separation with the County, shall be paid for up to four-hundred eighty  
5 (480) hours of accrued benefit time (BT) at 100%.

6 If an employee resigns without giving two weeks notice, the employee will forfeit thirty-three  
7 percent (33%) of his or her accrued BT for that calendar year. They will be paid one-hundred percent  
8 (100%) of the remaining hours up to a maximum of 480 hours.

9 If an employee leaves the Employer after working less than six (6) months, the employee will  
10 forfeit sixty percent (60%) of his or her accrued BT. He or she will then be paid 40% of their accrued  
11 BT at his or her regular rate of pay.

12 If the employee is terminated for just cause, the employee will forfeit thirty-three percent  
13 (33%) of their accrued BT for that calendar year. They will be paid one hundred percent (100%) of  
14 the remaining hours up to a maximum of 480 hours.

### 15 **18.7 Holidays**

16 Employees are expected to manage their use of BT to cover paid time off for holidays. If a  
17 new employee does not have accrued BT to cover a holiday because it is too close to his or her hire  
18 date, the employee's next paycheck will be short by the hours that his or her BT bank does not cover.

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

- 21 • New Year's Day
- 22 • Martin Luther King's Birthday
- 23 • Washington's Birthday (also known as President's Day)
- 24 • Memorial Day
- 25 • Independence Day
- 26 • Labor Day
- 27 • Veterans Day
- 28 • Thanksgiving Day

- 1 • Day after Thanksgiving Day
- 2 • Christmas Day
- 3 • Day before or after Christmas Day (as scheduling requires for non-shift workers; shift
- 4 workers will observe the day before Christmas as the holiday)

5 **18.8 Holiday Shift Changes**

6 Work schedule changes during holiday workweeks shall be made at least fourteen (14) days  
7 prior to the holiday, or when a holiday work schedule is set by a business team.

8 The decision to modify an employee's work schedule during a holiday workweek shall be  
9 made by the employee's supervisor and business team(s) based upon the business need. Individual  
10 employees may not modify their work schedule without prior approval of their supervisor and/or  
11 business team(s).

12 **18.9 Vacation Scheduling**

13 Vacation requests submitted prior to April 1 of each year shall be assigned in order of  
14 WTD-Wide seniority. Vacation requests submitted on or after April 1 each year shall be given  
15 preference in the order received.

1 **ARTICLE 19: ATTENDANCE AWARD**

2 **19.1 Purpose**

3 As part of the Productivity Initiative, Management is committed to providing incentives which  
4 are consistent with business needs and which are within the financial constraints of the business  
5 plans. In order to accomplish this goal, an attendance award system has hereby been established. Its  
6 purpose is to reward employees who have outstanding attendance and to encourage employees to  
7 value a commitment to perfect attendance.

8 **19.2 Eligibility**

9 Regular employees with no unscheduled or unexcused absences in a consecutive twelve (12)  
10 month period will be eligible for the attendance award.

11 Part-time employees' awards shall be pro-rated.

12 **19.3 Administration**

13 The program became effective January 1, 2001 and will be measured by consecutive months  
14 thereafter, twelve (12) months being the minimum. The award shall be cumulative but shall not  
15 exceed \$500.00 for a twelve (12) month period.

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YEAR	MONETARY REWARD
One (1)	\$100.00
Two (2)	\$200.00
Three (3)	\$300.00
Four (4)	\$400.00
Five (5) or more	\$500.00

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26 Employee absences will be tracked in accordance with Article 18 of the collective bargaining  
27 agreement. Employees are responsible for notifying their supervisor of possible eligibility on a timely  
28 basis. Notification shall be in writing or by electronic mail. Supervisors shall forward the names of

1 those eligible for the attendance award to their section manager for approval and submission to  
2 payroll.

3 **19.4 Exemptions**

4 Absences under the Family and Medical Leave Act and time off due to on-the-job injuries are  
5 considered exempt. Employees must be approved for Family and Medical Leave under either federal  
6 law or King County ordinance.

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1 **ARTICLE 20: JOB PROGRESSION**

2 **20.1 Purpose And Intent**

3 The Employer and the Union agree to maintain a job progression system that will allow  
4 employees to move through the progression dependent on their contribution to the business.

5 The goal of the Job Progression Program is to provide covered employees at WTD with the  
6 opportunity for maximum career growth under a system that:

- 7 • Defines a progression path with attainable, realistic standards;
- 8 • Ensures that the same measurable criteria apply to all employees;
- 9 • Encourages employee development and career advancement;
- 10 • Increases efficiency and effectiveness in plant operation and maintenance;
- 11 • Promotes a productive, high quality work environment;
- 12 • Provides employees with maximum career growth opportunities to move through their job  
13 progression series based on demonstrated skills and knowledge within the prescribed time  
14 frames; and
- 15 • Compensates employees commensurate with the skills and knowledge that they have  
16 demonstrated through the program.

17 The Employer and the Union recognize that the job progression system is a good investment  
18 for both the employees and the County. The program will provide opportunities to employees so that  
19 they may have more control over their career growth at WTD while creating a more productive,  
20 higher quality work environment with increased efficiency and effectiveness in plant and conveyance  
21 system operations and maintenance.

22 **20.2 System Maintenance**

23 The Employer and the Union agree to maintain the Job Progression Program. The program  
24 shall be collaboratively administered by a Job Progression Oversight Committee (JPOC) composed of  
25 both labor and management representatives, who shall be responsible for the day-to-day operation of  
26 the program. The JPOC shall refer recommended refinement and changes which may affect contract  
27 terms, to the LMC for the review process. The JPOC is empowered to hear and resolve complaints or  
28 appeals relative to job progression. The JPOC shall make regular reports to the Labor/Management

1 Committee and operate under their direction. Additional guidelines regarding the Job Progression  
2 Program are contained in the Job Progression Handbook and shall be considered as an Appendix to  
3 the Agreement. This handbook shall be reviewed periodically by JPOC, which may recommend any  
4 refinements and/or modifications which may affect contract terms to the LMC.

5         The wage structure for job progression in the Job Progression Handbook reflects a  
6 collaborative agreement between the Employer and the Union. The wage structure shall be modified  
7 to incorporate cost of living adjustments as described in Appendix A.

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1 **ARTICLE 21: BENEFITS**

2 **21.1 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 (JLMIC) comprised of an equal number of representatives from the Employer and the King County  
12 Labor Coalition whose function is to review, study, and make recommendations relative to existing  
13 medical, dental, 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 JLMIC.

16 **21.2 Eligibility**

17 Full-time regular, part-time regular, provisional, probationary, and term limited temporary  
18 employees, their spouses, domestic partners, dependent children, and dependent children of an  
19 employee's spouse or domestic partner are eligible for medical, dental, life, and disability insurance,  
20 and vision benefits.

21 Regular full-time employees and their dependents and regular part-time employees who are  
22 scheduled to work an average of twenty (20) hours per week in a biweekly pay period are eligible for  
23 benefit coverage upon the first (1st) of the month following date of hire.

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

28 Temporary full-time employees and temporary part-time employees who are hired to fill

1 positions intended to last less than one hundred eighty (180) continuous days are not eligible to  
2 receive benefits. However, in the event an employee's appointment is extended beyond one hundred  
3 eighty (180) continuous days, the employee shall be eligible to receive benefit coverage effective  
4 upon the first of the month following one hundred eighty (180) continuous days of service.

### 5 **21.3 Retirement**

6 Bargaining unit employees are currently covered by either the Public Employees Retirement  
7 System or by the City of Seattle Retirement System. All terms, conditions, and benefits shall be  
8 pursuant to the laws, ordinances, and rules and regulations governing these retirement systems.

### 9 **21.4 Workers' Compensation**

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

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

20 **C.** Employees who become injured while at work shall be paid at their regular rate of  
21 pay for the remaining portion of the shift that they are unable to complete.

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

25 **E.** While on workers' compensation, the employee must do the following:

26 **1.** Notify the Employer's Workers' Compensation Office if unavailable for  
27 more than twenty-four (24) hours during a regular workweek, from Monday through Friday.

28 **2.** Inform the Employer's Workers' Compensation Office, in writing, of other

1 employment or compensation received while being paid workers' compensation.

2                   3. Respond or be available for medical treatment, medical examination,  
3 vocational rehabilitation, consultation, or services. If records indicate two (2) "no shows" for  
4 scheduled medical or vocational services, the Employer may request suspension of benefits.

5                   4. Accept alternative work when authorized by the employee's physician as  
6 being able to do so.

7                   5. Maintain eligibility for workers' compensation under state regulations.

8                   6. Attend all meetings and independent medical examinations scheduled by  
9 the workers' compensation staff or the employee's division concerning the employee's status or claim  
10 when properly notified at least twenty-four (24) hours in advance of such meeting or examination  
11 unless other medical treatment is scheduled on the same date which conflicts with the Employer's  
12 scheduling.

13                   F. Employees will be provided a copy of the rules in this section when they file a  
14 claim for workers' compensation.

15                   **21.5 Sick Child Care Benefit Program**

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

20                   **21.6 'Home Free' Guarantee**

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

27                   **21.7 Executive Leave**

28                   FLSA exempt employees with satisfactory performance evaluations for the preceding calendar

1 year who are covered by this Agreement shall receive three days of executive leave per calendar year.  
2 Executive Leave up to seven additional days per year, as provided in Executive Policy 8-1-1, may be  
3 granted at the discretion of the Employer.

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1 **ARTICLE 22: LEAVES OF ABSENCE WITH AND WITHOUT PAY**

2 **22.1 Leaves of Absence With Pay**

3 **A. Bereavement Leave.** In the event of death of a close relative or person with  
4 whom the employee had a close relationship, an employee will be granted two (2) days off with pay  
5 to attend the funeral. An additional day off will be granted when total travel to attend the funeral is  
6 two hundred (200) miles or more. In addition, an employee may use benefit time with approval of the  
7 employee's supervisor.

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

15 **C. Military Duty/Training Leave.** An employee who is a member of the  
16 Washington National Guard or any organized reserve of the Armed Forces of the United States, and is  
17 ordered to be on active training duty, shall be allowed military leave in accordance with federal law.  
18 The employee must present orders for active or inactive training duty to his/her supervisor prior to  
19 taking leave. The employee may receive military leave for weekend reservist duty.

20 **22.2 Leaves of Absence Without Pay**

21 Employees may request a leave of absence without pay by presenting a written request to their  
22 immediate supervisor along with any supporting documentation. The decision to grant a leave of  
23 absence without pay shall be at the discretion of the Employer, except that the Employer shall grant  
24 leaves of absence without pay for the following reasons and lengths of time.

Type of Leave	Time
Family leave Maternity, paternity, adoption	Six (6) months
Medical leave	As certified by a physician
Military leave Active duty	Five (5) years unless otherwise required by law
Union business (as an officer or employee of the Union)	As required

1           **22.3 Return from Leave of Absence**

2           Employees wanting to return from a medical leave of absence, or who need to extend the  
3 leave of absence beyond the original return date, may be required to be examined by a physician of  
4 the Employer's choice at the Employer's cost to determine the employee's right to either a continuing  
5 leave or return to work status. Disputes concerning an employee's own medical leave are subject to  
6 the special medical arbitration process agreed upon by the Employer and the Union, as shown in  
7 Article 14.

8           Employees will be re-employed in their former classification at the end of the leave, provided  
9 the employee is able to perform the work. Seniority and Benefit Time accrual rates based upon  
10 seniority established at the time of departure on leave of absence shall be restored when the employee  
11 returns to work. No seniority or benefits will accrue while on a leave of absence without pay in  
12 excess of thirty (30) calendar days except as provided in this Agreement. In the case of Union  
13 business, employees granted leave will continue to earn seniority.

14           **22.4 King County Family Medical Leave**

15           Bargaining unit members shall be granted benefits consistent with all provisions of King  
16 County's Family and Medical Leave Act (KCFML) Ordinance, No. 13377. This includes but is not  
17 limited to eligibility requirements, terms, conditions and restrictions. The parties agree to re-open  
18 negotiations over KCFML if terms are negotiated and agreed to in coalition bargaining which differ  
19 from what the ordinance provides.



1 **ARTICLE 23: 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 24: SPECIAL CONDITIONS**

2 **24.1 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 **24.2 Boiler License**

6 Operators and Senior Operators who are regularly assigned to rotating shift at West Point are  
7 required to obtain and maintain a Steam Engineer License – Grade III and shall be paid \$25.00 per  
8 month for such license.

9 Operators and Sr. Operators at West Point are required to obtain and maintain a Steam  
10 Engineer License – Grade III within one (1) year after being regularly assigned to rotating shift.

11 Operators and Sr. Operators at West Point who are temporarily assigned to rotating shift will  
12 be required to satisfy the licensing requirement within twelve (12) months following the completion  
13 of the first six (6) months in their temporary assignment.

14 Operators and Sr. Operators at West Point who possess a Steam Engineer License – Grade III  
15 who are temporarily assigned to a rotating shift for thirty (30) days or more will be paid the \$25.00  
16 monthly license premium while on rotating shift.

17 Other employees (at any work location) who are required by management to possess a Steam  
18 Engineer License – Grade III or Grade IV will be paid \$25.00 license premium during the period they  
19 are required to possess the license.

20 In the event a specific number of employees, other than rotating shift operators/seniors at  
21 West Point, is required to obtain/maintain a Steam Engines License, management will solicit  
22 volunteers. In the event an insufficient number of employees volunteer, management will assign  
23 based on management discretion. If there are too many volunteers, the assignment will be made  
24 based on classification family seniority.

25 **24.3 Shoe Allowance**

26 An employee who is required to wear safety shoes as a regular part of his/her duties will be  
27 provided safety shoes through a voucher process with a yearly limit of \$120.

28 **24.4 Job Descriptions**

1 A joint task force of the Employer and Union shall review, change, and/or develop new job  
2 descriptions as necessary for the classifications listed in Appendix A of this Agreement.

### 3 **24.5 Vehicle Usage Reimbursement**

4 Employees who use their own vehicles on the Employer's business shall be reimbursed at the  
5 Internal Revenue Service rate currently in effect.

### 6 **24.6 Personnel Files**

7 The employee or his/her representative (if the employee so authorizes in writing) may  
8 examine the employee's personnel files, including the division personnel file and the permanent  
9 personnel file by contacting WTD Human Resources staff. Only appropriate information shall be  
10 maintained in an employee's personnel file.

11 Employees may request that a document be removed from their personnel file in accordance  
12 with division established procedures and applicable policy.

### 13 **24.7 Performance Evaluation/Development Review**

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

17 The Employer and the Union shall jointly develop the performance evaluation/development  
18 system to be used. The Employer will provide training on the appropriate use of the performance  
19 evaluation/development review process.

20 Employee's performance shall be evaluated once per year. A copy of the final evaluation will  
21 be provided to the employee, and a copy will be placed in the employee's permanent personnel file.  
22 The employee will be given an opportunity within thirty (30) days of the evaluation to attach  
23 comments to the evaluation in the personnel file.

24 An employee may appeal the evaluation to the Section Manager if he/she disagrees with the  
25 ratings.

### 26 **24.8 Legal Counsel**

27 Whenever an employee is named as a defendant in a civil action arising out of the  
28 performance of the employee's duties and is acting within the scope of employment, the Employer

1 shall, at the written request of the employee, furnish counsel (or solely at the Employer's discretion,  
2 reimburse the employee the cost of their private counsel) to represent the employee to a final  
3 determination of the action, without cost to the employee.

#### 4 **24.9 Drug and Alcohol Testing Policy**

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

8 A. All bargaining unit employees subject to this policy will be included in a single  
9 random testing pool of County employees.

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

13 C. When available, a second supervisor will observe a reasonable suspicion test and  
14 complete related forms in accordance with the Drug and Alcohol Policy.

#### 15 **24.10 Job Shadow**

16 Employees may be permitted to "Job Shadow" on a voluntary basis. Job Shadowing shall be  
17 conducted during off duty time and without compensation. The off-duty employee shall be permitted  
18 to observe only and may not perform work of any kind. Job shadowing must be approved in advance  
19 by the Supervisor of the affected area. Such approval shall be in writing with copies forwarded to  
20 WTD-HR, and the Union.

21 Injuries sustained during a job shadow activity are not subject to worker's compensation.

22 Job shadow participants will be required to observe all safety rules and wear appropriate  
23 personal protective clothing/equipment.

24 In the event that emergency circumstances arise while an off duty employee is engaged in a  
25 job shadow activity and the assistance of the off-duty employee is required, the employee will be paid  
26 at his/her regular or overtime rate, whichever is applicable.

#### 27 **24.11 Vashon Island**

28 Residence on Vashon Island may be required, as a condition of employment, for positions

1 located at the Vashon Island Wastewater Treatment Plant. Employees who transfer to the Vashon  
2 Island Treatment Facility will be given a reasonable amount of time to establish residency on Vashon  
3 Island, if it is required.

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1 **ARTICLE 25: 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 26: 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 projects which the Employer is not  
7 reasonably able to provide the necessary tools, employees, or equipment to perform the work in a  
8 timely and cost effective manner, the Employer shall be allowed to enter into temporary contract  
9 arrangements for these purposes only. The Employer shall notify a work site leader and/or the  
10 Local 925 business representative in advance and discuss the impact of and possible alternatives to  
11 these arrangements, if any, on the bargaining unit.

1 **ARTICLE 27: TERM OF AGREEMENT**

2 This Agreement shall become effective November 1, 2003, and shall remain in effect through  
3 October 31, 2006.

4  
5 **APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2004

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9 By \_\_\_\_\_

10 King County Executive

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16 \_\_\_\_\_  
17 Tara Jo Heinecke

18 SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 925



1 **APPENDIX A**

2 **COST OF LIVING ADJUSTMENTS AND WAGES**

3  
4 There will be three cost of living adjustments payable as follows:

5 January 1, 2004

6 January 1, 2005

7 January 1, 2006

8 **A. 2004 Wage Increase**

9 Effective January 1, 2004, the base rates of pay in effect on December 31, 2003 shall be  
10 increased by ninety percent (90%) of the percentage increase in the United States City Average  
11 Consumer Price Index which occurs during the twelve (12) month period from September 2002 to  
12 September 2003, provided, however, such percentage increase shall not be less than two percent  
13 (2%), nor shall it exceed six percent (6%). The Index used shall be the Consumer Price Index for the  
14 Urban Wage Earners and Clerical Workers (CPI-W) as published by the Bureau of Labor Statistics,  
15 U.S. Department of Labor.

16 In accordance with Article 8.4 of the contract, a permanent adjustment of \$0.03 per hour shall  
17 be added on top of each employee's base hourly pay rate on November 1, 2003 for a total adjustment  
18 of \$1.46 (\$0.03 plus \$1.43). This adjustment shall not be subject to COLA until January 1, 2004, at  
19 which time it shall be increased by ninety percent (90%) of the percentage increase in the United  
20 States City Average Consumer Price Index which occurs during the twelve (12) month period from  
21 September 2002 to September 2003, provided, however, such percentage increase shall not be less  
22 than two percent (2%), nor shall it exceed six percent (6%).

23 **B. 2005 Wage Increase**

24 Effective January 1, 2005, the rates of pay in effect on December 31, 2004 shall be increased  
25 by ninety percent (90%) of the percentage increase in the United States City Average Consumer Price  
26 Index which occurs during the twelve (12) month period from September 2003 to September 2004,  
27 provided, however, such percentage increase shall not be less than two percent (2%), nor shall it  
28 exceed six percent (6%). The Index used shall be the Consumer Price Index for the Urban Wage

1 Earners and Clerical Workers (CPI-W) as published by the Bureau of Labor Statistics, U.S.  
2 Department of Labor.

3 Also effective January 1, 2005, the permanent adjustment made in accordance with Article 8.4  
4 of the contract shall be increased by 90% (ninety percent) of the percentage increase in the United  
5 States City Average Consumer Price Index which occurs during the twelve (12) month period from  
6 September 2003 to September 2004. The Index used shall be the Consumer Price Index for the Urban  
7 Wage Earners and Clerical Workers (CPI-W) as published by the Bureau of Labor Statistics, U.S.  
8 Department of Labor.

9 **C. 2006 Wage Increase**

10 Effective January 1, 2006, the rates of pay in effect on December 31, 2005 shall be increased  
11 by ninety percent (90%) of the percentage increase in the United States City Average Consumer Price  
12 Index which occurs during the twelve (12) month period from September 2004 to September 2005,  
13 provided, however, such percentage increase shall not be less than two percent (2%), nor shall it  
14 exceed six percent (6%). The Index used shall be the Consumer Price Index for the Urban Wage  
15 Earners and Clerical Workers (CPI-W) as published by the Bureau of Labor Statistics, U.S.  
16 Department of Labor.

17 Also effective January 1, 2006, the permanent adjustment made in accordance with Article 8.4  
18 of the contract shall again be increased by ninety percent (90%) of the percentage increase in the  
19 United States City Average Consumer Price Index which occurs during the twelve (12) month period  
20 from September 2004 to September 2005, provided, however, such percentage increase shall not be  
21 less than two percent (2%), nor shall it exceed six percent (6%). The Index used shall be the  
22 Consumer Price Index for the Urban Wage Earners and Clerical Workers (CPI-W) as published by  
23 the Bureau of Labor Statistics, U.S. Department of Labor.

24 **D. Classifications and Rates of Pay**

25 The classifications covered under this Agreement shall be compensated on the County's  
26 Squared Salary Table on the ranges set forth below:  
27  
28

Class Code	MSA Code	Peoplesoft Code	Classification Title	Pay Range (on Square Table)	Steps on Square Table
7540700	8762	954000	Helper (Seasonal)	30	2-4-6-8-10
9101000	8742	912001	Assistant Custodian	26	2-4-6-8-10
9101100	8665	912103	Custodian	37	2-4-6-8-10
9101101			Custodian-2nd Shift	37	\$1.00 Shift Differential
7540600	8750	756601	Wastewater Treatment Utility Worker	38	2-4-6-8-10
9200100	8669	921101	Gardener	43	2-4-6-8-10
9200200	8670	921201	Senior Gardener	48	8-10
8106100	8084	812104	Industrial Painter	51	2-4-6-8-10
2211100	8172	221503	Inventory Purchasing Specialist I	42	1-2-4-6-8-10
2211200	8173	221606	Inventory Purchasing Specialist II	46	2-4-6-8-10
2211300	8174	221705	Inventory Purchasing Specialist III	49	10
4210100	8940	421309	Wastewater Support Specialist	43	1-2-4-6-8-10
8424100	8640	844201	Industrial Lubrication Systems Specialist	51	2-4-6-8-10
8423100	8639	844101	Industrial Engine Mechanic	55	2-4-6-8-10
8421100	8636	842401	Industrial Machinist	55	2-4-6-8-10
8420100	8633	842101	Industrial Maintenance Worker	42	6-8-10
8420200	8634	842201	Industrial Maintenance Mechanic	51	4-6-8-10
8420300	8635	842301	Industrial Maintenance Mechanic - Master	55	8-10
8421200	8637	842501	Industrial Machinist/Mechanic - Lead	59	10
8301100	8618	831101	Industrial Instrument Technician	57	8-10
8203100	8610	822201	Industrial Maintenance Electrician	57	8-10
8301200	8619	831201	Industrial Instrument/Electrical Technician Lead	61	10
7540100	8585	756101	Wastewater Treatment Operator-in-Training	38	6-8-10
7540200	8586	756202	Wastewater Treatment Operator	51	1-2-4-6-8-10
7540300	8587	753602	Wastewater Treatment Senior Operator	55	8-10
7540400	8588	756402	Wastewater Treatment Senior Operator in Charge	59	10
7540101			Wastewater Treatment Rotating Operator-in-Training	38	\$1.00 Shift Differential

Class Code	MSA Code	Peoplesoft Code	Classification Title	Pay Range (on Square Table)	Steps on Square Table
7540201			Wastewater Treatment Operator-Rotating	51	\$1.00 Shift Differential
7540301			Wastewater Treatment Senior Operator-Rotating	55	\$1.00 Shift Differential
7532100	8572	754301	Process Laboratory Specialist I	48	2-4-6-8-10
7532200	8573	754401	Process Laboratory Specialist II	52	2-4-6-8-10
7532300	8574	754501	Process Laboratory Specialist III	56	2-4-6-8-10
7120100	8520	713101	Wastewater Process Analyst I	54	2-4-6-8-10
7120200	8521	713201	Wastewater Process Analyst II	59	2-4-6-8-10
7120300	8522	713301	Wastewater Process Analyst III	64	2-4-6-8-10
7130100	8081	711204	Wastewater Process Engineer I	57	2-4-6-8-10
7130200	8082	711303	Wastewater Process Engineer II	66	2-4-6-8-10
7130300	8083	711404	Wastewater Process Engineer III	70	2-4-6-8-10
2334100	8223	234102	Safety and Health Administrator I	43	2-4-6-8-10
2334200	8224	234201	Safety and Health Administrator II	48	2-4-6-8-10
2334300	8225	234301	Safety and Health Administrator III	54	2-4-6-8-10
2334400	8226	234405	Safety and Health Administrator IV	63	2-4-6-8-10
Note: Rates are to be adjusted in accordance with Article 8.4 of the CBA.					

**E. Classification Review and Wage Re-openers**

During the term of this Agreement, the parties shall agree to review the following classifications: Safety & Health Administrator IV, Gardener, Senior Gardener, Custodian, and Inventory Purchasing Specialist. This review shall be as set forth below. The parties understand and agree that prior to finalizing classification review set forth below any preliminary findings will be reviewed by the Joint Task Force convened under Article 24.4, and acknowledge nothing herein negates the parties' bargaining obligations.

**1. Safety & Health Administrator IV.** By December 31, 2004, Wastewater Treatment Division (WTD) shall submit to the County's Human Resources Division (HRD) a completed and

1 reviewed position description questionnaire (PDQ) for the WTD Safety & Health Administrator IV  
2 position. HRD staff will review the PDQ to determine the appropriate classification for that position;  
3 such review shall be done in conjunction and consultation with a working committee of the Union  
4 and WTD management and shall include an analysis of whether the work performed is more  
5 accurately classified in another, existing County job classification, whether creation of a new  
6 classification is appropriate or if the work is appropriately described by the existing job classification.  
7 On or about June 1, 2005, the parties will meet to review the status of that classification review, with  
8 the goal of commencing a joint salary study to determine the classification's appropriate salary range.  
9 The parties' intent is to have the salary review completed no later than six (6) months prior to the  
10 expiration of this Agreement and to reach agreement on an appropriate wage rate to be effective  
11 during a successor Agreement's term.

12       **2. Gardener Classification Family Series and Custodian Classifications.** By December  
13 31, 2004, WTD shall submit to HRD completed and reviewed modified PDQs (e.g., "speedy PDQ")  
14 for positions in the following job classifications: WTD Gardener Classification Family and  
15 Custodian. HRD staff will review the information provided to determine the appropriate  
16 classifications for the positions within each series or classification; such review shall be done in  
17 conjunction and consultation with a working committee of the Union and WTD management and  
18 shall include an analysis of whether the work performed is more accurately classified in another,  
19 existing County job classification, whether creation of a new classification is appropriate or if the  
20 work is appropriately described by the existing job classification. On or about June 1, 2005, the  
21 parties will meet to review the status of the classification review, with the goal of commencing a joint  
22 salary study to determine the classifications' appropriate salary ranges. The parties' intent is to have  
23 the salary review completed no later than six (6) months prior to the expiration of this Agreement and  
24 to reach agreement on an appropriate wage rate to be effective during a successor Agreement's term.

25       **3. Inventory Purchasing Specialist.** By December 31, 2004, Wastewater Treatment  
26 Division (WTD) shall submit to the County's Human Resources Division (HRD) a completed and  
27 reviewed position description questionnaire (PDQ) for the positions in the WTD Inventory  
28 Purchasing Specialist classification series, which may include analysis by WTD of the feasibility of

1 expanding the body of work assigned to positions' incumbents. HRD staff will review the PDQ to  
2 determine the appropriate classifications for those positions; such review shall be done in conjunction  
3 and consultation with a working committee of the Union and WTD management and shall include an  
4 analysis of whether the work performed is more accurately classified in another, existing County job  
5 classification series, whether creation of a new classification series is appropriate or if the work is  
6 appropriately described by the existing job classification series. On or about June 1, 2005, the parties  
7 will meet to review the status of that classification review, with the goal of commencing a joint salary  
8 study to determine the classification's appropriate salary range. The parties' intent is to have the  
9 salary review completed no later than six (6) months prior to the expiration of this Agreement and to  
10 reach agreement on an appropriate wage rate to be effective during a successor Agreement's term.  
11 The review shall also include an analysis of whether job progression should exist between each of the  
12 levels of the classification series.

13 **4. Facilities Maintenance Constructor.** The parties agree that upon reallocation of the  
14 existing Facilities Maintenance Constructor position to an Industrial Maintenance Mechanic, the  
15 current incumbent shall be grandfathered at his current step in the new salary range. Such  
16 grandfathering above the gate requirements will be non-precedent setting and may not be used as the  
17 basis for any future grievance. Once the position is vacated and management determines to fill the  
18 position opening, the parties will review and determine the job progression requirements of the  
19 position.

20 **5. Wastewater Treatment Utility Worker.** The parties agree to review the feasibility of  
21 creating a gate within the existing Wastewater Treatment Utility Worker job classification. In  
22 addition, the parties will review the need for and feasibility of creating a Wastewater Treatment  
23 Utility Worker II level. The parties will meet no later than June 1, 2005 to begin this review.  
24  
25  
26  
27  
28

## **Appendix B**

### **Operator-In-Training Standards**

The purpose of the Operator-In-Training (OIT) classification is to provide an entry-level classification in the Operator Job Progression Series for individuals lacking the experience to qualify for entry into the Operator classification. The goal is to train the incumbents so as to allow them to move through Gate I into the Operator classification and to concurrently compensate them at the level for which they are qualified.

Under normal circumstances, new OITs are hired into the day operations group. Once hired, the OIT and their supervisor will develop a training plan which will be used in scheduling training and which will be focused upon providing the employee with basic operating skills and a basic understanding of the plant. While in day operations, they will provide operations support under the supervision of Operators and Senior Operators, which will provide some training opportunities.

While it is possible to learn some aspects of operations while on days, it is necessary that an OIT be assigned to shift for training purposes, as this is the only way to become knowledgeable about the interrelations between different treatment processes and familiar with the idiosyncrasies of the plant over various weather/season conditions.

A major goal of the organization is to move OITs through Gate I and increase their skills as an Operator once they do so, in as a timely manner as possible commensurate with their skills and within the limits of the business need. In order to do this, it is important that the OIT work with his/her Supervisor to identify training opportunities that further this goal with the recognition that compensation will progress in accordance with the employee's progression through the series.

In order to be effectively trained, it is important that the new OIT receive one on-one-training for a period of time; however, it is expected that s/he will be given greater responsibility to work an area over time. Following is a proposed set of standards for determining when an OIT will be allowed to work in an area under general supervision.

1. When the OIT is assigned to shift, s/he will work with his/her Supervisor to develop a training plan, including which plant area s/he will be learning.
2. Until the OIT has successfully completed the area book and been signed off, s/he will not be assigned to an area alone. If it is normally a two (2) person area, the second person must be a fully qualified Operator/Senior Operator and a routine check-in must be maintained with the OIT having clear instructions regarding contacting either the other Operator/Senior Operator or their Supervisor if there are any situations outside his/her training. In this case, a qualified Operator/Senior Operator will be dispatched to the area to work with the OIT and to provide training as to how to deal with the new situation.
3. At no time will two (2) OITs be assigned to work in the same area unless it is under the direct supervision of an Operator/Senior Operator.

4. Once an OIT has been signed off in an area, s/he may be assigned to work that area under general supervision; however, it is expected that s/he continues to contact his/her Supervisor, who will dispatch a qualified Operator/Senior Operator when situations outside his/her experience occur to assist him/her to learn how to deal with them. Such interactions will be documented in the area log.
5. While assigned to the crew in a training mode, the OITs will not be used as an excuse to allow additional crew members to take time off. The OIT is not to be assigned to operate an area without direct or close indirect supervision until they have been signed off in the area.
6. In the event that the Supervisor has determined the crew size has dropped below the level required for safer operation of the plant, an OIT may be used to operate an area for which they have been signed off without requiring the call in of an Operator. In this circumstance, the Supervisor will assign, in writing, an upgrade subject to Article 16.2 of the Collective Bargaining Agreement.
7. Once an OIT has been signed off in an area and has worked the area on shift for a period of six (6) months (from the date of sign off) to gain proficiency, s/he will normally be returned to day operations. In the event management has a legitimate business need to retain the signed off OIT beyond the timeframes specified herein, the issue shall be referred to the LMC for review and discussion, to ensure that the training needs of other OITs are not negatively impacted.

**Definitions:**

Direct Supervision – An employee shall be considered as working under direct supervision when working alongside or in the immediate vicinity of another employee who has been assigned responsibility for training the lower level employee.

Close Indirect Supervision – An employee shall be considered as working under close indirect supervision when a higher level employee is assigned primary responsibility for the area or tasks and is present in the general work area of the trainee.

General Supervision – An employee shall be considered as working under general supervision when working independently with a minimal level of supervision that is typical of a journey or higher level employee.

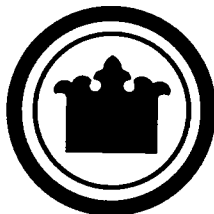


# Job Progression Handbook

King County  
Wastewater Treatment Division &  
Service Employees International Union,  
Local 925

Revised August 2004

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King County



*Clean Water - A Sound Investment*

## **PREFACE**

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This document clarifies and sets forth an implementation structure for Article 19 -- Job Progression -- of the Agreement By and Between King County and Service Employees International Union, Local 925 (November 1, 2003 - October 31, 2006). In cases of conflict, unless specifically stated otherwise, the Agreement takes precedent over this document.

If you need more information about this document, or the Job Progression Program, please contact a member of the Job Progression Oversight Committee (JPOC).

## TERMS USED IN CONJUNCTION WITH THIS HANDBOOK

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### Authorized

A person approved or assigned by a supervisor or manager to perform a specific type of duty or duties at a specific site or locations at a worksite.

### Initial Training

A) Training that provides the level of knowledge to support and understand the performance of normal operational tasks with supervision. This level of training is the knowledge and skills required to understand systems equipment at the block diagram (major components) level.

B) Performance of all normal area operational tasks.

C) This is basic system information: how it works in relationship to other components; what affects it; and, what it affects. It includes detailed explanation of NORMAL operation including response to situations like power bumps.

### Area Operator Training

A) Training that provides the level of Knowledge to support and understand the performance of all normal and casualty operational tasks, all routine preventative maintenance and basic Corrective maintenance. (**CASUALTY**, equipment failure, breakdown, plug, power bump, etc.)

B) Performance of all normal operational procedures requiring advanced analysis and casualty operational procedures.

### Certification

The act of authorization by management for an employee to perform specific defined tasks for which they have been qualified through training (e.g., operate a forklift, hook-up a chlorine tank, etc.) Normally, certification involves approval by a designated group (Department of Ecology granting different levels of wastewater operator certification) or individual.

For example, you are *qualified* to operate the forklift by virtue of completing the Forklift Safety Class and a practical demonstration. Your supervisor *authorizes* you (i.e., *certifies* you have met the requirements) to operate the forklift.

### Challenging a Course

Requesting credit for a course only in the "Other" column because this or an equivalent course has already been completed and documentation can be provided.

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<b>Competency</b>	Having the knowledge, skills and attitudes to perform a given assignment safely, correctly and in a timely manner. <b>Demonstrated ability</b> is key to assessing if someone has attained competency to perform an assignment.
<b>Familiarization</b>	<i>Entry level knowledge</i> about equipment, processes, procedures, or practices. Entry level knowledge is defined as understanding terms, abbreviations, documentation, and safety; general (purpose), physical (location, components), and functional descriptions; and basic operational information.
<b>Formalized Training</b>	This type training has a standardized curriculum, verified measurement tools, and registration/recordkeeping. It is usually held in a classroom type setting. It could be taught by internal trainers or subject matter experts or outside vendors. Some formalized training is in the form of purchased programmed materials such as the Ken Kerry courses from the University of California.
<b>Gate</b>	A device for controlling passage. In this program, it is a measurement point that is passed by demonstrated competency in a predetermined group of knowledge, skills and certifications (Washington State).
<b>Implementation</b>	To carry out or accomplish systems, strategies, etc. To make it happen.
<b>LMC</b>	<u>Labor Management Committee (LMC)</u> A group of individuals representing the management of King County Wastewater Treatment Division and SEIU, Local 925. Refer to Article I, Section 1 of the Agreement between King County and SEIU, Local 925.
<b>JPOC</b>	<u>Job Progression Oversight Committee</u> A group of individuals representing both management and Local 925 represented employees who have been empowered by the LMC to be responsible for the implementation, refinement, change, or day-to-day operation of the Job Progression Program.
<b>HRD</b>	The King County Human Resources Division of the Department of Executive Services-located in the downtown Administration-Building.

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**Proficiency**

Demonstrated knowledge and skills in a trade or profession required to perform a specific task in accordance with established standards and time requirements and in a safe and accurate manner. The increased level of competency derived through training and practice.

**Qualified Person**

A) One who has demonstrated the knowledge and skills required to perform a task, operate a piece of equipment, or perform a defined task in a safe, efficient, and correct manner; or,

B) One who, by extensive knowledge, training, or experience, has successfully demonstrated their expertise and/or ability to solve or resolve problems relating to the subject matter, work, or project.

**Skills**

The ability to use ones knowledge effectively and readily in execution or performance. A developed aptitude or ability. Generally associated with the ability to do a task well.

**WTD**

Wastewater Treatment Division, King County Department of Natural Resources & Parks, (of which East and West are sections).

**Union**

Service Employees International Union, Local 925 representing Wastewater Treatment Division employees covered by this Agreement.

**TPC**

Technical Proficiency Courses which are required elements of training needed to meet job progression requirements.

## I. INTRODUCTION TO THE JOB PROGRESSION PROGRAM

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### ***What is Job Progression?***

Job progression allows employees to advance at WTD based on their contribution to the business, rather than on position vacancies and the current competitive employment procedures. Under job progression, each employee's progress is determined by their individual initiative to obtain and demonstrate identified knowledge, skills, and abilities in their job classification.

### ***What are the goals, intent, and benefits of the program?***

The **goal** of the job progression program is to provide represented employees at WTD with the opportunity for maximum career growth under a system that:

- Defines a progression path with attainable, realistic standards;
- Ensures that the same measurable criteria apply to all employees; and
- Encourages employee development and career advancement.

The **intent** of the program is to provide opportunities to employees so that they may have more control over their career growth at WTD.

The **benefits** of the program will be a more productive, higher quality work environment with increased efficiency and effectiveness in plant operations and maintenance.

### ***Who is included in the program?***

All Service Employees International Union (SEIU), Local 925 represented employees in the East and West Sections and Safety Office of WTD are a part of the job progression program except those employees in the Lead, Senior Operator In-Charge, Safety & Health Administrator IV, Inventory Purchasing Specialist III, and Helper classifications.

### ***How will people be placed in Job Progression?***

See Article 10, Section 5 of the Collective Bargaining Agreement between WTD and SEIU, Local 925.

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### ***Who oversees the program?***

The LMC will oversee the implementation of the Job Progression Program, while the JPOC will be responsible for the maintenance, refinement, day-to-day operation, and changes made in the program. They will forward their recommended changes, which may affect contract items, to the LMC for final approval and the review process. The LMC may delegate specific tasks of the program to the JPOC, hired consultant(s), and/or task force(s).

### ***How does it work?***

An employee will progress through the steps on his/her anniversary date until he/she reaches a step before a gate. If the employee has met all of the Gate requirements by that time, and he/she has a "Good" or better job performance evaluation, he/she will be allowed to move through the gate to the next step of the progression. If not, he/she must meet all gate requirements before moving through the gate. There is no time limitation in a gate step.

- NOTES:**
- (1) When an employee passes through a gate, that day becomes their new anniversary date for future step-pay increases.
  - (2) New-hires initially placed in the progression at a gate step must wait until the end of the six-month probationary or other trial service period before they are eligible to advance through a gate.
  - (3) It is always the responsibility of the employee and their supervisor to identify any areas of weakness or gaps in job knowledge and develop a remedy.

### ***How will employees move up through the progression?***

Employees will get annual step increases until they reach a gate step. The gate step does not have a time limitation, but instead requires documentation of specific knowledge, skills, and abilities, along with receipt of a "good" or better job performance evaluation during the previous twelve (12)-month period, before the gate can be passed. The intent of the program is to allow employees to advance based on their documented ability to do their job and demonstrated performance.

Employees will progress according to the charts shown on the following pages. The shaded blocks before each gate have no time limit, but cannot be passed until all requirements between the gates are met. The non-shaded blocks represent steps with twelve (12)-month time requirements, and the numbers in the blocks refer to the pay step labels from the square table specified by the Agreement.

Job Progression Programs for the Laboratory and Process Groups and the Safety and Health Administrators do not use a "gate" system to advance through their progressions, but rather an alternative method to demonstrate qualifications for advancement.

**Classification  
Titles**

Industrial Maintenance Mechanical Series	6	8	10	4	6	8	10	8	10
	Range 42			Range 51			Range 55		
	6	8	10	1	2	4	6	8	10
	Range 38			Range 51			Range 55		
	1	2	4	6	8	10	8	10	
	Range 42			Range 46					
Wastewater Treatment Operating Series	1	2	4	6	8	10	8	10	
	Range 42			Range 46					
	1	2	4	6	8	10	8	10	
Inventory/Purchasing Specialist I and II	1	2	4	6	8	10	8	10	
	Range 43								
	1	2	4	6	8	10	8	10	
Wastewater Support Specialist	2	4	6	8	10				
	Range 51								
	2	4	6	8	10	8	10		
Industrial Lubrication Systems Specialist	2	4	6	8	10	8	10		
	Range 43			Range 48					
	2	4	6	8	10	8	10		
Gardener Series	2	4	6	8	10	8	10		
	Range 43			Range 48					

Gates are indicated  
by heavy double  
lines



**Classification  
Titles**

Range 26

2	4	6	8	10
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Assistant Custodian\*

Range 37

2	4	6	8	10
---	---	---	---	----

Custodian

Range 51

2	4	6	8	10
---	---	---	---	----

Industrial Painter

Range 55

2	4	6	8	10
---	---	---	---	----

Industrial Engine  
Mechanic

Range 55

2	4	6	8	10
---	---	---	---	----

Industrial Machinist

Range 57

8	10
---	----

Industrial Instrument  
Technician

**Classification  
Titles**

Range 57

8	10
---	----

Industrial Maintenance  
Electrician

Range 48

2	4	6	8	10
---	---	---	---	----

Process Lab  
Specialist I

Range 52

2	4	6	8	10
---	---	---	---	----

Process Lab  
Specialist II

Range 56

2	4	6	8	10
---	---	---	---	----

Process Lab  
Specialist III

Range 54

2	4	6	8	10
---	---	---	---	----

Wastewater Process  
Analyst I

Range 59

2	4	6	8	10
---	---	---	---	----

Wastewater Process  
Analyst II

**Classification  
Titles**

Range 64

2	4	6	8	10
---	---	---	---	----

Wastewater Process  
Analyst III

Range 38

2	4	6	8	10
---	---	---	---	----

Wastewater Utility  
Worker\*

Range 57

2	4	6	8	10
---	---	---	---	----

Wastewater Process  
Engineer I

Range 66

2	4	6	8	10
---	---	---	---	----

Wastewater Process  
Engineer II

Range 70

2	4	6	8	10
---	---	---	---	----

Wastewater Process  
Engineer III

Range 43

2	4	6	8	10
---	---	---	---	----

Safety and Health  
Administrator I\*

**Classification  
Titles**

Range 48

2	4	6	8	10
---	---	---	---	----

Safety and Health  
Administrator II\*

Range 54

2	4	6	8	10
---	---	---	---	----

Safety and Health  
Administrator III\*

\* Job progression criteria to be developed

## II. POLICIES

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### ***Hiring practices***

Since our goal is to place new employees equitably and accurately, we recommend that new employees meet standards of documented/demonstrated achievement and be placed accordingly.

### ***Transfers***

Employees who laterally transfer within the same job classification will remain at the same pay level. However, as with everyone who wants to move past a job classification gate, transferees must demonstrate/document completion of specific worksite requirements for that gate.

### ***Challenging a Course***

Section training staff (with significant input from business team representatives) will establish the learning objectives of each item required for job progression. An employee will apply in writing on the form "*Request to Challenge a Course*" (Attachment B) to their respective section Training Coordinator if they wish to "challenge" a course in the "Other" column in their progression; include all necessary supporting documentation with the form. The Training Coordinator will submit their written recommendation on the *Request to Challenge a Course* form to the Job Progression Oversight Committee. The oversight committee and a Wastewater Treatment Division Human Resources (WTDHR) representative will determine the outcome of the challenge. Regardless of the final action taken, a copy of the form shall be returned to the employee through the Training Coordinator.

### ***Employees' Progression***

- Employees with a "Good" or better Performance Appraisal will move up pay steps on their anniversary date until they reach the next gate. Please note that the program is designed in such a way that one year is required in each step except for those steps immediately in front of a gate. (See III. Administration, paragraphs 4 through 6).
- Employees placed in a pay step immediately in front of a gate (i.e., into a shaded box) may move through that gate as soon as they document that they have completed all of the requirements for that gate including task check-off, assessment, certification, or other requirements.
- If an employee demonstrates proficiency in all elements of a task to the trainer the first time, and has documentation (i.e., written or verbal proof) showing that they have completed the particular task at least twice previously, that task is considered to have been successfully completed.
- Whenever an employee passes through a gate, he/she shall be moved into the new progression's classification title (if there is a change) and to the new classification code.

### III. ADMINISTRATION

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1. In accordance with the Agreement, employees will be placed in the job progression system as provided in Article 10, Section 5.
2. Employees are responsible for requesting a training packet from their Supervisor, knowing the requirements of their job progression, and getting qualified for appropriate tasks and/or requesting and taking the training necessary for progression.
3. The job classification family determines the number of levels an employee can advance in a progression series.
4. Employees will move through each level (non-shaded boxes) on completion of one year of service with an overall "Good" or better score on a Performance Evaluation conducted within the last 12 months. Employees move through a gate (shaded box) as described in paragraphs five (5) and six (6) below.
5. Through their Supervisor, employees may request to move through a gate at any time when they reach the shaded level in front of a gate; to move through the gate, they must meet the criteria in #6 below.
6. To move through a gate an employee must:
  - Complete all job progression requirements for that gate; and
  - Have an overall "Good" or better score on a Performance Evaluation conducted within the last twelve (12) months.

*(If no Performance Evaluation has been performed during the last twelve (12) months, the employee must request a Performance Evaluation and receive a "Good" or better rating before advancing to the next level. Once the request has been made, a Supervisor must conduct a Performance Evaluation within one month, or the employee may progress without the Performance Evaluation if all other job progression criteria are met. If an employee receives less than a "Good" rating on their last Performance Evaluation, that employee and their supervisor shall develop an action plan that specifically identifies the issue(s), how the issue(s) shall be addressed, how they will know when the issue(s) has been remedied, and a timeline.)*

7. Pursuant to WTD training policies, supervisors are required to develop and follow an individual training plan with each of their employees. Employees will be responsible to work with their Supervisors to develop an individual training plan. Supervisors are responsible for informing the employees about the sign off procedures and which designees are authorized to certify tasks. The parties recognize the need to provide training and skills test opportunities to employees in a timely manner, however it is understood that business needs do not always accommodate the employee's desired pace of advancement. When an employee believes that there has been an undue delay, and s/he has been unsuccessful resolving the issue with his/her supervisor, s/he may appeal to the JPOC for a remedy.

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8. The Job Progression Oversight Committee will work with employees and their supervisors on resolving issues related to job progression. Such issues include, but are not limited to access to training, training availability, and denial of individual task sign-off or Official Task Sign-Off Sheet by supervisor or designee. The employee may have a Union representative assist with this process. The JPOC will issue as prompt a decision as is practicable, considering the nature and urgency of the issue as well as business needs. The JPOC will have authority to resolve issues and make decisions if there is consensus. If the delay is found to be unjustified and has created an economic impact on the employee, the JPOC may recommend to the LMC an economic remedy. Should JPOC fail to reach consensus on an issue, the Union may file a grievance on the issue in accordance with Article 12.6 at Step C (Section Manager) of the Collective Bargaining Agreement.
  9. The JPOC will periodically audit the Job Progression Program, as well as work with employees on ideas or recommended changes to the program and determine what makes good business sense. Business Teams or individual employees may submit recommendations for improvements, which shall be in writing, to the JPOC for consideration at their monthly meetings. The JPOC will do the research and make requests for assistance and/or review by the necessary King County divisions, (such as HRD) before forwarding recommendations to the LMC for review and/or subsequent approval.
  10. Training sessions developed for progression will be given by qualified personnel (e.g., trainers or individuals designated by their supervisors or managers to conduct specific training), or in classes offered through the County vendors, or local colleges. The supervisor will work with the designated trainer to adjust the trainer's workload to accommodate the on-the-job training duties.
  11. Individual tasks and/or training courses within a progression will be signed off by the supervisor and/or designee, if any, assigned by the supervisor to certify the task. The supervisor is ultimately responsible for the final signature verification of each task and the final certification. If one or more tasks are not passed, the supervisor will explain deficiencies and assign the employee for training. The official task sign off sheets or course records will be signed by the employee being checked off, the person certifying the task, and the supervisor of the employee being signed off. (Note: The person certifying a task and/or training course is ensuring that an employee is competent to perform that task(s) or the activity or skill taught in the course.)
  12. In the case where a task is not passed on the first attempt, a minimum time period of seven (7) calendar days must elapse before an employee can request a re-evaluation.
  13. In a case where multiple demonstrations are required for the same task, only one (1) demonstration can be checked off per workday.
  14. Business teams will decide how to keep in-progress files for job progression work (e.g., each employee keeps their own files. A central file to be kept at the job site, etc.). Employees will also send a copy of their completion records to their section's Technical Training Coordinator for filing. (Note: employees are expected to keep copies of their own work).

- 
15. Supervisors will sign the appropriate personnel document for progression through the gate and submit all signed supporting documents to their section's support staff for their section manager's signature. Completed paperwork will be promptly forwarded to the WTD Human Resource Office so that adjustments to an employee's compensation can be made. Copies will be sent to the appropriate locations, such as the section or business team's training file.
  16. An employee's pay will be adjusted at the start of the pay period following their certification date which is the date their supervisor signs the final personnel documents for progressing through the gate. The date of the first day in that pay period becomes their new anniversary date for purposes of step progression.
  17. If an employee completes all gate requirements, and is within sixty (60) days of moving into a gate step, any new or updated materials issued during that sixty (60) day period will not keep them from progressing through that gate, but will need to be completed before the next gate can be passed.



## IV. TRAINING

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1. Section training coordinators, in conjunction with business teams, will develop consistent progression standards and task lists.
2. The section trainers or HRD will assign classroom trainers for job progression items (for classes offered through the Employer's course listings) with the concurrence of the employee's supervisor.
3. On-the-job training will be conducted within business teams and it will be up to the business team to designate trainers for their teams.
4. Items listed in the "Other" column on the job progression outlines are available in various formats from different sources: books, videos, TPC courses, internal sources in King County including courses offered by HRD, staff in various departments and outside vendor training.

\* \* \*

### INSTRUCTIONAL METHODS AND/OR WAYS OF PERFORMING TASK EVALUATIONS

#### THE FOUR PREFERRED INSTRUCTIONAL METHODS AND/OR WAYS OF PERFORMING TASK EVALUATIONS

##### 1. **Actual Demonstration**

Actual demonstration involves the trainee giving a hands-on demonstration of the task as written in the standard operating procedure (SOP) on the actual piece of equipment, system, or process the SOP was written for. This is normally performed by memory, except for tasks that are rarely performed. An actual demonstration is the preferred way to perform a task evaluation, as long as it does not adversely affect plant operation.

##### 2. **Simulation/Slow Run Through (SRT)**

Simulation/Slow Run Through (SRT) is a hands-on demonstration of an entire task using the written standard operating procedure (normally from memory), with the trainee telling what they are doing, demonstrating proper safety, hand/power tool operation, and describing the effects on other parts of the plant. This is done by physically walking through the entire task, operating tools and equipment, if only momentarily, and verbally explaining the task so the evaluator can determine that the trainee knows how to perform the task. This is usually done for tasks that cannot be performed without adversely affecting plant operation. An example would be taking a primary sedimentation tank out of service for cleaning and maintenance (a simulated SRT would be best with gates partially installed and air wrenches operated with minimal gate movement so plant operation is not affected). A simulated SRT requires the trainee to demonstrate and explain the SOP with the same 100% accuracy as when actually performing the task.

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### 3. Duplication

Duplication is the construction or assembly of parts and equipment that are the real thing or that exactly duplicate the actual task. This requires use of the same tools, procedures, and parts as in the real task. One example is the East Section Chlorine Training Dome. It is currently being retrofitted with a working pigtail (actual part), correct gaskets, and a method for pressurization that will allow for leak testing. This will give the trainee hands-on experience working with the real parts and tools and test the integrity of the connection in a non-hazardous environment. Another example is at the West Section, where a chlorine ton container is set up for B-kit training so a trainee can practice how to use the different patch options without the possibility of disrupting chlorine operation.

### 4. Table Topping

Table Topping is an instructional method that involves use of blueprints, wiring diagrams, plant layouts, vendor manuals, and plant manuals to refresh knowledge and skills where documented learning has already occurred. It is done in a classroom/control room setting to refresh previously trained personnel who have been on a work assignment that took them away from knowledge and skills they had learned but not experienced for one or more years. It is not primarily done to evaluate performance of a task, but as an instructional method.

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## V. CONTINUOUS IMPROVEMENT

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The JPOC will be a standing committee to assure smooth functioning of the job progression system. The committee will meet monthly to bring any questions or issues to the group to resolve.

### **At least quarterly, the committee will:**

- ask the section Training Coordinators to submit a report on the number of employees moving through gates within a job classification and the business teams of these employees, and
- present a progress report to the LMC and forward any recommended program changes to the LMC for their consideration and approval.

### **At least semi-annually, the committee will:**

- send a survey to each employee in the Job Progression Program to ask for feedback on the program from them and their business team.

# Attachment A

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## Job Progression Outlines

Job progression outlines are part of the continuous improvement process of this program. For the most current version of a particular progression, please refer to the master documents for the following classifications in your training library or at other designated locations.

- **Custodian Series (Assistant Custodian & Custodian)**
- **Industrial Maintenance Electrician**
- **Gardener Series (Gardener & Senior Gardener)**
- **Industrial Engine Mechanic**
- **Industrial Instrument Technician**
- **Inventory/Purchasing Specialist I & II**
- **Industrial Lubrication Systems Specialist**
- **Wastewater Support Specialist**
- **Mechanical Series (Industrial Maintenance Worker, Industrial Maintenance Mechanic, & Industrial Master Mechanic)**
- **Operational Series (Wastewater Treatment Operator-In-Training, Wastewater Treatment Operator, & Wastewater Treatment Senior Operator)**
- **Industrial Painter I**
- **Wastewater Process Lab Specialist I, II, & III**
- **Process Analyst I, II, & III**
- **Wastewater Process Engineer I, II, & III**
- **Safety & Health Administrator I, II, & III**
- **Wastewater Utility Worker**

**Note:**

- **Industrial Machinist:** Since, at the time of program implementation, only one machinist was employed and was at top step, a machinist progression may be developed at an appropriate time in the future.

# Attachment B

## Request to Challenge a Course

Name \_\_\_\_\_  
(please print) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Position \_\_\_\_\_ Emp. ID # \_\_\_\_\_ MS \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Course: \_\_\_\_\_

Supporting Documentation (list and attach verification):

Other:

### Technical Training Coordinator:

\_\_\_\_\_  Accept  Reject  
Name (please print)  
 Reason for decision:  
 \_\_\_\_\_  
 \_\_\_\_\_  
Signature Date Sent for JPOC Review

### Job Progression Oversight Committee:

\_\_\_\_\_  Accept  Reject  
Management Name (please print) Local 925 Name (please print)  
 Reason for decision:  
 \_\_\_\_\_  
 \_\_\_\_\_  
Management Representative Signature DATE Local 925 Representative Signature

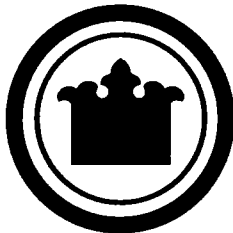
### WTD Human Resources:

\_\_\_\_\_  Accept  Reject  
HR Representative Name (please print)  
 Reason for decision:  
 \_\_\_\_\_  
 \_\_\_\_\_  
HR Signature Date Returned To Training Coordinator

# **Teach/Lead/Coach (TLC) Handbook**

King County  
Wastewater Treatment Division and  
Service Employees International Union, Local 925

**Revised (8/5/04)**



King County



*Clean Water - A Sound Investment*

## **I. GUIDING PRINCIPLES**

- Recognizing positive and corrective work performance and behaviors.
- Partnership between supervisor/shop steward, working together for the benefit of the individual.
- Taking personal responsibility.
- Non-judgmental
- Solution-oriented
- Resolving issues at lowest level possible.
- Consistent approach.
- Defined responsibilities.
- No surprises.
- Collaborative working relationship
- Positive Strive for a "win/win" situation
- Minimize need for manager-level decision making
  - Pass along information to managers
  - Leave decision making to supervisors
  - Manager may set boundaries
- Open communication - everybody involved
- Minimize personality-based decisions
- Utilize training
- Mediator role depends on issue
- Forget the past and deal with the present issue

## **II. WHAT IS TLC?**

- TLC is positive and/or corrective feedback.
- TLC is a supervisor giving feedback about the employee's performance or behavior.
- TLC is also known as: inform, advise, discuss, comment, counsel, guide, instruct, educate, direct, recommend, remind, manage, explain, clarify, etc.
- TLC is informal or formal feedback (immediate feedback with employee or a scheduled meeting).
- TLC is oral or written feedback, or both.
- TLC is documented in the supervisor's log or supervisor's personal working file (not in official personnel file or plant personnel file).
- TLC is non-disciplinary, but if employee's performance or behavior does not improve, TLC documentation can be used toward discipline.

## **III. WHEN SHOULD TLC OCCUR?**

- TLC should occur when an employee's performance is positive.

Example: Today, I received a compliment from Bob about your work on the Hydraulics class. He appreciated how you were able to gather and organize the information by the deadline, and present it in a logical, understandable manner.

- TLC should occur when an employee's performance or behavior requires correction.  
Example: Today, I received a concern from Bob regarding your work on the Hydraulics class. He said you had a deadline of 2 weeks to develop the curriculum. You assured him that it was going to be ready on time. The day it was due, you asked Bob for a 2-day extension. Tell me what happened?

#### **IV. ROLES**

##### **Desired Approach**

- Acknowledge positive performance by individuals and teams
- Collaborative working relationship
- Positive Strive for a "win/win" situation
- Minimize need for manager-level decision making  
Pass along information to managers  
Leave decision making to supervisors  
Manager may set boundaries
- Open communication - everybody involved
- Minimize personality-based decisions
- Utilize training
- Mediator role depends on issue
- Non-judgmental
- Solution-oriented
- Forget the past and deal with the present issue

##### **Role of the Manager**

- Acknowledge positive performance by individuals and teams
- Decision maker if efforts to problem solve are unsuccessful between supervisor, shop steward and employee; situational
- Mediator; mediate not arbitrate; situational
- Supporter of process;  
Resource provider  
Leader of the process  
Take ownership  
Committed to the success of the process
- Enhance lowest level resolution of problem;
- Enhance the lowest level of process
- Keep the process moving; keep problem resolution process going and on track

- Facilitator
- Setting boundaries
- Options are options and not decisions. Keep mind open to possibilities
- Situational Roles
  - Facilitator - keep on track
  - Decision maker
  - Mediator not arbitrator
  - Supporter/leader committed to success
- Has the option to push the process back down to the lower level of supervisor / shop steward / co-worker(s) once issues have been heard

### **Role of the Supervisor**

- Acknowledge positive performance by individuals and teams
- Facilitator
- Share information collaboratively
- Identify issues/problems and alternatives to solve problem
- Investigate identified problems
- Proactively involve shop steward at appropriate level of concern
- Work out problem together. Work with shop stewards and employees
- Coach individual
  - a. Set expectations
  - b. Explain problem
  - c. Help identify resources
  - d. Referrals (to EAP, etc.); involve shop steward
- Keep the process moving
- Seek agreement by all involved; if no agreement, refer to the manager
  - Document agreements
  - Document follow-up
- Proactively inform stakeholders (i.e., stewards, employee, etc) if expectations not being met.

### **Role of the Lead &/or Senior-in-Charge**

- Assist supervisor with acknowledging positive performance
- Identify issues/problems and alternatives to solve problem
- Share information collaboratively
- Work with supervisors and employees to solve problems
- Focus on problem or issue. Avoid personal or historical problems.
- Coach the individual.
- Assist in resolving issues by involving the employee and also involving the supervisor and/or shop steward.



### **Role of the Shop Steward**

- Assist supervisor with problem identification and alternatives to solve problem
- Share information collaboratively
- Keep the process moving
- Work with supervisors and employees to solve problems
- Mediate between supervisor and employee
- Focus on problem or issue. Avoid personal or historical problems
- Witness and document agreements (May assist with coaching/mentoring)

### **Role of Team Members Involved**

- Acknowledge positive performance by individuals or team
- Identify issues/concerns and alternatives to solve problem
- Share information collaboratively
- Identify alternatives/solutions and recommend to supervisor and shop steward
- Keep the process moving

### **Role of the Union Business Representative**

- Provide information and resources

# WHERE IS THE TLC/DISCIPLINE LINE?

A. NON-DISCIPLINE	DISCIPLINE
Teach/Lead/Coach	Oral reprimand
	Written reprimand
	Suspension
	Demotion
	Termination
<ul style="list-style-type: none"> <li>• TLC is meant to address violations of rules of minor significance or unsatisfactory work performance that can be normally corrected through counseling or training.</li> <li>• TLC is non-disciplinary, but if employee's performance or behavior does not improve, TLC documentation can be used toward discipline.</li> <li>• Tools: written reminders, performance improvement plan (PIP), etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Discipline is meant to address violations of rules of major significance or continuing minor violations or continuing failure to meet expectations.</li> <li>• Tools: performance improvement plan (PIP), etc.</li> </ul>

## **PERFORMANCE IMPROVEMENT PLAN**

**ISSUE:**

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**SUPERVISOR'S EXPECTATIONS:**

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**ACTION STEPS TO RESOLVE ISSUE:**

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**DATE BY WHICH ACTION STEPS ARE TO BE COMPLETED:**

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**SUPERVISOR'S RESPONSIBILITIES TO ENSURE PLAN WORKS:**

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**EMPLOYEE'S RESPONSIBILITIES TO ENSURE PLAN WORKS:**

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**NEXT MEETING(S) TO ASSESS PROGRESS:**

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We have mutually agreed upon this Performance Improvement Plan:

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

cc: Supervisor  
Employee  
Union  
WTD HR