



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**Ordinance 19726**

**Proposed No.** 2024-0003.1

**Sponsors** Upthegrove

1                   AN ORDINANCE approving and adopting the collective  
2                   bargaining agreement negotiated by and between King  
3                   County and the International Brotherhood of Electrical  
4                   Workers, Local 77 representing employees in the Metro  
5                   transit department; and establishing the effective date of the  
6                   agreement.

7                   BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

8                   SECTION 1. The collective bargaining agreement negotiated by and between  
9                   King County and the International Brotherhood of Electrical Workers, Local 77  
10                  representing employees in the Metro transit department, which are Attachments A  
11                  through C to this ordinance, is hereby approved and adopted by this reference made a part  
12                  hereof.

Ordinance 19726

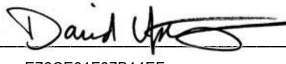
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13            SECTION 2. Terms and conditions of the agreement shall be effective from  
14 January 1, 2023, through and including December 31, 2025.


Ordinance 19726 was introduced on 1/9/2024 and passed by the Metropolitan King County Council on 1/16/2024, by the following vote:

Yes: 9 - Balducci, Baron, Dembowski, Dunn, Mosqueda, Perry, Upthegrove, von Reichbauer and Zahilay


KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

DocuSigned by:  
  
E76CE01F07B14EF...  
Dave Upthegrove, Chair

ATTEST:

DocuSigned by:  
  
8DE1BB375AD3422...  
Melani Hay, Clerk of the Council

APPROVED this \_\_\_\_\_ day of 1/24/2024, \_\_\_\_\_.

DocuSigned by:  
  
4FBCAB8196AE4C6...  
Dow Constantine, County Executive

**Attachments:** A. C0123 Agreement By and Between King County and International Brotherhood of Electrical Workers, Local 77 Metro Transit Depaertment, B. U0423 Memorandum of Agreement By and Between King County and International Brotherhood of Electrical Workers, Local 77 Representing Employees in the Department of Metro Transit, C. U0523 Memorandum of Agreement By and Between King County and International Brotherhood of Electrical Workers, Local 77 Representing Employees in the Department of Metro Transit

**AGREEMENT BY AND BETWEEN  
 KING COUNTY  
 AND  
 INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL 77  
 METRO TRANSIT DEPARTMENT  
 [101/E2]**

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**ARTICLE 1: SCOPE, PURPOSE, AND NON-DISCRIMINATION**

**1.1 Scope.** This Agreement is made and entered into by and between King County (“County”), its successors and assigns, and the International Brotherhood of Electrical Workers, Local Union No. 77, (“Union”); the Union being recognized as the representative of employees occupying classifications as set forth under Addendum “A” and working in the Metro Transit Department.

**1.2. Purpose.**

The County and the Union recognize that harmonious relations should be maintained between the parties and with the public. The County, the Union, and the public have a common and sympathetic interest in the progress of the electrical industry. All will benefit by continuous labor peace and by adjusting any difference which may arise by rational common-sense methods. Therefore, the County and the Union hereby agree to establish and adhere to the consultative procedure set forth within, and to maintain a relationship consistent with the principles set forth within.

**1.3. Non-Discrimination.**

The County and the Union will not unlawfully discriminate against any individual employees with respect to compensation, terms, conditions or privileges of employment on the basis of sex, race, color, national origin, religious affiliation, disability, sexual orientation, gender identity or expression, age except by minimum age and retirement provisions, creed, status as a family caregiver, military status, union status, marital status or status as a veteran who was honorably discharged or who was discharged solely as a result of the person's sexual orientation or gender identity or expression.

**ARTICLE 2: EMPLOYMENT AND JOB POSTINGS**

**2.1.** The County shall select all employees in accordance with the Merit System. When the County has openings in this bargaining unit, the Union will be so notified in writing and invited to refer qualified applicants within five (5) working days of such notice. Such notice shall stipulate classification and special skills, if any, and other needs, if any. After five (5) working days, the

1 County may seek additional applicants through its Human Resources Division.

2       **2.2.** Employees are encouraged to seek advancement within their specific work units, as well  
3 as within the County as a whole.

4       **2.3.** Term Limited Temporary (TLT) position postings will also be posted as Special Duty  
5 Assignment (SDA) opportunities.

6       **2.4.** Internal Regular and TLT employees that are represented by the Union and who meet a  
7 positions' minimum qualifications and pass any required test for the position will be given a first-  
8 round interview, either by phone or in person, whichever is applicable in the process.

9 **ARTICLE 3: UNION RECOGNITION AND MEMBERSHIP**

10       **3.1. Recognition.** The County recognizes the Union as the sole collective bargaining  
11 representative of all employees whose job classifications are listed in Addendum A, which by this  
12 reference is made a part of this Agreement, or in new or added classifications in the Metro Transit  
13 Department where the employees perform substantially similar work as the present job  
14 classifications.

15       **3.2. Union Dues.** The Union will notify the County of its dues and fees and all changes  
16 thereto.

17       **3.3. Dues Deduction.** Upon receipt of written authorization individually signed by a  
18 bargaining unit employee, the County shall have deducted from the pay of such employee the amount  
19 of dues and fees as certified by the Union and shall transmit the same to the treasurer of the Union.

20       **3.4. Revocation of Dues Deduction Authorization.** An employee may revoke their  
21 authorization for payroll deductions of payments to their Union by written notice to the Union in  
22 accordance with the terms and conditions of their membership authorization. Every effort will be  
23 made to end the deductions effective on the first payroll, and not later than the second payroll, after  
24 receipt by the County of confirmation from the Union that the terms of the employee's authorization  
25 regarding dues deduction revocation have been met.

26       **3.5. Indemnification and Hold Harmless.** The Union agrees to indemnify and hold the  
27 County harmless against any liability which may arise by reason of any action taken by the County to  
28 comply with the provisions of this Article, including for any legal fees or expenses incurred in

1 connection with such action. The County will promptly notify the Union in writing of any claim,  
2 demand, suit, or other form of liability asserted against it relating to its implementation of this  
3 Article. The Union agrees to refund to the County any amounts paid to it in error on account of the  
4 check-off of Union dues or fees upon presentation of proper evidence thereof.

5 **3.6. Union Notification** – The County will supply the Union with the following information  
6 within approximately five (5) working days of a new employee’s hire date or new Union eligibility:

- 7 1. First and last name
- 8 2. USPS mail address
- 9 3. Phone number (if the employee provides it)
- 10 4. Work e-mail address
- 11 5. Job classification/title
- 12 6. Department
- 13 7. Division
- 14 8. Work location
- 15 9. Date of hire
- 16 10. Hourly or salary pay status
- 17 11. Rate of pay
- 18 12. FTE status (if applicable)

19 **ARTICLE 4: LABOR MANAGEMENT COMMITTEE**

20 **4.1. Purpose**

21 The parties agree that a Labor-Management Committee (LMC) is established for each Metro  
22 Transit Department Division that members of this bargaining unit are assigned to and is authorized,  
23 consistent with applicable laws and the terms of this Agreement, to use principles of interest-based  
24 discussion to resolve issues and interests affecting Labor and/or Management consistent with the  
25 following principles:

26 (1) To provide fair and reasonable rates of pay, hours, and working conditions  
27 for the employees concerned with the operations of the County as covered by this Agreement.

28 (2) To ensure the making of appointments and promotions as provided under

1 this Agreement.

2 (3) To provide stability of employment and to establish satisfactory tenure.

3 (4) To provide for improvement programs designed to aid employees in  
4 achieving their acknowledged and recognized objectives as outlined in this Agreement.

5 (5) To promote the highest degree of efficiency and responsibility in the  
6 performance of the work and the accomplishment of the public purposes of the County.

7 (6) To resolve disputes arising between the County and the Union relating to  
8 matters covered by this Agreement.

9 (7) To promote systematic labor/management cooperation between the County  
10 and its employees.

11 The parties agree that a Joint Labor Management Committee (JLMC) meeting of both LMCs may be  
12 convened by the parties two (2) times per year.

13 4.2. The LMC does not waive or diminish management rights and does not waive or diminish  
14 Union or County rights of grievance or bargaining. The LMC is not authorized to bargain.  
15 Discussions that require bargaining shall be referred to the parties' authorized bargaining agents. The  
16 parties recognize that the LMC may not be able to resolve every issue.

17 4.3. **Meetings** - The parties agree that each LMC shall meet at least quarterly. There will be  
18 an approximately equal number of representatives from the County and the Union. If either party  
19 intends to increase their normal attendance in order to accommodate guests or individuals serving in a  
20 resource capacity, they will attempt to notify the other party in advance.

21 4.4. LMC agenda items will be determined by mutual agreement of committee members. A  
22 maximum of four (4) Union members will be released from duty without loss of pay during their  
23 normal work hours to attend a LMC. Off duty employees who attend a LMC will not be paid by the  
24 County.

25 4.5. The parties agree that they may use the LMC to disclose, discuss and attempt to resolve  
26 any Unfair Labor Practice (ULP) allegation prior to filing a ULP charge. If the alleged ULP is not  
27 disclosed and discussed in a LMC, the parties agree that thirty (30) calendar days prior to filing an  
28 unfair labor practice (ULP) complaint the complaining party will notify the other party, in writing,

1 meet and make a good faith attempt to resolve the concerns unless the deadline for filing would  
2 otherwise pass.

3 **ARTICLE 5: GRIEVANCE PROCEDURE**

4 **5.1. Purpose.** The County and the Union recognize the importance and desirability of  
5 settling grievances promptly and fairly in the interest of continued good employee relations and  
6 morale. In furtherance of this objective, the County and the Union will extend every effort to settle  
7 grievances at the lowest possible level of supervision.

8 **5.2. No Discrimination.** Employees will be unimpeded and free from restraint, interference,  
9 coercion, discrimination, or reprisal in seeking adjudication of their grievances.

10 **5.3. Grievance Definition.** A grievance is defined as an allegation by either party to this  
11 Agreement that a violation of one or more terms of this Agreement has occurred.

12 **A. Exclusive Representative** – The Union will not be required to press employee  
13 grievances if in the Union’s opinion, such lack merit. With respect to the processing, disposition  
14 and/or settlement of any grievance, including hearings and final decision of any Arbitrator, the Union  
15 will be the exclusive representative of the employee. However, if employees also have access to the  
16 Personnel Board for adjudicating disciplinary or reclassification grievances then selection by the  
17 employee of one procedure will preclude access to other procedures and the selection must be made  
18 no later than Step 2 of this grievance procedure. If the employee chooses to access the Personnel  
19 Board for the adjudication of disciplinary or reclassification issues, this decision shall waive the  
20 Union’s legal obligations for representation, unless the employee and Union mutually agree  
21 otherwise. Copies of all written reprimands, suspensions, disciplinary demotions, or discharges shall  
22 concurrently be forwarded to the Union.

23 **5.4. Access to Grievance Procedure.** Though employees will have no independent  
24 unilateral privilege or right to invoke the grievance procedure, an employee’s complaint may be  
25 presented to their supervisor. If the issue is not resolved, it may be referred to STEP 1 by the Union.

26 **STEP 1 - Superintendent/designee** - A grievance must be presented in writing by the  
27 shop steward or the Union representative within thirty (30) calendar days of the occurrence or  
28 employee/Union knowledge of such grievance. The grievance shall be presented to the employee’s



1 Superintendent or designee and will describe the event or circumstances being grieved, the  
2 provision(s) of the Agreement(s) that have allegedly been violated and the remedy sought.

3 (1.) The Superintendent/designee will meet with the employee and Union  
4 representative to discuss the grievance within fifteen (15) calendar days of the receipt of the STEP 1  
5 grievance.

6 (2.) The Superintendent/designee will issue a written decision to the employee  
7 and the Union within fifteen (15) calendar days following the discussion.

8 (3.) If the Union does not pursue the grievance to STEP 2 within fifteen (15)  
9 calendar days after receiving the supervisor/designee's written decision, the grievance will be  
10 precluded from further appeal.

11 **STEP 2 - Section Manager/designee -** The grievance will be presented in writing to  
12 the Section Manager/designee for investigation, discussion, and written reply.

13 (1.) The Section Manager/designee will meet with the employee and Union to  
14 discuss the grievance within fifteen (15) calendar days of the receipt of the STEP 2 grievance.

15 (2.) The Section Manager/designee will issue a written decision to the  
16 employee and the Union within fifteen (15) calendar days following the discussion.

17 (3.) If the Union does not pursue the grievance to STEP 3 within fifteen (15)  
18 calendar days after receiving the Section Manager/designee's written decision, the grievance will be  
19 precluded from further appeal.

20 **STEP 3 - Office of Labor Relations - Labor Negotiator/designee**

21 (1.) The Labor Negotiator/designee will meet and/or discuss the grievance  
22 with the Union within fifteen (15) calendar days of the receipt of the STEP 3 grievance.

23 (2.) The Labor Negotiator/designee will issue a written decision to the  
24 employee and the Union within fifteen (15) calendar days following the meeting and/or discussion.

25 (3.) If the Union does not pursue the grievance to STEP 4 - Arbitration within  
26 fifteen (15) calendar days after receiving the Step 3 written decision, the grievance will be precluded  
27 from further appeal.

28 **STEP 4 - Arbitration -** Should the decision of the Labor Negotiator/designee at STEP

1 3 not resolve the matter, the parties may arbitrate the dispute utilizing the process set forth below.

2                   **(1.) Selection Process.** The representatives for the parties will select a third  
3 disinterested party to serve as an arbitrator. In the event that the parties are unable to agree upon a  
4 third party to serve as an arbitrator, then the arbitrator will be selected from a panel of eleven (11)  
5 names furnished by Public Employment Relations Commission (PERC) or Federal Mediation and  
6 Conciliation Services (FMCS). The arbitrator will be selected from the list by both the County  
7 representative and the Union representative each alternately striking a name from the list until only  
8 one name remains. Both parties will participate in a coin toss to determine who goes first for the  
9 arbitrator strike process. The remaining name will serve as the arbitrator. The arbitrator’s decision  
10 will be final and binding upon all parties to the dispute.

11                   **(2.) Arbitrator’s Authority Limited.** The arbitrator will have no power to  
12 add to, subtract from, disregard, modify or otherwise alter any terms of this Agreement, or to  
13 negotiate new agreements, but will have the power only to apply and interpret the provisions of this  
14 Agreement in reaching a decision.

15                   **(3.) Arbitration Expenses.** The arbitrator’s fee and expenses will be paid  
16 equally by the County and the Union. The court reporter’s fee and expenses, if mutually agreed upon  
17 in advance, will be paid equally by the County and the Union. Each party will pay the full costs and  
18 fees of its representatives, including attorneys’ fees and the expenses of any witnesses appearing on  
19 its own behalf, regardless of the outcome of the arbitration and regardless of the subject matter of the  
20 dispute. Adverse County employee witnesses will be granted time off using their own paid leave  
21 whenever operationally feasible, with advance notice.

22                   **(4.) Mediation.** Any party, at any time during the grievance process, can  
23 request mediation as a form of alternative dispute resolution. If both parties agree to mediate, an  
24 impartial mediator will be selected by mutual agreement prior to moving the grievance to arbitration.

25                   **(5.) Timelines.** Timelines under this Article may be extended by mutual  
26 agreement in writing, by the parties responsible for addressing the grievance at each step. Unless  
27 mutually agreed between the parties responsible for addressing the grievance at each step no  
28 grievance step may be bypassed. If the final calendar day falls on a Saturday, Sunday, County

1 recognized holiday or the County is closed for business, the next following normal day of business  
2 will be considered the final calendar day.

3 **(6.) Grievances of Disciplinary Action.** Regular employees are subject to a  
4 just cause standard for discipline.

5 **(A)** Verbal or written performance or counseling documents shall not  
6 be considered discipline and may not be appealed to any level of this process.

7 **(B)** Disciplinary oral reprimands that have been reduced to writing and  
8 disciplinary written reprimands shall enter the grievance process at STEP 1.

9 **(C)** Grievances of disciplinary action involving suspension, demotion,  
10 or termination shall enter the grievance process at STEP 2.

11 **(D)** The provisions of this Article will not apply to probationary,  
12 temporary, provisional, and term-limited temporary employees if they are disciplined or discharged  
13 because said employees are “at will” and not covered by the “just cause” requirement of this  
14 Agreement.

15 **ARTICLE 6: HOLIDAYS**

16 **6.01** Comprehensive leave eligible employee: Full-time regular, part-time regular,  
17 provisional, probationary, and term-limited temporary (TLT) employees.

18 **6.1. Holidays.** All comprehensive leave eligible employees shall be granted the following  
19 designated holidays with pay:

<b>HOLIDAYS</b>	
New Year’s Day	January 1
Martin Luther King Jr., Day	Third Monday in January
President’s Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Indigenous Peoples’ Day	Second Monday in October
Veteran’s Day	November 11
Thanksgiving Day	Fourth Thursday in November

Day after Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25

**6.2. Day of Observance and Pay on Holidays.** For holidays falling on a Saturday, the Friday before shall be observed as the holiday. For holidays falling on a Sunday, the Monday following shall be observed as the holiday.

**6.3 Holiday Observance for Employees on Alternative Schedules.** For employees who work other than a 5/8 schedule Monday – Friday Days, and the holiday falls on their scheduled day off, the employee will be given a deferred holiday. The employee and supervisor will jointly select another day within the same pay period to take as a holiday (exceptions may be granted by mutual agreement of management and the employee).

**6.4 Eligibility to take a paid holiday.** An employee must be eligible for leave benefits and in a pay status on the scheduled workday before and the scheduled workday following a holiday to be eligible for holiday pay. However, an employee who has successfully completed at least five years of county service and who retires at the end of a month in which the last regularly scheduled working day is observed as a holiday, shall be eligible for holiday pay if the employee is in a pay status the day before the day observed as a holiday.

**6.5. Two Personal Holidays.** Annually, comprehensive leave eligible employees shall receive two (2) personal holidays to be added to their vacation bank on the paycheck that includes February 1<sup>st</sup>. Personal Holidays added to the vacation bank under this Article will be subject to all the same provisions as accrued vacation contained throughout this Agreement. New employees eligible for comprehensive leave benefits who are hired on or before November 15<sup>th</sup> shall receive two personal holidays to be added to their vacation bank on the last day of the first pay period following their date of hire. In no event shall there be more than two (2) personal holidays awarded per calendar year.

## **ARTICLE 7: VACATIONS**

**7.01** Comprehensive leave eligible employee: Full-time regular, part-time regular, provisional, probationary, and term-limited temporary (TLT) employees.

**7.1. Accrual Schedule -** Comprehensive leave eligible employees hired after May 22, 2002,

1 who work a full-time schedule will accrue vacation leave benefits as described below and further  
 2 qualified by this section.

Beginning With Year	Ending With Year	Months of Service	Vacation Accrual Rate	Approximate Days Accrued Per Year (based on 2080 hours)
0	5	000 thru 060	0.0462 X Basis Hours	12
6	8	061 thru 096	0.0577 X Basis Hours	15
9	10	097 thru 120	0.0616 X Basis Hours	16
11	16	121 thru 192	0.0770 X Basis Hours	20
17	17	193 thru 204	0.0808 X Basis Hours	21
18	18	205 thru 216	0.0847 X Basis Hours	22
19	19	217 thru 228	0.0885 X Basis Hours	23
20	20	229 thru 240	0.0924 X Basis Hours	24
21	21	241 thru 252	0.0962 X Basis Hours	25
22	22	253 thru 264	0.1001 X Basis Hours	26
23	23	265 thru 276	0.1039 X Basis Hours	27
24	24	277 thru 288	0.1078 X Basis Hours	28
25	25	289 thru 300	0.1116 X Basis Hours	29
26	99	301 and up	0.1154 X Basis Hours	30

21 **7.1.1.** Comprehensive leave eligible employees hired on or before May 22, 2002, are  
 22 eligible for vacation as provided below. Accrual rates are effective January 1 of the year in which the  
 23 service requirement is met:

Years of Service	Vacation Accrual Rate	Approximate Days Accrued Per Year (based on 2080 hours)
18 years of service	0.0885 X Basis Hours	23
19 years of service	0.0924 X Basis Hours	24

1	20 years of service	0.0962 X Basis Hours	25
2	21 years of service	0.1001 X Basis Hours	26
3	22 years of service	0.1039 X Basis Hours	27
4	23 years of service	0.1078 X Basis Hours	28
5	24 years of service	0.1116 X Basis Hours	29
6	25 years of service	0.1154 X Basis Hours	30

7  
8 **7.1.2. Part-time Employees** – Comprehensive leave eligible employees who work a  
9 part-time schedule will accrue vacation leave in accordance with the vacation leave schedule set forth in  
10 Sections 7.1 or 7.1.1, depending on the date of hire, prorated to reflect their normally scheduled work  
11 week.

12 **7.2. Vacation Accrual** – Comprehensive leave eligible employees will accrue vacation leave  
13 from their date of hire in a comprehensive leave eligible position.

14 **7.3. Vacation Leave Cap**

15 **A.** All comprehensive leave eligible employees hired after 12/31/17 shall have their  
16 accrued vacation leave balance capped at three hundred twenty (320) hours. All comprehensive leave  
17 eligible employees hired on or before 12/31/17 shall have their accrued vacation leave balance  
18 capped at four hundred and eighty (480) hours.

19 **B.** Comprehensive leave eligible employees who work a forty-hour week may  
20 carryover up to either 480 or 320 hours (depending on the employee's hire date) to the next calendar  
21 year. Comprehensive leave eligible part-time employees will receive vacation leave, prorated to  
22 reflect their normally scheduled work week. Employees shall use vacation leave beyond the  
23 maximum accrual amount prior to the end of the pay period that contains December 31 of each year.  
24 Failure to use vacation leave beyond the maximum accrual amount will result in forfeiture of the  
25 vacation leave beyond the maximum amount unless the appointing authority has approved a  
26 carryover of the vacation leave because of cyclical workloads, work assignment or other reasons as  
27 may be in the best interest of the County. The Department of Human Resources Director may  
28 authorize procedures for authorizing carryover above the maximum.

**7.4. Vacation Eligibility** – If a comprehensive leave eligible employee leaves County

1 employment prior to successfully completing their initial six (6) months of County service, they will  
2 forfeit and not be paid for accrued vacation leave. A comprehensive leave eligible employee will be  
3 paid for accrued vacation leave to their date of separation up to the vacation accrual cap if the employee  
4 has successfully completed six (6) months of County service in a comprehensive leave eligible position.  
5 Payment will be the accrued vacation leave multiplied by the employee's base rate of pay in effect upon  
6 the date of leaving County employment, less mandatory withholdings.

7 This vacation leave cash-out is subject to any determination by the bargaining unit to have  
8 their funds placed in Voluntary Employee Beneficiary Association (VEBA) accounts upon retirement  
9 as a result of length of service, as set forth in the King County Code. Such determination is  
10 applicable to all members of the bargaining unit.

11 This section does not limit an employee's use of accrued vacation leave for a qualifying event  
12 under the Washington Family Care Act.

13 **7.5.** A comprehensive leave eligible employee will not use or be paid for vacation leave until  
14 the first day of the pay period following the pay period in which it has accrued, and such use or  
15 payment is consistent with the provisions of this Article.

16 **7.6. Outside Employment** - No employee will work for compensation directly for the County  
17 in any capacity during the time that the employee is on vacation leave.

18 **7.7. Partial Day Increments** - Approved vacation leave may be used in one-quarter (1/4) hour  
19 increments.

20 **7.8. Payment to Assigns and Heirs** - In cases of separation from County employment by death  
21 of an employee with accrued vacation leave and who has successfully completed their initial six (6)  
22 months of County service in a comprehensive leave eligible position, payment of unused vacation leave  
23 up to the maximum accrual amount will be made to the employee's estate, or, in applicable cases, as  
24 provided for by State Law, RCW Title 11.

25 **7.9. Vacation Scheduling** - The manager/designee will be responsible for scheduling the  
26 vacation of employees in such a manner as to achieve the greatest vacation opportunity for the  
27 employees and not incur additional costs while maintaining the efficient functioning of the work unit.

28 **7.10. Notification While on Paid Vacation** - If a comprehensive leave eligible employee is

1 injured or becomes ill while on paid vacation, in order to receive sick leave for that time, they must  
2 notify the manager/designee on the first day of the injury or illness or as soon as practical, but not later  
3 than the first day after returning to work, unless otherwise required by law. A health care provider's  
4 certification may be required as provided under Section 8.13.

5 **7.11. Restoration following Separation** - If a comprehensive leave eligible employee resigns  
6 from the county in good standing or is laid off and subsequently returns to county employment within  
7 two years from such resignation or lay off, as applicable, the employee's prior County service shall be  
8 counted in determining the vacation leave accrual rate.

9 **ARTICLE 8: SICK LEAVE**

10 **8.01** Comprehensive leave eligible employee: Full-time regular, part-time regular,  
11 provisional, probationary, and term-limited temporary (TLT) employees.

12 **8.1.** Comprehensive leave eligible employees shall accrue sick leave benefits at the rate of  
13 0.04616 hours for each hour in paid status excluding overtime up to a maximum of 3.6928 hours per  
14 biweekly pay period, unless additional leave is required by law, which is currently understood to mean  
15 that if an hourly employee works in excess of seventy-four (74) hours in one week, the employee shall  
16 accrue sick leave at the rate of 0.025 hours for each hour worked in excess of seventy-four (74) hours.  
17 There shall be no limit to the number of sick leave hours that an employee eligible for comprehensive  
18 leave benefits may accrue and carry over from year-to-year.

19 **A.** Short-term temporary employees shall accrue sick leave at the rate of 0.025 hours  
20 for each hour in pay status. Short-term temporary employees may carry over 40 hours of unused sick  
21 leave to the following calendar year. At the end of the pay period that includes December 31, all  
22 accrued sick leave over 40 hours will be forfeited.

23 **B.** All employees shall accrue sick leave from their date of hire.

24 **C.** The employee is not entitled to use sick leave until it is earned. Comprehensive  
25 leave eligible employees may, upon approval, use accrued vacation days as an extension of sick  
26 leave.

27 **8.2.** Separation from or termination of County employment except by reason of retirement or  
28 layoff due to lack of work, funds, efficiency reasons or separation for medical reasons, shall cancel



1 all sick leave accrued to the employee as of the date of separation or termination. Should the  
2 employee separate from County employment and return to County employment within two years,  
3 accrued sick leave shall be restored.

4 **8.3.** Comprehensive leave eligible employees who have successfully completed at least five  
5 years of County service and who retire as a result of length of service or who terminate by reason of  
6 death shall be paid, or their estates paid for as provided for by RCW Title 11, as applicable, an  
7 amount equal to 35% of their unused, accumulated sick leave multiplied by the employee's base  
8 hourly rate of pay in effect upon the date of leaving County employment, less mandatory  
9 withholdings. If a retiree who cashes out their sick leave is rehired within twelve (12) months, that  
10 employee is entitled to restoration of the sick leave balance that was not cashed out. A retiree who  
11 returns to work will not be entitled to any cash out of their restored sick leave balance when they  
12 leave County employment.

13 Retirement as a result of length of service means an employee is eligible, applies for and  
14 begins drawing a pension from PERS, PSERS or the City of Seattle Retirement Plan immediately  
15 upon terminating County employment.

16 **8.4.** An employee must use all of their accrued sick leave before taking unpaid leave for their  
17 own health reasons, unless the employee has been approved to receive and is currently on leave under  
18 the Washington State Paid Family and Medical Leave Act (PFML). An employee who has exhausted  
19 all of their sick leave may use accrued vacation leave before going on a leave of absence without pay,  
20 if approved by their appointing authority.

21 **8.5.** If the injury or illness is compensable under the County's workers compensation  
22 program, then the employee has the option to augment or not augment wage replacement payments  
23 with the use of accrued sick leave.

24 **8.6.** When sick leave is taken to care for a family member, the employee shall choose at the  
25 start of the leave whether the particular leave will be paid or unpaid, unless the employee has been  
26 approved to receive and is currently on PFML. When an employee chooses to take paid leave for  
27 family reasons, they may set aside a reserve of up to 80 hours of accrued sick leave.

28 **8.7** Paid sick leave may only be used for the following reasons:

- 1           **A.** For self-care or to care for a family member:
  - 2                   1. Due to a mental or physical illness, injury, or health condition,
  - 3                   2. To obtain medical diagnosis, care, or treatment of mental or physical
  - 4 illnesses, injuries, or health conditions, or
  - 5                   3. To receive preventative care.

6           **B.** When a King County facility is closed by order of public official for any health-  
7 related reason, or when an employee’s child’s school or place of care is closed by order of a public  
8 official for a health or safety-related reason;

9           **C.** To increase the employee’s or a family member’s safety, when the employee or the  
10 employee’s family member has been a victim of trafficking under RCW 9A.40.100;

11           **D.** For absences that qualify for leave under the domestic violence leave act, chapter  
12 49.76 RCW; and

13           **E.** For family and medical leave available under federal law, state law or King County  
14 ordinance.

15           **F.** Employee’s exposure to contagious diseases and resulting quarantine.

16           **8.8.** For purposes of paid sick leave, “family member” means any of the following:

17                   **A.** A child, including a biological, adopted or foster child, a stepchild or a  
18 child to whom the employee stands in loco parentis, is a legal guardian or is a de facto parent,  
19 regardless of age or dependency status, or the child of the employee’s domestic partner;

20                   **B.** The parent of an employee, employee’s spouse or employee’s domestic  
21 partner. Parent includes:

- 22                                   (1) a biological parent;
- 23                                   (2) an adoptive parent;
- 24                                   (3) a de facto parent;
- 25                                   (4) a foster parent;
- 26                                   (5) a stepparent;
- 27                                   (6) a legal guardian; or
- 28                                   (7) a person who stood or stands in loco parentis to the employee,

1 employee’s spouse or employee’s domestic partner.

2 C. A spouse;

3 D. A domestic partner;

4 E. A grandparent;

5 F. A grandchild; or

6 G. A sibling.

7  
8 **8.9.** An employee injured on the job may not simultaneously collect sick leave and worker’s  
9 compensation payments in a total amount greater than the net regular pay of the employee.

10 **8.9.A.** An employee may not collect sick leave for physical incapacity due to any  
11 injury or occupational illness which is directly traceable to employment other than with the County.

12 **8.10** Failure to return to work by the expiration date of a leave of absence may be cause for  
13 removal and result in termination of the employee from County service.

14 **8.11. Federal Family and Medical Leave Act:**

15 A. As provided for in the Federal Family and Medical Leave Act (FMLA), an eligible  
16 employee may take up to twelve (12) weeks of paid or unpaid leave in a single twelve (12) month  
17 period for the employee’s own qualifying serious health condition that makes the employee unable to  
18 perform their job, to care for the employee’s spouse, child, or parent who has a qualifying serious  
19 health condition, to bond with a newborn child, adoption or foster care placement (leave must be  
20 taken within one year of the child’s birth or placement), or for qualifying exigencies related to the  
21 foreign deployment of a military member who is the employee’s spouse, child or parent. An eligible  
22 employee who is a covered service member’s spouse, child, parent, or next of kin may take up to  
23 twenty-six (26) weeks of paid or unpaid FMLA leave in a single twelve (12) month period to care for  
24 the service member with a serious injury or illness.

25 B. The leave may be continuous or intermittent, when medically necessary.  
26 Intermittent and/or reduced schedule leave to care for a newborn or newly placed adopted or foster  
27 care child may only be taken when approved.

28 C. In order to be eligible for FMLA, an employee must have been employed by the

1 County for at least twelve (12) months and have worked at least 1,250 hours in the twelve (12) month  
2 period prior to the commencement of leave.

3 **8.12. King County Family and Medical Leave:**

4 A. As provided by King County Code, an eligible employee may take up to eighteen  
5 (18) weeks of paid or unpaid King County Family and Medical Leave (KCFML) in a single twelve  
6 (12) month period for the employee’s own qualifying serious health condition, to care for an eligible  
7 family member who has a qualifying serious health condition, to bond with a newborn child, adopted  
8 child or foster care placement (leave must be taken within one year of the child’s birth or placement),  
9 and for any qualifying reason under the FMLA, Washington State Paid Family and Medical Leave  
10 Act (PFML), or other family and medical leaves available under federal or state law.

11 B. The leave may be continuous or intermittent, when medically necessary.  
12 Intermittent and/or reduced schedule leave to care for a newborn or newly placed adopted or foster  
13 care child may only be taken when approved. KCFML shall run concurrently with other federal,  
14 state and county leaves to the extent allowed, including but not limited to the FMLA and the  
15 Washington State Paid Family and Medical Leave Act (PFML), and the Washington State Family  
16 Care Act.

17 C. In order to be eligible for KCFML leave under this Article, an employee must have  
18 been employed by the County for at least twelve (12) months and have worked at least 1,040 hours in  
19 the preceding twelve (12) month period for a forty-hour (40) week employee or 910 hours in the  
20 preceding twelve (12) month period for a thirty-five (35) hour week employee.

21 D. An employee who returns from KCFML within the time provided under this  
22 Article is entitled to the same position they occupied when the leave commenced or a position with  
23 equivalent pay, benefits, and conditions of employment.

24 E. Failure of an employee to return to work by the expiration date of leave under this  
25 Article may be cause for termination of the employee from county service.

26 **8.13. Return to Work from Unpaid Leave -** An employee who returns from unpaid family  
27 or –medical leave within the time provided in this Article is entitled the same seniority accrued  
28 before the date on which leave commenced, subject to layoff provisions, to the following in ranked

1 order:

2           A. The same position they held when the leave commenced; or

3           B. A position with equivalent status, benefits, pay and other terms and conditions of  
4 employment.

5           **8.14. Provider Certification** - The manager/designee and employee are responsible for the  
6 proper administration of the sick leave benefit. Verification from a licensed health care provider may  
7 be reasonably required to substantiate the health condition of the employee or family member for  
8 leave requests as allowed under Washington State Law.

9           **8.14.1.** Unless specifically instructed otherwise for the same injury or illness, the  
10 employee shall promptly notify the appropriate work unit Superintendent or designee, by telephone  
11 or otherwise, each day off due to illness. If an employee is on a special work shift, particularly where  
12 a relief replacement is necessary if they are absent, they shall notify the appropriate work unit  
13 Superintendent or designee as far in advance as possible of their scheduled time to report for work.

14 **ARTICLE 9: DONATED LEAVES**

15           **9.1. No Solicitation.** All donations made under this Agreement are strictly voluntary.  
16 Employees are prohibited from soliciting, offering, or receiving monetary or any other compensation  
17 or benefits in exchange for donation of leave hours.

18           **9.2. Approval for Donations.** Donations require written approval from the comprehensive  
19 leave eligible donating and receiving employees’ directors. If approved, the donated leave will be  
20 available the next full pay period after notification of the donation is received by Payroll from the  
21 Department of Human Resources (DHR).

22           **9.3. No Cash Out of Donated Leave.** Donated leave hours are excluded from all payouts  
23 and restorations.

24           **9.4. No accruals on donated leave.** Accrued leave will not accrue on donated leave as it is  
25 used.

26           **9.5. Eligibility to receive and use Comprehensive Leave Eligible Employee-to-**  
27 **Comprehensive Leave Eligible Employee or Emergency Medical Fund donated leave hours.**

28           A. The receiving employee must have exhausted all paid leave accruals (e.g., vacation

1 leave, sick leave) and compensatory time to use donated leave.

2           **B.** The receiving employee can only use donated leave for KCFML and FMLA  
3 qualifying reasons.

4           **C.** The leave for which the employee is requesting donations must be for a prolonged  
5 absence. A prolonged absence is considered to be three (3) or more consecutive days. An employee  
6 may use donated leave intermittently after the employee’s prolonged absence if the conditions in A  
7 and B above are met.

8           **D. Vacation leave hours.** Except as provided for under 9.7.B, the amount of donated  
9 vacation cannot exceed the donor’s accrued vacation leave accrual balance at the time of donation.

10           **E. Sick leave hours.** An employee is limited to donating a total of 25 hours of accrued sick  
11 leave per calendar year, provided the donating employee’s leave balance will be 100 hours or more  
12 following the donation.

13           **9.6 Calculation of Donated Vacation and Sick Leave.** All donated vacation and sick leave  
14 hours shall be converted to a dollar value base on the donor’s straight time hourly rate at the time of  
15 the donation. The dollar value will then be divided by the receiving employee’s straight time hourly  
16 rate to determine the actual number of hours received and placed in the receiving employee’s donated  
17 leave bank.

18           **9.7. Comprehensive Leave Eligible Employee-to-Comprehensive Leave Eligible**  
19 **Employee Donations.**

20           **A.** A comprehensive leave eligible employee may donate a portion of their accrued  
21 leave hours, as provided under Subsections 9.5 D. and E. above, to another comprehensive leave  
22 eligible employee.

23           **B.** Donation limits, as provided under Subsections 9.5 D. and E. above, are exclusive  
24 of donations to the Emergency Medical Leave Fund under 9.8.

25           **C. No Reversion of Donated Leave.** Donated vacation and sick leave hours remain  
26 with the recipient and do not revert to the donor.

27           **9.8. Comprehensive Leave Eligible Employee donations to an Emergency Medical Leave**  
28 **Fund – Pilot Program.**

1           A. The County will create a pilot program, whereby a comprehensive leave eligible  
2 employee may donate a portion of their accrued leave hours (i.e., vacation leave, sick leave) to an  
3 “Emergency Medical Leave Fund” (Fund) that is managed by DHR. At the County’s discretion, the  
4 pilot program can either be continued as a regular program or discontinued upon 30-day written  
5 notice to the Union.

6           **B. Donation of Vacation hours.** An employee is limited to donating 80 hours of  
7 accrued vacation per calendar year to this Fund unless the employee’s department director approves a  
8 greater amount.

9           **C. Process and Conditions to receive hours from the Emergency Medical Leave**  
10 **Fund.**

11                   1. The comprehensive leave eligible employee must submit a request to DHR  
12 for hours.

13                   2. The maximum donation an employee can receive per year is up to 80 hours  
14 based on the employee’s normally scheduled hours during the biweekly pay period (e.g., 80, 74, or 70  
15 hours), or 80 hours for employees on the semi-monthly payroll period who are normally scheduled  
16 for 40-hour workweeks, prorated for part-time employees.

17                   3. Hours will be distributed on a first come first serve basis and only awarded  
18 prospectively (i.e., the leave will not be awarded retroactively to cover previous time in a no-pay  
19 status).

20                   4. Given there is only a finite number of dollars in the Emergency Medical  
21 Leave Fund, there is no guarantee that hours will be awarded.

22           **D. No reversion of donated leave.** Donated hours not used by the employee within  
23 60 calendar days of receiving the award will be returned to the Emergency Medical Leave Fund and  
24 do not revert to the donor.

25           **9.9 Donation of Vacation or Compensatory Hours to Nonprofit Organizations.** The  
26 executive may implement a process providing the opportunity for comprehensive leave eligible  
27 employees to convert accrued vacation or accumulated compensatory hours, or both, into a cash  
28 donation. This process must conform to KCC 3.12.222, as amended.

1           **9.10 Donation to an Account or Program to Benefit Children of Deceased Employee.** If  
2 an employee dies during employment, the executive may implement a process providing a one-time  
3 opportunity to allow leave comprehensive eligible employees to convert either accrued vacation or  
4 accumulated compensatory time hours, or both, to cash to benefit any children of the deceased  
5 employee who are under twenty-three (23) years old at the time of the employee’s death. This  
6 process must conform to KCC 3.12.224, as amended.

7 **ARTICLE 10: OTHER LEAVES**

8           **10.1. Organ Donor Leave** - Comprehensive leave eligible employees shall be granted leave  
9 for organ donation in accordance with King County Code 3.12.215, as amended. The  
10 manager/designee will allow a comprehensive leave eligible employee who is voluntarily  
11 participating as a donor in life-giving or life-saving procedures such as, but not limited to, bone  
12 marrow transplants, kidney transplants, or blood transfusions up to five (5) working days paid leave  
13 without having such leave charged to family leave, sick leave, vacation leave or leave of absence  
14 without pay; provided;

15           **A. Notification** - The employee gives the manager/designee reasonable advance  
16 notice of the need to take time off from work for the donation of bone marrow, a kidney, or other  
17 organs or tissue where there is a reasonable expectation that the employee’s failure to donate may  
18 result in serious illness, injury, pain, or the eventual death of the identified recipient.

19           **B. Provider Certification** - The employee provides written proof from an accredited  
20 medical institution, organization or individual as to the need for the employee to donate bone  
21 marrow, a kidney, or other organs or tissue or to participate in any other medical procedure where the  
22 participation of the donor is unique or critical to a successful outcome.

23           **C. Time off Subject to Agreement** - Time off from work for the purpose set out  
24 above in excess of five (5) working days will be subject to the terms of this Agreement.

25           **10.2 Bereavement Leave**

26           **A.** Employees eligible for comprehensive paid leave shall be granted up to five days,  
27 maximum 40 hours (pro-rata for part-time) bereavement leave per qualifying death of a member of  
28 the employee’s immediate family. Leave must be taken within eighteen (18) months from the date of



1 the death.

2 **B. Immediate family shall be defined as the employee’s:**

3 A. spouse or domestic partner,

4 B. legal guardian, ward, or any person whom the employee has legal custody,

5 C. the following family members of the employee, the employee’s spouse, or  
6 the employee’s domestic partner:

7 1. a child,

8 2. a parent, (biological, adoptive, foster, stepparent, legal guardian, or a  
9 person who stood or stands in loco parentis),

10 3. a grandparent,

11 4. a child-in-law,

12 5. a grandchild, or

13 6. a sibling

14 **C. Employees who are not eligible for comprehensive paid leaves may be granted**  
15 **leave without pay, or may be allowed to use compensatory time, if available, for bereavement leave.**

16 **D. When a holiday or regular day off falls during the leave, it shall not be charged as**  
17 **bereavement leave.**

18 **E. Any additional paid leave may be approved by mutual agreement between the**  
19 **County and the employee.**

20 **10.3 Leave for Volunteer Service**

21 Comprehensive leave eligible employees may use up to three days of their accrued sick leave  
22 each year to perform volunteer services at a local school, or at a non-profit on the approved list for  
23 the Employee Giving Program. Employees requesting to use sick leave for this purpose shall submit  
24 such request in writing, per the Department’s leave request procedures, specifying the name of the  
25 school and/or organization and the nature of the volunteer services to be performed. Additionally, the  
26 employee’s supervisor may request in advance that the employee obtain written proof of the service  
27 from the volunteer organization or school.

28 **10.4 Jury Duty**

1           A. A comprehensive leave eligible employee notified to serve on jury duty must  
2 inform their supervisor as soon as possible, but not later than two weeks in advance, regarding the  
3 date the employee is required to report for jury duty. The supervisor may reassign the employee to a  
4 shift and schedule that corresponds with jury duty. For purposes of this section, the shift and  
5 schedule are the hours and days, respectively, the employee is required to report or be available for  
6 jury duty. An employee will receive their normal compensation while on jury duty.

7           B. When released from jury duty for the day, and/or when the total required  
8 assignment to jury duty has expired, the employee will notify their supervisor. The employee will be  
9 provided a reasonable time when dismissed from jury duty, as determined by the supervisor, before  
10 the employee must report back to work and their regular shift and schedule. Comprehensive leave  
11 eligible employees must deposit any jury duty fees received, exclusive of mileage, with the Finance  
12 and Business Operations Division of the Department of Executive Services.

13           C. Employees who are ineligible for comprehensive leave benefits shall follow the  
14 notification procedures above and shall be released from work duties for the duration of their  
15 assigned jury duty period but shall not be compensated for their time spent on jury duty. These  
16 employees may retain any jury duty pay received. Employees will receive their compensation, while  
17 on jury duty.

18           **10.5. Leave Examinations** - Comprehensive leave eligible employees shall be released from  
19 duty without loss of pay to participate in County recruitment examinations or interviews for County  
20 positions when the exam or interview occurs during their regularly scheduled work hours.

21           **10.6. Military Leave** - Employees shall receive military leave in accordance with County  
22 policy, state, and federal law, as amended.

23           **10.7 Paid Parental Leave**

24           A. Paid Parental Leave (PPL) supplements a comprehensive leave eligible  
25 employee's accrued paid leaves to provide up to a total of twelve (12) weeks of paid leave for a  
26 parent to bond with a new child.

27           B. **Benefit Amount.** An employee's supplemental parental leave benefit is calculated  
28 based on the employee's accrued leave balances at the time of the birth, adoption, or foster-to-adopt

1 placement (“qualifying event”). In cases of adoption or foster-to-adopt placement, leave must be  
2 taken within one year of the child’s birth or placement in the home. The employee will receive the  
3 equivalent of their full salary for up to a total of twelve weeks, when combined with the employee’s  
4 accrued leave (except for one week of sick leave and one week of vacation leave). The employee is  
5 permitted to use the supplemental leave first. Additionally, the employee may choose to take less  
6 than twelve weeks of leave. Supplemental PPL is not subject to cash out. An employee who does  
7 not return to work for at least 6 months of continuous service following the leave, will be required to  
8 reimburse the County for the supplemental leave funds received.

9 **C. Eligibility.** The benefit is available to all comprehensive leave eligible employees  
10 who have been employed with the County for at least six months of continuous service at the time of  
11 the qualifying event. If both parents work for the County, then each employee is entitled to up to 12  
12 weeks of PPL.

13 **D. Benefit Period.** PPL must be used within twelve months of the qualifying event.  
14 An employee may use PPL on an intermittent or part-time basis, as long as it is consistent with the  
15 department’s operational needs, and it is approved in writing by the employee’s supervisor prior to  
16 the leave.

17 **E. Concurrency.** PPL will run concurrently with the County’s family and medical  
18 leave, as well as federal and state family and medical leave laws, to the fullest extent permitted by  
19 law.

20 **F. Job Protection.** PPL is protected leave. Barring required budget cuts or layoffs,  
21 an employee’s job cannot be eliminated while the employee is on leave. Further, no retaliatory action  
22 may be taken against an employee for participating or planning to participate in the program.

23 **G. Health and Leave Benefits.** The employee will continue to receive all health  
24 benefits and shall continue to accrue vacation and sick leave during the period of PPL. For purposes  
25 of overtime calculations, PPL shall be considered the equivalent of sick leave.

26 **H. Relationship to Washington State Paid Family and Medical Leave.** Provisions  
27 of the County’s current PPL program may change effective January 1, 2020, or thereafter, due to the  
28 County’s implementation of the new Washington State Paid Family and Medical Leave program.

1 **ARTICLE 11: INDUSTRIAL INJURY OR ILLNESS**

2 In the case of any disability which is covered by State Industrial Insurance or Worker's  
3 Compensation, the County will pay to such disabled employee an occupational disability allowance  
4 equal to the difference between eighty percent (80%) of their regular straight-time wages and the  
5 amount of State compensation, with the stipulation that the first five (5) working days of disability  
6 shall be at their regular straight-time wage less any State compensation which may apply. The  
7 County will continue to pay eighty percent (80%) of their regular straight-time wages, less State  
8 compensation, for an additional period of 255 working days to make a total of 260 days.

9 **ARTICLE 12: LEAVE OF ABSENCE**

10 **12.1. Short-Term Leaves of Absence.** A comprehensive leave of absence without pay, not  
11 covered by any other provision of this Agreement, for a period not exceeding 30 consecutive days  
12 may be granted to a leave eligible employee by the employee's director.

13 **12.2. Long-Term Leaves of Absence.** The Division Director may grant a leave of absence  
14 without pay, not covered by any other provision of this Agreement, for nonmedical reasons for a  
15 period longer than 30 days. Requests for leaves of absence without pay that are for medical/health  
16 reasons for a period longer than 30 days must be approved by the Director of Human Resources or  
17 the Director's designee. Long-term leaves may be unconditional, or conditional with any conditions  
18 set forth in writing at the time that the leave is approved with the understanding that barring required  
19 budget cuts or layoffs, the employer shall reinstate the employee to the same position or a position  
20 with equivalent status, pay, benefits and other employment terms upon the employee's return with no  
21 loss of seniority.

22 **12.3. Early Return.** An employee who is on a leave of absence without pay, not covered by  
23 any other provision of this Agreement, may return from the leave before its expiration date if the  
24 employee provides the director with a written notice to that effect at least 15 days before the date of  
25 return.

26 **12.4.** One (1) day of leave per Agreement year without loss of pay may be taken with  
27 approval of the appropriate work unit Superintendent or designee when it is necessary that the  
28 employee be off work in the event of a family emergency. This leave may not be carried into the

1 next payroll year or cashed out.

2 **ARTICLE 13: HOURS OF WORK**

3 **13.1.** The standard workweek shall consist of five (5) consecutive working days of eight (8)  
4 hours each aggregating forty (40) hours per week. By mutual agreement of the parties, alternative  
5 work schedules, including but not limited to 9/80 and 4/10 schedules, may be agreed to for  
6 individuals and/or work groups as appropriate. Such agreement(s) shall be made in JLMC. The  
7 County retains the right to end any approved alternative work schedule upon notice to the effected  
8 employee and the Union.

9 **13.2.** During the standard workweek, the day shift shall consist of an eight and one-half (8-  
10 1/2) hour period with an unpaid one-half (1/2) hour off for lunch, exclusive of worksite breakdown  
11 and travel time, except as provided under Article 13.4 for Rail employees. The day shift(s) shall start  
12 no earlier than 6:00 a.m. and end no later than 6:00 p.m. For scheduled meal periods, employees  
13 shall eat at the location arranged by the appropriate work unit Superintendent or designee; provided,  
14 such location has clean toilet facilities and a place to eat their lunch.

15 The Power Chief will provide a list of meal period locations, the crew shall select a location  
16 with efficient travel time, and which takes into consideration the remaining work locations for the  
17 shift. In the event the employee(s) are unable to take their meal period due to an emergency or other  
18 conflict, the employee(s) should notify a Power Chief.

19 **13.2.A.** For employees receiving paid meal periods and/or intermittent rest periods as  
20 provided below, this agreement specifically supersedes in total the State provisions regarding meal  
21 and rest periods for Employees, and as such, these employees do not receive a designated meal or rest  
22 period. Employees receiving a paid meal period will be entitled.

23 **13.2.B. Meals for Power Distribution employees on other than 8-1/2 hour shifts, and**  
24 **Power Distribution employees assigned to swing and grave shifts.** This provision is negotiated  
25 under the authority of RCW 49.12.187, which allows the parties to specifically supersede in total the  
26 State provisions regarding hours of work, meal, and rest periods. In addition to unpaid meal periods,  
27 which are provided for under Article 13.2 and may be used at any time, and with mutual agreement  
28 between Metro and the Union, work crews may be assigned to work without a designated meal

1 period. If there are no designated meal periods during the workday, employees normally may not  
2 stop for a meal period, but if time allows, based on work needs, they may take a brief meal as  
3 compensated work time; however, this meal period will not be pre-scheduled, guaranteed for any  
4 length of time, and must be taken only when a work order has been completed and the crew is  
5 moving to the next work site. Work sites will not be broken down in order to break for a meal.  
6 During the brief meal period, employees must remain available to respond to trouble calls and  
7 emergencies, and if the meal period is interrupted, it shall not be extended. Management shall play  
8 no role in the selection of locations where employees may stop, provided the location is workplace  
9 appropriate.

10 **13.3.** Whenever it is necessary to meet the County's needs, hours of work may be scheduled  
11 to cover the period from 6:00 p.m. to 6:00 a.m. Shifts that start before 6:00 a.m. or end after 6:00  
12 p.m. shall have meals and breaks as provided in Article 13.2.B above. Employees working such shift  
13 shall be paid at the regular straight-time wage rate for any shift plus any wage differential which may  
14 be allowed under Section 13.6 of this Agreement.

15 **13.4. Rail employees.** As provided under RCW 49.12.187 the parties have negotiated to  
16 specifically supersede in total the State provisions regarding hours of work, meal, and rest periods for  
17 Rail employees. Rail employees shifts may include "straight eight" or "straight ten" shifts, which do  
18 not have a designated meal period. For all Rail employee shifts, rest periods are not scheduled and  
19 may be taken intermittently consistent with work needs. Rail employees are entitled to meal and rest  
20 periods only as described in this section and not those provided by State Law.

21 **13.5.** All shifts will be scheduled to start on the hour or half hour. Notice of such shift(s)  
22 change shall be given as far in advance as possible but no less than ten (10) days prior to  
23 implementation and shall continue for a minimum of ten (10) consecutive workdays.

24 **13.6.** Two fifteen-minute rest breaks shall be granted per shift at the approximate mid-point  
25 of each half of the shift. Breaks may not be taken at the beginning or end of a shift, adjacent to a meal  
26 period or combined.

## 27 **ARTICLE 14: WAGE RATES**

28 **14.1.** The County agrees to pay to its employees and the Union agrees that its members

1 employed by the County will accept the wage scales for the various classifications set forth and  
2 contained in Addendum “A” of this Agreement.

3 **14.2. Lead Utility Line Worker** - Temporary lead utility line workers shall be compensated  
4 at 107.5% of the journey level classification in which such employees are working, when so assigned  
5 as in-charge. Lead utility line workers shall be assigned by the Supervisor of Power/designee when a  
6 line crew of which at least two (2) journey level workers are on a job together with no crew chief.  
7 The lead utility line worker shall continue to work as a member of the crew.

8 **14.3. Lead Electrician Constructor** - A temporary lead Electrician Constructor shall be  
9 compensated at 107.5% of the journey level classification when there are two (2) or more electricians  
10 working beyond the standard forty (40) hour work week with no Electrician Crew Constructor Chief,  
11 and the temporary lead assignment has been designated by the Supervisor of Power/designee.

12 **14.4. Lead Cable Splicer** - A temporary lead Cable Splicer shall be compensated at 112.5%  
13 of the journey level classification when assigned by the Supervisor of Power/designee to assume lead  
14 responsibilities when two or more Cable Splicers are working together in the absence of the Cable  
15 Splicer Crew Chief.

16 **14.5. Lead Rail Electrical Worker** – Employees designated as temporary Lead Rail  
17 Electrical Workers shall be compensated at 107.5% of the journey level classification, when so  
18 assigned as in-charge. Lead Rail Electrical Workers shall be assigned by the Superintendent of  
19 Power or designee when a crew of which at least two (2) Rail Electrical Workers are on a job  
20 together with no other supervisor, such as an REW Lead, REW Crew Chief, or a Power Chief. The  
21 assigned Lead Rail Electrical Worker shall continue to work as a member of the crew.

22 **14.6 Rail Electrical Worker Crew Chief** – Employee(s) designated as a temporary Rail  
23 Electrical Worker Crew Chief shall be compensated at 113% of the journey level classification, when  
24 so assigned as in-charge. The Rail Electrical Worker Crew Chief(s) shall be assigned by the  
25 appropriate work unit Superintendent or designee when there are more than six (6) Rail Electrical  
26 Workers. The Rail Electrical Worker Crew Chief will continue to work as a member of the crew.

27 **14.7. Lead Transit Facilities Electrician** – Employees designated or hired as a Lead Transit  
28 Facilities Electrician shall be compensated at 107.5% of the Transit Facilities Electrician

1 classification. When two or more Transit Facilities Electricians are assigned to perform work, one  
2 shall be paid as Lead.

3 **14.8. Transit Facility Electrician Crew Chief** – Employee(s) designated as a temporary  
4 Transit Facilities Electrician Crew Chief shall be compensated at 113% of the Transit Facilities  
5 Electrician classification. Transit Facilities Electrician Crew Chiefs shall be assigned by the  
6 appropriate work unit Superintendent or designee when more than six (6) Transit Facility  
7 Electricians/Transit Facility Electrician Leads are on shift at a headquarters with no supervisor, such  
8 as a Transit Facilities Electrician Crew Chief or Power Chief. The Transit Facility Electrician Crew  
9 Chief will continue to work as a member of the crew.

10 **14.9. Shift Differential** - Employees regularly assigned or bid to a shift other than a day shift  
11 on a straight-time basis shall receive a wage differential of three dollars (\$3.25) per hour for 2023,  
12 6% of the base hourly wage or \$3.50 whichever is greater (going forward beginning January 1, 2024)  
13 for all hours worked, provided that the assigned or bid shift is regularly scheduled to start before 6:00  
14 a.m. or end after 6:00 p.m.

15 **14.10. Wage Increases**

16 **1.** In –2023-2025, the parties agree that wages will be increased by percentage  
17 amounts shown below, which are reflected in the Wage Addendum:

18 **A. January 1, 2023:** There shall be a 4% General Wage Increase.

19 **B. January 1, 2024:** There shall be a 4% General Wage Increase.

20 Compounded on this General Wage Increase, there shall also be a 9% market adjustment.

21 Additionally, rates of pay for Electrician Constructor, Transit Facilities Electrician, and Fire  
22 Detection Specialist shall be increased to the Utility Line Worker and Rail Electrical Worker rate of  
23 pay.

24 **C. January 1, 2025:** There shall be a Cost of Living Adjustment per the  
25 formula below:

26 COLA adjustments will be 95 percent of the average growth rate of the six prior bi-monthly  
27 year-over-year percentages in the Seattle-Tacoma-Bellevue Consumer Price Index for Urban Wage  
28 Earners and Clerical Workers (All Items, base period 1982-84=100) (CPI-W) through June of the



1 year in which the COLA will be applied. For example, the wage adjustment for January 1, 2025,  
2 shall be calculated as the average of the year-over-year percentages from the August 2023, October  
3 2023, December 2023, February 2024, April 2024, and June 2024 values of the CPI-W.

4 A year-over-year change means the percentage change in the CPI-W for that measurement  
5 compared to the CPI-W for the same month the prior year. For example, the June 2024 year-over-  
6 year change is the percentage change in the June 2024 CPI-W compared to the June 2023 CPI-W.

7 Regardless of the result calculated using this formula, the annual COLA effective on January  
8 1, 2025, shall not be more than 4% and shall not be less than 2%.

#### 9 **14.11. Overtime**

10 **A. Contractual daily overtime** shall be paid to employees who work outside their  
11 regularly scheduled shift at the Contractual Overtime Rate in effect at the time the overtime work is  
12 performed.

13 **The Contractual Overtime Rate** for each overtime hour worked shall be double the  
14 combined amount of the employee's hourly base rate of pay, as specified in the Addendum A wage  
15 table, inclusive of the shift differential, if applicable. If the Fair Labor Standards Act (FLSA)  
16 requires a higher rate of pay for any overtime hours worked, the employee shall be paid the higher  
17 rate of pay pursuant to the FLSA.

18 **B. Scheduled Overtime** - relates to employees instructed before quitting time or  
19 notified at least twelve (12) hours in advance of starting time, to report for overtime work at a stated  
20 hour.

21 **C. Nonscheduled Overtime** - relates to employees who are requested, without notice  
22 as defined in "Scheduled Overtime", to report for emergency overtime work.

23 **D.** If questions should arise with regard to the scheduling of overtime, management,  
24 upon request, will provide a verbal explanation on a case-by-case basis.

25 **14.12. Holiday Pay** - All work performed on holidays shall be compensated at double the  
26 combined amount of the employee's hourly base rate of pay (inclusive of the shift differential, if  
27 applicable) in addition to the holiday pay under Section 6.1. No combination of overtime payments to  
28 an employee shall exceed three (3) times the regular rate of pay.

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Holiday pay shall be limited to eight (8) hours per holiday. Employees on a ten (10) hour shift shall be given the opportunity to use two (2) hours of vacation leave or leave without pay. Employees may have the option of working 5 x 8 during a holiday pay week with the agreement of management.

**14.13. Work Outside of Classification**

A. In cases of extreme emergencies, employees may be required to perform work outside of their classification. In such a case, the employee affected shall, whenever practicable, be under the direct supervision of a crew chief or other worker regularly performing this work.

B. In the case of an employee being employed at two (2) classifications in the same half-day, s/he shall receive the higher rate of pay for that half (1/2) day. Replacement relief of a higher classification shall be at the same rate of pay as that of the relieved person. Holidays falling in the replacement period shall be at the higher rate provided the employee works the day before and the day after the holiday. The higher rate of pay does not apply to vacation leave occurring during such assignment.

C.

1. Utility Line Worker Helpers may be assigned by the Supervisor of Power/designee and shall receive Line Material Workers' rate of pay when driving any tower, pole, reel, digger, crane, bucket, or underground truck, when said truck is engaged in construction or maintenance. Whenever feasible, Employer shall provide Line Material Workers to drive any of the above equipment when used for any purpose.

2. Line Material Workers or Utility Line Worker Helpers shall receive the Pole Hauler rate of pay when operating the equipment on a boom truck when in close proximity to energized overhead lines or the equipment on a pole truck, digger, reel truck, vactor truck (or trailer), or reel trailer.

**14.14. License/Certification Pay** - Employer agrees to arrange for and to pay one hundred percent 100% of all mandatory education required by the County and State to retain those licenses and certifications necessary for continued employment.

1           **14.14.1. Commercial Driver’s Licenses.** Employees may be required to obtain and  
2 maintain any Commercial Driver’s License (CDL) endorsement on a driver’s license as required by  
3 the County for the performance of their duties. If the County opts to hire an employee without a  
4 CDL endorsement, but then requires it, the County will pay for the required education to obtain the  
5 CDL endorsement. If the County changes the requirements of a job such that an employee must have  
6 a CDL endorsement or a higher CDL endorsement, it will pay for the required education to obtain the  
7 CDL endorsement. The County acknowledges that there may be a requirement under the law to  
8 negotiate the impacts of changes to job requirements for existing workers. In instances where it is  
9 beneficial to the County to have employees with a higher level CDL endorsement, the County will  
10 pay for the required education to obtain the CDL endorsement.

11           **A. License fees:** The County will reimburse the Department of Licensing fees for an  
12 employee to obtain or maintain their Commercial Driver’s License (CDL) endorsement(s) if their  
13 position is required to have a CDL endorsement(s).

14           **B. Medical examinations:** Medical examinations that are required for the purpose of  
15 obtaining or maintaining a Commercial Driver License for current Employees, if the position is  
16 required to have a CDL, will be paid for by Metro through an occupational health vendor, or vendors,  
17 that have been selected by King County. There shall be no cost to Employees, provided that  
18 Employees use King County’s occupational health vendor(s).

19           **C. Exclusions:** The County will not reimburse employees for:

- 20                   1. Driver’s license or renewal fees.
- 21                   2. CDL endorsement fees that are not required by the County for the job that the  
22 employee holds, except in instances, as described above, where it is beneficial to the County to have  
23 employees with a higher level CDL endorsement than is required by the job.
- 24                   3. Time spent traveling to and at the Department of Licensing or time spent traveling  
25 to and at the medical exam office.

26           **14.15. Relieved from Duty Pay -** Employees relieved from duty except for cause during the  
27 first half of the day or shift shall receive not less than one-half (1/2) day’s pay; if relieved from duty  
28 except for cause after having been on duty more than one-half (1/2) day, they shall receive a full

1 day's pay, unless relieved at their own request.

2 **14.16. Call-Out Pay**

3 A. Employees shall receive an amount not less than the equal to four (4) hours  
4 straight-time pay each time called out from their homes at times other than regular working hours.  
5 They shall be paid the regular overtime rates from the time they leave home until they return to their  
6 homes, except no pay shall be allowed while eating or sleeping; provided, however, that if employees  
7 are notified before leaving their regular daily work to report for duty after regular working hours,  
8 they shall be paid only from the time they report to headquarters until the time of their return to  
9 headquarters; but in any event, not less than the equal of four (4) hours straight-time pay.

10 B. Employees called for duty less than five (5) hours before the beginning of regular  
11 working hours or shift hours; shall be paid overtime (except intermission for meals) from the time  
12 they are called until the beginning of their regular working hours or shift hours. Regular hours or  
13 shift hours following shall be at straight-time.

14 **14.17. Standby Pay** - Employees may be asked to make themselves available to respond to  
15 emergencies by being placed on standby duty. Employees who accept standby duty are to be  
16 available to a phone or to respond to a County provided pager. The employee will be compensated  
17 for standby duty at the rate of 12.75% per hour of the hourly rate of pay for Utility Line Worker.

18 **14.18. High-time Pay** will be paid on an actual time basis. The high time rate shall be  
19 double the combined amount of the employee's hourly base rate of pay, as specified in the  
20 Addendum A wage table, inclusive of the shift differential, if applicable. If an employee is  
21 performing high time work on overtime, the rate of pay shall be three times the hourly rate of pay,  
22 inclusive of the shift differential, if applicable. No combination of overtime payments to an  
23 employee shall exceed three (3) times the regular rate of pay.

24 A. **Metro Power Distribution** employees working on work poles or towers seventy-five (75)  
25 feet above ground or higher shall be paid at the high time rate while working at such heights. This  
26 rule does not apply when workers are working on the roofs of buildings where no exceptional hazard  
27 exists.

28 **B. For Rail employees:** High time pay shall be provided when:

- 1            1. An employee is elevated in lift equipment on a rail guideway; and
- 2            2. Working at 75 feet or more to ground or water; and
- 3            3. Work is being performed on poles mounted outside of the guideway or on long
- 4            cantilever arms of center poles.

**14.19. Clothing and Equipment Allowance Pay**

6            All regular and Term Limited Temporary employees shall be provided ARC Flash clothing.  
7 Any changes in the program or its administration shall be brought to JLMC or Labor Relations.

8            All regular and TLT employees shall be paid an annual maximum of one hundred fifty dollars  
9 (\$150.00) for work clothing and equipment. This payment will be paid annually in the pay period  
10 that covers April 1st.

**14.20. Boot Allowance**

12           1. The County shall pay annually one hundred and fifty dollars (\$150.00) per  
13 employee for the cost of purchasing protective footwear. Such footwear will comply with ASTM  
14 F2413-05 I/75 C/75 EH with all leather upper, or as may be amended. This payment will be paid  
15 annually in the pay period that covers April 1st.

**ARTICLE 15: MEAL PERIODS**

17           **15.1.** For regularly scheduled shifts, meal periods shall be as near as practical to mid-shift;  
18 however, not less than three (3) nor more than five (5) hours from the beginning of the shift.

19           **15.2.** Employees scheduled to work overtime shall furnish their meal for the first eight (8)  
20 hours worked as if on a regular scheduled shift.

21           **15.3.** Meals and meal periods for scheduled overtime hours worked either before or after a  
22 normally scheduled shift shall be as follows:

23           **A.** An employee who begins unscheduled overtime work two (2) or more hours  
24 before the start of a regular scheduled shift or begins scheduled overtime work more than two (2)  
25 hours before the start of a regular scheduled shift shall be eligible for a meal allowance at eighty  
26 percent (80%) of the straight-time journey level rate of pay.

27           **B.** An employee who works one and one-half (1-1/2) or more hours beyond the end of  
28 the regular scheduled shift shall be eligible for a meal allowance at eighty percent (80%) of the

1 straight-time journey level rate of pay.

2 C. An employee who is scheduled to return for work within two (2) hours or less  
3 from the end of the regular scheduled shift shall be eligible for a meal allowance at eighty percent  
4 (80%) of the straight-time journey level rate of pay.

5 D. All succeeding meal periods will be in six (6) hour increments and will be covered  
6 as a meal allowance at eighty percent (80%) of the straight-time journey level rate of pay.

7 15.4. Employees called in for unscheduled overtime work shall be eligible for a meal  
8 allowance if such work is performed up to or continues after an established meal period. For  
9 purposes of this section, established meal periods shall be 6:00 a.m., 12:00 p.m., 6:00 p.m. and 12:00  
10 midnight. The 6:00 a.m. and 12:00 p.m. meals shall be paid at eighty percent (80%) or the straight-  
11 time journey level hourly rate of pay. The 6:00 p.m. and 12:00 midnight meals shall be paid at eighty  
12 percent (80%) of the straight-time journey level hourly rate of pay.

13 15.5. Employees required to work during their meal period shall receive the overtime rate of  
14 pay for such portion of the meal period worked. The amount of the time used for the meal period  
15 shall then be deducted from the regular or overtime compensation.

16 15.6. Employees shall be paid a meal allowance consistent with the meal rates established in  
17 this Article. A meal allowance will be subject to taxes and withholdings as appropriate.

18 **ARTICLE 16: GENERAL AND MISCELLANEOUS**

19 16.1. No wage rate presently enjoyed by any classification of employees covered by this  
20 Agreement shall be reduced because of the signing of this Agreement.

21 **16.2. Union Representative**

22 A. The authorized representatives of the Union shall be allowed admission to any job  
23 at any reasonable time for the purpose of investigating conditions existing on the job. On projects  
24 which are under military guard, the County will cooperate with Union representatives in this regard  
25 as far as regulations will permit.

26 B. Such authorized Union representatives shall confine their activities during such  
27 investigations to matters relating to this Agreement and will first make their presence known to the  
28 County.

1           **16.3. Stewards** - The Union Business Manager and/or Representative shall have the right to  
2 appoint a steward at any shop or on any job where workers are employed under the terms of this  
3 Agreement. The steward shall see that the provisions of this Agreement are observed, and they shall  
4 be allowed reasonable time to perform these duties during regular working hours. The County shall  
5 be furnished with the names of stewards so appointed. Under no circumstances shall the County  
6 dismiss or otherwise discriminate against an employee for making a complaint or giving evidence  
7 with respect to an alleged violation of any provision of this Agreement.

8           **16.4. Distribution of the Agreement** - A copy of this Agreement shall be made available to  
9 employees of the County as set forth under Addendum “A”.

10           **16.5. Union Leave of Absence** - Any employee elected or appointed to office in the Union  
11 which requires a part of or all of his/her time, shall be given a leave of absence upon application.  
12 He/she shall not lose any seniority established with the County at the time of the leave of absence.

13           **16.6.** In the event that there is a material change to the work represented by the Union due to  
14 changes in technology or future automation, the County agrees to bargain the impact as required by  
15 law through the JLMC and with the County’s Labor Negotiator.

16           **16.7.** The County shall not contract out work which employees represented by the Union  
17 have historically performed unless it is required by law or is a business necessity due to an  
18 emergency situation or to augment the workforce on a short-term, temporary basis. Except for  
19 emergency situations, the County shall provide notice to the Union of its intent to contract out and,  
20 upon request, bargain the decision and/or effects of that decision. Except as provided herein, under  
21 no circumstance shall the County agree to any long-term or permanent contracting out of bargaining  
22 unit work. Nothing in this provision shall limit what the County has historically contracted out, and  
23 no jobs will be eliminated due to contracting out.

24           **16.8. Defendant in Civil Action** - Whenever an employee is named as a defendant in a civil  
25 action arising out of the performance of the employee’s duties and, acting within the scope of  
26 employment, the Prosecuting Attorney’s Office shall, at the written request of the employee, furnish  
27 counsel to represent the employee to the final determination of the action, without cost to the  
28 employee. Where a possible conflict exists between the County and the employee, the Prosecuting

1 Attorney may, at their sole discretion, appoint outside counsel as a special deputy prosecuting  
2 attorney to represent the employee. In such cases, the County shall be responsible for payment of  
3 costs incurred in such defense. This provision will be governed by the terms of King County Code  
4 2.21.050.

5 **16.9. Union Engagement.**

6 **16.9.1. Steward Training:** During each year of this Agreement the Union’s principal  
7 officer may request that Union stewards be provided with at least eight (8) hours or one (1) day,  
8 whichever is greater, of release time without loss of pay to participate in the steward training  
9 programs sponsored by the Union.

10 **16.9.2.** The Union shall submit to the Office of Labor Relations and the Division as  
11 far in advance as possible, but at least two (2) weeks in advance, the names of those stewards who  
12 will be attending each training course. Time off for these purposes shall be approved in advance by  
13 the employee's supervisor. The approval of such time off shall not be unreasonably denied for  
14 arbitrary and/or capricious reasons. When granting such requests, the Department/Division will take  
15 into consideration operational needs.

16 **16.9.3. New Employee Orientation, Union Presentation:** The County agrees to  
17 continue in person New Employee Orientation to allow the Unions to meet the new bargaining unit  
18 employees. Not less than five (5) working days before a new employee orientation, a list of names of  
19 employees who shall be attending and are assigned to one of the MLA’s Signatory bargaining units  
20 shall be forwarded to the Union.

21 **16.9.4. Release Time for New Employees:** The County shall provide each new  
22 bargaining unit employee thirty (30) minutes of release time to meet with the Union within the first  
23 month of employment.

24 **16.10. Use of County Bulletin Boards and Electronic Devices**

25 **16.10.1. Bulletin Boards.** The County agrees to provide bulletin boards in areas  
26 accessible to the employees for the use of Union officers and stewards to post announcement of  
27 meetings, election of officers, and any other Union materials. No materials of a political nature can  
28 be posted.



1                   **16.10.2. Electronic Devices.** The County will permit Union officers and stewards the  
2 use of electronic mail, fax machines, copiers, telephones, video conferencing and similar equipment  
3 to communicate regarding Union business related to King County. These communications will be  
4 consistent with state law and the County's Acceptable Use of Information Assets Policy. The  
5 communications and the use of the County's equipment and systems must be brief in duration and  
6 frequency. In no circumstance shall use of the County's equipment or systems interfere with County  
7 operations or result in additional expense to the County. The parties understand and agree there is no  
8 guarantee of privacy in the communications described herein and that such communications may be  
9 subject to disclosure under the Public Records Act.

## 10 **ARTICLE 17: APPRENTICESHIPS**

### 11                   **17.1. Apprenticeship**

12                   If both parties to this Agreement recognize that an appropriate system of  
13 apprenticeship is desirable, they may agree to form a joint labor-management committee whose  
14 functions shall be to recommend to the appropriate bodies any procedures necessary in the attainment  
15 of this objective as contemplated.

### 16                   **17.2. Rail Electrical Worker Apprenticeship:**

17                   **17.2.1. Establishment of Rail Electrical Worker Apprenticeship.** The parties  
18 hereby establish an apprenticeship program for the Rail Electrical Worker (REW) position. Both  
19 King County and the Union recognize the Apprenticeship Program Standards (WSATC-2181),  
20 recognized by the Washington State Apprentice and Training Council (WSATC). The WSATC has  
21 the authority to approve, administer, and enforce apprenticeship standards for the operation and  
22 success of this apprenticeship, and may change its rules, policies, and/or administrative practices.  
23 Upon WSATC notification of those changes, such rules, policy, and/or administrative practices shall  
24 be recognized as part of the Apprenticeship Program Standards, unless specifically agreed to  
25 otherwise in writing by the parties.

26                   **17.2.2. Establishment and Authority of REW Apprenticeship Subcommittee and**  
27 **Joint Apprenticeship Committee (JAC).** The Parties hereby establish a REW Apprenticeship  
28 Subcommittee for the REW apprenticeship which shall be composed of no more than three

1 representatives of the County and no more than three representatives of the Union. The REW  
 2 Apprenticeship Subcommittee will report to the Joint Apprenticeship Committee (JAC). The REW  
 3 Subcommittee shall have the authority to adopt and amend a REW Apprentice Program Manual.  
 4 Apprentice policies and procedures that are consistent with the Apprenticeship Program  
 5 Standards/WSATC-2181, including, but not limited to, work processes, wage progression, and  
 6 administrative standards. The Joint Apprenticeship Committee will report to the WSATC. The  
 7 Subcommittee and JAC shall be bound by the Apprenticeship Program Standards/WSATC-2181 and  
 8 any applicable policies, and procedures.

9 The JAC and Subcommittee shall have no authority to modify or administer any portion of the  
 10 Collective Bargaining Agreement between the parties, unless otherwise specified herein.

11 **17.2.3. Selection of Candidates for Apprenticeship.** The selection of candidates for  
 12 hire into the REW Apprentice position shall be at the exclusive direction of the County, subject to  
 13 any limitations set forth in this Agreement.

14 **17.2.4. Minimum requirements of Apprenticeship.** Rail Electrical Worker  
 15 Apprentice training shall include the type of work reflected in the REW Apprenticeship Program  
 16 Standards/WSATC-2181, and the REW Apprentice Program Manual. The apprenticeship shall  
 17 include 8,000 hours of supervised on-the-job training, advanced standing and/or credit, as determined  
 18 by the JAC, and a minimum of 144 hours per year of classroom-style education.

19 **17.2.5. REW Apprentice Rules.** REW Apprentices shall follow all manuals, rules,  
 20 policies, and procedures of King County, the Metro Transit Department, and the Rail Division. REW  
 21 Apprentices shall also follow all manuals, rules, policies, and procedures of the Apprenticeship  
 22 Program Standards/WSATC-2181, and the REW Apprentice Program Manual.

23 **17.2.6. Apprentice Wages.** REW Apprentices shall be paid pursuant to the following  
 24 wage table.

Step	Hour Range or Competency Step*:	Percentage of Journey-level pay**
1	0 - 1,000 hours	67%
2	1,000 – 2,000 hours	71%
3	2,000 – 3,000 hours	77%
4	3,000 – 4,000 hours	79%
5	4,000 – 5,000 hours	83%

6	5,000 – 6,000 hours	87%
7	6,000 – 7,000 hours	91%
8	7,000 – 8,000 hours	95%

\* Overtime hours that fall within the parameters of the Work Processes outlined in the REW Apprenticeship Program Standards count toward completion of the 8,000 hour requirement.

\*\*Overtime and shift differential(s) shall be paid pursuant to this Agreement in the same manner as a journey-level REW.

**17.2.7. Ratio of Apprentices to Journey-level Workers**

a. There shall not be more than one apprentice for each three (3) journey persons employed in the Rail Electrical Worker Work Group.

b. There shall not be more than one apprentice for each two (2) journey persons on the jobsite when performing work involving high-voltage electricity.

c. There shall not be more than one apprentice for each one (1) journey person on the jobsite when performing work not involving high-voltage electricity.

**17.2.8. Quarterly progress reports for Apprentices.** The REW Apprenticeship Subcommittee shall meet quarterly to discuss individual apprentice progress. Individual quarterly progress reports shall be provided to each apprentice by the Chief with input from the journey-level REWs and Rail Training Group. The progress reports will be shared with the REW Apprenticeship Subcommittee and the JAC.

**17.2.9. Termination from Apprenticeship.** The County retains the right to terminate any apprentice at any time during the training program if:

a. The apprentice is deemed by the JAC to have voluntarily abandoned apprentice training.

b. The apprentice is removed from the training program by the JAC for failure to make adequate progress as defined in the Apprenticeship Program Standards/WSATC-2181.

Termination pursuant to “a” or “b” above shall not be subject to grievance under the collective bargaining agreement between the parties, however, may be appealed pursuant to the procedures, if applicable, contained in the Apprenticeship Program Standards/WSATC-2181 and/or the REW Apprentice Program Manual.

In addition to any apprentice probationary periods outlined in the Apprenticeship Program

1 Standards/WSATC-2181 and the REW Apprentice Program Manual, the REW Apprentice is a career  
2 service position and subject to the same probationary period as applied to other career service  
3 positions covered by this Agreement.

4 All other discipline, up to and including termination, for career service REW Apprentices,  
5 shall be grievable in the same manner as discipline imposed upon career service REWs.

6 **17.2.10. Safety.** Apprentices shall be given adequate safety training to safely perform  
7 all work related to the apprenticeship.

8 **17.2.11. Apprentice Seniority.** Apprentice Seniority shall be established by date of  
9 hire into the apprentice position. In the event of a tie, seniority order shall be decided by seniority in  
10 the King County Rail Division, followed by Seniority in King County, followed by a coin toss  
11 conducted by Local 77.

12 **17.2.12. Completion of Apprenticeship.** Upon graduation from the REW  
13 Apprenticeship, the REW Apprentice Graduate shall be promoted to a Career Service REW position.  
14 There shall be no additional probation period upon promotion.

15 **17.2.13. Seniority Upon Graduation.** Upon graduation from the REW  
16 Apprenticeship, the REW Apprentice Graduate shall be awarded a Journey-Level REW seniority date  
17 one (1) year prior to the graduation date.

18 **17.2.14. Definitions.** All words shall be given their regular and customary  
19 definitions, unless otherwise defined by this Agreement, the WSATC, Apprenticeship Program  
20 Standards/WSATC-2181, or the REW Apprentice Program Manual.

21 **ARTICLE 18: TEMPORARY EMPLOYEES**

22 **18.1** The County may hire temporary employees pursuant to King County Code and policies,  
23 as amended.

24 **A.** Short Term Temporary (STT) employees are those who are employed in a  
25 temporary position which work less than one thousand forty hours in a calendar year in a work unit in  
26 which a forty-hour work week is standard, generally for a period less than six (6) consecutive months  
27 per calendar year. STT employees will not be used to supplant regular career service positions.

28 **B.** Term Limited Temporary (TLT) employees are those who are employed for a

1 period greater than six months for special projects or backfilling an extended absence. A bargaining  
2 unit employee cannot be in a TLT position for longer than twelve (12) months unless agreed to by the  
3 Union.

4 **18.2.** If a TLT employee is later hired as a regular employee in the same classification, the  
5 TLT employment period will count as service credit for pay purposes and the service will count for  
6 seniority accrual and continuous service credit only during a single period of TLT employment;  
7 provided, however, when a TLT employee is terminated by the County and rehired as a regular  
8 employee within thirty (30) days, the prior service shall be credited as the employee's continuous  
9 service for purposes of seniority only. A TLT employee who voluntarily resigns, is discharged, or  
10 has more than thirty (30) consecutive days lapse in employment will not be eligible for prior service  
11 credit for purposes of seniority, pay or benefits if rehired as a regular or TLT employee.

12 **18.3.** The County retains the right to recruit directly for permanent vacancies.

13 **18.4.** TLT employees who are selected by the County for a regular position in the same  
14 classification shall serve a six (6) month probationary period; however, if the employee has ninety  
15 (90) or more days of continuous TLT employment in the classification at the time of selection, the  
16 probationary period shall be reduced to three (3) months.

17 **18.5.** TLT employees will not be used to supplant regular Full-time Equivalent (FTE) or  
18 Career Service positions.

19 **ARTICLE 19: WORK RULES**

20 **19.1.** The work rules contained in Article 17 and not inconsistent with the other provisions of  
21 this Agreement are hereby adopted and will remain in effect until modified or amended. Any  
22 changes in the working rules between the County and the Union shall be promulgated in the form of a  
23 Memorandum-of-Agreement supplementary to and incorporated in this Agreement.

24 **19.2. Health and Safety**

25 **A.** All work shall be done in a competent manner and in accordance with the State of  
26 Washington safety codes. When greater clearances are specified by the County standards than called  
27 for as a minimum by the State Construction Code, then the County standards shall prevail.

28 **B.** It shall not be considered a violation of this Agreement when workers refuse to

1 work with unsafe equipment, or where adequate safeguards are not provided, and when the facilities  
2 and services are not being maintained in a reasonable sanitary condition.

3 C. All employees in classifications whose work requires them to climb shall be  
4 instructed in pole-top rescue and resuscitation to become and remain proficient in their application.

5 D. Safety meetings shall be scheduled on a suitable work day each month.

6 E. When a job has been assigned to an individual or crew, and after inspecting or  
7 attempting to do the job it has been turned back unfinished, the reason for turning it back must be put  
8 in writing by that individual. Special note must be made of extra-ordinary hazards, and this  
9 information must be given to all employees or crews that are later requested to do the same job.

10 F. For safety reasons, a Chief of Power may relieve an employee from duty at any  
11 time after the employee has been continuously on duty over eight (8) hours, and this shall be  
12 documented. If relieved from duty for safety reasons, the remaining portion of the regularly  
13 scheduled shift shall be compensated at the regular straight time rate as paid rest period.

14 G. The parties agree that all employees, regular and temporary, are encouraged to  
15 raise safety concerns at any time, at a safety meeting, anonymously via the green card system, or  
16 other methods as available. It is the intent and goal of the parties to provide a safe and secure work  
17 environment.

18 **19.3. Classification Relief** - As a matter of general personnel administration, an employee  
19 can be expected to assume responsibilities and perform duties within their craft above or below their  
20 classification in a relief capacity for a portion of their time, except where contrary to current  
21 practices.

22 **19.4. Transporting (applies to Power only)** - Line Material Workers shall not be  
23 downgraded, nor Utility Line Worker Helpers upgraded for driving any truck when used for the sole  
24 purpose of transporting workers, supplies or equipment.

25 **19.5. In Power, Helpers, and Line Material Workers.** Employees classified as Helpers or  
26 Line Material Workers will in no event be used as substitutes to replace journey level workers.

27 **19.6. Pole Framing (applies to Power only)** - All framing of poles will be done by Utility  
28 Line Workers with the help of Utility Line Worker Helpers. The erection of poles or pulling of poles

1 will be done by Line or Pole Crews. Each Pole Crew is to carry at least one (1) Utility Line Worker  
2 in addition to a Line Crew Chief. A pole that is exclusively used for lighting and does not require the  
3 use of a digger to install may be set with a Line Material Worker and a Journey Utility Line  
4 Worker/Electrician Constructor.

5 **19.7. Tree Trimming** – In Power, all tree trimming, where there is a possibility of contact  
6 with transmission or distribution circuits, will be done by Utility Line Workers. In Rail, Rail  
7 Electrical Workers will trim trees that interfere with train movement or electrical installations related  
8 to rail.

9 **19.8. Pulling Cable** – In Power, a crew pulling underground cables with power equipment  
10 shall include not less than two (2) cable splicers and shall be supervised by a Cable Splicer Crew  
11 Chief. In Rail, the pulling of underground cables with power equipment will include no less than two  
12 (2) Rail Electrical Workers and shall be supervised by a Rail Electrical Worker/Crew Chief.

13 **19.9. Underground Work** – In Power, any work performed in the underground system other  
14 than inspections shall require two (2) workers at the Cable Splicer’s rate of pay. Inspections may  
15 include pumping and “one call dig” identification. Under no circumstance shall inspection be  
16 interpreted to mean work on a cable. Inspections shall require two (2) workers, one (1) of which  
17 shall receive Cable Splicer’s rate of pay. The other worker may be a Journey Utility Line Worker or  
18 qualified Line Material Worker. For the purpose of this Article no Line Material Worker shall be  
19 deemed qualified until they have satisfactorily completed a course in vault rescue and received  
20 confined space training. In Rail, any electrical work performed in an underground vault of the rail  
21 system will require a minimum of two (2) Rail Electrical Workers.

22 **19.10. Hot Tapping** – In Power, all hot tapping on a pole shall be done by a journey level  
23 Utility Line Worker. In Rail, all hot tapping on the rail system will be done by Rail Electrical  
24 Workers.

25 **19.11. Staffing**

26 A. There shall be an Electrician constructor Crew Chief and a Line Crew Chief on the  
27 day shift, Monday through Friday, except holidays.

28 B. Electrician Constructor Crew Chief(s) shall not supervise more than ten (10)

1 Electrician Constructors/Temporary Lead Workers in Charge/Fire Detection System Specialists.

2 C. When there are at least three (3) but not more than six (6) Electrician Constructors  
3 and/or Fire Detection System Specialists, or Rail Electrical Workers assigned to work on the same  
4 project, job, or assignment, one shall be designated by the appropriate work unit Superintendent or  
5 designee to be the Temporary Lead Worker in charge provided there is no other supervision on the  
6 project, job or assignment. Fire Detection System Specialists shall only be designated as Temporary  
7 Lead Worker in Charge when such project, job or assignment is on fire detection systems.

8 D. When two (2) or more Electrician Constructors and/or Fire Detection System  
9 Specialists are on a shift without an Electrician constructor Crew Chief or Chief of Power assigned to  
10 the shift, one shall be designated by the appropriate work unit Superintendent or designee to be the  
11 Temporary Lead Worker in charge.

12 E. Supervision for Utility Line Worker shall be set forth as provided under WAC  
13 296-45-105. Man-in-charge shall mean Temporary Lead Worker in Charge, and non-climbing  
14 Foreman shall mean Temporary Line Crew Chief and Line Crew Chief.

15 **19.12. Reporting** - Workers shall not be required to report before or after their regular work  
16 periods to other than their regular headquarters for the purpose of picking up vehicles or materials.  
17 When employees are required to put in time before or after their regular working hours for the  
18 purpose of servicing vehicles or for loading material, only the additional time worked shall be  
19 compensated for at the overtime rate.

20 **19.13. Meetings** - Workers shall not be required to attend meetings called by the County  
21 except during the regular working hours unless compensated.

22 **19.14. Shift Selection**

23 A. Employees with more than six (6) months of service shall select their one (1) year  
24 shift and headquarters (if applicable) preference, by seniority, for each quarter of the shift schedule,  
25 provided that the County may, at its discretion, set aside two (2) day shift slots for electricians and  
26 one (1) day shift slot for line crew classifications as needed for training and orientation. The shift  
27 shall rotate every three (3) months in December, March, June and September. The effective date of  
28 the shift rotation will be on the beginning of the payroll period following the 15th of the month after



1 each of the listed months. Except for projects, jobs, or assignments, in the event that a shift is  
2 significantly changed the parties will bargain any impacts as required by law. For purposes of this  
3 Agreement, the determination of what constitutes a significant change in a shift shall be decided by  
4 the Joint Labor - Management Committee and such decision shall not be subject to the grievance  
5 procedures under Article 5. Employees shall be permitted to trade shifts for a three (3) month  
6 rotation period, provided it is at no cost to the County. Shifts for the upcoming shift selection shall  
7 be posted on November 15th of each year; the County shall post the Holiday schedule (per shift) for  
8 the upcoming year at the same time. Sign-ups shall be posted the first day of December and  
9 employees must make their selection no later than December 15th, exceptions may be made on a  
10 case-by-case basis. The Appropriate Superintendent or designee shall determine days off for all  
11 shifts.

12                                   1. Employees will be given until the start of their next shift to make their  
13 selection based on seniority; except the first (most senior) employee in each classification will have  
14 two (2) hours from the beginning of their first scheduled shift in December to make their selection.

15                                   2. If an employee knows they will be unavailable (travel, scheduled sick leave,  
16 FML, etc.) they will provide, in a sealed envelope to their shop steward and supervisor (conducting  
17 bidding) the employee's bid choices in order (from 1-5). When the bid process reaches the  
18 unavailable employee, the shop steward and supervisor will meet and open the envelope in one  
19 another's presence, confer, and place employee in the appropriate bid.

20                                   3. If an employee has not provided bid preference, or their choices are not  
21 available and is not reachable/not responsive to contact (phone, text, and e-mail), the process will  
22 pause for 24 hours to allow time for the employee to respond. At 24 hours, a second attempt will be  
23 made to contact employee thru phone, text and email, if after 4 additional hours the employee has not  
24 responded, the shop steward and the supervisor conducting the bid will meet for the purpose of  
25 placing the unreachable employee in the shift he/she previously bid (the one currently occupied) or a  
26 shift most similar to it if the current shift is not available.

27                                   4. If an employee doesn't make their selection within two hours after the start  
28 of their next scheduled shift after being physically notified (in person or through a successful phone,

1 text or email contact); their spot shall be determined by the shop steward and the supervisor  
2 conducting the bidding to place the employee in the shift most recently bid (if available) or a shift  
3 most similar to it if the current shift is not available.

4 **B.** The appropriate work unit Superintendent or designee shall have the right to  
5 transfer employees from one shift to another without regard to seniority when it is necessary to fill a  
6 vacancy caused by the absence of an employee, subject to the provisions of Sections 19.15 and 19.16.

7 **C.** All employees appointed to regular positions must successfully serve a  
8 probationary period equivalent of six (6) months of full-time employment.

9 **19.15.1 Transfer**

10 **A.** It shall be at Metro’s discretion whether to fill a vacancy through this transfer  
11 process. When the County does so, no loss in regular pay shall result and a nominal thirty-one and  
12 one-half (31-1/2) hours off duty between shifts shall be allowed and the overtime rate shall be paid  
13 for all time less than the nominal thirty-one and one-half (31-1/2) hours off duty. Transfers under this  
14 provision shall remain in effect until the next quarter change. The County shall offer this vacancy by  
15 seniority to all members of the affected classification. If no one accepts the offer, it shall be assigned  
16 by reverse seniority. There shall be a minimum of 31 ½ hours notice provided. In the event 31 ½  
17 hours is not given, the first shift shall be compensated at the overtime rate of pay; or the first shift  
18 shall be offered as OT, per the OT agreement.

19 **B.** When an employee is transferred to any position in which they have had no  
20 previous experience, they shall be given a reasonable break-in period with an experienced worker in  
21 that position.

22 **19.15.2 Vacancy bids.** It shall be at Metro’s discretion whether to fill a vacancy. When  
23 Metro decides to fill a vacancy, the open position will be put out for a bid. Non-probationary  
24 employees may bid for the work. The following rules will apply:

25 **A.** Seniority list shall be established annually as of October 1. The County shall furnish the  
26 Union and post Seniority lists at all headquarters of the affected classifications.

27 **B.** The County shall post all permanent vacancies in all classifications for a period of not less  
28 than ten (10) working days at all headquarters of the classifications affected. The County shall  
furnish a copy of all postings and the results of the bid with the Union.

1 C. Seniority for purposes of this provision shall be based on total employment (unpaid leaves  
2 less than 30 days shall not affect this time) in one's current job classification. Any disputes  
3 over seniority shall be resolved by the Union.

4 D. The senior qualified bidder shall be awarded the permanent vacancy per this provision.

5 E. In the event that the bid goes unfilled, the County may transfer the least senior employee in  
6 the affected classification. Material Line Workers and Helpers may be interchangeable for  
7 this purpose; however, neither classification will be involuntarily transferred to work in the  
8 other classification.

9 F. When an employee is awarded a bid to any position in which they have had no previous  
10 experience, they shall be given a reasonable break-in period with an experienced worker in  
11 that position.

12 **19.16. Work Schedule for Position** - The schedule for regular working days and regular  
13 days off goes with the job and not the worker, and an employee exercising the option for the change  
14 from one job to another assumes the working days and days off of the new job and anything  
15 pertaining to his/her schedule for the old job ceases at the beginning of the new job.

16 **19.17. Promotion** - An employee who is promoted to another classification may request to  
17 return to their previously held classification provided:

18 A. A written request is submitted to the appropriate work unit Superintendent or  
19 designee,

20 B. There is a regular position vacant in the classification the employee desires to  
21 return to,

22 C. The employee meets all the current job requirements of the classification they  
23 desire to return to,

24 D. The County is able to recruit and train a qualified replacement for the position that  
25 will be vacated by the employee, and

26 E. The County incurs no additional expense or inconvenience in honoring the request.

27 F. Except in the event of a layoff, an employee who is promoted to a non-represented  
28 classification within the Power Section, may elect to return to their previously held bargaining unit  
classification under the conditions set forth above. Provided the written request is made within one

1 (1) year of the promotion to the non-represented classification.

2 **19.18. Travel** - Each employee shall be assigned a designated place(s) to report to work. The  
3 employee shall report to the place designated at the commencement of the working day and after  
4 reporting, shall be regarded as on duty; and that employee shall not be required to report to any other  
5 place(s) for work, or to pick up trucks, materials, equipment, etc. Travel from shop to shop (travel  
6 between the place of reporting and the actual place of work) shall be part of the employee's work  
7 time, and any transportation necessary shall be provided by the County.

8 **19.19. Private Vehicles** - All employees called for emergency non-scheduled overtime, when  
9 directed by the appropriate work unit Superintendent or designee to use their private car for  
10 transportation, shall be reimbursed at the prevailing IRS mileage rate for each mile traveled from  
11 their homes and return, plus toll bridge costs.

12 **19.20. Reduction in Force and Rehire**

13 **A.** Seniority shall accrue for all regular employees covered by this Agreement and  
14 shall be the period of continuous employment by classification. In the case of a reduction in force,  
15 seniority shall apply. A regular employee who advances to a higher classification and who returns to  
16 former classification shall retain their original seniority in such classification plus time accumulated  
17 in the advanced classification. In the event of a tie, seniority order shall be decided by seniority in  
18 the applicable division, followed by seniority in King County, followed by a coin toss conducted by  
19 Local 77.

20 **B.** A seniority list shall be made up and posted when these working rules take effect  
21 on the basis of length of service only, and this shall remain in effect until deviations there from are  
22 decided upon.

23 **C.** Employees laid off as a result of a reduction in force shall be laid off according to  
24 seniority with the least time being the first to go. In the event there are two or more employees  
25 eligible for layoff within the division with the same classification and seniority, the appropriate work  
26 unit Superintendent or designee will determine the order of layoff based on employee performance.

27 **D.** When a reduction in force is necessary, the Union and the employees who may be  
28 affected shall be notified at least thirty (30) calendar days prior to the effective date. At such time as

1 a reduction in force is of such an emergency nature as to prevent thirty (30) calendar days notice, the  
2 earliest possible notification will be given.

3 E. Employees in a higher classification who have been notified of layoff may use  
4 seniority to bump the least senior employee in a lower classification within the bargaining unit and  
5 Section provided they are qualified.

6 F. Employees laid off will be eligible for rehire into positions of the same  
7 classification according to seniority with King County. That is, the employee laid off last will be the  
8 first rehired.

9 **ARTICLE 20: SAVING CLAUSE**

10 Should any part hereof or any provision herein contained be rendered or declared invalid by  
11 reason of existing or subsequently enacted legislation, or by any decree or a court of competent  
12 jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the  
13 remaining portion hereof; provided, however, upon such invalidation that parties agree immediately  
14 to meet and negotiate such part of provisions affected. The remaining parts or provisions shall  
15 remain in full force and effect.

16 **ARTICLE 21: WORK STOPPAGE**

17 The County and the Union agree that the public interest requires efficient and uninterrupted  
18 performance of all County services and to this end pledge their best efforts to avoid or eliminate any  
19 conduct contrary to this objective. Specifically, the Union shall not cause or condone any work  
20 stoppage, strike, slowdown or other interference with County functions by employees under this  
21 Agreement. The Union and its officers shall, in good faith, use every reasonable effort to terminate  
22 such unauthorized action.

23 **ARTICLE 22: PERFORMANCE EVALUATIONS**

24 The County may conduct performance evaluations at least annually as part of a systematic  
25 and equitable employee performance management system.

26 **ARTICLE 23: MEDICAL, DENTAL & LIFE INSURANCE**

27 The County presently participates in group medical, dental, vision, and life insurance  
28 programs. Plan benefits are negotiated in the Joint Labor Management Insurance Committee

1 (JLMIC) comprised of representatives of the County and labor organizations, including the Union.  
2 The Union participates in the JLMIC and adopts all terms and conditions of any JLMIC Agreements  
3 for all employees covered by this Agreement.

4 **ARTICLE 24: RECLASSIFICATION AND RESULTING PAY**

5 **24.1. Job Reclassification** An employee or a group of employees may request a position to  
6 be reclassified, or the County may initiate a reclassification review for an employee or group of  
7 employees. Temporary and term limited temporaries may not request a position reclassification, but  
8 term limited temporaries may be reclassified as part of a group classification as described in section  
9 24.1.C, below.

10 **A. Reasons for Filing a Reclassification Request**

- 11 (1) An employee’s position is not assigned to the appropriate job  
12 classification, or
- 13 (2) A significant or gradual change in an employee’s on-going duties  
14 or responsibilities over a period of at least one-year, or
- 15 (3) Reorganization or council action causes the duties of a position to  
16 change.

17 **B. Eligibility Limits:** An employee is not eligible to submit a reclassification  
18 request if:

- 19 (1) it has been less than twelve (12) months since the date of a  
20 previous classification determination for the position, or
- 21 (2) the employee is on probation, or
- 22 (3) the employee is on a Performance Improvement Plan, or
- 23 (4) the employee is asking for a reclassification for a special duty or  
24 temporary position.

25 **C. Group Reclassification Requests:** A group reclassification may be  
26 submitted if all regular employees’ positions are in the same classification within the same section of  
27 a division; this can include TLT employees, provided the group includes at least one regular  
28 employee. The Department of Human Resources DHR will evaluate each position individually;

1 therefore, reserving the right to place positions into different classifications, if warranted. Nothing in  
 2 this paragraph prevents an individual employee from exercising their rights under Section 24.5.A. of  
 3 this Article (Reconsideration of a Classification Decision).

4 **24.2. Effective Date of Reclassification, Pay, and FLSA Status.**

5 **A. Implementation of a Classification Decision.** The change in classification will  
 6 be initiated upon acceptance of the classification decision, or expiration of the reconsideration period,  
 7 as applicable.

8 **B.** The table below summarizes the effective date and resulting pay when an  
 9 employee’s position is reclassified to job classification within a higher pay grade, the same pay grade,  
 10 or a lower pay grade.

Reclassification to	Effective Date	Pay Upon Reclassification
Higher pay grade	Start of the pay period following receipt of the completed reclassification request form at DHR.	1st Step of the pay range of the new classification or the step that is at least 5% above the former rate of pay, whichever is greater. Additional discretionary steps may not be awarded.  Pay may not exceed Step 10, unless the employee is already receiving merit-over-top.  If pay includes merit-over-top, pay is calculated using the merit-over-top amount and may result in merit-over-top upon reclassification.
Same pay grade	Start of the pay period following receipt of the completed reclassification request form at DHR.	The step of the pay range which is closest to and not less than the step that the employee received before the reclassification.  Pay may not exceed Step 10, unless the employee is already receiving merit-over-top.  If pay includes merit-over-top, the employee will continue to

Reclassification to	Effective Date	Pay Upon Reclassification
Lower pay grade	Start of pay period at least thirty (30) calendar days after notification of the classification determination from DHR.	<p>receive merit-over-top.</p> <p>Highest step in the new pay range that does not exceed the current pay rate.</p> <p>If pay includes merit-over-top, pay is calculated using the merit-over-top amount and may result in merit-over-top upon reclassification.</p>

### 24.3. Probation Upon Reclassification

There shall be no probationary period following a reclassification.

### 24.4. FLSA Status Change Upon Reclassification

A. When an employee's position is reclassified retroactively into a classification with a different FLSA status, the change in FLSA status shall be prospective only, even though the change in classification and resulting pay may be applied retroactively.

B. When an employee's position is reclassified from an FLSA-exempt classification to an FLSA non-exempt classification, the employee will be paid overtime pay prospectively.

C. When an employee's position is reclassified from a FLSA non-exempt classification to a FLSA-exempt classification, the employee shall receive a cash out of all accrued compensatory time and if reclassified to an executive leave eligible position, will be eligible to receive executive leave.

### 24.5. Reconsideration of a Classification Decision

A. **Request for Reconsideration.** A regular employee or a group of regular employees has thirty (30) calendar days to submit a request for reconsideration of a classification decision to DHR. Employees without email, will be asked to verify receipt of a paper copy of the decision, and will have thirty (30) calendar days from the date of receipt. A regular employee must request reconsideration prior to filing a grievance or appeal to the Personnel Board. Failure to request reconsideration to DHR in thirty (30) calendar days shall be considered as acceptance of the reclassification decision. A group of regular employees may fill out one request for all included individuals, or one or more of the employees may submit individual requests for reconsideration.

TLTs may request reconsideration only if they are a member of group reclassification request filed by

*International Brotherhood of Electrical Workers, Local 77 – Metro Transit Department [101/E2]*

*January 1, 2023, to December 31, 2025*

*101C0123*

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1 regular employees that is requesting reconsideration.

2 **B. Appeal of a Classification Reconsideration Decision**

3 1. A regular employee or a group of regular employees may appeal the  
4 reconsideration decision through the grievance process under Article 5, submitted at Step-4  
5 Arbitration, or to the Personnel Board, but not both. If the group appeal includes a TLT, the decision  
6 effecting the regular employees shall also be applied to the TLT. The appeal shall be filed in writing  
7 to the appropriate agency with a copy to the DHR Director.

8 2. A regular employee or a group of regular employees has thirty (30) calendar  
9 days to appeal the reconsideration decision. If the appeal is made through the grievance process,  
10 timelines are pursuant to those set forth in Article 5. The timeline would begin from the date of the  
11 verification of receipt outlined in Section 24.5.A above. The regular employee, group of regular  
12 employees and the County may only present classifications that are active at the time of the hearing  
13 to the arbitrator or the Personnel Board.

14 3. Failure to submit an appeal within thirty (30) calendar days shall be  
15 considered as acceptance of the reconsideration decision.

16 **24.6. Notification of Reclassifications and Requests**

17 The applicable Union(s) shall be notified of reclassification requests and/or decisions impacting their  
18 bargaining units, via the monthly report provided by DHR.

19 **ARTICLE 25: TERM OF AGREEMENT**

20 **25.1.** This Agreement shall become effective upon the conclusion of approval process by the  
21 King County Council and cover the period January 1, 2023, through December 31, 2025.

22 **25.2.** Either party may initiate negotiations upon written notice to the other within ninety (90)  
23 days of the expiration of this Agreement.

24

25 **APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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By: \_\_\_\_\_

King County Executive

International Brotherhood of Electrical Workers, Local 77:

*Rex Habner*

\_\_\_\_\_  
Rex Habner, Business Manager/Financial Secretary

cba code: 101

**Addendum A - Wages**  
**International Brotherhood of Electrical Workers Local 77**  
**Transit Division - Department of Transportation**  
**Effective January 1, 2023**

Union Code: E2

Job Class Code	PeopleSoft Job Code	Classification Title	January 1, 2023 Hourly Rate**	
8207100	730800	Cable Splicer		\$ 59.35
8207100	730820	Cable Splicer - 2nd Shift		\$ 62.60
8207101	730900	Cable Splicer - Lead (107.3%) *		\$ 63.69
8207101	730920	Cable Splicer - Lead 2nd/3rd Shift (107.3%) *		\$ 66.94
8210100	731100	Cable Splicer Chief (113%) *		\$ 67.07
8210100	731120	Cable Splicer Chief 2nd Shift (113%) *		\$ 70.32
8204100	730100	Electrician Constructor		\$ 56.06
8204100	730120	Electrician Constructor - 2nd Shift		\$ 59.31
8204101	730600	Electrician Constructor - Lead (107.5%)*		\$ 60.26
8204101	730620	Electrician Constructor - Lead 2nd Shift (107.5%)*		\$ 63.51
8204200	730700	Electrician Constructor Crew Chief (113%) *		\$ 63.34
8204200	730720	Electrician Constructor Crew Chief 2nd/3rd Shift (113%) *		\$ 66.59
8204200	731400	Electrician Constructor Crew Temporary Chief (113%) *		\$ 63.34
8204200	731420	Electrician Constructor Crew Temporary Chief 2nd Shift (113%) *		\$ 66.59
8209100	731300	Fire Detection Specialist		\$ 56.06
8209100	731320	Fire Detection Specialist - 2nd/3rd Shift		\$ 59.31
8208200	730000	Line Crew Chief (113%) *		\$ 63.97
8208200	730020	Line Crew Chief (113%) * - 2nd/3rd Shift		\$ 67.22
8208200	731500	Line Crew Temporary Chief (113%) *		\$ 63.97
8208200	731520	Line Crew Temporary Chief (113%) * - 2nd/3rd Shift		\$ 67.22
8206100	730400	Line Material Worker I		\$ 44.46
8206100	730420	Line Material Worker I - 2nd/3rd Shift		\$ 47.71
8206110	730410	Line Material Worker II		\$ 49.96
8206110	730430	Line Material Worker II - Shift		\$ 53.21
8211100	730500	Pole Hauler		\$ 48.54
8211100	730520	Pole Hauler - 2nd Shift		\$ 51.79
8212100	823102	Rail Electrical Worker		\$ 56.61
8212100	823103	Rail Electrical Worker - 2nd/3rd Shift		\$ 59.86
8212200	823201	Rail Electrical Worker - Lead (107.5%) *		\$ 60.85

cba code: 101

**Addendum A - Wages**  
**International Brotherhood of Electrical Workers Local 77**  
**Transit Division - Department of Transportation**  
**Effective January 1, 2023**

Union Code: E2

8212200	823202	Rail Electrical Worker - Lead 2nd/3rd Shift (107.5%) *			\$ 64.10
8213100	824101	Transit Facilities Electrician			\$ 56.06
8213100	824102	Transit Facilities Electrician - 2nd Shift			\$ 59.31
8213100	824103	Transit Facilities Electrician - 3rd Shift			\$ 59.31
8213200	824201	Transit Facilities Electrician - Lead (107.5%) *			\$ 60.26
8213200	824202	Transit Facilities Electrician - Lead 2nd/3rd Shift (107.5%) *			\$ 63.51
8208100	730200	Utility Line Worker			\$ 56.61
8208100	730220	Utility Line Worker - 2nd/3rd Shift			\$ 59.86
8205100	730300	Utility Line Worker - Helper	\$ 38.29	\$ 39.89	\$ 41.63
8205100	730320	Utility Line Worker - Helper 2nd/3rd Shift	\$ 41.54	\$ 43.14	\$ 44.88
8208101	731000	Utility Line Worker - Lead (107.5%) *			\$ 60.85
8208101	731020	Utility Line Worker - Lead 2nd/3rd Shift (107.5%) *			\$ 64.10

Standby Pay			\$ 6.94
Shift Differential			\$ 3.25

\*Rate calculated as a percentage of the Journey Classification rate

\*\*Wages reflect a 4% GWI for 2023

cba code: 101

**Addendum A - Wages**  
**International Brotherhood of Electrical Workers Local 77**  
**Transit Division - Department of Transportation**  
**Effective January 1, 2024**

Union Code: E2

Job Class Code	PeopleSoft Job Code	Classification Title	January 1, 2024 Hourly Rate**		
8207100	730800	Cable Splicer			\$ 67.28
8207100	730820	Cable Splicer - 2nd Shift			\$ 71.32
8207101	730900	Cable Splicer - Lead (107.3%) *			\$ 72.19
8207101	730920	Cable Splicer - Lead 2nd/3rd Shift (107.3%) *			\$ 76.53
8210100	731100	Cable Splicer Chief (113%) *			\$ 76.03
8210100	731120	Cable Splicer Chief 2nd Shift (113%) *			\$ 80.59
8204100	730100	Electrician Constructor			\$ 64.17
8204100	730120	Electrician Constructor - 2nd Shift			\$ 68.02
8204101	730600	Electrician Constructor - Lead (107.5%)*			\$ 68.98
8204101	730620	Electrician Constructor - Lead 2nd Shift (107.5%)*			\$ 73.12
8204200	730700	Electrician Constructor Crew Chief (113%) *			\$ 72.51
8204200	730720	Electrician Constructor Crew Chief 2nd/3rd Shift (113%) *			\$ 76.86
8204200	731400	Electrician Constructor Crew Temporary Chief (113%) *			\$ 72.51
8204200	731420	Electrician Constructor Crew Temporary Chief 2nd Shift (113%) *			\$ 76.86
8209100	731300	Fire Detection Specialist			\$ 64.17
8209100	731320	Fire Detection Specialist - 2nd/3rd Shift			\$ 68.02
8208200	730000	Line Crew Chief (113%) *			\$ 72.51
8208200	730020	Line Crew Chief (113%) * - 2nd/3rd Shift			\$ 76.86
8208200	731500	Line Crew Temporary Chief (113%) *			\$ 72.51
8208200	731520	Line Crew Temporary Chief (113%) * - 2nd/3rd Shift			\$ 76.86
8206100	730400	Line Material Worker I			\$ 50.40
8206100	730420	Line Material Worker I - 2nd/3rd Shift			\$ 53.90
8206110	730410	Line Material Worker II			\$ 56.64
8206110	730430	Line Material Worker II - Shift			\$ 60.14
8211100	730500	Pole Hauler			\$ 55.02
8211100	730520	Pole Hauler - 2nd Shift			\$ 58.52
8212100	823102	Rail Electrical Worker			\$ 64.17
8212100	823103	Rail Electrical Worker - 2nd/3rd Shift			\$ 68.02
8212200	823201	Rail Electrical Worker - Lead (107.5%) *			\$ 68.98

cba code: 101

**Addendum A - Wages**  
**International Brotherhood of Electrical Workers Local 77**  
**Transit Division - Department of Transportation**  
**Effective January 1, 2024**

Union Code: E2

8212200	823202	Rail Electrical Worker - Lead 2nd/3rd Shift (107.5%) *			\$ 73.12
8213100	824101	Transit Facilities Electrician			\$ 64.17
8213100	824102	Transit Facilities Electrician - 2nd Shift			\$ 68.02
8213100	824103	Transit Facilities Electrician - 3rd Shift			\$ 68.02
8213200	824201	Transit Facilities Electrician - Lead (107.5%) *			\$ 68.98
8213200	824202	Transit Facilities Electrician - Lead 2nd/3rd Shift (107.5%) *			\$ 73.12
8208100	730200	Utility Line Worker			\$ 64.17
8208100	730220	Utility Line Worker - 2nd/3rd Shift			\$ 68.02
8205100	730300	Utility Line Worker - Helper	\$ 43.41	\$ 45.22	\$ 47.19
8205100	730320	Utility Line Worker - Helper 2nd/3rd Shift	\$ 46.91	\$ 48.72	\$ 50.69
8208101	731000	Utility Line Worker - Lead (107.5%) *			\$ 68.98
8208101	731020	Utility Line Worker - Lead 2nd/3rd Shift (107.5%) *			\$ 73.12
Standby Pay					
^Shift Differential is 6% with a minimum of \$3.50					
*Rate calculated as a percentage of the Journey Classification rate					
**Wages reflect a 4% GWI for 2024 plus a 9% Market Adjustment					

**Memorandum of Agreement  
By and Between  
King County  
and  
International Brotherhood of Electrical Workers, Local 77  
Representing Employees in the Department of Metro Transit**

**Subject: Retroactive eligibility of the 2023-2025 Collective Bargaining Agreement**

1. For the purpose of this Agreement, the “Effective Date” is defined as the first day of the first pay period after the Ordinance following adoption of this Agreement by the King County Council.
2. The wage increases in the 2023-2025 Collective Bargaining Agreement (101C0123) shall be paid retroactively to January 1, 2023, for all employees in the bargaining unit who are employed on the date of Union ratification, as well as all employees who have left County employment in good standing (resignation, retirement, or medical) between January 1, 2023, and the Effective Date who are also vested in the retirement system. Employees who are terminated for cause prior to the Effective Date shall not receive a retroactive payment.
3. Retroactive payments will be applied to all retro pay eligible earnings. Ineligible earnings include adjusted earnings for prior periods outside the retroactive period, grievance settlements, prior retroactive payments, fixed rate pay premiums that have not increased, L&I payments, and hours coded as no pay or as absent without leave.
4. When the wage range increases, employees shall be placed on the new wage rate on a corresponding “step to step” basis, if applicable.
5. All other provisions of the CBA shall be implemented prospectively on the Effective Date and shall not be applied retroactively, unless otherwise specified. Non-retroactive provisions include all changes in hours and working conditions.
6. This agreement is not precedent setting.

For International Brotherhood of Electrical Workers,  
Local 77:

DocuSigned by:  
*Jonathan Finch*  
267AFEEE1AD6490...  
\_\_\_\_\_  
Jonathan Finch  
Business Representative

11/30/2023

\_\_\_\_\_  
Date

For King County:

DocuSigned by:  
*David S. Levin*  
7FF9193D721E453...  
\_\_\_\_\_  
David S. Levin  
Labor Relations Negotiator - Senior  
Office of Labor Relations  
King County Executive Office

11/30/2023

\_\_\_\_\_  
Date

**Memorandum of Agreement  
By and Between  
King County  
and  
International Brotherhood of Electrical Workers, Local 77  
Representing Employees in the Department of Metro Transit**

**Subject: Retroactive eligibility of the 2023-2025 Collective Bargaining Agreement**

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4. When the wage range increases, employees shall be placed on the new wage rate on a corresponding “step to step” basis, if applicable.
5. All other provisions of the CBA shall be implemented prospectively on the Effective Date and shall not be applied retroactively, unless otherwise specified. Non-retroactive provisions include all changes in hours and working conditions.
6. This agreement is not precedent setting.

For International Brotherhood of Electrical Workers,  
Local 77:

DocuSigned by:  
*Jonathan Finch*

11/30/2023

Jonathan Finch  
Business Representative

Date

For King County:

DocuSigned by:  
*David S. Levin*

11/30/2023

David S. Levin  
Labor Relations Negotiator - Senior  
Office of Labor Relations  
King County Executive Office

Date



**Certificate Of Completion**

Envelope Id: 6183F604E63F46ED962D32BF00512A8A	Status: Completed
Subject: Complete with DocuSign: Ordinance 19726.docx, Ordinance 19726 Attachment A.pdf, Ordinance 19726...	
Source Envelope:	
Document Pages: 2	Signatures: 3
Supplemental Document Pages: 62	Initials: 0
Certificate Pages: 5	Envelope Originator:
AutoNav: Enabled	Cherie Camp
Enveloped Stamping: Enabled	401 5TH AVE
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	SEATTLE, WA 98104
	Cherie.Camp@kingcounty.gov
	IP Address: 198.49.222.20

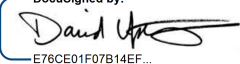
**Record Tracking**

Status: Original	Holder: Cherie Camp	Location: DocuSign
1/17/2024 2:49:43 PM	Cherie.Camp@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County-Council	Location: DocuSign

**Signer Events**

Dave Upthegrove  
dave.upthegrove@kingcounty.gov  
Chair  
Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
E76CE01F07B14EF...  
Signature Adoption: Uploaded Signature Image  
Using IP Address: 67.185.138.82


**Timestamp**

Sent: 1/17/2024 4:00:08 PM  
Viewed: 1/17/2024 4:02:40 PM  
Signed: 1/17/2024 4:02:57 PM

**Electronic Record and Signature Disclosure:**

Accepted: 1/17/2024 4:02:40 PM  
ID: 290367d3-9f60-4bb0-8dd0-29d54f651f67

Melani Hay  
melani.hay@kingcounty.gov  
Clerk of the Council  
King County Council  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
8DE1BB375AD3422...  
Signature Adoption: Pre-selected Style  
Using IP Address: 198.49.222.20

Sent: 1/17/2024 4:02:59 PM  
Viewed: 1/18/2024 7:30:16 AM  
Signed: 1/18/2024 7:30:22 AM

**Electronic Record and Signature Disclosure:**

Accepted: 9/30/2022 11:27:12 AM  
ID: 639a6b47-a4ff-458a-8ae8-c9251b7d1a1f

Dow Constantine  
Dow.Constantine@kingcounty.gov  
King County Executive  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
4FBCAB8196AE4C6...  
Signature Adoption: Uploaded Signature Image  
Using IP Address: 146.129.84.117

Sent: 1/18/2024 7:30:24 AM  
Viewed: 1/18/2024 3:07:21 PM  
Signed: 1/24/2024 1:56:14 PM

**Electronic Record and Signature Disclosure:**

Accepted: 1/24/2024 1:53:32 PM  
ID: 2c8de6c5-8891-4ede-be65-66977c4a2b00

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Mickayla Rogers mirogers@kingcounty.gov Administrator I King County Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 1/18/2024 7:30:24 AM Viewed: 1/19/2024 12:33:53 PM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	1/17/2024 4:00:08 PM
Certified Delivered	Security Checked	1/18/2024 3:07:21 PM
Signing Complete	Security Checked	1/24/2024 1:56:14 PM
Completed	Security Checked	1/24/2024 1:56:14 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact King County-Department of 02:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov)

### **To advise King County-Department of 02 of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from King County-Department of 02**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with King County-Department of 02**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify King County-Department of 02 as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County-Department of 02 during the course of your relationship with King County-Department of 02.