



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**Ordinance 19844**

**Proposed No.** 2024-0372.1

**Sponsors** Upthegrove

1           AN ORDINANCE approving and adopting the  
2           Memorandum of Agreement negotiated by and between  
3           King County and the Service Employees International  
4           Union, Local 925, representing employees in the  
5           department of natural resources and parks, and establishing  
6           the effective date of the agreement.

7           BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

8           SECTION 1. The Memorandum of Agreement negotiated by and between King  
9           County and the Service Employees International Union, Local 925, representing  
10          employees in the department of natural resources and parks, which is Attachment A to  
11          this ordinance, is hereby approved and adopted by this reference made a part hereof.

Ordinance 19844


---

12            SECTION 2. Terms and conditions of the agreement shall be effective on the  
13 effective date of this ordinance, through and including December 31, 2025.


Ordinance 19844 was introduced on 11/5/2024 and passed by the Metropolitan King County Council on 11/12/2024, by the following vote:

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

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

Signed by:  
  
\_\_\_\_\_  
E76CE01F07B14EF...  
Dave Upthegrove, Chair

ATTEST:

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

APPROVED this \_\_\_\_\_ day of 11/15/2024, \_\_\_\_\_.

Signed by:  
  
\_\_\_\_\_  
4FBCAB8196AE4C6...  
Dow Constantine, County Executive

**Attachments:** A. Memorandum of Agreement By and Between King County and Service Employees International Union, Local 925 Representing Employees in the Dept. of Natural Resources and Parks, Wastewater Treatment Division

Ordinance 19844

**Memorandum of Agreement  
By and Between  
King County  
and  
Service Employees International Union, Local 925  
Representing Employees in the Department of Natural Resources and Parks,  
Wastewater Treatment Division  
CLA Appendix 011**

**Subject: Classification Wage Increases and changes to Hire/Transfer terms in the parties collective bargaining agreement (CLA 011 Appendix)**

**Background:**

1. King County (the County) and the Service Employees International Union, Local 925, Wastewater Treatment Division bargaining unit (the Union) are parties to a collective bargaining agreement (Coalition Labor Agreement, Appendix 11) for the period of January 1, 2021, through December 31, 2024. A successor extension agreement has also been agreed upon effective January 1, 2025, through December 31, 2025.

2. In Appendix 011, the Union and County agreed upon a Memorandum of Agreement “Salary Survey,” which required the County to conduct a total compensation salary survey of identified classifications in the bargaining unit and to engage in subsequent wage negotiations. The total compensation salary survey was completed, and the parties also successfully concluded negotiations resulting in this Memorandum of Agreement (“MOA”) related to classification wage rate changes and changes to the hiring/transfer process to more efficiently fill position vacancies.

3. The County examined recruitment and retention issues in the bargaining unit, and the parties were able to agree on changes in the CBA that are intended to improve Wastewater Treatment Division recruitment efforts for vacant bargaining unit jobs and to streamline how vacant career service positions are filled.

**Agreement:**

1. The Union and County (parties) agrees to the following changes applicable to Appendix 011  
ADDENDUM A: WAGE RATES

**A. Classifications and Rates of Pay**

The classifications covered under this Agreement shall be compensated on the County’s Squared Salary Table on the ranges set forth below:

**cba Code: 011**

**Union Code: A2**

<b>Job Class Code</b>	<b>PeopleSoft Job Code</b>	<b>Classification Title</b>	<b>Pay Range (on Square Table)</b>	<b>Steps on Square Table</b>
9440300	942402	Crew Chief	53	2-4-6-8-10
9101100	912103	Custodian	37	2-4-6-8-10
9101000	912001	Custodian – Assistant	26	2-4-6-8-10
9200100	921101	Gardener	43	2-4-6-8-10
9200200	921201	Gardener – Senior	48	2-4-6-8-10
7540700	954000	Helper (Seasonal)	30	2-4-6-8-10
8423100	844101	Industrial Engine Mechanic	55	2-4-6-8-10
8301100	831101	Industrial Instrument Technician	<u>61</u> <del>57</del>	8-10
8301200	831201	Industrial Instrument/Electrical Technician – Lead	<u>65</u> <del>61</del>	10
8424100	844201	Industrial Lubrication Systems Specialist	<u>55</u> <del>51</del>	2-4-6-8-10
8421100	842401	Industrial Machinist	55	2-4-6-8-10
8421200	842501	Industrial Machinist/Mechanic - Lead	<u>63</u> <del>59</del>	10
8203100	822201	Industrial Maintenance Electrician	<u>61</u> <del>57</del>	8-10
8420200	842201	Industrial Maintenance Mechanic	<u>55</u> <del>51</del>	4-6-8-10
8420300	842301	Industrial Maintenance Mechanic - Master	<u>59</u> <del>55</del>	2-4-6-8-10
8420100	842101	Industrial Maintenance Worker	<u>46</u> <del>42</del>	6-8-10
8106100	812104	Industrial Painter	51	2-4-6-8-10
2211100	221503	Inventory Purchasing Specialist I	42	1-2-4-6-8-10
2211200	221606	Inventory Purchasing Specialist II	46	2-4-6-8-10
2211300	221705	Inventory Purchasing Specialist III	49	10
7532100	754301	Process Laboratory Specialist I	<u>49</u> <del>48</del>	2-4-6-8-10
7532200	754401	Process Laboratory Specialist II	<u>53</u> <del>52</del>	2-4-6-8-10
7532300	754501	Process Laboratory Specialist III	<u>57</u> <del>56</del>	2-4-6-8-10
2334100	234102	Safety and Health Administrator I	43	2-4-6-8-10
2334200	234201	Safety and Health Administrator II	48	2-4-6-8-10
2334300	234301	Safety and Health Administrator III	54	2-4-6-8-10
2334400	234405	Safety and Health Administrator IV	63	2-4-6-8-10
7120100	713102	Wastewater Process Analyst I	<u>58</u> <del>54</del>	2-4-6-8-10
7120200	713202	Wastewater Process Analyst II	<u>62</u> <del>59</del>	2-4-6-8-10

<b>Job Class Code</b>	<b>PeopleSoft Job Code</b>	<b>Classification Title</b>	<b>Pay Range (on Square Table)</b>	<b>Steps on Square Table</b>
7120300	713301	Wastewater Process Analyst III	<del>67</del> 64	2-4-6-8-10
7130100	711204	Wastewater Process Engineer I	<del>61</del> 57	2-4-6-8-10
7130200	711303	Wastewater Process Engineer II	66	2-4-6-8-10
7130300	711404	Wastewater Process Engineer III	70	2-4-6-8-10
<u>234111</u>	<u>2334900</u>	<u>Wastewater Safety Plant Officer</u>	<u>68</u>	<u>2-4-6-8-10</u>
2334700	234801	Wastewater Safety Administrator	63	2-4-6-8-10
2334800	234901	Wastewater Safety Technician	48	2-4-6-8-10
4210100	421309	Wastewater Support Specialist	43	1-2-4-6-8-10
7540100	756101	Wastewater Treatment Operator-in-Training	<del>41</del> 38	6-8-10
7540200	756202	Wastewater Treatment Operator	<del>54</del> 51	1-2-4-6-8-10
7540300	753602	Wastewater Treatment Operator - Senior	<del>58</del> 55	2-4-6-8-10
7540400	756402	Wastewater Treatment Operator - Senior in Charge	<del>63</del> 60	9
7540600	756601	Wastewater Treatment Utility Worker I	37	2-4-6-8-10
7540900	756902	Wastewater Treatment Utility Worker II	43	2-4-6-8-10

**2. Retroactive Compensation.** Compensation for the classification wage increases described above shall only be retroactively applied to January 1, 2023, until the implementation date of payroll changes to the following recipients described below. No retroactive pay shall apply to the Wastewater Safety Plant Officer incumbents because that issue has already been addressed fully by Memorandum of Agreement U011U0123.

- A. Current bargaining unit employees actively employed in the bargaining unit position on the Effective Date (i.e., see #5 below) of the MOA.
- B. Former bargaining unit employees that are employed with King County in a different position on the Effective Date of this MOA with retroactive compensation applying until their bargaining unit position was vacated. Note, the County shall not make any post-hire adjustments to employees’ salary steps based on this retroactive pay adjustment; and,
- C. Retirees<sup>1</sup> between January 1, 2023, and the implementation date of the MOA.

---

<sup>1</sup> Retirees will be those former King County employees that are indicated as “retired” in their Peoplesoft employment termination coding.

**3. Step placement.** Employees will be eligible to receive a “step-to-step” placement upon implementation of the wage adjustments. For example, an employee in the Industrial Maintenance Mechanic position at Range 51 Step 6 on 1/1/23 will be placed at Range 55 Step 6 for purposes of calculating retroactive pay.

**4. Classification specifications.** The parties agree the County in consult with Wastewater has revised some of the classification specifications that will receive market-based wage range adjustments to reflect assigned current work responsibilities. The County also intends to conduct a classification specification update to reflect assigned scope of duties of the Industrial Lubrication Systems Specialist. These changes are factored into the overall wage increases provided by this MOA.

**5. Effective Date.** Terms of this MOA pertaining to wage adjustments shall be effective after Union ratification and after the first day of the first full pay period following the effective date of the Ordinance, which is ten days following the King County executive’s approval signature. Reference to “implementation date” in this MOA means the date when payroll system changes have been implemented, which will occur after the Effective Date.

**6. Article 8 Personnel Actions changes.** The County and Union agree to replace and modify the below Sections of Article 8 indicated by underline with the new terms and strikethrough with the deleted CBA terms.

The agreed upon Article 8 changes (i.e., Section 8.1 through 8.5) shall be effective and replace current contract terms January 1, 2025, as described below with the new agreed upon changes indicated first by underline and the expiring sections indicated by strikethrough.

## **ARTICLE 8: PERSONNEL ACTIONS**

### **8.1 Job Posting:**

A. When position vacancies occur in the bargaining unit, job postings shall be consistent with CLA Article 18, and also include email notice to employees about bargaining unit career service job vacancies. The announcement shall include the selection criteria to be used in that selection process as well as an indication of whether that recruitment process will include a list of candidates to fill vacancies that occur during the following six (6) months. The County may seek input in advance about the job posting from the affected business team as needed.

The County will determine the duration of recruitment job posting that may go beyond the calendar day minimums established in the CLA Article 18. The County will also determine whether a particular recruitment involves one or multiple positions within a classification depending on operation and staffing needs at the time the recruitment is posted.

The County will create separate job postings for career service vacancies according to facility including the associated offsite locations and classification family (e.g., the County may post multiple operator positions at South Plant on one job posting, but if there is also a vacancy in the same classification at Brightwater that would be a separate job posting). Additionally, if the recruitment process will involve both an internal transfer and competitive process to fill multiple positions in the same classification family, the postings for transfer and competitive will be separate and distinct job postings. The purpose of separate postings is to ensure there is clarity about what positions are available for internal transfer and what positions will be filled by a competitive recruitment process. Term-Limited-Temporary position vacancies will be filled consistent with the CLA Article 18 only, and Special Duty Assignments shall be filled according to Article 15 of the CLA only.

## **8.2 Acting Assignments**

CLA Article 15 (Special Duty Assignments) and Article 33 (Working Out of Class) apply to the bargaining unit. However, regular positions may be filled on an acting or temporary basis for no more than six (6) months without a process that includes solicitation of interest among bargaining unit employees and selection based upon job-related criteria. In no case will a regular position be filled on an acting basis for more than one year without the mutual agreement of the Union and WTD.

## **8.3. Recruitments: Competitive Process and Transfer Rights**

- A. Process to Fill Vacant Career Service Positions.** For bargaining unit classifications excluding OITs and Senior Operator in Charge (SOIC), the following process will be used to fill vacant career service positions. Reference to employees in this section is only intended to apply to employees in career service positions, unless otherwise specified.
- B. Five-year rule.** Employees who have been members of the bargaining unit for less than five years are ineligible to use the competitive process or transfer to apply for openings in their current job classification family at a different facility (i.e. plant) and associated offsite locations but will continue to be eligible to compete for promotional positions. The County may approve an exception to the five-year rule in writing to permit an internal transfer or permit participation in a competitive process.
- C. Internal Transfer.** Employees who have been members of the bargaining unit for at least five years, and who have had no formal discipline within the preceding 6-months and have the requisite skills for the position, shall have the right to transfer to openings in their job classification family based on classification family seniority per this Article.

**D. Process.** Beginning at the start of each calendar year, the initial recruitment for the first two (2) career service vacant bargaining unit positions in any classification (aside from OIT and SOIC) will be filled by internal transfer. The next two (2) vacant career service positions in any classification will then be filled through a competitive process. Thereafter, the next two (2) vacant career service positions will be filled by transfer and alternate back to competitive as described above. Every recruitment to fill career service positions in any classification (aside from OIT and SOIC) will alternate for every two (2) positions filled during the year (transfer, competitive, transfer and so on). For internal transfer, selection will be based on the highest seniority of those requesting transfer to fill the vacant position(s) consistent with Section 8.3(c) Internal Transfer.

Employees may express interest for transfer by submitting an online application in the current HR Staffing Application system during the posting process. Eligible employees may also apply for competitive recruitment postings consistent with this Article.

#### **8.4 Internal Applicants for Competitive Positions**

All employees, including temporary employees, are eligible to apply for competitive career service positions consistent with this Article. Probationary employees who are selected for another competitive position will serve a six (6) month probationary period in their new position. If they do not successfully complete the probationary period in their new position, management will make a good faith effort to assist the employee in finding another position but will not guarantee that the employee will be placed.

#### **8.5. Selection Process and Internal Applicant Preference**

If there is an internal bargaining unit applicant that applies during a competitive process to fill a bargaining unit career service vacancy and an external (i.e. non-bargaining unit) job applicant has also applied that is equal to the internal applicant on the interview rating, the internal candidate will be offered the position first.

An interview panel, including representation from the Local 925 members on the business team, will consider all qualified candidates and make referrals of qualified candidates in writing to the hiring authority. Recommendations shall be based upon job-related criteria.

#### **8.3 Transfers**

~~———— Bargaining unit employees who have been members of the bargaining unit for at least five years, and who have had no documented performance deficiencies within the~~



~~preceding six months and have the requisite skills for the position, shall have the right to transfer to openings in their job classification family based on classification family seniority before openings are filled through a competitive process. However, management retains discretion to permit transfers of employees who do not meet the above criteria. The five year requirement may not apply to transfers within the employee's section. Such transfers within an employee's section may be approved by management.~~

~~For the classification families of Operator (excluding OITs and Senior Operator in Charge), Mechanic, Electrician, and Instrument Tech, the above transfer provision shall be administered as follows: the first job opening in each classification family will be filled by transfer, then job openings will alternate between a regular competitive process and transfer thereafter, with a limit of 2 competitive processes per year per section per classification family.~~

~~Employees may express interest for transfer by submitting an on-line application in the current HR Staffing Application system during the posting process. Employees may also apply for competitive postings.~~

#### ~~8.4 Competitive Positions~~

~~Regular and special project positions lasting longer than six (6) months will use a competitive selection process. All employees, including temporary employees, are eligible to apply for these positions. Except that employees who have been members of the bargaining unit for less than 5 years are not eligible to use the competitive process to apply for openings in their current job classification family, but would be eligible to compete for promotional positions. Employees who have attained career service status or are in a regular appointment, but serving a probationary period, have preference over candidates with temporary status. Probationary employees who are selected for another competitive position, will serve a six (6) month probationary period in their new position. If they do not successfully complete the probationary period in their new position, management will make a good faith effort to assist the employee in finding another position, but will not guarantee that the employee will be placed.~~

~~A. The Employer will post announcements of openings, via County email and the County's website for a minimum of fourteen (14) calendar days. Selection criteria developed with participation by the affected business team will be established in advance of the recruitment. The announcement shall include the selection criteria to be used in that selection process as well as an indication of whether that recruitment process will include a list of candidates to fill vacancies that occur during the following six (6) months.~~

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

~~C. If there is a qualified internal candidate to fill the opening, based upon the selection criteria for that specific position (as opposed to the more general qualifications listed in the classification specification for the position), the position will be filled internally.~~

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

~~8.4.1 Internal Candidates~~

~~Internal Candidates refers to all employees covered by this Agreement. Employees who have attained career service status or are in a regular appointment, but serving a probationary period, have preference over candidates with TLT or temporary status.~~

~~8.4.2 External Candidates~~

~~If no qualified internal candidate is selected by the appointing authority, the County may then consider applications from candidates not covered by this Agreement, following the County's established hiring practices. However, only after no qualified internal candidates are selected, the recruiter may forward external applicants to the hiring authority.~~

~~8.5 Selection Process~~

~~An interview panel, including representation from the Local 925 members on the business team, will consider all qualified candidates and make referrals of qualified candidates in writing to the hiring authority. Recommendations shall be based upon job-related criteria. If all candidates' qualifications are comparable, then WTD wide seniority takes precedence.~~

7. This is the complete and final MOA between the parties concerning the wage salary survey and subsequent negotiations and the changes to Article 8 in the parties Appendix 011. This MOA shall expire when the terms and conditions are fully implemented and incorporated into the successor CBA agreement.

**For SEIU 925 (Union):**

Signed by:



958D8B9B0264448...

Damian Kent

MRC Associate Director

10/1/2024

Date

**For King County:**

DocuSigned by:



7231D66C7AAAF4EF1

Andre Chevalier

Labor Relations Negotiator – Sr.  
Office of Labor Relations  
King County Executive Office

10/2/2024

Date

**Certificate Of Completion**

Envelope Id: 3F93D9CF873B4B67BEBBBAD358310B51	Status: Completed
Subject: Complete with DocuSign: Ordinance 19844.docx, Ordinance 19844 Attachment A.pdf	
Source Envelope:	
Document Pages: 2	Signatures: 3
Supplemental Document Pages: 8	Initials: 0
Certificate Pages: 5	Envelope Originator:
AutoNav: Enabled	Cherie Camp
Envelopeld 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
11/13/2024 11:23:39 AM	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**

Signed by:  
  
E76CE01F07B14EF...  
Signature Adoption: Uploaded Signature Image  
Using IP Address: 98.247.170.195


**Timestamp**

Sent: 11/13/2024 11:24:56 AM  
Viewed: 11/13/2024 12:46:15 PM  
Signed: 11/13/2024 12:46:26 PM

**Electronic Record and Signature Disclosure:**

Accepted: 11/13/2024 12:46:15 PM  
ID: d533b6fa-fadf-416f-ae4b-cce4b9f2a8b0

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: 11/13/2024 12:46:28 PM  
Viewed: 11/13/2024 1:07:48 PM  
Signed: 11/13/2024 1:07:53 PM

**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)

Signed by:  
  
4FBCAB8196AE4C6...  
Signature Adoption: Uploaded Signature Image  
Using IP Address: 97.113.223.203

Sent: 11/13/2024 1:07:55 PM  
Viewed: 11/15/2024 10:52:38 AM  
Signed: 11/15/2024 10:53:04 AM

**Electronic Record and Signature Disclosure:**

Accepted: 11/15/2024 10:52:38 AM  
ID: d0b1ccf2-3a81-4f5a-b1b7-8d9667e35301

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

Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Ames Kessler  
akessler@kingcounty.gov  
Executive Legislative Coordinator & Public Records  
Officer  
King County  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**COPIED**

Sent: 11/13/2024 1:07:55 PM  
Viewed: 11/13/2024 2:39:36 PM

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	11/13/2024 11:24:56 AM
Certified Delivered	Security Checked	11/15/2024 10:52:38 AM
Signing Complete	Security Checked	11/15/2024 10:53:04 AM
Completed	Security Checked	11/15/2024 10:53:04 AM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, King County-Department of 02 (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

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.

### **Withdrawing your consent**

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.