

**MEMORANDUM OF AGREEMENT**  
**BY AND BETWEEN**  
**KING COUNTY**  
**AND**  
**WASHINGTON STATE NURSES ASSOCIATION**  
**REPRESENTING EMPLOYEES IN**  
**DEPARTMENT OF ADULT AND JUVENILE DETENTION, JUVENILE DIVISION**

The parties, King County (hereinafter the County) and Washington State Nurses Association (hereinafter the Association) agree that the collective bargaining agreement between the parties, covering nurses represented by the Association and employed by the Department of Public Health, Seattle and King County (covering the period of January 1, 2010 through December 31, 2012), shall be the agreement covering nurses represented by the Association and employed in the Department of Adult and Juvenile Detention, Juvenile Division. All of the terms and conditions of the Public Health agreement will apply to nurses in Adult and Juvenile Detention, except as set forth in this Memorandum of Agreement. It is understood and agreed that rates of pay for nurses employed in the Department of Adult and Juvenile Detention, Juvenile Division shall be those rates defined as the Registered Nurse-Juvenile rates as set forth in Addendum A of the Public Health Agreement. In those provisions of the Public Health agreement that do apply to Adult and Juvenile Detention nurses, the terms "Department" or "Health Department" shall be construed to also mean Department of Adult and Juvenile Detention, Juvenile Division.

**PART A. EXCEPTIONS**

The following provisions of the collective bargaining agreement in effect between the Association and the County covering employees in Public Health, Seattle and King County, do not apply to employees of the Department of Adult and Juvenile Detention, Juvenile Division.

**ARTICLE 5: EMPLOYMENT PRACTICES**

**Section 5.4 *Position Vacancies***

**Section 5.5 *Change of Duties***

**Section 5.6 *Transfers***

**ARTICLE 7: JOB TITLES AND RATES OF PAY**

*Section 7.3 Mileage Reimbursement/Parking*

*Section 7.5 Part time and temporary (Per Diem/Intermittent Nurses) (Article 7.5.1, 7.5.2, 7.5.3, 7.5.4 and 7.6 do apply)*

*Section 7.8 License Fees*

*Section 7.13 Preceptor Assignments*

*Section 7.14 Salary Step Placement for Transfer*

**ARTICLE 9: HOLIDAYS**

*Section 9.1.1 JHS Staff*

**ARTICLE 10: SICK LEAVE AND LEAVES OF ABSENCE**

*Section 10.5 Leaves of Absence*

**ARTICLE 13: HOURS OF WORK AND OVERTIME**

**ARTICLE 15: CONFERENCE COMMITTEES**

**ARTICLE 17: REDUCTION IN FORCE/LAYOFF/REHIRES**

**PART B. SPECIAL PROVISIONS FOR ADULT AND JUVENILE DETENTION,  
JUVENILE DIVISION NURSES**

The following provisions apply only to employees in the Department of Adult and Juvenile Detention, Juvenile Division.

**B.1. HOURS OF WORK AND OVERTIME**

**Section B.1.1.** The standard bi-weekly work period shall consist of eighty (80) hours. The normal work day shall be eight (8) hours. Scheduled days off shall be two (2) consecutive days each week, according to the master work schedule. Any nurse impacted by changes to this section has the option of availing himself/herself of the layoff provisions as laid out by this agreement. Furthermore, the County and the Association agree to work cooperatively to address, and where appropriate, mitigate the effects of these changes.

**Section B.1.2.** The Association and management agree that flexible scheduling designed to consider both agency and employee needs is in the best interest of both parties. Responsibility for arranging, reporting and verifying hours worked is assigned as follows:

a. Operation requirements shall receive first consideration. The Master Work Schedule is maintained by management. If operationally necessary, revisions to the Master

Work Schedule may be made on an annual basis. Employees may request to switch individual slots/patterns within the Master Work Schedule upon mutual agreement between the impacted employees and approved by management.

Nurses will have the option to trade days/shifts with one another within the work-week by mutual agreement between the impacted employees and approved by management, provided the request to trade days/shifts is made at least seven (7) days in advance of the shifts to be traded and the following conditions are met:

- i. The schedule change does not result in any daily or weekly overtime;
- ii. The minimum number of work hours per pay cycle is met; and
- iii. The schedule change is otherwise consistent with the terms of this Collective Bargaining Agreement (unless mutually agreed to between the Union and the Employer).

The Employer retains the right to adjust individual employee's slots/patterns if the changes are to make reasonable accommodations as may be required under the Americans with Disabilities Act or to provide a limited period of close supervision and additional training.

b. The work week, starting times, work schedules and locations of per diem personnel shall be determined by management.

c. Management shall be responsible to insure adequate staffing to meet operational requirements.

d. Regular full-time and part-time employees who apply for lateral transfers may be considered prior to interviewing outside applicants.

e. **Holiday Staffing.** One RN will be authorized to work holiday shifts (as defined in Article 9 of the Public Health Seattle and King County Staff Contract). If the scheduling of overlapping RNs falls on a holiday, the two RNs may request to take the holiday or work the holiday. If both RNs want to take the holiday, or both want to work the holiday, the decision will be made in accordance with seniority.

**Section B.1.3.** In case of emergency, staff may be required upon short notice to work different shifts, or hours, or days, for the period of emergency only.

**Section B.1.4. Overtime.** Except as otherwise provided in this article, employees shall be paid at a rate of time and one-half (1-1/2) for all hours worked in excess of eight (8) hours in

one day, or forty (40) hours in a one week work period, exclusive of lunch period. Normally overtime work shall require prior approval of the individual's supervisor, however, overtime work may be approved after it is performed provided sufficient justification is made.

**Section B.1.5.** A minimum of two (2) hours at overtime rate shall be allowed for each call-out. Where such overtime exceeds two (2) hours, the actual hours worked shall be compensated at overtime rates. Call-out shall be defined as that circumstance when an employee having completed the assigned shift and departed the premises is requested by management to return to work. Time actually spent at the work place shall be compensated in accordance with this section.

**Section B.1.6.** The provision of Section B.1.5 shall apply to meeting and training sessions requiring a return to work.

**Section B.1.7.** No overtime compensation will be paid for employee-initiated training, unless so required by the provisions of the Fair Labor Standards Act (FLSA).

**Section B.1.8.** If any provision of this Article shall conflict with the minimum standards of R.C.W. 49.46.130, then that provision shall be automatically amended to conform to those standards.

**Section B.1.9.** In critical staffing situations, mandatory overtime shall be the last resort. For purposes of this section, critical staffing levels occur, but are not limited to, situations when unscheduled vacancies occur within 24 hours of the shift in question. All unfilled shifts within the Master Schedule shall be filled by utilizing the following nurses listed below which shall be contacted as quickly as possible in the interest of filling the shift:

Per Diem Nurse  
Voluntary Nurse (Overtime/Combination)  
Part-Time Nurse  
Agency Nurse

The shift shall be filled by any of the above Nurses that commits to working first. In a mandatory overtime situation, if no nurse listed above has committed to working the shift, the existing staff working the shift shall prepare for mandatory overtime and shall be required to stay until relieved, except when doing so will result in the RN working more than 16 continuous

hours. Notwithstanding the foregoing, RNs may be required to work more than 16 continuous hours in the event of an emergency situation and when expressly authorized by the Division Director, or designee.

## **B.2. REDUCTION IN FORCE**

**Section B.2.1.** Layoff is the involuntary termination of employment or reduction of work hours. An involuntary increase in the standard working hours of a position shall create the same vacancy and bumping rights for employees whose hours are increased as are created by the terms of this Article for employees in a layoff/reduction in force situation.

Employees selected for lay off shall be laid off according to seniority in classification (see Addendum A) in the Department of Adult and Juvenile Detention, Juvenile Division (DAJD).

**Section B.2.2.** An employee designated for lay off within a specific classification may, on the basis of total DAJD seniority, bump the least senior employee in any DAJD job classification previously worked and included in Addendum A of the Public Health Agreement; provided:

- a. That at least a six-month probation period was satisfactorily completed; and,
- b. The demonstrated job performance in the former classification was at an acceptable standard.

**Section B.2.3.** Employees laid off shall have re-employment rights to the same kind and level of position held at the time of lay off if such a position becomes available in DAJD within two (2) years from the date of lay off. In such cases, the seniority status accrued at the time of lay off shall be reinstated when the employee returns to full-time employment with DAJD.

**Section B.2.4.** Employees eligible for leave benefits shall be paid for accrued vacation leave to their date of separation up to the maximum accrual amount if they have successfully completed their first six months of county service and are in good standing. Payment shall be the accrued vacation leave multiplied by the employee's rate of pay in effect upon the date of leaving county employment less mandatory withholdings.

**Section B.2.5.** At least two weeks notice shall be given employees to be laid off.

**Section B.2.6.** Pursuant to the provisions of R.C.W. Title 50, King County is a participating employer in the regular state unemployment compensation program.

**Section B.2.7.** In the event there are two or more employees eligible for lay off within

the bargaining unit with the same classification title and seniority, the lay off shall be based upon review of performance evaluations covering the most recent two (2) years of employment. Final decision in such cases shall be made by the Director.

**Section B.2.8.** Employees may be eligible for placement in other King County positions as provided in the Workforce Management Plan or other County policies.

### **B.3. EMPLOYMENT PRACTICES**

**Section B.3.1. *Entry Probation.*** An individual who is newly employed in a regular position shall be considered to be on "entry probation" for a period of six (6) months from the date of hire. During this probationary period, an individual may be terminated without prior notice by the department, and such discharge shall not be subject to the Grievance Procedure provided by the Public Health collective bargaining agreement.

**Section B.3.2. *Terminations.*** Regular employees shall give a minimum of two weeks (14 days) notice in writing of intended termination of employment. Regular employees shall be given two weeks notice of layoff pursuant to Section B.2.5. of this Memorandum.

**Section B.3.5.** Openings in new and existing classifications covered by this agreement shall be filled according to Personnel Guidelines.

**Section B.3.6.** All employees who have been authorized to use their own transportation on County business shall be reimbursed at the rate established by the Internal Revenue Service.

**Section B.3.7.** Employees who unavoidably suffer a loss or damage to personal property while on duty shall have same repaired or replaced at County expense. Reimbursement for nonessential personal property shall not exceed one hundred and fifty dollars (\$150.00). Such claims are to be processed by the County immediately upon receipt of the claim from the employee.

**Section B.3.8. *Assignment to Orientation Duty*** - If a staff nurse is assigned to conduct orientation of new employees, they shall be paid an additional \$.50 per hour in addition to their regular rate of pay for each hour assigned to orientation.

**Section B.3.9. *Professional Meetings.*** For purposes of this section, professional meetings shall be defined as:

Short term conferences for professional growth and development of the individual nurses, as related to their current duties and/or meetings and committee activities of the professional association at the national, state or district level which are designed to develop and promote the

programs of the professional association in improving the quality and availability of nursing service and health care or training as defined by American Medical Association standards and/or American Nursing Association standards.

The Director of the Department of Adult and Juvenile Detention, Juvenile Division or designee may grant up to five (5) days at the nurse's base salary or other higher wage rate as may be required by the provisions of the Fair Labor Standards Action (FLSA), for the purpose of attending professional meetings, as defined above, for regular full-time nurses and a pro-rated number of hours to regular part-time nurses.

**Section B.3.10. *Labor Management Committee/Local Conference Committee.*** The Department jointly with the elected representative of the employees covered by Addendum A of this Agreement shall establish a Local Conference Committee at each work site to assist with mutual problems regarding nursing personnel and client care, and for the purpose of discussing and facilitating the resolution of all problems which may arise between the parties other than those for which another procedure is provided by law or by other provisions of this Agreement. The function of the committee shall be limited to an advisory rather than a decision-making capacity. Such committee shall be on a permanent basis and meet as mutually agreed and operate according to mutually agreed ground rules. The Committee shall consist of up to three representatives of administration and up to three representatives of the employees (one of whom may be the Local Unit Chairperson or his/her designee). The representatives may be rotated as needed depending on the issues to be discussed. A local conference committee may refer subjects to the DAJD Joint Labor Management Committee.

### **PART C. WAGE INCREASES**

#### **Section C.1. *2010 Wage Increases:***

Effective January 1, 2010, pursuant to the Agreement entitled "Members of the King County Coalition of Unions Addressing the 2009 Budget Crisis" (2009 Mandated Leave), all classifications shall receive a two percent (2%) COLA, merit and step wage increases.

#### **Section C.2. *2011 Wage Increases:***

Effective October 1, 2010, the parties will commence bargaining on the issue of wages increases, including COLA increases, for the second year of this Agreement (January 1, 2011 through December 31, 2011).

**Section C.3. 2012 Wage Increases:**

Effective October 1, 2011, the parties will commence bargaining on the issue of wages increases, including COLA increases, for the third year of this Agreement (January 1, 2012 through December 31, 2012).

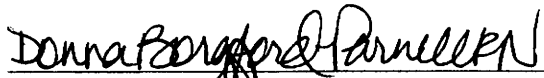


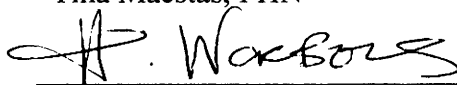
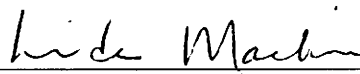
**PART D. DURATION AND EFFECTIVE DATE**

This Memorandum of Agreement and its provisions shall be effective when ratified by King County Council and shall cover the time period January 1, 2010 through December 31, 2012, with the following exceptions. Re-openers of the following sections of the Collective Bargaining Agreement in effect between the Association and the County covering employees in Public Health, Seattle and King County shall commence on or about October 1, 2010 and 2011: 7.2.2, 7.2.3, 7.2.4, 7.2.5 and 7.2.8 that will be in effect January 1, 2011 and January 1, 2012, respectively.

APPROVED this 14 day of JUNE, 2010.

By:   
King County Executive

WASHINGTON STATE NURSES ASSOCIATION:

<u></u>	<u>5/3/10</u>
Donna Borgford Farnell, RN WSNA LUC	Date
<u></u>	<u>5/4/10</u>
William Johnston RN, WSNA Secretary	Date
<u></u>	<u>5/3/10</u>
Tina Maestas, PHN	Date
<u></u>	<u>5.3.10</u>
Heather Worbets, RN, WSNA Nurse Representative	Date
<u></u>	<u>4-28-10</u>
Linda Machia, General Counsel, WSNA	Date