

Coalition Labor Agreement (CLA) - Appendix for 157

**Agreement Between King County
And**

**International Brotherhood of Teamsters Local 117
Wastewater Treatment Division, Supervisors - Department of Natural Resources & Parks**

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DEFINITIONS

Definitions that apply to this Agreement are found under KCC 3.12.010. Where there is a difference between the Code definition and a definition below, the Code will prevail. In addition to Code definitions, below are additional definitions that pertain solely to this Agreement. If a County Code definition change is made that affects this Agreement, the County agrees to bargain the effects of the change as required by law.

Comprehensive Benefit Eligible Employee - Regular, provisional, probationary and term-limited temporary employees are eligible for insured benefits (e.g. medical, dental, life), paid and unpaid leaves as provided under the terms of this Agreement.

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

Emergency - An unforeseen circumstance or combination of circumstances or the resulting state that calls for immediate action.

Salaried Employee - An employee who occupies a position that is exempt from FLSA overtime pay requirements (also referred to as FLSA exempt employee).

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

Good Standing - An employee who leaves the County other than being terminated for cause if a regular employee or for misconduct if a temporary employee.

Hourly Employee - An employee who occupies a position that is covered by the FLSA overtime requirements (also referred to as FLSA non-exempt employee).

Opening - A vacancy the County has determined should be filled.

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

2 **Regular Employee** - A career service employee.

3 **Special Duty Assignment** - A temporary appointment of a regular employee to perform work
4 in a higher paid position.

5 **Temporary Employee** - Includes probationary, provisional, short-term and term-limited
6 employees.

7 **Transfer** - Movement of an employee from one position and/or job assignment to another
8 within the same classification or different classification with the same pay range as the former
9 classification.

10 **Vacancy** - An unfilled FTE position.

11 **PREAMBLE**

12 This Agreement is the result of good faith negotiations between King County (the County)
13 and the Teamsters Local Union No. 117 (the Union).

14 This document establishes a framework within which the County and the Union can achieve
15 our joint mission to efficiently and effectively operate and maintain the public’s wastewater treatment
16 system while providing a high quality work environment. Both parties agree that this Agreement
17 promotes and provides the flexibility and openness needed to further the goals of improving the work
18 environment, promoting safety and wellness, and productivity initiatives.

19 This Agreement was written through a collaborative process that allowed the County and the
20 Union to communicate openly to produce a contract while building positive, ongoing relationships.

21 The Agreement was developed to accomplish the following goals:

- 22 • Develop a compensation and benefit package that is the best in the wastewater treatment
23 industry, and which will attract and retain outstanding employees.
- 24 • Create an Agreement that generates gains in efficiency and effectiveness, is economically
25 feasible, and is justifiable to the Council, the ratepayer, and the public.
- 26 • Write an Agreement that is clear and easily understood.
- 27 • Develop an Agreement consistent with a supportive, productive, challenging, high-quality

1 work environment in which all employees are treated with dignity and respect and are valued for their
2 individual and team contributions.

3 • Collaborate to produce an excellent Agreement while building an ongoing
4 labor/management relationship based on open communications, mutual trust, and respect.

5 • Include a process in the Agreement by which mutually beneficial changes can take place.

6 **ARTICLE 1: APPLICATION OF COALITION LABOR AGREEMENT**

7 The CLA shall apply to the individual bargaining unit’s employees as follows: The Preamble
8 in its entirety, all Superseding provisions, and non-superseding provisions of the CLA with the
9 exception of Article 43 (After Hours Support).

10 **ARTICLE 2: UNION RECOGNITION, REPRESENTATION, SHOP STEWARDS**

11 See also CLA Articles 23 and 37.

12 **2.1 Union Recognition**

13 The County recognizes the Union, as the sole and exclusive bargaining representative of all
14 full-time and part-time employees in accordance with the PERC certification and voluntary accretion
15 agreements between the parties whose job classifications are listed in the attached Addendums A,
16 B and C.

17 **A.** Upon request, the County will provide the Union with a current list of all
18 employees in the bargaining unit. Such list will indicate the employees’ names, section and/or unit,
19 employment status, job classification, and date of hire into their current classification.

20 **B.** The County will notify the Union of all new hires, and will notify the Union
21 whenever an employee is moved into or out of a bargaining unit position. The notification will
22 include the employee’s name, section and/or unit, employment status, job classification, date of hire
23 and effective date of the personnel action.

24 **2.2 Payroll Deduction for Political Contributions - Democratic, Republican, Independent**
25 **Voter Education (D.R.I.V.E.).** The County agrees to deduct voluntary contributions from the
26 paycheck of all employees covered by this Agreement in accordance with the following:

27 **A.** D.R.I.V.E. shall notify the County of the amount of compensation designated

1 by each contributing employee that they voluntarily elect to contribute. The amount will be whole
2 dollar increments and calculated based on the employee’s pay period.

3 **B.** The County agrees to deduct from all employees covered by this Agreement
4 their voluntary contributions to D.R.I.V.E. If there are insufficient funds in the pay period to pay the
5 full amount on behalf of the contributing employee, the County will not withdraw any funds for that
6 pay period.

7 **C.** The County shall transmit to D.R.I.V.E. National Headquarters on a monthly
8 basis, in one check, the total amount deducted for each contributing employee along with the name of
9 each employee on whose behalf a deduction is made.

10 **D.** The Union will indemnify, defend and hold the County harmless against any
11 claims made and against it and any suit instituted against the County on account of any deduction or
12 lack thereof of D.R.I.V.E contributions.

13 **2.3 Shop Stewards, Union Activities and Representation**

14 **A.** Union Representatives (Staff) may visit the work location of employees covered
15 by the Agreement at any reasonable time. They shall report to the appropriate manager/designee
16 upon arrival at the work site being visited.

17 **B.** The Union will provide the Division Human Resource Manager and the Labor
18 Negotiator with the names of Shop Stewards. When contract administration business is conducted
19 during working hours, the Shop Steward is responsible for clearing the time taken away from work
20 with their manager or supervisor.

21 **ARTICLE 3: NON-DISCRIMINATION**

22 **3.1** All employees share the responsibility of maintaining a work environment that is
23 supportive of equal employment opportunity. Employees, and members of the public alike, will be
24 treated fairly and with dignity and respect.

25 **ARTICLE 4: NO STRIKES OR LOCKOUTS**

26 During the term of this Agreement, neither the Union nor the employees covered by this
27 Agreement shall cause, engage in, sanction, or in any way encourage employees covered by this

1 bargaining unit to slowdown or strike. The County shall not institute any lockout of its employees
2 during the life of this Agreement.

3 **ARTICLE 5: MANAGEMENT RIGHTS AND RESPONSIBILITIES**

4 **5.1** The County shall have exclusive authority and responsibility to administer all matters that
5 are not covered by this Agreement.

6 **5.2 Management Rights - Enumerated**

7 The management of the County and the direction of the work force is vested exclusively in
8 the County, except as may be limited by the express written terms of this Agreement. All matters,
9 including but not limited to, the right to hire, appoint, promote, demote, transfer, layoff, discipline
10 and discharge temporary employees, and discipline and discharge regular employees for cause; train,
11 assign and direct the work force; improve efficiency; develop work rules, policies and procedures;
12 develop and modify classification specifications, allocate positions to those classifications, allocate
13 employees to those positions; determine work schedules, determine location of facilities and assign
14 employees to those locations; appraise employee performance; contract out work; determine wage
15 rates and wage schedules, place employees on the wage schedules and wage rates, and determine the
16 methods employees move through wage schedules and wage rates; determine methods, processes and
17 means for providing services; may be administered for its duration by the County in accordance with
18 such policy or procedures as from time to time may be determined and take whatever actions are
19 necessary in emergencies as determined by the County.

20 **5.3 Payroll System**

21 The parties agree the County has the right to implement a common payroll system,
22 standardize pay practices and Fair Labor Standards Act's workweeks. The parties agree that
23 applicable provisions of the collective bargaining agreement may be re-opened at any time by the
24 County for the purpose of negotiating standardized pay practices, to the extent required by law.

25 **ARTICLE 6: TYPES OF EMPLOYEES AND PROBATIONARY PERIOD**

26 **6.1 General**

27 Employees covered by this Agreement may be either full-time or part-time. The County shall

1 staff positions as full-time where possible, recognizing that legitimate work requirements or
2 employee needs may require the employment of part-time or term-limited, short-term or provisional
3 temporary employees, or employees working special duty.

4 **6.2 Probationary Period**

5 The first six (6) months of employment in a regular position shall be a probationary period for
6 all employees hired into a regular position. During this period a probationary employee may be
7 terminated or have their probationary period extended without recourse to the CLA Grievance
8 Procedure Article. If the probation period is to be extended, written notice of the extension must be
9 given to the employee and the Union and should be provided prior to the end of the probationary
10 period.

11 **6.3 Trial Service Period**

12 All regular employees promoted or transferred to a different classification within the
13 bargaining units shall serve a six (6) month trial service period. An employee who does not
14 successfully complete the trial service period in a position to which the employee had been promoted
15 or transferred may be restored to their former position. Such restoration is not mandatory, but is
16 optional at the discretion of the former appointing authority provided the position is open and
17 available.

18 **ARTICLE 7: PERSONNEL ACTIONS**

19 **7.1 Competitive Recruitments – See also CLA Article 18.**

20 **A.** For all competitive recruitments to regular positions, selection criteria will be
21 established in advance by the appointing authority. A panel that includes at least one bargaining unit
22 representative will interview and evaluate candidates, and make recommendations to the appointing
23 authority. The same selection criteria shall apply to internal and external candidates.

24 **B. Internal candidates.** Internal candidates refers to employees covered by this
25 Agreement. Employees who are not represented under this Agreement who are filling a Local 117
26 position on an acting basis are not internal candidates for the purpose of this Section.

27 **C. Transfers within the same job classification.** Openings for vacancies shall first

1 be posted for a minimum of fourteen (14) days for regular bargaining unit members who are in the
2 same classification and wish to be considered for transfer. The selection panel shall grant internal
3 transfers from members of the Supervisors' bargaining unit who possess the necessary qualifications,
4 skill, and ability to perform the work, prior to considering other candidates. Seniority shall be used
5 as a tie breaker among qualified internal applicants. If there are no qualified transfer candidates, the
6 position will be open to competitive internal and external candidates, pursuant to CLA Article 18.

7 **D. External candidates.** The County may post for internal and external applicants
8 simultaneously.

9 **7.2 Layoffs of Regular Employees**

10 **A.** In the event of a need for a reduction in force, the County will meet with the Union
11 as far in advance as possible, a minimum of six (6) weeks, to identify the reasons requiring the
12 reduction and the number and classifications of employees affected.

13 **B.** The County and the Union agree that these affected regular employees shall be
14 given preference for non-promotional job openings within the bargaining units for which they meet
15 the minimum qualifications. If layoffs are required, the least senior employee(s) in the affected
16 classification in the bargaining unit shall be laid off provided that those employees remaining on the
17 job are qualified to perform the work assigned.

18 **C.** Regular employees subject to layoff shall be allowed to exercise seniority rights as
19 defined in Article 8.2 to displace the least senior employee in another bargaining unit classification,
20 provided the employee has completed a probationary period in the classification, and has more
21 seniority than the least senior employee in the classification.

22 **7.3 Outplacement**

23 The County will make available its employee outreach services for employees who have been
24 notified of their impending layoff through the County's employment resource center.

25 **7.4 Recall**

26 **A.** Regular employees laid off shall be eligible for recall for two (2) years from date
27 of layoff. Employees shall be recalled to the affected classifications in the order of seniority (the

1 most senior being recalled first) provided that those recalled are qualified to perform the work
2 assigned.

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

8 **C.** Employees failing to respond and return in accordance with the requirements of
9 this section shall be considered to have waived their recall rights.

10 **ARTICLE 8: SENIORITY**

11 **8.1** All regular employees shall accrue seniority from the date of hire. All temporary
12 employees subsequently hired into a regular position without a break in service and who complete the
13 probationary period shall be credited with seniority retroactive to date of hire as a temporary
14 employee.

15 **8.2** Seniority for layoff and recall of employees in classifications listed in Addendum A and
16 B shall be defined as the length of continuous service with the County including time served under
17 the former Metro. Seniority for layoff and recall of employees in classifications listed in Addendum
18 C shall be defined as a person’s continuous length of service in the Wastewater bargaining unit
19 reflected in Addendum C and formerly represented by Technical Employees' Association (TEA) from
20 April 13, 2001. Employees with the same WTD Teamsters/TEA seniority shall be subject to a
21 tiebreaker, which shall be the employee’s County/Metro adjusted service date.

22 **8.3** Seniority for purposes of transfers and all other purposes under the Agreement that refer
23 to classification seniority shall be defined as the length of continuous service within the classification.

24 **ARTICLE 9: PERFORMANCE APPRAISALS AND PERFORMANCE IMPROVEMENT**

25 **PLAN**

26 See also CLA Article 27.

27 **9.1 Performance Appraisals** The County shall maintain a system of employee performance

1 evaluations/development reviews designed to give a fair evaluation of the work performed by the
2 employee and to guide the professional development of the employee to meet business and individual
3 needs.

4 A. A copy of the final evaluation will be provided to the employee, and a copy will be
5 placed in the employee's permanent personnel file. The employee will be given an opportunity
6 within thirty (30) days of the evaluation to attach comments to the evaluation in the personnel file.

7 B. An employee may appeal the evaluation to the next level of supervision above the
8 person who did the evaluation, if the employee disagrees with the ratings.

9 C. Each regular employee will receive an annual performance evaluation between
10 September 15th and October 15th of each year.

11 **9.2 Performance Improvement Plan (PIP)** When a regular employee's supervisor believes
12 the employee's performance is unsatisfactory, the supervisor will document the specific performance
13 deficiencies with a written performance appraisal.

14 A. Upon receipt of an unsatisfactory performance appraisal and, if requested, the
15 completion of a higher level review which confirms the unsatisfactory performance appraisal, the
16 employee may be placed on a PIP. The PIP will be reviewed by WTD Human Resources and will
17 include the following:

- 18 • Opportunity for the employee to be involved in the development of the PIP
- 19 • Description of the employee's specific performance deficiencies
- 20 • Specific performance objectives
- 21 • Listing of resources available to the employee, as appropriate
- 22 • Specified duration (up to 12 months) that provides sufficient time for the employee
23 to make the required improvements
- 24 • Regular review of the employee's performance with written evaluation to the
25 employee indicating their progress in meeting the specific performance objectives.

26 B. The act of placing an employee on a PIP is not a grievable action.

27 C. While on a PIP, an employee will not receive any scheduled salary step increase.

1 If the employee successfully completes the PIP, the employee will then receive the delayed salary
2 step increase the first pay-period following successful completion of the PIP. The employee will not
3 be paid retroactive step increase for the period the step increase was delayed. Delayed receipt of a
4 salary step increase will not impact future scheduled salary step increases.

5 D. When an employee is unable to satisfactorily perform the specific performance
6 objectives of their PIP, the supervisor may extend the period of the PIP (but not to exceed the 12
7 month maximum) if the supervisor determines that the employee may be able to make the required
8 improvements if given more time.

9 **ARTICLE 10: DISPUTE RESOLUTION PROCEDURES**

10 See also CLA Article 26.

11 **10.1.** Offers to settle and aspects of settlement discussions will not be used as evidence or
12 referred to if a grievance processed under the CLA Grievance Procedure Article is not resolved by
13 such settlement discussions.

14 **ARTICLE 11: CLASSIFICATIONS AND RATES OF PAY**

15 **11.1** The classifications and rates of pay for all employees in the Supervisors' bargaining
16 units are listed in Addendums A, B, and C of this Agreement.

17 **11.2** The General Wage Increase provisions are described in CLA Article 29.

18 **11.3** Regular employees shall progress two (2) steps annually on November 1 until reaching
19 the top step of their salary range. New employees hired shall be placed at Step 2 of their range and
20 shall progress two (2) steps annually on November 1, until they reach the top step of their range,
21 provided they have completed probation or trial service period by November 1. The County may hire
22 an employee above Step 2 in accordance with 3.15.120 of the King County Code.

23 Increases for term-limited temporary are in accordance with the King County Contingent
24 Worker Manual, as amended. Short-term temporary employees are not eligible for step increases.

25 Regular employees who are at Step 10 and receive the highest rating on their performance
26 appraisal for two (2) consecutive calendar years shall be eligible for a merit increase of two point five
27 percent (2.5%), or five percent (5%), above Step 10. This must be re-earned each year.

1 WTD is committed to providing transparency in the process that is used to determine whether
2 employees are eligible for MOT, at either the 2.5% or the 5% level.

3 The first 2.5% is awarded based on an overall “Outstanding” rating on employees’ annual
4 performance evaluation for two consecutive years.

5 Eligibility for MOT at the 5% level is intended for employees who demonstrate they go well
6 beyond their ongoing work program(s). This level of work could be considered unsustainable year
7 after year. In some cases, these employees may have to step up to meet the demand when the
8 situation is presented and there is no ability to plan for the new or additional workload. These
9 employees accomplish the new body of work while still maintaining and excelling at their ongoing
10 work. The 5% reward should be considered a way to distinguish those efforts from the employees
11 who excel at their work year after year, but were not tasked with an additional large body of work or
12 particularly challenging situation during the year.

13 As part of the annual performance evaluation process, employees are encouraged to enter into
14 a discussion with their immediate supervisor or manager to discuss their work accomplishments and
15 the MOT award that they believe would be supportable under the criteria above. The employees’
16 supervisor or manager will provide written feedback to employees that includes whether a
17 recommendation of MOT will be made and at what level.

18 **11.4** Shift supervisors regularly assigned to operations rotating shift shall receive a shift
19 differential of one dollar (\$1.50) per hour for all compensated hours. Employees temporarily
20 assigned to a full rotating shift shall receive the rotating shift premium. In addition to the rotating
21 shift premium provided herein, employees shall receive a premium of seven percent (7%) of their
22 regular rate of pay for all hours worked on the nighttime shift portions of the rotating shift.
23 Employees temporarily assigned to the nighttime shift portion of the rotating shift shall receive the
24 seven percent (7%) rotating shift premium for hours worked on the nighttime shift portions of the
25 rotating shift.

26 **11.5** Shift supervisors not assigned to standby who are called in to work on an unscheduled
27 basis or because of an emergency, within twelve (12) hours or less of their scheduled report time,

1 shall be paid at the overtime rate for the actual hours worked, with a minimum of three (3) hours. If
2 subsequent call-ins fall within three (3) hours, further pay will not start until the fourth (4th)
3 unscheduled work hour. A call-in may be cancelled; however, if the call-in is cancelled less than four
4 (4) hours prior to the scheduled start of the call-in, the employee shall be paid the minimum amount
5 of call-in pay (three [3] hours). Travel time to and from the job shall be considered as working time
6 in such circumstances. Employees who have been notified more than twelve (12) hours before report
7 time that their work schedule has been changed shall not be eligible for call-in pay.

8 **11.6** Shift supervisors who are scheduled to attend meetings on their regular day(s) off or
9 who are required to return to work to attend a meeting shall be compensated for the greater of two (2)
10 hours or the actual meeting time at the overtime rate.

11 **11.7** All eligible employees covered under Addendum A and Addendum B who have one or
12 more valid certifications described below in a discipline directly applicable to their employment,
13 shall be paid \$50 per month per certification, up to a maximum of \$100 per month. Membership in
14 an organization does not qualify an employee for compensation.

15 **Certifications:**

- 16 Certified Public Accountant (CPA)
- 17 Certified Safety and Health Manager (CSHM)
- 18 Certified WDOE Group 4 Operator
- 19 Washington State Professional Engineer (PE)

20 **11.8** All eligible employees covered under Addendum C who have one or more valid
21 certifications as described in this Section in a discipline directly applicable to their employment, shall
22 be paid an additional \$50 dollars per month per certification up to a maximum of \$100 dollars per
23 month. Membership in an organization does not qualify an employee for compensation.

24 **Certifications and Professional Designations.**

- 25 One of: AACE International (CCC™/CCE™, CCT™, EVP™, and PSPT™)
- 26 Association of Energy Engineers (AEE) Certified Energy Managers (CEM)
- 27 Certified Professional in Erosion and Sediment Control

- 1 Certified Public Accountant (CPA)
- 2 CMC – Construction Management Certification
- 3 CMI Construction Manager
- 4 Green Building Certification Institute (GBCI) LEED AP
- 5 Hazardous Waste Certification HAZWOPER (when required by the job)
- 6 ISI – Institute for Sustainable Infrastructure – ENV-SP Envision Sustainability Professional
- 7 One of: International Right of Way Association-SR/WA, R/W-AC, EC, NAC, RAC, AMC
- 8 (Environmental Programs Managing Supervisor Classification Only)
- 9 NACE National Association of Corrosion Engineers (CM Classification Only)
- 10 One of: National Association of Independent Fee Appraisers-IFA, IFAS, IFAA, IFAC
- 11 (Environmental Programs Managing Supervisor Classification Only)
- 12 One of: Project Management Institute Certification (PMP, PMR)
- 13 One of: SAVE International (AVS, VMP, CVS)
- 14 Washington State Associate Brokers License (Environmental Programs Managing Supervisor
- 15 Classification Only)
- 16 Washington State Certified Real Estate Appraiser (Environmental Programs Managing
- 17 Supervisor Classification Only)

18 **Professional Licenses.** Eligible employees covered under Addendum C who have one or
19 more current Washington State professional licenses in the branches of Architect, Civil, Mechanical,
20 Electrical, Chemical, Environmental, Sanitary, or Structural shall be paid \$50 dollars per month. If
21 the professional license is directly applicable to their employment, they will receive an additional \$50
22 dollars per month.

23 **11.9** Employees must provide evidence of current licensure or certification to the
24 certification pay administrator on or prior to expiration in order to avoid a lapse in payment.
25 Membership in an organization does not qualify an employee for compensation.

26 There are no automatic renewals for certification pay. The effective date for premium pay
27 shall be prospective from the date that the request is submitted by the employee to the WTD

1 Certification Pay Administrator, regardless of the date certified or recertified. No retroactive
2 payments will be made for failure to provide documentation.

3 **11.10** To encourage professional development and to ensure the employment of qualified
4 personnel in appropriate classifications, compensation for professional licenses and certifications will
5 be provided in accordance with this Article. During the term of this Agreement, additional
6 certifications may be added by written Memorandum of Agreement.

7 **ARTICLE 12: HOURS OF WORK AND OVERTIME**

8 **12.1** Except for shift supervisors, employees covered by this bargaining unit are employed in
9 a bona fide executive, administrative or professional capacity and are in turn exempt from overtime
10 payments under the Federal Fair Labor Standards Act (FLSA) and are expected to work the hours
11 necessary to satisfactorily perform their jobs. The following provisions of this Article apply only to
12 shift supervisors. Shift supervisors shall be treated as hourly employees; they are eligible for
13 overtime, compensatory time, and other benefits of this Agreement that normally apply to hourly
14 employees.

15 **12.2 Hours of Work**

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

18 **B.** Rotating shifts are four (4) continuous days of two (2) eleven and seven-tenths
19 (11.7) hour day shifts and two (2) eleven and seven-tenths (11.7) hour night shifts, followed by four
20 (4) scheduled days off before starting a new rotation cycle.

21 **C.** Other innovative work schedules mutually agreed upon by the County and the
22 Union may be utilized.

23 **12.3** The following provisions of this Article apply only to shift supervisors.

24 **12.4 Meal and Rest Periods**

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

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

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

7 **12.5 Contractual Overtime**

8 **Contractual daily overtime** shall be paid to employees who work more than their regularly
9 scheduled workday, inclusive of alternative work schedules, at the **Contractual Overtime Rate** in
10 effect at the time the overtime work is performed.

11 **Contractual weekly overtime** shall be paid to employees for all hours worked in excess of
12 forty (40) hours per FLSA workweek at the **Contractual Overtime Rate** in effect at the time the
13 overtime work is performed.

14 The **Contractual Overtime Rate** for each overtime hour worked shall be one and one-half
15 times the combined amount of the employee’s hourly base rate of pay and any applicable pay
16 premiums in effect at the time the OT is worked (known as “time and one half”). If the Fair Labor
17 Standards Act (FLSA) requires a higher rate of pay for any overtime hours worked, the employee
18 shall be paid the higher rate of pay pursuant to the FLSA.

19 **A.** Employees required to work more than their regular workday or workweek will be
20 paid either overtime for such additional hours at 1-1/2 times the employee’s base hourly rate of pay
21 or compensatory time at the rate of one and 1-1/2 times the amount of overtime hours actually
22 worked, inclusive of any applicable premiums at the time.

23 **B.** Paid benefit time, sick leave and compensatory time shall not be counted as time
24 worked for purposes of overtime calculation. The County will provide the Union with at least thirty
25 (30) days notice of any change in the workweek or payroll week for employees covered by this
26 Agreement.

27 **C.** For the purpose of calculating overtime, an employee’s workday shall be defined

1 as beginning with the first (1st) hour of their regularly assigned shift and continuing for a total of
2 twenty-four (24) consecutive hours. The workweek shall consist of seven (7) consecutive twenty-
3 four (24) hour periods as defined by the County.

4 **D.** When an employee is held over or called in for a work period that includes a
5 regular meal period, the meal period will be unpaid.

6 **E.** Employees working two (2) consecutive hours of unscheduled overtime
7 immediately following the employee’s regularly scheduled workday shall be eligible to receive a
8 meal expense reimbursement. For purposes of this provision, “unscheduled overtime” is overtime
9 about which the employee is notified on the day in question.

10 **12.6 Compensatory Time**

11 **A.** Accrued compensatory time shall be available for the employee’s use as paid time
12 off the job. Accrued compensatory time in excess of eighty (80) hours (forty-eight [48] hours where
13 requested by the employee) shall be paid off at the conclusion of each calendar year quarter at the
14 employee’s regular hourly rate of pay. A current balance of compensatory time hours available will
15 be shown on the pay stub. Employees may not use compensatory time until it is earned and is shown
16 on the pay stub.

17 **B.** Compensatory time must be used during the calendar year in which it is accrued
18 unless this is not feasible due to work demands. The employee may then request, and the department
19 director may approve, the carryover of a maximum of 40 hours of accrued compensatory time. Such
20 requests will not be unreasonably denied.

21 **C.** In order for Shift workers cover for “loss” pay periods, Shift workers may request
22 to carry over the amount they need to cover loss cycles, up to 20 hours into the next year. Provided
23 this request is limited to the actual hours necessary to cover the loss cycles, it shall be approved. This
24 shall be in addition to the carryover provided in paragraph B above.

25 **D.** Employees will be paid in the pay period that includes December 31 for all
26 accrued compensatory time not carried over into the following year.

27 **E.** Compensatory hours that have been carried over must be used within the first

1 quarter of the new calendar year, or will be cashed out in the pay period that includes March 31.

2 **F. Overtime/Compensatory Time Option.** The supervisor and the employee shall
3 determine which form of compensation will be provided. The employee’s preference for either
4 overtime pay or compensatory time or a combination thereof will be honored. However, business
5 needs may prevent the employee from earning compensatory time in lieu of overtime pay. This
6 selection shall be made prior to the employee submitting their time sheet for the pay period in which
7 the overtime was worked. Employees’ requests to use compensatory time earned may be denied if
8 such leave would unduly disrupt the County’s business operations.

9 **12.7** Fourteen (14) calendar days notice will be given an employee prior to implementing an
10 involuntary change in the employee’s regular schedule, except in cases of emergency.

11 **12.8** The County may not change an employee’s regular schedule for the purpose of avoiding
12 the payment of overtime.

13 **ARTICLE 13: BENEFIT TIME AND SICK LEAVE**

14 **13.1 General Description**

15 The benefit program has two elements to it: one is Benefit Time (BT) and the other is Sick
16 Leave (SL). Both programs are for comprehensive benefit eligible employees and built on the
17 accrual rate table set forth in Section 13.5. This program recognizes the need for scheduled time
18 away from the job (vacation and holidays) for personal reasons and for occasions when the employee
19 must be away because of illness or injury. Benefit Time is administered with the understanding that:
20 a) BT is intended to constitute wage replacement when an employee is on leave, and b) because
21 business needs may constrain employees’ ability to utilize leave, the Agreement provides for a yearly
22 cash conversion of Benefit Time.

23 **13.2 Definitions**

24 **A.** All BT and SL time is based on a two thousand eighty (2,080) hour year. BT is
25 the bank of time accrued for use during scheduled paid time off, including holidays, as well as
26 unscheduled paid time off (excluding bereavement leave and jury duty) once SL is exhausted.

27 **B.** SL may be used for the purposes outlined in the CLA.

1 C. Employees may donate BT and SL to another comprehensive benefit eligible
2 employee in accordance with CLA Article 6 for donation of vacation and sick leave, respectively. For
3 purposes of clarification, BT donation shall be consistent with CLA vacation leave donation.

4 **13.3 Principles**

5 A. The BT program is intended to provide a productive workplace where employees
6 are encouraged to be healthy and regularly be at work.

7 B. Operational efficiency is increased by the responsible management of the BT
8 usage. The appropriate use of BT rests with the business teams.

9 **13.4 Absence**

10 A. Employees are expected to schedule BT as far in advance as possible to facilitate
11 business team planning. Employees are expected to notify the County of any unscheduled absence,
12 in accordance with established notice requirements. If the reason for unscheduled absence is for
13 illness, the employee shall be paid from their accrued SL bank. However, all BT and SL time shall
14 be coordinated with, and supplementary to, Workers' Compensation.

15 B. Non-exempt who become ill or who are injured while at work shall apply the
16 applicable accrued SL or BT for that portion of the shift that they are unable to complete and is
17 unpaid through Workers' Compensation. Non-exempt employees may use accrued BT and SL in
18 increments of quarter hour if approved by the supervisor.

19 C. Exempt employees use accrued BT in increments of not less than one (1) regular
20 work day. Exempt employees who are absent for part of a work day will not be required to charge
21 such absences against any accrued leave balances nor will the employee's pay be reduced.

22 D. Employees unable to work because of any other personal emergency not related to
23 employee or eligible family member illness shall be allowed to use BT for any unworked but
24 scheduled hours.

25 E. BT and SL will be paid only to the extent that BT and SL hours have been accrued
26 by the employee in the pay period immediately preceding the absence.

1 **13.5 BT and SL Accrual**

2 A. BT accrual shall be as follows and based on a comprehensive benefit eligible
3 employee's adjusted service date:

4

Months of Service	Hourly Accrual Rate	Approximate Accruals		
		Days/Yr	Hrs/Yr	Hrs/Pay Period
0	0.119229	31	248	9.538
60	0.130767	34	272	10.461
96	0.134615	35	280	10.769
120	0.150005	39	312	12.000
192	0.153842	40	320	12.307
204	0.157692	41	328	12.615
216	0.161542	42	336	12.923
228	0.165380	43	344	13.230
240	0.169230	44	352	13.538
252	0.173077	45	360	13.846
264	0.176917	46	368	14.153
276	0.180767	47	376	14.461
288	0.184617	48	384	14.769
300	0.188467	49	392	15.077

15

16 B. Comprehensive benefit eligible employees shall accrue SL benefits at the rate of
17 0.0269 hours for each hour in paid status excluding overtime.

18 C. The hourly accrual rates indicated in this article shall not be construed to mean that
19 FLSA exempt employees receive compensation based on number of hours worked.

20 D. **Transition to new BT accrual chart.** The accrual chart in Article
21 13 has been updated to adopt two new holidays, Juneteenth and Indigenous Peoples Day. This
22 change will add 16 hours of BT annually. The updated BT accrual rates shall be implemented
23 retroactively to January 1, 2022. The County shall have discretion on how to implement the addition
24 of BT for 2022, provided that that the outcome is that employees receive 16 additional hours of BT or
25 the appropriate pro-rated adjustment as applicable.

26 **13.6 BT and SL Accumulation**

27
28 *International Brotherhood of Teamsters Local 117 - Wastewater Treatment Division, Supervisors - Department of*

1 For comprehensive benefit eligible employees hired on or after July 1, 2023, the maximum
2 accumulated carryover of BT from the pay period ending before April 1 of one calendar year to the
3 next shall be 320 hours and all hours in excess of 320 hours shall be forfeited. One time per year,
4 prior to the forfeiture of BT, Employees who have greater than 320 hours shall have the option to
5 convert up to 80 hours to cash, down to a balance of 320 hours.

6 A. Employees with at least four hundred and eighty (480) hours at the pay period
7 ending before April 1st shall have the option to convert up to one-hundred twenty (120) hours of BT
8 to cash if their classification is listed under Addendum A. Employees whose classifications are listed
9 under Addendum A who promote into a position covered by this Agreement and all employees hired
10 after January 1, 2018, will be limited to converting forty (40) hours of BT time to cash. Except,
11 employees hired or promoted into a rotating shift Wastewater Treatment Supervisor position after
12 January 1, 2018 will be able to convert up to eighty (80) hours of BT into cash. Except further,
13 Wastewater Treatment Supervisors who are hired before January 1, 2018 and eligible for converting
14 up to one hundred twenty (120) hours of BT to cash will retain their cash out rate when moving from
15 or to a rotating shift to non-rotating shift position. All other BT eligible employees will be able to
16 convert up to forty (40) hours of their BT time to cash, down to a balance of four hundred and eighty
17 (480) hours.

18 **B. Addendum C – BT and SL Accumulation and Conversion.** The maximum
19 accumulated carryover of BT from the pay period ending before April 1st of one calendar year to the
20 next shall be 600 hours (prorated for part-time employees on the percentage of full-time worked).
21 Employees with at least 480 hours at that time shall have the option to convert up to 40 hours to cash,
22 down to a balance of 480 hours. Accumulated hours beyond 600 (or prorated for part-time) will be
23 forfeited in the payroll period that contains April 1. There shall be no limit on the amount of SL
24 accrued.

25 C. BT in excess of six hundred (600) hours for employees who can convert up to one
26 hundred twenty (120) hours of BT to cash, or in excess of five hundred and sixty (560) for employees
27 who can convert up to eighty (80) hours of BT to cash, or in excess of five hundred twenty (520) for

1 employees who can convert up to forty (40) hours of BT to cash from the pay period ending before
2 April 1st of the calendar year shall be forfeited. Exception: an employee who exceeds their BT cap
3 i.e., six hundred (600) or five hundred and sixty (560) or five hundred twenty (520) hours, on or after
4 April 1 as a direct result of cancellation by the County of the employee's absence shall be allowed to
5 retain the excess hours for up to six (6) additional months (to the following October 1) provided the
6 employee did not have an opportunity to use the excess time before April 1.

7 Additionally, in March 2023, the cashout level for all employees will be adjusted from their
8 current cashout rates to 120 hours, for this single cashout year, provided they meet the thresholds for
9 cashout.

10 **D.** There shall be no limit on the amount of ESL accrued.

11 **13.7 Upon Retirement or Death**

12 Upon retirement from the County or death, an employee or their beneficiary shall be paid for
13 up to four-hundred eighty (480), or three hundred twenty (320) hours for employees hired on or after
14 July 1, 2023, hours of accrued BT at one-hundred percent (100%) and for all accrued SL at thirty-
15 five percent (35%) of the employee's base hourly rate of pay. Retirement as a result of length of
16 service means an employee is eligible, applies for and begins drawing a pension from PERS or the
17 city of Seattle Retirement Plan immediately upon terminating County employment.

18 **13.8** Employees who have successfully completed probation may cash-out a maximum of four
19 hundred eighty (480) hours, or three hundred twenty (320) hours for employees hired on or after July
20 1, 2023, of BT time upon leaving employment in good standing. Employees returning to regular
21 service who resigned, were separated for non-disciplinary medical reasons or from layoff within two
22 (2) years will have their SL restored.

23 **13.9 Holidays**

24 **A.** All work performed on the following holidays by hourly employees shall be paid
25 their hourly base rate of pay (inclusive of any applicable pay premiums in effect at the time), plus one
26 half of the employee's hourly base rate of pay (inclusive of any applicable pay premiums in effect at
27 the time) for all hours worked as a holiday premium.

- 1 • New Year’s Day
- 2 • Martin Luther King Jr.’s Birthday
- 3 • Washington’s Birthday (also known as President’s Day)
- 4 • Memorial Day
- 5 • Juneteenth
- 6 • Independence Day
- 7 • Labor Day
- 8 • Indigenous Peoples Day
- 9 • Veteran’s Day
- 10 • Thanksgiving Day
- 11 • Day after Thanksgiving Day
- 12 • Christmas Day

13 **B.** Holidays will be on the actual day of the holiday for shift crews and on the day the
 14 County observes the holiday for employees whose workdays are on Monday through Friday. Shift
 15 supervisors required to work on December 24th will be paid their hourly base rate of pay (inclusive
 16 of any applicable pay premiums in effect at the time), plus one half of the employee’s hourly base
 17 rate of pay (inclusive of any applicable pay premiums in effect at the time).

18 **ARTICLE 14: BENEFITS**

19 **14.1 Benefit Plan Administration** – See also CLA Article 25.

20 The administration of the employee benefit plans is the responsibility of the County. The
 21 County is committed to helping employees understand the benefits to which they are entitled
 22 eliminating red tape where possible, and ensuring efficient administration by the parties with which it
 23 contracts. The County may make administrative changes that are necessary or desirable and will
 24 notify the Union of administrative changes as they occur.

25 The County shall maintain the current level of benefits under its medical, dental, vision and
 26 life insurance programs during the life of this Agreement, except that:

27 **A.** There is an established Labor/Management Insurance Committee comprised of

1 representatives from the County and the Labor Union Coalition whose function is to review, study,
2 and make recommendations relative to existing medical, dental, and life insurance programs.

3 **B.** The Union and the County agree to incorporate changes to employee insurance
4 benefits which the County may implement as a result of the agreement of the Joint Labor
5 Management Insurance Committee.

6 **14.2 Eligibility**

7 Comprehensive Benefit eligible employees and their eligible dependents will receive insured
8 benefits (e.g., medical and dental) coverage from the first day of the calendar month following the
9 date of hire, or the date of hire if it is the first day of the month.

10 **14.3 Retirement**

11 Bargaining unit employees are currently covered by the Public Employees Retirement
12 System. All terms, conditions, and benefits shall be pursuant to the laws, ordinances, and rules and
13 regulations governing this retirement system.

14 **14.4 Pension Trust**

15 **14.4.1 Contribution.** The County will contribute one dollar (\$1.00) to the Western
16 Conference of Teamsters Pension Trust (Pension Trust) on behalf of each employee of the bargaining
17 unit whose position is covered under Addendum A, two dollars (\$2.00) for those classifications
18 covered under Addendum B, and one dollar (\$1.00) for those classifications covered by Addendum
19 C, in accordance with the parties' pension agreements.

20 **14.4.2 Wage Reduction.** In order to participate in the Pension Trust all bargaining
21 unit employees shall have their wage rate reduced by the amount of the County's contribution on the
22 employee's behalf pursuant to Section 14.4.1. The parties agree and understand that this contribution
23 shall not be reported as part of the employees' wage to the State Department of Retirement Systems
24 or the Internal Revenue Service, nor shall this contribution be part of the employees' wage for
25 computation of overtime or any salary-based premium pay.

26 **14.5 Workers' Compensation**

27 **A.** The County will maintain workers' compensation procedures and payments

1 consistent with all state laws, administrative rules, and guidelines promulgated by the state legislature
2 and Department of Labor and Industries.

3 **B.** In addition to the compensation benefits accruing to employees under state
4 industrial insurance laws, or in addition to the compensation earned for alternative work, an
5 employee may use their accrued SL and BT to supplement the workers' compensation payment. An
6 employee will not receive compensation in excess of what the employee would normally receive in
7 net take-home pay. Any overpayment must be returned to the County. Net take-home pay will be
8 calculated based on the employee's hourly wage at the time of injury times eighty (80) hours minus
9 mandatory deductions.

10 **C.** Employees who miss work due to on-the-job injuries will continue to accrue BT
11 and ESL on straight-time hours of work lost, for a maximum of sixty (60) workdays missed during
12 each calendar year.

13 **14.6 'Home Free' Guarantee**

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

20 **14.7 Prior Ongoing Permanent Savings**

21 In order to memorialize the gainsharing distribution for ongoing permanent savings to the
22 wastewater program achieved under the prior collective bargaining agreement, a permanent
23 adjustment for past productivity gains will be added to the base hourly pay rate for all employees
24 employed in a bargaining unit position prior to November 18, 2006 and shall be adjusted for GWI in
25 accordance with the provisions of the "CLA". Employees hired or promoted into bargaining unit
26 positions on or after November 18, 2006 shall be entitled to receive the wage adjustment under this
27 section if the employee is hired/promoted from a position which received the adjustment at the time

1 of the hiring/promotion. The provisions of this section will not apply to employees in classification
2 listed under Addendum B.

3 **ARTICLE 15: LEAVES OF ABSENCE WITH AND WITHOUT PAY**

4 **15.1 Executive Leave.** Employees covered by this Agreement who are in salaried positions
5 and eligible for Executive Leave as provided in Executive policy will receive three (3) days of
6 Executive Leave per calendar year. Executive Leave up to seven (7) additional days per year, as
7 provided in the Executive policy, may be granted at the discretion of the County.

8 **15.2 Return from Medical Leave of Absence**

9 **A.** Regular employees wanting to return from a medical leave of absence, or who
10 need to extend the leave of absence beyond the original return date, may be required to be examined
11 by a physician of the County’s choice at the County’s cost to determine the employee’s right to either
12 a continuing leave or work status.

13 **B.** Regular employees will be re-employed in their former classification at the end of
14 the leave, provided the employee is able to perform the work. Seniority, SL balance earned, and BT
15 accrual rates based upon seniority established at the time of departure on leave of absence shall be
16 restored when the employee returns to work. No seniority or benefits will accrue while on a leave of
17 absence without pay. In the case of Union business leave, employees granted leave will continue to
18 earn seniority.

19 **15.3** To the extent that the Washington State Family Care Act (RCW 49.12.295) provides a
20 greater benefit than the provisions of this Agreement, the Washington State law will apply.

21 **ARTICLE 16: SPECIAL CONDITIONS**

22 **16.1 License and Tuition Reimbursement**

23 Employees required to have special licenses and/or required to attend seminars/outside
24 courses of study that relate to business needs and are approved in advance will be reimbursed.

25 **16.2 Vehicle Usage Reimbursement**

26 Employees who are required and are authorized to use their own vehicles on the County’s
27 business shall be reimbursed at the Internal Revenue Service rate or the rate established by Council,

1 whichever is greater.

2 **A. Take-Home Vehicles**

3 Because certain classifications in the bargaining unit require specialized vehicles with
4 specialized equipment to perform county work outside of an employee’s normally scheduled
5 workday, employees assigned to such classifications shall be assigned County-owned vehicles with
6 such equipment in accordance with County policy.

7 **16.3 Personnel Files**

8 The employee or their representative (if the employee so authorizes in writing) may examine
9 the employee’s personnel files, including the division personnel file.

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

12 **16.4 Legal Counsel**

13 Employees named as a defendant in a civil action arising out of the performance of the
14 employee’s duties shall be provided legal representation and indemnification in accordance with the
15 provisions of King County Code.

16 **16.5 Drug and Alcohol Testing Policy**

17 **A.** The parties have agreed to implement the “Prohibited Drug Use and Alcohol
18 Misuse Education and Testing Program Policy for Employees Occupying Safety-Sensitive Positions”
19 (hereinafter, “Drug and Alcohol Policy”) with the following modifications or additions:

20 **B.** All bargaining unit employees subject to random testing will be included in a
21 single random testing pool of County employees.

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

25 **D.** When available, a second supervisor will observe the behavior that warrants a
26 reasonable suspicion test and will complete related forms in accordance with the Drug and Alcohol
27 Policy.

1 **16.6 Recognition Programs**

2 The County and the Union agree to develop and implement programs which recognize
3 employees in areas such as safety and service.

4 **16.7 Safety Standards**

5 A. The County and its employees value a safe working environment and recognize
6 their mutual obligation to maintain safety standards. The County shall adopt and enforce a program
7 in accordance with applicable state and federal laws and regulations that encourages the safety
8 committees to establish programs that meet the County and the employee safety needs and that
9 clearly delineates safety equipment needs, thereby setting the standard for all employees to perform
10 their duties in a safe and competent manner.

11 B. The County shall supply and maintain safety-related items and equipment in
12 accordance with established practice and special conditions.

13 **16.8 Automatic Vehicle Location System Use Policy** – The “Automatic Vehicle Location
14 System Use Policy”, as amended, shall apply to all employees with the following modifications or
15 additions:

16 A. AVL data will not constitute the sole documentation used to determine discipline
17 imposed on an employee.

18 B. Any real time viewing of data is permissible only for operational reasons and will
19 not be used for surveillance of employees, whether to monitor performance or to justify
20 implementation of disciplinary actions. Furthermore, should the County engage in a process whereby
21 AVL data is utilized beyond the scope of traditional operational monitoring, i.e., to track a specific
22 route, vehicle and/or employee, then all relevant employees shall be so notified in advance.

23 C. The County will not access such data for the purpose of disciplinary action unless
24 there is a good faith reason to suspect that an employee has committed an offense that could result in
25 discipline. The County agrees not to request or view AVL data, absent any other evidence, for the
26 purpose of monitoring an employee who may have committed a violation of some rule or policy that
27 could result in disciplinary action , e.g., no fishing expeditions.

1 **D.** If the County is aware of AVL data that may pertain to an investigation, the
2 employee who is subject to the investigation and/or the Union will have the right to view the AVL
3 data before an investigatory interview is conducted by the employee’s department/division. If the
4 County refuses to show the employee and the Union the AVL data, upon request before conducting
5 an investigatory interview, then the AVL data shall not be used as evidence in any manner related to
6 discipline.

7 **E.** The County agrees to comply with requests from the employee and/or the Union
8 for access to AVL data, where discipline or the potential to issue discipline exists.

9 **F.** All Public Disclosure Requests related to AVL data will be forwarded to public
10 disclosure officials of the department/division responsible for the particular vehicle, or that employs
11 the Union employee, for response pursuant to the department’s policies and procedures.

12
13
14 King County Office of Labor Relations:

15 DocuSigned by:

16 

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17 David Levin

18 Senior Labor Relations Negotiator

19 International Brotherhood of Teamsters Local 117:

20 DocuSigned by:

21 

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22 John Scarcy

23 Secretary-Treasurer

1 **Wage Addendum**

2 **International Brotherhood of Teamsters Local 117**

3 **Wastewater Treatment, Department of Natural Resources & Parks**

4 **Supervisors Units**

6 cba Code: 157	ADDENDUM A	Union Code: F5
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7 Job Class Code	8 PeopleSoft Job Code	Classification Title	Wage Range*
9 2810300	281413	Administrator III	63
7120500	713501	Process Control Supervisor	74
10 8700100	871106	Supervisor I	58
11 8700200	871207	Supervisor II	64
12 8700300	871305	Supervisor III	68
13 7540800	756802	Wastewater Maintenance Supervisor	72
14 7111800	715901	Wastewater Operations Engineering Supervisor	72
2335400	234504	Wastewater Safety and Emergency Manager	72
15 7540500	756501	Wastewater Treatment Supervisor	72
16 7540500	756502	Wastewater Treatment Supervisor (Rotating)	71

18 cba Code: 157	ADDENDUM B	Union Code: F5A
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20 Job Class Code	21 PeopleSoft Job Code	Classification Title	Wage Range*
21 2131400	214413	Business and Finance Officer IV	67
22 2139100	218102	Capital Projects Financial Advisor	75
23 2230400	223603	Customer Services Supervisor	64
1041100	110004	Financial Services Administrator	71
24 2441400	243413	Project/Program Manager IV	68

25 * For rates please refer to King County Squared Salary Table. The Union has agreed to reduce the
26 wage rates under this contract by \$1.00 per hour for Addendum A and \$2.00 per hour for
27 Addendum B pursuant to Article 14.4 of the collective bargaining agreement pertaining to
participation in the Western Conference of Teamsters Pension Trust.

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cba Code: 157		ADDENDUM C	Union Code: F5B
Job Class Code	PeopleSoft Job Code	Classification Title	Wage Range**
5401100	540205	Environmental Programs Managing Supervisor	75
7119500	710403	Project Control Engineer Supervisor	75
7160600	712806	Wastewater Capital Projects Managing Supervisor	75
7117600	715604	Wastewater Construction Management VI	75
7116600	714104	Wastewater Engineer Supervisor	75

** For rates please refer to the King County Squared Salary Table below. The Union has agreed to reduce the wage rates under this contract by \$1.00 per hour for Addendum C pursuant to Article 14.4 of the collective bargaining agreement pertaining to participation in the Western Conference of Teamsters Pension Trust.

All wage range changes in this 2021-2024 Appendix will be applied retroactively to 1/1/2021.

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	carolyn.coleman@kingcounty.gov
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John Searcy
 docusign@teamsters117.org
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
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David Levin
 David.Levin@kingcounty.gov
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Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
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From time to time, King County Sub Account - Office of Labor Relations (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.

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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.

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 Sub Account - Office of Labor Relations:

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: bmconnaughey@kingcounty.gov

To advise King County Sub Account - Office of Labor Relations 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 bmconnaughey@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 Sub Account - Office of Labor Relations

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 bmconnaughey@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 Sub Account - Office of Labor Relations

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 bmcconnaughey@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 Sub Account - Office of Labor Relations 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 Sub Account - Office of Labor Relations during the course of your relationship with King County Sub Account - Office of Labor Relations.