

**MEMORANDUM OF AGREEMENT  
BY AND BETWEEN  
KING COUNTY  
AND  
AMALGAMATED TRANSIT UNION, LOCAL 587  
DEPARTMENT OF TRANSPORTATION – TRANSIT (METRO)**

**SUBJECT: Employee Referral Recognition Pilot Program**

**Background**

1. Because of rapidly expanding service demands, Metro has an emergent need to increase the quantity of applicants for Part-Time Transit Operator positions.
2. Employee referral is a proven method for attracting candidates who are more likely to successfully complete the Part-Time Transit Operator training program and more likely to successfully complete probation as a Part-Time Transit Operator.
3. In order to increase the quantity and quality of Part-Time Transit Operator applicants, Metro desires to increase the number of employee referrals.
4. Metro desires to implement an Employee Referral Recognition Pilot Program and to assess its effectiveness in attracting applicants who are likely to successfully complete Part-Time Transit Operator training and successfully complete probation as a Part-Time Transit Operator.

**Agreements**

1. Effective upon ratification of this Memorandum of Agreement by the Metropolitan King County Council, there shall be an Employee Referral Recognition Pilot Program (the “Pilot Program”).
2. The Pilot Program shall be open to all Union members.
3. The Pilot Program shall remain in effect until December 31, 2017. At that time the program shall expire and employees will no longer be eligible to participate in the Pilot Program.
4. During the duration of the Pilot Program, Metro will evaluate the Pilot Program’s effectiveness in increasing the number of successful applicants for Part-Time Transit Operator Positions.
5. Employees who refer a successful applicant to the position of Part-Time Operator shall receive a one-time payment of \$300.00 (the “Recognition Payment”). There is no limit on the number of applicants an employee can refer. There is also no limit on the number of Recognition Payments an employee may earn. However, only one employee may refer any given applicant.

6. The Recognition Payment shall be due upon the referred employee's successful completion of Part-Time Transit Operator training and completion of one full pay period as a Part-Time Transit Operator.

7. The Recognition Payment shall be paid to the referring employee as soon as practicable after it becomes due.

8. Metro has sole authority for determining the timing and methodology of how an applicant notifies Metro of being referred, or in the alternative how a referring employee notifies Metro of having made a referral. For example, to be eligible for a Recognition Payment, Metro may require the referring employee's name or badge number be referenced on the referred applicant's initial application for employment.

9. A Recognition Payment is only made if the referred applicant successfully completes Part-Time Transit Operator training the first time through. For instance, if a referred applicant starts Part-Time Transit Operator training in February and then withdraws or fails that initial training, the referring employee would not be eligible for a Recognition Payment if the same employee were to retake and successfully complete the training in October of 2017.

10. To be eligible to receive a Recognition Payment, an employee must be an employee of King County on the day the Recognition Payment becomes due.

11. The Recognition Payment shall be subject to all applicable payroll taxes and withholding (e.g., income tax, social security and Medicare).


12. If a referred applicant begins training for Part-Time Transit Operator prior to December 31, 2017, but does not begin work as a Part-Time Transit Operator until after December 31, 2017, the referring employee may still receive the Payment.

13. An employee is not eligible for a Recognition Payment if the referred employee has previously worked for Metro as a Transit Operator.

APPROVED this 7 day of <sup>December</sup>~~NOVEMBER~~, 2016.

By:   
King County Executive

For Amalgamated Transit Union, Local 587:

  
Kenny McCormick  
President/Business Representative