

**AGREEMENT BETWEEN
ANIMAL CONTROL OFFICERS GUILD
AND
KING COUNTY**

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1 It shall also be a condition of employment that all employees covered by this agreement and
2 hired or assigned into the bargaining unit on or after the effective date shall, by the thirtieth day
3 following the beginning of such employment, become and remain members in good standing in the
4 Guild. Provided; employees who hold genuine religious beliefs or tenets which object to membership
5 in the Guild may pay dues to one of the following charitable organizations:

6
7 Fred Hutchinson Cancer Research Center;

8 Children's Orthopedic Hospital;

9 The American Heart Association of Washington;

10 or

11 Another non-religious charitable organization as
12 proposed by the employee and approved by the
13 Guild in accordance with the procedure set forth
14 in the Washington Administrative Code.

15
16 Such employee shall also, at the Guild's request, be required to furnish proof to the Guild on a
17 monthly basis that said sums have been paid to such charitable organization as described above. Any
18 such employee who fails to pay the sums due to said charitable organization, or furnish proof of
19 payment to the Guild, will be subject to discharge as otherwise provided for in this Section.

20 Any employee who does not contribute financial support to the Guild shall be required to pay
21 all reasonable costs incurred by the Guild in the event it processes a grievance on such individual's
22 behalf, including arbitration and court costs.

23 **Section 3. Dues Deduction:** Upon receipt of written authorization individually signed by a
24 bargaining unit employee, the County shall deduct from the pay of such employee the amount of dues
25 as certified by the Secretary-Treasurer of the Guild and transmit the same to the Secretary-Treasurer
26 of the Guild.

27 The Guild will indemnify, defend, and hold the County harmless against any claims made and
28 against any suit instituted against the County on account of any check-off of dues for the Guild. The

1 Guild agrees to refund to the County any amounts paid to it in error on account of the check-off
2 provision upon presentation of proper evidence of error.

3 **Section 4.** The County agrees to provide suitable spaces for the Guild to use for a bulletin
4 board. Postings by the Guild shall be confined to official business of the Guild. The Guild shall
5 provide a copy of all postings to the County at least two hours in advance of posting, unless approved
6 for immediate posting. All costs incident to preparing and posting of Guild material will be borne by
7 the Guild. The Guild will be responsible for obtaining the board and maintaining it in an orderly and
8 neat fashion. The Guild will remove all dated and unauthorized material.

9 **Section 5.** Designated members of the Guild's Grievance Committee shall, for the purposes
10 of investigating and discussing grievances, have reasonable access to work areas and to the personnel
11 records of Guild members. Such investigation and discussing of grievances shall occur during the
12 employee's off hours or during breaks and rest periods, unless mutually agreed otherwise.

13 **Section 6.** Such members of the Guild as may be designated by the Guild may be granted
14 leave without pay from duty for Guild business such as attending labor conventions and educational
15 conferences, provided that the total leave for this purpose does not exceed ten (10) working days in
16 any calendar year and written approval from the County is obtained prior to the absence.

17 **Section 7.** Once each calendar year upon request, the County will provide the Guild with a
18 current listing of all employees within the bargaining unit. The list shall include the name of the
19 employee, the employee's classification, seniority within the employee's current classification, job
20 location, and salary.

21 **ARTICLE 3: MANAGEMENT RIGHTS**

22 **Section 1.** The Guild recognizes the prerogatives of King County to operate and manage its
23 affairs in all respects in accordance with its responsibilities and powers of authority.

24 **Section 2.** King County management has the right to schedule overtime work as required and
25 consistent with requirements of public employment.

26 **Section 3.** It is understood by the parties that every incidental duty connected with operations
27 enumerated in the Classification Specification is not always specifically described.

28 **Section 4.** The County reserves the right to discipline and discharge for just cause. King

1 County reserves the right to lay off personnel for lack of work or funds; or for the occurrences of
2 conditions beyond the control of the County; or when such continuation of work would be wasteful
3 and unproductive; however, there shall be no layoffs of grandfathered Animal Control Officers for the
4 purpose of adding Animal Care Technician positions. King County shall have the right to determine
5 reasonable schedules of work and to establish the methods and processes by which such work is
6 performed.

7 **Section 5.** No policies or procedures covered in this agreement shall be construed as
8 delegating to others or as reducing or abridging the following County responsibilities:

9 1. The responsibility of the County for determining classifications, the status and
10 tenure of employees, establishing rules, initiating promotions and disciplinary actions and certifying
11 payrolls.

12 2. The responsibility of Department heads governed by Charter provisions,
13 Ordinances, and Administrative Procedures and Rules for Career Service employees, which include,
14 but are not limited to the following:

15 A. To suspend, demote, discharge, or take other disciplinary action against
16 employees for just cause;

17 B. To relieve employees from duties because of lack of work, lack of funds, or
18 for disciplinary reasons;

19 C. To determine methods, means, and employees necessary for departmental
20 operations and to evaluate employees on their performance;

21 D. To control the Departmental budget; and

22 E. To take whatever actions are necessary in emergencies in order to assure
23 the proper functioning of the department.

24 **Section 6.** Nothing in this agreement shall be construed to delete from, add to, or otherwise
25 restrict any provision of the King County Charter. Any provision or part of this agreement shall be
26 void if found to be in conflict with the King County Charter. Unless specifically negotiated otherwise
27 or contradicted by a specific provision of this Collective Bargaining Agreement, the 2005 King
28 County Personnel Guidelines shall cover all employees and classifications in the bargaining unit.

Section 7. The County shall have the right to shelter animals in the north end area of King County (incorporated and unincorporated) at P.A.W.S. in the interest of operational efficiency and to most effectively serve the residents of King County.

Section 8. Standardized Pay Practices: The parties agree the County has the right to implement a common biweekly payroll system that will standardize pay practices and Fair Labor Standards Act work weeks. The parties agree that applicable provisions of the collective bargaining agreement may be re-opened at any time during the life of this agreement by the County for the purpose of negotiating these standardized pay practices, to the extent required by law.

ARTICLE 4: HOLIDAYS

Section 1. All benefit eligible employees shall be granted the following holidays with pay as well as any day designated by public proclamation of the State as a legal holiday.

New Year's Day	January 1st
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veterans' Day	November 11th or day of observance as outlined below.
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25th

If November 11 falls on a Saturday, Veteran's Day shall be observed on the preceding Friday.
If November 11 falls on a Sunday, Veteran's Day shall be observed on the following Monday.

Section 2. All employees may be required to work holidays. Such work shall be paid at the rate of two times (2 X) the regular hourly rate of pay, plus eight hours holiday pay provided the employee does not exceed the maximum provided in Section 5.

1 **Section 3. Holiday Scheduling:**

2 **A. Shelter Work on a Holiday:** All work performed on a holiday shall be offered as
3 needed on a voluntary basis from among those employees who are scheduled to work in the Shelter
4 on that day. If no volunteers, then work shall be offered by seniority to officers who work in the
5 Shelter but are not scheduled to work that day. If there are not a sufficient number of volunteers, as
6 described above, the sergeants may volunteer to work as ACO's before the work shall be assigned by
7 inverse seniority from those scheduled to work in the Shelter during that day.

8 **B. Field Work on a Holiday:** All work performed on a holiday shall be offered as
9 needed on a voluntary basis from among those employees who are scheduled to work in the Field on
10 that day. If no volunteers, then work shall be offered by seniority to officers who work in the Field
11 but are not scheduled to work that day. If there are not a sufficient number of volunteers, as described
12 above, then sergeants may volunteer to work as ACO's before the work shall be assigned by inverse
13 seniority from those scheduled to work during that day, who regularly work in the field.

14 **C. Sergeant Work on a Holiday:** All work performed on a holiday shall be offered
15 as needed on a voluntary basis from among those employees who are scheduled to work that day. If
16 no volunteers, then work shall be offered by seniority to sergeants who are not scheduled to work that
17 day. If there are not a sufficient number of volunteers, the work shall be assigned by inverse seniority
18 from those sergeants scheduled to work that day.

19 Shelter assignments shall be made prior to making Field assignments. Employees in special
20 assignments shall be considered for the above scheduling unless they are scheduled to work in their
21 special assignment that day. There shall be no guarantee of hours worked on a holiday.

22 **Section 4.** Each employee shall receive two (2) additional personal holidays to be
23 administered through the vacation plan. One day shall be granted to all eligible employees on the first
24 of October and the second shall be granted to all eligible employees on the first of November of each
25 year. These days may be used in the same manner as any vacation day earned.

26 **Section 5.** Employees shall be compensated for no more than ninety-six (96) hours of holiday
27 time per year. Employees whose employment starts after January 1st will receive holidays as they
28 occur (assuming in pay status the day before and the day after) including personal holidays as

1 addressed in Section 4 above.

2 **ARTICLE 5: VACATIONS**

3 **Section 1.** Benefit eligible employees shall receive vacation benefits as indicated in the
4 following table:

Full Years of Service	Full-time Equivalent Days	Annual Leave hourly accrual rate
Upon hire through end of Year	5	0.0462
Upon beginning of Year	6	0.0577
Upon beginning of Year	9	0.0616
Upon beginning of Year	11	0.0770
Upon beginning of Year	17	0.0808
Upon beginning of Year	18	0.0847
Upon beginning of Year	19	0.0885
Upon beginning of Year	20	0.0923
Upon beginning of Year	21	0.0962
Upon beginning of Year	22	0.1001
Upon beginning of Year	23	0.1039
Upon beginning of Year	24	0.1078
Upon beginning of Year	25	0.1116
Upon beginning of Year and beyond	26	0.1154

22 Employees will accrue vacation benefits on an hourly basis each pay period for compensated
23 regular hours (i.e., vacation, sick leave, holiday, jury duty, military, bereavement).

24 **Section 2.** Vacation benefits for benefits eligible employees will be established based upon
25 the ratio of hours actually compensated (less overtime) to a standard workweek.

26 **Section 3.** A benefit eligible newly hired employee may, at the County's discretion, be
27 permitted to use up to one-half (1/2) of his/her accruing vacation as essential extension of used sick
28 leave. If an employee does not work a full six (6) months, any vacation credit for sick leave must be

1 reimbursed to the County upon termination. This provision does not limit the right of employees to
2 use accrued leave for a qualifying event under the Washington Family Care Act.

3 **Section 4.** The County shall be responsible for scheduling the vacations of employees in such
4 a manner as to achieve the most efficient functioning of the division for the County service. All
5 vacation scheduling shall be done by seniority within each job description. The vacation bid list shall
6 be introduced by December 1st for the upcoming year, to be completed by March 1st. Any vacation
7 requested outside of this bidding period shall be approved or denied within fourteen (14) days of the
8 request. These vacation requests, outside of the bidding period, will be awarded first come, first
9 serve. Vacation requests of one (1) day or less shall be submitted no later than three (3) days in
10 advance. Vacation requests of more than one (1) day shall be submitted no later than two (2) weeks
11 in advance. Exigent circumstances necessitating an employee's use of leave shall be considered on a
12 case by case basis. Operational necessities (such as trainings and adoptathons) may necessitate
13 blackout periods for vacation and/or restricted number of personnel allowed off during any specified
14 period. Blackout dates shall be identified at least two (2) months in advance. Blackout dates shall
15 not affect any previously approved vacation requests. No person shall be permitted to work for
16 compensation for the County in any capacity during the time of paid vacation from the County
17 service.

18 **Section 5.** Any employee separating from County service, who has been in a benefit eligible
19 capacity for at least six (6) months, who has not taken his earned vacation, if any, shall receive the
20 hourly equivalent of his/her salary for each hour of earned vacation based on the pay rate in effect for
21 each employee on their last day actually worked. When separation is caused by the death of an
22 employee, payment shall be made to the estate of such employee, or in applicable cases, as provided
23 by Title 11, R.C.W. A person receiving pay in lieu of unused vacation may not be re-employed by
24 the County in any capacity until a number of working days equal to the number of days of paid
25 vacation has elapsed following the effective date of separation. Nothing in this Section shall be
26 interpreted as preventing the County from filling a position vacated by separation immediately
27 following the effective date of separation.

28 **Section 6.** Full-time employees (employees working a 40 hour work week) shall accrue up to

1 a maximum of 480 vacation hours). Employees working less than 40 hour work weeks shall have
2 this maximum accrual pro-rated accordingly.

3 **ARTICLE 6: SICK LEAVE**

4 **Section 1. Accrual rate:** Employees eligible for leave benefits shall accrue sick leave at the
5 rate of 0.04616 hours for each hour in a pay status exclusive of overtime up to a maximum of 8 hours
6 per month. An employee is not entitled to sick leave if not previously earned.

7 **Section 2. Minimum Sick Leave Usage:** Sick leave may be used in one-half hour
8 increments at the discretion of the appointing authority.

9 **Section 3. Maximum:** There shall be no limit to the hours of sick leave benefits accrued by
10 an employee.

11 **Section 4. Separation from Employment:** Separation from or termination of County
12 employment, except by reason of retirement, or lay-off due to lack of work, funds, efficiency reasons
13 or separation for non disciplinary medical reasons, shall cancel all sick leave accrued to the employee
14 as of the date of separation or termination. Should the employee resign in good standing, be
15 separated for non-disciplinary medical reasons or be laid off, and return to the County within two
16 years, accrued sick leave shall be restored, but the restoration shall not apply where the former
17 employment was in a term limited temporary position.

18 **4.1 Retirement and/or Death Benefit:** Employees eligible to accrue sick leave and
19 who have successfully completed at least five years of county service and who retire as a result of
20 length of service or who terminate by reason of death shall be paid, or their estates paid or as
21 provided by Title 11 R.C.W., as applicable, an amount equal to thirty-five percent of their unused,
22 accumulated sick leave multiplied by the employee's rate of pay in effect upon the date of leaving
23 county employment less mandatory withholdings. This pay out shall be in accordance with the
24 Voluntary Employee Beneficiary Association (VEBA) as long as such is accepted by the members of
25 this bargaining unit.

26 **Section 5. Use prior to Unpaid Leave:** An employee must use all of his or her sick leave
27 before taking unpaid leave for his or her own health reasons. If the injury is compensable under the
28 county's workers compensation program, then the employee has the option to augment or not

1 augment time loss payments with the use of accrued sick leave. For a leave for family reasons, the
2 employee shall choose at the start of the leave whether the particular leave would be paid or unpaid;
3 but when an employee chooses to take paid leave for family reasons he or she may set aside a reserve
4 of up to eighty hours of accrued sick leave. An employee who has exhausted all of his or her sick
5 leave may use accrued vacation leave before going on leave of absence without pay, if approved by
6 his or her appointing authority.

7 **Section 6. Uses of Sick Leave:** Sick leave shall be used for the following reasons:

8 **6.1** The employee's bona fide illness; but an employee who suffers an occupational
9 illness may not simultaneously collect sick leave and worker's compensation payments in a total
10 amount greater than the net regular pay of the employee;

11 **6.2** The employee's incapacitating injury, but:

12 **A.** an employee injured on the job illness may not simultaneously collect sick
13 leave and worker's compensation payments in a total amount greater than the net regular pay of the
14 employee; though an employee who chooses not to augment his or her worker's compensation time
15 loss pay through the use of sick leave shall be deemed on unpaid leave status;

16 **B.** An employee who chooses to augment workers compensation payments
17 with the use of accrued sick leave shall notify the workers compensation office in writing at the
18 beginning of the leave;

19 **C.** An employee may not collect sick leave and workers compensation for
20 physical incapacity due to any injury or occupational illness which is directly traceable to
21 employment other than with the County;

22 **6.3** The employee's exposure to contagious diseases and resulting quarantine;

23 **6.4** A female employee's temporary disability caused by or contributed to by
24 pregnancy and childbirth;

25 **6.5** The employee's medical or dental appointments, provided that the employee's
26 supervisor has approved the use of sick leave for such appointments. The employee agrees to provide
27 as much notice as reasonably possible for scheduling purposes;

28 **6.6** To care for the employee's child if the child has an illness or health condition

1 which requires treatment or supervision from the employee;

2 **6.7** To care for other family members, if:

3 **A.** the employee has been employed by the county for twelve months or more
4 and has worked a minimum of one thousand forty hours in the preceding twelve months;

5 **B.** the family member is the employee's spouse or domestic partner, the
6 employee's child, a child of the employee's spouse or domestic partner, the parent of the employee,
7 employee's spouse or domestic partner or an individual who stands or stood in loco parentis to the
8 employee, the employee's spouse or domestic partner; and

9 **C.** the reason for the leave is one of the following:

10 **1.** the birth of a son or daughter and care of the newborn child, or
11 placement with the employee of a son or daughter for adoption or foster care, if the leave is taken
12 within twelve months of the birth, adoption or placement;

13 **2.** the care of the employee's child or child of the employee's spouse or
14 domestic partner whose illness or health condition requires treatment or supervision by the employee;
15 or

16 **3.** Care of a family member who suffers from a serious health
17 condition.

18 **D.** any other qualifying event under the Washington Family Care Act.

19 **Section 7. King County Family and Medical Leave:** An employee may take a total of up
20 to eighteen weeks unpaid leave for his or her own serious health condition, and for family reasons as
21 provided in Sections 6.6 and 6.7 combined, within a twelve month period. The leave may be
22 continuous, which is consecutive days or weeks, or intermittent, which is taken in whole or partial
23 days as needed. Intermittent leave is subject to the following conditions:

24 **7.1** When leave is taken after the birth or placement of a child for adoption or foster
25 care, an employee may take leave intermittently or on a reduced leave schedule only if authorized by
26 the employee's appointing authority.

27 **7.2** An employee make take leave intermittently or on a reduced schedule when
28 medically necessary due to a serious health condition of the employee or family member of the

1 employee; and

2 **7.3** If an employee requests intermittent leave or leave on a reduced leave schedule,
3 under Section 7.2 above, that is foreseeable based on planned medical treatment, the appointing
4 authority may require the employee to transfer temporarily to an available alternative position for
5 which the employee is qualified and that has equivalent pay and benefits and that better
6 accommodates recurring periods of leave than the regular position of the employee.

7 **Section 8. Use of donated leave:** Use of donated leave shall run concurrently with the
8 eighteen work week family medical leave entitlement.

9 **Section 9.** The county shall continue its contribution toward health care during any unpaid
10 leave taken under Section 7.

11 **Section 10.** Department management is responsible for the proper administration of the sick
12 leave benefit. Verification from a licensed health care provider may be required to substantiate the
13 health condition of the employee or family member for leave requests.

14 **Section 11.** An employee who returns from unpaid family or medical leave within the time
15 provided in this Article is entitled, subject to bona fide layoff provisions, to:

16 **11.1** the same position he or she held when the leave commenced; or

17 **11.2** a position with equivalent status, benefits, pay and other terms and conditions of
18 employment; and

19 **11.3** The same seniority accrued before the date on which the leave commenced.

20 **Section 12.** Failure to return to work by the expiration date of the leave of absence may be
21 cause for removal and result in termination of the employee from county service.

22 **Section 13. Bereavement:** Regular full-time employees shall be entitled to a total of three (3)
23 working days of bereavement leave per calendar year, due to death of members of their immediate
24 family.

25 **13.1** Regular full-time employees who have exhausted their bereavement leave shall be
26 entitled to use sick leave in the amount of three (3) days for each occurrence when death occurs to a
27 member of the employee's immediate family.

28 **13.2** In the application of any of the foregoing provisions, when a holiday or regular day

1 off falls within the prescribed period of absence, it shall not be charged.

2 **13.3** For the purposes of Section 13, immediate family shall be defined as children,
3 parents, siblings, grandchildren, grandparents and spouse or domestic partner of the employee and
4 parents and siblings of the employee's spouse or domestic partner.

5 **Section 14.** It is the intent of the parties to provide all employees the rights guaranteed by
6 applicable federal, state, and local leave laws, as well as additional benefits that have been specifically
7 negotiated by the parties.

8 **ARTICLE 7: WAGE RATES**

9 **Section 1.** Effective January 1, 2010, wages in effect on December 31, 2009 shall be
10 increased a factor equal to 90% of the increase in the CPI-W, All Cities Index (September 2008 -
11 September 2009). Provided, the amount produced by application of the foregoing shall not be less
12 than 2% or greater than 6%. This means that the wage rates in Addendum A shall be adjusted upward
13 according to this formula.

14 **Section 2.** Effective January 1, 2011, wage rates in effect on December 31, 2010 shall remain
15 as represented in Addendum A and consistent with the 2010 King County 10 Step Hourly Squared
16 Table as represented by the 2011 King County Squared Table.

17 **Section 3.** Effective January 1, 2012, wages in effect on December 31, 2011 shall be
18 increased by a factor equal to 90% of the annual average growth rate of the bi-monthly Seattle-
19 Tacoma-Bremerton Area Consumer Price index for Urban Wage Earners and Clerical Workers (CPI-
20 W, July of the previous year to June of the current year). Zero percent (0%) floor and no ceiling.

21 **Section 4.** Effective January 1, 2013, wage rates in effect on December 31, 2012 shall remain
22 as represented in Addendum A and consistent with the 2012 King County 10 Step Hourly Squared
23 Table.

24 **Section 5.** All new employees (including Term Limited Temporaries) hired at Step 1 shall
25 advance a Step on the Squared Salary Table Range listed in Addendum A after the successful
26 completion of the six (6) month probation period (or after six (6) months of satisfactory performance
27 for Term Limited Temporaries). Advancement to subsequent steps will occur at twelve (12) month
28 intervals.

1 **Section 6.** Members that are assigned to perform inspection duties shall receive a five (5%)
2 percent premium above their base wage rate for all hours worked performing those duties. It is
3 acknowledged that Animal Control Sergeants have received this premium and it is incorporated in the
4 wage grid. David Yoshizumi shall be grandfathered as receiving this premium pay for as long as he
5 remains an Animal Control Officer trained to perform inspections.

6 **Section 7.** Whenever an employee is assigned in writing by the Manager of Animal Services
7 and Programs or his/her designee to perform the duties of a higher classification for a full day or more
8 he/she shall receive a temporary wage increase to the step in their pay range that is closest to five
9 (5%) above their regular rate or the first step of the pay range of the higher classification, whichever
10 is greater, for the hours required to perform the duties of the higher classification.

11 **Section 8.** Staff whose work shifts begin between the hours of 6:00 p.m. and 6:00 a.m. will
12 receive a differential of 50 cents per hour.

13 **Section 9.** Career Service bargaining unit members that have the equivalent of twenty-five
14 (25) years or more of full-time service with the County in a Career Service position will receive a
15 Longevity Pay Premium of one-half percent (.5%) added to the employee's monthly salary. Years
16 worked shall be calculated based on full-time service with the County (part-time service shall be pro-
17 rated).

18 **ARTICLE 8: HOURS OF WORK / OVERTIME**

19 **Section 1.** The working hours shall normally be between the hours of 6:00 a.m. and 12:00
20 midnight each day. The normal work schedule shall consist of five (5) eight (8) hours days per week
21 (exclusive of lunch period), for which the regular hourly rate shall be paid. Employees are expected
22 to be in uniform and ready to work at the start of their shift. Employees shall be required to work
23 beyond eight (8) hours per day at the direction of his/her supervisor, however all hours worked in
24 excess of eight (8) hours in a day or 40 hours in a week shall be paid at one and one-half times the
25 employee's regular rate of pay.

26 The parties agree that alternative work schedules can be established when mutually agreed.
27 For alternative work schedules with days scheduled for longer than eight (8) hours per day, all hours
28 worked in excess of the scheduled work day shall be paid at one and one-half times the employee's

1 regular rate of pay.

2 The County is authorized to establish a night shift to provide coverage for the hours between
3 10:00 p.m. and 6:00 a.m. All eligible employees will rotate through this assignment.

4 **Section 2. On-Call Procedure:**

5 The County may utilize an on-call system where officers assigned to the field respond to
6 emergencies as outlined below. On-call will be composed of at least two (2) officers. It may not
7 exceed six (6) officers. The County will seek volunteers for on-call assignments.

8 Officers so assigned will take vehicles home and shall sign out of service status at the end of
9 their regular work shift from their home or the County line, whichever occurs sooner. On-call status
10 would be from the hour each officer's day shift ends to when the day shift begins the following day.

11 Officers assigned to on-call duty will receive \$10.00 per on-call shift. On call officers will be
12 paid on a portal-to-portal basis when called out.

13 On-call officers must refrain from the consumption of alcohol or medications which cause
14 drowsiness and/or impaired vision while on call.

15 Seniority will relate to the on-call areas established by the County so that seniority relates to
16 those officers whose residences are within 15 miles of the on-call area. Selection of assignment to
17 on-call shall be conducted as vacancies occur and shall be based solely on seniority. In the event that
18 there are no volunteers for on-call duty, Officers are chosen by inverse seniority for each on-call area.
19 Officers responding to emergency calls after 2:00 a.m., or whose response to emergency calls extends
20 past 2:00 a.m., are allowed to report to work on the following work shift no later than 10:00 a.m. If
21 the officer works to the conclusion of his regular shift for that day, he or she will experience no loss
22 of pay, vacation or compensatory time. In order to effectuate this provision, officer must obtain
23 approval from Manager of Animal Services and Programs in advance. The Manager shall consider
24 the circumstances of the Call-Out and shall not withhold such approval unreasonably.

25 **Section 3. Call-out:** A call-out shall be defined as anytime an employee is off-duty and in an
26 unscheduled manner is physically required to report back to duty – or is physically required to
27 respond to a call if on-call. A minimum of two (2) hours at the overtime rate shall be paid for each
28 call out authorized by the County. If the actual time worked on the call-out exceeds two hours, the

1 employee will be compensated for the actual hours worked at the overtime rate. Answering and
2 responding to telephone calls shall not be considered a call-out. Any pre-approved and required
3 telephone response shall be paid on a minute-to-minute basis.

4 **Section 4. Overtime:** Under the FLSA the workweek determines when an hourly employee
5 meets the overtime threshold and can be a contributor in determining an employee's regular rate of
6 pay. Under the Fair Labor Standards Act (FLSA) a workweek is defined as 7 consecutive 24 hour
7 periods which equates to 168 consecutive hours (FLSA workweek). For all contractual and payroll
8 purposes, the standard workweek shall be defined as Saturday 00:00 midnight to the following
9 Saturday 00:00.

10 Overtime shall be paid for all hours actually worked in excess of forty (40) in a week or for
11 those hours worked in excess of ten hours in one shift for those on a four/ten schedule and for those
12 hours worked in excess of 8 hours in one shift for those on a five/eight schedule. (Those 40 hours
13 would not include time spent on vacation, sick leave, holiday or other leaves of absence.)

14 Overtime shall be classified into two categories - voluntary and mandatory. Voluntary
15 overtime is defined as work beyond an employee's regularly assigned work schedule which can be
16 reasonably anticipated in advance, based on knowledge of employee absences, business need, etc.
17 Voluntary overtime will be offered on the basis of classification seniority within the categories of
18 field and shelter work. Mandatory overtime is defined as work beyond an employee's regularly
19 assigned work schedule which is required to meet the business needs of the program and which could
20 not be anticipated. An employee shall be required to work beyond their regular schedule, however,
21 the County will attempt to assign mandatory overtime on the basis of reverse classification seniority
22 within the applicable job category.

23 **Section 5. Schedule Change:** The County shall notify employees of a schedule change at
24 least fourteen (14) calendar days prior to the effective date of the change, provided that the County
25 may temporarily assign an employee on an immediate basis to fill vacancies created by unscheduled
26 employee absences.

27 **Section 6. Court Time:** An employee required on a work-related matter to appear in court
28 on a regularly scheduled day off shall be compensated for a minimum of four (4) hours at the regular

1 straight time rate (except as provided elsewhere). An employee required to appear in Court prior to
2 or following a regular shift shall be compensated as set forth in Section 4 of this Article. The County,
3 in scheduling daily shifts, shall arrange shift hours to cover court time whenever possible. Should
4 this result in a change in an employee's scheduled hours, he/she shall be notified of such change no
5 later than the end of the employee's working day prior to the court date.

6 **Section 7. Compensatory Time:** If requested by the employee, compensatory time off may
7 be earned in lieu of overtime pay only upon authorization by the Division Director or designee and
8 shall be earned at the appropriate rate of pay.

9 The use of accrued compensatory time off will be administered pursuant to the King County
10 Personnel Guidelines.

11 **Section 8.**

12 **8.1 Job Bidding to Fill Shift Assignments:**

13 Employee shift assignments (as outlined in Addendum C) will be filled on the basis of
14 seniority, subject to the following:

15 A. Employees bidding a Field schedule consisting of five (5), eight (8) hour
16 days shall be assigned exclusively to the Field. Employees bidding a Field schedule consisting of
17 four (4), ten (10) hour days will be expected as a group to cover the shelter hours that are being used
18 to create Field coverage of six (6) officers for five (5) days a week at eight (8) hours a day, subject to
19 B below. Employees bidding a schedule with combined Field and Shelter assignments shall be
20 assigned to the Field on days designated as Field and assigned to the Shelter on days designated as
21 Shelter, subject to B below.

22 B. Employees assigned to the Field who are required to fill hours in the
23 Shelter in less than full day increments shall be utilized in a manner that is most efficient to Animal
24 Care and Control. If employees assigned to the Field are used to fill hours in the Shelter in full day
25 increments, this shall be based on inverse seniority.

26 C. The Cruelty Sergeant and Placement Coordinator positions shall be
27 considered special assignments within the classifications of Animal Control Sergeant and Animal
28 Control Officer respectively. The Cruelty Sergeant position shall be filled through a competitive

1 process and shall be filled on an as-needed basis. Filling of the Placement Coordinator position shall
2 be accomplished by utilizing a competitive process reviewing the knowledge, skills and abilities of
3 any interested employees in conjunction with operational needs. This process shall be completed
4 prior to the bid process so that employees are able to bid on all available schedules. Each subsequent
5 bid cycle, the Placement Coordinator position shall be filled using the above process immediately
6 prior to the bid process. For the initial bid cycle, the schedule for the Placement Coordinator shall be
7 Thursday through Sunday, with the understanding that the employee will be required to flex his/her
8 schedule to cover events during their normal scheduled hours rather than on overtime, as well as
9 serve as staffing back-up in the Shelter.

10 D. Emergency calls in the Field that come in during the work day on the
11 weekends shall be handled by qualified Animal Control Officers working in the Shelter who are
12 properly field-trained.

13 E. In the event that enhanced services contracts are agreed to between King
14 County and any of its partner cities for additional coverage, employees bidding into Hybrid positions
15 that are combined Field/Shelter will be first utilized to provide the enhanced services. Any
16 corresponding additional positions shall be placed by management on a Shelter schedule that
17 maximizes desired coverage.

18 F. The County has the right to determine the schedules for employees in order
19 to provide services to the public.

20 G. Management may alter the work schedule of employees to accommodate
21 the changes in work schedule resulting from the job bidding.

22 **8.2 Temporary Schedule Vacancies:**

23 A. The following reference to schedule vacancies refer to periods within a bid
24 year (e.g. an employee's expected 6 month leave beginning on November 1st results in a 2 month
25 schedule vacancy in 1st bid year and a 4 month schedule vacancy in the 2nd bid year).

26 B. Temporary employees shall be used to fill any temporary schedule
27 vacancies in the Shelter that are going to be filled for less than three months. Temporary schedule
28 vacancies in the Shelter that are going to be filled for a duration of three (3) or more months and any

1 temporary schedule vacancies in the field that are going to be filled shall be filled using the following
2 procedures.

3 **C. Three (3) to six (6) month temporary shelter schedule vacancy, zero (0) to**
4 **six (6) month temporary field schedule vacancy:**

5 For any temporary shelter schedule vacancy that is going to be filled and has an expected
6 duration of three (3) to six (6) months or temporary field schedule vacancy that is going to be filled
7 and has an expected duration of up to six (6) months, the temporary schedule shall be bid based on
8 seniority. The most senior qualified employee who wants that temporary schedule shall be placed in
9 the temporary schedule for the duration of the need. The new resulting temporary vacant schedule
10 shall again be bid. There shall be a limit of two (2) subsequent temporary schedule bids stemming
11 from the original temporary schedule vacancy. At the end of the temporary need, all employee(s)
12 shall revert back to their original schedule(s).

13 **D. Greater than six (6) month temporary schedule vacancy:**

14 For any temporary schedule vacancy that is going to be filled and has an expected duration of
15 greater than six (6) months (except where created by an employee's approved leave), the entire
16 schedule shall be submitted for a re-bid. This bid shall stay in place until the next annual shift bid.

17 **E. Long term temporary backfill:**

18 Any temporary schedule vacancy created by an employee's approved leave that is expected to
19 be filled for greater than six (6) months shall be filled in the same manner as the three (3) to six (6)
20 month temporary schedule vacancy outlined above.

21 **ARTICLE 9: MEDICAL, DENTAL AND LIFE INSURANCE PROGRAMS**

22 King County presently has in effect group medical, dental, and life insurance plans for its
23 employees, and agrees to maintain participation in the plans as determined by the Joint Labor
24 Management Insurance Committee or its successor. The Guild is entitled to participate as a member
25 of the Joint Labor Management Insurance Committee.

26 **ARTICLE 10: MISCELLANEOUS**

27 **Section 1.** Any employee elected or appointed to a Guild office which requires a part or all of
28 his/her time may be given a leave of absence without pay for up to one year upon application.

1 **Section 2. Mileage Reimbursement:** All employees who have been authorized to use their
2 own transportation on County business, including work-related court time on days off, shall, in
3 addition to other compensation as provided for by this Agreement, be reimbursed at the mileage rate
4 established by County ordinance as it may be amended.

5 **Section 3. Vehicles and Their Usage:**

6 A. Vehicles shall be parked at the appropriate authorized County facility at the end of
7 an employee's shift.

8 B. The County shall have sole discretion in the assignment of vehicles including, but
9 not limited to, which person(s) shall be assigned vehicles for the purpose of providing emergency
10 coverage outside of normal scheduled work hours.

11 C. Vehicles assigned under subsection (B.) hereof may be parked at the employee's
12 residence overnight, provided it is so authorized by the County.

13 D. Employees assigned the use of County vehicles will utilize such vehicles in
14 compliance with County policies, rules and regulations.

15 E. All of the provisions set forth in this Section and the application of same are at the
16 sole discretion of the Appointing Authority and are not subject to the provisions of Article 11, beyond
17 Step 2.

18 **Section 4. Training:** The County may provide employees release time to attend training
19 programs that will be beneficial to their job performance. Notice of such training opportunities as
20 deemed appropriate by the County will be provided to all employees with the County maintaining
21 authority over who is selected for any specific training opportunity. If the County requires attendance
22 at such training programs, the County will compensate employees and pay expenses incurred.

23 **Section 5. Payroll System:** The right to define and implement a new payroll system,
24 including but not limited to a biweekly payroll system, is vested exclusively in King County.
25 Implementation of such system may include a conversion of wages and leave benefits into hourly
26 amounts and the parties recognize King County's exclusive right to make the changes necessary to
27 implement such payroll system. The effects of implementing a biweekly payroll system shall be as
28 addressed in Addendum B.

1 **Section 6. Transitional Duty:** The County's Transitional Duty and Job Accommodation
2 Policies shall apply to all Guild bargaining unit members and positions. First priority in assigning
3 employees to transitional duties shall be within the bargaining unit.

4 **ARTICLE 11: SETTLEMENTS OF DISPUTES**

5 **Section 1. Definition:** Grievance – a dispute as to the interpretation or application of an
6 express term of this Agreement.

7 **Grievance/Arbitration:** The right to process and settle grievances is wholly, to the exclusion
8 of any other means available, dependent upon the provisions of this Article. The Guild and Employer
9 agree to act promptly and fairly in all grievances. For purposes of this grievance procedure, working
10 days shall be considered Monday through Friday excluding Holidays.

11 The existing wage structures are not to be subjected to the provisions of this Article for
12 determination or alteration.

13 By written mutual agreement the parties may extend the timelines contained in this Article.
14 The Guild shall not be required to press employee grievances if, in the Guild's opinion, such lack
15 merit. With respect to the processing, disposition and/or settlement of any grievance, including
16 hearings and final decision of Boards and Arbitrators, the Guild shall be the exclusive representative
17 of the employee(s) covered.

18 The processing, disposition and/or settlement by and between the Guild and the Employer of
19 any grievance or other matter shall, except as in the preceding paragraph provided, be absolute and
20 final and binding on the Guild and its members, the employee(s) involved and the Employer.
21 Likewise, as to hearings and the final decisions of a Board or Arbitrator.

22 An Arbitrator shall have no power to add or to subtract from or to disregard, modify or
23 otherwise alter any terms of this or any other agreement(s) between the Guild and Employer or to
24 negotiate new agreements. Arbitrator's powers are limited to interpretations of a decision concerning
25 appropriate application of the terms of this Agreement or other existing pertinent agreement(s), if any.
26 The arbitrator's fee and expenses and any court reporter's fee and expenses shall be borne equally by
27 both parties. Regardless of outcome, each party to an arbitration proceeding shall bear the full cost of
28 its representatives and witnesses.

1 **Step One: Manager of Animal Services and Programs:** Should a matter coming to
2 the knowledge of the Guild or the Employer, give rise to a grievance, such shall be submitted in
3 writing to the Guild by the Employer, or to the Employer by the Guild, within ten (10) working days
4 of the occurrence. The written grievance must include the nature of the grievance, the provision of
5 the agreement that has been violated, facts supporting the grievance and the personal remedy sought.
6 The Manager of Animal Services and Programs shall make a written decision available to the
7 aggrieved employee within ten (10) working days.

8 **Step Two: Division Director:** If the grievance has not been satisfactorily resolved,
9 the employee and the Guild representative may within ten (10) working days of the receipt of the step
10 one decision present the grievance in writing to the Division Director or designee for investigation,
11 discussion and reply. The Division Director shall make a decision available to the aggrieved
12 employee and the Guild within ten (10) working days.

13 **Step Three:** If, after thorough evaluation, the decision of the Division Director has
14 not resolved the grievance to the satisfaction of the employee, the grievance may be presented to the
15 Labor Relations Director or his/her designee for review within ten (10) working days. The Labor
16 Relations Director or his/her designee may request information in addition to that in the grievance
17 file, and shall determine the scope and method of review. The Labor Relations Director or his/her
18 designee shall render a decision within ten (10) working days of his/her receipt of the grievance file.
19 If the Labor Relations Director or his/her designee fails to so issue, the Guild may proceed to Step 4
20 of this grievance procedure.

21 **Step Four:** If within ten (10) working days of the date of response provided in Step 3
22 the matter has not been resolved the grievance may be submitted to Arbitration. If Arbitration has
23 been timely requested the parties may with mutual consent attempt grievance mediation. The process
24 will use a mutually acceptable mediator and conclude within 30 days after the mutual request.

25 Should arbitration be necessary either after an attempt to mediate the dispute or directly after
26 Step 3, the Parties shall select a third disinterested party to serve as an arbitrator. In the event that the
27 parties are unable to agree upon an arbitrator, the arbitrator shall be selected from a panel of five
28 arbitrators furnished by the American Arbitration Association or the Federal Mediation and

1 Conciliation Service, whichever source is mutually acceptable. The arbitrator will be selected from
2 the list by both the County representative and the Guild, each alternatively striking a name from the
3 list until only one name remains. The Guild shall be first to strike from the list. The arbitrator under
4 voluntary labor arbitration rules of the Association shall be asked to render a decision promptly and
5 the decision of the arbitrator shall be final and binding on both parties. No matter may be arbitrated
6 which the County, by law, has no authority over, has no authority to change, or has been delegated to
7 any civil service commission or personnel board, as defined in R.C.W. 41.56.

8 **Section 2. Alternative Dispute Resolution Procedures:**

9 **A. ULP**

10 The parties agree that 30 days prior to filing a ULP complaint with PERC, the complaining
11 party will notify the other party, in writing, meet, and make a good faith attempt to resolve the
12 concerns unless the deadline for filing with PERC would otherwise pass or the complaining party is
13 seeking a temporary restraining order as relief of the alleged Unfair Labor Practice.

14 **B. Grievances**

15 After a grievance is initially filed, the following Alternative Dispute Resolution (ADR)
16 process may be followed, with mutual consent. This process will not exceed 10 days:

17 1. A meeting will be arranged by the Guild president and the Director of Labor
18 Relations representative (or their designees) to attempt to resolve the matter.

19 a. The meeting will include a mediator and the affected parties.

20 b. The parties may mutually agree to other participants such as Guild
21 and management representatives or subject matter experts.

22 C. The parties will meet at mutually agreeable times to attempt to resolve the matter.

23 D. If the matter is resolved, the grievance will be withdrawn.

24 E. If the matter is not resolved, the grievance will continue through the grievance
25 process.

26 F. The moving party can initiate the next step in the grievance process at the
27 appropriate times, irrespective of this process.

28 G. Offers to settle and aspects of settlement discussions will not be used as evidence

1 or referred to if the grievance is not resolved by this process.

2 This Section does not supersede or preclude any use of grievance mediation later in the
3 grievance process.

4 **ARTICLE 12: DISCIPLINE**

5 No regular employee(s) shall be disciplined except for just cause. This specifically does not
6 apply to probationary and temporary (including term-limited temporary) employees, who are
7 considered at-will and shall not have access to the grievance procedure for disciplinary actions and/or
8 separation.

9 Following management's notice of intent to suspend or discharge, a
10 pretermination/suspension (Loudermill) hearing shall normally be held within ten (10) working days,
11 unless otherwise mutually agreed to by the parties or other extenuating circumstances exist. A
12 decision shall normally be rendered within ten (10) days of the hearing, unless otherwise mutually
13 agreed to by the parties or other extenuating circumstances exist.

14 Employees may request removal of a letter of reprimand after twelve months. Non-
15 disciplinary performance tools (for example but not limited to: verbal counseling, letter of corrective
16 counseling, performance improvement plan, employee performance evaluations) are not subject to
17 grievance.

18 **ARTICLE 13: SENIORITY**

19 **Section 1.** Employees shall be given a seniority date based on their date of hire into a full-
20 time Career Service position subject to the definition below. Seniority application for part-time
21 employees shall be discussed and agreed upon in labor/management. Probationary employees shall
22 have no seniority rights.

23 Classification Seniority: Seniority within classification shall commence on the first date of
24 full-time employment as a career service employee in the classification. Employees converting from
25 a full-time short-term temporary or full-time term-limited temporary position to career service
26 position with no break in service shall have their original hire date as a full-time temporary be their
27 seniority date. Classification seniority will be used for job bidding, vacation bidding and reduction in
28 force.

1 Seniority shall be limited within each classification described in Section 5, below.

2 **Section 2.** Seniority rights shall be forfeited for any of the following reasons:

3 A. Termination for just cause.

4 B. Resignation/retirement, unless reinstated within two (2) years of the date of their
5 resignation/retirement date. This includes employees either leaving County employment or who
6 maintain County employment but who have taken a position outside of the bargaining unit (whether
7 in Animal Services or with another agency). Employees being reinstated within the two (2) year
8 window shall have their seniority restored to what they had at the time they left.

9 **Section 3.** Beginning on the 31st day, any unpaid leaves of absence in excess of 30
10 consecutive days shall not continue to accrue seniority (i.e. employee who was on unpaid leave for 45
11 days would lose 15 days of seniority).

12 **Section 4.** If an employee bumps to a lesser classification due to reduction in force; or
13 demotion due to discipline or voluntary reasons, the employee will retain his/her previously accrued
14 seniority in that lesser classification.

15 **Section 5.** The bargaining unit consists of all County employees holding the positions of
16 Animal Care Technician, Animal Control Officer, Animal Control Sergeant, Animal Control
17 Sergeant - Lead, Foster Program Coordinator, Pet Adoption Counselor, and Veterinary Technician.

18 **ARTICLE 14: REDUCTION IN FORCE AND REHIRE**

19 Employees laid off as a result of a reduction in force shall be laid off according to seniority
20 within classification, with the employee with the least time being the first to be laid off. In the event
21 there are two or more employees eligible for layoff within the division with the same classification
22 and seniority, the County will determine the order of layoff based on employee performance.

23 Employees subject to layoff who have seniority in another bargaining unit classification shall
24 have the right to bump the least senior employee in that classification, as long as their classification
25 seniority in the position bumping into is greater than the least senior employee in that classification.

26 Recall rights to the classification from which an employee has been laid off shall expire two
27 (2) years from the date of layoff.

28 Employees laid off according to this Article will be eligible for rehire into positions of the

1 same classification according to seniority. This is, the employee laid off last will be the first rehired.

2 **ARTICLE 15: CLOTHING AND EQUIPMENT**

3 **Section 1.** Animal Control Officers shall be provided appropriate footwear, uniforms
4 (including the field jumpsuit), raincoats, winter coats and other protective clothing as determined by
5 the department to be necessary for the performance of their job responsibilities. Necessary clothing
6 allotment shall consist of four (4) pairs of pants, four (4) shirts and one (1) pair of appropriate
7 footwear and shall be provided annually as necessary at no cost to the employee. Employees may
8 purchase their own pants and appropriate footwear. The County will reimburse employees up to
9 \$200.00 per year for appropriate footwear and up to \$300.00 per year for pants, subject to
10 replacement as outlined below. Proper upkeep of clothing is the responsibility of the employee.
11 Reimbursement shall be limited to replacement of items on the allocation list, but shall be limited by
12 dollar amount and not quantity. Unused reimbursement amounts will not carry forward to subsequent
13 years. Reflective tape or other suitable material will be provided in order to ensure maximum
14 visibility of officers.

15 Clothing items necessary to perform job responsibilities shall be determined by the County.
16 Such determination shall take into account budget considerations, seasonal needs, responsibilities of
17 job category, public appearance, and similar factors. Twice yearly, the County shall facilitate an
18 inventory and assessment of clothing and equipment needs for the upcoming 6-month period. The
19 County will make a good faith effort to have the assessment completed and clothing purchases
20 determined within one calendar month. To the extent possible, the County will attempt to facilitate
21 purchase of standard items centrally through an identified vendor. Purchases which can be expedited
22 through the employee reimbursement process may be completed. In such case, purchase and
23 reimbursement shall be approved in advance by the Manager of Animal Services and Programs and
24 processing of reimbursement shall be expedited to the extent possible.

25 **Section 2.** The County will provide each officer with equipment which is to be maintained by
26 each officer and returned to the County upon termination of employment. Failure of such shall result
27 in a loss in pay equal to the value of replacing the equipment.

28

1 ARTICLE 16: WAIVER CLAUSE

2 The parties acknowledge that each has had the unlimited right within the law and the
3 opportunity to make demands and proposals with respect to any matter deemed a proper subject for
4 collective bargaining. The results of the exercise of that right and opportunity are set forth in this
5 Agreement. All letters of understanding executed prior to the signature date of this agreement which
6 have not been incorporated into this Agreement are null and void. Therefore, the County and the
7 Guild, for the duration of this Agreement, each agrees to waive the right to oblige the other party to
8 bargain with respect to any subject or matter not specifically referred to or covered in this Agreement.

9 ARTICLE 17: SAVINGS CLAUSE

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

16 ARTICLE 18: WORK STOPPAGES

17 **Section 1.** The County and the Guild agree that the public interest requires efficient and
18 uninterrupted performance of all County services and to this end pledge their best efforts to avoid or
19 eliminate any conduct contrary to this objective. Specifically, the Guild shall not cause or condone
20 any work stoppage, including any strike, slowdown, or refusal to perform any customarily assigned
21 duties, sick leave absence which is not bona fide, or other interference with County functions by
22 employees under this Agreement and should same occur, the Guild agrees to take appropriate steps to
23 end such interference. Any concerted action by any employees in the bargaining unit shall be deemed
24 a work stoppage if any of the above activities have occurred contrary to the provisions of this
25 Agreement. Being absent without authorized leave shall be considered as an automatic resignation.
26 Such a resignation may be rescinded by the County if the employee presents satisfactory reasons for
27 the absence within three (3) calendar days of the date the automatic resignation became effective.

28 **Section 2.** Upon notification in writing by the County to the Guild that any of its members are

1 engaged in a work stoppage, the Guild shall immediately, in writing, order such members to
2 immediately cease engaging in such work stoppage and provide the County with a copy of such order.
3 In addition, if requested by the County, a responsible official of the Guild shall publicly order such
4 employees to cease engaging in such a work stoppage.

5 **Section 3.** Any employee who commits any act prohibited in this Section will be subject in
6 accord with the County's personnel guidelines to the following action or penalties.

7 A. Discharge

8 B. Suspension or other disciplinary action as may be applicable to such employee.

9 **ARTICLE 19: EQUAL EMPLOYMENT OPPORTUNITY**

10 The Employer or the Guild shall not unlawfully discriminate against any individual with
11 respect to compensation, terms, conditions, or privileges of employment because of race, color,
12 sexual orientation, marital status, religion, national origin, age, disability or sex, except as otherwise
13 provided by law.

14 **ARTICLE 20: PERSONAL APPEARANCE**

15 **Section 1. Appearance:** Employees covered by this agreement are required to present an
16 acceptable appearance and attitude to the general public as an essential extension of their job
17 function.

18 **Section 2. Uniforms:** shall be kept in such a manner as to reflect a neat and clean
19 appearance at all times.

20 **ARTICLE 21: USE OF VOLUNTEERS**

21 **Section 1.** It is the intent of the parties to allow the use of volunteers to provide support for
22 the functions of Regional Animal Services of King County. Volunteers may only be used to support,
23 not supplant, bargaining unit work. Further, in order to provide harmonious relations between
24 bargaining unit members and volunteers, the Department will provide each volunteer training prior to
25 any assignments so that they understand their limited role. Volunteers will also be provided some
26 type of identification or uniform that clearly distinguishes them from regular employees. Volunteers
27 shall be supervised at all times by the Volunteer Program Manager in conjunction with RASKC
28 management staff and Shelter Sergeant(s). The Volunteer Program Manager, in cooperation with

1 RASKC staff, will normally coordinate volunteer activities as authorized in this Article, Volunteers
2 may perform the following tasks:

3 **1. Photographing Dogs and Cats Available for Adoption/Redemption:**

4 Designated and trained volunteers may digitally record animals available for adoption. Photos of
5 animals, including those available for adoption, will be used to promote the services of RASKC, and
6 will be used on the RASKC web site, the Petfinder web site, and in other venues intended to facilitate
7 pet adoption, licensing or community education.

8 **2. Meet and Greet Customers and the Public:** Volunteers may assist visitors to the
9 shelters and direct them to the appropriate staff person for assistance. Volunteers may hand out
10 brochures, application forms, client feedback surveys, show them the lost and found pet listings and
11 direct customers to the appropriate line.

12 **3. Bathe and Groom Dogs and Cats:** Trained volunteers may bathe and groom dogs
13 and cats. The Shelter Sergeant shall determine which animals to bathe or groom.

14 **4. Foster and Placement Partner Volunteers:** Volunteers, working under the
15 direction of the Shelter Sergeant, Volunteer Program Manager, and/or Foster Coordinator, may assist
16 in the foster/placement of animals under the program as it currently exists as of the date of execution
17 of this agreement, including transporting animals to foster/placement partners. Provided, the program
18 shall comply with all ordinances, laws and regulations pertaining to placement programs.

19 **5. Offsite Adoptions and Locations:** Volunteers may be utilized to assist in the
20 Offsite Adoption Program. Trained volunteers shall be permitted to transport animals to and from
21 offsite events and locations with oversight from the Animal Placement Specialist or other RASKC
22 employee, including performing cat adoptions. A RASKC employee does not need to be present, as
23 long as volunteers are trained and in compliance with all applicable rules, policies and ordinances.

24 **6. Animal Care and Socializing:** Trained volunteers may feed, water and clean
25 kennels and cages of animals available for adoption and other areas authorized by a Shelter Sergeant
26 and/or management staff. Volunteers may train and socialize animals, including performing such
27 tasks as walking dogs, playing with cats, and other activities designed to provide stimulation and
28 activity for purposes of promoting good animal health and positive behavior.

1 **7. Veterinary Department Volunteers:** Volunteers approved by the Veterinary
2 Department shall be able to assist in Veterinary Department duties.

3 **8. Pet Detectives:** Trained volunteers may assist as Pet Detectives, by providing
4 information to customers looking for lost pets, compare shelter stray population with lost reports and
5 online postings, conduct tours for people looking for lost pets, post flyers and hold signs in
6 neighborhoods where stray animals were impounded.

7 **9. Chameleon Access:** Trained volunteers may have access to Chameleon for the
8 purposes of uploading photos and Petfinder/Petharbor memos and other activities approved by the
9 Shelter Sergeant.

10 **10. Shelter Tour Guides:** Trained volunteers may conduct shelter tours for youth
11 and community groups and prospective donors.

12 **11. Adoption Follow-Up:** Trained volunteers may participate in adoption follow-up
13 phone calls or emails to adopters, for the purposes of ensuring a smooth transition into the new home
14 and to identify issues to be referred to the Shelter Sergeant, Veterinary Department or other employee
15 as appropriate.

16 **12. Feral/Barn Cat Program:** Trained volunteers may assist in activities associated
17 with the Feral/Barn Cat Program, including screening and educating prospective barn homes,
18 transporting cats to barn homes or other locations for placement.

19 **13. Meet Your Match:** Trained volunteers may participate in the Meet Your Match[®]
20 Canine-ality and Feline-ality adoption programs when implemented at RASKC. These volunteers
21 provide matchmaking assistance to prospective adopters, under the supervision of a Shelter Sergeant.

22 **14. Housekeeping Duties:** Volunteers may perform full laundry services as needed,
23 wash dishes, sweep and mop floors and participate in other cleaning duties as requested by a Shelter
24 Sergeant or management staff.

25 **Section 2.** Volunteers shall be permitted to do only those duties specifically stated herein. It
26 is the County's responsibility to insure that only the listed duties are performed. In the event that a
27 volunteer does perform duties beyond those listed herein, regardless of the number of times or the
28 duration, such performance shall not constitute a past practice of an expansion of the permissible

1 duties of a volunteer.

2 **Section 3. Dispute resolution:** The parties agree to meet on a quarterly basis to review the
3 use of the volunteers and to resolve any issues regarding the appropriate use of the volunteers. If the
4 parties are unable to resolve the issues a grievance may be filed.

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1 **ARTICLE 22: EFFECTIVE DATE AND DURATION**

2 **Section 1.** This Agreement and each of its provisions, unless otherwise stated, shall become
3 effective upon ratification of the King County Council and shall cover the period from January 1,
4 2010 through December 31, 2013.

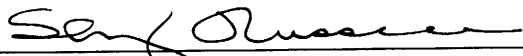
5 Contract negotiations for the year 2014 may be initiated by either party by providing to the
6 other party written notice of its desire to begin negotiations, provided that such negotiations may not
7 commence sooner than May 15, 2013.

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APPROVED this 22 day of AUGUST, 2012.

By: 
King County Executive

SIGNATORY ORGANIZATION:


Shelby Russell
President
Animal Control Officers Guild

1 cba Code: 170

ADDENDUM A
Squared Table - 2012 Rates

Union Code: P1

Animal Care Technician									
Range 32									
Job Class Code: 5252150									
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$16.5783	\$17.3823	\$17.7995	\$18.2267	\$18.6641	\$19.1120	\$19.5707	\$20.0404	\$20.5214	\$21.0139

Animal Control Officer									
Range 43									
Job Class Code: 5252100									
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$21.5198	\$22.5635	\$23.1050	\$23.6595	\$24.2273	\$24.8088	\$25.4042	\$26.0139	\$26.6382	\$27.2775

Animal Control Sergeant									
Range 49									
Job Class Code: 5252200									
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$24.8108	\$26.0141	\$26.6384	\$27.2777	\$27.9324	\$28.6028	\$29.2893	\$29.9922	\$30.7120	\$31.4491

Animal Control Sergeant - Lead									
Range 52									
Job Class Code: 5252300									
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$26.6405	\$27.9326	\$28.6030	\$29.2895	\$29.9924	\$30.7122	\$31.4493	\$32.2041	\$32.9770	\$33.7684

Foster Program Coordinator									
Range 46									
Job Class Code: 3130100									
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$22.5652	\$23.6596	\$24.2274	\$24.8089	\$25.4043	\$26.0140	\$26.6383	\$27.2776	\$27.9323	\$28.6027

Pet Adoption Counselor									
Range 37									
Job Class Code: 5251100									
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$18.6655	\$19.5708	\$20.0405	\$20.5215	\$21.0140	\$21.5183	\$22.0347	\$22.5635	\$23.1050	\$23.6595

Veterinary Technician									
Range 43									
Job Class Code: 3206100									
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$21.5198	\$22.5635	\$23.1050	\$23.6595	\$24.2273	\$24.8088	\$25.4042	\$26.0139	\$26.6382	\$27.2775

ADDENDUM B**Transition to Biweekly Payroll**

The parties, King County (The County), and The Animal Control Officers Guild (the Guild) agree as follows:

1. The County provided timely notice to the Guild of its intent to implement a biweekly payroll schedule for employees represented by the Guild who are currently paid on a semi-monthly schedule.

2. As provided in this collective bargaining agreement, the County is entitled to implement a biweekly payroll schedule for employees represented by the Guild. The affected employees are members of the Animal Control Officers Guild bargaining unit.

3. The parties acknowledge that, as a result of transitioning the administration of payroll to PeopleSoft biweekly, penny variances due to mathematical rounding in earnings from projects, union deductions, and tax withholdings and other calculated payroll figures may occur.

4. The parties acknowledge that these variances occur both in favor of the bargaining unit member and in favor of the County. These variances, which may occur as a result of the transition to PeopleSoft biweekly actual hours pay, are considered by the parties to be de minimis and to occur in an equitable manner, where either party gains or pays more than they are entitled or obligated to pay.

5. When a County officer or employee's payroll is transitioning from a semi-monthly pay cycle to a biweekly pay cycle, the executive is authorized to allow County officers and employees the option to elect to receive a transition payment, as set forth in Ordinance 16818, section 3, if they meet the qualifications set forth in subsection 2 B.

6. County officers and employees who meet the following qualifications, on the cut-off date(s) selected by the county administrative officer are eligible to elect a transition payment.

Eligible county officers and employees are those who:

- a. Are eligible for leave and insured benefits as provided for in K.C.C. 3.12.040;
- b. Are not serving a probationary period;
- c. Are in a paid status;
- d. Are employed in a position that is scheduled to be funded and filled for

1 approximately one year after the date or dates selected by the county administrative officer;

2 e. Have elected to receive the transition payment by the cut-off date or dates selected
3 by the county administrative officer; and

4 f. Have agreed and, if applicable, whose spouse or state registered domestic partner
5 have agreed, in writing, to repay the County for the amount of the transition payment as set forth in
6 Ordinance 16818, section 4.

7 7. The amount of the transition payment for an eligible employee shall be equivalent to the
8 dollar amount reached by multiplying the employee's base rate of pay by the number of standard
9 work hours in one work week, not inclusive of overtime. In calculating the transition payment, an
10 employee's base rate of pay excludes any type of premium pay. Excluded premium payments include
11 but are not limited to payments for shift differential, certification, merit, or any other type of
12 additional pay.

13 8. Employees who elect to receive the transition check must request it by completing and
14 submitting the designated forms no later than the cut-off date to be established by the County for such
15 designation. Repayment of the transition amount shall be made to the County no later than the end of
16 the fiscal year within which the transition amount was paid.

17 9. If an employee separates from County employment prior to returning the full transition
18 check amount, the outstanding balance shall be paid in full by the following methods:

19 a. The remainder may be deducted from the employee's final paycheck owed to the
20 employee when he/she leaves employment; and if further payment is owed, then by

21 b. A deduction from any other payment owed to the employee; and if further payment
22 is owed, then by

23 c. A payment directly to the county by the employee or, if applicable, his/her spouse
24 or state registered domestic partner.

25 If the deductions or payments under this section do not pay the full outstanding balance, the
26 County reserves the right to refer any unpaid amount to a collection agency or to pursue other legal
27 means for repayment.

28 10. The Guild acknowledges that the County has fulfilled its obligation to bargain the effects
of implementation of the biweekly pay with the execution of this Agreement.