

**Memorandum of Agreement**  
**By and Between**  
**King County**  
**and**  
**Public Safety Employees Union**  
**(Representing Non-commissioned Employees in the**  
**Department of Adult and Juvenile Detention)**

**Subject: Corrections Technician Cash Drawer Error Process**

**Introduction/Facts:**

The parties, Dustin Frederick for the Public Safety Employees Union and Deborah Bellam for King County, have met with the Department of Adult and Juvenile Detention (“DAJD”) and discussed in Labor Management Committee (“LMC”) ways to improve the way both employer and employees respond to unintentional cash drawer and property release errors. The parties have been discussing this issue over the course of several years and in that time have tried several different approaches. After thorough research into the specific facts surrounding all errors from 2008 to present and the discipline imposed as a result thereof, the parties discussed their mutual interest in a more effective approach. The parties’ have identified their mutual interests as including accuracy and public accountability, audit compliance, equity, effective training, and good customer service. After several meetings, the parties have agreed on a process to deal with unintentional errors in a manner that meets these interests.

**Agreement:**

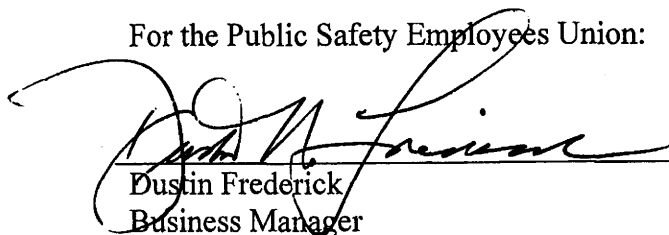
The Department of Adult and Juvenile Detention will establish a point system that evaluates unintentional errors based on the degree of error or amount of money at issue and the history of the employee with respect to past errors and frequency of errors. Based on the total number of points incurred, employees will be trained, warned, and/or disciplined as appropriate. After two years of “0” (zero) points earned, an employee’s point balance will be reset so that the balance is “0” (zero). This point system is more specifically outlined in the attached document (see Attachment 1).

## APPENDIX G

### Conclusion:

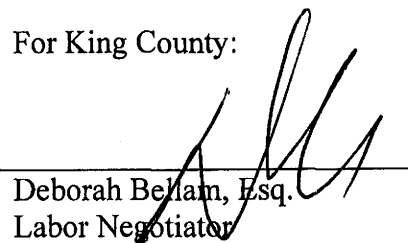
This Memorandum of Agreement ("MOA") is effective from January 1, 2012, through December 31, 2013. This is the final and complete MOA relating to Corrections Technician cash drawer and property release errors. The parties may agree in LMC to discuss and implement changes to the process outlined in this MOA at any time during the life of the MOA. Any changes to this MOA must be in writing and signed by both parties.

For the Public Safety Employees Union:

  
Dustin Frederick  
Business Manager

5/1/13  
Date

For King County:

  
Deborah Bellam, Esq.  
Labor Negotiator  
Office of Labor Relations  
King County Executive Office

5/2/13  
Date

Proposed progressive discipline for Corrections Tech relating to errors in property and cash drawer.

	Discipline Points	
Cash Overage	.01-10.00	1
Cash Overage	10.01-100.00	2
Cash Overage	101.00+	3
Cash Shortage	.01-10.00	1
Cash Shortage	10.01-100.00	2
Cash Shortage	101.00+	3
Release of funds to wrong inmate.	.01-10.00	1
Release of funds to wrong inmate.	10.01-100.00	2
Release of funds to wrong inmate.	101.00+	3
Property release error failure to follow protocol		2
	Documented verbal counseling	1 point
	Letter of Corrective Counseling	2 points
	Written Reprimand	3-4 points
	1 day suspension	5-6 points
	3 day suspension	7-8 points
	10 day suspension	9-10 points
	Termination	11+ points

Points are accumulative. If the Corrections Tech goes two years without any point accumulation. The point system is reset to Zero Points. All level of discipline should include follow up training to ensure that the Corrections Tech understand policy and procedures