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Attachment B

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APPENDIX N
JOINT CRAFTS COUNCIL
International Brotherhood of Teamsters Local No. 117
Security Officers
January 1, 2006 through December 31, 2008

Union Code(s): 0117S

APPENDIX N: International Brotherhood of Teamsters Local No. 117

This APPENDIX modifies the Agreement by adding to, modifying or supplanting specific provision(s) therein.

Classification Number	Classification Title	Pay Range	Steps
5220100	Security Officer	36	1-2-3-4-5 *
5220500	Security Officer - Dispatch	38	1-2-3-4-5 *
5220200	Security Sergeant	41	1-2-3-4-5 *

* These Steps equate to Steps 2-4-6-8-10 on the King County "Squared" Pay Schedule

N.1 Temporary Employees - A temporary employee will be hired at Step 3, and shall advance to Step 4 after two thousand eighty (2080) straight time hours worked in a position covered by this Appendix. Subsequently, the employee shall advance to the next higher step after two thousand eighty (2080) straight time hours worked.

N.2 Filling of Vacant Shifts and Vacant Schedules by Full-time Regular Employees - Full-time regular employees may bid for available vacant regular established schedules by classification seniority with the most senior full-time employee having first choice for the schedule available for regular full-time employees. Article 6 does not apply to employees covered by this Appendix. In addition, if a part-time position becomes and/or remains vacant after the procedure defined in Section N.2.1 is complete, the full-time regular employees shall be allowed to bid for the vacancy by classification seniority.

1 **N.2.1 Filling of Vacant Schedules and Vacant Shifts by Part-time Regular**
2 **Employees** - Part-time regular employees may bid for available regular established schedules by
3 classification seniority with the most senior part-time employee having first choice for schedules
4 available for regular part-time employees. In addition, part-time regular employees may submit
5 requests for open shifts each month in writing to the Security Chief/designee. The request must be
6 submitted by the tenth (10th) day of each month for the next month's open work. If a full-time
7 position becomes and/or remains vacant after the procedure set forth in N.2 is complete, the part-time
8 regular employees shall be allowed to bid for the vacancy by classification seniority.

9 **N.2.2 Bidding - Minimum Qualifications/Job Performance - Employees bidding**
10 for a new established schedule must be qualified, as determined by the County, or his/her bid will be
11 denied. The County has the right to remove an employee from the schedule if it determines the
12 employee has a performance problem. Notices of available regular established schedules will be
13 posted for ten (10) consecutive days. Copies of the work schedule will be available for employees
14 and they are responsible for knowing their assignments.

15 **N.2.3 Change in Schedule** - If a regular employee is removed from his/her schedule
16 with less than seven (7) days notice, all hours worked for the first shift of the new work schedule will
17 be at the overtime rate of pay; except, if the removal is due to a performance problem. The seven (7)
18 days notice shall not be required if the schedule change results from a successful bid into a vacant
19 schedule.

20 **N.2.4 Shift Trades** - Regular employees may trade shifts with the approval of the
21 Security Chief/designee. Requests for changing shifts must be submitted in writing at least seven (7)
22 days prior to the change. In no case will the trading of a shift result in the payment of overtime wages
23 for anyone involved in the trade.

24 **N.2.5 Special Shift** - A regular employee who is scheduled to work a "special shift,"
25 as determined by the Security Chief/designee, will receive four (4) hours of straight-time wages if
26 such "special shift" is cancelled with less than twenty-four (24) hours advance notice. Such payment
27 shall not be used for the purpose of calculating the compensable hours for overtime payment.

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1 **N.2.6 Call-Out** - When a full-time regular or part-time regular employee is directed to
2 return to work after the end of the employee's previous shift, the provisions of Sections 7.6 and 7.6.1
3 shall apply (Modifies Sections 7.6 and 7.6.1).

4 **N.3 Temporary Employee Schedule Requests** - Temporary employees will submit their
5 requests for shifts in writing to the Security Chief/designee. The request must be submitted by the
6 tenth (10th) day of each month for the next month's available open work. Regardless of the requests
7 submitted by temporary employees, the County reserves the right to assign temporary employees to
8 meet its staffing needs at anytime of its choosing. Copies of the work schedule will be available for
9 employees and they are responsible for knowing their assignments. (Sections 7.6 and 7.6.1 do not
10 apply to temporary employees covered by this Appendix.)

11 **N.4 Schedules** are defined as two (2) or more combined shifts that are established by the
12 County and are intended to be on-going. A shift is defined as a single block of work during a 24 hour
13 period.

14 **N.5 Layoff** - Prior to any layoff of a regular employee, temporary employees will be
15 separated first. In the event of a lay-off, part-time regular employees will be laid-off before full-time
16 regular employees. (Modifies, Section 13.7)

17 **N.5.1** Except as otherwise provided herein, seniority definitions and all other
18 provisions under Article 13 will apply to employees covered by this Appendix.

19 **N.5.2** If two employees have the same classification seniority, the employee with the
20 most County seniority will be considered the most senior.

21 **N.6** The County agrees to pay the actual cost to acquire and maintain any certificates required
22 by the County, including training costs. Required job-related training will be on paid time and at
23 County expense.

24 **N.7** If an employee who is not on standby accepts a work-related telephone call, and as a
25 result performs a minimum of eight (8) minutes of work, the employee will be paid for fifteen (15)
26 minutes at the overtime rate, or for the actual work time, whichever is greater. If the employee
27 returns to work as a result of the call, the provisions of 7.6 and 7.6.1 will apply. The County may
28 request documentation of the timing and nature of the telephone call. It is understood that

1 employees who are not on call are not required to be available to respond to work-related calls during
2 their off-duty time.

3 **N.8** If the County establishes a new classification within the Security Officer classification
4 series, the County agrees to recognize the Union as the exclusive bargaining representative for the
5 new classification, provide the Union with copies of the new class specification, and re-open
6 negotiations to establish the appropriate pay range.

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