1 Coalition Labor Agreement (MLA) - Appendix for 065 2 **Agreement Between King County** 3 PROTEC17 Representing Supervisors in the Departments of Executive Services (Facilities Management 4 Division, Fleet, Airport, Office of Emergency Management), Natural Resources & Parks 5 (Parks, Solid Waste), and Local Services (Roads) 6 TABLE OF CONTENTS 7 8 LABOR-MANAGEMENT COMMITTEE AND DEFINITIONS......1 ARTICLE 9 ARTICLE 2: APPLICATION OF COALITION LABOR AGREEMENT 1 10 ARTICLE 11 ARTICLE 4: 12 ARTICLE 5: 13 ARTICLE 6: VACATION SCHEDULING......4 14 ARTICLE SICK LEAVE ADMINISTRATION4 7: ARTICLE PROBATION AND PAY PROVISIONS......4 8: 15 ARTICLE HOURS OF WORK & MEAL REIMBURSEMENT6 9: 16 ARTICLE 10: 17 ARTICLE 11: UNFAIR LABOR PRACTICE NOTICE 8 18 ARTICLE 12: REDUCTION IN FORCE...... ARTICLE 13: PROFESSIONAL REGISTRATION AND CERTIFICATION......11 19 ARTICLE 14: UNION REPRESENTATION, EMPLOYEE RIGHTS AND OFF-DUTY 20 ACTIVITY......11 21 ARTICLE 15: 22 ARTICLE 16: 23 24 25 26 27

1 AGREEMENT BETWEEN 2 KING COUNTY 3 AND 4 PROTEC17 5 REPRESENTING SUPERVISORS IN THE DEPARTMENTS OF EXECUTIVE SERVICES, 6 NATURAL RESOURCES AND PARKS, AND LOCAL SERVICES 7 8 These Articles, along with the Coalition Labor Agreement (CLA), constitute an agreement 9 between King County (the County) and the PROTEC17, (the Union). This Appendix shall be subject 10 to approval by Ordinance by the Metropolitan King County Council (the Council). 11 12 ARTICLE 1: LABOR-MANAGEMENT COMMITTEE AND DEFINITIONS 13 1.1 Labor Management Committee (LMC) - The County and the Union agree to establish a joint committee consisting of up to four representatives for each party. Each party has the authority 14 15 to unilaterally select and determine the number of representatives not to exceed four. The purpose of the committee is to discuss matters of concern of either party. Meetings will be held as needed and 16 17 may be called by either party. Meetings will be conducted during County business hours. The party requesting the LMC will be responsible for coordinating the meeting. When possible, agenda items 18 19 for the meeting will be presented to the parties prior to the meeting date. Ground rules will be 20 developed by the first LMC. All parties understand that the LMC is not a substitute for bargaining or 21 for handling grievances that have been filed and has no authority to amend the contract. 22 1.2 Definitions – All words under this Appendix shall have their ordinary and usual meaning except those words that have been defined under KCC 3.12, as amended, or which are specifically 23 24 defined in this Appendix. 25 ARTICLE 2: APPLICATION OF COALITION LABOR AGREEMENT 26 27 The Coalition Labor Agreement (CLA) shall apply to the individual bargaining unit's 28 employees as follows:

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1	Section 2.1 The preamble in its entirety.			
2	Section 2.2 All superseding and non-superseding provisions, unless otherwise noted in			
3	Section 2.3 below or in the CLA.			
4	Section 2.3 The following non-superseding articles do not apply to this bargaining unit:			
5	CLA Article 43 – After Hours Support			
6	Section 2.4 The following topics are covered by the CLA in their entirety, and in some cases,			
7	they are also covered in this Appendix:			
8	Bereavement Leave pursuant to CLA Article 8			
9	Bulletin Boards pursuant to CLA Article 23			
10	Conflict Resolution pursuant to CLA Article 26			
11	Donation of Leaves pursuant to CLA Article 6			
12	Duration pursuant to CLA Article 41			
13	Holidays pursuant to CLA Article 10 and Appendix Article 5			
14	• Jury Duty pursuant to CLA Article 5			
15	Medical, Dental, and Life Insurance pursuant to CLA Article 25			
16	Military Leave pursuant to CLA Article 2			
17	• Paid Leaves pursuant to CLA Articles 6, 35 and 36			
18	Personal Vehicle pursuant to CLA Article 24			
19	Savings Clause pursuant to CLA Article 30			
20	Service Volunteers pursuant to CLA Article 4			
21	Sick Leave pursuant to CLA Article 31 and Appendix Article 7			
22	Subcontracting pursuant to CLA Article 16			
23	Training pursuant to CLA Article 44 and Appendix Article 13			
24	 Union Membership pursuant to CLA Article 37 and Appendix Article 3 			
25	 Vacation pursuant to CLA Articles 9 and 32 and Appendix Article 6 			
26	Waiver and Complete Agreement pursuant to CLA Article 46			
27	Wages pursuant to CLA Article 29 and Appendix Article 8			
28	Work out of Classification pursuant to CLA Article 33			
	PROTEC17 - Supervisors - Departments: Executive Services (Facilities Management Division, Fleet, Airport, Office of			

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ARTICLE 3: UNION RECOGNITION AND EMPLOYEE LIST

are listed in the attached Addendum "A."

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ARTICLE 4: RIGHTS OF MANAGEMENT

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Appendix.

ARTICLE 5: HOLIDAY ADMINISTRATION

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5.1 Calculation of Holiday Pay – Hourly. Holiday pay shall be based on the number of hours in the employee's regular work week, up to a maximum of eight hours for full-time employees with a 40-hour week.

3.1 Recognition – The County recognizes the Union as the exclusive bargaining

Facilities Management divisions and the Office of Emergency Management whose job classifications

twice per year, a current listing of all employees in the bargaining units. Such list shall indicate the

name of the employee, position, job classification, department and/or unit.

3.2 Employee List The County will transmit to the Union, upon request, but not more than

The management of the Department/Division and the direction of the work force is vested

exclusively with the County. Except as may be limited by the express written terms of this

Appendix, all matters, including but not limited to, the right to hire, appoint, promote, demote,

improve efficiency; train, assign and direct the work force; develop work rules, policies and

discipline and discharge regular employees for cause, discipline and discharge temporary employees;

procedures; evaluate employees; develop and modify classification specifications, allocate positions

to those classifications; determine work schedules; assign overtime; determine location of facilities

and assign employees to those locations; contract out work; and determine methods, processes and

means for providing services shall remain the exclusive right of the County for the duration of this

representative of all employees in the Roads Services, Fleet, Airport, Solid Waste, Parks and

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1) Alternate/Flextime Work Schedules. Hourly employees on alternative work schedules (i.e., working a 4/10 or 9/80 work schedule) may be required to adjust their schedules

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during a holiday week so as to be eligible for holiday pay plus all non-holiday work hours for that work week (i.e., 5/8 work schedule). This requirement will, depending on business needs, be determined at the time that the alternative work schedule is established for the calendar year. If the employee is not required to adjust their schedule to work a five day workweek during a holiday week, the employee will be eligible for an alternative holiday to be taken within the same pay period the holiday occurs. Hourly employees on alternative work schedules who take holiday time off in excess of eight hours, for a 40-hour workweek, and who do not adjust their work schedules to work a five day workweek shall make up the difference using accrued vacation time, compensatory time, or leave without pay.

- **A.** Calculation of Holiday Pay Salaried Employees. Salaried employees are paid holiday pay for their standard workweek, including employees working an alternative schedule.
- **B. Prorated Holiday Leave.** Part-time employees shall receive holiday pay prorated to reflect their normally scheduled workweek.

ARTICLE 6: VACATION SCHEDULING

The manager/designee shall be responsible for establishing a vacation schedule in such a manner as to achieve the most efficient functioning of the division.

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ARTICLE 7: SICK LEAVE ADMINISTRATION

- **7.1 Administration of Sick Leave** The manager/designee is responsible for the proper administration of sick leave.
- **7.2 Temporary Transfer** If an employee requests intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the manager/designee may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and that better accommodates recurring periods of leave than the regular position of the employee.

ARTICLE 8: PROBATION AND PAY PROVISIONS

8.1 Probation - New employees shall be on probation for their first six months of service. At the Department/Division's discretion, employees may have their probation period extended for up to six additional months. An employee will not have to serve a probation if the employee moves into a position that is substantially similar to the employee's current position, or the employee has previously served a probation in the same kind of position. For example, an employee who previously completed probation as a drainage supervisor would not have to serve a second probation as a drainage supervisor.

8.2 Step Increases – At the successful conclusion of the probation period employees who were hired at Step 1 shall be placed at Step 2 of the salary schedule and employees who were hired at Step 2 or higher may be advanced to the next step, at the discretion of the County. Employees in the Parks Division shall receive automatic step increases for each year of service completed thereafter until the employee has reached step 10 (e.g., an employee shall move to Step 4 one year after moving to Step 3). Employees, except for employees in the Parks Division, will be eligible for Merit Over the Top pay only as provided under KCC 3.15.020 and the applicable procedures under the Performance Appraisal and Merit Pay System.

TLT employees are eligible for step increases pursuant to the Contingent Worker Manual, not this Appendix. Short-Term Temporary Employees are not eligible for step increases.

8.3 Contractual Overtime - For the purposes of this Appendix, hourly employees are eligible for overtime. Overtime shall be defined as all hours worked in excess of 40 hours actually worked in the workweek (sick leave, vacation, holidays and other paid and unpaid leave are not hours worked). When a bargaining unit member works overtime, compensation for such shall be as defined by the FLSA.

To the extent practicable, no overtime shall be worked unless the employee has received prior approval from his/her supervisor to work the necessary overtime hours.

- **8.4 After Hours Support** After hours support is off duty time during which an hourly employee is required to be ready and able to report to work, either in person or through technological means, in a timely manner.
 - 8.5 Standby Standby is off duty time during which an hourly employee is required to

restrict her/his activities and be available to report to work. Employees assigned to standby status in writing shall be compensated at the rate of ten percent per hour for all hours spent on standby. If called to work the employee shall cease being paid standby and be paid call-out in accordance with Section 9.6 or Section 9.7, whichever is applicable.

- **8.6 Physical Call-Out** A minimum of two hours at the overtime rate shall be allowed for each call-out where the hourly employee is called and returns to a designated work site after completing his/her regular shift and leaving the work site. Where such overtime exceeds two hours, the actual hour worked shall be allowed at overtime rates. This shall include travel time from the employee's residence to the designated work site or place of assignment. Saturday, Sunday and holidays are not subject to call-out pay when the employee is scheduled for overtime work.
- **8.7 Technological Call-Out (TCO)** A TCO is where an hourly employee is called to return to duty and performs those duties via telephone, facsimile, computer or similar electronic device that does not require returning to a designated work site. If the time required responding to the TCO exceeds nine minutes, then a minimum of 30 minutes pay at the overtime rate shall be given. If the time exceeds 30 minutes (or aggregate time of multiple TCOs exceeds 30 minutes), then a minimum of one hour of pay at the overtime rate shall be given. Any TCO or aggregate TCOs exceeding one hour shall be compensated for at the overtime rate for all actual time worked.

ARTICLE 9: HOURS OF WORK & MEAL REIMBURSEMENT

- **9.1 Schedules** The establishment of work schedules, including alternative work schedules, is vested solely within the purview of the Department/Division and may be changed from time to time. The Department/Division will provide employees written notice of such change in the employee's regular work schedule at least 14 days prior to the change taking affect, except when the change in schedule is compelled by business necessity or emergency.
- 9.2 FLSA-exempt bargaining unit employees are exempt from overtime payments and shall be covered under the King County Executive Leave Pay and Leave Practices for Executive Administration and Professional Employees policy (Executive Policy PER 8-1-2) and modifications thereto and are expected to work the hours necessary to satisfactorily perform their jobs.

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A. Executive Leave - Regular FLSA-exempt employees will receive Executive Leave in accordance with County policy, as amended. The total amount of Executive Leave awarded during the calendar year cannot exceed 80 hours and must be used during the year it is awarded and does not carry over into the next year. Executive Leave is not eligible for cash out.

- **B.** Regular FLSA-exempt employees will receive as least five days (40 hours) of Executive Leave provided the employee is in an eligible FLSA- exempt position on January 1. At the discretion of the Department Director or designee, up to five days (40 hours) additional hours can be awarded during the calendar year.
- 9.3 Meal Per Diem In the event of a bona fide emergency which is declared by the King County Executive, an employee will receive the daily meal per diem for any day in which that employee is required, because of the emergency, to remain at work in excess of 12 consecutive hours or is required to work in excess of eight hours on a day the employee was not scheduled to work. Expense receipts are not required for reimbursement.

9.4 Alternative Workweek

An alternate and/or flex workweek may be implemented during the term of this Appendix upon approval by the manager/designee. Specific conditions for an alternate and/or flex workweek shall be subject to written agreement between the manager/designee and the employee prior to implementation. The conditions must include, but are not limited to, the date the alternate and/or flex workweek begins and when and under what circumstances the agreement will terminate or be renewed. Holidays and overtime will be compensated in accordance with the terms of this Appendix. For purposes of this Appendix, "flex" is defined as having different workday start/quit times, and "alternate" is defined as the number of hours and/or days scheduled for work during a workweek.

ARTICLE 10: VEHICLES

10.1 County Vehicle - At the Department/Division's discretion, an employee may be assigned the use of a County vehicle when the employee is assigned to respond to emergency situations which require immediate response to protect life or property. The assignment must be in writing and approved by the division director/designee. The Department of Local Services will give

Roads Services Division employees at least 30 days' notice prior to taking away an assigned vehicle, except when compelled by business necessity. Rules of County vehicle use and assignment shall be pursuant to the County's Take Home Vehicle Policy, as amended.

10.2 Home Parking - In compliance with the Take Home Vehicle Policy, an employee assigned a vehicle may be permitted to park such vehicle at their residence overnight provided the vehicle will not be parked overnight at a residence outside the County unless authorized in writing by the Division director/designee.

ARTICLE 11: UNFAIR LABOR PRACTICE NOTICE

The parties agree that thirty days prior to filing an Unfair Labor Practice complaint with the Public Employment Relations Commission (PERC), the complaining party will notify the other party, in writing, meet, and make a good faith attempt to resolve the issue unless the deadline for filing with PERC would otherwise pass.

ARTICLE 12: REDUCTION IN FORCE

- **12.1 Order of layoff** In the event of a reduction in force due to lack of work, lack of funds or considerations of efficiency, layoffs of regular employees shall be by position. The positions to be laid-off shall be at the sole discretion of management.
- 12.2 Vacant Positions In lieu of laying off a regular employee, the Director of the Department of Human Resources (DHR) may reassign such employee to a comparable, vacant position, when the Director of DHR determines such reassignment to be in the best interest of the County.
- **A.** An employee subject to layoff can be placed in a vacant bargaining unit position in the same classification, if qualified. If placed, the employee cannot bump.
- **B.** An employee subject to layoff may be offered a vacant bargaining unit position in a lower paid classification, if qualified. If the employee accepts the position, the employee cannot bump.
 - C. The Department/Division will attempt to place an employee subject to layoff who

is not placed as provided above or who cannot bump as provided under Section 12.3 below into a vacant position for which the employee qualifies in accordance with the County's Workforce Management Program, or modifications thereto.

12.3 Bumping

- **A.** An employee subject to layoff who is not placed in a vacant position as provided in Section 12.2 may bump the least senior employee in the same classification within their division, if qualified; provided, the employee who elects to bump has more classification seniority than the employee who is being bumped.
- **B.** An employee subject to layoff who cannot bump as provided in Section 12.3.A may bump the least senior employee in a lower paid classification in their division, if qualified; provided, the employee who elects to bump has more bargaining unit seniority than the employee who is being bumped.
- C. An employee subject to layoff who cannot bump within the division as provided in Sections 12.3.A or 12.3.B may bump a less senior employee in the bargaining unit position the employee last regularly held; provided, the employee is qualified and has more bargaining unit seniority than the employee who is being bumped.

12.4 Recall

- A. An employee who is laid off, placed in a vacancy in accordance with Section 12.2 B or C, bumps in accordance with Section 12.3 B or C, or is recalled in accordance with Section 12.4 B, will be recalled to a vacant position in the employee's classification, if qualified.
- **B.** An employee who is laid off will be recalled to a vacant position in a lower classification, if qualified.
- C. Recall will first be by classification seniority for filling a position in the employee's classification, or bargaining unit seniority for filling a position in a lower classification.
- **D.** Notice of Recall An employee will have ten days from the date the notice of recall is sent by certified mail in which to notify the County of whether the employee will accept the position. The County will consider the employee's failure to notify the County within ten days as a refusal; however, if the County determines that there are warranting circumstances, it may accept a

late notice from an employee. Notices will be in writing. It is the employee's responsibility to keep the County informed of their current address.

- **E.** Recall will last for two years from the date of layoff, placement or bumping as defined under Section 12.4.A.
- 12.5 Reinstatement An employee recalled within two years from the time of layoff will have any forfeited sick leave accruals and vacation leave accrual rate restored and adjusted for the period of layoff.

12.6 Seniority

- A. For regular employees hired before February 22, 2008, bargaining unit seniority is defined as all continuous regular service in all classifications covered by this Appendix or would have been covered by this Appendix. A classification would have been covered by this Appendix if the employee's service in the classification started prior to the existence of this bargaining unit and the title of the classification, listed under Addendum A, changed through a reclassification project, but not the work. For regular positions hired after February 22, 2008, bargaining unit seniority is defined as continuous regular service in all classifications covered by this Appendix.
- **B.** For regular employees hired before February 22, 2008, classification seniority for employees defined as all continuous regular service in a classification covered by this Appendix or would have been covered by this Appendix. A classification would have been covered by this Appendix if the employee's service started prior to the existence of this bargaining unit, and the title of the classification, listed under Addendum A, changed through a reclassification project, but not the work. For regular positions hired after February 22, 2008, seniority is defined as continuous regular service in a classification covered by this Appendix.
- C. Retention of Seniority A regular employee who leaves a position covered under this Appendix and is rehired within the same division within two years does not accrue or forfeit seniority during the period of absence. But an employee who is rehired in a different division forfeits their classification and bargaining unit seniority accrued.
 - 12.7 Qualification Qualifications will be determined by the Department/Division.

ARTICLE 13: PROFESSIONAL REGISTRATION AND CERTIFICATION

13.1 Introduction - To encourage and support professional development and to provide for the employment of qualified personnel in appropriate classifications, the Department/Division will provide compensation for professional licenses and certifications in accordance with this Article. Such compensation shall only be paid to those employees who as of the date the Appendix was ratified have a current, valid professional certification in a discipline directly applicable to their employment.

13.2 Certifications - All employees who hold or obtain a current, valid certification as listed in Section 13.2.A in a discipline directly applicable to their employment, shall be paid a premium of \$50 per month. In the event the employee's certificate becomes invalid, for whatever reason, the employee shall no longer be eligible for the additional compensation. Employees are required to validate their certification in compliance with Department/Division process.

A. Within the terms of this Appendix, certification is limited to certified incinerator and landfill operators, sign and marking technicians, signal technicians, bridge inspectors and heavy duty mechanic as deemed appropriate by the Department/Division. In DES- OEM, a certified emergency manager will be paid a premium of \$100 per month.

13.3 Employees who are not eligible for the above compensation under Section 13.2 will be reimbursed for training, examination and fee costs that are required to obtain one of the above listed certifications which directly apply to their position. The Department/Division does not compensate for training, examination and fee costs related to the maintenance of certifications which are subject to a monthly certification premium.

ARTICLE 14: UNION REPRESENTATION, EMPLOYEE RIGHTS AND OFF DUTY

ACTIVITY

14.1 Union Representation

A. Authorized representatives of the Union may, after notifying the Department/Division official in charge, visit the work location of employees covered by this Appendix at any reasonable time for the purpose of investigating grievances.

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except where they conflict with a provision of this Appendix.

16.2 Work Stoppages and Employer Protection - The Departments/Divisions and the Union agree that the public interest requires efficient and uninterrupted performance of all County services and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. Specifically, the Union shall not cause or condone any work stoppage, including any strike, slowdown, or refusal to perform any customarily assigned duties, sick leave absence which is not bona fide or other interference with County functions by employees under this Appendix, and should same occur, the Union agrees to take appropriate steps to end such interference. Any concerted action by any employees in the Union shall be deemed a work stoppage if any of the above activities have occurred. Any employee participation in such work stoppage or in other ways committing an act prohibited in this Article shall be considered absent without authorized leave and shall be considered to have resigned.

For Professional and Technical Employees, Local 17: 1 2 3 DocuSigned by: karen Estevenin 4 -EC7C1500EF1C4E6... Karen Estevenin 5 **Executive Director** 6 7 8 For Professional and Technical Employees, Local 17: 9 10 11 DocuSigned by: lles Il 12 Alex II 13 Union Representative 14 15 16 For King County: 17 18 19 DocuSianed by: 20 Nancy Corado 21 Labor Relations Negotiator 22 Office of Labor Relations, Executive Office 23 24 25 26 27 28

cba Code: 065

ADDENDUM A

Union Code: C10

Wages

PROTEC17 (Supervisors)

WAGE ADDENDUM

Job Class Code	PeopleSoft Job Code	Classification Title	Pay Range*
3501300	352301	Aquatic Supervisor	55
5120400	513303	Emergency Management Program Senior Manager	69
5401100	540204	Environmental Program Managing Supervisor - DNRP	71
5321400	535501	Health and Environmental Investigator IV	68
2444100	243805	Maintenance Planner - Scheduler	58
1072600	107604	Operations Manager - Assistant	72
2632100	264201	Personal Property Supervisor	68
5220300	522702	Security Chief	68
5220200	522601	Security Supervisor	60
7360100	701101	Security Systems Specialist	64
9710100	971010	Service/Maintenance Supervisor	58
8700100	871104	Supervisor I	60
8700200	871203	Supervisor II	64
8700300	871302	Supervisor III	68
2442100	243602	Warranty Administrator	64

^{*}For rates, please refer to the King County Squared Table

Steps 1, 2, 4, 6, 8, 10 Only

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Initials: 0

Pool: King County-King County Executive

Office-Office of Labor Relations

Location: DocuSign

Location: DocuSign

Signer Events

Alex II

alex@protec17.org

Security Level: Email, Account Authentication

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Signature

alex 11

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Karen Estevenin karen@protec17.org **Executive Director**

Security Level: Email, Account Authentication

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karen Estevenin EC7C1500EF1C4E6

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ncorado@kingcounty.gov

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(None)

Nancy Corado

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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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.

Getting paper copies

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: bmcconnaughey@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 bmcconnaughey@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 bmcconnaughey@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

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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..

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- 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,
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