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2		Agreement Between King County And	
3	Washin	gton State Council of County and City Employees, Council 2, Local 1652 Medical Examiner - Department of Public Health	
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1 AGREEMENT BETWEEN 2 WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES 3 **LOCAL 1652, AFSCME - MEDICAL EXAMINER** 4 AND KING COUNTY 5 6 These articles constitute an agreement, terms of which have been negotiated in good faith, 7 between King County (the "County") and Local 1652, Washington State Council of County and City 8 Employees, AFSCME (the "Union"). 9 10 ARTICLE 1: APPLICATION OF COALITION LABOR AGREEMENT The CLA shall apply to the individual bargaining unit's employees as follows: 11 **Section 1.1** The Preamble in its entirety 12 13 **Section 1.2** All superseding and non-superseding provisions 14 Section 1.3 For ease of reference, the following provisions, which were previously listed 15 in this Appendix, are covered in their entirety by the CLA: 16 Bereavement pursuant to CLA Article 8 17 Call Back pursuant to CLA Article 43 18 Duration pursuant to CLA Article 41 19 Grievance Procedure pursuant to CLA Article 26 20 Holidays pursuant to CLA Article 10 21 Just Cause Standard pursuant to CLA Article 27 22 Medical, Dental, Long-Term Disability and Life Insurance pursuant to CLA 23 Article 25 24 Miscellaneous - Transportation benefits pursuant to CLA Article 34 25 Miscellaneous – Use of personal transportation pursuant to CLA Article 24 Other leaves pursuant to CLA Article 35 and 36 26 27 Savings Clause pursuant to CLA Article 30 28 Sick Leave pursuant to CLA Article 31

- Transit Pass pursuant to CLA Article 34
- Union Leave pursuant to CLA Article 22
- Use of Bulletin Boards and Electronic Devices pursuant to CLA Article 23
- Vacation pursuant to CLA Article 32
- Waiver Clause pursuant to CLA Article 46

#### **ARTICLE 2: UNION RECOGNITION**

**Section 2.1.** The County recognizes the Union as representing employees whose job classifications are listed in the attached Addendum "A".

#### ARTICLE 3: RIGHTS OF MANAGEMENT

**Section 3.1.** The management of the County and the direction of the work force are vested exclusively in the County subject to terms of this Agreement. All matters not specifically and expressly covered or treated by the language of this Agreement may be administered for its duration by the County in accordance with such policy or procedures as the County from time to time may determine. The parties hereby recognize the County's and the Department's right to hire, appoint, promote, contract out non-bargaining unit work, discharge for just cause, improve efficiency, and determine work schedules and the location of Department facilities.

Further, the parties hereby recognize the County's and the Department's right to determine the methods, processes, and means of providing services, the right to increase or diminish operations, in whole or in part, the right to increase, diminish or change equipment, including the introduction of any and all new, improved, or automated methods or equipment, and the assignment of employees to specific jobs within the bargaining unit. The Union also recognizes the County's and the Department's right to establish and/or revise the Department's performance evaluation system. Such system may be used to determine acceptable performance levels, prepare work schedules, and to measure the performance of each employee or group of employees.

**Section 3.2 Safety.** No employee shall be directed to work in a manner that does not comply with state or federal law.

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#### **ARTICLE 4: HOLIDAY ADMINISTRATION**

**Section 4.1. Holiday worked premium.** Work performed on holidays shall receive one-half (1/2) times the base hourly rate of pay in addition to the regular holiday pay provided in CLA Article 10.

A. Employees whose work shift starts on a holiday, but which ends on a non-holiday shall receive holiday worked premium pay only for the hours actually worked on the County designated holiday, plus the holiday pay provided in CLA Article 10. For example, if an employee's schedule is Tuesday through Saturday, they will receive forty (40) hours of regular pay plus eight (8) hours of holiday pay, for a total of forty-eight (48) hours. The regular holiday pay provided by CLA Article 10 shall not count toward the FLSA work week threshold for purposes of overtime eligibility.

**B.** Employees who work a 10 or 12-hour shift on a holiday will receive eight (8) hours of holiday pay.

C. Employees whose work shift does not start on a holiday, but which ends on a holiday shall receive holiday worked premium pay only for the hours worked on the County designated holiday.

**Section 4.2.** Employees attending a training seminar/assignment during a holiday shall be compensated at the straight time rate unless a higher rate is required by the Fair Labor Standards Act.

#### **ARTICLE 5: VACATION REQUESTS**

Employees who request vacation prior to December 1st for vacations starting in the following calendar year (January 1st to December 31st) will be granted preference in accordance with seniority within job classification and shift. After December 1st, requests for vacations in the following calendar year will be granted on a first-come, first-served basis.

#### ARTICLE 6: WAGE RATES

**Section 6.1. Wage Rates.** The wage rates for the positions covered by this Appendix shall be as set forth in Addendum A: Wages. Any applicable General Wage Increases (GWI) for the term of this Appendix are provided in the CLA Article 29 and the CLA-MOA – Compensation Settlement

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**ARTICLE 7: HOURS OF WORK** 

Section 7.1. Forensic Medicolegal Death Investigator. The work week for employees

for Implementation of Retroactive Increases.

**Section 6.2. Shift Premium Pay.** Medical Investigators whose shift begins between 1900 hours and 0600 hours (night shift) shall receive shift premium pay equivalent to 5% of the employee's base hourly rate of pay for all hours worked during the night shift.

**Section 6.3. Bilingual Premium Pay.** Employee(s) who are substantially bilingual and are assigned in writing by management to regularly use their skills in a language other than English in the performance of their work duties will be paid a bilingual premium of \$50 per month. This assignment will be renewed annually and may be terminated at any time.

A. Such employee(s) will be required to demonstrate their bilingual ability but are not required to be certified by the State of Washington as a translator/interpreter. Language proficiency in each case will be assessed by staff from King County Superior Court Interpreter Services. The Division retains the right to contract for translators/interpreters as appropriate. It is understood by the parties that the work performed by the bilingual speaker provided for under this Section shall not supplant the work of the Medical Interpreter/Translator.

**Section 6.4. Educational Conferences.** Employees, on their off hours, who (with the prior written approval of the Supervisor) attend Medical Examiner educational conferences will receive pay at the base hourly rate of pay.

Section 6.5. Automatic Step Progression. Employees who were placed at Step 1 of the salary range when hired in a bargaining unit position shall receive an increase to Step 2 upon satisfactory completion of an at least 6 month probationary period; and no more than 12-months total. Employees who were placed at Step 2 or higher when hired may, at the discretion of management and with department approval, receive an increase to the next higher step upon satisfactory completion of the probationary period. Regular, non-probationary employees who are not at the top step will receive an increase to the next higher step on the salary range effective January 1st of each year.

classified as forensic medicolegal death investigators will consist of:

A. 4 On 3 Off Workweek - There may be established a workweek comprising of four (4) consecutive workdays of ten (10) consecutive hours each exclusive of the meal period. Any established four/ten workweek shall provide for three (3) days off at least two (2) of which will be consecutive.

**B.** Five (5) consecutive days of eight (8) hours each, exclusive of lunch period, followed by two consecutive (2) days off.

Section 7.2. Autopsy Technician Hours. The work week for autopsy technicians will consist of five (5) consecutive days of eight (8) hours each, exclusive of lunch period, followed by two (2) consecutive days off or a schedule which requires that employees rotate their schedules so that one employee will work on Saturday. The parties agree to discuss alternative work schedules for Autopsy Technicians in their LMC. Should the parties agree in the LMC to explore a different schedule(s) than as provided herein, they will inform their respective representatives who will then meet and negotiate, in accordance with law, any change to this section.

Section 7.3. All others. The work week for all other employees, those not referenced in Section 7.1 or Section 7.2 above, may consist of five (5) consecutive days of eight (8) hours each, exclusive of lunch period, followed by two (2) consecutive days off.

**Section 7.4. Work Schedule and Starting Times.** The establishment of reasonable work schedules and starting times is vested solely within the purview of division management and may be changed from time to time provided a two (2) week prior notice of change is given.

Section 7.5. Employee Scheduling Committees. A scheduling committee may assist in developing schedules by providing recommendations to management. The committee should consider principally the operating needs of the program. The needs of the community and individual employees, including seniority status, should be considered so long as the program needs are met. Management reserves the right to adjust the personnel, schedule and shifts as it deems necessary and is not required to accept a committee's recommendations.

**Section 7.6. Alternative Schedules.** Alternative schedules may be mutually agreed upon by an employee and management consistent with the provisions of this Appendix.

**Section 7.7. Public Health Emergencies.** Public Health has important roles and functions it must perform during various disasters and emergencies. During those times, management retains the right to alter work schedules and approved leaves without prior notice.

Section 7.8. Shift Trades. Shift changes in scheduled shifts may be exchanged within the same pay period on an equal basis between the two employees within the same job classification, subject to written approval of management. Shift trade requests must be submitted in writing using the Shift Trade Request Form two weeks before the pay period of the requested trade begins and signed by management in advance. Such shift trades are permitted on the conditions the trade is shift for shift, not hour for hour; pay will be based on the normal shift. Shift differentials and premium payments will be paid to the employee who is normally assigned to the shift, not to the employee covering the shift through a trade. Any overtime will be computed based on the hours of the normal shift. When the trade occurs on a holiday, the employee actually working the holiday will be compensated. Trading of a traded shift is not permitted.

#### **ARTICLE 8: OVERTIME**

**Section 8.1. Five Day Schedule.** Except as otherwise provided in this Agreement, employees on a five-day schedule shall be paid at the rate of time and one-half for all hours worked in excess of eight (8) hours in one day, exclusive of lunch, or forty (40) hours in one week, exclusive of lunch periods.

Section 8.2. Four Days on Three Days off Schedule. Employees on a 4-on 3-off schedule shall be paid at the rate of time and one-half for all hours worked in excess of ten (10) hours in one day or of 40 hours in a week, exclusive of lunch period.

**Section 8.3.** Employees on a work schedule other than five days or 4-on 3-off shall be paid for all hours worked in excess of the scheduled shift of at least eight hours in one day, exclusive of lunch, or of 40 hours in one week, exclusive of lunch.

**Section 8.4.** Employees who work on a scheduled day off shall be eligible for contract overtime for all hours worked.

**Section 8.5. Overtime Calculation.** For overtime purposes, hours of work shall be computed to the next highest six-minute period within the hour. For example: work performed until 15

minutes past the hour shall be paid for at 18/60ths times the overtime (time and one half) hourly rate, which is equal to .3 times the hourly rate. The Contractual Overtime Rate for each overtime hour worked shall be one and one-half (1-1/2) times the combined amount of the employee's hourly base rate of pay, as specified in the Addendum A Wage table, plus any applicable hourly pay premium in effect at the time the overtime is worked that are contractually required to be included when calculating the contract overtime rate. If the Fair Labor Standards Act (FLSA) requires a higher rate of pay for any overtime hours worked, the employee shall be paid the higher rate of pay pursuant to the FLSA.

**Section 8.6. Authorization.** All overtime shall be authorized in advance by the Supervisor or designee in writing, except in emergencies. Saturday and Sunday work is not overtime when it is a regularly scheduled work day.

Section 8.7. Off-duty Court Time. Off-duty court time shall be compensated at time and one-half of base pay when such court time has been approved to be necessary by the Supervisor or designee. Off duty court time occurring on a regularly scheduled day off shall be compensated at a minimum of two (2) hours of base pay and shall include travel time to and from the employee's residence via the most direct route and any time necessary to secure evidence or other material necessary for the court appearance.

Section 8.8. Staff Meetings. Managers may hold mandatory staff meetings and staff shall be required to attend. Should required meetings be scheduled on an employee's day off, the employee shall be paid at their base straight time rate for all time spent in attendance at the meeting unless a higher rate is required by the Fair Labor Standards Act, Washington Minimum Wage Act, or otherwise required by law.

**Section 8.9 Compensatory Time.** Overtime may be compensated by compensatory time off at the rate of one and one-half (1-1/2) times the overtime hours worked, provided employee requests

- compensatory time accrual in advance and the supervisor approves. Employees may not have a
- balance of more than forty (40) hours of compensatory time. All compensatory time not used by the
- end of the pay period which includes December 31, will be paid out. No requests for compensatory
- time accrual will be approved for the last pay period of a calendar year (December 16 through
- 28 December 31). Use of compensatory time off must be approved in advance as for vacation leave.

#### **ARTICLE 9: UNFAIR LABOR PRACTICE (ULP) RESOLUTION**

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

#### ARTICLE 10: WORK STOPPAGES AND EMPLOYER PROTECTION

Section 10.1. The County 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 bonafide 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 any bargaining unit shall be deemed a work stoppage if any of the above activities have occurred.

**Section 10.2.** Upon notification in writing by the County to the Union that any of its represented employees are engaged in a work stoppage, the Union shall immediately, in writing, order such employees to immediately cease engaging in such work stoppage and provide the County with a copy of such order. In addition, if requested by the County, a responsible official of the Union shall order such Union employees to cease engaging in such a work stoppage.

**Section 10.3.** Any employee participating in such work stoppage or in other ways committing an act prohibited in this article shall be considered absent without leave and shall be considered to have resigned.

#### ARTICLE 11: REDUCTION-IN-FORCE/LAYOFF REHIRES

**Section 11.1.** Employees laid off as a result of reduction of work and/or a shortage of funds shall normally be laid off according to their seniority within classification series (as determined by

the Union), with the least senior employee being laid off first. When in the judgment of the Division Manager the application of seniority does not provide for continued efficient operation of the Division during the event of large scale reductions in force, then ability and skill may be the determining factor in layoff and bumping decisions arising under this Article.

**Section 11.2.** Employees whose positions are eliminated shall have 30 calendar days following the notice under Section 11.4 below to exercise one of the following options:

- 1.) Accept elimination
- 2.) Accept vacant bargaining unit position, if qualified
- **3.)** Displace the least senior career service bargaining unit employee in the affected classification or displace the least senior career service bargaining unit employee in another classification within the affected classification series.
- **Section 11.3.** Employees laid off shall be recalled in the inverse order of layoff; namely, those laid off last will be recalled first.
- Section 11.4. The Division agrees to notify the Union and affected career service bargaining unit employee at least 30 calendar days in advance, in writing, of any anticipated reduction in force. Such notice shall include the name and classification of all such employees whose positions are to be eliminated. In the event of large scale reductions in force mentioned in Section 11.1 above, upon request, the Division agrees to meet with the Union within the 30 days prescribed above to review the circumstances of the proposed reductions.

#### **ARTICLE 12: MISCELLANEOUS**

Section 12.1. Dress Code. All Employees shall be provided a standard uniform which shall be worn during all hours of work, unless an exception is approved in writing by the Chief Medical Examiner or designee. Each employee will initially be issued a uniform. The Division will purchase and replace these items. Clothing provided by the Division will be cleaned and laundered at the expense of the Division. Health and safety are important reasons for this uniform policy. The Division will provide appropriate footwear. Specialists will receive protective clothing as determined by management. Autopsy Assistants shall be provided with uniforms and with replacement shoes as

needed.

**Section 12.2. Representative List of Union.** An employee's union representative as referred to in this Contract, shall mean a local officer, shop steward, or staff representative. The Chief Medical Examiner shall be furnished with a list of all employees in those positions; such list shall be updated as changes occur.

**Section 12.3. Identification and badges.** Employees will display only County and Harborview issued identification.

**Section 12.4. Tools and Equipment.** All tools and equipment will be provided by the Division. Only Division provided tools and equipment will be used.

**Section 12.5. Weapons.** The use, threatened use, or possession of a weapon concealed, licensed or otherwise, by an employee while in the performance of their official duties or while on County property is strictly prohibited and may result in termination. This section shall not apply to the handling of a weapon found on the scene of an official investigation and while in the performance of official duties.

**Section 12.6. Training.** The Medical Examiner's Office will provide training opportunities to employees within budgeted appropriations. The objective is to encourage and motivate employees to improve their personal capabilities in performance of their assigned duties. The Medical Examiner's Office will not reimburse employees for unauthorized training. Training to be paid for by the Medical Examiner's Office must be approved in writing by the Supervisor or designee.

Section 12.7. Professional Licenses or Certifications. All employees covered by this contract at the time of ratification and who become registered by the American Board of Medicolegal Death Investigators (ABMDI) within the life of this Appendix, will be awarded a one-time \$200 bonus. In addition, upon passing the examination, the employee will be reimbursed for the application fee, examination fee and reasonable travel expenses to the nearest examination location in a calendar year. All employees who become Board Certified by the ABMDI will be reimbursed for one application and one examination fee upon passing the examination. For all employees registered or certified by ABMDI, the County will bear the annual maintenance cost of their ABMDI registration/certification.

#### **ARTICLE 13: LABOR MANAGEMENT COMMITTEE**

A labor-management committee (LMC) will be created to keep lines of communication open and resolve issues at their earliest stages. Issues such as grievances, unfair labor practices and litigation will be excluded from consideration by the LMC. In the event that an issue rises to the level of a negotiation, it will be referred by mutual agreement to a negotiation process. No binding agreements, including but not limited to memorandums of understanding, side letters, etc., involving the day-to-day administration of collective bargaining agreements or bargaining relationships will be entered into with the bargaining representatives of employees of King County without the authorization of the King County Office of Labor Relations Director or designee.

1 For Washington State Council of County and City Employees, Council 2, Local 1652: 2 3 DocuSigned by: 4 5 -558CF35390AF418. Suzette Dickerson 6 Staff Representative 7 8 For Washington State Council of County and City Employees, 9 Council 2, Local 1652: 10 11 DocuSigned by: Barry Peterson 12 -48F7C7DECDB7458.. 13 Barry Peterson Local 1652 President 14 15 For King County: 16 17 18 DocuSigned by: 19 25601F2BDE904EE. Nancy Corado, Labor Relations Negotiator 20 Office of Labor Relations, Executive Office 21 22 23 24 25 26 **27** 

1 cba Code: 260

Union Code: M1

#### **ADDENDUM A: WAGES**

Job Class Code	PeopleSoft Job Code	Classification Title	Pay Range* (Squared Table)
4201100	421209	Administrative Specialist I	33
4201200	421313	Administrative Specialist II	37
4201300	421406	Administrative Specialist III	41
4201400	421505	Administrative Specialist IV	46
4101100	411109	Fiscal Specialist I	34
4101200	411212	Fiscal Specialist II	38
4101300	411305	Fiscal Specialist III	42
3430100	345101	Forensic Autopsy Technician	51
3430200	345401	Forensic Autopsy Technician - Lead	54
3431100	345201	Forensic Medicolegal Death Investigator I	54
3431200	345701	Forensic Medicolegal Death Investigator II	56
3431300	345801	Forensic Medicolegal Death Investigator - Lead	59
3423100	341403	Health Program Assistant I	41
3423200	341503	Health Program Assistant II	45

<sup>\*</sup>For rates, please refer to the King County Squared Table

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cba Code: 260 Union Code: M1

#### ADDENDUM B: JOB PROGRESSION

#### Local 1652 King County Medical Examiner's Office Progression Tool Forensic Medicolegal Death Investigator I to II

This job progression system is designed to allow employees to advance to a higher job classification based on the attainment of relevant knowledge, skills, and abilities, without having to wait for a vacancy and without having to compete against others. If a Forensic Medicolegal Death Investigator I wishes to advance to a Forensic Medicolegal Death Investigator II position, the County will evaluate such advancement using the following criteria and processes.

#### A. REQUIREMENTS

#### a. Years of Service at KCMEO (longevity)

- i. The candidate must successfully complete a probationary period in the Forensic Medicolegal Death Investigator I position.
- ii. The candidate must complete at least five (5) consecutive years as a Forensic Medicolegal Death Investigator I (including probation).

#### b. ABMDI Certification

i. The candidate must be a registered Diplomat or board certified Fellow with the American Board of Medicolegal Death Investigators.

#### c. Job Performance

The candidate must not have an evaluation with a score lower than 4.0 average out of 5.0 over the proceeding 3 years. If the candidate did not have an evaluation the assumption should be made that an evaluation would have been at 4.0.

#### d. Proficiencies

The candidate must have demonstrated the following Investigator I competencies during their five-year tenure as a Forensic Medicolegal Death Investigator I, as determined by their lead and supervisor:

- i. Demonstrated ability to work independently, including on unusual or complex
- ii. Consistent track record of good decision-making,

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**Signer Events** 

Barry Peterson

barry.peterson@kingcounty.gov

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Suzette Dickerson suzetted@council2.com

Security Level: Email, Account Authentication

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Signed using mobile

Signature Adoption: Drawn on Device Using IP Address: 107.123.17.142

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Nancy Corado

ncorado@kingcounty.gov

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Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
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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

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

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..

#### Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <a href="https://support.docusign.com/guides/signer-guide-signing-system-requirements">https://support.docusign.com/guides/signer-guide-signing-system-requirements</a>.

#### Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send
  this Electronic Record and Disclosure to a location where you can print it, for future
  reference and access; and
- 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,
  disclosures, authorizations, acknowledgements, and other documents that are required to
  be provided or made available to you by King County Sub Account Office of Labor
  Relations during the course of your relationship with King County Sub Account Office
  of Labor Relations.