

AGREEMENT BETWEEN  
KING COUNTY  
AND  
TECHNICAL EMPLOYEES ASSOCIATION  
Department of Natural Resources & Parks – Staff

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- Trust each other,
- Listen and respond to public/customer concerns,
- Respect people,
- Promote a diverse workforce,
- Take responsible risks,
- Behave the way we say we do,
- Give and get reliable business information,
- Work to improve our technical excellence and teamwork,
- Foster a labor/management partnership based on shared interests,
- Collaborate in building an ongoing labor/management relationship based on open communications, mutual trust, and respect, and
- Enjoy challenges, work, and humor.

1 **ARTICLE 1: PURPOSE**

2       **1.1 Purpose.** The purpose of this Agreement is to set forth in writing the negotiated wages,  
3 hours and working conditions for those employees who are covered by this Agreement.

4       **1.2 Maintenance of Working Conditions.** The County recognizes its obligation to  
5 negotiate wages, hours and working conditions with TEA.

6       **1.3 Application of Personnel Guidelines.** As set forth in this section, the 2005 King County  
7 Personnel Guidelines shall apply to members of this bargaining unit where this Agreement is silent or  
8 ambiguous. The 2005 Personnel Guidelines (except those identified in Appendix B to have no  
9 application) shall replace any pre-existing practice between the parties, provided that nothing in those  
10 Guidelines will be interpreted or applied to circumvent the parties' collective bargaining obligations.  
11 However, should any genuine established practice arise subsequent to July 1, 2005, and such practice  
12 conflicts with the terms of the 2005 Personnel Guidelines (and it pertains to a matter on which the  
13 Agreement is either silent or ambiguous), then the practice shall govern. Should the Guidelines be  
14 invoked to interpret the contract, the arbitrator reserves the right to determine what weight should be  
15 given along side those other interpretive factors that an arbitrator might conclude appropriate.

16       Except as expressly noted, definitions in the Personnel Guidelines shall apply to the  
17 interpretation of the Personnel Guidelines only.

1 **ARTICLE 2: ASSOCIATION RECOGNITION AND MEMBERSHIP**

2       **2.1 Recognition.** The County recognizes the Association as the exclusive bargaining  
3 representative of all employees in the staff unit comprised of all employees in the Project Planning  
4 and Delivery, Resource Recovery, Brightwater and the Environmental and Community Services  
5 Sections of the Wastewater Treatment Division of the Department of Natural Resources and Parks  
6 (DNRP), excluding supervisors, managers, confidential employees, student interns, employees in the  
7 Industrial Waste unit of the Environmental and Community Services Section (represented by  
8 Washington State Council of County and City Employees, Council 2, Local 1652R), and all other  
9 employees of the Employer. TEA continues to represent Project Control and Contract Management  
10 Unit in the Project Planning and Delivery section employees covered by the Teamsters Local 117  
11 change of representation petition pending the outcome of the petition, but those employees are not  
12 covered by this agreement.

13       **2.2 Association Membership.** All employees covered by this Agreement shall, as a  
14 condition of continued employment, within thirty days after TEA's signing this Agreement, either (1)  
15 pay TEA the regular initiation fee and regular monthly dues uniformly required of members, or (2)  
16 pay an amount established by TEA as Agency Fees not to exceed regular dues and fees uniformly  
17 required of members. All regular, term-limited temporary and temporary employees covered under  
18 this Agreement who are hired on or after TEA's signing of the Agreement shall, as a condition of  
19 continued employment, within thirty days following the starting date of their employment, either (1)  
20 pay TEA the regular initiation fee and regular monthly dues uniformly required of members, or (2)  
21 pay an amount established by TEA as Agency Fees not to exceed regular dues and fees uniformly  
22 required of members.

23       Failure by an employee to satisfy the above paragraph of this section shall constitute just  
24 cause for dismissal provided TEA notifies the County and the affected employee of its intent to seek  
25 dismissal of the affected employee within thirty (30) days of making a request for dismissal. At the  
26 expiration of thirty days notice, TEA may request dismissal in writing. Discharge must occur within  
27 thirty (30) days of such request.

28       **2.3 Religious Exemption.** If an employee can substantiate, in accordance with existing law,

1 bona fide religious beliefs or tenets which prohibit the employee from paying dues or otherwise  
2 contributing to a labor organization, such employee shall notify the County and TEA of his or her  
3 objection to membership in TEA, and shall pay an amount equivalent to regular union dues and  
4 initiation fees to a non-religious charitable organization mutually agreed upon by the employee  
5 affected and TEA. If the employee and TEA do not reach agreement on such matter, the Public  
6 Employees Relations Commission shall designate the charitable organization.

7 **2.4 Dues Deduction Procedure.** The County shall deduct regular monthly dues and  
8 initiation fees from the employee's paycheck when authorized in writing by the employee. The  
9 deductions will be transferred to TEA monthly. TEA shall refund any amounts paid to it in error  
10 upon presentation of proper evidence thereof. TEA will indemnify, defend, and hold the County  
11 harmless against any claims made and any suit instituted against the County on account of the  
12 application of any provision of this article as it relates to the collection of TEA dues and assessments.  
13 The County shall notify TEA of changes in employment status on a monthly basis.

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1 **ARTICLE 3: RIGHTS OF MANAGEMENT**

2           The management of the County and the direction of the work force are vested exclusively in  
3 the County, except as may be limited by the express written terms of this Agreement.

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1 **ARTICLE 4: WAIVER AND COMPLETE AGREEMENT**

2 **4.1 Waiver.**

3 A. The Agreement expressed herein in writing constitutes the entire Agreement  
4 between the parties and no express or implied or oral statements shall add to or supersede any of its  
5 provisions.

6 B. The parties acknowledge that during the negotiations which resulted in this  
7 Agreement, each had the unlimited right and opportunity to make demands and proposals with  
8 respect to any subject or matter appropriate for collective bargaining, and that the understanding and  
9 agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this  
10 Agreement. Therefore, the County and TEA, for the life of this Agreement, each voluntarily and  
11 unqualifiedly waive the right and each agrees that the other shall not be obligated to bargain  
12 collectively with respect to any subject or matter, even though such subjects or matters may not have  
13 been within the knowledge of contemplation of either or both of the parties at the time that they  
14 negotiated or signed this Agreement.

15 **4.2 Modification.** Should the parties agree to amend or supplement the terms of this  
16 Agreement, such amendments or supplements shall be in writing. No binding agreements, including  
17 but not limited to memorandums of understanding, side letters, etc., involving the day-to-day  
18 administration of the collective bargaining agreement or the bargaining relationships will be entered  
19 into with the bargaining representative without the authorization of the King County Labor Relations  
20 Manager or his/her designee.

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1 **ARTICLE 5: EMPLOYEE RIGHTS**

2 **5.1 Personnel Files.**

3 A. The employee and/or an Association representative may examine the employee's  
4 personnel files if the employee so authorizes in writing. Material placed into the employee's files  
5 relating to job performance or personal character shall be provided to the employee prior to placement  
6 in the file. The employee may challenge the propriety of including it in the files. If, after discussion,  
7 the County retains the material in the file, the employee shall have the right to insert contrary  
8 documentation into the file.

9 B. Unauthorized persons shall not have access to employee files or other personal data  
10 relating to the employee. The Department Director/designee will determine staff authorized for  
11 access to personnel files maintained in the Department of Natural Resources and Parks. This does not  
12 limit the Union's statutory right to request information pursuant to its statutory right to request  
13 collective bargaining information. All persons with the exception of WTD, King County Labor  
14 Relations personnel, Department of Executive Services, and Prosecuting Attorney staff shall record  
15 access to employee files.

16 C. The only personnel files will be the Department personnel file and the Section  
17 personnel file. Additionally, supervisors may keep a "working file" which may be used for the  
18 purpose of developing an annual evaluation. Such materials will be purged from this working file  
19 when the evaluation is finalized. Notes taken for such purposes may be added to the personnel file.

20 D. Written warnings and/or reprimands shall remain in the employee's personnel file  
21 for a maximum of three (3) years except where there is a reoccurrence of a similar nature.  
22 Suspensions or demotions may be removed from the employee's personnel file after five (5) years  
23 upon request of the employee and approval of the Division Director.

24 **5.2 Right to Representation.** An employee, at his/her request, has a right to Union  
25 representation at any meeting which s/he reasonably believes may lead to disciplinary action against  
26 the employee. If the employee requests TEA representation in such a matter, the employee will be  
27 provided with reasonable time to arrange for TEA representation. The parties acknowledge that in  
28 certain instances a reasonable time may be as little as the same day.

1           **5.3 Seniority List.** The County will supply the Association with a seniority list twice a year  
2 upon written request. Requests are to be directed to the Wastewater Treatment Division's Human  
3 Resources Manager. The list will include each TEA employee's name, job classification number,  
4 classification title, section, and seniority data.

5           Seniority for all purposes of this Contract shall be calculated as a person's continuous length  
6 of service in a Wastewater bargaining unit represented by TEA from April 13, 2001. Employees with  
7 the same WTD TEA seniority shall be subject to a tiebreaker, which shall be the employee's King  
8 County/Metro adjusted service date. The "adjusted service date" means the most recent date of hire  
9 into a regular position, as backdated for any prior eligible service that ended no more than two years  
10 before reemployment and is adjusted (postdated) for unpaid leaves of absence, including unpaid family  
11 leave, that exceed thirty (30) calendar days. In this context, eligible service means employment in a  
12 regular position; however, if an employee moves from a term-limited temporary position into a regular  
13 position with no break in service, employment in the term-limited temporary position will be included  
14 when establishing the adjusted service date. Breaks in the continuous length of service shall be  
15 calculated in the same manner as the adjusted service date. Seniority will be posted in years, months  
16 and days.

17           **5.4 Supervision and Evaluations.** Employees will be supervised and evaluated by the  
18 supervisor of the work group responsible for establishing the performance expectations, deliverables,  
19 and assignments for the majority of the employee's workload.

1 **ARTICLE 6: BENEFIT TIME**

2 **6.1 General Description**

3 The benefit program has two elements to it: one is Benefit Time (BT) and the other is  
4 Extended Sick Leave (ESL). Both programs are built on the accrual rate table set forth in  
5 Section 6.5. This program recognizes the need for scheduled time away from the job (vacation and  
6 holidays) for personal reasons and for occasions when the employee must be away because of illness  
7 or injury. Benefit Time is administered with the understanding that: a) BT is intended to constitute  
8 wages earned for services rendered, and b) because business needs may constrain employees' ability  
9 to utilize leave, the Collective Bargaining Agreement provides for a yearly cash conversion of up to  
10 forty hours (40) hours of Benefit Time. Full-time regular, part-time regular, provisional, probationary  
11 and term-limited temporary employees shall receive the leave benefits provided in this Article.

12 **6.2 Definitions**

13 All BT and ESL time is based on a two thousand eighty (2,080) hour year. Benefit Time (BT)  
14 is the bank of time accrued for use during scheduled paid time off, including holidays, and  
15 unscheduled paid time off (excluding bereavement leave and jury duty) to include the first two (2)  
16 consecutive days of unscheduled illness for employees and their dependents.

17 Extended Sick Leave (ESL) is the bank of time accrued for use during all paid nonscheduled  
18 illness exceeding two (2) consecutive scheduled workdays for employees and their dependents, as  
19 well as for pre-scheduled paid time off (e.g., surgery or tests) or injury of the employee or dependent.

20 Employees may donate BT and ESL to another employee in accordance with sections 7.2.

21 **6.3 Principles**

22 A. The Benefit Time program is intended to provide a productive workplace where  
23 employees are encouraged to be healthy and regularly be at work.

24 B. Operational efficiency is increased by the responsible management of the benefit  
25 time usage.

26 **6.4 Absence**

27 Employees are expected to schedule BT as far in advance as possible to facilitate workload  
28 planning. Employees are expected to notify the Employer each day of any unscheduled absence. If

1 the reason for unscheduled absence is for illness in excess of two (2) consecutive days, the employee  
2 shall be paid from their accrued ESL bank beginning with the third (3rd) day. However, all BT and  
3 ESL time shall be coordinated with, and supplementary to, Workers' Compensation.

4 Hourly employees who become ill or who are injured while at work shall apply the applicable  
5 accrued Benefit Time or Extended Sick Leave for that portion of the shift that they are unable to  
6 complete. This day will be considered the first day of unscheduled absence in case of illness when  
7 determining the activation of payment of Extended Sick Leave time. Hourly employees may use  
8 accrued benefit time in increments of one-half (1/2) hour if approved by the supervisor.

9 FLSA exempt employees use accrued BT and ESL in increments of not less than one regular  
10 work day. FLSA exempt employees who are absent for part of a work day will not be required to  
11 charge such absences against any accrued leave balances nor will the employee's pay be reduced.

12 Employees unable to work because of any other personal emergency shall be eligible to use  
13 BT for any unworked but scheduled hours upon approval by the supervisor.

14 Benefit Time (BT) and Extended Sick Leave (ESL) will be paid only to the extent that BT and  
15 ESL hours have been accrued by the employee in the pay period immediately preceding the absence.

#### 16 **6.5 Benefit Time Accrual and Extended Sick Leave Accrual**

17 Benefit Time accrual shall be as follows:

18	19 <b>Accrual Rates</b>			
	20 <b>Years of Employment</b>	21 <b>Annual</b>	22 <b>Bi-weekly</b>	23 <b>Hourly</b>
24	25 Less than 5 years	26 232	27 8.923	28 0.1115
	5 years but less than 8 years	256	9.846	0.1231
	8 years but less than 10 years	264	10.154	0.1269
	10 years but less than 16 years	296	11.385	0.1423
	16 years but less than 17 years	304	11.692	0.1462
	17 years but less than 18 years	312	12.000	0.1500
	18 years but less than 19 years	320	12.308	0.1538
	19 years but less than 20 years	328	12.615	0.1577

	Accrual Rates		
Years of Employment	Annual	Bi-weekly	Hourly
20 years but less than 21 years	336	12.923	0.1615
21 years but less than 22 years	344	13.231	0.1654
22 years but less than 23 years	352	13.538	0.1692
23 years but less than 24 years	360	13.846	0.1731
24 years but less than 25 years	368	14.154	0.1769
More than 25 years of service	376	14.462	0.1808

Annual and bi-weekly totals in the above table are approximations and may vary slightly based on the hourly rate. Extended Sick Leave accrual shall accumulate for all employees on the basis of fifty-six (56) hours per year (0.0269 hours per hour). All leave accruals will be prorated for regular part-time employees on the percentage of full-time worked.

The hourly accrual rates indicated in this article shall not be construed to mean that FLSA exempt employees receive compensation based on number of hours worked.

#### **6.6 Benefit Time and Extended Sick Leave Accumulation and Conversion**

The maximum accumulated carryover of Benefit Time from the pay period ending before April 1st of one calendar year to the next shall be six hundred (600) hours (prorated for part-time employees on the percentage of full-time worked). Employees with at least four hundred and eighty (480) hours at that time shall have the option to convert up to forty (40) hours to cash, down to a balance of four hundred and eighty (480) hours. Accumulated hours beyond 600 (or prorated for part-time) will be forfeited in the payroll period that contains April 1.

There shall be no limit on the amount of Extended Sick Leave (ESL) accrued.

Benefit time will accrue prospectively after January 1, 2010 upon implementation of this agreement. Until implementation, leave provisions from the prior collective bargaining agreement will apply. Should the contract not be implemented by January 1, 2010, employees will use vacation leave as set forth under the prior collective bargaining agreement for 2010 holidays that occur before benefit time implementation. Upon implementation, the benefit time accrual rate will be applied

1 retroactively to January 1, 2010.

2 On a one-time basis upon implementation of this agreement, employees may convert up to  
3 one-hundred (100) hours from their sick leave balance into benefit time. Any remaining sick leave  
4 balance will convert into extended sick leave. Vacation leave balances will convert to benefit time.  
5 Conversions will be done on an hour-for-hour basis.

#### 6 **6.7 Upon Retirement or Death**

7 Upon retirement from the County or death, an employee or their beneficiary shall be paid for  
8 up to four-hundred eighty (480) hours of accrued benefit time (BT) at one-hundred percent (100%)  
9 and for all accrued Extended Sick Leave (ESL) at thirty-five percent (35%).

#### 10 **6.8 Upon Separation**

11 Employees shall be paid for accrued Benefit Time to their date of separation if they have  
12 successfully completed their first six (6) months of County service in a paid leave eligible position up  
13 to 480 hours maximum and any remainder shall be forfeit and not be paid. Payment shall be the at  
14 the employee's rate of pay in effect upon the date of leaving County employment less mandatory  
15 withholdings. If employees leave prior to successful completion of the first six (6) months of County  
16 service, they shall forfeit and not be paid for accrued Benefit Time.

17 Separation from employment except by reason of retirement, death, layoff, or non-disciplinary  
18 medical reasons will cancel all Extended Sick Leave accrued to the paid leave eligible employee as of  
19 the date of separation. Should a regular career service employee resign in good standing, be laid off or  
20 separated for non-disciplinary medical reasons and return to County employment within two (2) years,  
21 his/her accrued Extended Sick Leave will be restored.

#### 22 **6.9 Holidays**

23 All work performed on the following holidays by hourly employees shall be approved in  
24 advance by the supervisor and paid at the rate of one and one-half (1-1/2) times the employee's hourly  
25 rate of pay for all hours worked:

- 26 • New Year's Day
- 27 • Martin Luther King Jr.'s Birthday
- 28 • Washington's Birthday (also known as President's Day)

- 1 • Memorial Day
- 2 • Independence Day
- 3 • Labor Day
- 4 • Veterans' Day
- 5 • Thanksgiving Day
- 6 • Day after Thanksgiving Day
- 7 • Christmas Day

8           Holidays will be on the day King County observes the holiday. Employees will use accrued  
9 Benefit Time, compensatory time, or Executive Leave in the amount of the regularly scheduled  
10 workday in order to receive compensation for the holiday. Holiday time must be used no later than  
11 the following pay period.

12           An employee who does not have sufficient accrued leave will not be paid for the holiday,  
13 unless as above, an hourly employee works on the holiday with the approval of his supervisor.  
14 Employees on alternate work schedules without sufficient BT to be paid for the holiday may, with the  
15 approval of their supervisor, adjust their work schedules in order to have the holiday fall on a regular  
16 day off.

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1 **ARTICLE 7: LEAVE DONATIONS AND GENERAL LEAVES**

2 7.1 Full-time regular, part-time regular, provisional, probationary and term-limited temporary  
3 employees shall receive the leave benefits provided in this Article.

4 7.2 **Donation of Leaves.** Donation of benefit time hours and donation of extended sick leave  
5 hours shall be as provided herein. However, should King County formally change its policies  
6 regarding donation of leave, the parties agree that either party may open this contract within 60 days  
7 for the purpose of negotiation over these subjects.

8 **A. Benefit Time hours:**

9 1. **Approval Required.** An employee eligible for paid leave may donate a  
10 portion of his/her accrued benefit time to another employee eligible for leave benefits. Such donation  
11 will occur upon written request to and approval of the donating and receiving employee's department  
12 director(s)/designee, except that requests for benefit time donation made for the purposes of  
13 supplementing the extended sick leave benefits of the receiving employee will not be denied unless  
14 approval would result in a departmental hardship for the receiving department.

15 2. **Limitations.** The number of hours donated will not exceed the donor's  
16 accrued benefit time as of the date of the request. No donation of benefit time will be permitted  
17 where it would cause the employee receiving the transfer to exceed his/her maximum benefit time.

18 3. **Use of Donated Leave.** Donated hours accrue to the donee's leave bank  
19 and do not expire or return to the donor once accrued. Donated benefit time leave hours will be  
20 excluded from cashout provisions contained in Article 6. For purposes of this Article, the first hours  
21 used by an employee will be accrued benefit time hours.

22 **B. Extended Sick Leave hours:**

23 1. **Written Notice Required.** An employee eligible for paid leave may donate  
24 a portion of his/her accrued extended sick leave to another employee eligible for leave benefits upon  
25 written notice to the donating and receiving employee's department director(s).

26 2. **Minimum Leave Balance Required (Donor).** No donation will be  
27 permitted unless the donating employee's extended sick leave accrual balance immediately  
28 subsequent to the donation is one hundred (100) hours or more. No employee may donate more than



1 twenty-five (25) hours of his/her accrued sick leave in a calendar year.

2                   **3. Use of Donated Leave.** Donated hours accrue to the donee's extended sick  
3 leave bank and do not expire or return to the donor once accrued. Donated extended sick leave hours  
4 will be excluded from the extended sick leave cashout provisions contained in Article 6. For  
5 purposes of this Article, the first hours used by an employee will be accrued extended sick leave  
6 hours.

7                   **4. No Solicitation.** All donations of leave made under this Article are strictly  
8 voluntary. An employee is prohibited from soliciting, offering or receiving monetary or any other  
9 compensation or benefits in exchange for donating leave hours.

10                   **5. Conversion Rate.** All leave hours donated will be converted to a dollar  
11 value based on the donor's regular hourly rate at the time of donation. Such dollar value will then be  
12 divided by the receiving employee's regular hourly rate to determine the actual number of hours  
13 received.

14                   **7.3 Leave - Organ Donors.** The manager/designee shall allow all employees eligible for paid  
15 leave benefits who are voluntarily participating as donors in life-giving or life-saving procedures such  
16 as, but not limited to, bone marrow transplants, kidney transplants, or blood transfusions to take five  
17 (5) days paid leave, which shall not be charged to benefit time or extended sick leave, provided that:

18                   A. The employee gives the manager/designee reasonable advance notice of the need to  
19 take time off from work for the donation of bone marrow, a kidney, or other organs or tissue where  
20 there is reasonable expectation that the employee's failure to donate may result in serious illness,  
21 injury, pain or the eventual death of the identified recipient.

22                   B. The employee provides written proof from an accredited medical institution,  
23 organization or individual as to the need for the employee to donate bone marrow, a kidney, or other  
24 organs or tissue or to participate in any other medial procedure where the participation of the donor is  
25 unique or critical to a successful outcome.

26                   Time off from work for the purpose set out above in excess of five (5) working days will be  
27 subject to the terms of this Agreement.

28                   **7.4 Leave of Absence without Pay.** If a leave of absence is taken in conjunction with a

1 workers' compensation claim, no authorization for the leave is required. All other leaves of absence  
2 without pay are administered as follows:

3           A. An employee eligible for leave benefits may take a leave of absence without pay  
4 for less than 30 days if authorized in writing by the employee's appointing authority. Leaves of  
5 absence without pay taken for medical or family reasons are also governed by Section 7.10 of this  
6 Article.

7           B. An employee eligible for leave benefits may take a leave of absence without pay  
8 for more than 30 calendar days if authorized in writing by the employee's appointing authority and  
9 the Director. Leaves of absence without pay taken for medical or family reasons are also governed by  
10 Section 7.10 of this Article.

11           C. Leaves of absence without pay will be for periods not to exceed one year.  
12 However, the Human Resources Division Director may, in special circumstances, grant an extension  
13 beyond one year.

14           D. An employee who is on a leave of absence without pay will not accrue benefit time  
15 or extended sick leave. An employee who is on a leave of absence without pay in excess of 30 days  
16 will not accrue seniority while on leave. In addition, leaves of absence in excess of 30 days, except  
17 for family or medical leave (Section 7.10), or military leave (Section 7.5) will result in the loss of  
18 paid health and other insured benefits.

19           E. If a leave of absence without pay was granted to an employee for the purpose of  
20 recovering health, the appointing authority will require the employee to submit a physician's  
21 statement concerning the employee's ability to resume duties before allowing the employee to return  
22 to work.

23           F. An employee who is on a leave of absence without pay may return from the leave  
24 before its expiration date if the employee provides the appointing authority with a written request to  
25 that effect at least fifteen (15) days before resuming duties.

26           G. Failure to return to work by the expiration date of a leave of absence may be cause  
27 for removal and result in termination of the employee from County service.

28           H. A leave of absence without pay may be revoked by the appointing authority if the

1 appointing authority learns that the leave of absence was requested and granted under false pretenses,  
2 or that the need for such leave of absence has ceased to exist.

3 I. When a leave of absence without pay is used in conjunction with paid leave time,  
4 the paid leave time must be used first.

5 J. Employees who wish to complete educational programs may request a leave of  
6 absence without pay for this purpose.

7 **7.5 Military Leave of Absence.** An employee who is a member of the Washington National  
8 Guard or any organized reserve of the Armed Forces of the United States who is ordered to be on  
9 active training duty shall be allowed military leave in accordance with state and federal law. In  
10 accordance with state law, such employees who are ordered to be on active training duty shall be  
11 allowed up to twenty-one (21) work days of paid military leave per year (October 1st - September  
12 30th). The employee must present orders for active duty or training duty to his or her Section  
13 Manager prior to taking leave. The employee may receive military leave for weekend reservist duty.

14 **7.6 Military Pay & Benefits Continuation.** If an employee is called to involuntary active  
15 duty, she/he may be eligible for health benefit continuation and pay supplementation in accordance  
16 with County policy at the time the individual is called to active duty.

17 **7.7 Jury Duty.** If an employee eligible for leave is called for jury duty, then the employee  
18 will be entitled to regular pay for all workdays that the employee misses due to jury duty. The  
19 employee should deposit his or her jury duty fees, excluding mileage, with the Finance and Business  
20 Operations Division of the Department of Executive Services. Employees must contact their  
21 supervisor when dismissed from jury duty during regularly scheduled working hours and may be  
22 required to report back to work.

23 **7.8 School Volunteer Leave.** An employee may use up to three (3) days of extended sick  
24 leave per year for volunteering at the employee's children's school. The employee must obtain  
25 approval in advance from the employee's appointing authority.

26 **7.9 Bereavement Leave.** All employees eligible for leave benefits are entitled to three (3)  
27 paid days per occurrence of bereavement leave due to the death of an immediate family member. For  
28 purposes of this section, "immediate family" is defined as follows:

