

**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.

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.



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  
6 placement in the file. The employee may challenge the propriety of including it in the files. If, after  
7 discussion, the County retains the material in the file, the employee shall have the right to insert  
8 contrary documentation into the file.

9 B. Unauthorized persons shall not have access to employee files or other personal  
10 data 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  
12 not 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,  
11 probationary and term-limited temporary employees shall receive the leave benefits provided in this  
12 Article. During the term of the 2011 contract, TEA and ~~Waste Treatment Division~~WTD Human  
13 Resources Office will undertake a joint economic analysis of the costs and benefits of TEA's  
14 proposed increase up to 120 hours in the Benefit Time cashout. The analysis will commence as soon  
15 as possible after January 1, 2011. The analysis will assess, among other things, the current and future  
16 cost of cashing out more than the current 40 hours per year as measured alongside the current and  
17 future benefits of such a cashout. The analysis will include a review of other collective bargaining  
18 agreements within WTD and the associated cash out provisions.

19 **6.2 Definitions**

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

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

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

28 **6.3 Principles**

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

3           B. Operational efficiency is increased by the responsible management of the benefit  
4 time usage.

5           **6.4 Absence**

6           Employees are expected to schedule BT as far in advance as possible to facilitate workload  
7 planning. Employees are expected to notify the Employer each day of any unscheduled absence. If  
8 the reason for unscheduled absence is for illness in excess of two (2) consecutive days, the employee  
9 shall be paid from their accrued ESL bank beginning with the third (3rd) day. However, all BT and  
10 ESL time shall be coordinated with, and supplementary to, Workers' Compensation.

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

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

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

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

24           **6.5 Benefit Time Accrual and Extended Sick Leave Accrual**

25           Benefit Time accrual shall be as follows:

26

	Accrual Rates		
Years of Employment	Annual	Bi-weekly	Hourly

27

28

	Accrual Rates		
Years of Employment	Annual	Bi-weekly	Hourly
Less than 5 years	232	8.923	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
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

1 balance of four hundred and eighty (480) hours. Accumulated hours beyond 600 (or prorated for  
2 part-time) will be forfeited in the payroll period that contains April 1.

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

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

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

#### 14 **6.7 Upon Retirement or Death**

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

#### 18 **6.8 Upon Separation**

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

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

1 his/her accrued Extended Sick Leave will be restored.

2 **6.9 Holidays**

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

- 6 • New Year's Day
- 7 • Martin Luther King Jr.'s Birthday
- 8 • Washington's Birthday (also known as President's Day)
- 9 • Memorial Day
- 10 • Independence Day
- 11 • Labor Day
- 12 • Veterans' Day
- 13 • Thanksgiving Day
- 14 • Day after Thanksgiving Day
- 15 • Christmas Day

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

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

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  
24 donate a portion of his/her accrued extended sick leave to another employee eligible for leave  
25 benefits upon 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  
15 paid leave benefits who are voluntarily participating as donors in life-giving or life-saving procedures  
16 such as, but not limited to, bone marrow transplants, kidney transplants, or blood transfusions to take  
17 five (5) days paid leave, which shall not be charged to benefit time or extended sick leave, provided  
18 that:

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

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

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

1           **7.4 Leave of Absence without Pay.** If a leave of absence is taken in conjunction with a  
2 workers' compensation claim, no authorization for the leave is required. All other leaves of absence  
3 without pay are administered as follows:

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

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

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

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

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

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

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

1           **H.** A leave of absence without pay may be revoked by the appointing authority if the  
2 appointing authority learns that the leave of absence was requested and granted under false pretenses,  
3 or that the need for such leave of absence has ceased to exist.

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

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

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

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

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

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

27           **7.9 Bereavement Leave.** All employees eligible for leave benefits are entitled to three (3)  
28 paid days per occurrence of bereavement leave due to the death of an immediate family member. For

1 purposes of this section, “immediate family” is defined as follows:

2 Children; children of spouse or domestic partner; parents; parents of spouse or domestic  
3 partner; siblings; siblings of spouse or domestic partner; grandchildren; grandchildren of spouse or  
4 domestic partner; grandparents; grandparents of spouse or domestic partner; spouse or domestic  
5 partner.

6 Holidays designated pursuant to the County Code, or regular days off falling within the  
7 prescribed period of absence will not be charged against bereavement pay entitlement.

8 Employees who have exhausted their bereavement leave shall be entitled to use extended sick  
9 leave in the amount of three days for each instance of death when death occurs to a member of the  
10 employee’s immediate family.

11 In the cases of family death where no extended sick leave benefit is authorized or exists, an  
12 employee may be granted use of benefit time or leave without pay.

13 **7.10 King County Family and Medical Leave (KCFML).**

14 A. KCFML may be taken for an employee’s own serious health condition; to care for  
15 a family member (defined as the employee’s spouse or domestic partner, the employee’s son or  
16 daughter, a son or daughter of the employee’s spouse or domestic partner, the parent of the employee,  
17 employee’s spouse or domestic partner or an individual who stands or stood in loco parentis to the  
18 employee, the employee’s spouse or domestic partner) who has a serious health condition; or for the  
19 birth and care of a newborn or newly adopted child or placement of a foster child.

20 B. To be eligible for KCFML to care for a family member other than the employee’s  
21 child, an employee must have been employed by the County for twelve (12) months at any time or  
22 more and worked a minimum of 910 hours (35 hour employee) or 1040 hours (40 hour employee) in  
23 the preceding twelve (12) months (paid leaves such as benefit time and extended sick leave are not  
24 considered hours worked).

25 C. An employee may take a total of up to eighteen (18) work weeks unpaid leave for  
26 his or her own serious health condition and for family medical reasons, combined, within a rolling  
27 twelve-month period. The leave may be continuous, which is consecutive days or weeks, or  
28 intermittent, which is taken in whole or partial days as needed.

1                   1. For purposes of this benefit, a rolling twelve-month period is measured  
2 backward from the date an employee uses any of his or her eighteen (18) week KCFML entitlement.  
3 For instance, each time an employee takes family and medical leave the remaining entitlement would  
4 be any balance of the eighteen (18) weeks which have not been used during the immediately  
5 preceding twelve (12) months. For example, if an employee has taken eight (8) weeks of leave  
6 during the past twelve (12) months, an additional ten (10) weeks could be taken. If an employee used  
7 four (4) weeks beginning February 1, 2002, six (6) weeks beginning June 1, 2002, and eight (8)  
8 weeks beginning December 1, 2002, the employee would not be entitled to any additional leave until  
9 February 1, 2003. However, beginning on February 1, 2003, the employee would be entitled to four  
10 (4) weeks of leave, on June 1, the employee would be entitled to an additional six (6) weeks, etc.

11                   2. If the leave is taken for birth or adoption of a child, or placement of a foster  
12 child, and both parents are employed by King County, the aggregate total taken by both employees  
13 shall be eighteen (18) weeks.

14                   **D.** Intermittent leave is subject to the following conditions:

15                   1. When leave is taken after the birth or placement of a child for adoption or  
16 foster care, an employee may take leave intermittently or on a reduced leave schedule only if  
17 authorized by the employee's appointing authority.

18                   2. An employee may take leave intermittently or on a reduced leave schedule  
19 when medically necessary due to a serious health condition of the employee or a family member of  
20 the employee; and

21                   3. If an employee requests intermittent leave or leave on a reduced leave  
22 schedule that is foreseeable based on planned medical treatment, the appointing authority may  
23 require the employee to transfer temporarily to an available alternative position for which the  
24 employee is qualified and that has equivalent pay and benefits and that better accommodates  
25 recurring periods of leave than the regular position of the employee.

26                   **E.** Prior to using family or medical leave, any accrued compensatory time must be  
27 exhausted. The employee may choose to either use it as time off or receive a lump sum cashout. The  
28 employee must exhaust all accrued Extended Sick Leave prior to using unpaid leave for the

1 employee's own health condition. For a leave for family reasons, the employee shall choose at the  
2 beginning of the leave whether it will be paid or unpaid; when an employee chooses to take paid  
3 leave for family reasons, the employee may reserve up to eighty (80) hours of accrued Extended Sick  
4 Leave.

5 **F.** The County shall continue its contribution toward health care benefits (medical,  
6 dental, vision) during any unpaid leave taken as KCFML. An employee may elect to self pay for  
7 other insured benefits.

8 **G.** An employee who returns from KCFML within the time provided in this section is  
9 entitled, subject to bona fide layoff provisions, to:

10 **1.** The same position he or she held when the leave commenced; or

11 **2.** A position with equivalent status, benefits, pay and other terms and  
12 conditions of employment; and

13 **3.** The same seniority accrued before the date on which the leave commenced.

14 **H.** Failure to return to work by the expiration date of a leave of absence may be cause  
15 for removal and result in termination of the employee from County service.

16 **I.** Use of accrued leave in conjunction with a family or medical leave shall be as  
17 provided in the County's Personnel Guidelines.

18 **J.** For purposes of this section, donated leave shall be considered unpaid leave and  
19 shall run after the use of accrued leave, and concurrently with the eighteen (18) work week family  
20 and medical leave entitlement. To the extent possible, donated leave must be used prior to going to a  
21 non-pay status. Further, use of donated leave after the eighteen (18) week entitlement has been  
22 exhausted will not extend the job protection rights described herein.

23 **7.11** To the extent that the Washington State Family Care Act provides a greater benefit than  
24 the provisions of this Agreement, the Washington State law will apply.

25 **7.12 Executive Leave.** Employees covered by this Agreement who are employed in a bona  
26 fide executive, administrative or professional capacity and are in turn exempt from overtime  
27 payments under the Federal Fair Labor Standards Act will be eligible for up to ten (10) days of  
28 Executive Leave per year pursuant to County policy and are expected to work the hours necessary to

1 satisfactorily perform their jobs; provided, however, all such employees will receive a minimum  
2 amount of Executive Leave per year, as follows:

3           A. Employees in an exempt position on January 1st of each year will receive three (3)  
4 days of Executive Leave per year, to accrue on January 1st.

5           B. Employees hired, transferred or promoted from a non-exempt position into an  
6 exempt position during the course of the calendar year shall be entitled to a minimum amount of  
7 Executive Leave, granted upon placement in the exempt position, according to the following  
8 schedule:

- 9                   1. Before April 30th: Three (3) days;
- 10                   2. Between May 1 and August 31: Two (2) days;
- 11                   3. September 1st or After: One (1) day.

12           C. Non-exempt employees assigned to special duty in an exempt position for a period  
13 of six (6) months or longer will be entitled to one (1) day of executive leave for each four (4) months  
14 of assignment duration during a calendar year; provided, that the employee must serve a full thirty  
15 (30) days in the assignment for the month to be counted. Executive leave in such case will be  
16 granted at the beginning of the assignment based upon the expected duration, and increased as  
17 necessary if the original assignment is extended.

18           **7.13 Administrative Leave With Pay.** If the department director determines that  
19 circumstances exist that make the immediate removal of an employee from the workplace to be in the  
20 best interests of the county, an employee may be placed on administrative leave with pay for up to 30  
21 calendar days. Such leave is not disciplinary, and is not subject to appeal. If the need for  
22 administrative leave exceeds 30 calendar days, the department director must receive approval from  
23 the Human Resources division director for an extension. All extension requests and approvals must  
24 be in writing prior to the end of the approved period. The Human Resources division director may  
25 grant an extension for an additional 30 calendar days (60 days total). The County Administrative  
26 Officer must approve any further extensions of administrative leave with pay. Administrative leave  
27 with pay will not normally exceed 90 calendar days.

28           **7.14 Federal FMLA (Federal Family and Medical Leave Act):**

1           A. An employee who has been employed by the county for twelve months or more  
2 and has worked a minimum of 1,250 hours in the preceding twelve months (paid leaves such as  
3 benefit time and extended sick leave are not considered hours worked), may be eligible for leave  
4 under the FMLA.

5           B. The following are qualifying reasons for federal FMLA leave:

6                   1. The birth or adoption of the employee's child, or placement of the  
7 employee's foster child;

8                   2. The employee's serious health condition;

9                   3. The employee's spouse's, parent's, son's or daughter's serious health  
10 condition.

11           C. All requests for FMLA require certification to be submitted with the request.

12           D. An employee is entitled to up to twelve weeks of FMLA leave in a rolling  
13 twelve-month period.

14                   1. If the leave is taken for birth or adoption of a child, or placement of a foster  
15 child, and both parents are employed by King County, the aggregate total leave taken by both  
16 employees shall be twelve weeks.

17                   2. For purposes of this subsection, a rolling twelve-month period is measured  
18 backward from the date an employee uses any FMLA leave. For instance, each time an employee  
19 takes family or medical leave, the remaining leave entitlement would be any balance of the twelve  
20 weeks which have not been used during the immediately preceding twelve months.

21                   3. When leave is taken after the birth or placement of a child for adoption or  
22 foster care, an employee may take leave intermittently or on a reduced leave schedule only if  
23 authorized by the employee's appointing authority;

24                   4. An employee may take leave intermittently or on a reduced schedule when  
25 medically necessary due to a serious health condition of the employee or a family member of the  
26 employee. When intermittent leave is needed to care for an immediate family member or the  
27 employee's own illness, and is for planned medical treatment, the employee must try to schedule  
28 treatment so as not to unduly disrupt the department's operation; and



1                   **5.** If an employee requests intermittent leave or leave on a reduced leave  
2 schedule, the appointing authority may require the employee to transfer temporarily to an available  
3 alternative position for which the employee is qualified and that has equivalent pay and benefits and  
4 that better accommodates recurring periods of leave than the regular position of the employee.

5                   **E.** Leave taken for any of the qualifying reasons must be recorded as FMLA leave,  
6 whether or not requested by the employee.

7                   **F.** FMLA qualified leave shall run concurrent with use of Extended Sick Leave,  
8 Benefit Time, unpaid KCFML leave, light duty assignment due to a disabling injury or illness, and/or  
9 workers' compensation time loss benefits.

10                  **G.** An employee who has exhausted his or her Extended Sick Leave may use accrued  
11 Benefit Time during an FMLA qualified leave if approved.

12                  **H.** An employee who returns from FMLA leave within the time provided in this  
13 section is entitled, subject to bona fide layoff provisions, to:

- 14                               **1.** The same position he or she held when the leave commenced; or  
15                               **2.** A position with equivalent benefits, pay and other terms and conditions of  
16 employment; and  
17                               **3.** The same seniority accrued before the date on which the leave commenced.

18                  **I.** In order for the leave to be qualified and counted toward the employee's FMLA  
19 entitlement, the request/provisional designation may be initiated by the employee, the employee's  
20 supervisor, Human Resources, division director, or department director.

- 21                  **J.** Employee responsibilities include:  
22                               **1.** Submit FMLA leave request form 30 days in advance of the leave, if  
23 possible, or as soon as the need for the leave is known, or no later than 2 business days following the  
24 employee's return to work;  
25                               **2.** Submit a certification form within 15 business days to his or her supervisor  
26 or human resources. This certification must be from a healthcare provider or court order as  
27 appropriate. Recertification may be requested every 30 days during the FMLA absence.

28                  **K.** The county shall continue its contribution toward health care benefits (medical,

1 dental, vision) during any unpaid leave taken as FMLA. An employee may elect to self pay for other  
2 insured benefits.

3 **7.15 Additional Leave:** If state or federal law provides additional leave benefits that an  
4 employee is entitled to by the terms of such laws, the employee shall be entitled to take those leaves  
5 as well.

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1 **ARTICLE 8: HOURS OF WORK AND OVERTIME**

2 **8.1 Regular Schedule.** Regular work shifts for full-time employees are eight (8) hours per  
3 day (exclusive of the meal period) for five (5) days per week, with Saturday and Sunday generally  
4 the days off. FLSA exempt employees are required to work the hours needed to perform their duties  
5 and will receive their normal rate of pay for the workweek regardless of whether or not they work on  
6 a holiday, and regardless of whether they are on a standard or alternative work schedule.

7 **Alternative Work Schedules.** A full-time employee may request, a four (4) day, forty (40)  
8 hour work week, a nine (9) day, eighty (80) hour bi-weekly work schedule, or other alternative  
9 schedule in order to support the County Commute Trip Reduction program. Employees will submit  
10 written requests for alternative work schedule approval to the Section Manager/designee. Requests  
11 will be evaluated and approved or denied relative to the business needs of the organization, and must  
12 be reviewed at least annually. In administering any such alternative work schedule, the following  
13 working conditions shall prevail:

14 **A.** Employee participation shall be on a voluntary basis unless the Section Manager  
15 determines that an alternative schedule is essential to the business needs of the organization. The  
16 establishment of and approval for alternative work schedules is vested solely within the purview of  
17 the County and may be changed from time to time. Such changes will normally require at least two  
18 (2) weeks notice to the employee.

19 **B.** Section 6.9 sets forth terms regarding holidays and alternate work schedules.

20 **C.** If multiple employees in a work group desire an alternative work schedule with the  
21 same days off, the County may, upon written notice to TEA, subject requests for alternative  
22 schedules to a bidding process, with priority given to employees in order of decreasing seniority.

23 **D.** Employees who currently work on an alternative work schedule shall be permitted  
24 to retain that work schedule, subject to the management approval requirements in Section A.

25 **8.2 Overtime.**

26 **A.** Except as otherwise provided in this Article, FLSA Non-exempt employees shall  
27 be paid at an overtime rate of time and one-half (1-1/2) their regular rate of pay for all hours  
28 compensated in excess of forty (40) hours per week.

1                   **B.** Overtime work shall require the prior approval of the employee's Section  
2 Manager/designee.

3                   **8.3 Compensatory Time.** A non-exempt employee may request, and with approval of the  
4 Section Manager, may receive time off in lieu of overtime pay. Such time shall be earned on a time  
5 and one-half (1-1/2) basis as provided under this Article. In accordance with the law the employee  
6 must initiate all requests for compensatory time off in lieu of overtime pay, and compensatory time  
7 accumulations will be governed by King County policy. Any unused compensatory time will be  
8 cashed out on the last payroll of the year.

9                   **8.4 Benefits for Employees Held Over.** Employees asked to work beyond their normally  
10 scheduled shift may use a County telephone to notify home when travel plans have changed.  
11 Employees working two (2) consecutive hours of unscheduled overtime immediately following the  
12 employee's regularly scheduled workday will be eligible to receive a meal expense reimbursement up  
13 to six dollars. This provision only applies when employees are not informed of the need for overtime  
14 in advance of the start of their shift. Employees must submit meal receipts to their supervisor to  
15 receive reimbursement.

16                   **8.5 Call Back.** A non-exempt employee covered by this Agreement who is not on standby  
17 and is called to duty after completion of his or her regular shift or workweek, not contiguous with the  
18 employee's next regular shift shall be granted a minimum of four (4) hours pay at the time and one-  
19 half (1-1/2) rate of pay. Paid status will begin upon arrival at the work location, and will terminate at  
20 the completion of required work. In the event this overtime work is accomplished prior to the normal  
21 working hours and the employee subsequently works his or her regular shift, pay for the regular shift  
22 shall be at the employee's straight time rate.

23                   **8.6 Definition of Call Back.** A Call Back shall be defined as a circumstance where an  
24 employee has left the work premises at the completion of his or her regular work shift and is required  
25 to report to duty prior to the start of his or her next regularly scheduled work shift. An employee who  
26 is called back to report to work before the commencement of his or her regular work shift shall be  
27 compensated in accordance with the Call Back provisions of this Collective Bargaining Agreement.  
28 An individual on standby pay is not eligible for call back pay.

1           **8.7 Telecommuting.** TEA and the County mutually recognize the importance of regularly  
2 reporting to the assigned work site for the purposes of accomplishing work, however, consistent with  
3 past practice, an employee may occasionally request, and a supervisor may occasionally approve, an  
4 alternative telecommuting work schedule for a limited period of time for the purpose of  
5 accommodating and balancing the individual needs of an employee and the business needs of the  
6 organization. Additionally, employees are covered by the King County Telecommuting Policy (PER-  
7 18.4 (AEP)), and any amendments thereto.

8           **8.8 Home Free Guarantee.** The County will operate a program to provide employees with a  
9 free ride home, by taxi, if on a given day the employee has commuted to work by bus, carpool,  
10 vanpool, bike or walking on the day of the trip and has an emergency that day which requires the  
11 employee to leave work at other than the employee's regularly scheduled quit time. Determination of  
12 what constitutes a qualified emergency will be made at each worksite by the employee designated by  
13 the County. Employees can exercise their home free guarantee a maximum of eight (8) times per  
14 calendar year.

1 **ARTICLE 9: WORK-OUT-OF-CLASSIFICATION**

2 **9.1 General.** Employees are to be properly paid for their assigned body of work, except in  
3 the case of incidental assignment as described below. No employee may assume the duties of a  
4 higher paid position without formal assignment, except in a bona fide emergency. Employees are not  
5 entitled to classification changes or compensation for work that is not assigned.

6 **9.2 Incidental Assignment.** Nothing in this article shall limit management from assigning  
7 an employee incidental work outside of the employee’s current classification; such incidental work  
8 assignment shall not constitute the basis for an out-of-class assignment.

9 **9.3 Special Duty Assignment.** Employees may be assigned work out of their regular  
10 classification on a temporary basis by Special Duty Assignment. Restrictions on the length of the  
11 assignment are governed by County policy and the Personnel Guidelines. If this assigned work is to  
12 a lower classification, the employee will receive his/her normal rate of pay. Compensation for such  
13 special duty assignment shall begin on the day identified in the written assignment.

14 **9.4 Pay on Special Duty**

15 **A.** Pay for a special duty assignment shall be to the first step of the pay range of the  
16 existing higher-level job classification or to a pay step in the existing higher classification that  
17 provides at least the equivalent of two steps (approximately 5 percent) increase over the employee’s  
18 current rate of pay, whichever is greater.

19 **B.** Special duty compensation may not exceed the top step of the new range unless the  
20 employee was receiving above-Step-10 merit pay. In those instances, the pay may exceed the  
21 maximum of the new pay range by no more than five percent and shall continue only as long as the  
22 merit pay would have remained in effect.

23 **C.** When the special duty assignment is completed, the employee’s pay shall revert to  
24 the pay rate the employee would have received if the employee had not been assigned to special duty.

25 **D.** Special duty pay shall not be considered part of an employee’s base pay rate for  
26 purposes of placement within a pay range as a result of promotion or reclassification.

27 **9.5 Accretion and other work-out-of classification.** Incidental assignments can have the  
28 cumulative effect of creating out-of-classification work by accretion when assigned work out of the

1 employee's current classification becomes the preponderance of the work performed by the  
2 employee. Reorganization, changes in job content or council actions may likewise cause the duties  
3 of a position to change, or a position may be otherwise incorrectly classified. Under these  
4 circumstances, employees may request the Human Resources Director (or designee) to review their  
5 job duties to determine if the duties and responsibilities performed by the employee are more  
6 accurately described in another, more appropriate, job classification.

7 **A. County Classification Review Procedure.** Employees will submit their request  
8 for reclassification by completing a Position Description Questionnaire and forwarding it to the WTD  
9 Human Resources Service Delivery Manager (SDM), who will forward it to the supervisor for review  
10 and comment. After the supervisor has reviewed and commented upon the PDQ, the PDQ will be  
11 returned to the employee for review and comment, and then submitted to the section manager and the  
12 division director before being returned to the WTD SDM for finalization. Once the PDQ has been  
13 finalized, it will be delivered to King County Human Resources Division for a classification analyst  
14 to review the request according to their policies and procedures and notify the employee of their  
15 findings when the review is completed.

16 **B. Effective Date.** The effective date of reclassification under this article will be the  
17 date the employee submits the PDQ to WTD SDM after review and comment by the supervisor, or 30  
18 days from the initial submission of a fully completed PDQ to WTD SDM, whichever is less  
19 (incomplete PDQ's will not be considered as received if the WTD HR analyst returns the PDQ to the  
20 employee for further completion).

21 **C. Classification and Compensation.** Classification and compensation shall be in  
22 accordance with this Agreement. If a reclassification results in assignment to a higher paid  
23 classification, then the employee shall receive at least step one of the new pay range or two steps  
24 above the employee's current rate of pay, whichever is highest.

25 **D. Appeal.** The County and the Union agree that disputes relating to the  
26 classification of a position will be submitted to the Division Director/designee of Human Resources  
27 Department of Executive Services for reconsideration. If the Union disagrees with the Division  
28 Director's/designee's decision it may, within thirty (30) days, submit the issue to a neutral third

1 party. The neutral party will be selected in accordance with the grievance procedure in this  
2 Agreement. The decision of the neutral party shall be binding upon all parties. The classification  
3 issue (other than jurisdictional and pay-related) shall be presented to the neutral party and will not be  
4 subject to the King County Personnel Board or binding arbitration.

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1 **ARTICLE 10: LAYOFF, RECALL AND TRANSFER**

2       **10.1 Layoff.** In the event of a reduction in force due to lack of work or lack of funds, layoffs  
3 will be conducted at the division level (WTD). The WTD Director (or designee) will provide written  
4 notification to the individual(s) whose position(s) is/are being eliminated. Prior to instituting layoff  
5 notification(s), all temporary, term-limited-temporary (TLT) and probationary employees within the  
6 skill area affected by the primary layoff (e.g. structural, mechanical, electrical, etc.) shall be released;  
7 provided, however, that WTD may retain a limited number of TLT employees during layoffs when  
8 there exists a legitimate business need to do so (e.g., the TLT is working on a project which is  
9 expected to be completed within four months of the date the layoff takes effect, the TLT possesses or  
10 the project requires unique skills and/or experience within the broader skill area, the project involves  
11 extensive communication and relationship with community members, etc.).

12       **10.2 Bumping.** A regular career service employee who has completed a probationary period  
13 so notified may accept layoff or elect to bump an employee with less seniority covered by this  
14 Agreement, as provided within this Section; provided, however, that a TLT employee who has been  
15 retained through layoff pursuant to Article 10.1 shall not be bumped. An employee will have five (5)  
16 work days from the time of written notification of layoff to provide written response to the County of  
17 his/her intent to exercise his/her bumping rights. An employee will forfeit his/her bumping rights if  
18 his/her written response is not submitted within five (5) days or the County has not accepted a late  
19 filing of the response. The County will, if it determines that there are warranting circumstances,  
20 accept a late filed response from an employee. Late response from those employees who could not  
21 be notified of a reduction in force due to leave, absence, or long-term vacation, etc., will be accepted.

22       Should the County accept the late filing, the resultant adversely affected employee(s) may not  
23 grieve such decision. Also, such acceptance of a late filing will not result in the re-administration of  
24 the bumping process.

25       An employee notified of layoff and each subsequently displaced employee may select any one  
26 of the following alternatives rather than accepting layoff:

27               **A.** Bump within the WTD Division to displace the least senior employee in his/her  
28 same classification for which s/he is qualified;

1           **B.** Bump the least senior employee within the WTD Division in a lower paying  
2 classification in his/her same classification series for which s/he is qualified;

3           **C.** Bump the least senior employee within the WTD Division in a lower paying  
4 classification outside of his/her current classification series that s/he has previously served a  
5 probationary period or had probation waived by the County and for which s/he is qualified;

6           **D.** Bump the least senior employee within the WTD Division in a lateral  
7 classification (one that has the same top rate of pay) for which s/he is qualified and has previously  
8 served a probationary period or had probation waived by the County.

9           **10.3 Transfer.** In lieu of laying off a regular career service employee, the director of the  
10 Department of Executive Services (DES) or designee may reassign such employee to a comparable,  
11 vacant position, when the director of DES determines such reassignment to be in the best interest of  
12 the County.

13           **10.4 Recall Rights.** A regular career service employee who is laid off will have recall rights  
14 to his/her previous position for two (2) years from the date of layoff. An employee retains his/her  
15 recall rights if he/she accepts a lesser position with the County. An employee who is laid off shall  
16 forfeit his/her recall rights if he/she refuses a recall to a comparable position.

17           **10.5 Notice of Recall.** A regular career service employee will have ten (10) days from the  
18 date the notice of recall is sent by certified mail in which to notify the County of whether he/she will  
19 accept the position. The County will consider the employee's failure to notify the County within ten  
20 (10) days a refusal, however, if the County determines that there are warranting circumstances, it  
21 may accept a late notice from an employee. Notices will be in writing. It is the employee's  
22 responsibility to keep the County informed of his/her current address.

23           **10.6 Reinstatement.** A regular career service employee recalled within two (2) years from  
24 the time of layoff will have any forfeited extended sick leave accruals and seniority restored and  
25 adjusted for the period of layoff, and benefit time accrual rate restored.

1 **ARTICLE 11: DISCIPLINE**

2 **11.1 Just Cause Standard.** No career service employee shall be disciplined or discharged  
3 except for just cause. Probationary and temporary employees are employed at will and may be  
4 disciplined and discharged at any time by the County. Probationary and temporary employees may  
5 not grieve or in any way appeal discipline or discharge under this Agreement.

6 Term-limited employees are not subject to the just cause requirement but will be granted due  
7 process as defined in this section. Before being disciplined or discharged, except where the action is  
8 taken for budgetary or operational reasons, TLTs shall be provided a due process review. Not less  
9 than two (2) working days before the review, the employee shall be advised of the intended action  
10 and shall be provided notice of the allegations and all documentation relating to the allegations.  
11 TLTs shall be entitled to union representation at the review, which shall be held with the decision-  
12 maker.

13 **11.2 Probationary Period for New employees.** New employees shall be subject to a six (6)  
14 month probationary period. Employees who have been assigned to a position as an acting or TLT  
15 shall be provided credit for such time toward this period at the discretion of the appointing authority.  
16 A probationary period may be extended beyond six (6) months but no more than twelve (12) months  
17 upon agreement of the County, the employee, and TEA. A new employee shall receive a one-step  
18 pay increase upon successful completion of the probationary period, unless the employee is already at  
19 the top step (Step 10) of the wage range.

20 **11.3 Trial Service Period upon Promotion, Reclassification, Transfer or Demotion.**  
21 Career Service bargaining unit employees promoted, reclassified or transferred to a new position in  
22 the bargaining unit shall be subject to a six (6) month trial service period in the new position.  
23 Employees who have been performing the work of the new position in an acting capacity, or as the  
24 result of a reclassification, may be provided credit for such time toward this period at the discretion  
25 of the appointing authority. An employee successfully completing a trial service period may be  
26 eligible for a one step pay increase at the discretion of the hiring authority.

27 An employee who does not successfully complete the trial service period in a position to  
28 which the employee has been promoted, transferred or reclassified may be restored to the employee's

1 former position, former salary, and all other benefits to which the employee would have been entitled  
2 if the promotion, transfer or reclassification had not occurred. Provided further, there are no  
3 reversion rights if discharged for cause. Reversion will occur if the former position is still vacant  
4 (has not been offered and accepted by an applicant), and the position still exists. If the former  
5 position is unavailable, the individual will be offered any vacant WTD TEA represented position for  
6 which they are qualified. If they accept a lower range position, they will have recall rights to the next  
7 available position of the range they had at the time of the initial transfer for a period of up to two  
8 years. If no vacancy exists, the employee shall be separated from employment and shall be eligible  
9 for recall to any of the positions specified in this section for a period of up to two years. If they  
10 refuse to accept a position of equal range and similar duties (to the position initially vacated) for  
11 which they are qualified, they will be discharged without recall rights. An employee not successfully  
12 completing a trial service period upon voluntary or involuntary demotion will be separated from  
13 employment with no reversion or recall rights.

14 **11.4 Disciplinary Action.** Disciplinary action may include but not be limited to a written  
15 reprimand, suspension without pay, involuntary demotion, withholding of a step increase, reduction  
16 of a pay step, and discharge. The type and level of disciplinary action issued will be determined by  
17 the County based on the nature and severity of the behavior and/or performance deficiency that led to  
18 the disciplinary action. The suspension without pay of an employee who is exempt under the Fair  
19 Labor Standards Act may only be in full week increments unless the infraction is for the violation of  
20 a major safety rule. Counseling whether verbal or written, is not considered discipline and is not  
21 subject to the grievance procedure of this Agreement.

22 **A. Verbal and Written Counseling.** Instances of prior counseling shall not be used  
23 as a resolved disciplinary action for purposes of future disciplinary actions. However, instances of  
24 prior counseling may be used as prior notice to the employee and may be taken into account  
25 accordingly for subsequent disciplinary actions. Additionally, employees may provide a written  
26 response to any counseling maintained in the employee's personnel file, and said response shall be  
27 maintained in the employee's personnel file as well.

28 **11.5 Cause for Disciplinary Action.**

1 An employee may be disciplined for any of the following causes, or for any other justifiable  
2 cause:

- 3 • Dishonesty, including but not limited to dishonesty in securing appointment
- 4 • Gross misconduct
- 5 • Incompetence
- 6 • Inefficiency
- 7 • Unauthorized absence, including patterns of continual tardiness
- 8 • Neglect of duty
- 9 • Insubordination
- 10 • Consumption of or being under the influence of alcohol or other drugs while on
- 11 duty
- 12 • Conviction of a crime
- 13 • Disorderly conduct while on duty
- 14 • Negligent, reckless or knowing damage to or waste of public property
- 15 • Violation of any of the provisions of applicable federal or state law relating to
- 16 political activities
- 17 • Negligent, reckless or knowing violation of any of the provisions of the personnel
- 18 guidelines or this Agreement.
- 19 • Violation of any lawful order, directive, or policy of a superior, including but not
- 20 limited to the Executive, department directors and division managers, or a violation
- 21 of the Employee Code of Ethics.

1 **ARTICLE 12: CONFLICT RESOLUTION**

2           The County and TEA commit to addressing and resolving issues in a fair and responsible  
3 manner and to use conflict resolution methods when appropriate. The County and TEA’s  
4 relationship depends on mutual respect and trust built upon the ability to recognize the individual  
5 employee’s value to the County and the employee’s investment in the County. Early and informal  
6 resolution of disagreements and workplace problems will enhance the productivity and quality of the  
7 workplace. It shall be a goal of the County and TEA employees to enter the dispute resolution  
8 process before a problem arises to the level of a disciplinary matter or grievance. The steps TEA  
9 recommends in conflict resolution are awareness, acceptance, and action, using pre-designated  
10 colleagues in the roles of natural facilitators to teach, lead and coach. Under no circumstances shall  
11 the initiation of the conflict resolution procedure serve to waive any of the timelines set forth in the  
12 Grievance Procedure provisions set forth in Article 13 below, unless by mutual agreement of TEA  
13 and the County.

1 **ARTICLE 13: GRIEVANCE PROCEDURE**

2 **13.1 Nature of the Procedure.** Any dispute between the County and TEA or between the  
3 County and any employee covered by this Agreement concerning the interpretation, application,  
4 claim of breach or violation of the express terms of this Agreement shall be deemed a grievance.

5 Every effort will be made to settle grievances at the lowest possible level of supervision with  
6 the understanding grievances will be filed at the step in which there is authority to adjudicate,  
7 provided the immediate supervisor is notified. Employees will be unimpeded and free from restraint,  
8 interference, coercion, discrimination, or reprisal in seeking adjudication of their grievance. The  
9 conflict resolution procedure described in Article 12 of this agreement is also an encouraged method  
10 for resolving problems.

11 Grievances shall be heard during normal County working hours unless stipulated otherwise  
12 by the parties. Employees involved in such grievance meetings during their normal County working  
13 hours shall be allowed to do so without suffering a loss in pay.

14 Any time limits stipulated in the grievance procedure may be extended for stated periods of  
15 time by the appropriate parties by mutual agreement in writing.

16 **13.2 Grievance Steps.** A grievance in the interest of a majority of the employees in a  
17 bargaining unit shall be reduced to writing by TEA and may, at its discretion be introduced at Step 2  
18 of the grievance procedure and be processed within twenty-one (21) days of the alleged violation or  
19 knowledge of the alleged violation.

20 A grievance shall be processed in accordance with the following procedure:

21 **Step 1:** A grievance shall be submitted in writing by TEA or the employee within twenty-one  
22 (21) calendar days of the alleged contract violation or within (21) calendar days of knowledge of the  
23 alleged violation to the grieving employee's immediate supervisor. The grievance shall include a  
24 description of the incident, identification of the provisions of the Agreement that apply (subject to  
25 refinement), the remedy sought, and the date the incident occurred. The immediate supervisor should  
26 arrange a meeting with TEA to resolve the grievance. The employee may elect to attend. The parties  
27 agree to make every effort to settle the grievance at this stage promptly. The immediate supervisor(s)  
28 shall answer the grievance in writing within fourteen (14) calendar days of receiving the written

1 grievance.

2       **Step 2:** If the grievance is not resolved as provided in Step 1 above, it shall be forwarded in  
3 writing to the Section Manager within ten (10) calendar days of the Step 1 written response. The  
4 manager shall convene a meeting with TEA within ten (10) calendar days after receipt of the  
5 grievance. The meeting shall include the aggrieved employee (at their option). The manager must  
6 reply in writing to TEA within ten (10) calendar days after the grievance meeting. The Section  
7 Manager will consult with WTD HR and the King County Labor Relations Manager/designee and  
8 provide copies of all written grievances and responses to the WTD HR and the King County Labor  
9 Relations Manager/designee. If the County and Association have been unable to resolve the  
10 grievance, the Association may request mediation or arbitration and will have thirty (30) calendar  
11 days to formalize this request in writing to the Department of Executive Services, Human Resources  
12 Division, Labor Relations Section who will provide a copy to WTD HR.

13       **Step 3: Mediation** – If the parties mutually agree to mediation, the County and Association  
14 will have thirty (30) working days from the mediation request date to schedule a mediation date. The  
15 County and the Association shall mutually agree upon a mediator. The decision reached in mediation  
16 shall be binding on the parties and, unless specifically agreed otherwise, not form a precedent with  
17 WTD for similar issues. If resolution is not reached in mediation, issues may be referred to  
18 arbitration, if it concerns the proper application or interpretation of the agreement.

19       The County and the Association shall each bear the cost of its own presentation and shall bear  
20 equally the fees and cost of the mediator.

21       The Association will have thirty (30) working days from the conclusion of mediation to make  
22 a written request for arbitration to the King County Department of Executive Services, Human  
23 Resources Division, Labor Relations Section who will provide a copy to WTD HR.

24       **Step 4: Arbitration** - If the grievance is not settled at Step 2 or Step 3, either of the  
25 signatory parties to this Agreement may submit the grievance to binding arbitration.

26       After the Demand for Arbitration is filed, the County and TEA will meet to select, by mutual  
27 agreement, an arbitrator. If the parties are unable to arrive at an agreement, either party may petition  
28 for a list of nine (9) arbitrators from the Public Employment Relations Commission (PERC) after



1 which an arbitrator shall be selected by the alternate striking of names, with the first strike to be  
2 determined by the flip of a coin.

3 **13.3 Arbitrator's Authority.** In connection with any arbitration proceeding held pursuant to  
4 this Agreement, it is understood as follows:

5 **1.** The arbitrator shall have no power to render a decision that will add to, subtract  
6 from, alter, change, or modify the terms of this Agreement, and their power shall be limited to the  
7 interpretation or application of the express terms of this Agreement, and all other matters shall be  
8 excluded from arbitration.

9 **2.** The decision of the arbitrator shall be final, conclusive and binding upon the  
10 County, TEA, and the employee involved.

11 **3.** The cost of the arbitrator shall be borne equally by the County and TEA, and each  
12 party shall bear the cost of presenting its own case. Each party shall bear the cost of its own  
13 attorney's fees regardless of the outcome of the arbitration.

14 **4.** The arbitrator's decision shall be made in writing and shall be issued to the parties  
15 within thirty (30) days after the case is submitted to the arbitrator.

1 **ARTICLE 14: NON-DISCRIMINATION**

2           The County or the Association shall not unlawfully discriminate against any employee with  
3 respect to compensation, terms, conditions or privileges of employment because of race, color, creed,  
4 religion, national origin, age, sex, sexual orientation, marital status, physical, mental or sensory  
5 disability, or union activities. Employees may process a grievance dealing with unlawful  
6 discrimination to Step 3 of the grievance procedure as described in Article 13. Failing to reach a  
7 settlement, employees may take the issues under this Article to the appropriate agency for  
8 adjudication.

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1 **ARTICLE 15: WORK STOPPAGES AND EMPLOYER PROTECTION**

2           **15.1 No Work Stoppages.** The County and the Association agree that the public interest  
3 requires efficient and uninterrupted performance of County services and to this end pledge their best  
4 efforts to avoid or eliminate any conduct contrary to this objective. Specifically, the Association  
5 shall not cause or condone any work stoppage, including any strike, slowdown, or refusal to perform  
6 any customarily assigned duties, sick leave absence which is not bona fide, or other interference with  
7 County functions by employees under this Agreement and, should same occur, the Association agrees  
8 to take appropriate steps to end such interference. Any concerted action by employees shall be  
9 deemed a work stoppage if any of the above activities occurs.

10           **15.2 Association’s Responsibilities.** Upon notification in writing by the County to the  
11 Association that any of its members are engaged in such work stoppage, the Association shall direct  
12 each of its members to cease such stoppage and provide the County with a copy of such order. In  
13 addition, if requested by the County, a responsible official of the Association shall publicly order  
14 such employees to cease engaging in such a work stoppage.

1 **ARTICLE 16: PART-TIME AND TEMPORARY EMPLOYMENT**

2       **16.1 Part Time Employees.** The Section Manager/designee may approve an employee’s  
3 request for a part-time schedule. Such approval is conditional on the County’s determination of its  
4 business needs, and may be rescinded at any time due to changing business needs. The County shall  
5 normally provide a part-time employee at least two (2) weeks notice of any necessary change to the  
6 employee’s part-time status.

7       All regular part-time employees scheduled for one-half time or more shall receive full  
8 medical benefits and privileges and prorated leave benefits. For hourly employees (i.e., employees  
9 not exempt from the overtime provisions of the FLSA), any hours worked in excess of the part-time  
10 employee’s approved schedule up to forty (40) hours per week shall be paid at the straight time rate.  
11 Compensation for hours paid in excess of forty (40) hours per week for non-exempt part-time  
12 employees shall be in accordance with Article 8.

13       **16.2 Part-time FLSA Exempt Employees.** Part-time regular employees are those  
14 employees who work at least half-time but less than full-time in a calendar year. The following  
15 applies to part-time regular employees who are in job classifications that have been designated as  
16 FLSA Exempt:

- 17           • Part-time regular employees are treated for all purposes including compensation  
18 consistent with the FLSA designation of their job classification.
- 19           • Part-time regular FLSA exempt employees have their workload expectations and  
20 pay established relative to a full-time position.
- 21           • In accordance with the Executive Policy PER 8-1-1 (AEP), with approval of the  
22 HRD Director, an employee who would otherwise be exempt from the FLSA may be compensated on  
23 an FLSA non-exempt basis when the department director determines that this method is in the best  
24 interests of the department.
- 25           • Part-time regular FLSA exempt positions may be approved by hiring authorities on  
26 the following bases, in which both the pay level and workload expectations are established relative to  
27 a full-time equivalent (FTE) position:
  - 28               ▪ 0.5 FTE (20 hours per workweek)

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- 0.6 FTE (24 hours per workweek)
- 0.75 FTE (30 hours per workweek)
- 0.8 FTE (32 hours per workweek)
- 0.9 FTE (36 hours per workweek)

**16.3 Temporary Employees.** Term Limited Temporary employees who have served at least one (1) year with WTD shall be eligible to compete as internal candidates for full-time career service positions represented by TEA. Term Limited Temporary employees shall be eligible to request a part-time schedule in accordance with Article 16.1 above.

1 **ARTICLE 17: TIME, SPACE AND PROPERTY**

2           **17.1 Workplace Access.** TEA representatives may, after notifying the appropriate Section  
3 Manager in charge, visit the work location of employees covered by this Agreement at any  
4 reasonable time for the purpose of investigating grievances. Such representative shall limit his or her  
5 activities during such investigations to matters relating to this Agreement.

6           **17.2 Facilities.** County space and facilities may be used by the Association for the purposes  
7 of administering the terms of this agreement so long as it does not interfere with the normal  
8 operations of the work site.

9           **17.3 Release Time.** The County agrees to recognize up to eight (8) employees appointed  
10 and identified by TEA as representatives. When contract administration business is conducted during  
11 working hours, these employees are responsible for coordinating in advance with their Section  
12 Manager or designee so as to not negatively impact Section workload. Contract administration  
13 includes Weingarten hearings, formal and informal grievances, mediation hearings and other  
14 meetings (excluding arbitrations), and similar contract related work with Section Managers and  
15 Division Management. TEA meetings that do not include Section Managers or Division  
16 Management will be conducted during non-working hours, meal periods or break periods. Release  
17 time for contract negotiation sessions between the County and TEA will be limited to up to a total of  
18 four (4) persons for the two (2) bargaining units.

19           **17.4 Bulletin Boards.** The County shall provide bulletin board space for the use of TEA in  
20 areas accessible to the members of the bargaining units. Only recognized officers and staff  
21 representatives of TEA will be entitled to post and remove TEA materials, and only materials  
22 originating from and identified as official TEA documents with a TEA signature, logo, or appropriate  
23 stamp may be posted on the TEA bulletin board space.

24           **17.5 Equipment Use.** The County recognizes that County business will include certain  
25 activities relating to contract administration. Employees who are designated by TEA as  
26 representatives may make limited use of County telephones, FAX machines, copiers and similar  
27 equipment for the purpose of contract administration. As an example, a few copies made  
28 occasionally would be limited use of the copier, not copies for the entire bargaining unit or sections

1 thereof. Similarly, use of the FAX, computer, and telephone would be on an occasional as needed  
2 basis and not on a routine basis and not for communications broadcast to large numbers of  
3 employees. In addition, such employee representatives may use the County electronic email system  
4 for communications related to contract administration provided that the use is limited to use which is  
5 brief in duration and accumulation, and which does not interfere with or impair the conduct of other  
6 official County business.

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1 **ARTICLE 18: SAVINGS CLAUSE**

2           Should any part hereof or any provision in this Agreement be rendered or declared invalid by  
3 reason of any existing or subsequently enacted legislation or by any decree of a court of competent  
4 jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the  
5 remaining portions hereof; provided, however, upon such invalidation the parties agree to meet  
6 within thirty (30) calendar days and negotiate such parts or provisions affected. The remaining parts  
7 or provisions of this Agreement shall remain in full force and effect.

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1 **ARTICLE 19: WAGE RATES**

2 **19.1 Pay Ranges.** Pay ranges for each classification are set forth in Appendix A.

3 **19.2 Cost of Living Allowance.**

4 ~~A. Effective January 1, 2009, wage rates in effect on December 31, 2008 shall be~~  
5 ~~increased by an amount equal to ninety percent (90%) of the CPI-W, All Cities Index, September~~  
6 ~~2007 to September 2008 with a minimum increase of two percent (2%) and a maximum increase of~~  
7 ~~six percent (6%).~~

8 ~~—————B. Effective January 1, 2010, wage rates in effect on December 31, 2009 shall be~~  
9 ~~increased by an amount equal to ninety percent (90%) of the CPI-W, All Cities Index, September~~  
10 ~~2008 to September 2009 with a minimum increase of two percent (2%) and a maximum increase of~~  
11 ~~six percent (6%).The current wages rates for 2010 will remain in effect throughout 2011 with no cost~~  
12 ~~of living or any other wage adjustment.~~

13 **19.3 Normal Withholding.** All payments made pursuant to this Agreement shall be subject  
14 to regular and legally required withholding. This will include deductions for purposes of the Public  
15 Employment Retirement System (PERS). King County shall be responsible to the Department of  
16 Retirement Systems (DRS) for payment of PERS contributions. Each individual shall be responsible  
17 to King County for repayment of the employee’s share of their PERS contribution. Each individual  
18 shall have the PERS employee obligation deducted from any retroactive payment check.

19 **19.4 Implementation Schedule.** The County will implement any pay increases set forth in  
20 this Agreement as soon as practicable and consistent with all applicable laws.

21 **19.5 Professional Registration and Certification Pay.**

22 **19.5.1 Introduction.** To encourage professional development and to ensure the  
23 employment of qualified personnel in appropriate classifications, compensation for professional  
24 licenses and certifications will be provided in accordance with this article. Such compensation shall  
25 be paid to those employees who have obtained professional licenses and certifications or completed  
26 further education or paid for memberships in organizations that are directly applicable to their  
27 employment.

28 **19.5.2 Professional Licenses.** Employees who have one or more current

1 Washington State professional licenses in the branches of Civil, Mechanical, Electrical, Chemical,  
2 Environmental, Sanitary, or Structural shall be paid fifty (\$50) dollars per month. If the professional  
3 license is directly applicable to their employment, they will receive an additional fifty (\$50) dollars  
4 per month.

### 5 **19.5.3 Certifications and Professional Designations.**

6 A. Within the terms of this Agreement, certifications include the following:

7 ACI American Concrete Institute Concrete Construction Special Inspector (CM  
8 Classification Only)

9 AWS American Welding Society Certified Welding Inspector (CM Classification  
10 Only)

11 IAEI International Association of Electrical Inspectors Master Electrical Inspector  
12 (CM Classification Only)

13 Crane Institute of America Certified Overhead Crane Inspector Certificate (CM  
14 Classification Only)

15 NACE National Association of Corrosion Engineers (CM Classification Only)

16 Association of Energy Engineers (AEE) Certified Energy Managers (CEM)

17 American Institute of Certified Planners

18 Certified Public Accountant

19 Hazardous Waste Certification HAZWOPER (when required by the job)

20 One of International Right of Way Association-SR/WA, R/W-AC, EC, NAC, RAC,

21 AMC (Real Property Agent Classification Only)

22 One of National Association of Independent Fee Appraisers-IFA, IFAS, IFAA, IFAC

23 (Real Property Agent Classification Only)

24 One of Project Management Institute Certification (PMP, PMR)

25 ICC Underground Storage Tank Installation/Retrofitting Certification

26 Washington State Associate Brokers License (Real Property Agent Classification  
27 Only)

28 Washington State Bar Association

- 1 Washington State Certified Real Estate Appraiser (Real Property Agent Classification
- 2 Only)
- 3 One of: Journey Electrician or Master Electrician or Electrical Administrator (CM
- 4 Classification Only)
- 5 One of: AHERA Asbestos Building Inspector or EPA Lead Inspector (CM
- 6 Classification Only)
- 7 Wastewater Treatment Operator
- 8 One of SAVE International (AVS, VMP, CVS)
- 9 One of AACE International (CCC™/CCE™, CCT™, EVP™, and PSP™)
- 10 Classical RCM or RCM 2 Facilitator
- 11 Certified Maintenance and Reliability Professional (SMRP)
- 12 Certified Professional in Erosion and Sediment Control
- 13 Green Building Certification Institute (GBCI) LEED AP
- 14 Certified Geographic Information Systems (GIS) Professional (GIS Analyst
- 15 Classification Only)

16 ~~A. Within the terms of this Agreement, certifications include, but are not limited to the following:~~

- 17 ~~ACI American Concrete Institute Inspection Certification~~
- 18 ~~AWS American Welding Society Inspection Certification~~
- 19 ~~DCLU City of Seattle DCLU Special Inspection Certification~~
- 20 ~~IAEI International Association of Electrical Inspectors~~
- 21 ~~ICBO International Conference of Building Officials~~
- 22 ~~NACE National Association of Corrosion Engineers~~
- 23 ~~American Institute of Certified Planners~~
- 24 ~~Certified Public Accountant~~
- 25 ~~Hazardous Waste Certification (when required by the job)~~
- 26 ~~International Right of Way Association SR/WA, R/W-AC, EC, NAC, RAC, AMC~~
- 27 ~~National Association of Independent Fee Appraisers IFA, IFAS, IFAA, IFAC~~
- 28 ~~Project Management Institute Certification~~

- 1 ~~Underground Storage Tank Inspection Certification~~
- 2 ~~Washington State Associate Brokers License~~
- 3 ~~Washington State Bar Association~~
- 4 ~~Washington State Certified Real Estate Appraiser~~
- 5 ~~One of: Journey Electrician or Master Electrician or Electrical Administrator~~
- 6 ~~One of: AHERA Asbestos Building Inspector or EPA Lead Inspector~~
- 7 ~~Wastewater Treatment Operator (applicable solely to the Infrastructure Coordinator~~
- 8 ~~position)~~
- 9 ~~Associate Value Specialist~~
- 10 ~~RCM Facilitator~~
- 11 ~~Certified Maintenance and reliability Professional (SMRP)~~

12                   B. During the term of this Agreement, additional certifications may be added  
13 by mutual agreement of the parties to this contract.

14                   C. All employees who have one or more valid certifications as described in  
15 Section 19.5.3(A) above in a discipline directly applicable to their employment, shall be paid an  
16 additional fifty (\$50) dollars per month per certification up to a maximum of one hundred (\$100)  
17 dollars per month. Employees must provide at least bi-annual documentation of a certification to  
18 receive compensation, or annually if certification requires annual renewal. Membership in an  
19 organization does not qualify an employee for compensation.

20                   **19.6 Professional Memberships, Licenses and Examination Reimbursements.**

21 Employees are encouraged to join professional organizations for the purpose of further professional  
22 development. The employer recognizes the value of professional affiliation and agrees to reimburse  
23 up to \$400 annually for approved individual professional memberships, licenses and/or  
24 examinations that are related to the employee's position. An employee should discuss their desired  
25 memberships with their supervisor and/or WTD Human Resources to clarify whether it is an  
26 approved organization. Organizations or associations that issue the certifications/designations noted  
27 in 19.5.3 are approved, but as stated below, other restrictions may apply.

28                   a. Employees may seek approval for reimbursement using the newly established

1 process (form submission to supervisor for routing and approval). An employee may belong to more  
2 than one organization, but total reimbursements will not exceed the annual maximum, as stated  
3 above.

4 In situations when multiple employees want to join the same organization, management may  
5 approve an agency level membership or limit the number of individual memberships where benefits  
6 can be shared among employees. Membership dues covering a period of greater than 12 months will  
7 be prorated, but shall not exceed the annual cap.

8 **b.** Employees may seek reimbursement for professional exams that are relevant to the  
9 employee's position and duties. Employees may only seek reimbursement for a particular exam once  
10 during that year. The maximum reimbursement is limited to the amount stated above for any  
11 combination of memberships and/or exams.

12 **19.7 Pay on Completing Probation.** Newly hired employees (i.e., not including  
13 promotions or trial service situations) shall receive a one step increase upon satisfactory completion  
14 of the probationary period.

15 **19.8 Pay on Promotion.** An employee who is promoted will be placed either in the first step  
16 of the new salary range or at the step which is the equivalent of two steps (approximately five  
17 percent) more than the employee's former salary step, whichever is greater, but not to exceed the top  
18 step of the new range except as provided for below.

19 If the former salary step includes an above step-ten amount as a result of an incentive  
20 increase, the employee's new salary is based upon the above step-ten amount, provided that if such  
21 increase results in a salary that is above the top step of the new range (not to exceed 5% above the  
22 top step) the salary will be reduced to the top step at the end of the merit period unless the employee  
23 re-qualifies for an above-step-10 merit award.

24 When a promotion results from other than a reclassification, the appointing authority may  
25 place the promoted employee at any higher step in the salary range when the department director  
26 determines this action is warranted based on the criteria set forth in this Agreement and/or Personnel  
27 Guidelines as applicable, provided funds are available in the agency.

28 **19.9 Advancement Through Pay Range.** Career Service employees who are not on

1 probation shall advance through the applicable pay range at two step increments, up to step 10,  
2 provided the employee does not receive an annual performance evaluation with an overall rating  
3 below satisfactory. Advancement beyond the top of the pay range, or above-top-step merit pay, shall  
4 be in accordance with King County's Merit Pay Manual, except where such sources conflict with this  
5 Agreement or with any established past practice between the parties.

6 Advancement through the new pay range for term-limited temporary employees shall be in  
7 accordance with the King County HRD August 2003 TLT Procedures, except where such sources  
8 conflict with this Agreement or with any established past practice between the parties.

9 **19.10 Contract Re-opener for Certain Administrative Classifications.** If King County  
10 makes changes to the wages for positions in administrative classifications through a coalition  
11 bargaining process involving a group of unions and associations including TEA representing  
12 administrative classifications, the parties' collective bargaining agreement shall be reopened by the  
13 parties for the limited purpose of applying such changes to those administrative classifications  
14 covered by said Agreement. The ground rules of the administrative support coalition bargaining are  
15 attached as Appendix D. For purposes of this Section, "administrative classifications" shall be  
16 limited to: Administrative Specialist classification series, Administrative Office Assistant, and  
17 Administrative Staff Assistant.

18 **19.11 Standby Pay.** Non-exempt employees assigned to standby duty with a pager or phone  
19 will receive 10 % of their base wage rate for each hour that they are assigned to respond to a call  
20 outside their normally scheduled work hours. To qualify for the payment, employees must be in a  
21 condition ready and able to report to work while assigned to respond to the call. If the employee  
22 reports to work, the employee will be paid at the regular rate and will not receive standby pay during  
23 that time. Exempt employees shall not be eligible for standby pay.

24 **19.12 Night Differential.** Non-exempt employees assigned to work at night for periods  
25 longer than two weeks will be entitled to a shift premium of 5% of their regular rate of pay for each  
26 hour worked between 8 pm and 4 am. Exempt employees shall not be eligible for night shift  
27 differential.

28 **19.13 Salary Study Subject to Mediation and Fact Finding.** The parties to this agreement

1 will participate in a joint salary study for the successor agreement commencing not later than six  
2 months prior to the expiration of this Agreement. The parties acknowledge that in accepting a wage  
3 freeze in 2011, TEA accepted a wage less than that which would be indicated by the historic CPI  
4 formula and also agreed to delay implementation of the wage survey called for in the preceding  
5 agreement. The parties agree that the County will fully fund the monies necessary to implement the  
6 negotiated results of the joint salary survey for the successor agreement. If the parties fail to reach  
7 agreement on wage rates, the parties will simultaneously (1) request the assistance of an impartial  
8 third party selected by the parties; if the parties cannot reach agreement, then the mediator will be  
9 selected through the Public Employment Relations Commission to mediate the negotiations; and (2)  
10 appoint a neutral fact-finder pursuant to the selection process below. The mediation will be  
11 scheduled ahead of the fact finding hearing. The fact-finder shall be charged to make non-binding  
12 recommendations to the parties as to the terms of an agreement regarding wage rates for the  
13 classifications at issue. The fact-finder shall consider the market position of the classifications and  
14 the economic circumstances of the employer in making his or her recommendations. The fact finding  
15 will be concluded no later than sixty (60) days after the conclusion of mediation with the  
16 recommendation to each party. The cost of the fact-finder shall be borne equally by the parties.

17 **a. Selection.** The parties will attempt to mutually agree on a fact-finder. Absent such  
18 agreement, the parties will request a panel from the Public Employment Relations Commission and  
19 will select a fact-finder through mutual striking.

20 **b. Hearing.** The hearing procedure shall be determined by the fact-finder but shall be  
21 conducted fairly and expeditiously.

22 **c. Recommendation.** Prior to issuing a formal recommendation, the fact-finder will  
23 meet informally with the parties to inform them of his or her findings. Thereafter, the parties will  
24 have one week to reach an agreement. If the parties are unable to reach agreement the fact finder  
25 shall issue his or her non-binding decision.

1 **ARTICLE 20: PRODUCTIVITY INITIATIVE**

2 The management of King County Wastewater Treatment Division and the Association agree  
3 to engage in a productivity initiative for the benefit of the employees and the ratepayers of King  
4 County. Recognizing the inevitability of the need to improve the delivery of services, the parties to  
5 this agreement intend to work together to manage that process to their mutual benefit. We believe  
6 the partnership we are employing will continue to provide our customers with the best and most  
7 efficient, state of the art wastewater treatment utility in the country, while securing rewarding careers  
8 for the employees of the division.

9 In order to accomplish this change successfully, we agree to the following:

10 1. There will be no involuntary layoffs due to the Productivity Pilot Program in the  
11 Wastewater Treatment Division and as approved by the King County Council. Any reductions in  
12 force necessary to help meet Productivity Initiative goals should be accomplished through attrition.

13 2. This agreement acknowledges the partnership among Wastewater Treatment Division  
14 management, the County, the Association, and others to manage the change process as the  
15 Productivity Pilot Program is implemented and on a continual basis thereafter.

16 3. Management is committed to providing adequate resources for appropriate and necessary  
17 training, career development, and incentives consistent with the business needs, within financial  
18 constraints.



1 **ARTICLE 21: PRODUCTIVITY INCENTIVE FUND**

2 **21.1 Goals and Parameters.**

3 The goals of the Productivity Incentive Fund are as follows:

- 4 • Provide financial incentives to employees to achieve higher than projected savings
- 5 to the sewer ratepayers.
- 6 • Encourage teamwork.
- 7 • Encourage employee involvement in and “ownership” of the business.

8 The parameters of the Productivity Incentive Fund shall be consistent with the annual  
9 wastewater service level requirements as set forth in the Productivity Pilot Program, adopted by  
10 Motion 11156 (April 27, 2001).

11 **21.2 Productivity Incentive Fund for Wastewater.** Henceforth, the productivity incentive  
12 fund, as defined herein, shall be established each calendar year after the baseline annual operating  
13 target savings identified in the aforementioned Productivity Pilot Program are met and verified  
14 through an independent review. Fifty percent (50%) of those additional savings shall be retained by  
15 King County Wastewater Treatment Division and fifty percent (50%) shall be assigned to a  
16 productivity incentive fund. A minimum of twenty-five percent (25%) of the (Operating and Capital)  
17 funds assigned to the productivity incentive fund shall be paid out in cash to all employees  
18 participating in the productivity initiative with the remaining seventy-five percent (75%) distributed  
19 in accordance with Article 21.4. The fund shall be managed as defined in Article 21.4.

20 **21.3 Productivity Incentive Plan for Wastewater Capital.** The Productivity Pilot Program  
21 will develop a plan to identify additional savings associated with portions of the Wastewater Capital  
22 Program. The method of assigning savings to the Productivity Incentive Fund shall be specified in  
23 the plan. Nothing in this Agreement precludes other represented groups or non-represented  
24 employees from participating in the productivity incentive fund for the Wastewater Capital Program.

25 Certain capital program work of the wastewater program has traditionally been performed by  
26 independent contractors procured by the county rather than county employees. If the wastewater  
27 program begins to use county employees for all or any portion of such capital program work in  
28 connection with implementation of the productivity initiative, subsequent use of independent

1 contractors shall not be limited as a result of this temporary pilot project.

2           **21.4 Productivity Incentive Fund Oversight Committee.** A Productivity Incentive Fund  
3 Oversight Committee shall be responsible for oversight of funds. The Productivity Initiative Fund  
4 Oversight Committee shall include three representatives from TEA as well as representatives of other  
5 labor organizations representing participating employees, management, plus one non-represented  
6 position. Ex-officio membership may include, but shall not be limited to the Office of the Executive  
7 and the Finance and Business Operations Division of the Department of Executive Services.

8           The Productivity Incentive Fund Oversight Committee shall have the authority and  
9 responsibility to determine the distribution and use of the fund, subject to approval by the Director of  
10 the Wastewater Treatment Division. The Productivity Incentive Fund Oversight Committee shall  
11 prepare an annual report on the management of the fund. The fund shall be audited on an annual  
12 basis. In addition to employee payouts, as referenced in Article 21.2, the distribution of the funds  
13 may include, but not be limited to:

- 14           • Increased annual pay-outs to employees,
- 15           • Investment in employees through training and other employee development  
16           programs,
- 17           • Award and recognition program,
- 18           • Reserve fund, and
- 19           • Other activities consistent with achieving the goals of the Productivity Pilot  
20           Program.

1 **ARTICLE 22: CONTRACTING OUT**

2           The County shall first consider TEA employees to perform all work, regardless of the size of  
3 the contract, and shall not contract out work that is performed and consistent with work covered by  
4 members of the Association if the contracting of such work eliminates represented positions. In the  
5 case of circumstances that are beyond the control of the County that could not reasonably have been  
6 foreseen, and for projects that the County is not reasonably able to provide the necessary tools,  
7 employees, or equipment to perform work in a timely and cost effective manner, the County shall be  
8 allowed to enter into temporary contract arrangements. Prior to a layoff for lack of work, the County  
9 and the Association will enter into a dialogue with the objective of avoiding the layoff. The County  
10 will recall work assigned to consultants in order to avoid the layoff if 1) the work can be done by  
11 TEA employees and 2) the recall can be done in a manner that does not compromise quality, schedule  
12 and the overall business needs of the body of work or the project being recalled.

1 **ARTICLE 23: SAFETY STANDARDS**

2           The County and its employees value a safe working environment and recognize their mutual  
3 obligation to maintain safety standards. The County shall adopt and enforce a program in accordance  
4 with applicable state and federal laws and regulations. The County may create and enforce safety  
5 standards above those required by law, provided that nothing in this Article waives TEA’s rights to  
6 collectively bargain. The County shall supply and maintain safety-related items and equipment as  
7 required by law or Department or Division policy or directive.

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1 **ARTICLE 24: SPECIAL CONDITIONS**

2 **24.1 Authorized Leave Due to Inclement Weather or Safety Concerns.**

3 A. Administrative offices and operations of the County will remain open during  
4 inclement weather unless directed otherwise by the Executive or respective department director.  
5 Department directors should make every reasonable effort to contact the Executive or Deputy County  
6 Executive prior to closing a department, facility or office.

7 B. Where a department director officially closes operations in his/her department  
8 because of adverse weather conditions, or orders employees to leave the premises because of safety  
9 concerns, all non-essential employees who are scheduled to work will be paid for the normally  
10 scheduled workday. This applies to affected overtime exempt as well as hourly employees.

11 1. Employees who previously requested and have been approved for time off  
12 (e.g., benefit time or extended sick leave, compensatory time-off, leaves of absence) will have hours  
13 deducted from their accruals as approved.

14 2. Temporary (other than provisional, probationary, and term limited  
15 temporary) and part-time employees will be paid for hours actually worked.

16 3. Essential employees who are scheduled to work but do not because of  
17 adverse weather conditions may use accrued benefit time or comp time (hourly employees), or  
18 accrued benefit time or executive leave (FLSA exempt employees), or the time will be charged as  
19 leave-without-pay for the scheduled work day. A department director or designee shall make the  
20 determination as to which employees are essential and, consequently, which employees are required  
21 to report for work despite emergency conditions.

22 C. Where a department, office or facility remains open but weather conditions  
23 prevent an employee from reporting to work, the following will apply:

24 1. The employee will notify his or her supervisor as soon as possible.

25 2. The employee may request, and the Section Manager/designee may  
26 approve, the use of compensatory time, benefit time, or leave without pay to cover absences due to  
27 inclement weather. Extended sick leave may not be used to cover absences due to inclement  
28 weather.

1           **24.2 Automobile Reimbursement.** No employee shall be required as a condition of  
2 employment to provide a personal automobile for use on County business. Any use of a personal  
3 automobile for County business shall be mutually agreed to by the County and the employee and  
4 shall be reimbursed at the rate established by the Internal Revenue Service.

5           **24.3 Transit Passes.** All employees covered under this Agreement shall receive an annual  
6 transit pass entitling the holder to ride without payment of fare on public transportation operated  
7 under the County's authority. In addition, such employees shall be entitled to use the transit pass to  
8 ride without payment of fare on public transportation services operated by or under the authority of  
9 Sound Transit, Pierce Transit, Kitsap Transit, and Community Transit, subject to agreements with  
10 such agencies as may be entered into by the County Executive.

11           **24.4 Defense and Indemnification.** Whenever an employee is named as a defendant in a  
12 civil action arising out of the performance of the employee's duties and is acting within the scope of  
13 employment, the County shall, at the written request of the employee, furnish counsel (or, solely at  
14 the County's discretion, reimburse the employee the cost of their private counsel) to represent the  
15 employee to a final determination of the action, without cost to the employee, and indemnify the  
16 employee from any damages arising from such action or proceeding as consistent with the County  
17 Code, chapter 4.13.

1 **ARTICLE 25: RETIREMENT**

2 All eligible employees shall be covered by the Public Employee Retirement System.  
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1 **ARTICLE 26: PROMOTIONS**

2 The County and the Association agree to develop and maintain a promotional system that will  
3 allow employees to be promoted to job classifications within employees' own bargaining unit  
4 depending on their demonstrated skills, knowledge, and the availability of higher level work and  
5 funding. The benefits to the employees and the organization include the following:

- 6 • Increases efficiency and effectiveness by retaining trained and qualified employees
- 7 • Promotes a productive, high quality work environment
- 8 • Provides employees with career growth opportunities within the Wastewater  
9 Treatment Division
- 10 • Enhances employee morale

11 The County and the Association have the following shared interests for filling vacancies of  
12 positions represented by the Association:

- 13 • Hiring the most qualified candidate to fill the position
- 14 • A quick and fair process
- 15 • Promoting from within

16 Management will determine staffing requirements based on an analysis of the business needs.  
17 When new staffing positions are created or vacant positions are to be filled, it will be advertised to  
18 the employees represented by the Association. Employees shall complete and submit all requested  
19 application materials by the required application deadline.

20 Vacancies may be advertised simultaneously to the employees represented by the Association  
21 and those outside the Association in the interest of efficiency. Application materials will be reviewed  
22 to identify those bargaining unit candidates who meet the minimum qualifications of the positions  
23 based on the "qualifications" and "special necessary requirements" listed on the job bulletin. The  
24 highly qualified candidates are those who meet the "highly desirable" and/or "desirable"  
25 qualifications listed on the job bulletin. From this group, management will interview a minimum of  
26 three (3) highly qualified candidates before considering outside candidates. If there are fewer than  
27 three (3) highly qualified candidates represented by the Association, management may also consider  
28 the outside candidates. The most qualified candidate will be selected.



1 An employment list which has been created for one or more vacancies may be used multiple  
2 times within six months of its initial creation. Otherwise, a previous employment list may not be  
3 reused for future vacancies.

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1 **ARTICLE 27: BENEFIT PLAN**

2 Employees shall receive health care benefits under the County’s Healthy Incentives™  
3 Program as detailed in the parties’ Memorandum of Agreement Regarding Health Benefits (executed  
4 December 4, 2006), attached hereto as Appendix C and as further modified by the Memorandum of  
5 Agreement Regarding Health Benefits for 2010-2012.

6 ~~The terms of the 2007-2009 Memorandum of Agreement regarding Health Benefits will~~  
7 ~~remain in effect until December 31, 2009 and continue throughout the term of this contract as~~  
8 ~~applicable.~~ On January 1, 2010 new and additional terms contained in the Memorandum of  
9 Agreement regarding Health Benefits for 2010-2012 between King County and Unions representing  
10 King County Employees (attached in Appendix C) will go into effect superceding the 2007-2009  
11 MOA, provided that Article 10 “Confidentiality of Information” from the 2007-2009 MOA will  
12 remain in effect throughout the duration of this agreement. Article 10 shall extend to any applicable  
13 vendor(s) replacing or in addition to Harris Health Trends.

14 Full-time regular, part-time regular, provisional, probationary and term-limited temporary  
15 employees and their spouse or domestic partner, each of their dependent children, and each of the  
16 dependent children of their spouse or domestic partner shall be eligible for the medical, dental, life,  
17 disability, and vision benefits provided for in this section (to the extent such benefits are available  
18 through insurers selected by the county).

1 **ARTICLE 28: DURATION**

2 This Agreement shall become effective upon full and final ratification and approval by all  
3 formal requisite means by the Metropolitan King County Council and the King County Executive  
4 and shall be in effect from ~~July-January~~ 1, ~~2008-2011~~ until December 31, ~~2010~~2011.

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7 **APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, ~~2009~~2010.

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11 By: \_\_\_\_\_

12 King County Executive

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17 For the Association:

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20 \_\_\_\_\_  
21 Adé Franklin, President  
22 Technical Employees Association

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2 cba Code: 428

Union Code: W4

3 **APPENDIX A**  
4 **WAGE ADDENDUM**

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Job Class Code	PeopleSoft Job Class Code	Classification	Range*
4200100	421112	Administrative Office Assistant	29
4201100	421214	Administrative Specialist I	33
4201200	421324	Administrative Specialist II	37
4201300	421415	Administrative Specialist III	41
4201400	421511	Administrative Specialist IV	46
2810000	281109	Administrative Staff Assistant	48
2810100	281209	Administrator I	50
2810200	281307	Administrator II	56
7320200	734508	Applications Developer-Journey	60
<b>7320300</b>	<b>734608</b>	<b>Applications Developer-Senior</b>	<b>65</b>
7320400	734708	Applications Developer-Master	70
2131100	214109	Business and Finance Officer I	53
<b>2131200</b>	<b>214213</b>	<b>Business and Finance Officer II</b>	<b>58</b>
<b>2131300</b>	<b>214308</b>	<b>Business and Finance Officer III</b>	<b>62</b>
7114300	712302	Capital Project Manager I	55
7114400	712402	Capital Project Manager II	60
7114500	712502	Capital Project Manager III	67
7114600	712602	Capital Project Manager IV	70
7117100	715102	Construction Management I	53
7117200	715202	Construction Management II	58
7117300	715302	Construction Management III	63
7117400	715402	Construction Management IV	67
7117500	715502	Construction Management V	70
7117600	715603	Construction Management VI	73
2215100	223802	Contract Specialist I	56
2215200	223902	Contract Specialist II	61
4300100	431208	Customer Service Specialist I	32
4300200	431312	Customer Service Specialist II	36
7118100	716002	Designer I	43
7118200	716102	Designer II	47

Job Class Code	PeopleSoft Job Class Code	Classification	Range*
7118300	716202	Designer III	52
7118400	716303	Designer IV	54
7118500	716402	Designer V	59
7322100	735108	GIS Specialist-Entry	55
7322200	735209	GIS Specialist-Journey	60
7322400	735408	GIS Specialist-Master	70
7322300	735309	GIS Specialist-Senior	65
<b><u>7119100</u></b>	<b><u>717002</u></b>	<b><u>Project Control Engineer I</u></b>	<b><u>54</u></b>
<b><u>7119200</u></b>	<b><u>717102</u></b>	<b><u>Project Control Engineer II</u></b>	<b><u>59</u></b>
<b><u>7119300</u></b>	<b><u>717202</u></b>	<b><u>Project Control Engineer III</u></b>	<b><u>63</u></b>
<b><u>7119400</u></b>	<b><u>717302</u></b>	<b><u>Project Control Engineer IV</u></b>	<b><u>67</u></b>
2441100	243110	Project/Program Manager I	53
2441200	243212	Project/Program Manager II	58
2441300	243312	Project/Program Manager III	63
2441400	243404	Project/Program Manager IV	68
2634100	264802	Real Property Agent I	49
2634200	264902	Real Property Agent II	55
2634300	265002	Real Property Agent III	61
2634400	265102	Real Property Agent IV	67
7116100	713602	<del>WasteWater Wastewater</del> Engineer I	54
7116200	713702	<del>WasteWater Wastewater</del> Engineer II	59
7116300	713802	<del>WasteWater Wastewater</del> Engineer III	63
7116400	713902	<del>WasteWater Wastewater</del> Engineer IV	67
7116500	714002	<del>WasteWater Wastewater</del> Engineer V	70
7116600	714103	<del>WasteWater Wastewater</del> Engineer VI	73
1075200	108903	Water Pollution Control Maintenance Manager	75
2430100	242102	Water Quality Planner/Project Manager I	53
2430200	242205	Water Quality Planner/Project Manager II	58
2430300	242305	Water Quality Planner/Project Manager III	63
2430400	242404	Water Quality Planner/Project Manager IV	68

\* All salary ranges are on the King County "Squared" Salary Schedule.

**APPENDIX B**

Pursuant to Section 1.3 of this Agreement, the parties agree that the following provisions of the King County Personnel Guidelines (2005) are preempted by the terms of this Agreement:

Preamble/Disclaimer

Section 1.3

Chapter 4

Chapter 5

Sections 6.5, 6.6, 6.9, and 6.13 - 6.15

Chapter 9

Sections 11.1, 11.2, and 11.4

Sections 12.3 - 12.5

Sections 14.1, 14.2, 14.3, 14.4-14.6, 14.9 - 14.13, and 14.15.

Section 15.3

Chapter 16

Chapter 17

Chapter 18

Section 19.4

Chapter 22