

COLLECTIVE BARGAINING AGREEMENT

between

Kitsap County

and

Local 1308-S

**of the Washington State Council of County and
City Employees, AFSCME, AFL-CIO
[Supervisory Employees]**

January 1, 2012 through December 31, 2016

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This Agreement is made and entered into by and between the **County of Kitsap**, hereinafter known as the "County," and **Local 1308-S of the Washington State Council of County and City Employees, AFSCME, AFL-CIO**, hereinafter known as the "Union," to meet the requirements set forth in Chapter 41.56 of the Revised Code of Washington. The purpose of this document is to set forth the wages, hours and working conditions for said Union's bargaining unit for the term herein below provided.

The County and Union recognize the importance of a reliable work force to provide quality services to the citizens of the County. The County will promote a reliable work force by providing competitive wages and benefits. The Union members will strive to provide the best services possible to the citizens of the County.

ARTICLE I. RIGHTS OF THE PARTIES

SECTION A - RECOGNITION

The Employer recognizes the Union as the exclusive bargaining representative for all regular full-time and regular part-time supervisory employees, excluding confidential, non-supervisory, managerial and all other employees in the following departments:

1. Parks and Recreation
2. Assessor
3. Auditor
4. Clerk
5. District Court
6. Prosecutor
7. Information Services and Facilities
8. Co-operative Extension

SECTION B - UNION SECURITY

1. It shall be a condition of employment that all employees covered by this Agreement hired on or after its effective date shall, on the 31st day following the beginning of such employment, become and remain members in good standing in the Union or pay fees as required; **provided** that, if a public employee meets the requirements set forth in RCW 41.56.122 as having a bona fide religious belief that forbids such public employee to be a member of labor union, such public employee shall pay an amount of money equivalent to the regular Union dues and initiation fee of the Union to a non-religious charity or to another charitable organization mutually agreed upon by the employee and the Union. The employee shall furnish written proof to the Union that such payment has been made. If the employee and the Union do not reach an agreement on the choice of the non-religious charity to which the Union dues and initiation fee are to be paid, the Public Employment Relations Commission shall designate the charitable organization.

2. The Employer shall notify the Union monthly of any new employee coming under the terms of this Agreement.
3. The Union agrees that membership in the Union will not be denied or terminated for any reason other than failure of an employee covered by this Agreement to tender the periodic dues and initiation fees uniformly required as a condition of acquiring or retaining membership in the Union.
4. The Union agrees that the Employer shall not terminate the employment of any employee under the security clause provisions of this Agreement until written notification is received from the Union that an employee has failed to pay the required dues and/or fees, or provide proof of an alternative payment based on religious tenets as provided herein above.
5. The Union shall provide thirty (30) days' written notice to the employee with copy to Employer, that unless restitution for any dues or fees overdue are made, discharge action will be taken. Should the employee make total restitution for dues arrearages, the discharge request shall be withdrawn by the Union.
6. Upon written authorization of an employee, the Employer shall deduct monthly dues and assessments or fees from the salary of such employees, and shall transmit such amount to the Union.
7. The Union shall hold the Employer harmless against any claims brought against the Employer by an employee arising out of the Employer making a good faith effort to comply with this Section.

SECTION C - UNION/EMPLOYER RELATIONS

All collective bargaining regarding wages, hours, and working conditions of employment shall be conducted by authorized representatives of the Union and Employer. The Union and Employer agree that if any new classifications are established within the departments recognized in Article I, Section A, both parties will meet to negotiate whether the position is in the bargaining unit, and, if so, to then negotiate the wages, hours and working conditions. Reasonable notice will be given to the Union when existing job descriptions are substantially changed.

SECTION D – DEFINITIONS

As used herein, the following terms shall be defined as follows:

1. Employee:
 - a. Extra Help: A non-regular employee hired for a specific purpose or project and who is paid on an hourly basis. Extra help employees serve at will and may be terminated by the Employing Official or designee at

any time. Extra help employees receive only those benefits required by federal or state law. Qualified employees on lay-off will be offered extra help work within their classification before an extra help employee is offered work within the same affected job classification in the applicable Department.

- b. Full-time Employee: An employee who is hired in a budgeted position to work a pre-determined schedule of 40 hours per week.
 - c. Part-time Employee: An employee in the bargaining unit (as defined in Section A hereof) who is hired to work a predetermined schedule of 40 hours or more in a two week pay period but less than 80 hours in a two week pay period in a budgeted position.
 - d. Probationary Employee: An employee serving a test period of work evaluation as a new employee or a promoted employee prior to regular status as a new or promoted employee.
 - e. Regular Employee: An employee who has successfully completed his or her probationary employment period. Regular employees are credited with continuous service from the date of hire.
2. Employer: Shall mean the County of Kitsap, Washington.
 3. Grievance: Shall be defined as a dispute or disagreement arising between the employee and/or the Union and the Employer with regard to the interpretation or application of the specific provisions of this Agreement. Specifically excluded from further recourse to the grievance procedure are grievances that have been processed and decided, and grievances not presented within the time limits as established in Article I, Section H.
 4. Probationary Period:
 - a. New Hire. The probationary period for a newly hired employee shall be six (6) months unless the employee was in an unpaid status, then his/her probationary period shall be extended by that amount of time; **provided**, at the option of the Employer, the probationary period may be extended up to an additional six (6) months. Newly hired probationary employees may be terminated at any time during or at the conclusion of the probationary period so long as the reasons for discharge are given. Such employee shall have no recourse to the grievance procedure, for said termination or demotion decision; **provided**, the Employer shall pay wages and benefits pursuant to the contract and any failure to pay on the part of the County shall be grievable. The employee will be granted regular status at the end of the probationary period if the employee has performed satisfactorily. A probationary employee is eligible to use accrued annual, sick leave and floating holiday.

The Employer may extend the six-month probationary period after providing notice to the Union.

- b. Promoted Employee. The probationary period for a promoted employee shall be three (3) months; **provided**, at the option of the Employer, the probationary period may be extended for a period not to exceed three (3) additional months. Promoted employees may be deemed to have failed the probationary status at any time during or at the conclusion of the test period. The employee will be granted regular status at the end of the probationary period if the employee has performed satisfactorily. If the employee fails the probationary period, she or he will be returned to the same or a similar position from which she or he was promoted, within the bargaining unit; or if the position is within another bargaining unit, the employee shall be returned to the same or similar position from which she/he was promoted, provided there is a vacant position available.
 - c. Transferred Employee. The probationary period for an employee who voluntarily transfers to a different department within the same or lateral job classification or within the employing department to a lateral job classification, shall be six months in duration. The employee's probationary period may be extended an additional three months at the option of the Employer. The transferred employee may be provided the right to retreat as determined, in writing, by the Elected Official/Department Director at the time of transfer.
5. Promotion: Appointment to a higher job classification within the department of current employment.
 6. Seniority: Seniority is the length of continuous service with the County and determines eligibility for annual leave and sick leave accruals, longevity, and retirement benefits. Seniority begins to accrue from the first day of employment or rehire into a regular position, whichever is later.
 7. Union: Shall mean Local 1308-S, American Federation of State, County, and Municipal Employees, and Washington State Council of County and City Employees.
 8. Work Month (or full month): A work month (or full month), for employee benefit eligibility purpose, is defined as any calendar month in which a probationary or regular employee is in a paid status for at least sixty-five percent (65%) of their regularly scheduled hours (65% of a full time employee's regularly scheduled hours are calculated to be 112 hours or 14 working days a month).
 9. Anniversary Date: The date an employee is hired into a full-time or part-time position. No credit shall be given for extra help or casual work.

10. Continuous Service: The length of service by an employee which includes periods of authorized paid leaves. An employee who terminates and is re-employed within thirty (30) days or who is laid off and re-employed or re-called within one (1) year from the date of the layoff shall have his/her continuous service date adjusted by the time between termination and re-employment. All benefits based on length of service shall be computed on the basis of continuous service, except as may be otherwise specified on step increases and longevity.
11. Transfer: The change of an employee from one position to another position in the same class or in another class with the same or lower maximum salary without competition.
12. Job Sharing: Is an alternative work arrangement in which two or more employees share a full-time position.
13. Reclassification: An increase/decrease in the level of responsibilities, tasks and duties of a position which changes areas of emphasis, the level of skill required and qualification requirements as they relate to the current position. A reclassification upgrade is not to be used as a merit raise or as a reward for employment longevity, nor is it to be used to reflect an increased volume of work at the same level of responsibility that the incumbent is currently performing. Due to an overall increase/decrease in responsibilities of a position, the monetary compensation (pay range) established for the position may increase or decrease.

SECTION E - NON-DISCRIMINATION

1. Neither the Employer, Union, nor any employee, shall in any manner whatsoever discriminate against any employee on the basis of race; color; religion; creed; sex; marital status; national origin; age; sensory, mental or physical disabilities; sexual orientation; or veteran's status as provided by law.
2. Where the masculine or feminine gender is used in this Agreement, it is used solely for the purpose of illustration, and shall not be construed to indicate the required sex of any employee or job applicant.
3. No employee shall be discharged or discriminated against for upholding lawful Union activities, fulfilling duties as an officer in the Union or serving on a Union committee or member thereof as set forth herein.

SECTION F - MANAGEMENT/EMPLOYEE RIGHTS

1. Except as otherwise expressly and specifically limited by the terms of this Agreement or state or federal law, the Employer retains the following rights: All management rights, powers, authority and functions, whether heretofore or hereafter exercised, and regardless of the frequency or infrequency of their

exercise, shall remain vested exclusively in the Employer. It is expressly recognized that such rights, powers, authority and functions include, but are not limited to, the full and exclusive control, management and operation of its business and affairs; the determination of the scope of its activities, business to be transacted, functions to be performed, the methods pertaining thereto; the determination of the number, size and location of its offices and places of business and equipment to be utilized, and the layout thereof; the right to establish or change shifts, schedules of work, and standards of performance within the parameters of this Agreement; the right to establish, change, combine or eliminate jobs, positions, job classifications and descriptions within the parameters of this Agreement; the right to establish new or change existing procedures, methods, processes, facilities, machinery and equipment or to make technological changes; the right to maintain order and efficiency; the right to designate the work and functions to be performed, the right to establish, administer, or change bonus, incentive or merit compensation plans beyond those identified in this Agreement; the right to make and enforce safety and security rules of conduct; the right to discipline and discharge employees for just cause; the right to discharge employees for failing to meet the minimum qualifications of their position or for incompetency; and the right to determine the number of employees and the direction of the employees.

2. The Employer and the Union agree that the above statement of management rights is for illustrative purposes only, and is not to be construed or interpreted so as to exclude those prerogatives not mentioned that are inherent to management, including those prerogatives granted by law. It is the intention of the parties that the rights, powers, authority, and functions of management shall remain exclusively vested with the Employer, except insofar as expressly and specifically surrendered or limited by the express provision of this Agreement.
3. In accordance with the terms of RCW Chapter 38.52, Employer reserves the right to call upon employees to perform services as an Emergency Worker. An employee's rate of pay will not be reduced as a result of such assignments.

SECTION G - UNION OFFICIALS' TIME OFF

Officials in the Bargaining Unit (Shop Steward, Union Executive Board members and/or members of the negotiating committee) shall be granted reasonable time off while engaged in Union/Employer business involving contractual matters or negotiations, **provided**:

1. Employees shall notify the Elected Official or Department Director at the earliest time the employee is made aware of the need to be absent and the affected Elected Official or Department Director determines that such temporary absence shall not cause unacceptable disruption of services.
2. Employees in the Bargaining Unit shall not transact Union business while working on shift that in any way interferes with the operation of normal routine of

any department. Employees may request reasonable release time for activities that are mutually vital to the County and the Union.

3. Union members may donate up to one day of annual leave per year to be used by Delegates to attend union-sponsored training conferences, conventions, and other Union business without loss of pay. Such donation shall be submitted in writing to the employee's payroll clerk. Unless otherwise waived by the Department Director or Elected Official, the Delegate shall submit a written request at least two weeks in advance of such conference or convention. Any such leave shall be subject to approval of the Department Director or Elected Official. Donated leave not used in a calendar year shall be carried over from year to year; provided, however, no more than 300 hours shall be accumulated. Once the bank reaches 300 hours, no donations shall be accepted until such time as the bank hours are reduced.
4. The Union shall be allowed use of bulletin board space to post Union notices that have been authorized by a Union official.

SECTION H - GRIEVANCE PROCEDURE

1. Definition: A grievance shall be defined as a dispute or disagreement arising between the employee and/or the Union and the Employer with regard to the interpretation or application of the specific provisions of this Agreement. Specifically excluded from further recourse to the grievance procedure are grievances that have been processed and decided and grievances not presented within the time limits established in this Section.
2. Any employee within the bargaining unit who may feel aggrieved by the Employer interpretation, or application of the terms of this Agreement, may seek his/her remedy by the procedure provided in this Agreement.
3. Union Representation: Throughout the grievance procedure, an aggrieved employee shall be represented by the Union, **provided** any employee, at any time, may present his/her grievance without the intervention of the Union if the remedy is not inconsistent with the terms of the Collective Bargaining Agreement, and the Union has been given reasonable opportunity to be present at any initial meeting called for the resolution of such grievance.
4. Time Limits: Any time limits stipulated in this Section may be extended for stated periods of time, by the parties, by mutual written agreement, and any step or steps of the procedure may be waived by mutual written agreement in an effort to expedite the matter. If an aggrieved employee or the Union fails to advance the grievance to the next step in the grievance procedure within the specified time limit, and in the specified manner, the grievance shall be considered settled. The Employer's failure to respond within the time limit at any step in the procedure shall permit the aggrieved employee or the Union to advance the grievance to the next step of the procedure. Where time limits are

expressed in working days, "working days" shall mean Monday through Friday, excluding holidays.

5. Procedure:

Step 1 - Oral Discussion. Within ten (10) working days of the occurrence which gave rise to the grievance, or within ten (10) working days after the employee becomes aware of the situation giving rise to the grievance, the employee and his/her shop steward, or representative of the Union, shall discuss the grievance with his/her immediate supervisor. The immediate supervisor shall notify the employee of his/her decision on the grievance or provide a reason for the delay in the response within ten (10) working days after the discussion with the employee, or the grievance shall be deemed denied. The employee may elect to bypass step one, and proceed directly to step two within ten (10) working days.

Step 2 - Written Grievance. If there is no timely response or satisfaction at step one, then within ten (10) working days after receipt of the response, or expiration of the time for response, or if the employee elects to bypass step one, the employee and/or the Union representative shall reduce to writing a statement of the grievance or complaint which shall contain the following: (a) the facts upon which the grievance is based; (b) reference to the section or sections of the agreement alleged to have been violated; and (c) the remedy sought. The written grievance shall be filed with the Elected Official/ Department Director or his/her designee. The Elected Official/Department Director or designee shall conduct an investigation, and shall notify the aggrieved employee and the Union in writing of the decision, and the reasons therefore within ten (10) working days after receipt of the written grievance.

Step 3. If there is no timely response or satisfaction at step 2, then within ten (10) working days after receipt of the Department Director/Elected Official response, the employee and the Union representative may present the grievance, in writing, to the Chief Administrative Officer; provided, however, that in no case shall the Chief Administrative Officer hear non-wage related grievances brought by employees in Elected Official departments. Upon receipt of the grievance, the Chief Administrative Officer, or the Administrator's designee, shall within ten (10) working days schedule a grievance hearing and within thirty (30) working days hear the grievance, and within ten (10) working days thereafter issue to the Union a written decision. In the absence of the Chief Administrative Officer, the Chair of the Board of County Commissioners, or designee, shall conduct the Step 3 grievance hearing.

Step 4 - Arbitration. If a satisfactory settlement is not reached, or no timely response received at step 3, then the Union or the Employer may, within fifteen (15) working days, request arbitration under the procedures described below:

- a. Arbitrator Selection. In regard to each case reaching step 4, the parties will attempt to agree on an arbitrator to hear and decide the particular

case. If the parties are unable to agree to an arbitrator within ten (10) working days of the submission of the written request for arbitration, a list of nine (9) names shall be jointly requested by the parties from the Public Employment Relations Commission (PERC) or the Federal Mediation and Conciliation Service (FMCS) within five (5) working days of the parties' failure to mutually agree upon an arbitrator. The cost of such list shall be borne equally by both parties. PERC or FMCS selection procedures shall be followed.

- b. Hearing. The arbitrator shall hold a hearing and accept pertinent evidence submitted by both parties, and shall be empowered to request such data as he/she deems pertinent to the grievant. Each party to the proceedings may call such witnesses as may be necessary. Such testimony shall be limited to the matters set forth in the written statement of grievance. The arguments of the parties may be supported by oral comment and rebuttal. The hearing shall be kept private, and shall include only the parties in interest and/or their designated representative(s) and witnesses.
- c. Authority of the Arbitrator. The arbitrator shall be authorized to rule and issue a decision in writing on the issue presented for arbitration, which decision shall be final and binding on both parties. The arbitrator shall rule only on the basis of information presented in the hearing before him/her, and shall refuse to receive any information after hearing, except when there is mutual agreement, and in the presence of both parties. The arbitrator shall have no power to render a decision that will add to, subtract from, alter, change, or modify the terms of this Agreement, and the arbitrator's power shall be limited to interpretation and application of the express terms of this Agreement. The arbitrator's decision shall be made in writing, and if either party wishes to submit post-hearing briefs, said brief(s) may be submitted to the arbitrator on a date within thirty (30) calendar days of the close of hearing. The brief submission date shall be agreed upon by the parties, or if they are unable to agree on a date, designated by the arbitrator. In case briefing is submitted, the arbitrator's written decision shall be issued to the parties within thirty (30) calendar days of submission of the briefs.
- d. Cost of Arbitration. Union and Employer shall pay any compensation and expenses relating to its own witnesses or representatives. If either party requests a stenographic record of the hearing, the cost of said record will be paid by the party requesting it. If the other party also requests a copy, the party will pay one-half of the stenographic costs. The fee and expenses of the arbitrator shall be borne equally by both parties.

SECTION I - PERSONNEL FILES

The official personnel file for each employee shall be maintained in the Human Resources Division. The employee and/or an authorized representative may examine the employee's personnel file in the Human Resources Division. Material to be placed into the employee's file relating to job performance or personal character after July 28, 1985, shall be brought to the employee's attention and signed by the employee prior to placement in the file. The employee's signature is mandatory, and only indicates acknowledgment, not agreement. In the event an employee refuses to sign a document the Employer may so note the employee's refusal on the document itself. An employee may challenge the propriety of any material in the files. If, after discussion, Management retains the material in the file, the employee shall have the right to insert contrary documentation into the file. If the affected employee believes that a deficiency has been corrected by later action, he/she may request, in writing, to have a review of this action included in the file. Unauthorized persons shall not have access to employee files or other personal data relating to the employee. (Reference RCW 49.12 as amended.)

SECTION J - JOB VACANCIES

An Elected Official/Department Director shall post notice of job vacancies for both new and existing positions in one of the following ways, at their option, within this Bargaining Unit:

1. Promotions. An Elected Official/Department Director may fill a job vacancy from within their department through an internal departmental posting only. Such notice shall be posted a minimum of five (5) working days before filling the job vacancy.
2. Internal Posting. An Elected Official/Department Director may post notice of job vacancy internal to the Courthouse for County employees only, instead of, or prior to, outside posting to the general public. Such notice shall be posted a minimum of five working days before filling the job vacancy.
3. Outside Posting. An Elected Official/Department Director may post notice of job vacancy to the general public. In general, such postings will be for a minimum of ten (10) working days but at the option of the Employing Official, the notice may be posted for a minimum of five (5) working days before filling job vacancy.

The Employer agrees to encourage all Elected Officials/Department Directors to utilize the promotion or internal posting procedures prior to public recruitment whenever possible.

SECTION K – PROMOTIONS

When an employee is promoted from one classification to another within their department of current employment, the employee's actual salary for the position into

which the employee is promoted shall be greater than the employee's salary at the formerly held position and/or greater than the salary the employee would have been entitled to had the employee retained the formerly held position for ninety (90) additional days.

SECTION L – TRANSFER

Upon agreement by an Elected Official/Department Director and an employee, or to meet the needs of the County, a transfer may be made. An employee transferring to a new position should possess the minimum qualifications for that position. An employee transferred to a different classification will retain his/her current salary or be placed on a new salary scale as near to their previous wage as possible, if mutually agreed in advance.

SECTION M - LAYOFFS AND RECALL PROCEDURES

For the purpose of layoff, seniority shall be defined as an employee's length of continuous service with the County in a regular full-time or regular part-time status.

1. Layoff Procedures:

In the event of a layoff, seniority and ability (including special skills needed to perform a particular assignment within a classification) shall be the factors in determining which employees, within the affected classification within a department will be laid off. When ability and performance are substantially equal, seniority shall be the determining factor. Performance shall be determined by use of the employee's performance evaluations within the last two years within the affected classification. Ability shall be determined by the existence of special skills, credentials or other qualifications required in a particular job assignment as evidenced by the job description or announcement of hiring.

No regular employee shall be laid off while there are extra help or new probationary employees serving within the affected classification within the Department. Employees laid off shall be given two (2) weeks notice in writing or, at the Employer's option, two (2) weeks separation pay. Laid off employees shall be eligible to apply for promotional opportunities within departments covered by this Agreement for a period of one (1) year from their effective date of layoff.

2. Recall within Department of Layoff:

When the County rehires in a department after a layoff has occurred, the County shall first attempt to rehire those employees who were laid off from the affected classification within the department within the previous year in the reverse order of their layoff. In addition, employees laid off within the previous year shall be considered for positions of equal or lower classifications for which

they meet the minimum qualifications and for which they have notified the County Human Resources Division that they are potentially qualified and for which they are interested in applying. Employees who refuse reinstatement into their former job classification shall relinquish their recall and reemployment rights under this Agreement.

3. Re-employment in Other Departments:

Laid-off employees may request to be considered for reemployment in other County departments for positions within current classifications or any equal or lower classifications for which they are determined to meet the minimum qualifications. Laid off employees shall notify the Human Resources Division, and shall complete a Layoff Personnel Form identifying positions for which they are potentially qualified. Qualified employees shall receive consideration by individual departments prior to open recruitment, and hiring of new employees for regular full-time or regular part-time position vacancies. Laid off employees shall be eligible to receive such consideration for a period of one (1) year from their effective date of layoff.

It shall be the responsibility of the employee on layoff to inform the Employer of any change of his/her address. Notification of recall shall be by registered mail, and employee response required within ten (10) days of notification.

4. Employees laid off from their classification(s) may “bump” the least senior employee within the bargaining unit in an equal or lower classification previously held by the employee within the same department and for which he/she is qualified to perform. Employees laid off from their classification may transfer to a vacant position in an equal or lower classification previously held by the employee outside the bargaining unit within the same department and for which he/she is qualified.
5. Employees laid off from employment and recalled or reemployed within one year from the date of lay off shall have their County seniority restored for purposes of computing fringe benefits, except that the period of layoff shall not be counted. Laid off employees shall retain seniority for recall and reemployment purposes for twelve (12) months following the effective date of the layoff. Fringe benefits shall include annual leave, sick leave and longevity. Employees reinstated within that twelve month period shall have any unused, accrued sick leave balances restored upon reinstatement.
6. In the event the County decides to create the Custodian Supervisor classification and hire a Custodian Supervisor(s) as a regular, full-time or part-time employee on or before March 9, 2014, the County shall first attempt to rehire the employee terminated due to a layoff on March 9, 2012, and adhere to the agreed upon terms in Amendment KC-469-07-L.

SECTION N - EMPLOYEE DISCIPLINE

The Employer shall take disciplinary action (where appropriate) in accordance with the following procedures, allowing the presence of a Union representative upon request, using the tenets of just cause and progressive discipline:

1. Step 1 - Oral Warning. Oral warnings shall be used for minor offenses, such as unsatisfactory work habits/performance. The supervisor shall discuss the offense, and warn the employee not to repeat the behavior. Repeated violations of this category may result in written warning, or more severe disciplinary action. The employee shall acknowledge receipt of the oral warning by signing documentation of the oral warning for the Employer's records. Oral warnings shall not be subject to the grievance procedure.
2. Step 2 - Written Reprimand or Warning. Written warning shall be used for more serious problems or offenses, such as misconduct resulting in poor job performance as a first step, or for repeated incidents where an oral warning has failed to correct behavior. This warning shall be in the form of a signed letter by the supervisor to the employee to avoid further discipline. Copies of such warnings shall be kept in the employee's confidential file in the Human Resources Division. Copies of any such written warnings may be sent to the Union at the employee's request.
3. Step 3 - Suspension Without Pay. Suspensions without pay may be administered short of discharge when the offense is of a serious enough nature usually sufficient for discharge, but when circumstances related to an employee's overall performance would not warrant immediate discharge, or when the inappropriate conduct or performance has continued subsequent to written warnings. At the Elected Official/Department Director's option, an employee's accrued annual leave balance may be reduced by an amount equal to the imposed suspension, in lieu of the suspension without pay. Such action shall be equivalent to a suspension without pay for all purposes.

Temporary suspensions for no more than ten (10) working days may also be administered in those situations where it becomes necessary to investigate a situation to determine what further disciplinary action may be justified. Temporary suspensions shall be used to give the Employer the opportunity to discuss the problem with the involved parties to determine an appropriate course of action, and when the situation is serious enough for the employee to be removed from the work environment. If, after investigation, it is determined that the employee was not in violation, the suspended employee shall be returned to his or her position, and paid for any lost time. If, however, the employee is found in violation, then the appropriate disciplinary action shall take effect on the date that the investigatory suspension commenced. Such temporary suspensions without pay shall be used only in cases where the employee has allegedly engaged in egregious misconduct, inimical to public service. In all other cases in which the Employer seeks to investigate the

alleged misconduct, the Employer may place the employee on administrative leave with pay for the duration of the investigation.

4. Step 4 - Discharge. Instances which warrant discharge without a prior warning notice or suspension may include, but shall not be limited to, such conduct as insubordination, theft, being under the influence of alcohol or drugs on the job, and illegal or destructive acts while on the job; or conduct on or off the job which directly affects the employee's ability to perform his/her job or his/her ability to work with co-workers, compelling the County to suspend or discharge the employee rather than tolerate the disruptions that continued employment may cause. Examples of such conduct are child molestation or sex crimes. Repeated offenses may warrant the discharge of an employee, if such conduct has been documented by the supervisor, and behavioral changes have not resulted from previous warnings and/or suspension. A Pre-termination Hearing shall be conducted prior to any discharging of an employee. The hearing may be informal in nature and shall be conducted by the Human Resources Manager or designee. The Employer shall not discharge any employee without just cause.
5. Any pre-disciplinary hearing will be consistent with Loudermill rights and Weingarten rights.
6. Chapter 12 of the County's Personnel Manual contains a non-exclusive list of violations and acts of misconduct that may be cause for disciplinary action under this Section.

SECTION O - PAY PERIODS and PAYROLL DIRECT DEPOSIT

1. Employees shall be paid on a biweekly pay schedule. The pay period for employees shall be every two (2) weeks commencing at 12:01 a.m. on Monday and ending at 12:00 midnight on Sunday. Employees shall receive their biweekly checks no later than the Friday following the close of the pay period.
2. All bargaining unit members shall use the automatic payroll deposit that the County provides by assigning the direct deposit of their bi-weekly paycheck to a financial institution of their choice. Note: Any out of state hardship(s) requiring a paper check will be addressed on an individual case basis.

SECTION P - NO-STRIKE CLAUSE

1. Union and Employer agree that nothing contained in RCW 41.56.120 shall permit or grant any public employee the right to strike or refuse to perform his or her official duties.
2. The Employer and the Union agree that the public interest requires the efficient and uninterrupted performance of all services, and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. The Union and/or the employees covered by this Agreement shall not cause or condone

any form of work stoppage, strike, or slow-downs as long as the terms of this Agreement are in effect. Employees who are involved in such actions shall be subject to discipline which may include discharge.

3. A picket line, strike, slow-down or other interference with County functions by any other Union or bargaining unit shall not be the cause for any form of work stoppage, strike, or slowdown by employees or the Union. Employees who are involved in such actions shall be subject to discharge.

SECTION Q - SAVINGS CLAUSE

1. The Union and the Employer shall refer to the Employer's Personnel Manual to resolve matters not covered by this Agreement or for elucidation of matters covered by this Agreement; **provided**, nothing contained in the Employer's Personnel Manual shall degrade from the provisions of this Agreement.
2. If the County desires to modify the Personnel Manual during the term of this Agreement, in areas that pertain to the members, then pursuant to RCW 41.56 et seq., the County shall provide written notice of its desire and a written version of the County's proposed modifications in legislative format. Upon receipt of written notice for the County, the Union shall have fifteen (15) calendar days to provide written notice of the Union's desire to bargain the policy modifications pursuant to RCW 41.56 et seq. Failure by the Union to respond within (15) calendar days shall constitute a waiver of the Union's right to bargain.
3. If any provisions of this Agreement shall be held invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance or enforcement of any provision of this Agreement should be restrained by such tribunal, pending a final determination as to its validity, the remainder of this Agreement shall not be held invalid, and shall remain in full force and effect. In such event, the parties shall meet within thirty (30) days for renegotiation of such invalid provisions for the purpose of adequate and lawful replacement thereof, and to preserve the intent of the entire Agreement as negotiated by the parties.

SECTION R - ENTIRE AGREEMENT CLAUSE

The parties acknowledge that during the negotiations resulting in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any and all subjects or matters not removed by law from the area of collective bargaining, and the understanding and agreements arrived at by the parties after exercise of that right and opportunity are set forth in this Agreement. Employer and Union each voluntarily and unqualifiedly waive the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such matter may not have been within the knowledge or contemplation of either or both the parties, at the time they negotiated or signed this Agreement.

SECTION S - WORK PERFORMED IN HIGHER CLASSIFICATION

An employee who performs work in a higher job classification for ten (10) or more consecutive days, inclusive of holidays, shall be paid wages of the higher job classification for all the time he/she performs work in the higher classification; **provided:**

1. That the referred ten (10) days shall relate to consecutive work days for each separate and specific incident or work project, and
2. Pre-approval is obtained from the Elected Official/Department Director or designee, and
3. The employee working out of class is performing the scope of duties principally ascribed to the higher-level classification.

SECTION T - JOB-SHARING POLICY

Upon agreement by an Elected Official/Department Director and an employee, a job-sharing arrangement may be established. If a job-sharing arrangement has been established, the full-time position will be split into the appropriate (part-time) positions and all the provisions for a part-time position will apply. Whenever one-half of a two-person job share position becomes vacant, the position shall return to a full-time position and will be offered to the current job share incumbent; or, at the Employing Official's option, the positions may remain as part-time. Whenever a position becomes vacant in a job share arrangement involving more than two people, the remaining job share incumbents shall fill the time being vacated.

SECTION U - RECLASSIFICATION PROCESS

If the Elected Official/Department Director intends for the employee to perform the duties of a higher job classification on an ongoing basis, the Elected Official/Department Director or the Employee shall initiate a reclassification request as follows:

An employee who performs work in a higher job classification shall be compensated in accordance with the provisions of Section S of this Agreement. In the event that an employee is required to perform the duties of a higher job classification on an ongoing basis, the employee and/or the Elected Official/Department Director may seek reclassification as follows:

1. The employee shall complete the "Employee Reclassification Request" form and submit it during the period of February 1 through May 1.
2. The Department Director/Elected Official is to complete the Employer's sections of the form by June 1st.

3. The Human Resources Division will review the request and complete an analysis pursuant to County policies and procedures. Following an analysis, no later than September 1st, the Human Resources Division will submit a written recommendation to the Chief Administrative Officer in accordance with the policies established by the Human Resources Division for administration of the reclassification process for County employees. A copy of the Human Resources Division's recommendations will be sent to the Union, employee(s), and to the Department Director/Elected Official affected. The results of Human Resources' findings and recommendations may be subject to negotiation with the Union at the Union's request.
4. The recommendation of the Human Resources Division will be submitted to the Board of County Commissioners and the Department Director/Elected Official shall include the reclassification request in their annual budget request.
5. The Board will review the recommendation and render a decision during the budget approval/review process. If the Board does not approve the recommendation, the affected employee shall be reassigned duties consistent with the original classification of the position and the position will continue to be classified in the original class; if the employee is currently receiving out of class pay, such out of class pay shall be terminated upon such reassignment of duties.
6. If the recommendation involves the establishment of a new classification, both the Union and Management will meet to negotiate wages, hours and working conditions.
7. The above procedure will apply to employee initiated requests. At his or her sole discretion, the Elected Official/Department Director may also initiate reclassifications under Chapter 6, Section E of the County Personnel Manual if no increase in budget will be required as a result of the change.
8. Effect of Classification Changes on Employees. Whenever a position is reclassified from one class to another class, the employee shall remain in the position with the same benefits and credit for service as he/she had in the position prior to its reclassification, except as noted below:
 - a. Whenever a position is reclassified from one class to a higher class, the employee shall be promoted and continue in the position only if he/she possesses the minimum qualifications for the higher class and thereafter successfully completes a three-month probationary period for the higher class.
 - b. Whenever a position is reclassified from one class to a lower class, the employee shall not be paid less than his/her present salary, but any future increases shall be made pursuant to policies for employees whose wages are considered frozen. A reclassification downgrade shall not be considered as a demotion.

SECTION V – COUNTY VEHICLES

1. It is recognized that County Fleet and Risk Control policies may limit the removal of County-owned vehicles from Kitsap County.
2. County-owned vehicles may not be used to commute to homes outside of Kitsap County. Departments may arrange for or authorize employees to park their personal and county-owned vehicles at County road sheds as part of their commute or use of vehicles for County business.
3. Non-exempt employees who are required, at the discretion of the Elected Official or Department Director to drive County-owned vehicles to commute home so that the vehicle will be available for emergency call out situations will be paid for time spent driving their assigned vehicle to respond to an emergency call out at a location other than their normal work site. Such paid travel time will be part of the minimum period of pay that may be due for a call-out under the Agreement. Employees who are permitted, but not required by the Elected Official or

Department Director, to use County-owned vehicles for commuting so that the vehicle will be available for emergency call out situations, will not have their commute time considered as hours worked for pay purposes. Employees will be provided parking at the work site or another County facility (e.g. a road shop) for assigned vehicles if they do not use the vehicle for commuting.

4. The use of a County-owned vehicle by an employee to commute to or from the employee's home so that the vehicle will be available for emergency call out situations, and any requirement that the employee commute in the County-owned vehicle, is subject to the discretion of the Elected Official or Department Director. Such authorization and or direction must be exercised in writing. Authorization for commuting in a County-owned vehicle does not constitute authorization for other personal use of the vehicle. At the discretion of the Board of County Commissioners, the County may from time to time establish or amend policies that regulate, prohibit, limit, or otherwise govern the personal use of County-owned vehicles.

ARTICLE II. ECONOMICS, HOURS, INSURANCE

SECTION A – WAGES

1. Wages. Effective the first full pay period occurring on or after January 1, 2014, the first step in each salary range shall be increased by 2%.
2. The County and Union shall reopen and bargain wages for 2015 and 2016 (see Article VI).

3. All wage increases set forth above shall be applied to the first step of each wage scale. Each wage step thereafter shall be adjusted to provide a five percent (5%) increase over the previous wage step.
4. The County will pay a one-time lump sum Ratification Incentive according to the payment schedule set forth in Appendix A. This Ratification Incentive is in recognition and appreciation of the Union and its members' 2008 agreement to reduce the 4% wage adjustment bargained for 2009 to an amount equal to approximately 2%. This was in response to the financial crisis the County was facing. Only those members currently in the Union, who received this reduction in 2009, are included in Ratification Incentive payment schedule.

SECTION B - SALARY STEPS AND EVALUATIONS

1. Step movement on the Wage and Classification Plan shall be as follows:

- a. Employees on the AFSCME seven-step scale shall advance from step one (1) through step five (5) each year following their last advancement or date of hire, and from step five (5) through step (7) every two years following their last advancement; **provided**, the employee achieves the following overall scores on the last personnel evaluation to be eligible to advance to the next step:

<u>Step</u>	<u>Required Score</u>
2 - 5	3.0
6	3.5
7	4.0

- b. Employees on the AFSCME four-step scale, wage grade B & Y, shall advance from step one (1) through step three (3) one year following their last advancement, or date of hire, and shall advance to step four (4) two years following their last advancement; **provided**, the employee achieves the following overall scores on the last personnel evaluation to be eligible to advance to the next step:

<u>Step</u>	<u>Required Score</u>
2	3.0
3	3.5
4	4.0

- c. Periods in which an employee is on disciplinary probation or an unpaid leave status, (voluntary or involuntary), shall not be included in the required service period.
- d. Part-time employees shall advance as set forth above upon completion of the full-time equivalent number of hours.

- e. Step increases shall be retroactive to the date of eligibility if delays in granting of the step increases are due to lack of current evaluation or failure to submit to the Human Resources Division the required paperwork within designated timeframes.
2. Employee Evaluations. Every new employee should be evaluated on or about three months and six months after employment. Probationary employees may be evaluated at any time during their probationary period. Every full-time or part-time employee shall be evaluated annually, prior to the month the employee is eligible for a step increment or the anniversary of the step increment date. Additional personnel evaluations may be used when deemed appropriate by the Elected Official/ Department Director. Evaluations shall be used as a factor in granting regular status, promotions, step increases, transfers, demotions, layoffs and terminations. For further information on evaluation procedure, reference the "Performance Evaluation Guidelines for Employees and Supervisors."

SECTION C - LONGEVITY BONUS

1. Upon completion of the following years of employment, Employer shall pay eligible employees hired on or before January 1, 1998 an annual longevity bonus, the amounts which follow, at the pay period which follows the anniversary date of employment:

After 5 thru 9 years service	1.5% of annual salary on anniversary date.
After 10 thru 14 years service	2.0% of annual salary on anniversary date.
After 15 thru 19 years service	2.5% of annual salary on anniversary date.
20+ years service	3.0% of annual salary on anniversary date.

Longevity bonus pay for employees hired after January 1, 1998, shall be earned as follows:

After 5 thru 9 years service	1.0% of annual salary on anniversary date
After 10 thru 14 years service	1.5% of annual salary on anniversary date
After 15 thru 19 years service	2.0% of annual salary on anniversary date
After 20+ years service	2.5% of annual salary on anniversary date

2. In the event that an eligible employee terminates employment for any reason, the employee shall receive a longevity bonus in a prorated amount, which is computed as follows: The number of months between the employee's anniversary date and termination date shall be divided by twelve, and the result multiplied with the appropriate annual longevity bonus.
3. The longevity bonus shall be based upon continuous employment, exclusive of those periods wherein an employee is placed upon a leave without pay status; **provided**, when an employee is laid off and rehired, and the separation does not exceed twelve (12) months, the longevity bonus shall be computed from the

employee's continuous service date excluding the lay-off period; **provided further**, when an employee separates from employment and is subsequently rehired, the longevity bonus shall be computed from the date of re-employment; **except** the longevity bonus shall be computed from the date of continuous service, if the period of separation does not exceed thirty (30) days, excluding the time of separation.

4. Regular full-time or part-time employees hired on or after January 1, 2013, shall not be eligible for the longevity bonus. None of the provisions contained in Section C above shall apply to these employees, effective January 1, 2013.

SECTION D - SHIFT DIFFERENTIAL PAY

Employees shall receive an additional twenty-five cents (25¢) per hour for swing shift, and an additional thirty-five cents (35¢) per hour for graveyard shift; **provided**, shift differential pay shall only be paid for each hour of swing or graveyard shifts actually worked.

SECTION E - MILEAGE REIMBURSEMENT

1. Employer shall reimburse employees for authorized use of private automobiles for County business or in the performance of his/her official duties at the rate established by the Internal Revenue Service for actual miles traveled.

Reimbursements shall be made in accordance with the following guidelines:

- a. In no event shall reimbursement for miles driven exceed an amount equal to the aggregate cost of round trip coach air fare(s) of a common carrier.
- b. Mileage expense will be reimbursed under the following conditions:
 - (1) From home to field to home
 - (2) From home to field to office
 - (3) From office to field to office
 - (4) From office to field to home

When performing field work which requires passing the office, mileage shall be computed to and from the office.

- c. Employees who have worked and completed their shift for a day, and are subsequently required to report for a work activity scheduled beyond their completed work shift, shall be authorized mileage reimbursement for actual miles traveled to and from his/her place of residence and required work location.
- d. Employees sent to authorized travel or training shall be reimbursed for mileage as set forth in the County's Personnel Manual.

2. Employees in the following classifications who are required as part of their job duties to regularly use their car and who supply proof of a Business Use Endorsement to their automobile insurance because of job usage shall be reimbursed seventeen dollars (\$17.00) per month.

Appraiser/Market Analyst
Appraiser 2A, 3
Auditor/Appraiser 2, 3

3. Per the County's Fleet Risk Control Policies, if an employee incurs physical damage to his/her personal vehicle while in the scope and course of employment and has in force, at the time of the loss, collision coverage with his/her personal auto insurance, the County will reimburse the deductible amount up to a maximum of five hundred dollars (\$500.00) with proof of an insured loss. Failure to carry collision coverage on the employee's personal vehicle will void any reimbursement for auto physical damage.
4. Subject to Department Director/Elected Official approval, employees using their own vehicle for County business who incur damage to their vehicle while on County business will be given paid administrative leave in order to have the vehicle towed and appraised.

SECTION F - HOURS OF WORK

The following shall be applicable to all employees:

1. Work Week. The work week shall consist of a seven (7) day period, which shall begin on Monday at 12:00 a.m. and end on Sunday at 11:59 p.m.
2. The regular schedules for employees shall be 40 hours Monday through Friday. Working hours shall be as established by the Department Director or Elected Official.

Once established, regular shifts may vary and notice of a shift change of more than two hours will be given twenty-four hours in advance, except with mutual consent of the Department Director or Elected Official and the impacted employee.

Notwithstanding and in addition to the above, Employees assigned to the Parks Division of the Department of Parks and Recreation and Employees assigned to the Facilities Division of the Department of Information Services and Facilities may be assigned to work a regular schedule of any five contiguous days in a seven day period. Further provide that, the Director of Parks and Recreation and the Director of Information Services may assign supervisors overseeing custodians to work any five contiguous days in a seven day period. Prior to assigning an employee to a shift that includes a weekend day on a regular long-

term basis, the Department Director will provide two (2) week's notice, except with mutual consent of the Department Director and the impacted employee.

3. Employer shall have the right to begin an employee's shift up to two (2) hours earlier or one (1) hour later than the established work schedule.
4. The Employer shall make reasonable efforts to accommodate the desires of the employees with respect to the assignment of shifts and days off.
5. Flex hours, job sharing, or other alternative work arrangements may be made by mutual agreement in writing between the Employer and the affected employee.
6. Rest Breaks: The Employer shall provide each employee with a fifteen (15) minute rest break during the first four (4) hour period of the work day, and a second fifteen (15) minutes rest break during the second four (4) hour period in the work day. The employee shall remain within the area subject to immediate call-back should the workload require it. The Union and the employees shall work with the Employer to insure that rest breaks are not abused, but are used within the time frames and for the purpose intended.
7. Meal Periods: The Employer shall provide each employee an unpaid meal period of up to forty-five (45) minutes between the third (3rd) and fifth (5th) hour of each shift; **provided**, if the hours of operation are extended by the Employer, the unpaid lunch period may also be increased to up to 60 minutes. Prior to such an increase, however, the Employer agrees to give affected employees at least 90 days advance notice, and discussions related to such increase shall be referred to a Labor-Management Committee.

SECTION G – OVERTIME

1. Non-Exempt Employees:
 - a. Employees holding positions on the AFSCME seven-step pay scale are non-exempt and shall be eligible for overtime. All overtime worked must be authorized in advance by the Elected Official/Department Director, or his/her designee, to be eligible for compensation. All work performed in excess of eight (8) actual hours of work in any one day (or, for employees on alternate schedules, after the employee's regularly scheduled shift), or forty (40) actual hours of work in one (1) work week shall constitute overtime, and shall be paid for at one and one-half (1-1/2) times the employee's regular rate of pay; except that an employee may request compensatory time off (at the rate of 1-1/2 hours off for each hour of overtime earned) in lieu of overtime pay if the compensatory time is taken off within ninety (90) days of when it is earned; **provided**, an employee cannot accrue more than forty (40) hours of compensatory time. Sick leave, annual leave, compensatory time taken and any other

compensable absence are not considered hours worked for the purposes of calculating daily and weekly overtime thresholds.

- b. For employees within this bargaining unit, other than employees within the Department of Parks and Recreation and the Department of Information Services and Facilities whose assigned workweek includes a weekend day, overtime compensation for Sundays and holidays shall be twice the employee's regular rate of pay; except that an employee may, at his/her option, take compensatory time at the rate of two (2) hours off in lieu of overtime pay, if the compensatory time is taken off within ninety (90) days of when it is earned; **provided**, an employee cannot accrue more than forty (40) hours of compensatory time.
- c. Employees within the Department of Parks and Recreation and the Department of Information Services and Facilities whose assigned workweek includes a weekend day, shall be paid overtime compensation at the rate of one and one-half (1½) times the employee's regular rate of pay for the sixth (6th) and two (2) times the employees regular rate of pay for the seventh (7th) consecutive day. Employee may take compensatory time off if the compensatory time is taken off within ninety (90) days of when it is earned; **provided**, an employee cannot accrue more than forty (40) hours of compensatory time.
- d. For the purpose of computing overtime compensation, fractional parts of an hour shall be rounded to the nearest fifteen minute increment.

2. Exempt Employees:

- a. Exempt employees shall not be eligible for overtime pay or compensable time (comp time) accruals.
- b. Exempt employees are compensated on a salary basis and shall not be charged for absences involving time off that is less than a scheduled full work day. Provided, employees must work at least one-half of their scheduled work day and the employee has obtained the approval of their Employing Official (or designee) for time off work.
- c. It is expected that full time, exempt work schedules will normally consist of approximately 40 hours per week; however, emphasis is placed on meeting the responsibilities assigned to the position rather than on working a specific number of hours. The nature of responsibilities associated with exempt positions often requires greater than a 40-hour work week, including evening and weekend work and considerable flexibility in work scheduling to accommodate meetings and functions on weekends and evenings.
- d. In lieu of not charging leave banks for absences involving time off that is

less than a scheduled full work day as described in 2b. above, exempt employees may be granted flexible and compressed work week schedules, normally consisting of 80 hours per biweekly pay period, provided that they complete their duties and responsibilities. Granting exempt employees compressed work week schedules does not alter their existing exempt status, nor the expectation that work assignments may require service beyond scheduled work hours.

- e. Exempt employees are not required to fill out hourly time records but must account for daily attendance, provided the Employing Official may require an exempt employee to complete hourly time records for reporting purposes. The normal workday is defined in terms of hours that the exempt employee is generally expected to be at work. Time away from the exempt employee's normal workday, as determined by the Employing Official or designee is tracked to the appropriate leave accrual and is to be reported in no less than half-day increments.

SECTION H – INSURANCE

2014 Health and Welfare Benefits

The County will make contributions in the amounts listed below for funding, providing, and maintaining insured medical and dental benefits and life insurance coverage effective January 1, 2014 through December 31, 2014, and for providing a reserve fund to self-insure against unanticipated increases in the cost of those benefits. Through payroll deduction, employees will contribute the remaining amounts necessary for funding, providing, and maintaining insured medical and dental benefits and life insurance, and providing a reserve fund to self-insure against unanticipated increases in the cost of those benefits.

- 1. **Regular, Full-Time Employees- any employee with an established and approved FTE (Full Time Equivalent) of .75 and above:**
 - a. **Medical Benefits, County Contribution:** In 2014 the County will make contributions as shown in the table below.

Group Health Classic & Value Plans, County Contribution

Employee Only	\$ 495.10
Ee+Spouse	\$ 946.98
Ee+Child(ren)	\$ 819.24
Ee+Family	\$ 1,272.20

Premera Classic & Value Plans, County Contribution

Employee Only	\$ 514.52
Ee+Spouse	\$ 990.32
Ee+Child(ren)	\$ 855.18
Ee+Family	\$ 1,332.10

- b. **Waiver of Medical Coverage:** Regular, full-time employees who provide proof of alternate medical coverage may waive coverage through Kitsap County's sponsored medical plans and for that waiver receive a one hundred dollar (\$100.00) per month waiver-incentive payment; however, such payment is subject to employment taxes. Regular, full-time employees may not waive their individual medical coverage in lieu of coverage as a spouse/domestic partner on a County-sponsored medical plan.
 - c. **No Double Coverage:** No County employee may have double coverage under County-sponsored medical plans (i.e., employees may not cover their spouse/domestic partner if the spouse/domestic partner is employed in a regular, full-time position with the County).
 - d. **Dental Benefits, County Contribution:** In 2014, the County will make contributions as indicated below.
 - (1) All regular, full-time employees shall participate in a County-sponsored dental plan with the County's contribution being limited to 100% of the employee-only rate for the County-selected, base dental plan or an optional plan, whichever is less expensive.
 - (2) The County-selected base dental plan provides substantially similar benefits to those provided by the Washington Dental Service (WDS) plan C – Option 2 (\$1,000 a year maximum benefit).
 - (3) Other dental plans will also be offered and, if selected, employees are responsible to contribute any additional cost through payroll deduction.
 - (4) The County will contribute twenty-five dollars (\$25.00) per employee per month towards insured dependent dental benefits under the County-sponsored dental plans.
2. **Regular, Part-Time Employees any employee with an established and approved FTE (Full time Equivalent) of less than .75 and at or above .50:**
- a. **Medical Benefits, County Contribution:** For part-time employees, the County's contribution will be pro-rated according to the employee's full-time equivalent (FTE) status in 2014, as established and approved by the Employing Official and the Kitsap County Budget Office:
 - b. **Waiver of Medical Coverage:** Regular, part-time employees may waive their coverage through Kitsap County's sponsored medical plans and receive a pro-rated waiver incentive payment per month, according to

their established and approved full-time equivalent status in 2014, at 5% increments starting at .70 FTE (example: an employee whose established and approved FTE in 2014 is .70, will receive 70% of a full-time employee's waiver incentive payment (\$100.00), which equals \$70.00). Regular, part-time employees who waive their coverage and enroll in their spouse's or registered domestic partner's County-sponsored medical plan are not eligible to receive the pro-rated waiver incentive payment.

- c. **No Double Coverage:** No County employee may have double coverage under County-sponsored medical plans (i.e., employees may not cover their spouse/domestic partner if the spouse/domestic partner is employed in a regular, full-time position with the County)

- d. **Dental Benefits, County Contribution:**
 - (1) **Dental Benefits Plans:** The dental benefits plans offered to regular, part-time employees will be the same as offered to regular, full-time employees. All regular, part-time employees are required to participate in a County-sponsored dental plan.

 - (2) For employees with a 2014 established and approved FTE of below .75, the County's contribution will be pro-rated according to the employee's established and approved full-time equivalent (FTE) status in 2014 (rounding down the Employer premium contribution at intervals of 5%) from .70 FTE to .50 FTE. The County's contribution will be calculated based on these pro-ration percentages for "employee only" coverage. The monthly \$25.00 dependent contribution will be applied to the balance of the "employee-only" rate, with any remainder being applied to the dependent dental coverage if selected.

- 3. **Long-Term Disability:** The County will pay \$8.00 per month on behalf of each employee participating in the Long-Term Disability Plan provided and administered by the Union. With the exception of employees occupying the position of GIS Analyst 3, this subsection does not apply to employees of the Department of Community Development.

- 4. **Changes to Coverage during Plan-year:** Employees are required to comply with federal, state and specific health plan rules in order to make any changes outside of the annual open enrollment period designated by the County.

- 5. **Life Insurance:** The County will contribute the total cost necessary to fund, provide, and maintain County-selected, basic life insurance coverage for regular, full-time and part-time employees and their eligible dependents.

- 6. **Optional Benefits:** Employees may enroll themselves and dependents in

optional life insurance plans or other optional benefits at their own expense.

7. “Me Too” provision: If a more generous benefit package is provided to any other non-interest arbitration bargaining unit for the 2014 plan year, the County will provide those same rates and coverage to the Union.

2015 and 2016 Health and Welfare Benefits

In – 2015 and 2016, the parties agree to reopen negotiations for the 2015 and 2016 plan years. Such negotiations will open not later than July 1, 2014 for 2015 and July 1, 2015 for the 2016 plan year and may be conducted in part by participation in the joint labor-management Medical Benefits Committee.

The Union’s representative on the joint labor-management Medical Benefits Committee may participate in deliberations regarding medical coverage for the following year and the Union’s representative may, but will not be required to cast a vote. If the Union’s representative votes for a majority recommendation to the Board of County Commissioners that is thereafter adopted by the Board of County Commissioners, such recommendation will become a tentative agreement between the parties, subject to final ratification by the bargaining unit membership and approval by the Board of County Commissioners as part of a successor collective bargaining agreement.

The parties recognize that it may be mutually beneficial to memorialize the practices of the joint labor-management Medical Benefits Committee and/or to establish more definite rules for the Medical Benefits Committee’s function. Beginning at any time during the term of the agreement, the County or the Medical Benefits Committee may call for joint labor-management discussions, either within the Medical Benefits Committee or within a separate committee mutually agreed by the parties, to draft and propose such rules. Any such rules will be subject to adoption by a majority of the units constituting the voting members of the committee and approval by the Board of County Commissioners.

SECTION I – STANDBY PAY

1. At the Employer’s option, employees may be assigned “standby” status. Such status requires that the employee be available on a twenty-four (24) hour basis for emergency work. Such employee shall be issued a radio communication device capable of summoning his/her attention. The employee must be available by pager, cellular phone or portable radio and respond by telephone within approximately fifteen (15) minutes to any summons, at any time, during the twenty-four hour period. Compensation for being on standby status shall be fifteen dollars (\$15.00) per day.
- 2 Employer will post a standby duty roster monthly.

3. An employee on standby status shall be subject to call-back duty as described in Article II, Section J.
4. If the employee who is scheduled on standby status is unable to meet the requirements for the full standby period, it is his/her responsibility to find a qualified replacement in advance of the scheduled period, and notify the Department Director/Elected Official or designee in writing.
5. Employees on standby status must remain mentally and physically fit for duty while on standby. For example, employees on standby may not consume alcoholic beverages or otherwise consume substances or medications that would render their ability to work impaired.
6. Duration of standby shall be no more than one week at a time, and divided equally among those employees determined qualified by the Department Director or Elected Official, or by any other mutually agreed-upon schedule.

SECTION J – CALL-BACK

1. Non-exempt employees earn call-back pay as follows:
 - a. An employee who has left work, and is called back to work by an authorized person and reports to the work site unless excused by the supervisor after completion of his/her regular day's shift shall be paid a minimum of two (2) hours at one and one-half (1-1/2) times his/her regular rate of pay; and shall be paid for all actual time worked in excess of two (2) hours at one and one-half (1-1/2) times his/her regular rate of pay;
 - b. If an employee is called by telephone after his or her scheduled shift for technical assistance by his/her supervisor, Department Director or Elected Official or other authorized person, he/she shall receive no less than fifteen (15) minutes overtime pay, and then will be paid for all actual time spent after fifteen (15) minutes.
2. Notwithstanding Article II, Section G.1., call-back pay is the exclusive premium paid to employees who are called-back to work.
3. The following rules apply to call-back time:
 - a. Employees who are not scheduled to work on a particular day, but who are called-in to work, are eligible for this call-back pay.
 - b. Employees who are on the clock while traveling (e.g.: traveling between work sites) are considered to be working and therefore may be assigned additional duties without incurring an additional 2-hour minimum payment.

- c. Exempt employees shall not be eligible for Call-Back premium.

ARTICLE III. LEAVE SCHEDULES AND ACCRUALS

SECTION A – HOLIDAYS

1. For all employees the following shall be observed as paid holidays:

Commonly called:

- | | |
|---------------------------|---------------------------------------|
| a. New Year's Day | f. Labor Day |
| b. Martin Luther King Day | g. Veterans' Day |
| c. Presidents' Day | h. Thanksgiving Day and Following Day |
| d. Memorial Day | i. Christmas Day |
| e. Independence Day | j. Floating Holiday |
2. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed the preceding Friday.
 3. The floating holiday shall be taken by an employee, including probationary employees, at any time during the calendar year, with prior approval of the employee's Department Director/Elected Official. The floating holiday shall not accumulate from year to year.
 4. Paid holidays begin on the date of hire. Employees must be in a paid status the day before or the day after a holiday to receive compensation for that holiday.
 5. Regular and probationary part-time employees shall receive prorated holiday pay, based upon the percentage of compensated hours received each calendar month in relation to a full-time schedule of work.
 6. If a non-exempt employee is required to work on one of the paid observed holidays, or if the holiday is observed on one of the employee's regular scheduled days off, he/she shall receive his/her regular rate of pay for the hours worked and an additional day of annual leave (eight hours) for each holiday; provided, non-exempt employees who work on New Year's Day, Independence Day, Thanksgiving Day or Christmas Day, shall be paid the regular hourly rate for the hours worked plus either, at the option of the employee, an amount equal to one and one-half the regular hourly rate of the employee or one and one-half compensatory time off for each hour actually worked on the holiday. This compensation shall be in lieu of receipt of a paid eight (8) hours of holiday compensation set forth in Subsection 1 of this Section.
 7. If an observed holiday falls on one of the exempt employee's regular days off, she/he, with prior approval, may take another day off within the same workweek to observe the holiday or be granted eight (8) hours of annual leave in lieu of the holiday.

8. Eligible part-time employees accrue prorated holiday leave based on the employee's established and approved FTE status.

SECTION B – ANNUAL LEAVE

1. Effective January 1, 2004, annual leave with pay for employees hired after January 1, 1998, shall be earned as follows:

- a. Upon employment..... 10 days per year (80 hours)
- b. Upon completion of three years employment..... 12 days per year (96 hours)
- c. Upon completion of five years employment 15 days per year (120 hours)
- d. Upon completion of ten years employment..... 20 days per year (160 hours)
- e. Upon completion of fifteen years employment..... 25 days per year (200 hours)

Annual leave with pay shall be earned by employees hired on or before January 1, 1998 as follows:

- a. Upon completion of five years employment 20 days per year (160 hours)
- b. Upon completion of ten years employment 25 days per year (200 hours)
- c. Upon completion of fifteen years employment..... 30 days per year (240 hours)

2. No more than 45 days (360 hours) annual leave may be carried from one calendar year to the next.
3. Requests for leave must be approved in advance by the Elected Official/Department Director or his/her designee. Annual leave shall be taken at times mutually agreeable to the employee and the Elected Official/ Department Director. In the event of conflicts between employees in requests for leave, the employee first requesting shall prevail. In the event of concurrent requests or conflicting requests for which the sequence of request is unknown, the Elected Official/Department Director shall make the final determination with considerations towards seniority and prior requests for leave. If an employee is prevented by the Department Director from taking annual leave, and if, as a result of such, the employee has more than 45 days' annual leave accumulated on December 31, then the employee shall be paid for such leave in excess of 45 days at the salary rate then being paid to the employee.
4. Upon separation of an employee by resignation with two weeks notice, layoff, dismissal or death, the employee or beneficiary thereof, shall be paid for unused annual leave at the rate being paid at the time of separation. Cash payment for unused accrued annual leave upon separation by retirement will not be allowed in excess of 240 hours. However, if an employee has accrued annual leave in excess of 240 hours, the employee may be continued on the payroll for the time equivalent to the amount of excess annual leave.
5. Eligible part-time employees accrue pro-rated annual leave based on the employee's established and approved FTE status.

6. Whereas the Union and the Employer recognizes the importance of employees utilizing earned annual leave to promote and enhance their mental and physical well-being, employees shall attempt to use annual leave during the year in which it is earned.

SECTION C – SICK LEAVE

1. Employees hired on or after June 1, 2001 shall earn twelve (12) days (96 hours) of sick leave per year; Provided, no more than 1200 hours of sick leave may be carried from one calendar year to the next.
2. Employees hired after September 16, 1985, but before June 1, 2001, shall earn fifteen (15) days (120 hours) of sick leave per year; **provided**, no more than 1200 hours of sick leave may be carried from one calendar year to the next.
3. Employees hired before September 16, 1985, shall earn eighteen (18) days (144 hours) of sick leave per year; **provided**, no more than 1200 hours of sick leave may be carried from one calendar year to the next.
4. Sick leave shall be accrued each full month of employment. Eligible part-time employees accrue prorated sick leave based on the employee's established and approved FTE status.
5. Except as hereinafter provided, to the extent accumulated, sick leave with pay shall be allowed an employee who is incapacitated due to sickness or injury, or when, due to exposure to contagious disease, the presence of the employee may jeopardize the health of others, or when necessary for medical examination or treatment of the employee. Sick leave may be used for bereavement leave purposes as provided in Article III, Section D. Registered domestic partners are covered under the Sick Leave provision of this Section. In order to qualify for this provision, an employee's domestic partner must be registered with the Washington State Registry for Domestic Partners, and employees must show verification of such registry, upon request by the Kitsap County Human Resources Division.
6. Any or all of an employee's accrued sick leave and other accrued leave may be used to care for a child of the employee with a health condition that requires treatment or supervision. For these purposes, the definition of "child" is set forth in the County's Personnel Manual.
7. Any or all of an employee's accrued sick leave and other accrued leave may be used to care for an employee's spouse, parent, parent-in-law, or grandparent who has a serious health condition or an emergency condition. The definitions of the family members are set forth in the County's Personnel Manual.

8. Any sickness or injury for which an employee desires to take sick leave shall be immediately reported to the employee's immediate supervisor. Sick leave must be approved by the immediate supervisor. In order to evaluate the employee's request for sick leave, the Employing Official may require an employee to support his/her sick leave request with a certificate by a physician or other license medical practitioner, for sick leave taken in excess of three (3) consecutive working days or for which the Employing Official has a reasonable belief that the employee is abusing or misusing the sick leave benefits.
9. Upon retirement, the employee shall receive payment for fifty percent (50%) of all sick leave accrued prior to January 1, 1984, based upon the rate of pay at the time of retirement. Upon an employee's death, the beneficiary shall receive payment for all sick leave accrued prior to January 1, 1984, based upon the rate of pay at the time of death. Employees separated from employment for reasons other than retirement or death, shall receive no sick leave pay. Sick leave accrued and not used after January 1, 1984, will not be paid under any circumstances. Upon separation from service, all sick leave credits shall be canceled; **provided**, employees who separate and obtain reemployment within one (1) year shall have all sick leave credits restored.
10. The payroll office will provide a listing of all unused accrued sick leave prior to January 1, 1984, by employee. Those amounts shall be used for cash payments under the provisions of Subsection 6. If an employee uses any accrued leave included in those totals, that balance will be reduced and not be replenished at any time. Under no conditions shall an employee be allowed to carry from one calendar year to the next, more than 150 days accrued sick leave.
11. Each January, at the employee's option, he/she may convert their previous calendar year's accumulated and unused sick leave to annual leave on a 10 to 1 ratio (10:1). (As an example, if the employee earned 15 days sick leave in 1991 and used no sick leave, they could convert the 15 days to 1.5 days annual leave.) If an employee chooses to convert his/her sick leave, he/she forfeits that amount of sick leave and must use the converted annual leave within the calendar year. Under no circumstances will an employee receive cash payment for converted leave on the books. The employee must submit his/her request for conversion to their Department Director/Elected Official on or before January 31.

SECTION D – BEREAVEMENT LEAVE

Bereavement leave with pay is allowed for an employee to attend and/or make arrangements following a death in the employee's immediate family. Immediate family for purposes of this section includes the following:

- Children (includes foster, in-laws)
- Parents (includes in-laws & steps)
- Siblings (includes in-laws & steps)
- Grandchildren
- Grandparents
- Aunt, Uncle, Niece, Nephew
- Spouse's/RDP's children
- Spouse's/RDP's parents
- Spouse's/RDP's siblings
- Spouse's/RDP's grandchildren
- Spouse's/RDP's grandparents
- Spouse's /RDP's aunt, uncle, niece, nephew
- Spouse/Registered Domestic Partner (RDP)

Note: Registered domestic partners are covered under the Sick Leave provision of this Section. In order to qualify for this provision, an employee's domestic partner must be registered with the Washington State Registry for Domestic Partners, and employees must show verification of such registry, upon request by the Kitsap County Human Resources Division.

No more than 24 (twenty-four) hours of bereavement leave is allowed per occurrence and is not cumulative. In the event the employee needs to travel out of state to attend a funeral, bereavement leave shall be allowed up to 40 (forty) hours. However, the 25th through 40th hours of bereavement leave is charged to the employee's sick leave. An employee must obtain approval of the Employing Official or a designee prior to taking leave.

SECTION E – CIVIL LEAVE

1. Civil Leave with pay shall be allowed to permit an employee to serve as a juror or to testify in any federal, state, or municipal court when a subpoena compels such testimony. An employee must notify the immediate supervisor as soon as possible to provide proof of compulsion.
2. Any employee who would otherwise be prevented from voting in any preliminary, general, or special election due to extended hours of work, shall be allowed sufficient time off with pay for voting purposes.
3. An employee shall notify his/her supervisor of his/her availability for work during any period of release from civil duty or while waiting to be impaneled.

SECTION F – MILITARY LEAVE

1. Any employee who is a member of the Washington National Guard, or of the Army, Navy, Air Force, Coast Guard or Marine Corps of the United States, or of any organized reserve or Armed Forces of the United States, shall be entitled to military leave with pay pursuant to state law.
2. Any employee who enters upon active duty service or training in the Washington National Guard, the Armed Forces of the United States, or the United States Public Health Service may seek leave of absence as set forth within this Agreement and, upon return, shall be entitled to reemployment pursuant to state and federal law.

SECTION G – LEAVE OF ABSENCE WITHOUT PAY

1. Any employee may take leave of absence without pay upon prior written approval by the Elected Official/Department Director. No approved leave of absence under this section shall be taken unless the employee has first expended all allowable accumulated leave, including compensatory time earned; **provided**, this prohibition may be waived upon application to, and at the discretion of, the Board of County Commissioners.
2. A leave of absence shall be for a specific period, and such leave may not aggregate more than twelve (12) months in any five (5) year period.
3. Leave of absence shall be granted at the sole discretion of the Employer.
4. Upon return from leave of absence, the employee shall be entitled to the former position or a similar position, and there shall be no reduction in seniority, status, or pay; **provided**, that period that an employee is on leave of absence without pay shall not be included in cumulated seniority calculation. An employee, during leave of absence, may continue insurance benefits; **provided**, such employee makes arrangements for payment of employee and employer premiums.

SECTION H – ABSENCE WITHOUT AUTHORIZED LEAVE

An unauthorized absence shall be grounds for disciplinary action. Three (3) consecutive work days of unauthorized, unjustified absence shall constitute dismissal.

SECTION I – FAMILY LEAVE

Family Leave applies as it currently exists or is hereafter amended by the County for County employees.

NOTE: Amendments to County Family Leave policies will be provided to the Union when such amendments are made available to other employees of the Employer in the event the Union may desire to negotiate such changes.

ARTICLE IV. TERM and FUTURE NEGOTIATIONS

1. Unless otherwise expressly provided herein, the terms of this Agreement shall be in full force and effect on the first of the month after the execution date of this Agreement by Union and Employer, and shall remain in full force and effect through December 31, 2016
2. Negotiations on proposed amendments to this Agreement may be held at any time by mutual agreement of the Union and the Employer. Any such negotiations shall be restricted to the subjects agreed upon in advance in writing, and shall not therefore open all subjects to negotiations.

ARTICLE V. COLLABORATIVE BARGAINING

The Union and its Executive Board agree to work with the County to prepare for, train and practice collaborative bargaining through-out the term of this Agreement. The purpose of this process shall be to improve the skills of the parties in collaboration and to produce agreements that are interest-based, that foster an on-going labor-management relationship with open communications, mutual trust and respect.

ARTICLE VI. RE-OPENERS ON ECONOMICS

For 2015: The County and the Union shall reopen and bargain in good faith in accordance with the following:

Article II, Section A: Wages. On or before September 1, 2014; and

Article II, Section H: Insurance--2015 Health and Welfare Benefits: On or before July 1, 2014.

For 2016: The County and the Union shall reopen and bargain in good faith in accordance with the following:

Article II, Section A: Wages. On or before September 1, 2015; and

Article II, Section H: Insurance--2015 Health and Welfare Benefits: On or before July 1, 2015.

Additional reopeners during the term of this Agreement may occur by mutual agreement between parties.

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WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, AFSCME, AFL-CIO, LOCAL 1308-S

Mike Edde 10/23/13
Mike Edde, President Date

Clem Edwards 11/6/13
Clem Edwards, Union Representative Date

DATED this 28th day of October 2013.



BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

Josh Brown
Josh Brown, Chair

Charlotte Garrido
Charlotte Garrido, Commissioner

Robert Gelder
Robert Gelder, Commissioner

ATTEST:

Dana Daniels
Dana Daniels, Clerk of the Board

SIGNED AND DATED:

[Signature]
KITSAP COUNTY ASSESSOR Dated

[Signature] 10-23-2013
KITSAP COUNTY AUDITOR Dated

[Signature] 10/23/2013
KITSAP COUNTY CLERK Dated

[Signature] 10/23/13
KITSAP COUNTY PROSECUTING ATTORNEY Dated

KITSAP DISTRICT COURT Dated

**AFSCME 1308-S SUPERVISORY EMPLOYEES
2013 RATIFICATION INCENTIVE**

NAME	AMOUNT
Allen, Mary	\$919.03
Avery, Victoria	\$738.00
Cregier, John	\$953.26
Edde, William	\$1,260.18
Ells, Sharon	\$864.53
Hauschel, Brian	\$865.59
Keanu, Vicki	\$943.36
Knight, Jennifer	\$1,165.13
Lawrence, Nancy	\$1,076.66
Lieseke, Dan	\$938.41
Padmos, Maria	\$1,024.82
Schoales, Maxine	\$948.03
Soderberg, Sybil	\$969.37
Sollie, Kenneth	\$1,022.35
Sommerfield, Cindy	\$815.34
Steck, Bret	\$868.02
Stoll, James	\$1,050.18
Wolff, Yvonne	\$964.16
Total	\$17,386.42

Rates Effective: 1/4/2010
Kitsap County
 AFSCME 1308-S Supervisors (Exempt)
 Salary Schedule (Annual/Hourly)

Grade Class: E00 Hr/Day 8.00

Pay Grade: E01

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>
		\$45,884.80	\$48,172.80	\$50,585.60	\$53,123.20
		\$22.06	\$23.16	\$24.32	\$25.54

Pay Grade: E02

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>
		\$48,339.20	\$50,752.00	\$53,289.60	\$55,952.00
		\$23.24	\$24.40	\$25.62	\$26.90

Pay Grade: E03

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>
		\$50,980.80	\$53,539.20	\$56,222.40	\$59,030.40
		\$24.51	\$25.74	\$27.03	\$28.38

Pay Grade: E04

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>
		\$53,830.40	\$56,513.60	\$59,342.40	\$62,316.80
		\$25.88	\$27.17	\$28.53	\$29.96

Annual rates are shown for illustrative purposes and reflect a full-time salary. Employees on the biweekly pay system may receive portions of that salary in a different calendar year, due to the variations of the pay cycles.

Rates Effective: **1/4/2010**
Kitsap County
AFSCME 1308-S Supervisors (Exempt)
Salary Schedule (Annual/Hourly)

Grade Class: E00 **Hr/Day** 8.00

Pay Grade: E05

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>
C682EB	Office Spvr 3-Licensing	\$56,846.40 \$27.33	\$59,696.00 \$28.70	\$62,691.20 \$30.14	\$65,832.00 \$31.65

Pay Grade: E06

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>
		\$59,904.00 \$28.80	\$62,899.20 \$30.24	\$66,040.00 \$31.75	\$69,347.20 \$33.34

Pay Grade: E07

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>
F001EB	Accountant 2	\$63,128.00 \$30.35	\$66,289.60 \$31.87	\$69,596.80 \$33.46	\$73,070.40 \$35.13

Pay Grade: E08

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>
		\$66,747.20 \$32.09	\$70,075.20 \$33.69	\$73,569.60 \$35.37	\$77,251.20 \$37.14

Annual rates are shown for illustrative purposes and reflect a full-time salary. Employees on the biweekly pay system may receive portions of that salary in a different calendar year, due to the variations of the pay cycles.

Rates Effective: **1/4/2010**
Kitsap County
AFSCME 1308-S Supervisors (Exempt)
Salary Schedule (Annual/Hourly)

Grade Class: E00 **Hr/Day** 8.00

Pay Grade: E09

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>
F090EB	Acctg/Finance Mgr 1	\$70,408.00	\$73,923.20	\$77,625.60	\$81,515.20
		\$33.85	\$35.54	\$37.32	\$39.19

Pay Grade: E10

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>
		\$73,923.20	\$77,625.60	\$81,515.20	\$85,592.00
		\$35.54	\$37.32	\$39.19	\$41.15

Annual rates are shown for illustrative purposes and reflect a full-time salary. Employees on the biweekly pay system may receive portions of that salary in a different calendar year, due to the variations of the pay cycles.

Rates Effective: **1/4/2010**
Kitsap County
AFSCME 1308-S Supervisors (Non-Exempt)
Salary Schedule (Annual/Hourly)

Grade Class: U00 Hr/Day 8.00

Pay Grade: U01

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>
		\$30,305.60	\$31,824.00	\$33,425.60	\$35,089.60	\$36,836.80	\$38,688.00	\$40,622.40
		\$14.57	\$15.30	\$16.07	\$16.87	\$17.71	\$18.60	\$19.53

Pay Grade: U02

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>
T031UP	Custodian Spvr P/T	\$31,990.40	\$33,592.00	\$35,276.80	\$37,044.80	\$38,896.00	\$40,851.20	\$42,889.60
		\$15.38	\$16.15	\$16.96	\$17.81	\$18.70	\$19.64	\$20.62

Pay Grade: U03

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>
		\$33,696.00	\$35,380.80	\$37,148.80	\$39,000.00	\$40,955.20	\$42,993.60	\$45,136.00
		\$16.20	\$17.01	\$17.86	\$18.75	\$19.69	\$20.67	\$21.70

Pay Grade: U04

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>
C555UB	Office Spec 2	\$35,630.40	\$37,419.20	\$39,291.20	\$41,246.40	\$43,305.60	\$45,468.80	\$47,736.00
		\$17.13	\$17.99	\$18.89	\$19.83	\$20.82	\$21.86	\$22.95

Annual rates are shown for illustrative purposes and reflect a full-time salary. Employees on the biweekly pay system may receive portions of that salary in a different calendar year, due to the variations of the pay cycles.

Rates Effective: **1/4/2010**
Kitsap County
AFSCME 1308-S Supervisors (Non-Exempt)
Salary Schedule (Annual/Hourly)

Grade Class: U00 **Hr/Day** 8.00

Pay Grade: U05

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>
		\$37,523.20	\$39,395.20	\$41,371.20	\$43,430.40	\$45,593.60	\$47,881.60	\$50,273.60
		\$18.04	\$18.94	\$19.89	\$20.88	\$21.92	\$23.02	\$24.17

Pay Grade: U06

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>
		\$39,603.20	\$41,579.20	\$43,659.20	\$45,843.20	\$48,131.20	\$50,544.00	\$53,081.60
		\$19.04	\$19.99	\$20.99	\$22.04	\$23.14	\$24.30	\$25.52

Pay Grade: U07

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>
F510UB	Fiscal Tech Spvr	\$41,766.40	\$43,846.40	\$46,030.40	\$48,339.20	\$50,752.00	\$53,289.60	\$55,952.00
C680UB	Office Spvr 1	\$20.08	\$21.08	\$22.13	\$23.24	\$24.40	\$25.62	\$26.90
C680UP	Office Spvr 1 P/T							
T300UB	Parks Maint Spvr							
T300UP	Parks Maint Spvr P/T							

Pay Grade: U08

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>
C518UB	Licensing & Rec Assist Spvr	\$44,075.20	\$46,280.00	\$48,588.80	\$51,022.40	\$53,580.80	\$56,264.00	\$59,072.00
		\$21.19	\$22.25	\$23.36	\$24.53	\$25.76	\$27.05	\$28.40

Annual rates are shown for illustrative purposes and reflect a full-time salary. Employees on the biweekly pay system may receive portions of that salary in a different calendar year, due to the variations of the pay cycles.

Rates Effective: **1/4/2010**
Kitsap County
AFSCME 1308-S Supervisors (Non-Exempt)
Salary Schedule (Annual/Hourly)

Grade Class: U00 **Hr/Day** 8.00

Pay Grade: U09

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>
S315UB	Dept Computer Sys Tech 2	\$46,529.60	\$48,859.20	\$51,292.80	\$53,851.20	\$56,534.40	\$59,363.20	\$62,337.60
C681UB	Office Spvr 2	\$22.37	\$23.49	\$24.66	\$25.89	\$27.18	\$28.54	\$29.97

Pay Grade: U10

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>
A003UB	Appraiser 3-Residential	\$49,004.80	\$51,459.20	\$54,038.40	\$56,742.40	\$59,571.20	\$62,545.60	\$65,665.60
A003UP	Appraiser 3-Residential P/T	\$23.56	\$24.74	\$25.98	\$27.28	\$28.64	\$30.07	\$31.57
A040UB	Cadastral Spvr							
A040UP	Cadastral Spvr P/T							
C682UB	Office Spvr 3							
B292UB	WW Lab Analyst 2							

Pay Grade: U11

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>
C670UB	Assessment Admin Spvr	\$51,833.60	\$54,433.60	\$57,158.40	\$60,008.00	\$63,003.20	\$66,144.00	\$69,451.20
C670UP	Assessment Admin Spvr P/T	\$24.92	\$26.17	\$27.48	\$28.85	\$30.29	\$31.80	\$33.39
T010UB	Building Maint Spvr							
S195UB	IS Customer Svc Spvr							
C684UB	Licensing & Recording Spvr							
T024UB	Mechanical Maint Spvr							
T024UP	Mechanical Maint Spvr P/T							

Annual rates are shown for illustrative purposes and reflect a full-time salary. Employees on the biweekly pay system may receive portions of that salary in a different calendar year, due to the variations of the pay cycles.

Rates Effective: **1/4/2010**
Kitsap County
AFSCME 1308-S Supervisors (Non-Exempt)
Salary Schedule (Annual/Hourly)

Grade Class: U00 **Hr/Day** 8.00

Pay Grade: U12

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>
A023UB	Appraiser 3-Commercial	\$54,433.60	\$57,158.40	\$60,008.00	\$63,003.20	\$66,144.00	\$69,451.20	\$72,924.80
A023UP	Appraiser 3-Commercial P/T	\$26.17	\$27.48	\$28.85	\$30.29	\$31.80	\$33.39	\$35.06

Annual rates are shown for illustrative purposes and reflect a full-time salary. Employees on the biweekly pay system may receive portions of that salary in a different calendar year, due to the variations of the pay cycles.

**Limited Grandfathering for a Certain Employee
Transferred Between Departments or Bargaining Units**

Sick Leave. Notwithstanding Article III, Section C of the “Agreement”, during the term of the Agreement, while incumbent in the full time position of Maintenance Supervisor, Brian C. Hauschel will be entitled to not less than the following sick leave benefits: 15 days per year (120 hours per year).

MEMORANDUM OF UNDERSTANDING
By and Between
KITSAP COUNTY
AND
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, LOCAL
1308-S, AFSCME, AFL-CIO (COURTHOUSE SUPERVISORY EMPLOYEES)

KC-328-13-B

RE: 2015 Wages and Insurance

The parties, Kitsap County (County) and Washington State Council of County and City Employees, Local 1308-S, AFSCME, AFL-CIO Courthouse Supervisory Employees (Union), having bargained in good faith over a 2015 wage adjustment and the County's 2015 contributions to medical, dental, and life insurance, mutually agree to the changes in their Collective Bargaining Agreement, KC-328-13, as follows:

ARTICLE II. SECTION A – WAGES

- 1.a. Effective the first full pay period occurring on or after January 1, 2015, the first step in each salary range shall be increased by 2%.
- 1.b. Three months after completion of the compensation study, the parties will begin discussions about the results and negotiate how to implement any change.

ARTICLE II. SECTION H – INSURANCE

2015 Health and Welfare Benefits

The County will make contributions in the amounts listed below for funding, providing, and maintaining insured medical and dental benefits and life insurance coverage effective January 1, 2015 through December 31, 2015, and for providing a reserve fund to self-insure against unanticipated increases in the cost of those benefits. Through payroll deduction, employees will contribute the remaining amounts necessary for funding, providing, and maintaining insured medical and dental benefits and life insurance, and providing a reserve fund to self-insure against unanticipated increases in the cost of those benefits. Employee contributions will be used to pay claims first.

1. Regular, Full-Time Employees - any employee with an established and approved FTE (Full Time Equivalent) of .75 and above:
 - a. Medical Benefits, County Contribution: Just as in 2014, the County will make contributions as shown in the table below for the calendar year 2015.

Group Health Classic and Value, County Contribution

Employee Only	\$ 495.10
Ee+Spouse	\$ 946.98
Ee+Child(ren)	\$ 819.24
Ee+Family	\$ 1,272.20

Premera Classic & Value Plans, County Contribution

Employee Only	\$ 514.52
Ee+Spouse	\$ 990.32
Ee+Child(ren)	\$ 855.18
Ee+Family	\$ 1,332.10

- b. Waiver of Medical Coverage: Regular, full-time employees who provide proof of alternate medical coverage may waive coverage through Kitsap County's sponsored medical plans and for that waiver receive a one hundred dollar (\$100.00) per month waiver-incentive payment; however, such payment is subject to employment taxes. Regular, full-time employees may not waive their individual medical coverage in lieu of coverage as a spouse/domestic partner on a County-sponsored medical plan.
 - c. No Double Coverage: No County employee may have double coverage under County-sponsored medical plans (i.e., employees may not cover their spouse/domestic partner if the spouse/domestic partner is employed in a regular, full-time position with the County).
 - d. Dental Benefits, County Contribution: In 2015, the County will make contributions as indicated below.
 - (1) All regular, full-time employees shall participate in a County-sponsored dental plan with the County's contribution being limited to 100% of the employee-only rate for the County-selected, base dental plan or an optional plan, whichever is less expensive.
 - (2) The County-selected base dental plan provides substantially similar benefits to those provided by Delta Dental of Washington (formerly WDS) plan C – Option 2 (\$1,000 a year maximum benefit).
 - (3) Other dental plans will also be offered and, if selected, employees are responsible to contribute any additional cost through payroll deduction.
 - (4) The County will contribute twenty-five dollars (\$25.00) per employee per month towards insured dependent dental benefits under the County-sponsored dental plans.
2. Regular, Part-Time Employees - any employee with an established and approved FTE (Full time Equivalent) of less than .75 and at or above .50:
- a. Medical Benefits, County Contribution: For part-time employees, the County's contribution will be pro-rated according to the employee's full-time equivalent (FTE) status for the year, as established and approved by the Employing Official and the Kitsap County Budget Office:
 - b. Waiver of Medical Coverage: Regular, part-time employees may waive their coverage through Kitsap County's sponsored medical plans and receive a pro-rated waiver incentive payment per month, according to their

established and approved full-time equivalent status for the year, at 5% increments starting at .70 FTE (example: an employee whose established and approved FTE is .70, will receive 70% of a full-time employee's waiver incentive payment (\$100.00), which equals \$70.00). Regular, part-time employees who waive their coverage and enroll in their spouse's or registered domestic partner's County-sponsored medical plan are not eligible to receive the pro-rated waiver incentive payment.

- c. **No Double Coverage:** No County employee may have double coverage under County-sponsored medical plans (i.e., employees may not cover their spouse/domestic partner if the spouse/domestic partner is employed in a regular, full-time position with the County)
- d. **Dental Benefits, County Contribution:**
 - (1) **Dental Benefits Plans:** The dental benefits plans offered to regular, part-time employees will be the same as offered to regular, full-time employees. All regular, part-time employees are required to participate in a County-sponsored dental plan.
 - (2) For employees with an established and approved FTE less than .75 for the year, the County's contribution will be pro-rated according to the employee's established and approved full-time equivalent (FTE) status for the year (rounding down the Employer premium contribution at intervals of 5%) from .70 FTE to .50 FTE. The County's contribution will be calculated based on these pro-ration percentages for "employee only" coverage. The monthly \$25.00 dependent contribution will be applied to the balance of the "employee-only" rate, with any remainder being applied to the dependent dental coverage if selected.
- 3. **Changes to Coverage during Plan-year:** Employees are required to comply with federal, state and specific health plan rules in order to make any changes outside of the annual open enrollment period designated by the County.
- 4. **Life Insurance:** The County will contribute the total cost necessary to fund, provide, and maintain County-selected, basic life insurance coverage for regular, full-time and part-time employees and their eligible dependents.
- 5. **Optional Benefits:** Employees may enroll themselves and dependents in optional life insurance plans or other optional benefits at their own expense.
- 6. **Long-Term Disability:** Employer agrees to pay \$8.00 per month on behalf of each participating employee in the Long-Term Disability Plan provided and administered by the Union.
- 7. **Changes to Coverage during Plan-year:** Employees must comply with federal, state and specific health plan rules in order to make any changes outside of the annual open enrollment period designated by the county.

DATED this _____ day of _____ 2014.

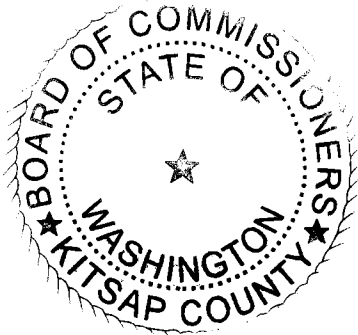
**WASHINGTON STATE COUNCIL OF COUNTY
AND CITY EMPLOYEES, AFSCME, AFL-CIO LOCAL
1308, COURTHOUSE EMPLOYEES**

Clem Edwards 11/14/14
Clem Edwards, Staff Representative

Mike Edde 11/10/14
Mike Edde, President

DATED this 24 day of NOV 2014.

**BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON**



Charlotte Garrido
CHARLOTTE GARRIDO, Chair

Linda Streissguth
LINDA STREISSGUTH, Commissioner

Robert Gelder
ROBERT GELDER, Commissioner

ATTEST:

Dana Daniels
Dana Daniels, Clerk of the Board

MEMORANDUM OF UNDERSTANDING
By and Between
KITSAP COUNTY
AND
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, LOCAL
1308-S, AFSCME, AFL-CIO (COURTHOUSE SUPERVISORY EMPLOYEES)

KC-328-13-C

The parties, Kitsap County (County) and AFSCME 1308-S, having bargained in good faith, mutually agree to the following health and welfare benefits provisions and to continue with the contributions set forth below until such time that the parties adopt a successor agreement and replace this Memorandum of Understanding (MOU).

ARTICLE II. SECTION H – INSURANCE

Health and Welfare Benefits

The County will make contributions in the amounts listed below for funding, providing, and maintaining insured medical and dental benefits and life insurance coverage, and for providing a reserve fund to self-insure against unanticipated increases in the cost of those benefits. Through payroll deduction, employees will contribute the remaining amounts necessary for funding, providing, and maintaining insured medical and dental benefits and life insurance, and providing a reserve fund to self-insure against unanticipated increases in the cost of those benefits. Employee contributions will be used to pay claims first.

1. **Medical Insurance Contributions:** For coverage effective January 2016 and until such time that the parties agree to other contributions or through December 31, 2016, whichever comes first, the County will make medical contributions as follows:
 - a. **Regular, Full-Time Employees:** for employees with an established and approved FTE (Full Time Equivalent) of .75 and above, the County's contributions represent a weighted average of eighty-six percent (86%) of the total medical benefit contributions for all employees covered by the "Most County Plans" regardless of bargaining unit. If medical benefit rates change, the County's share of the change to the weighted average will be eighty-six percent (86%) and the employee's share of the change to the weighted average will be fourteen percent (14%), with the understanding that rates are established annually. Actual percentage changes may vary based on plan and tier choices, with recommendations for changes made from the joint labor-management medical benefit committee meetings.
 - b. **Regular Part-Time Employees:** for regular employees working less than full time (approved FTE of less than .75 and at or above .5), the County

will prorate the amount of its contributions in 5% increments based upon the percentage of full-time FTE status for the year as established and approved by the Employing Official and the Kitsap County Budget Office.

2. **Waiver of Medical Coverage:**

- a. **Regular, full-time employees** who provide proof of alternate medical coverage may waive coverage through Kitsap County's sponsored medical plans and for that waiver receive a one hundred dollar (\$100.00) per month waiver-incentive payment; however, such payment is subject to employment taxes. Regular, full-time employees may not waive their individual medical coverage in lieu of coverage as a spouse/domestic partner on a County-sponsored medical plan.
- b. **Regular, part-time employees** may waive their coverage through Kitsap County's sponsored medical plans and receive a pro-rated waiver incentive payment per month, according to their established and approved full-time equivalent status for the year, at 5% increments starting at .70 FTE (example: an employee whose established and approved FTE in 2016 is .70, will receive 70% of a full-time employee's waiver incentive payment (\$100.00), which equals \$70.00). Regular, part-time employees who waive their coverage and enroll in their spouse's or registered domestic partner's County-sponsored medical plan are not eligible to receive the pro-rated waiver incentive payment.

3. **No Double Coverage:** No County employee may have double coverage under County-sponsored medical plans (i.e., employees may not cover their spouse/domestic partner if the spouse/domestic partner is employed in a regular, full-time position with the County).

4. **Dental Benefits, County Contribution:** In 2016, the County will make contributions as indicated below.

a. County Contribution:

- (1) **Regular, full-time employees:** The County shall pay 100% of the employee-only rate for the County-selected, base dental plan or an optional plan, whichever is less expensive. The County will contribute twenty-five dollars (\$25.00) per employee per month towards insured dependent dental benefits under the County-sponsored dental plans.
- (2) **Regular, part-time employees:** for employees with an established and approved FTE less than .75 for the calendar year, the County's contribution will be pro-rated according to the employee's established and approved full-time equivalent (FTE) status in the

calendar year (rounding down the Employer premium contribution at intervals of 5%) from .70 FTE to .50 FTE. The County's contribution will be calculated based on these pro-ration percentages for "employee only" coverage. The monthly \$25.00 dependent contribution will be applied to the balance of the "employee-only" rate, with any remainder being applied to the dependent dental coverage if selected.

- b. All regular full-time and part-time employees shall participate in a County-sponsored dental plan.
 - c. The County-selected base dental plan provides substantially similar benefits to those provided by Delta Dental of Washington plan C – Option 2 (\$1,000 a year maximum benefit).
 - d. Other dental plans will also be offered and, if selected, employees are responsible to contribute any additional cost through payroll deduction.
5. **Life Insurance:** For 2016 the County will contribute the total cost necessary to fund, provide, and maintain County-selected, basic life insurance coverage for regular, full-time and part-time employees and their eligible dependents.
6. **Optional Benefits:** Employees may enroll themselves and dependents in optional life insurance plans or other optional benefits at their own expense.
7. **Long-Term Disability:** Employer agrees to pay \$8.00 per month on behalf of each participating employee in the Long-Term Disability Plan provided and administered by the Union.
8. **Changes to Coverage during Plan-year:** Employees must comply with federal, state and specific health plan rules in order to make any changes outside of the annual open enrollment period designated by the county.

Medical Benefits Committee

The Union representative on the joint labor-management Medical Benefits Committee may participate in deliberations regarding medical coverage for the following year and the Union representative may, but will not be required to cast a vote. If the Union representative votes for a majority recommendation to the Board of County Commissioners, such recommendation will become a tentative agreement between the parties, subject to final ratification by the bargaining unit membership and approval by the Board of County Commissioners as part of a successor collective bargaining agreement.

The parties recognize that it may be mutually beneficial to memorialize the practice to the joint labor-management Medical Benefits Committee and/or to

establish more definite rules for the Medical Benefits Committee's function. Beginning at any time during the term of the agreement, the County or the Medical Benefits Committee may call for joint labor-management discussions, as mutually agreed by the parties, to draft and propose such rules. Any such rules will be subject to adoption by the majority of the units constituting the voting members of the committee and approval by the Board of County Commissioners.

Duration. The terms and conditions of this MOU are applicable to 2016 Health and Welfare benefits and shall terminate on December 31, 2016, or upon adoption of a successor agreement, whichever comes first. This MOU shall be excluded from the provisions of RCW 41.56.123(1). Thereafter, absent mutual agreement, the employer's contributions for Health and Welfare benefits in 2015 shall be the status quo for 2017 benefits.

MEMORANDUM OF UNDERSTANDING
By and Between
KITSAP COUNTY
AND
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, LOCAL 1308-S,
AFSCME, AFL-CIO (COURTHOUSE SUPERVISORY EMPLOYEES)

KC-328-13-D

RE: 2016 Wages and Insurance and Extension of Contract Term

The parties, Kitsap County (County) and Washington State Council of County and City Employees, Local 1308-S, AFSCME, AFL-CIO Courthouse Supervisory Employees (Union), having bargained in good faith, mutually agree to the changes in their Collective Bargaining Agreement, KC-328-13, as follows:

ARTICLE II. SECTION A – WAGES

1. Effective the first full pay period occurring on or after January 1, 2016, the Compensation Study will be implemented as follows:

The Human Resource Department will assign the appropriate classification to each position in the County based on the job descriptions submitted by the Employing Official. The County Commissioners will have final approval to adopt the proposed classification and compensation changes.

Employees and/or Employing Officials who believe a position is not properly classified may request review from the Director of Human Resources.

Each employee will be placed into the pay grade for the new classification for their job title at the salary closest, but not less than, the employee's current salary. If an annual wage increase is approved by the Board of County Commissioners for 2016 each employee will be placed into the new classification at the new pay grade and step prior to the annual increase taking affect.

If the employee's current pay rate is below the pay grade, the employee will be placed at the first step of the new pay grade. If the employee's pay rate is above the new pay grade, the employee's pay will be frozen at their current salary until the new classification catches up to the employee's pay rate. The employee will then be placed at the top step of the new pay grade.

Step increases in the new pay grade will be received as established in the County's Personnel Manual -- Chapter 7. Section C.16. If the employee's current pay rate is below the mid-point (Step 7) of the new pay grade, the employee will receive a two (2) step increase (5%), effective on the employee's anniversary date in the position. If the employee's current pay rate is at step 7 or above, the employee will receive a one step increase (2.5%), effective on the employee's anniversary date in the position. Step increases will be received annually until the top step is reached,

provided, the employee achieves the minimum performance score on their evaluation that entitles them to the step increase pursuant to the County evaluation system.

2. Effective the first full pay period occurring on or after January 1, 2016, the first step in each salary range shall be increased by two percent (2.0%).
3. The County and Union shall reopen and bargain wages for 2017, 2018, and 2019 (see Article VI).
4. All wage increases set forth above shall be applied to the first step of each wage scale. Each wage step thereafter shall be adjusted to provide a two and one-half percent (2.5%) increase over the previous wage step.

SECTION B - SALARY STEPS AND EVALUATIONS

1. Step movement on the Wage and Classification Plan shall be as follows:

Employees placed at a pay step below Step 7 will receive a two-step increase (5%) following their last advancement or anniversary date in current position until Step 7 is reached. Employees at Step 7 or above will receive a one-step (2.5%) increase following their last advancement or anniversary date in current position. Step increases will be received annually until the top step is reached; **provided**, an employee must achieve the following minimum overall performance scores on their evaluation that entitles them to the step increase pursuant to the County evaluation system::

<u>Step</u>	<u>Required Score</u>
2 - 5	3.0
6 - 9	3.5
10 - 14	4.0

ARTICLE II. SECTION H – INSURANCE

Health and Welfare Benefits

The County will make contributions in the amounts listed below for funding, providing, and maintaining insured medical and dental benefits and life insurance coverage, and for providing a reserve fund to self-insure against unanticipated increases in the cost of those benefits. Through payroll deduction, employees will contribute the remaining amounts necessary for funding, providing, and maintaining insured medical and dental benefits and life insurance, and providing a reserve fund to self-insure against unanticipated increases in the cost of those benefits. Employee contributions will be used to pay claims first.

1. **Medical Insurance Contributions:** For coverage effective January 2016 through December 2016, the County will make medical contributions as follows:
 - a. **Regular, Full-Time Employees:** for employees with an established and approved FTE (Full Time Equivalent) of .75 and above, the County's contributions represent a weighted average of eighty-six percent (86%) of the

total medical benefit contributions for all employees covered by the “Most County Plans” regardless of bargaining unit. If medical benefit rates change, the County’s share of the change to the weighted average will be eighty-six percent (86%) and the employee’s share of the change to the weighted average will be fourteen percent (14%), with the understanding that rates are established annually. Actual percentage changes may vary based on plan and tier choices, with recommendations for changes made from the joint labor-management medical benefit committee meetings.

- b. **Regular Part-Time Employees:** for regular employees working less than full time (approved FTE of less than .75 and at or above .5), the County will prorate the amount of its contributions in 5% increments based upon the percentage of full-time FTE status for the year as established and approved by the Employing Official and the Kitsap County Budget Office.

2. **Waiver of Medical Coverage:**

- a. **Regular, full-time employees** who provide proof of alternate medical coverage may waive coverage through Kitsap County’s sponsored medical plans and for that waiver receive a one hundred dollar (\$100.00) per month waiver-incentive payment; however, such payment is subject to employment taxes. Regular, full-time employees may not waive their individual medical coverage in lieu of coverage as a spouse/domestic partner on a County-sponsored medical plan.
- b. **Regular, part-time employees** may waive their coverage through Kitsap County’s sponsored medical plans and receive a pro-rated waiver incentive payment per month, according to their established and approved full-time equivalent status for the year, at 5% increments starting at .70 FTE (example: an employee whose established and approved FTE in 2016 is .70, will receive 70% of a full-time employee’s waiver incentive payment (\$100.00), which equals \$70.00). Regular, part-time employees who waive their coverage and enroll in their spouse’s or registered domestic partner’s County-sponsored medical plan are not eligible to receive the pro-rated waiver incentive payment.

3. **No Double Coverage:** No County employee may have double coverage under County-sponsored medical plans (i.e., employees may not cover their spouse/domestic partner if the spouse/domestic partner is employed in a regular, full-time position with the County).

4. **Dental Benefits, County Contribution:** In 2016, the County will make contributions as indicated below.

- a. County Contribution:

- (1) **Regular, full-time employees:** The County shall pay 100% of the employee-only rate for the County-selected, base dental plan or an optional plan, whichever is less expensive. The County will contribute up to fifty percent (50%) of the County-selected plan dependent rate or

twenty-five dollars (\$25.00) per employee per month, whichever is greater, towards insured dependent dental benefits under the County-sponsored dental plans.

- (2) **Regular, part-time employees:** The dental benefits contributions for regular, part-time employees will be the same as offered to regular, full-time employees.
 - b. All regular full-time and part-time employees shall participate in a County-sponsored dental plan.
 - c. The County-selected base dental plan provides substantially similar benefits to those provided by Delta Dental of Washington plan C – Option 2 (\$1,000 a year maximum benefit).
 - d. Other dental plans will also be offered and, if selected, employees are responsible to contribute any additional cost through payroll deduction.
5. **Life Insurance:** For 2016 the County will contribute the total cost necessary to fund, provide, and maintain County-selected, basic life insurance coverage for regular, full-time and part-time employees and their eligible dependents.
6. **Optional Benefits:** Employees may enroll themselves and dependents in optional life insurance plans or other optional benefits at their own expense.
7. **Long-Term Disability:** Employer agrees to pay \$8.00 per month on behalf of each participating employee in the Long-Term Disability Plan provided and administered by the Union.
8. **Changes to Coverage during Plan-year:** Employees must comply with federal, state and specific health plan rules in order to make any changes outside of the annual open enrollment period designated by the county.

Medical Benefits Committee

The Union representative on the joint labor-management Medical Benefits Committee may participate in deliberations regarding medical coverage for the following year and the Union representative may, but will not be required to cast a vote. If the Union representative votes for a majority recommendation to the Board of County Commissioners, such recommendation will become a tentative agreement between the parties, subject to final ratification by the bargaining unit membership and approval by the Board of County Commissioners as part of a successor collective bargaining agreement.

The parties recognize that it may be mutually beneficial to memorialize the practice to the joint labor-management Medical Benefits Committee and/or to establish more definite rules for the Medical Benefits Committee's function. Beginning at any time during the term of the agreement, the County or the Medical Benefits Committee may call for joint labor-management discussions, as mutually agreed by the parties, to

draft and propose such rules. Any such rules will be subject to adoption by the majority of the units constituting the voting members of the committee and approval by the Board of County Commissioners.

ARTICLE IV. TERM and FUTURE NEGOTIATIONS

1. Unless otherwise expressly provided herein, the terms of this Agreement shall be in full force and effect on the first of the month after the execution date of this Agreement by Union and Employer, and shall remain in full force and effect through December 31, 2019
2. Negotiations on proposed amendments to this Agreement may be held at any time by mutual agreement of the Union and the Employer. Any such negotiations shall be restricted to the subjects agreed upon in advance in writing, and shall not therefore open all subjects to negotiations.

ARTICLE VI. RE-OPENERS ON ECONOMICS

For 2015: The County and the Union shall reopen and bargain in good faith in accordance with the following:

Article II, Section A: Wages. On or before September 1, 2014; and
Article II. Section H: Insurance--2015 Health and Welfare Benefits: On or before July 1, 2014.

For 2016: The County and the Union shall reopen and bargain in good faith in accordance with the following:

Article II, Section A: Wages. On or before September 1, 2015; and
Article II. Section H: Insurance--2015 Health and Welfare Benefits: On or before July 1, 2015.

For 2017: The County and the Union shall reopen and bargain in good faith in accordance with the following:

Article II, Section A: Wages. On or before September 1, 2016; and
Article II. Section H: Insurance--Health and Welfare Benefits: On or before July 1, 2016.

For 2018: The County and the Union shall reopen and bargain in good faith in accordance with the following:

Article II, Section A: Wages. On or before September 1, 2017; and
Article II. Section H: Insurance--Health and Welfare Benefits: On or before July 1, 2017.

For 2019: The County and the Union shall reopen and bargain in good faith in accordance with the following:

Article II, Section A: Wages. On or before September 1, 2018; and
Article II. Section H: Insurance--Health and Welfare Benefits: On or before July 1, 2018.
Additional reopeners during the term of this Agreement may occur by mutual agreement between parties.

WASHINGTON STATE COUNCIL OF COUNTY
AND CITY EMPLOYEES, AFSCME, AFL-CIO LOCAL
1308-S, COURTHOUSE SUPERVISORY EMPLOYEES

Mike Edde 1/12/16
Mike Edde, President Date

Clem Edwards 1/21/16
Clem Edwards, Staff Representative Date

DATED this 13 day of JANUARY, 2016

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

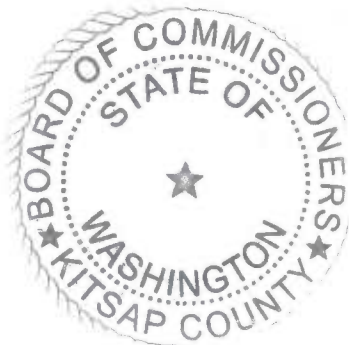
ATTEST:

Edward E. Wolfe
EDWARD E. WOLFE, Chair

Charlotte Garrido
CHARLOTTE GARRIDO, Commissioner

Dana Daniels
Dana Daniels, Clerk of the Board

Robert Gelder
ROBERT GELDER, Commissioner



MEMORANDUM OF UNDERSTANDING
By and Between
KITSAP COUNTY
AND
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, LOCAL
1308-S, AFSCME, AFL-CIO (COURTHOUSE SUPERVISORY EMPLOYEES)

KC-328-13-E

RE: 2017 Wages and Insurance

1. The parties, Kitsap County (County) and Washington State Council of County and City Employees, Local 1308-S, AFSCME, AFL-CIO Courthouse Supervisory Employees (Union), having bargained in good faith and in accordance with KC-328-13-D, mutually agree to the following 2017 wages and health and welfare benefits:

ARTICLE II. SECTION A – WAGES

1. Effective the first full pay period occurring on or after January 1, 2017, the first step in each salary range shall be increased by two percent (2.0%).

ARTICLE II. SECTION H – INSURANCE

Health and Welfare Benefits

The County will make contributions in the amounts listed below for funding, providing, and maintaining insured medical and dental benefits and life insurance coverage, and for providing a reserve fund to self-insure against unanticipated increases in the cost of those benefits. Through payroll deduction, employees will contribute the remaining amounts necessary for funding, providing, and maintaining insured medical and dental benefits and life insurance, and providing a reserve fund to self-insure against unanticipated increases in the cost of those benefits. Employee contributions will be used to pay claims first.

1. **Medical Insurance Contributions:** For coverage effective January 2017 through December 2017, the County will make medical contributions as follows:

- a. **Regular, Full-Time Employees:** for employees with an established and approved FTE (Full Time Equivalent) of .75 and above, effective with the January 2017 premiums, in the event that medical rates increase, the County and employee monthly contributions towards medical coverage shall be increased proportionally.

For example, if the Group Health total medical rate increases by three percent (3.0%), the County contribution shall be increased by three percent (3.0%) and the employee contribution shall be increased by three

percent (3.0%). If the total medical rate is \$1,650 and the County and employee contribution rates are \$1,500 and \$150 respectively, then a 3% increase will result in a \$50 total rate increase ($\$1,650 \times 3\% = \50). This total rate increase represents a \$45 increase to the County contribution ($\$1,500 \times 3\% = \45) and a \$5 increase to the employee contribution ($\$150 \times 3\% = \5).

- b. **Regular Part-Time Employees:** for regular employees working less than full time (approved FTE of less than .75 and at or above .5), the County will prorate the amount of its contributions in 5% increments based upon the percentage of full-time FTE status for the year as established and approved by the Employing Official and the Kitsap County Budget Office.
- c. In 2017, the County shall make available three new medical plan options: Premera HDHP/HSA 1500 Plan, Group Health Access PPO, Group Health HDHP/HSA 1500 Plan. Employer and employee contributions for these plans are listed in Attachment A-1.
- d. The County-wide claims experience through May 2016 supports a six and four-tenths percent (6.4%) increase to Premera medical rates and a three and seven-tenths percent (3.7%) increase to Group Health medical rates. However, for 2017 only, the County has agreed to accept the risk of increasing medical rates less than the amounts supported by the County-wide claims experience. In 2017, Premera medical rates will be increased by four percent (4.0%) and Group Health medical rates will be increased by two percent (2.0%). The County's decision to accept the risk of increasing medical rates less than the amounts supported by the County-wide claims experience shall be for 2017 only and shall not create a precedent for 2018 or beyond.

2. **Waiver of Medical Coverage:**

- a. **Regular, full-time employees** who provide proof of alternate medical coverage may waive coverage through Kitsap County's sponsored medical plans and for that waiver receive a one hundred dollar (\$100.00) per month waiver-incentive payment; however, such payment is subject to employment taxes. Regular, full-time employees may not waive their individual medical coverage in lieu of coverage as a spouse/domestic partner on a County-sponsored medical plan.
- b. **Regular, part-time employees** may waive their coverage through Kitsap County's sponsored medical plans and receive a pro-rated waiver incentive payment per month, according to their established and approved full-time equivalent status for the year, at 5% increments starting at .70 FTE (example: an employee whose established and approved FTE in a given year is .70, will receive 70% of a full-time employee's waiver

incentive payment (\$100.00), which equals \$70.00). Regular, part-time employees who waive their coverage and enroll in their spouse's or registered domestic partner's County-sponsored medical plan are not eligible to receive the pro-rated waiver incentive payment.

3. **No Double Coverage:** No County employee may have double coverage under County-sponsored medical plans (i.e., employees may not cover their spouse/domestic partner if the spouse/domestic partner is employed in a regular, full-time position with the County).
4. **Dental Benefits, County Contribution:** The County will make contributions as indicated below.
 - a. County Contribution:
 - (1) **Regular, full-time employees:** The County shall pay 100% of the employee-only rate for the County-selected, base dental plan or an optional plan, whichever is less expensive. The County will contribute up to fifty percent (50%) of the County-selected plan dependent rate or twenty-five dollars (\$25.00) per employee per month, whichever is greater, towards insured dependent dental benefits under the County-sponsored dental plans.
 - (2) **Regular, part-time employees:** The dental benefits contributions for regular, part-time employees will be the same as offered to regular, full-time employees.
 - b. All regular full-time and part-time employees shall participate in a County-sponsored dental plan.
 - c. The County-selected base dental plan provides substantially similar benefits to those provided by Delta Dental of Washington plan C – Option 2 (\$1,000 a year maximum benefit).
 - d. Other dental plans will also be offered and, if selected, employees are responsible to contribute any additional cost through payroll deduction.
5. **Life Insurance:** The County will contribute the total cost necessary to fund, provide, and maintain County-selected, basic life insurance coverage for regular, full-time and part-time employees and their eligible dependents.
6. **Optional Benefits:** Employees may enroll themselves and dependents in optional life insurance plans or other optional benefits at their own expense.

7. **Long-Term Disability:** Employer agrees to pay \$8.00 per month on behalf of each participating employee in the Long-Term Disability Plan provided and administered by the Union.
8. **Vision Insurance:** The County will provide and pay all the premiums necessary for WCIF VSP vision insurance.
9. **Changes to Coverage during Plan-year:** Employees must comply with federal, state and specific health plan rules in order to make any changes outside of the annual open enrollment period designated by the county.

Medical Benefits Committee

The Union representative on the joint labor-management Medical Benefits Committee may participate in deliberations regarding medical coverage for the following year and the Union representative may, but will not be required to cast a vote. If the Union representative votes for a majority recommendation to the Board of County Commissioners, such recommendation will become a tentative agreement between the parties, subject to final ratification by the bargaining unit membership and approval by the Board of County Commissioners as part of a successor collective bargaining agreement.

The parties recognize that it may be mutually beneficial to memorialize the practice to the joint labor-management Medical Benefits Committee and/or to establish more definite rules for the Medical Benefits Committee's function. Beginning at any time during the term of the agreement, the County or the Medical Benefits Committee may call for joint labor-management discussions, as mutually agreed by the parties, to draft and propose such rules. Any such rules will be subject to adoption by the majority of the units constituting the voting members of the committee and approval by the Board of County Commissioners.

-
2. Except as expressly provided in this Memorandum of Understanding, all other terms and conditions of the parties' original Contract, and subsequent amendments, addenda or modifications thereto, remain in full force and effect.
 3. Except as expressly provided herein, this Memorandum of Understanding shall be effective upon execution by the parties.

WASHINGTON STATE COUNCIL OF COUNTY
AND CITY EMPLOYEES, AFSCME, AFL-CIO
LOCAL 1309-S, COURTHOUSE SUPERVISORY
EMPLOYEES

Mike Edde 12/2/16
Mike Edde, President Date

Clem Edwards 12/16/16
Clem Edwards, Staff Representative Date

DATED this 12 day of Dec, 20



ATTEST:

Dana Daniels

Dana Daniels, Clerk of the Board

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

NOT PRESENT

EDWARD E. WOLFE, Chair

Charlotte Garrido

CHARLOTTE GARRIDO, Commissioner

Robert Gelder

ROBERT GELDER, Commissioner

Rates Effective: 1/9/2017
Kitsap County
 AFSCME 1308-S Supervisors
 Salary Schedule (Annual/Hourly)

Grade Class: E00 Hr/Day 8.00

Pay Grade: EB4

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
OS4EBN	Office Support Spvr	\$52,811.20	\$54,121.60	\$55,473.60	\$56,867.20	\$58,281.60	\$59,737.60	\$61,235.20	\$62,774.40	\$64,334.40	\$65,936.00	\$67,579.20	\$69,264.00	\$70,990.40	\$72,758.40
		\$25.39	\$26.02	\$26.67	\$27.34	\$28.02	\$28.72	\$29.44	\$30.18	\$30.93	\$31.70	\$32.49	\$33.30	\$34.13	\$34.98

Pay Grade: EB5

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
AP4EBN	Appraiser Spvr	\$56,368.00	\$57,782.40	\$59,217.60	\$60,694.40	\$62,212.80	\$63,772.80	\$65,374.40	\$67,017.60	\$68,702.40	\$70,428.80	\$72,196.80	\$74,006.40	\$75,857.60	\$77,750.40
AP0EBN	Cadastral Spvr	\$27.10	\$27.78	\$28.47	\$29.18	\$29.91	\$30.66	\$31.43	\$32.22	\$33.03	\$33.86	\$34.71	\$35.58	\$36.47	\$37.38
MO5EBN	M&O Crew Spvr														
IT2EBN	Technology Spec														

Pay Grade: EC1

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
IT4ECN	Technology Support Spvr	\$63,502.40	\$65,083.20	\$66,705.60	\$68,369.60	\$70,075.20	\$71,822.40	\$73,611.20	\$75,441.60	\$77,334.40	\$79,268.80	\$81,244.80	\$83,283.20	\$85,363.20	\$87,505.60
UL2ECN	Utility Analyst Lead	\$30.53	\$31.29	\$32.07	\$32.87	\$33.69	\$34.53	\$35.39	\$36.27	\$37.18	\$38.11	\$39.06	\$40.04	\$41.04	\$42.07

Pay Grade: EC4

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
FS5ECY	Financial Spvr	\$74,193.60	\$76,044.80	\$77,937.60	\$79,892.80	\$81,889.60	\$83,928.00	\$86,028.80	\$88,171.20	\$90,376.00	\$92,643.20	\$94,952.00	\$97,323.20	\$99,756.80	\$102,252.80
IT5ECY	Technology Analyst Spvr	\$35.67	\$36.56	\$37.47	\$38.41	\$39.37	\$40.35	\$41.36	\$42.39	\$43.45	\$44.54	\$45.65	\$46.79	\$47.96	\$49.16

Annual rates are shown for illustrative purposes and reflect a full-time salary. Employees on the biweekly pay system may receive portions of that salary in a different calendar year, due to the variations of the pay cycles.

2017 Most County Plans				
Kitsap County Monthly Rates & Contributions*				
Full-time Employees (.75 to 1.00 FTE = 30+ Hours/Week)				
	2017 Monthly Rate	County Monthly Contribution	Employee Monthly Contribution	Employee Biweekly Deduction
Premera Medical Only (Most County Plans #1037245)				
Premera Classic Plan				
Employee only	673.44	590.50	82.94	41.47
Employee + spouse	1,380.92	1,135.88	245.04	122.52
Employee + child(ren)	1,167.84	970.04	197.80	98.90
Employee + family	1,875.28	1,516.68	358.60	179.30
Premera Value Plan				
Employee only	617.34	590.50	26.84	13.42
Employee + spouse	1,265.92	1,135.88	130.04	65.02
Employee + child(ren)	1,069.66	970.04	99.62	49.81
Employee + family	1,718.24	1,516.68	201.56	100.78
Premera HDHP/HSA Plan *NEW in 2017*				
Employee only	516.72	506.22	10.50	5.25
Employee + spouse	1,059.66	993.98	65.68	32.84
Employee + child(ren)	893.60	843.68	49.92	24.96
Employee + family	1,436.50	1,331.40	105.10	52.55
Group Health Medical Only (Most County Plans)				
Group Health Classic Plan (#1650700)				
Employee only	570.22	532.10	38.12	19.06
Employee + spouse	1,169.44	1,016.80	152.64	76.32
Employee + child(ren)	986.56	868.20	118.36	59.18
Employee + family	1,585.54	1,353.84	231.70	115.85
Group Health Value Plan (#1650600)				
Employee only	532.68	532.10	0.58	0.29
Employee + spouse	1,092.50	1,016.80	75.70	37.85
Employee + child(ren)	920.86	868.20	52.66	26.33
Employee + family	1,480.46	1,353.84	126.62	63.31
Group Health HDHP/HSA Plan *NEW in 2017* (EE Only #1650100) (EE+Dep #1650200)				
Employee only	422.92	422.50	0.42	0.21
Employee + spouse	867.52	821.56	45.96	22.98
Employee + child(ren)	728.82	695.88	32.94	16.47
Employee + family	1,173.18	1,094.70	78.48	39.24
Group Health Access PPO Plan *NEW in 2017* (#6779300)				
Employee only	673.44	590.50	82.94	41.47
Employee + spouse	1,380.92	1,135.88	245.04	122.52
Employee + child(ren)	1,167.84	970.04	197.80	98.90
Employee + family	1,875.28	1,516.68	358.60	179.30

2017 Vision, Dental and Basic Life Insurance Coverage				
Vision Service Plan (Extended Plan)				
Employee + Dependents	20.46	20.46	0.00	0.00
Delta Dental of WA Plan C/Option 2				
Employee only	52.80	52.80	0.00	0.00
Emp + 1 Dependent	94.09	77.80	16.29	8.15
Emp + 2+ Dependents	169.79	111.30	58.49	29.25
Delta Dental of WA Plan D/Option 4				
Employee only	55.87	52.80	3.07	1.54
Emp + 1 Dependent	98.98	77.80	21.18	10.59
Emp + 2+ Dependents	178.48	111.30	67.18	33.59
Delta Care (Managed Care Plan)				
Employee only	29.57	29.57	0.00	0.00
Emp + 1 Dependent	60.31	54.57	5.74	2.87
Emp + 2+ Dependents	125.41	77.49	47.92	23.96
Willamette Dental (Managed Care Plan)				
Employee only	50.15	50.15	0.00	0.00
Emp + 1 Dependent	83.45	75.15	8.30	4.15
Emp + 2+ Dependents	133.56	91.86	41.70	20.85
Standard Basic Life (\$24,000 employee, \$1,000 dependents)				
Emp + Dependents	4.00	4.00	0.00	0.00

MEMORANDUM OF UNDERSTANDING
By and Between
KITSAP COUNTY
AND
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, LOCAL
1308-S, AFSCME, AFL-CIO (COURTHOUSE SUPERVISORY EMPLOYEES)

KC-328-13-G

RE: 2018 Wages and Insurance

1. The parties, Kitsap County (County) and Washington State Council of County and City Employees, Local 1308-S, AFSCME, AFL-CIO Courthouse Supervisory Employees (Union), having bargained in good faith and in accordance with KC-328-13-D, mutually agree to the following 2018 wages and health and welfare benefits:

ARTICLE II. SECTION A – WAGES

1. 2018: Effective the first full pay period occurring on or after January 1, 2018, the first step in each salary range shall be increased by one percent (1.0%). ~~Effective the first full pay period occurring on or after January 1, 2017, the first step in each salary range shall be increased by two percent (2.0%).~~
- a. If non-represented employees or any other non-interest arbitration-eligible Local 1308 represented employees receive a wage adjustment greater than one percent (1.0%) in 2018, then the AFSCME 1308-S pay grades will be adjusted to be equivalent to the corresponding pay grades on the same effective date as those employees.

ARTICLE II. SECTION H – INSURANCE

Health and Welfare Benefits

The County will make contributions in the amounts listed below for funding, providing, and maintaining insured medical and dental benefits and life insurance coverage, and for providing a reserve fund to self-insure against unanticipated increases in the cost of those benefits. Through payroll deduction, employees will contribute the remaining amounts necessary for funding, providing, and maintaining insured medical and dental benefits and life insurance, and providing a reserve fund to self-insure against unanticipated increases in the cost of those benefits. Employee contributions will be used to pay claims first.

1. **Medical Insurance Contributions:** For coverage effective January 201~~8~~⁷ through December 201~~8~~⁷, the County will make medical contributions as follows:

- a. **Regular, Full-Time Employees:** for employees with an established and approved FTE (Full Time Equivalent) of .75 and above, effective with the January 2018~~7~~ premiums, in the event that medical rates increase, the County and employee monthly contributions towards medical coverage shall be increased proportionally.

For example, if the ~~Kaiser Group Health~~ total medical rate increases by three percent (3.0%), the County contribution shall be increased by three percent (3.0%) and the employee contribution shall be increased by three percent (3.0%). If the total medical rate is \$1,650 and the County and employee contribution rates are \$1,500 and \$150 respectively, then a 3% increase will result in a \$50 total rate increase ($\$1,650 \times 3\% = \50). This total rate increase represents a \$45 increase to the County contribution ($\$1,500 \times 3\% = \45) and a \$5 increase to the employee contribution ($\$150 \times 3\% = \5).

- b. **Regular Part-Time Employees:** for regular employees working less than full time (approved FTE of less than .75 and at or above .5), the County will prorate the amount of its contributions ~~to .65 in 5% increments based upon the percentage of full-time FTE status for the year as established and approved by the Employing Official and the Kitsap County Budget Office.~~

- c. ~~Effective January 1, 2018~~~~in 2017~~, the County shall ~~cease to offer the Kaiser Access PPO. make available three new medical plan options: Premiera HDHP/HSA 1500 Plan, Group Health Access PPO, Group Health HDHP/HSA 1500 Plan. Employer and employee contributions for these plans are listed in Attachment A-1.~~

- d. ~~For January 2018 only, no medical premiums shall be deducted from employee paychecks. The County-wide claims experience through May 2016 supports a six and four-tenths percent (6.4%) increase to Premiera medical rates and a three and seven-tenths percent (3.7%) increase to Group Health medical rates. However, for 2017 only, the County has agreed to accept the risk of increasing medical rates less than the amounts supported by the County-wide claims experience. In 2017, Premiera medical rates will be increased by four percent (4.0%) and Group Health medical rates will be increased by two percent (2.0%). The County's decision to accept the risk of increasing medical rates less than the amounts supported by the County-wide claims experience shall be for 2017 only and shall not create a precedent for 2018 or beyond.~~

2. **Waiver of Medical Coverage:**

- a. **Regular, full-time employees** who provide proof of alternate medical coverage may waive coverage through Kitsap County's sponsored

medical plans and for that waiver receive a one hundred dollar (\$100.00) per month waiver-incentive payment; however, such payment is subject to employment taxes. Regular, full-time employees may not waive their individual medical coverage in lieu of coverage as a spouse/domestic partner on a County-sponsored medical plan.

- b. **Regular, part-time employees** may waive their coverage through Kitsap County's sponsored medical plans and receive a pro-rated waiver incentive payment per month, according to their established and approved full-time equivalent status for the year. For coverage effective January 1, 2018, this pro-ration will be at 65% of a full-time employee's waiver incentive payment, or \$65., at 5% increments starting at .70 FTE (example: an employee whose established and approved FTE in a given year is .70, will receive 70% of a full-time employee's waiver incentive payment (\$100.00), which equals \$70.00). Regular, part-time employees who waive their coverage and enroll in their spouse's or registered domestic partner's County-sponsored medical plan are not eligible to receive the pro-rated waiver incentive payment.

- 3. **No Double Coverage:** ~~No~~ County employee may have double coverage under County-sponsored medical plans ~~(i.e., employees may not cover their spouse/domestic partner if the spouse/domestic partner is employed in a regular, full-time position with the County).~~

- 4. **Dental Benefits, County Contribution:** The County will make contributions as indicated below.

- a. County Contribution:

- (1) **Regular, full-time employees:** The County shall pay 100% of the employee-only rate for the County-selected, base dental plan or an optional plan, whichever is less expensive. The County will contribute up to fifty percent (50%) of the County-selected plan dependent rate or twenty-five dollars (\$25.00) per employee per month, whichever is greater, towards insured dependent dental benefits under the County-sponsored dental plans.

- (2) **Regular, part-time employees:** The dental benefits contributions for regular, part-time employees will be the same as offered to regular, full-time employees.

- b. All regular full-time and part-time employees shall participate in a County-sponsored dental plan.

- c. The County-selected base dental plan provides substantially similar benefits to those provided by Delta Dental of Washington plan C – Option 2 (\$1,000 a year maximum benefit).
 - d. Other dental plans will also be offered and, if selected, employees are responsible to contribute any additional cost through payroll deduction. Effective January 1, 2018, the Delta Care dental plan will be closed to new enrollees, and effective January 1, 2020, the County shall cease to offer the Delta Care dental plan.
5. **Life Insurance:** The County will contribute the total cost necessary to fund, provide, and maintain County-selected, basic life insurance coverage for regular, full-time and part-time employees and their eligible dependents.
 6. **Optional Benefits:** Employees may enroll themselves and dependents in optional life insurance plans or other optional benefits at their own expense.
 7. **Long-Term Disability:** Employer agrees to pay \$8.00 per month on behalf of each participating employee in the Long-Term Disability Plan provided and administered by the Union.
 8. **Vision Insurance:** The County will provide and pay all the premiums necessary for WCIF VSP vision insurance.
 9. **Changes to Coverage during Plan-year:** Employees must comply with federal, state and specific health plan rules in order to make any changes outside of the annual open enrollment period designated by the county.
 10. Pre-tax payments: Effective with the benefit year of 2018, all employee contributions will be made pre-tax.

Medical Benefits Committee

The Union representative on the joint labor-management Medical Benefits Committee may participate in deliberations regarding medical coverage for the following year and the Union representative may, but will not be required to cast a vote. If the Union representative votes for a majority recommendation to the Board of County Commissioners, such recommendation will become a tentative agreement between the parties, subject to final ratification by the bargaining unit membership and approval by the Board of County Commissioners as part of a successor collective bargaining agreement.

The parties recognize that it may be mutually beneficial to memorialize the practice to the joint labor-management Medical Benefits Committee and/or to establish more definite rules for the Medical Benefits Committee's function. Beginning at any time during the term of the agreement, the County or the

Medical Benefits Committee may call for joint labor-management discussions, as mutually agreed by the parties, to draft and propose such rules. Any such rules will be subject to adoption by the majority of the units constituting the voting members of the committee and approval by the Board of County Commissioners.

ARTICLE III. LEAVE SCHEDULES AND ACCRUALS

SECTION B – ANNUAL LEAVE

1. Effective January 1, 2004, annual leave with pay for employees hired after January 1, 1998, shall be earned as follows:

- a. Upon employment.....~~120~~1240 days per year (~~9680~~ hours)
- b. Upon completion of three years employment~~150~~1542 days per year (~~12096~~ hours)
- c. Upon completion of five years employment~~200~~2045 days per year (~~160420~~ hours)
- d. Upon completion of ten years employment~~250~~2520 days per year (~~200460~~ hours)
- e. ~~Upon completion of fifteen years employment.....25 days per year (200 hours)~~

2. Except as expressly provided in this Memorandum of Understanding, all other terms and conditions of the parties' original Contract, and subsequent amendments, addenda or modifications thereto, remain in full force and effect.

3. Except as expressly provided herein, this Memorandum of Understanding shall be effective January 1, 2018.

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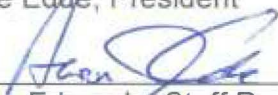
WASHINGTON STATE COUNCIL OF COUNTY
AND CITY EMPLOYEES, AFSCME, AFL-CIO
LOCAL 1308-S, COURTHOUSE SUPERVISORY
EMPLOYEES



Mike Edde, President

1/5/18

Date



Clem Edwards, Staff Representative

for 1/10/18

Date

DATED this 8 day of JANUARY, 2018.



ATTEST:



Dana Daniels, Clerk of the Board

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON



ROBERT GELDER, Chair



EDWARD E. WOLFE, Commissioner



CHARLOTTE GARRIDO, Commissioner

CONTRACT AMENDMENT
By and Between
KITSAP COUNTY
AND
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, LOCAL
1308-S, AFSCME, AFL-CIO (COURTHOUSE SUPERVISORY EMPLOYEES)

KC-328-13-H

RE: Leave Administration and Part-Time Employee Step Increases

The parties, Kitsap County (County) and Washington State Council of County and City Employees, Local 1308-S, AFSCME, AFL-CIO Courthouse Supervisory Employees (Union), having bargained in good faith, mutually agree to changes in their Collective Bargaining Agreement, KC-328-13 (hereinafter CBA), as follows:

1. The parties' CBA is amended by underline, indicating new matter, and ~~strike-through~~, indicating deleted matter.

ARTICLE I. RIGHTS OF THE PARTIES

SECTION D – DEFINITIONS

As used herein, the following terms shall be defined as follows:

[Sub-sections 1-7 omitted]

~~8. Work Month (or full month): A work month (or full month), for employee benefit eligibility purpose, is defined as any calendar month in which a probationary or regular employee is in a paid status for at least sixty five percent (65%) of their regularly scheduled hours (65% of a full time employee's regularly scheduled hours are calculated to be 112 hours or 14 working days a month).~~

89. Anniversary Date: The date an employee is hired into a full-time or part-time position. No credit shall be given for extra help or casual work.

940. Continuous Service: The length of service by an employee which includes periods of authorized paid leaves. An employee who terminates and is re-employed within thirty (30) days or who is laid off and re-employed or re-called within one (1) year from the date of the layoff shall have his/her continuous service date adjusted by the time between termination and re-employment. All benefits based on length of service shall be computed on the basis of continuous service, except as may be otherwise specified on step increases and longevity.

1041. Transfer: The change of an employee from one position to another position in the same class or in another class with the same or lower maximum salary without competition.

1142. Job Sharing: Is an alternative work arrangement in which two or more employees share a full-time position.

1443. Reclassification: An increase/decrease in the level of responsibilities, tasks and duties of a position which changes areas of emphasis, the level of skill required and qualification requirements as they relate to the current position. A reclassification upgrade is not to be used as a merit raise or as a reward for employment longevity, nor is it to be used to reflect an increased volume of work at the same level of responsibility that the incumbent is currently performing. Due to an overall increase/decrease in responsibilities of a position, the monetary compensation (pay range) established for the position may increase or decrease.

SECTION S - WORK PERFORMED IN HIGHER CLASSIFICATION

An employee who performs work in a higher job classification for ten (10) or more consecutive days, inclusive of holidays, shall be paid wages of the higher job classification for all the time he/she performs work or uses sick leave in the higher classification; **provided**:

1. That the referred ten (10) days shall relate to consecutive work days for each separate and specific incident or work project, and
2. Pre-approval is obtained from the Elected Official/Department Director or designee, and
3. The employee working out of class is performing the scope of duties principally ascribed to the higher-level classification.

ARTICLE II. ECONOMICS, HOURS, INSURANCE

SECTION B - SALARY STEPS AND EVALUATIONS

1. Step movement on the Wage and Classification Plan shall be as follows:
 - a. Employees on the AFSCME seven-step scale shall advance from step one (1) through step five (5) each year following their last advancement or date of hire, and from step five (5) through step (7) every two years following their last advancement; **provided**, the employee achieves the following overall scores on the last personnel evaluation to be eligible to advance to the next step:

<u>Step</u>	<u>Required Score</u>
2 - 5	3.0
6	3.5
7	4.0

- b. Employees on the AFSCME four-step scale, wage grade B & Y, shall advance from step one (1) through step three (3) one year following their last advancement, or date of hire, and shall advance to step four (4) two years following their last advancement; **provided**, the employee achieves the following overall scores on the last personnel evaluation to be eligible to advance to the next step:

<u>Step</u>	<u>Required Score</u>
2	3.0
3	3.5
4	4.0

- c. Periods in which an employee is on disciplinary probation or an unpaid leave status, (voluntary or involuntary), shall not be included in the required service period.

- d. ~~Part-time employees shall advance as set forth above upon completion of the full-time equivalent number of hours. Effective January 1, 2017, part-time employees hired prior to January 1, 2017 will be eligible for a step increase after reaching 2080 compensated hours since their date in position or last step increase date. The date that they reach 2080 hours will become the anniversary date for their next step increase and they will then be eligible to receive annual step increases as stated above.~~

All part-time employees hired on or after January 1, 2017 will be eligible for annual step increases effective on the employee's anniversary date in the position. Part time employees no longer have to work 2080 hours to be eligible. Part time employees will be eligible to receive a step annually.

- e. Step increases shall be retroactive to the date of eligibility if delays in granting of the step increases are due to lack of current evaluation or failure to submit to the Human Resources Division the required paperwork within designated timeframes.

2. Employee Evaluations. Every new employee should be evaluated on or about three months and six months after employment. Probationary employees may be evaluated at any time during their probationary period. Every full-time or part-time employee shall be evaluated annually, prior to the month the employee is eligible for a step increment or the anniversary of the step increment date. Additional personnel evaluations may be used when deemed appropriate by the Elected Official/ Department Director. Evaluations shall be used as a factor in granting

regular status, promotions, step increases, transfers, demotions, layoffs and terminations. For further information on evaluation procedure, reference the "Performance Evaluation Guidelines for Employees and Supervisors."

SECTION D - SHIFT DIFFERENTIAL PAY

Employees shall receive an additional twenty-five cents (25¢) per hour for swing shift, and an additional thirty-five cents (35¢) per hour for graveyard shift; **provided**, shift differential pay shall only be paid for each hour of swing or graveyard shifts actually worked, except employees shall receive shift differential pay for non-worked hours of swing or graveyard shifts taken as sick leave.

SECTION I – STANDBY PAY

1. At the Employer's option, employees may be assigned "standby" status. Such status requires that the employee be available on a twenty-four (24) hour basis for emergency work. Such employee shall be issued a radio communication device capable of summoning his/her attention. The employee must be available by pager, cellular phone or portable radio and respond by telephone within approximately fifteen (15) minutes to any summons, at any time, during the twenty-four hour period. Compensation for being on standby status shall be fifteen dollars (\$15.00) per day.
2. Employer will post a standby duty roster monthly.
3. An employee on standby status shall be subject to call-back duty as described in Article II, Section J.
4. Except in cases of sick leave use, if the employee who is scheduled on standby status is unable to meet the requirements for the full standby period, it is his/her responsibility to find a qualified replacement in advance of the scheduled period, and notify the Department Director/Elected Official or designee in writing. If an employee scheduled on standby status is unable to meet the requirements for the full standby period because the employee uses sick leave during that period, the employee will not be required to find a qualified replacement; however, the employee shall report their sick leave use as provided in this CBA.
5. Employees on standby status must remain mentally and physically fit for duty while on standby. For example, employees on standby may not consume alcoholic beverages or otherwise consume substances or medications that would render their ability to work impaired.
6. Duration of standby shall be no more than one week at a time, and divided equally among those employees determined qualified by the Department Director or Elected Official, or by any other mutually agreed-upon schedule.

ARTICLE III. LEAVE SCHEDULES AND ACCRUALS

SECTION C – SICK LEAVE

1. Employees hired on or after June 1, 2001 shall earn twelve (12) days (96 hours) of sick leave per year; Provided, no more than 1200 hours of sick leave may be carried from one calendar year to the next.
2. Employees hired after September 16, 1985, but before June 1, 2001, shall earn fifteen (15) days (120 hours) of sick leave per year; **provided**, no more than 1200 hours of sick leave may be carried from one calendar year to the next.
3. Employees hired before September 16, 1985, shall earn eighteen (18) days (144 hours) of sick leave per year; **provided**, no more than 1200 hours of sick leave may be carried from one calendar year to the next.
4. Sick leave shall be accrued each ~~full~~ month of employment. Eligible part-time employees accrue prorated sick leave based on the employee's established and approved FTE status.
5. ~~Paid sick leave may be used in accordance with RCW 49.46.210 and RCW 49.76.030. Except as hereinafter provided, to the extent accumulated, sick leave with pay shall be allowed an employee who is incapacitated due to sickness or injury, or when, due to exposure to contagious disease, the presence of the employee may jeopardize the health of others, or when necessary for medical examination or treatment of the employee. Sick leave may be used for bereavement leave purposes as provided in Article III, Section D. Registered domestic partners are covered under the Sick Leave provision of this Section. In order to qualify for this provision, an employee's domestic partner must be registered with the Washington State Registry for Domestic Partners, and employees must show verification of such registry, upon request by the Kitsap County Human Resources Division.~~
6. ~~Any or all of an employee's accrued sick leave and other accrued leave may be used to care for a child of the employee with a health condition that requires treatment or supervision. For these purposes, the definition of "child" is set forth in the County's Personnel Manual.~~
7. ~~Any or all of an employee's accrued sick leave and other accrued leave may be used to care for an employee's spouse, parent, parent-in-law, or grandparent who has a serious health condition or an emergency condition. The definitions of the family members are set forth in the County's Personnel Manual.~~
68. ~~Sick leave will be reported in accordance with the County Personnel Manual. Any sickness or injury for which an employee desires to take sick leave shall be immediately reported to the employee's immediate supervisor. Sick leave must~~

~~be approved by the immediate supervisor. In order to evaluate the employee's request for sick leave, the Employing Official may require an employee to support his/her sick leave request with a certificate by a physician or other license medical practitioner, for sick leave taken in excess of three (3) consecutive working days or for which the Employing Official has a reasonable belief that the employee is abusing or misusing the sick leave benefits.~~

79. Upon retirement, the employee shall receive payment for fifty percent (50%) of all sick leave accrued prior to January 1, 1984, based upon the rate of pay at the time of retirement. Upon an employee's death, the beneficiary shall receive payment for all sick leave accrued prior to January 1, 1984, based upon the rate of pay at the time of death. Employees separated from employment for reasons other than retirement or death, shall receive no sick leave pay. Sick leave accrued and not used after January 1, 1984, will not be paid under any circumstances. Upon separation from service, all sick leave credits shall be canceled; **provided**, employees who separate and obtain reemployment within one (1) year shall have all sick leave credits restored.

~~840.~~ The payroll office will provide a listing of all unused accrued sick leave prior to January 1, 1984, by employee. Those amounts shall be used for cash payments under the provisions of Subsection 6. If an employee uses any accrued leave included in those totals, that balance will be reduced and not be replenished at any time. Under no conditions shall an employee be allowed to carry from one calendar year to the next, more than 150 days accrued sick leave.

944. Each January, at the employee's option, he/she may convert their previous calendar year's accumulated and unused sick leave to annual leave on a 10 to 1 ratio (10:1). (As an example, if the employee earned 15 days sick leave in 1991 and used no sick leave, they could convert the 15 days to 1.5 days annual leave.) If an employee chooses to convert his/her sick leave, he/she forfeits that amount of sick leave and must use the converted annual leave within the calendar year. Under no circumstances will an employee receive cash payment for converted leave on the books. The employee must submit his/her request for conversion to their Department Director/Elected Official on or before January 31.

2. Except as expressly provided in this Contract Amendment, all other terms and conditions of the parties' original Contract, and subsequent amendments, addenda or modifications thereto, remain in full force and effect.

3. Except as expressly provided herein, this Amendment shall be effective upon execution.

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WASHINGTON STATE COUNCIL OF COUNTY
AND CITY EMPLOYEES, AFSCME, AFL-CIO
LOCAL 1308-S, COURTHOUSE SUPERVISORY
EMPLOYEES

Mary Allen 6-13-18
Mary Allen, President Date

Clem Edwards 6-18-18
Clem Edwards, Staff Representative Date

DATED this 25 day of JUNE, 2018.



ATTEST:

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

Robert Gelder
ROBERT GELDER, Chair

E. Wolfe
EDWARD E. WOLFE, Commissioner

Dana Daniels
Dana Daniels, Clerk of the Board

Charlotte Garrido
CHARLOTTE GARRIDO, Commissioner

MEMORANDUM OF UNDERSTANDING
By and Between
KITSAP COUNTY
AND
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, LOCAL
1308-S, AFSCME, AFL-CIO (COURTHOUSE SUPERVISORY EMPLOYEES)

KC-328-13-I

RE: Recognition of AFSCME 1308-S as the authorized bargaining representative for a new classification of Programs Supervisor in the Assessor’s Office

Background

Based on a reclassification study, an existing Office Support Supervisor position in the Kitsap County Assessor’s Office, currently held by Maxine Schoales (PID G30), will be reclassified to Programs Supervisor.

Agreement

Kitsap County agrees to voluntarily recognize Local 1308-S (Supervisory Employees), of the Washington State Council of County and City Employees, AFSCME, Council 2 as the Authorized Bargaining Representative for the newly created job classification of **Programs Supervisor**, in the Kitsap County Assessor’s Office.

The parties agree that the above job classification will be placed under the existing Local 1308-S Collective Bargaining Agreement, and if necessary, an addendum to the Agreement will be negotiated to address specific issues that may be unique to this or similar positions.

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WASHINGTON STATE COUNCIL OF COUNTY
AND CITY EMPLOYEES, AFSCME, AFL-CIO
LOCAL 1308-S, COURTHOUSE SUPERVISORY
EMPLOYEES

Mary Allen, President

Date

A. Edwards

Clem Edwards, Staff Representative

8/7/18

Date

DATED this 13 day of August, 2018.



ATTEST:

Dana Daniels

Dana Daniels, Clerk of the Board

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

Robert Gelder

ROBERT GELDER, Chair

E. Wolfe

EDWARD E. WOLFE, Commissioner

Charlotte Garrido

CHARLOTTE GARRIDO, Commissioner

Rates Effective: **1/8/2018**
Kitsap County
AFSCME 1308-S Supervisors
Salary Schedule (Annual/Hourly)

ATTACHMENT 1

Grade Class: E00 **Hr/Day** 8.00

Pay Grade: EB4

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
OS4EBN	Office Support Spvr	\$53,331.20	\$54,662.40	\$56,035.20	\$57,428.80	\$58,864.00	\$60,340.80	\$61,859.20	\$63,398.40	\$64,979.20	\$66,601.60	\$68,265.60	\$69,971.20	\$71,718.40	\$73,507.20
		\$25.64	\$26.28	\$26.94	\$27.61	\$28.30	\$29.01	\$29.74	\$30.48	\$31.24	\$32.02	\$32.82	\$33.64	\$34.48	\$35.34

Pay Grade: EB5

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
AP4EBN	Appraiser Spvr	\$56,929.60	\$58,344.00	\$59,800.00	\$61,297.60	\$62,836.80	\$64,417.60	\$66,019.20	\$67,662.40	\$69,347.20	\$71,073.60	\$72,841.60	\$74,672.00	\$76,544.00	\$78,457.60
AP0EBN	Cadastral Spvr	\$27.37	\$28.05	\$28.75	\$29.47	\$30.21	\$30.97	\$31.74	\$32.53	\$33.34	\$34.17	\$35.02	\$35.90	\$36.80	\$37.72
MO5EBN	M&O Crew Spvr														
IT2EBN	Technology Spec														

Pay Grade: EC1

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
IT4ECY	Technology Support Spvr	\$64,147.20	\$65,748.80	\$67,392.00	\$69,076.80	\$70,803.20	\$72,571.20	\$74,380.80	\$76,232.00	\$78,145.60	\$80,100.80	\$82,097.60	\$84,156.80	\$86,257.60	\$88,420.80
UL2ECN	Utility Analyst Lead	\$30.84	\$31.61	\$32.40	\$33.21	\$34.04	\$34.89	\$35.76	\$36.65	\$37.57	\$38.51	\$39.47	\$40.46	\$41.47	\$42.51

Pay Grade: EC2

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
PR5ECY	Program Spvr	\$67,724.80	\$69,409.60	\$71,136.00	\$72,924.80	\$74,755.20	\$76,627.20	\$78,540.80	\$80,496.00	\$82,513.60	\$84,572.80	\$86,694.40	\$88,857.60	\$91,083.20	\$93,350.40
		\$32.56	\$33.37	\$34.20	\$35.06	\$35.94	\$36.84	\$37.76	\$38.70	\$39.67	\$40.66	\$41.68	\$42.72	\$43.79	\$44.88

Pay Grade: EC4

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
FS5ECY	Financial Spvr	\$74,942.40	\$76,814.40	\$78,728.00	\$80,704.00	\$82,721.60	\$84,780.80	\$86,902.40	\$89,065.60	\$91,291.20	\$93,579.20	\$95,908.80	\$98,300.80	\$100,755.20	\$103,272.00
IT5ECY	Technology Analyst Spvr	\$36.03	\$36.93	\$37.85	\$38.80	\$39.77	\$40.76	\$41.78	\$42.82	\$43.89	\$44.99	\$46.11	\$47.26	\$48.44	\$49.65

Annual rates are shown for illustrative purposes and reflect a full-time salary. Employees on the biweekly pay system may receive portions of that salary in a different calendar year, due to the variations of the pay cycles.

MEMORANDUM OF UNDERSTANDING
By and Between
KITSAP COUNTY
AND
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, LOCAL
1308-S, AFSCME, AFL-CIO (COURTHOUSE EMPLOYEES)

KC-328-13-J

RE: Facilities Safety Footware and Uniforms

Background:

AFSCME Local 1308-S (the "Union") represents Facilities Maintenance & Operations (M&O) Crew Supervisor, whose regular work includes maintaining Jail mechanical systems such as air handlers, HVAC, electrical, plumbing and roofing. This work requires safety foot ware to prevent crushing injury to the feet of the employees. The work performed also causes heavy wear and tear on the clothing worn by the employees.

Agreement:

The parties agree to add a new section to Article I. Rights of the Parties to Collective Bargaining Agreement KC-328-13 as follows:


SECTION X – FACILITIES STAFF SAFETY BOOTS AND UNIFORMS (NEW SECTION)

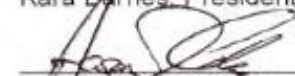
- A. All AFSCME 1308-S staff of the Facilities Division in the Maintenance and Operations classifications are required to wear quality protective safety footwear meeting the standards set forth under WAC 296-800-16060 while on County property or a worksite. Employees shall ensure that their safety footwear are in safe working order at all times. The County will reimburse an employee up to \$300 every two consecutive calendar years for purchase of protective footwear, including for multiple purchases so long as total reimbursement does not exceed \$300. The Employer may, at its discretion, approve additional reimbursement when an employee's protective footwear is damaged beyond normal wear and tear during the course of the employee's duty.
- B. Safety footwear must be purchased by the employee on their personal time. Following purchase, the employee shall complete an employee reimbursement form (TC-50) and provide the employer with a receipt for purchase and certification that the footwear meets the standard. Any costs

associated with the purchase which exceed the designated allowance will be the responsibility of the employee.

- C. The County will provide uniform shirts and a jacket for the Facilities Division employees. Employees within these classifications shall wear their uniforms in accordance with directions by the Facilities Manager or designee. The County will replace uniform items as needed due to normal wear and tear, as determined by the County. Clothing purchased by the employer is to be worn for County work purposes only.

WASHINGTON STATE COUNCIL OF COUNTY
AND CITY EMPLOYEES, AFSCME, AFL-CIO
LOCAL 1308-S, COURTHOUSE SUPERVISOR
EMPLOYEES


Kara Barnes, President 2/26/19
Date


Aaron Cole, Union Representative 2/27/19
Date

DATED this 11 day of MARCH, 2019.

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON




EDWARD E. WOLFE, Chair


CHARLOTTE GARRIDO, Commissioner


ROBERT GELDER, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

MEMORANDUM OF UNDERSTANDING
By and Between
KITSAP COUNTY
AND
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, LOCAL
1308-S, AFSCME, AFL-CIO (COURTHOUSE SUPERVISORY EMPLOYEES)

KC-328-13-K

RE: 2019 Wages and Insurance

1. The parties, Kitsap County (County) and Washington State Council of County and City Employees, Local 1308-S, AFSCME, AFL-CIO Courthouse Supervisory Employees (Union), having bargained in good faith and in accordance with KC-328-13-D, mutually agree to the following 2019 wages and health and welfare benefits:

ARTICLE II. SECTION A – WAGES

1. 2019: No wage adjustment in 2019.
 - a. If non-represented employees or any other non-interest arbitration-eligible Local 1308 represented employees receive a wage adjustment in 2019, then the AFSCME 1308-S pay grades will be adjusted to be equivalent to the corresponding pay grades on the same effective date as those employees.
 - b. A one-time only lump sum payment equal to one percent (1%) of base annual wages will be made to all employees active as of March 29, 2019. The wages will be calculated based upon the base wages of eligible employees as of March 29, 2019 and will be paid in the paycheck scheduled for April 5, 2019.
 - c. A one-time only lump sum payment equal to one-half percent (0.5%) of base annual wages will be made to each active employee's deferred compensation account with the Washington State Deferred Compensation Plan (State DCP) in the first full pay period of July 2019; base wages will be calculated based upon the wages in effective on July 5, 2019, and deposited into employee's active accounts on July 12, 2019.

ARTICLE II. SECTION H – INSURANCE

Health and Welfare Benefits

The County will make contributions in the amounts listed below for funding, providing, and maintaining insured medical and dental benefits and life insurance coverage, and for providing a reserve fund to self-insure against unanticipated increases in the cost of those benefits. Through payroll deduction, employees will contribute the remaining

amounts necessary for funding, providing, and maintaining insured medical and dental benefits and life insurance, and providing a reserve fund to self-insure against unanticipated increases in the cost of those benefits. Employee contributions will be used to pay claims first.

1. **Medical Insurance Contributions:** For coverage effective January 2019 through December 2019, the County will make medical contributions as follows:

a. **Regular, Full-Time Employees:** for employees with an established and approved FTE (Full Time Equivalent) of .75 and above, effective with the January 2019 premiums, in the event that medical rates increase, the County and employee monthly contributions towards medical coverage shall be increased proportionally. However, as allowed in RCW 42.56.123(2), during the 2019 benefit year only, and not beyond unless otherwise mutually agreed upon, the County shall pay the first four and six-tenths percent (4.6%) rate increase to Premera plans and the first seven and eight-tenths percent (7.8%) rate increase to Kaiser plans. After the 2019 benefit year, unless otherwise mutually agreed by the parties, County and employee contributions will revert to the proportional sharing of contributions as described in the following example:

If the Kaiser total medical rate increases by three percent (3.0%), the County contribution shall be increased by three percent (3.0%) and the employee contribution shall be increased by three percent (3.0%). If the total medical rate is \$1,650 and the County and employee contribution rates are \$1,500 and \$150 respectively, then a 3% increase will result in a \$49.50 total rate increase ($\$1,650 \times 3\% = \49.50). This total rate increase represents a \$45 increase to the County contribution ($\$1,500 \times 3\% = \45) and a \$4.50 increase to the employee contribution ($\$150 \times 3\% = \4.50).

b. **Regular Part-Time Employees:** for regular employees working less than full time (approved FTE of less than .75 and at or above .5), the County will prorate the amount of its contributions to .65 of full-time FTE status for the year.

2. **Waiver of Medical Coverage:**

a. **Regular, full-time employees** who provide proof of alternate medical coverage may waive coverage through Kitsap County's sponsored medical plans and for that waiver receive a one hundred dollar (\$100.00) per month waiver-incentive payment; however, such payment is subject to employment taxes. Regular, full-time employees may not waive their individual medical coverage in lieu of coverage as a spouse/domestic partner on a County-sponsored medical plan.

6. **Optional Benefits:** Employees may enroll themselves and dependents in optional life insurance plans or other optional benefits at their own expense.
7. **Long-Term Disability:** Employer agrees to pay \$8.00 per month on behalf of each participating employee in the Long-Term Disability Plan provided and administered by the Union.
8. **Vision Insurance:** The County will provide and pay all the premiums necessary for WCIF VSP vision insurance.
9. **Changes to Coverage during Plan-year:** Employees must comply with federal, state and specific health plan rules in order to make any changes outside of the annual open enrollment period designated by the county.
10. **Pre-tax payments:** All employee contributions will be made pre-tax.
11. **WA Paid Family and Medical Leave:** Effective January 2019, the County will contribute thirty-seven percent (37%) of the premium for the WA Paid Family and Medical Leave provided under RCW 50A.04.

Medical Benefits Committee

The Union representative on the joint labor-management Medical Benefits Committee may participate in deliberations regarding medical coverage for the following year and the Union representative may, but will not be required to cast a vote. If the Union representative votes for a majority recommendation to the Board of County Commissioners, such recommendation will become a tentative agreement between the parties, subject to final ratification by the bargaining unit membership and approval by the Board of County Commissioners as part of a successor collective bargaining agreement.

The parties recognize that it may be mutually beneficial to memorialize the practice to the joint labor-management Medical Benefits Committee and/or to establish more definite rules for the Medical Benefits Committee's function. Beginning at any time during the term of the agreement, the County or the Medical Benefits Committee may call for joint labor-management discussions, as mutually agreed by the parties, to draft and propose such rules. Any such rules will be subject to adoption by the majority of the units constituting the voting members of the committee and approval by the Board of County Commissioners.

ARTICLE III. SECTION A – HOLIDAYS

1. For all employees the following shall be observed as paid holidays:

Commonly called:

- | | | | |
|----|------------------------|----|------------------------------------|
| a. | New Year's Day | f. | Labor Day |
| b. | Martin Luther King Day | g. | Veterans' Day |
| c. | Presidents' Day | h. | Thanksgiving Day and Following Day |
| d. | Memorial Day | i. | Christmas Day |
| e. | Independence Day | j. | 2 Floating Holidays |

2. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed the preceding Friday.
3. The floating holidays shall be taken by an employee, including probationary employees, at any time during the calendar year, with prior approval of the employee's Department Director/Elected Official. The floating holidays shall not accumulate from year to year.
4. Paid holidays begin on the date of hire. Employees must be in a paid status the day before or the day after a holiday to receive compensation for that holiday.
5. Regular and probationary part-time employees shall receive prorated holiday pay, based upon the percentage of compensated hours received each calendar month in relation to a full-time schedule of work.
6. If a non-exempt employee is required to work on one of the paid observed holidays, or if the holiday is observed on one of the employee's regular scheduled days off, he/she shall receive his/her regular rate of pay for the hours worked and an additional day of annual leave (eight hours) for each holiday; provided, non-exempt employees who work on New Year's Day, Independence Day, Thanksgiving Day or Christmas Day, shall be paid the regular hourly rate for the hours worked plus either, at the option of the employee, an amount equal to one and one-half the regular hourly rate of the employee or one and one-half compensatory time off for each hour actually worked on the holiday. This compensation shall be in lieu of receipt of a paid eight (8) hours of holiday compensation set forth in Subsection 1 of this Section.
7. If an observed holiday falls on one of the exempt employee's regular days off, she/he, with prior approval, may take another day off within the same workweek to observe the holiday or be granted eight (8) hours of annual leave in lieu of the holiday.
8. Eligible part-time employees accrue prorated holiday leave based on the employee's established and approved FTE status.
9. Each calendar year, employees will be eligible to convert two (2) days of sick leave to volunteer days in accordance with the County Personnel Manual policy on Employee Volunteer Activities.

2. Except as expressly provided in this Memorandum of Understanding, all other terms and conditions of the parties' original Contract, and subsequent amendments, addenda or modifications thereto, remain in full force and effect.

3. Except as expressly provided herein, this Memorandum of Understanding shall be effective January 1, 2019.

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WASHINGTON STATE COUNCIL OF COUNTY
AND CITY EMPLOYEES, AFSCME, AFL-CIO
LOCAL 1308-S, COURTHOUSE SUPERVISORY
EMPLOYEES

Mary Allen 1/31/2019
Mary Allen, President Date
Rara Barber
Aaron Cole 1/25/19
Aaron Cole, Staff Representative Date

DATED this 13 day of FEBRUARY, 2019.

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON



Edward E. Wolfe
EDWARD E. WOLFE, Chair

NOT PRESENT

CHARLOTTE GARRIDO, Commissioner

Robert Gelder
ROBERT GELDER, Commissioner

ATTEST

Dana Daniels
Dana Daniels, Clerk of the Board

MEMORANDUM OF UNDERSTANDING
By and Between
KITSAP COUNTY
AND
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, LOCAL
1308-S, AFSCME, AFL-CIO (COURTHOUSE SUPERVISORY EMPLOYEES)

KC-328-13-L

RE: New Top Step

The parties, Kitsap County (County) and Washington State Council of County and City Employees, Local 1308-S, AFSCME, AFL-CIO Courthouse Supervisory Employees (Union), having bargained in good faith and in accordance with KC-328-13-D, mutually agree to the following:

1. Effective the first full pay period in January 2019, a new top step shall be added to each pay grade on the Union pay scales, equal to 2.5% above the preceding step. Employees who have been at the top step for at least twelve months prior to the first full pay period in January 2019 will move to the new step effective the first full pay period in January 2019 and that date will become the employee's new step anniversary date. All other employees will progress at their regular anniversary date. Step movement requires the minimum performance standards are met, as set forth in Article II.B (Salary Steps and Evaluations) of this Agreement.
2. Except as expressly provided in this Memorandum of Understanding, all other terms and conditions of the parties' original Contract, and subsequent amendments, addenda or modifications thereto, remain in full force and effect.
3. This Memorandum of Understanding shall be effective the first full pay period in January 2019.

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KC-328-13-L

WASHINGTON STATE COUNCIL OF COUNTY
AND CITY EMPLOYEES, AFSCME, AFL-CIO
LOCAL 1308-S, COURTHOUSE SUPERVISORY
EMPLOYEES

Kara Barnes 5/31/19
Kara Barnes Date
President

[Signature] 17 June 19
Abigail Zulock Date
Staff Representative

DATED this 10 day of JUNE, 2019.

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON



[Signature]
EDWARD E. WOLFE, Chair

NOT PRESENT
CHARLOTTE GARRIDO, Commissioner

[Signature]
ROBERT GELDER, Commissioner

ATTEST:

[Signature]
for Dana Daniels, Clerk of the Board



Meeting Date: September 23, 2019
 Agenda Item No:

<u>Kitsap County Board of Commissioners</u>		
Office/Department:	Human Resources	
Staff Contact:	Kate Cummings (360) 307-4344	
Agenda Item Title:	KC-328-13-M - AFSCME 1308-S - MOU for 2020 Wages and Benefits	
Recommended Action: Move that the Board of County Commissioners approve and execute the Memorandum of Understanding with AFSCME 1308-S to settle 2020 wages and benefits.		
Summary:	<p>The current collective bargaining agreement (CBA) with AFSCME 1308-S (Supervisors) covers 28 employees throughout the County offices and departments. The parties are bargaining a successor agreement and pending conclusion of bargaining, the parties bargained the following wages and benefits for 2020 :</p> <ul style="list-style-type: none"> • No general wage adjustment for 2020. • Effective January 6, 2020, all employees shall receive an additional step. • For 2020, the County will absorb the increased cost of the County sponsored medical plans. • As a one-time only benefit, in January 2020, all regular, full-time AFSCME 1308-S employees who were hired on or after January 1, 1998 and before January 1, 2018 will receive twenty-four (24) hours of annual leave. For regular, part-time employees hired between the dates above, the County will prorate the amount of one-time annual leave hours received. <p>The parties agree that it is their intent that the benefits set forth in this MOU represent the entirety of the parties' agreement on 2020 wages and 2020 medical contribution rates.</p>	
Attachments:	<ol style="list-style-type: none"> 1. Contract Review Sheet 2. Memorandum of Understanding 	
Fiscal Impact for this Specific Action		
Expenditure required for this specific action:	\$42,000	
Related Revenue for this specific action:		
Cost Savings for this specific action:		
Net Fiscal Impact:	\$42,000	
Source of Funds:	General Fund	
Fiscal Impact for Total Project		
Project Costs:	\$0	
Project Costs Savings:	\$0	
Project Related Revenue:	\$0	
Project Net Total:	\$0	
Fiscal Impact (DAS) Review		
Office/Departmental Review & Coordination		
Office/Department	Elected Official/Department Director	
Human Resources	Nancy Buonnano Grennan	

Contract Information			
Contract Number	Date Original Contract or Amendment Approved	Amount of Original Contract Amendment	Total Amount of Amended Contract
KC-328-13	10/28/13	\$50,368	
KC-328-13-A	4/14/14	None	\$50,368
KC-328-13-B	11/24/14	\$41,828	\$92,196
KC-328-13-C	12/2/15	\$29,000	\$121,196
KC-328-13-D	1/13/2016	\$100,270	\$221,466
KC-328-13-E	12/12/2016	None	\$221,466
KC-328-13-F	11/13/2017	None	\$221,466
KC-328-13-G	1/8/2018	\$20,754	\$242,220
KC-328-13-H	6/25/2018	None	\$242,220
KC-328-13-I	8/13/2018	None	\$242,220
KC-328-13-J	03/11/2019	\$300	\$242,520
KC-328-13-K	02/13/2019	\$24,000	\$266,520
KC-328-13-L	06/10/2019	\$11,500	\$278,020
KC-328-13-M	Pending	\$42,000	\$320,020



Kitsap County
CONTRACT REVIEW SHEET
(Chapter 3.56 KCC)

A. CONTRACT INFORMATION					
1. Contractor	AFSCME 1308-S				
2. Purpose	To settle 2020 wages and benefits				
3. Contract Amount	42,000	Disburse	<input checked="" type="checkbox"/>	Receive	<input type="checkbox"/>
4. Contract Term	01/01/2020 – 12/31/2020				
5. Contract Administrator	Kate Cummings	Phone	360-307-4344		
Approved:	Nancy Buonanno Grennan	Date	09/3/2019		
	Department Director				
B. AUDITOR – ACCOUNTING INFORMATION					
1. Contract Control Number	KC-328-13-M				
2. Fund Name	General Fund				
3. Payment from-Revenue to CC/Account Nbr	Various (salaries & benefits)				
4. Encumbered By	Susanne Yost	Date	09/03/2019		
C. AUDITOR'S ACCOUNTING – GRANTS REVIEW <i>Signature required only if contract is grant funded</i>					
1.	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved			
Reviewer	N/A		Date	N/A	
2. Comments:					
D. ADMINISTRATIVE SERVICES DEPARTMENT – RISK MANAGER REVIEW					
1.	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not Approved			
Reviewer	Anastasia Johnson		Date	9/06/2019	
2. Comments:	Amendment Only				
E. ADMINISTRATIVE SERVICES DEPARTMENT – BUDGET MANAGER REVIEW <i>Signature required only if contract is for \$50,000 or more, OR it will be signed by board of commissioners (regardless of dollar amount)</i>					
1.	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not Approved			
Reviewer	Aimée Campbell		Date	09/03/2019	
2. Comments:					
F. PERSONNEL DEPARTMENT – PERSONNEL DIRECTOR REVIEW <i>Signature required only if union or employment contract</i>					
1.	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved			
Reviewer			Date		
2. Comments:					
G. PROSECUTING ATTORNEY					
1.	<input checked="" type="checkbox"/> Approved as to Form	<input type="checkbox"/> Not Approved as to Form			
Reviewer	Jacquelyn Aufderheide		Date	09-06-2019	
2. Comments:	Comments provided to Contract Administrator				
H. CERTIFICATION BY CONTRACT ADMINISTRATOR: THIS CONTRACT IS READY FOR CONSIDERATION BY THE AUTHORIZED CONTRACT SIGNER. <i>(For contract signing authority, see KCC 3.56.075)</i>					

Date Approved by Authorized Contract Signer:

RETURN SIGNED ORIGINALS TO:

Date 9-23-19

Sheri Frontiero @ MS- 23A

MEMORANDUM OF UNDERSTANDING
By and Between
KITSAP COUNTY
AND
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, LOCAL
1308-S, AFSCME, AFL-CIO (COURTHOUSE SUPERVISORY EMPLOYEES)

KC-328-13-M

RE: 2020 Wages, 2020 Medical Contribution Rates, and One-Time Annual Leave Benefit

1. The parties, Kitsap County (County) and Washington State Council of County and City Employees, Local 1308-S, AFSCME, AFL-CIO Courthouse Supervisory Employees (Union), having bargained in good faith and in accordance with KC-328-13-D, mutually agree to the following 2020 wages, 2020 medical contribution rates, and one-time annual leave benefit:

ARTICLE II. SECTION A – WAGES

1. 2020: No wage adjustment in 2020.
 - a. Effective the first full pay period in January 2020, all bargaining unit members will receive one additional step increase. Employees receiving an additional step under this sub-section will not be required to meet a minimum evaluation score in order to receive the additional step. However, in no case will an employee progress beyond the top step of their pay scale.
2. For the 2019 and 2020 calendar years only, if non-represented employees as a group receive a base wage enhancement, such as a general wage adjustment, step acceleration, or lump sum payment, beyond that already received as of Resolution 023-2019, the parties agree to reopen bargaining under Article II, Section A (Wages) and Section B (Salary Steps and Evaluations).
3. The County will provide notice of upcoming compensation studies affecting Union positions and will consider Union input on study parameters prior to initiating the study.

ARTICLE II. SECTION H – INSURANCE

Health and Welfare Benefits

The County will make contributions in the amounts listed below for funding, providing, and maintaining insured medical and dental benefits and life insurance coverage, and for providing a reserve fund to self-insure against unanticipated increases in the cost of

those benefits. Through payroll deduction, employees will contribute the remaining amounts necessary for funding, providing, and maintaining insured medical and dental benefits and life insurance, and providing a reserve fund to self-insure against unanticipated increases in the cost of those benefits. Employee contributions will be used to pay claims first.

1. **Medical Insurance Contributions:** For coverage effective January 1, 2020 through December 31, 2020, the County will make medical contributions as follows:
 - a. **Regular, Full-Time Employees:** for employees with an established and approved FTE (Full Time Equivalent) of .75 and above, the County shall absorb the full rate increase to the Aetna and Kaiser administered plans in 2020 when Aetna replaces Premera as a new third-party administrator for the County's PPO medical plans. The County and employee monthly contributions towards medical coverage shall be increased proportionally thereafter, unless otherwise agreed.

For example, if the Kaiser total medical rate increases by three percent (3.0%), the County contribution shall be increased by three percent (3.0%) and the employee contribution shall be increased by three percent (3.0%). If the total medical rate is \$1,650 and the County and employee contribution rates are \$1,500 and \$150 respectively, then a 3% increase will result in a \$49.50 total rate increase ($\$1,650 \times 3\% = \49.50). This total rate increase represents a \$45 increase to the County contribution ($\$1,500 \times 3\% = \45) and a \$4.50 increase to the employee contribution ($\$150 \times 3\% = \4.50).

- b. **Regular Part-Time Employees:** for regular employees working less than full time (approved FTE of less than .75 and at or above .5), the County will prorate the amount of its contributions to .65 of full-time FTE status for the year.

ARTICLE III. SECTION B – ANNUAL LEAVE

1. As a one-time only benefit, in January 2020, all regular, full-time AFSCME 1308-S employees who were hired on or after January 1, 1998 and before January 1, 2018 will receive twenty-four (24) hours of annual leave. For regular, part-time employees hired between the dates above, the County will prorate the amount of one-time annual leave hours received. This benefit will be separate from and will not affect an employee's regular annual leave accrual for the month.

2. The parties agree that it is their intent that the benefits set forth in this Memorandum of Understanding represent the entirety of the parties' agreement on 2020 wages and 2020 medical contribution rates, and that the benefits set forth in this Memorandum of Understanding will be incorporated into a 2020 successor collective

bargaining agreement, which the parties are currently bargaining. However, nothing in this Memorandum of Understanding shall be interpreted as precluding the parties from mutually agreeing to additional wage and medical benefits and changes in the 2020 successor collective bargaining agreement.

3. Except as expressly provided in this Memorandum of Understanding, all other terms and conditions of the parties' original Contract, and subsequent amendments, addenda or modifications thereto, remain in full force and effect.

4. Except as expressly provided herein, this Memorandum of Understanding shall be effective upon execution.

WASHINGTON STATE COUNCIL OF COUNTY
AND CITY EMPLOYEES, AFSCME, AFL-CIO LOCAL
1308-S, COURTHOUSE SUPERVISORY EMPLOYEES

Kara Barnes 9/12/19
Kara Barnes, President Date

Abigail Zulock 10.4.19
Abigail Zulock, Staff Representative Date

DATED this 23 day of SEPTEMBER, 2019.

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON



E. E. Wolfe
EDWARD E. WOLFE, Chair

Charlotte Garrido
CHARLOTTE GARRIDO, Commissioner

Robert Gelder
ROBERT GELDER, Commissioner

ATTEST:
Dana Daniels
Dana Daniels, Clerk of the Board

MEMORANDUM OF UNDERSTANDING
By and Between
KITSAP COUNTY
And
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES,
LOCAL 1308-S, AFSCME, AFL-CIO (SUPERVISORY EMPLOYEES)

KC-328-13-N

RE: Accretion of General Service Supervisor in Facilities Maintenance

Kitsap County and AFSCME 1308-S, having bargained in good faith, agree to accrete the newly created job classification of **General Service Supervisor** in the Facilities Maintenance office into the AFSCME Local 1308-S collective bargaining agreement. The parties further agree that the new job classification will be paid at the B1 pay scale as set forth in the attached pay scale.

The parties agree that the above job classification will be covered under the terms of the existing collective bargaining agreement between the parties, effective the first full pay period following execution of this agreement.

AFSCME Local 1308-S



Kara Barnes, President



Abigail Zulock, Union Representative

DATED this 14 day of OCTOBER, 2019



Attest:



Dana Daniels, Clerk of the Board

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON



EDWARD E. WOLFE, Chair

NOT PRESENT

CHARLOTTE GARRIDO, Commissioner



ROBERT GELDER, Commissioner

1/7/2019
Kitsap County
AFSCME 1308-S Supervisors (Exempt)
Salary Schedule (Annual/Hourly)

Grade Class: E00

Pay Grade: EB1

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>
GS4EBN	General Svcs Spvr *	42,536.00	43,596.80	44,678.40	45,801.60	46,945.60	48,110.40	49,316.80	50,544.00	51,812.80	53,102.40	54,433.60	55,785.60	57,179.20	58,614.40	60,070.40
		20.45	20.96	21.48	22.02	22.57	23.13	23.71	24.30	24.91	25.53	26.17	26.82	27.49	28.18	28.88

Pay Grade: EB4

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>
OS4EBN	Office Support Spvr	53,331.20	54,662.40	56,035.20	57,428.80	58,864.00	60,340.80	61,859.20	63,398.40	64,979.20	66,601.60	68,265.60	69,971.20	71,718.40	73,507.20	75,337.60
		25.64	26.28	26.94	27.61	28.30	29.01	29.74	30.48	31.24	32.02	32.82	33.64	34.48	35.34	36.22

Pay Grade: EB5

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>
AP4EBN	Appraiser Spvr	56,929.60	58,344.00	59,800.00	61,297.60	62,836.80	64,417.60	66,019.20	67,662.40	69,347.20	71,073.60	72,841.60	74,672.00	76,544.00	78,457.60	80,412.80
AP0EBN	Cadastral Spvr	27.37	28.05	28.75	29.47	30.21	30.97	31.74	32.53	33.34	34.17	35.02	35.90	36.80	37.72	38.66
MO5EBN	M&O Crew Spvr															
IT2EBN	Technology Spec															

Pay Grade: EC1

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>
IT4ECY	Technology Support Spvr	64,147.20	65,748.80	67,392.00	69,076.80	70,803.20	72,571.20	74,380.80	76,232.00	78,145.60	80,100.80	82,097.60	84,156.80	86,257.60	88,420.80	90,625.60
UL2ECN	Utility Analyst Lead	30.84	31.61	32.40	33.21	34.04	34.89	35.76	36.65	37.57	38.51	39.47	40.46	41.47	42.51	43.57

* General Svcs Spvr added eff. 8/19/2019 per Amendment KC-328-13-M

Annual rates are shown for illustrative purposes and reflect a full-time salary. Employees on the biweekly pay system may receive portions of that salary in a different calendar year, due to the variations of the pay cycles.

1/7/2019
Kitsap County
AFSCME 1308-S Supervisors (Exempt)
Salary Schedule (Annual/Hourly)

Grade Class: E00

Pay Grade: EC2

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>
PR5ECY	Program Spvr	67,724.80	69,409.60	71,136.00	72,924.80	74,755.20	76,627.20	78,540.80	80,496.00	82,513.60	84,572.80	86,694.40	88,857.60	91,083.20	93,350.40	95,680.00
		32.56	33.37	34.20	35.06	35.94	36.84	37.76	38.70	39.67	40.66	41.68	42.72	43.79	44.88	46.00

Pay Grade: EC4

<u>Job Type</u>	<u>Description</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>
FS5ECY	Financial Spvr	74,942.40	76,814.40	78,728.00	80,704.00	82,721.60	84,780.80	86,902.40	89,065.60	91,291.20	93,579.20	95,908.80	98,300.80	100,755.20	103,272.00	105,851.20
IT5ECY	Technology Analyst Spvr	36.03	36.93	37.85	38.80	39.77	40.76	41.78	42.82	43.89	44.99	46.11	47.26	48.44	49.65	50.89

Annual rates are shown for illustrative purposes and reflect a full-time salary. Employees on the biweekly pay system may receive portions of that salary in a different calendar year, due to the variations of the pay cycles.