AGREEMENT BETWEEN

KING COUNTY

AND

KING COUNTY JUVENILE DETENTION GUILD

Juvenile Detention Division Employees

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AGREEMENT BETWEEN

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These Articles constitute an Agreement between King County (County) and the Juvenile Detention Guild (Guild).

ARTICLE 1: PURPOSE, LABOR-MANAGEMENT COMMITTEE AND DEFINITIONS

Section 1. ***Purpose:*** The purpose of this Agreement is to set forth in writing the negotiated wages, hours and working conditions for those employees who occupy the classifications listed in Addendum A and work at the Department of Adult and Juvenile Detention (DAJD) within the Juvenile Detention Division.

Section 2. ***Labor-Management Committee:***

A. The parties agree to continue their Joint Labor-Management Committee (JLMC) process which shall be authorized, consistent with applicable laws and the terms of this Agreement, to use principles of interest-based bargaining to interpret, apply, and resolve issues affecting Labor and/or Management.

B. The role of the JLMC is to oversee the tasks and/or committees called for in this Agreement and to provide the necessary coordination on matters involving the following principles:

- To deal jointly with issues
- To maintain and improve labor-management relations and communications
- Establish commitment, mutual trust, and mutual respect
- To help identify and solve problems
- As a forum to exchange information
- To promote the highest degree of efficiency and responsibility in performance of the work and the accomplishment of the public purpose of DAJD and the Juvenile

Detention Division

- Perform other duties as contained in this Agreement

C. The JLMC will meet at least monthly unless the parties mutually agree to change the schedule provided that generally no more than sixty (60) days shall elapse between meetings.

D. The parties agree that the JLMC will be comprised of approximate equal representation of the County which may include one representative from the Office of Labor Relations (OLR) and the Guild.

E. The JLMC does not waive or diminish management rights and does not waive or diminish Guild rights of grievance or bargaining. Issues are to be discussed in an interest-based, collaborative manner and the JLMC may access the services of a mutually acceptable source of mediation services if consensus cannot be reached in a timely manner. The parties recognize that the JLMC may not be able to resolve every issue.

Section 3. All words under this Agreement shall have their ordinary and usual meaning except those words that have been defined under K.C.C.3.12, as amended.

ARTICLE 2: GUILD RECOGNITION AND MEMBERSHIP

Section 1. ***Recognition:*** The County recognizes the Guild as the exclusive bargaining representative for all employees, other than confidential and supervisory employees, whose job classifications are listed in Addendum A and who work in the Juvenile Detention Division of DAJD.

Section 2. ***Guild Membership:*** It shall be a condition of employment that all employees covered by this Agreement shall, within thirty (30) days of the effective date of the Agreement, become and remain members in good standing or pay an agency fee. It shall also be a condition of employment that all employees covered by this Agreement and hired or assigned into the bargaining unit after its effective date shall, on the thirtieth (30) day following the beginning of such employment, become and remain members in good standing in the Guild or pay an agency fee.

Section 3. ***Exemption:*** Nothing contained in Section 2 shall require an employee to join the Guild who objects to membership in the Guild on the grounds of a bona fide religious objection in which case the employee shall pay an amount of money equivalent to the regular Guild dues and initiation fee to a non-religious charity or to another charitable organization mutually agreed upon by

the employee affected and the bargaining representative to which the employee would otherwise pay the dues and initiation fee. If the employee and the bargaining representative are not able to agree upon a charitable organization, they shall resolve the issue through the Public Employment Relations Commission. The employee shall furnish written proof that such payments have been made.

Section 4. ***Dues Deduction:*** Upon receipt of written authorization individually signed by an employee, the County shall have deducted from the pay of such employee the amount of dues as certified by the secretary of the Guild and shall transmit the same to its treasurer.

Section 5. ***Indemnification:*** The Guild will indemnify, defend and hold the County harmless against any claims made and against any suit instituted against the County on account of any check-off of dues for the Guild. The Guild agrees to refund to the County any amounts paid to it in error on account of the check-off provisions upon presentation of proper evidence thereof.

Section 6. ***Union Release Time:*** Up to three (3) regular employees were elected to serve on the union negotiation committee shall be allowed time off from duty to attend negotiation meetings with the County without loss of regular pay while negotiations occurred during the regular hours of the work or where a shift adjustment is necessary to permit attendance. Guild representatives shall be afforded a reasonable amount of time while on-duty status to consult with appropriate management officials and/or aggrieved employees, provided that the union representative and/or aggrieved employees contact the division manager or designee, indicate the general nature of the business to be conducted, and request necessary time without undue interference with assignment of duties. The union representatives shall guard against use of excessive time in handling such responsibilities. For time not otherwise covered by the above, the Guild will establish a business leave bank for Guild activity. The bank hours shall be established through the deduction of vacation hours only (excluding probationary employees). Up to two (2) hours annually may be deducted from each employee's leave account to fund the leave bank. The Employer agrees to administer the leave bank account, provided the Guild has the sole discretion to determine who may use the business leave bank and under what circumstances. The release of employees for Guild business leave shall not be unreasonably withheld. The employee shall provide the Employer with a minimum of five (5) days of notice. An employee on approved Guild business leave shall not be subject to discipline for going

into a "no pay" status.

ARTICLE 3: RIGHTS OF MANAGEMENT

It is recognized that the County retains the right, except as otherwise provided in this Agreement, to manage the business of the County and to direct its workforce. Such functions of the County include, but are not limited to:

A. Determine the mission, budget, organization, number of employees, and internal security practices of the Department of Adult and Juvenile Detention;

B. Recruit, examine, evaluate, select, promote, transfer and train employees of its choosing, and to determine the times and methods of such actions;

C. Discipline of employees (including but not limited to, suspension, demotion, or discharge for just cause); provided that when a transfer is intended as a disciplinary sanction, it is subject to the Just Cause requirement per Article 5 of this Agreement;

D. Assign, direct and reduce the workforce; develop and modify class specifications as well as assignment for the salary range for each classification and allocate positions to those classifications; determine the methods, materials and tools to accomplish the work; designate duty stations and assign employees to those duty stations.

E. Establish work rules; assign the hours of work. Take whatever actions may be necessary to carry out the Department of Adult and Juvenile Detention's mission in case of emergency.

F. All of the functions, rights, powers and authority of the County not specifically abridged, delegated or modified by this Agreement are recognized by the Guild as being retained by the County. Nothing herein shall constitute a waiver of the Guild's statutory collective bargaining rights.

ARTICLE 4: WAIVER AND COMPLETE AGREEMENT

Section 1. ***Waiver:*** 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 understandings and agreements arrived at by the parties after exercise of that right and opportunity

are set forth in this Agreement. The County and the Guild 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 in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. All rights and duties of both parties are specifically expressed in this Agreement and such expression is all-inclusive. This Agreement constitutes the entire agreement between the parties and concludes collective bargaining for its terms, subject only to a desire by both parties to mutually agree to amend or supplement at any time, except for negotiations over a successor collective bargaining agreement.

Section 2. ***Modification:*** Should the parties agree to amend or supplement the terms of this Agreement, such amendments or supplements shall be in writing and effective when signed by the Guild, the Director of DAJD/designee, and by the Labor Relations Director of the Office of Labor Relations/designee.

ARTICLE 5: EMPLOYEE RIGHTS

Section 1. ***Just Cause Standard:*** No regular employee shall be disciplined except for just cause. For purposes of this Article, employees in a probationary status are not regular employees. The employees shall be covered by an Employee Bill of Rights, set forth in Appendix A.

Section 2. ***Disciplinary Action:***

A. Disciplinary action shall be in accordance with Chapter 3.12 of the King County Code (K.C.C.).

B. When the County takes disciplinary action the employee shall be given notice of such action and, upon written request, reports or documentation will be made available to the employee.

Section 3. ***Personnel Files:***

A. The Division Director maintains only one confidential file for each employee. The file is consulted when a personnel action is taken relative to promotion or discipline. This file is not to be confused with the employment file maintained by DAJD Human Resources or the Internal Investigations Unit.

1. Anything to be placed in the file must be acknowledged by the employee.

2. Commendations, letters of counseling, or reprimands will be discussed with the employee as soon as possible and prior to being placed in the personnel file. An employee may insert contrary documentation into the file or request the removal of a document in the file.

3. Personnel files are open for review by advance appointment with the Director.

4. Letters of counseling shall be removed from the personnel file twelve (12) months after issuance. Letters of reprimand shall be removed from the personnel file five (5) years after issuance. Discipline records of a more serious nature may be retained indefinitely but may be requested for removal on a case by case basis.

5. No personnel file records maintained beyond these time frames may be relied upon to support discipline actions. Corrective counseling notices within the time frames may be offered to demonstrate the employee has been previously warned. Other than corrective counseling notices, the employer will not maintain warning records in the personnel file or other discipline records not otherwise subject to the grievance procedure.

Section 4. ***Class Specifications:*** When the phrase, such as "performs related work as required," is incorporated into the text of an official class specification as a representative example of work, the assignment of such work on a regular and ongoing basis shall be within the essential duties and responsibilities of the classification. Except as agreed to by the Guild and the County, employees shall not regularly and on an ongoing basis be assigned duties foreign to their classification.

Section 5. ***Right to Representation:*** Employees shall have the right to representation as defined by law and the terms of this Agreement.

Section 6. ***Mileage:*** All employees who have been authorized to use their own transportation on County business shall be reimbursed at the IRS rate.

Section 7. ***Personal Property:*** Employees whose personal property is damaged during the performance of their duties shall have same repaired or replaced at County expense; provided, that such reimbursement shall not exceed five hundred dollars ($500.00) per incident. Paperwork necessary to process claims covered under this Section will be initiated by the County with due speed upon receipt of the claim from the employee.

Section 8. ***Subcontracting:*** The County will not contract or subcontract work when such action will cause layoff of regular employees unless it is required by state or federal law.

Section 9. ***Safety Standards:*** No employee shall be directed to work in a manner or condition that does not comply with the minimum accepted safety practices or standards, or in a condition, location or assignment which would constitute a hazard to the employee's health or well-being. The County shall provide appropriately classified staff for the care, supervision and transportation of youth.

Section 10. ***Reclassified Positions:***

A. The County will advise the Guild in writing and in advance about the creation of any new or reclassified position to be assigned to the Juvenile Detention Division of DAJD. Such notification will include a list of duties and responsibilities, along with a statement of the desirable qualifications.

B. The County and the Guild will review and attempt to reach a mutual agreement in determination of inclusion or exclusion in the bargaining unit of any newly created or reclassified positions and the salary range for the new positions. Should the parties fail to reach a mutual agreement on the matter of inclusion, the matter will be referred to the Public Employment Relations Commission (PERC) for unit clarification. In the event that the County wishes to fill the position pending the unit clarification decision, the County will make a good faith attempt to fill the disputed position on a temporary basis with a qualified employee from within the existing bargaining unit.

ARTICLE 6: HOLIDAYS

Section 1.

A. Celebrated Holidays: All regular, probationary, provisional and term-limited temporary employees who work a full-time schedule shall be granted the following holidays with pay:

Holiday	*Date Celebrated*
New Year's Day	January 1st
Martin Luther King Jr.'s Birthday	Third Monday in January
President's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day Following Thanksgiving
Christmas Day	December 25th

and any day as declared by the president or governor and as approved by the council.

B. All holidays are observed on the "Date Celebrated" per Section 1.A.

C. Whenever a holiday falls on a weekend, an employee whose regular furlough falls on that holiday may take the immediately adjacent weekday off, provided that staffing needs are met. For purposes of this section, staffing needs for Officers on 1st, 2nd and 3rd shift are met so long as there are existing vacation slots available.

D. Holidays paid for but not worked shall be recognized as time worked for the purpose of determining weekly overtime except for such time that sick leave is taken on the holiday.

Section 2. ***Personal Holidays:*** Regular, probationary, provisional and term-limited temporary employees shall receive two (2) additional personal holidays to be administered through

the vacation plan. One personal holiday shall be added to the vacation leave bank in the pay-period that includes the first day of October and one personal holiday will be added in the pay-period that includes the first day of November of each year. These days may be used in the same manner as any vacation day earned.

Section 3. ***Part-Time Scheduled Employees:*** Regular, probationary, provisional and part-time term-limited temporary employees who work a part-time schedule receive paid holidays based on their work schedule consistent with Sections 1 and 2 herein.

Section 4. ***Holiday Compensation:***

A. Full-time employees who are eligible for holiday pay, who work on a celebrated holiday listed in Section 1.A above shall receive straight time holiday pay, plus time-and-one-half the regular rate of pay for all hours worked as a holiday premium.

B. Full-time employees who are eligible for holiday pay, who are relieved of regularly scheduled duty due to holiday staffing shall receive straight time holiday pay for that day. Full-time employees who are eligible for holiday pay, who are on furlough on a celebrated holiday listed in Section 1.A. above, shall either receive an additional day's pay or shall at their option receive a substitute holiday.

C. Full-time employees who are eligible for holiday pay, who take time off for an approved sick or vacation leave day, shall be paid eight (8) hours of straight time holiday pay unless otherwise eligible for overtime pursuant to Article 10.

D. Part-time employees who are eligible for holiday pay and are assigned to work on a holiday shall be paid holiday compensation (1-1/2 the regular rate of pay) for the actual hours worked. Part-time employees whose regular schedule requires them to work on a holiday, but who are relieved from work for the holiday due to holiday staffing levels, will receive either holiday pay at straight time or a pro-rated substitute holiday, at their option. Part-time employees will not be compensated for holidays falling on days which they are not regularly scheduled to work.

E. Use of Substitute Holidays. All substitute holidays banked by employees pursuant to this Article will be banked as vacation leave, and subject to all provisions of Article 7 concerning the accrual and/or use of vacation leave, including accrual limits.

Section 5. ***Holiday Staffing Levels:*** The County retains the right to determine the level of staffing required on celebrated holidays, pursuant to Section 1.A., above, to meet reduced workload needs. In most cases, the level of staffing on celebrated holidays will be the same as weekend staffing levels. Employees to be relieved due to holiday staffing will be selected within each shift, based on seniority (per Article 12, Section 4). Fourth shift employees relieved of regular duty due to holiday staffing will have first preference to fill first-shift vacancies on the celebrated holiday.

Regularly scheduled staff whose primary posts will be staffed on holidays and all regularly scheduled secondary staff will work as needed. If there are more staff available than there are posts, staff will be given the holiday off (relieved of regular duty) based on seniority. The number of staffed posts may fluctuate down due to the holiday decreasing our detention population. Starting with the most senior staff, the option of taking the holiday off will be offered until the staffing level is appropriate. If there are no volunteers for taking holiday leave, the least senior staff will be given the holiday off with recall rights based on seniority if any vacancies occur due to leave use (sick leave, FMLA etc) or operational need (population increases, hospital coverage etc). In the event there is an inadequate number of regularly scheduled staff, any vacancies on 1st Shift will be offered to 4th Shift staff based on seniority who are 7 to 9 Flex Floaters; any vacancies on 2nd Shift will be offered to 4th Shift staff based on seniority who have a 1500 start time prior to the vacancies being filled by overtime staff. 4th Shift staff who are on their furlough day off are not eligible.

ARTICLE 7: VACATIONS

Section 1.

Regular, probationary, provisional and term-limited temporary employees who work a full-time schedule shall accrue vacation leave benefits as described in the following table:

Vacation Leave Schedule for Full-Time Regular Employees	
Length of Service	**Approximate Annual Leave in Days (7.2 hrs/day accrual rate for employees on 5/4 schedule)**
Upon hire through end of year 5	12
Upon beginning of year 6	15
Upon beginning of year 9	16
Upon beginning of year 11	20
Upon beginning of year 17	21
Upon beginning of year 18	22
Upon beginning of year 19	23
Upon beginning of year 20	24
Upon beginning of year 21	25
Upon beginning of year 22	26
Upon beginning of year 23	27
Upon beginning of year 24	28
Upon beginning of year 25	29
Upon beginning of year 26 and beyond	30
Maximum Vacation Balance allowable is 60 days	

Section 2. Regular, probationary, provisional and term-limited temporary employees who work a part-time schedule shall accrue vacation leave in accordance with the leave schedule set forth in Section 1; provided, however, such accrual rates shall be prorated to reflect his/her normally scheduled work week.

Section 3. Employees eligible for paid leave shall accrue vacation leave from their date of hire. Employees may accrue vacation leave each pay-period which may not be used until accrued.

Section 4. Employees eligible for paid leave shall not be eligible to take or be paid for vacation leave until they have successfully completed their first six (6) months of County service in a

paid leave eligible position, and if they leave County employment prior to successfully completing their first six (6) months of County service, shall forfeit and not be paid for accrued vacation leave. This provision does not restrict an employee's use of accrued leave for a qualifying event under the Washington Family Care Act.

Section 5. Employees eligible for paid leave shall be paid for accrued vacation leave to their date of separation up to the maximum accrual amount if they have successfully completed their first six (6) months of County service in a paid leave eligible position. Payment shall be the accrued vacation leave multiplied by the employee's rate of pay in effect upon the date of leaving County employment less mandatory withholdings.

Section 6. Vacation Scheduling Procedure

A. An employee may make up to six (6) vacation requests for the period beginning April 1st and ending the following March 31st. These requests must be received by the County no later than the preceding March 1st. For Detention Officers, up to two (2) vacation requests (rounds) will be granted based on seniority within classification (per Article 12, Section 4) and available vacation slots identified in Paragraph E of this Section, below. For all others, vacation requests will be granted by seniority within classification provided that judicial proceedings, youth services, and essential facility operations are properly staffed at all times. Employees must indicate their vacation period preferences when submitting their request. The vacation preference request shall be made on the appropriate Juvenile Detention Division form. Employees will be notified by April 1st in regard to approval or disapproval of their requests.

B. Employees will be limited to the use of current vacation accruals and projected vacation accruals when identifying their bid requests. Each vacation bid must be for consecutive days. All employees will provide a contact number if they want to be contacted if their vacation preference is not available to them. In the first round, any employee who is not able to get their first vacation preference shall be contacted either on shift or at the number provided to determine if they would like to have their next preference or another selection that may be available. Employees not contacted in person (or on the phone) shall have a message left informing them that they have one hour to return the call or their vacation will be determined based on the request submitted (moving to

their next preferred dates until something is available.) The process above shall be repeated for the 2nd round selections as well. After the 2nd round selections, all remaining requests (from the up to 6 requests) will be reviewed for approval based on seniority (all considered to be submitted on March 1st).

C. Vacation requests received after March 1st shall be considered and approved on the basis of the date the request is received by the Department and the availability of slots identified in Paragraph E of this Section, below. Notification to the employee will be made within fifteen (15) days of a requested vacation slot becoming available.

D. If any vacation slots remain available, a Detention Officer may submit a request to use one or more vacation slots. The request must be submitted three (3) days in advance of the requested leave.

E. The number of vacation slots available for Detention Officers for each shift shall be as follows:

Day Shift (M-F):	5
Day Shift (weekends):	3
Swing Shift:	3
Graveyard:	2

If only one day in a vacation request is above the limits defined above, the leave shall be granted.

F. Upon request of either party, on or about January 15 of each calendar year, the parties will meet to determine if additional vacation slots will be made available for the coming year (April 1 – March 31).

G. Employees who transfer or rebid to a different shift shall maintain their vacation bid.

H. If a vacation bid is canceled due to illness, injury, termination, leave of absence, etc., the vacation period will be filled from the waiting list established in accordance with Section C of this Article.

Section 7. Employees eligible for paid leave may accrue up to sixty (60) days vacation

calculated/adjusted to reflect the normal bi-weekly schedule not to exceed 432 hours for employees on a bi-weekly schedule of 72 hours and 480 hours for those employees on a bi-weekly schedule of 80 hours. Employees must use vacation leave in excess of the maximum accrual amount on or before the last day of the pay period that includes December 31 of each year. Failure to use vacation leave beyond the maximum accrual amount will result in forfeiture of the vacation leave beyond the maximum amount unless the Division Director has approved a carryover of such vacation leave because of cyclical workloads, work assignments or other reasons as may be in the best interests of the County.

Section 8. Employees eligible for paid leave shall not use or be paid for vacation leave until it has accrued and such use or payment is consistent with the provisions of this Article.

Section 9. In cases of separation from County employment by death of an employee with accrued vacation leave and who has successfully completed his/her first six (6) months of County service in a paid leave eligible position, payment of unused vacation leave up to the maximum accrual amount shall be made to the employee's estate, or, in applicable cases, as provided for by state law, RCW Title 11.

Section 10. If a regular employee eligible for paid leave resigns from County employment or is laid off and subsequently returns to County employment within two years from such resignation or layoff, as applicable, the employee's prior County service shall be counted in determining the vacation leave accrual rate under Section 1.

Section 11. Vacation leave may be used in quarter (1/4) hour increments, at the discretion of the Division Director/designee.

Section 12. Employees who are in a probationary period as a result of promotion shall be entitled to use vacation time accrued in their prior position while they are in a probationary status in their new position subject to the approval of the Director of DAJD or designee. This provision does not restrict an employee's use of accrued leave for a qualifying event under the Washington Family Care Act.

ARTICLE 8: SICK LEAVE

Section 1. Regular, probationary, provisional and term-limited temporary employees shall

accrue sick leave benefits at the rate of 0.04616 for each hour in regular pay status excluding overtime. The employee is not entitled to sick leave if not previously accrued.

Section 2. During the first six (6) months of service in a paid leave eligible position, employees eligible to accrue vacation leave may, at the manager's discretion, use any accrued days of vacation leave as an extension of sick leave. If an employee does not work a full six (6) months, any vacation leave used for sick leave must be reimbursed to the County upon termination. This provision does not restrict an employee's use of accrued leave for a qualifying event under the Washington Family Care Act. During the first twelve (12) months of service in a paid leave eligible position, employees not eligible for family medical leave under federal or state law or county ordinance shall be entitled to up to thirty (30) days of unpaid job-protected leave for a qualified industrial injury incurred in a reported use of force. For purposes of this section, a "qualified industrial injury" is an injury for which the employee receives worker's compensation benefits.

Section 3. There shall be no limit to the hours of sick leave benefits accrued by an eligible employee. Sick leave may be used in quarter (1/4) hour increments.

Section 4. The County is responsible for the proper administration of the sick leave benefit. The County can require an employee to submit verification of illness from a licensed practitioner for any requested sick leave absence if abuse is suspected.

A. Employees shall complete an absence request form, or equivalent, on the first day back to work after an illness. Employees will be required to provide a physician's verification of any absence for medical reasons of five (5) consecutive work days or more.

B. Employees shall be required to provide a physician's verification for any absence of less than five (5) consecutive work days if there is a specific concern regarding the validity of an employee's absence or ability to safety return to work. Employer will make a reasonable effort to inform the employee of the need for such verification prior to his/her return to work. Except in exigent circumstances, failure to make a reasonable effort to inform the employee shall relieve the employee of the medical verification requirement.

C. It shall be the employee's responsibility to notify the Department when submitting their absence request form, or equivalent, and/or medical verification that the leave is being requested

pursuant to either the Family Medical Leave Act (FMLA) or King County Family Medical Leave Act (KCFML). If either FMLA or KCFML is being requested, a statement explaining the qualifying event for the leave shall be included with the absence request or medical verification. Requested FMLA or KCFML leave shall be administered by the County in compliance with all applicable federal, state and local laws.

Section 5. Separation from or termination of County employment except by reason of retirement or layoff due to lack of work, funds or efficiency reasons shall cancel all sick leave accrued to the employee as of the date of separation or termination. Should a regular employee resign or be laid off and return to County employment within two years, accrued sick leave shall be restored.

Section 6. Employees eligible to accrue sick leave and who have successfully completed at least five (5) years of County service and who retire as a result of length of service or who terminate by reason of death shall be paid, or their estates paid for as provided for by RCW Title 11, as applicable, an amount equal to thirty-five percent (35%) of their unused, accumulated sick leave multiplied by the employee's rate of pay in effect upon the date of leaving County employment less mandatory withholdings. If the bargaining unit has adopted the Voluntary Employee Beneficiary Association (VEBA), this cash out shall be subject to those provisions.

Section 7. Accrued sick leave may be used for the following reasons:

A. The employee's bona fide illness; provided, that an employee who suffers an occupational illness may not simultaneously collect sick leave and worker's compensation payments in a total amount greater than the net regular pay of the employee;

B. The employee's incapacitating injury, provided that:

1. An employee injured on the job may not simultaneously collect sick leave and worker's compensation payments in a total amount greater than the net regular pay of the employee;

C. Exposure to contagious diseases and resulting quarantine.

D. A female employee's temporary disability caused by or contributed to by pregnancy and childbirth.

E. The employee's medical, ocular or dental appointments, provided that the employee's Division Director or designee has approved the use of sick leave for such appointments.

F. To care for the employee's child or the child of an employee's domestic partner if the following conditions are met:

1. The child is under the age of eighteen (18);

2. The employee is the natural parent, stepparent, adoptive parent, legal guardian or other person standing *in loco parentis* to the child;

3. The employee's child or the child of an employee's domestic partner has a health condition requiring the employee's personal supervision during the hours of his/her absence from work;

4. The employee actually attends to the child during the absence from work.

G. Employees shall be entitled to use accrued sick leave or vacation leave where such employee is required to care for immediate family members who are seriously ill. There shall be no limit on the use of sick leave to care for children under "F" of this Section.

H. Up to one (1) day of sick leave may be used by an employee for the purpose of being present at the birth of his child. Nothing in this subsection shall be construed to limit the employee's rights to leave under the Federal, State or King County leave laws.

Section 8. For a qualifying leave under the Washington Family Care Act, the employee may use any type of accrued leave, at their option. For a leave that does not qualify under the Washington Family Care Act, the following applies: An employee who has exhausted all of his/her sick leave may use accrued vacation leave as sick leave before going on leave of absence without pay. After four (4) days of vacation leave have been used as an extension of sick leave during each six (6) month period of a calendar year (January through June, July through December), subsequent use of vacation leave for such purpose may only be used if prior approval has been provided by his/her manager.

Section 9. Sick leave may be used only for absences from a regular scheduled work shift.

Section 10. For purposes of this Article, the definition of immediate family is provided under Article 9, Section 3.E.

Section 11. Employees who are in a probationary status shall not be denied the valid use of accrued sick leave.

Section 12. ***Sick Leave Incentive:*** In January of each calendar year, employee sick leave usage will be reviewed. Regular, full-time employees who have used one (1) day or less of sick leave in the proceeding calendar year shall be rewarded by having two days of additional hours credited to their vacation account. Employees who have used more than one (1) day but less than four (4) days of sick leave hours shall have one day credited to their vacation account. The additional vacation credits specified herein shall not affect accrued sick leave amounts.

Section 13. Nothing in this Article limits employees' rights to leave under the Federal, State or County leave laws. In the event this Article provides lesser leave rights than Federal, State or County leave laws, the applicable laws shall govern.

ARTICLE 9: GENERAL LEAVES

Section 1. ***Donation of Leaves:*** An employee eligible for paid leaves may donate a portion of his/her accrued leaves to a leave accrual eligible employee in accordance with Chapter 3.12 of the King County Code (K.C.C.).

Section 2. ***Leave - Organ Donors:*** The manager shall allow all employees eligible for paid leaves who are voluntarily participating as donors in life-giving or life-saving procedures such as, but not limited to, bone marrow transplants, kidney transplants, or blood transfusions to take five (5) days paid leave, which shall not be charged to sick or vacation leaves in accordance with Chapter 3.12 of the K.C.C.

Section 3. ***Bereavement Leave:***

A. Employees eligible for paid leaves shall be entitled to three (3) working days of bereavement leave per occurrence, due to death of members of their immediate family.

B. Employees eligible to accrue paid leaves who have exhausted their bereavement leave, shall be entitled to use sick leave in the amount of three (3) days for each instance when death occurs to a member of the employee's immediate family.

C. In cases of family care where no sick leave benefit exists, the employee may request vacation leave in accordance with Article 7 or may be granted leave without pay.

D. In the application of any of the foregoing provisions. When a holiday or regular day off falls within the prescribed period of absence, it shall not be charged against the employee's sick leave account nor bereavement leave credit.

E. For the purposes of this Section, a member of the immediate family is as follows: spouse, domestic partner, grandparent, parent, child, sibling, child-in-law, parent-in-law, grandchild of the employee, employee's spouse or employee's domestic partner.

Section 4. ***Leave - Examinations:*** Employees eligible for paid leaves shall be entitled to necessary time off with pay for the purpose of participating in County qualifying or promotional examinations. This shall include time required to complete any required interviews.

Section 5. ***Jury Duty:***

A. Employees eligible for paid leaves who are ordered on a jury shall be entitled to their regular County pay; provided, that fees for such jury duty are deposited, exclusive of mileage, with the Finance and Business Operations Division of the Department of Executive Services. Employees shall report back to their supervisor when dismissed from jury service.

B. There shall be a one (1) day schedule adjustment provided that employees must notify management at least two (2) weeks in advance of serving on jury duty in order to allow their schedule to be adjusted if the jury duty would require the employee to serve on their regularly scheduled day off.

Section 6. ***School Volunteer:*** Employees eligible for paid leaves shall be allowed the use of up to three (3) days of sick leave each year to allow employees to perform volunteer services at the school attended by the employee's child in accordance with Chapter 3.12 of the K.C.C.

ARTICLE 10: HOURS OF WORK AND OVERTIME

Section 1. ***Standard Work Period:*** Except as otherwise provided in this article, the standard bi-weekly work period shall consist of eighty (80) hours, with a standard workday of eight (8) hours, and two (2) consecutive days off each week (employees in the classifications of Detention Officer, Cook/Baker, Cook/Baker - Lead and Health Care Assistants shall have a thirty (30) minute lunch break per shift, during which time the employee shall remain available for duty). Nothing in this section shall entitle an employee who is changing their regular schedule (i.e. annual scheduled bid,

temporary reassignment, etc.) to consecutive days off during the transition to their new schedule.

Section 2. ***Employees Eligible to Work a Seventy-Two (72) Hour Work Week:*** Employees working a bi-weekly schedule of seventy-two (72) hours as of the final ratification of this contract, are eligible to retain this option. For these employees, the normal workday shall be eight (8) hours (employees in the classifications of Detention Officer, Cook/Baker, Cook/Baker - Lead and Health Care Assistants shall have a thirty (30) minute lunch break per shift, during which time the employee shall remain available for duty). Scheduled days off shall be two (2) consecutive days one (1) week and three (3) consecutive days in the next week. Provided, that any individual employee may opt instead to work a standard bi-weekly work period of eighty (80) hours, with a normal workday of eight (8) hours, and two (2) consecutive days off each week. Employees who exercise this option will no longer be eligible to return to a seventy-two (72) hour bi-weekly work schedule.

Section 3. ***Alternatives to Secure Detention ("ASD") Section Schedule:*** For Community Surveillance Officers in the ASD section, the standard workday shall consist of eight and one-half hours (8-1/2) hours, with a half hour unpaid meal break. The parties agree that this schedule may be re-opened for negotiation one year after the final ratification of this Agreement, upon a showing that the workload has not allowed for a half-hour meal period.

Section 4. The parties agree that alternate work schedules may be utilized that are mutually agreed upon in writing by the employee and the Juvenile Detention Division Director/designee.

Section 5.

A. **Weekly Overtime:** Except as otherwise provided in this Article, employees shall be paid at an overtime rate of one and one half (1.5) their regular rate of pay for all compensable hours worked in excess of forty (40) hours per week.

B. **Daily Overtime:** Full time employees shall be paid at an overtime rate of one and one half (1.5) their regular rate of pay for actual hours worked in excess of their regularly scheduled shift as long as the extra hours are performed consecutively (immediately before or after, with no break in time) to the work shift and the employee has worked his or her regularly scheduled shift as one of the two consecutive shifts.

C. Sick leave shall not be included for the purposes of determining whether the

overtime thresholds have been met.

Section 6. Normally, overtime work shall require prior approval of the individual's supervisor; however, overtime work may be approved after it is performed, provided the Juvenile Detention Division Director/designee determines sufficient justification is made. Attendance for assigned overtime shifts shall be subject to the same rules as attendance at an employee's regular shift; employees must call in to be excused pursuant to the same rules for excuse from a regular shift; failure to appear shall be subject to counseling and/or discipline according to regular shift attendance rules.

Section 7. An employee may request, and with approval of the Manager or designee, may receive time off in lieu of overtime pay. Such time to be accrued at the appropriate rate (straight or one and one half time.)

Section 8. A minimum of four (4) hours at the overtime rate shall be paid for each call-out. Where such overtime exceeds four (4) hours, the actual hours worked shall be compensated at overtime rates. Call-out shall be defined as that circumstance when an employee, having completed the assigned shift and departed the premises, is requested by the County to return to work. Time actually spent at the workplace shall be compensated for in accordance with this Section. The provisions of this Section shall not apply to meeting and training sessions requiring a return to work.

Section 9. ***Mandatory Training or Mandatory Meetings:*** Regular full-time employees who are required by management to attend training sessions or meetings shall be paid overtime on an hour for hour basis with a minimum of two (2) hours at the overtime rate paid, if such training or mandatory meetings fall outside of their scheduled work shift.

Section 10. ***Shift Trade.*** An employee shall have the right to trade a shift on the same work day with another employee up to ten (10) times per year, upon their mutual agreement, and with the approval of the appropriate supervisors (which shall not be unreasonably withheld.)

Section 11. ***Daylight Savings Adjustment.*** The Department will pay one hour of overtime to all employees working a nine-hour shift during the fall daylight savings adjustment period. Employees working during the spring daylight saving time adjustment period will either take one hour of vacation or compensatory time, or one hour of leave without pay, to cover the reduction of

their shift from eight hours to seven.

ARTICLE 11: WORK OUT OF CLASSIFICATION

Section 1. All work outside of classification and alternate assignments shall be assigned in writing by the Director of DAJD or designee prior to the work being performed.

Section 2. ***Alternate Assignments:***

A. Alternate assignments are time limited assignments. These assignments may be assigned either within or outside of an individual's current classification. The purpose of alternate assignments is to temporarily fill vacancies created by the following circumstances:

1. Special project work

2. Backfill for project work

3. Backfill for long term medical absences caused by illness/injury

4. Backfill for a vacancy during a hiring process

5. Special Assignments (i.e. Policy and Procedures, Commitment Officer)

B. Duration: The duration of alternate assignments shall be as follows:

1. Special Project work: Maximum of the duration of the Special Project

2. Backfill for Special Project: Maximum of the duration of the Special Project.

3. Medical backfill: Maximum of six (6) months

4. Vacancy during hiring process: Maximum of six (6) months

5. Special assignment: Maximum of two (2) years.

C. Recruitment for Alternate Assignments:

1. The County will circulate among all staff a description of the nature of the alternate assignment, the duration of the assignment, the applicable salary level, and desirable qualifications. Interested candidates will be invited to apply to the appointing authority.

2. The nature of the application, and the selection process will be determined by the County.

3. The appointing authority will make the final decision.

D. Compensation: Employees who work an alternate assignment shall be

compensated in accordance with the King County Personnel Guidelines.

1. Employees who work an alternate assignment within their current classification or in a classification where the same pay range is the same as their current classification will receive no additional compensation.

2. Employees who work an alternate assignment outside of their normal classification where the pay range is greater than their current classification will receive the step that is closest to five percent (5%) higher or Step 1 of the new classification, whichever is greater.

3. Employees who work an alternate assignment outside of their normal classification where the pay range is less than their current classification will receive their normal rate of pay for the duration of the alternate assignment.

E. Seniority: Employees who work alternate assignments shall accrue seniority only within their regular classification.

ARTICLE 12: REDUCTION IN FORCE

Section 1. Regular employees selected for layoff as a result of efficiencies, lack of funds and/or a lack of work shall be laid off according to seniority in classification.

Section 2. An employee designated for layoff within a specific classification may move to another unit or position within that classification based on their seniority in the classification. Where multiple staff occupy the same unit, shift, or days off, the least senior staff person within the group will be displaced. If there is no position within classification to which the employee can move, the employee may select a position in a job classification previously worked at the agency, based on total agency seniority, provided:

A. That any required probation period was satisfactorily completed; and,

B. The demonstrated job performance in the former classification was at acceptable standards.

Section 3. Employees subsequently displaced as a result of the selection made by the laid off employee, may in turn exercise their lay-off rights as described above.

In event an employee does not submit a position selection, the employee will be placed in the last remaining slot after all selections have been made.

Section 4. ***Seniority Calculation:*** For the purposes of this Agreement, seniority shall be defined as length of continuous regular service without a break in that service. Classification seniority shall include seniority accrued within the current job class while employed by the former Department of Youth Services.

A. Calculation of seniority will be based on service date within classification. The service date is adjusted for unpaid leaves of absence that exceed 30 calendar days, unless otherwise required by law.

B. Part-time regular employees will accrue seniority, based on a prorated formula in accordance with the number of hours worked during the calendar year, not to exceed a full-time accrual rate.

C. No employee shall lose seniority due to an absence caused by an on-the-job injury and otherwise as provided by law (i.e. military leave).

D. **Seniority Tie-Breaker:** In the event there are two or more employees within the Juvenile Detention Division of DAJD with the same classification and seniority, the tiebreaker shall be based upon total DAJD Juvenile Detention Division seniority, which shall include seniority accrued with the former Department of Youth Services. If seniority is still tied, the next tiebreaker shall be based upon total King County seniority. If seniority is still tied, then the Guild will decide by a coin flip or some other random method. Once the random method is utilized to break the tie, the order shall be reversed (or rotated) on an annual basis.

Section 5. ***Re-call Rights:*** Regular employees laid off or bumped due to lack of work or lack of funds; or terminated due to no vacancies available for reversion rights (per Article 15, Section 5) shall have re-employment rights to the same kind and level of position held at the time of layoff if such a position becomes available within two (2) years from the date of layoff. Laid-off regular employees shall have recall rights to any vacant position within their classification. In such cases, the seniority status accrued at the time of layoff shall be reinstated when the employee returns to regular employment with the Juvenile Detention Division of DAJD.

Section 6. ***Cash Out Upon Layoff:*** Regular employees shall be paid in cash upon layoff from County employment for any vacation accrued or may elect to retain their accrued vacation for

one (1) year to be restored to the employee when recalled to work. If the employee is not recalled within one (1) year, a cash payment shall be made for the accrued amount.

ARTICLE 13: GRIEVANCE PROCEDURE

Section 1. ***Statement of Purpose:*** The Guild and County recognize the importance and desirability of settling grievances promptly and fairly in the interest of continued good employee relations and morale. To accomplish this, every effort will be made to settle grievances at the lowest level of supervision. Employees will be unimpeded and free from restraint, interference, coercion, discrimination or reprisal in seeking adjudication of their grievances.

Section 2. ***Definitions and Conditions:***

A. Grievance: A grievance is an allegation made by an employee that the County has not correctly applied the written provisions of this Agreement. The Guild or an employee must file a grievance within fourteen (14) calendar days of the event or knowledge of the event. Temporary, provisional, term-limited temporary and probationary employees may not grieve a termination.

B. Class Action Grievance: A class-action grievance is an allegation made by the Guild that the County has not correctly applied the written provisions of the Agreement. Only the Guild representative/designee may file a grievance form at Step 2 on behalf of affected employees. The Guild representative/designee must file the grievance form within fourteen (14) calendar days of the event or knowledge of the event.

C. Grievance Form: A grievance form is a mutually agreed document between the parties that will include, but is not limited to, the following information: date the grievance was filed by the employee, date the grievance is received by the supervisor/designee, nature of the grievance, when the event occurred, who is affected, identification of the provisions of the Agreement that apply, and the remedy sought. An incident report form may substitute for a grievance form if the grievance alleges that a post assignment violates an express term of this Agreement, provided that all other provisions of this grievance procedure apply to such grievances.

Section 3. ***Grievance Steps:*** An employee must file a grievance form, as provided under Section 2-A and C, with the Juvenile Division Director/designee and provide a copy to his/her elected

Guild area representative/designee. The Juvenile Division Director/designee shall direct the grievance to the appropriate decision maker, as follows:

A. Step 1:

1. A Step 1 grievance is addressed by the Chief/Manager or designee. A Step 1 grievance will automatically be waived to Step 2 if it addresses an issue that is above the supervisor's level of authority. A Step 1 grievance may not be delegated to an acting supervisor who is a member of the Guild.

2. The Chief/Manager or designee will have thirty (30) calendar days from receipt of the timely filed written grievance in which to meet with the employee and the elected Guild area representative or Guild president/designee and provide a written response. A copy of the written response will be provided to the meeting attendees, the Guild's judicial officer and the employee's Division Director.

3. If the written response does not resolve the grievance, the Guild representative/designee has thirty (30) calendar days in which to submit a written request to the employee's Division Director/designee for a Step 2 meeting.

4. The employee must decide whether he/she will pursue his/her grievance through the grievance process under the Personnel Guidelines prior to a request for a Step 2 meeting. If the employee pursues his/her grievance under the Guidelines, it will be withdrawn from this grievance process.

B. Step 2:

1. The Division Director/designee will have thirty (30) calendar days from receipt of the timely written request for a Step 2 meeting in which to meet with the employee and the elected Guild area representative and/or Guild president/designee and provide a written response. A copy of the written response will be provided to the meeting attendees, the Guild's designated representative and the Director of DAJD. A Step 2 grievance will automatically be waived to Step 3 if it addresses an issue that is above the Division Director's level of authority.

2. Class action grievances may be filed as provided under Section 2.B. The meeting will only be with the Guild representative/designee and Guild president/designee. A copy of

the written response will be provided to the meeting attendees, the Guild's judicial officer and Director of DAJD.

3. If the written response does not resolve the grievance, whether such grievance is filed by an employee or is class action, the Guild representative/designee has thirty (30) calendar days in which to submit a written request for a Step 3 meeting to the Director of DAJD or designee.

Should the County fail to meet the timelines as noted in Step 1 or Step 2, the grievance will automatically proceed to the next step in the grievance process. Should the grieving party or the Guild fail to meet the timelines as noted in Step 1 or Step 2, the grievance will be considered resolved.

C. Step 3:

1. The Director of DAJD or designee will have thirty (30) calendar days from the receipt of the timely written request for a Step 3 meeting in which to meet with the employee (unless it is a class action grievance), Guild representative/designee and Guild president/designee and provide a written response. A copy of the written response will be provided to the meeting attendees, the Guild's judicial officer and the Labor Negotiator in the Office of Labor Relations.

2. If the written response does not resolve the grievance, the Guild representative/designee has thirty (30) calendar days in which to submit a written request for a Step 4 meeting to the Labor Negotiator in the Office of Labor Relations.

D. Step 4:

1. The Labor Negotiator will have thirty (30) calendar days from the receipt of the timely written request for a Step 4 meeting in which to meet with the employee (unless it is a class action grievance), Guild representative/designee and Guild president/designee and provide a written response.

2. If the written response does not resolve the grievance, the Guild representative/designee has thirty (30) calendar days from the written response in which to submit a written request to the Labor Relations Director of the Office of Labor Relations/designee, advancing the grievance to arbitration.

Section 4. ***Arbitration:***

A. In the event that arbitration is timely requested, the parties will meet to select an arbitrator. If they are unable to select an arbitrator, they will request from the American Arbitration Association (AAA), or other agreed-upon service, a list of five (5) arbitrators. The Guild will have the first opportunity to strike from the list furnished by AAA.

B. An arbitrator will have no authority to make a decision or issue a remedy that changes, alters, detracts from or adds to the Agreement. The arbitrator will only have the authority to decide whether the County had or had not correctly applied the written provisions of the Agreement and to award a remedy based on the written provisions of the Agreement.

C. The arbitrator's fee and expenses will be paid equally by the parties. Each party shall bear the cost of any witnesses appearing on the party's behalf. Each party shall bear the cost of preparation and presentation of the matter and all costs associated with the hiring/retaining of attorneys in presenting the party's case.

D. No matter may be arbitrated which the County has no authority over and/or has no authority to change, or has been processed under dispute resolution procedures not provided under the Agreement.

E. The arbitration hearing will be conducted under the rules and regulations set forth by the AAA.

Section 5. ***Timelines and Forfeiture:*** Timelines may be extended by mutual written agreement or as otherwise agreed to by the parties.

Section 6. ***Alternative Dispute Resolutions:***

A. Unfair Labor Practice: The parties agree that thirty (30) days prior to filing an unfair labor practice charge with the PERC, the complaining party will notify the other party, in writing and the parties will discuss whether a meeting might potentially resolve the matter unless the deadline for filing with the PERC would otherwise pass or the complaining party is seeking a temporary restraining order as relief.

B. Mediation: Either party may request mediation following a Step 3 response that does not resolve the grievance. Should both parties agree they will meet with a mediator and try to

resolve the grievance. In the event that the grievance is not resolved, the Guild will have thirty (30) calendar days from the close of the mediation session in which to submit a written request for arbitration to the Labor Relations Director of the Office of Labor Relations/designee.

ARTICLE 14: NON-DISCRIMINATION

The County or the Guild shall not unlawfully discriminate against any employee with respect to compensation, terms, conditions or privileges of employment because of race, color, creed, religion, national origin, age, sex, sexual orientation, marital status, physical, mental or sensory disability.

ARTICLE 15: POSITION OPENINGS AND SHIFT/FURLOUGH BIDDING

Section 1. ***Shift and Furlough Bids:*** Employees may bid for shift and furlough assignments.

A. Annual bidding: Shift and furlough assignments shall be made based on seniority within classification on an annual basis during first quarter of each calendar year. After the annual shift and furlough bidding process is complete, a one-time seniority bid will be conducted for employees to submit bids for transfer to an open shift and furlough left vacant from the annual bidding.

B. Open Bidding: After the annual bidding process, including the one-time bid, employees may submit bids at any time for shift and furlough vacancies that may occur in the future. Open bids shall be assigned based on seniority at the time a position is filled by the Department.

Section 2. ***Bid Process:***

A. Annual rotation: Employees must submit bids for annual rotation on the approved form within the timelines established by the Department. Each bid must indicate the desired shift and days off.

B. One-time bid: Employees must submit bids for the one-time bid that occurs after the annual rotation within the timelines established by the Department. Each bid must indicate the desired shift and days off.

C. Open Bidding: Bids must be on file prior to the initial position (shift/furlough) in a sequence becoming vacant in order to be considered for that position or any subsequent opening, which may occur as a result of that vacancy. For the purpose of this Section, the date of the initial

position becoming vacant means the date a resignation letter or a termination form is received and date/time stamped by DAJD Juvenile Detention Division; at the time a new job offer is accepted on a promotion; at the time a transfer request is approved; or at the time the termination/demotion of an employee is formalized in writing by the Juvenile Detention Division Manager or designee.

Section 3. ***General Provisions:***

A. Employees must accept shift/furlough assignments when offered as a result of bid. If the employee refuses, the employee's name will be removed from bid system for six (6) months.

B. Employees serving a probationary period due to being reinstated within two (2) years after a medical termination or layoff may participate in the bid system. All other employees on probationary status and all employees on written performance improvement plans may not participate in the bid system.

C. Employees may not change shifts/furlough as a result of job bid requests more than once in a twelve (12) month period.

D. When a shift/furlough slot is accepted or rejected by the employee as a result of a bid, all other bids the employee has on file are canceled. Bids may be resubmitted when the employee again becomes eligible.

E. Once bids are on file they remain on file until the next Annual bid, unless canceled by the employee or canceled subject to Paragraph D in this section.

Section 4. ***Hiring Decisions Not Grievable:*** Hiring decisions shall be the sole province of management and as such are not grievable under the terms of this Agreement.

Section 5. Consistent with King County Personnel Guidelines, regular employees promoted within the Department who do not complete their probationary period shall have a right to return to the job slot previously held within the bargaining unit if still vacant or to a vacant position within the same bargaining unit in the same classification within full seniority rights (less an adjustment for time spent in the other classification.) If no vacancy exists, the employee shall have recall rights as outlined in Article 12, Section 5 but shall not be considered laid off. This right shall not apply to employees facing a disciplinary termination.

ARTICLE 16: WORK STOPPAGES AND EMPLOYER PROTECTION

Section 1. ***No Work Stoppages:*** The County and the Guild agree that the public interest requires efficient and uninterrupted performance of County services and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. Specifically, the Guild shall not cause or condone any work stoppage, including any strike, slowdown, or refusal to perform any customarily assigned duties, sick leave absence which is not bona fide, or other interference with County functions by employees under this Agreement and, should same occur, the Guild agrees to take appropriate steps to end such interference. Any concerted action by employees shall be deemed a work stoppage if any of the above activities have occurred.

Section 2. ***Guild's Responsibilities:*** Upon notification in writing by the County to the Guild that any of its members are engaged in work stoppage, the Guild shall immediately, in writing, order such members to immediately cease engaging in such work stoppage and provide the County with a copy of such order. In addition, if requested by the County, a responsible official of the Guild shall publicly order such employees to cease engaging in such a work stoppage.

Section 3. ***Disciplinary Action:*** Any employee who commits any act prohibited in this Section will be subject to the following action or penalties:

A. Discharge.

B. Suspension or other disciplinary action as may be applicable to such employee.

ARTICLE 17: TEMPORARY EMPLOYEES

Section 1. The starting times, work schedules and work location for temporary employees shall be determined by the employer other than Juvenile Detention Officers. For Juvenile Detention Officers, the employer agrees to negotiate the use of temporary employees and their hours and working conditions prior to their implementation.

Section 2. Temporary employees shall not accrue seniority. However, provided there is no break in service, temporary employees who are subsequently hired as regular employees shall be able to apply fifty percent (50%) of straight-time hours worked in temporary positions toward the probationary period required of all new regular employees. Credit for hours worked shall be rounded to the nearest half month. Example: Employee works 800 hours immediately preceding appointment

to regular position. The probation period is reduced from twelve (12) months to nine and one-half (9-1/2) months.

Section 3. Temporary employees, except term-limited temporary, shall not be eligible to receive insured benefits or paid leaves. However, temporary employees who have worked in excess of 936 straight time hours in a year shall receive compensation in lieu of leave benefits at the rate of 15% of the gross pay for all hours worked, paid retroactive to the first hour of employment, and for each hour worked thereafter. The employee will also receive a one-time only payment in an amount equal to the direct cost of three months of insured benefit, as determined by Human Resources Division of the Department of Executive Services, and, in lieu of insured benefits, an amount equal to the direct cost to the County for each employee for whom insured benefits are provided, prorated to reflect the affected employee's normal work week, for each hour worked thereafter. Such additional compensation shall continue until termination of employment or hire into a full-time regular, part-time regular or term-limited temporary position. Further, employees receiving pay in lieu of insured benefits may elect to receive the medical component of the insured benefit plan, with the cost to be deducted from their gross pay; provided, that an employee who so elects shall remain in the selected plan until termination of employment, hire into a full-time regular, part-time regular, or term-limited temporary position, or service of an appropriate notice of change or cancellation during the employee benefits annual open-enrollment.

Section 4. ***Overtime:*** Temporary employees shall be compensated at one and one-half times the regular hourly rate of pay for all hours worked in excess of 40 hours in a work week. The work week is defined as Sunday through Saturday.

ARTICLE 18: TIME, SPACE AND PROPERTY

Section 1. ***Work Time:*** The Department shall afford Guild representatives a reasonable amount of time while in on-duty status to consult with appropriate management officials and/or aggrieved employees, provided that the Guild representatives and/or aggrieved employees contact their immediate supervisors, indicate the general nature of the business to be conducted, and request necessary time without undue interference with assignment duties. Time spent on such activities shall be recorded by the Guild representatives on a time sheet provided by the supervisor. Guild

representatives shall guard against use of excessive time in handling such responsibilities.

Section 2. ***Leave Of Absence:*** An employee elected or appointed to office in the Guild which requires a part or all of his/her time may be given leave of absence without pay upon application and approval of the Director of DAJD/designee.

Section 3. ***Facilities:*** DAJD space and facilities may be used by the Guild for the purpose of holding meetings subject to the established policies governing the use of facilities.

Section 4. ***Material:*** The County recognizes that certain minimal use by the Guild of County equipment and facilities is consistent with County business needs. Employees who are designated by the Guild as representatives may make limited use of County telephones, fax machines, copiers and similar equipment for the use of contract administration. Use of phones or fax machines shall not be for long distance calls. In addition such employee representatives may use the County electronic mail system for communications relating to contract administration. Any use of County equipment or facilities must be brief in duration and accumulation, and which does not interfere with or impair the conduct of official County business. The contours of this right are meant to parallel the County policy as regards the use of County telephones for personal calls as well as the County's Acceptable Use policies. The Guild understands that any communication sent on County equipment may be monitored by the County to the extent permitted by law. Any communication must adhere to any and all County policies relating to proper communication in the workplace.

Section 5. ***Postings:*** The employer agrees to permit the Guild to post on County bulletin boards, the announcement of meetings, election of officers, and any other Guild material which is not prohibited by state law or County ordinance.

ARTICLE 19: MEDICAL, DENTAL AND LIFE PLAN

The County will provide medical, dental, life, disability, and vision benefits for regular, probationary, provisional and term-limited temporary employees and their eligible dependents as determined by the Joint Labor Management Insurance Committee or its successor.

ARTICLE 20: SAVINGS CLAUSE

Should any part hereof or any provision in this Agreement be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any decree of a court of competent

jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the remaining portions hereof; provided, however, upon such invalidation the parties agree to meet within thirty (30) calendar days and negotiate such parts or provisions affected. The remaining parts or provisions of this Agreement shall remain in full force and effect.

ARTICLE 21: WAGE RATES

Section 1. ***Pay Ranges:*** Pay ranges and pay range assignments for each classification is set forth in Addendum A.

Section 2. ***Step Increases:***

A. Notwithstanding the (twelve) 12-month probationary period, employees shall be advanced to the next step upon satisfactory completion of the first six (6) months of employment.

B. Annual step increases will be given after the first increase described in Section 2.A, if the employee's work performance and work habits are satisfactory, and until such time that the employee has reached Step 10. A step increase beyond Step 2 shall be given subject to satisfactory performance and shall be effective on November 1st of each subsequent year. To be eligible for annual step increases after the 6 month increase, employees must have successfully passed probation by July 31st preceding the November implementation date.

Section 3. ***Wages.*** The wage rate for 2013 shall be increased to 3.09 percent. The wage rate for 2014 shall be increased by two percent (2%), the wage rate for 2015 shall be increased by two percent (2%) and the wage rate for 2016 shall be increased by 2.25% as a flat, fixed rate.

Section 4. ***FTO Program:*** Employees trained and assigned to perform as a field training officer (or "FTO") shall be eligible for a 1% premium for the assignment as a field training officer. A maximum of seven Field training officers will be selected by an open and competitive process. Management has sole discretion to determine the number of field training officers to be selected.

Section 5. ***Shift Differential:*** Employees who work swing shift or graveyard shift receive a one percent (1%) shift premium.

ARTICLE 22: MISCELLANEOUS

Section 1. ***Language Premium:*** Employees who translate a language in the work place identified by management as a language for which translation activity is necessary shall be paid five

hundred dollars ($500) per year. The stipend shall be paid to eligible employees per pay period on a pro-rated basis. Eligible employees shall be required to pass a language proficiency test administered by the County. The employer retains the discretion to determine the number of employees that may qualify for the premium.

Section 2. ***Educational Reimbursement:*** The Employer agrees to reimburse employees for the cost of tuition and books when courses are taken at an accredited institution, provided that such courses are related to the field of criminal justice and the employee receives a grade of "C" or better. This reimbursement is limited to employees who have successfully passed their initial probationary period at the time of requesting pre-approval. This reimbursement shall be limited to the IRS annual cap (currently at $5,250.00).

Section 3. ***Limited Duty:*** Employees who are injured and temporarily disabled are eligible to work in a "transitional duty" status for a period consistent with DAJD policy (generally up to six (6) months), provided there is an assignment available which meets the employee's restrictions. Transitional duty shall consist of "restricted duty" and "alternative duty". Restricted duty consists of the short-term elimination of job functions the employee is unable to perform due to temporary medical restrictions. Alternative duty consists of duties that are not part of the employee's regular body of work. The County's Transitional Duty and Job Accommodation Policies shall apply to Guild members to the same extent as other employees who fall under the policies in the Department of Adult and Juvenile Detention.

Section 4. ***Probationary Period:*** New, recalled, and reinstated career service employees serve a probationary period from the date of their appointment. The probationary period shall last twelve (12) months, but may be extended in accordance with King County Personnel Guidelines and with the consent of the Guild, except that employees who have previously passed probation, and are reinstated within two years after a medical termination or a layoff will serve a six (6) month probationary period. During this period, the employee is evaluated as a part of the final selection process; appointment to a career service position is not considered final unless the employee successfully completes a probationary period. Career service employees who are promoted, transferred, or demoted serve a probationary period from the date of their change in status. Employees in a probationary status are not "regular employees"

for purposes of the just cause provisions in Article 5 of this Agreement.

Section 5. ***Tardiness:*** The County's policy regarding allowable and disciplinable amounts of tardiness in a year shall be changed to utilize a calendar year rather than a rolling (twelve) 12-month period.

Section 6. ***Uniform Voucher:*** The County will provide an annual uniform voucher in the amount of $350 for uniforms consistent with the existing Detention Division uniform policy.

Section 7. ***Code of Conduct:*** The Guild agrees to the County's implementation of the same Code of Conduct as is enforced in King County's adult correctional facility(ies).

Section 8. ***Standardized Pay Practices:*** The parties agree the County has the right to implement a common biweekly payroll system that will standardize pay practices and Fair Labor Standards Act work weeks. The parties agree that applicable provisions of the collective bargaining agreement may be re-opened at any time during the life of this agreement by the County for the purpose of negotiating these standardized pay practices, to the extent required by law.

ARTICLE 23: DURATION

This Agreement shall become effective upon full and final ratification and approval by all formal requisite means by the Metropolitan King County Council and the King County Executive and shall be in effect January 1, 2013 through December 31, 2016.

APPROVED this 24th day of August, 2015.

By: _____

King County Executive

King County Juvenile Detention Guild:

_____

Russell Hairston
President
King County Juvenile Detention Guild

APPENDIX A

BILL OF RIGHTS

1. Employee Rights. It is agreed that the County has the right to discipline, suspend, demote or discharge any employees for just cause.

2. Bill of Rights

2.1 Every employee who becomes the subject of an internal investigation shall be advised in writing at the time of the interview that they are suspected of:

(a) Committing a criminal offense; or

(b) Misconduct that would be grounds for termination, suspension, or other disciplinary action; or

(c) Not being qualified for continued employment with the Department.

2.2 Any employee who becomes the subject of a criminal investigation shall have all rights accorded by the State and Federal constitutions and Washington law.

2.3 The employee under investigation must, at the time of an interview, be informed of the name of the officer in charge of the investigation and the name of the officer who will be conducting the interview.

2.4 Investigations that can reasonably be anticipated to involve an economic sanction shall be handled through the procedures of the Internal Investigations Unit. Forty-eight (48) hours before any interview commences, the employee who is the subject of the investigation shall be informed, in writing, of the nature of the investigation, including the information necessary to reasonably apprise the employee of the specific allegations of such complaints. Absent emergency circumstances, employees considered as witnesses shall be provided notice of intent to interview in advance of any interview with sufficient time to consult with Guild representation.

2.5 The interview of an employee shall be at a reasonable hour, preferably when the employee is on duty, unless the exigency of the interview dictates otherwise. Whenever practical, interviews shall be scheduled during the normal workday of the County.

2.6 At the cost of the requesting party and in accordance with Washington State Law, RCW

9.73, the employee or County may request that an investigative interview be recorded, either mechanically or by a stenographer. There can be no "off-the-record" questions. Upon request, the employee under an investigation shall be provided an exact copy of any written statement the employee has signed or, at the employee's expense, a verbatim transcript of the interview.

2.7 Interviewing shall be completed within a reasonable time and shall be done under circumstances devoid of intimidation or coercion. The employee shall be afforded an opportunity and facilities to contact and consult with his or her Guild representative before being interviewed, and to be represented by the Guild representative to the extent permitted by law. The employee shall be entitled to such reasonable intermissions as the employee shall request for personal necessities, meals, telephone calls, consultation with his or her representative, and rest periods.

2.8 The employee shall not be subjected to any profane language nor threatened with dismissal, transfer or other disciplinary punishment as a guise to obtain the resignation of said employee nor shall the employee be subjected to intimidation in any manner during the process of interrogation. No promises or rewards shall be made to the said employee as an inducement to answer questions. No employee will be publicly humiliated during the administrative leave process.

2.9 Investigations shall be concluded within a reasonable period of time. Within a reasonable period after the conclusion of the investigation and no later than forty-eight (48) hours prior to a predisciplinary hearing, the employee shall be advised of the results of the investigation and the recommended disposition (which may be a range of possible dispositions) and shall be provided a copy of the investigatory file.

2.10 All interviews shall be limited in scope to activities, circumstances, events, conduct or actions which pertain to the incident which is the subject of the investigation. Nothing in this section shall prohibit the Employer from questioning the employee about information which is developed during the course of the interview.

2.11 Should any section, subsection, paragraph, sentence, clause or phrase in this Article be declared unconstitutional or invalid, for any reason, such decision shall not affect the validity of the remaining portions of this Article.

2.12 The Guild recognizes the Department's effort to improve procedures involving

complaints against its members. In an effort to ensure that these procedures are accomplishing their goals, there will be an annual review of the procedures in a meeting between the Guild and the Department's Administration.

2.13 Effective July 1, 2015 and upon request of either party, the parties agree to a reopener on the fitness for duty examination process.

cba Code: 296

ADDENDUM A

Union Code: Q3

King County Juvenile Detention Guild
Department of Adult and Juvenile Detention
Juvenile Detention Division Employees

2013 Wage Rates (+3.09%)

Job Class Code	PeopleSoft Job Code	Classification Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
4200100	421108	Administrative Office Assistant	$15.8774	$16.6353	$17.0322	$17.4396	$17.8572	$18.2857	$18.7240	$19.1738	$19.6346	$20.1070
4201100	421212	Administrative Specialist I	$17.4492	$18.2857	$18.7240	$19.1738	$19.6346	$20.1070	$20.5913	$21.0878	$21.5966	$22.1183
4201200	421316	Administrative Specialist II	$19.1845	$20.1070	$20.5913	$21.0878	$21.5966	$22.1183	$22.6530	$23.2011	$23.7621	$24.3383
4201300	421408	Administrative Specialist III	$21.0998	$22.1183	$22.6530	$23.2011	$23.7621	$24.3383	$24.9279	$25.5331	$26.1528	$26.7885
2211200	221604	Inventory Purchasing Specialist II	$23.7761	$24.9279	$25.5331	$26.1528	$26.7885	$27.4398	$28.1074	$28.7915	$29.4925	$30.2113
3421100	341202	Health Care Assistant	$17.8667	$18.7240	$19.1738	$19.6346	$20.1070	$20.5913	$21.0878	$21.5966	$22.1183	$22.6530
3500200	351203	Recreation Coordinator	$25.5470	$26.7885	$27.4398	$28.1074	$28.7915	$29.4925	$30.2113	$30.9485	$31.7045	$32.4785
5210200	521102	Community Surveillance Officer	$23.2143	$24.3383	$24.9279	$25.5331	$26.1528	$26.7885	$27.4398	$28.1074	$28.7915	$29.4925
9502100	951101	Juvenile Facility Cook - Helper	$14.7968	$15.4999	$15.8687	$16.2473	$16.6353	$17.0322	$17.4396	$17.8572	$18.2857	$18.7240
9502300	951301	Juvenile Facility Cook/Baker - Lead	$22.6661	$23.7621	$24.3383	$24.9279	$25.5331	$26.1528	$26.7885	$27.4398	$28.1074	$28.7915
9502200	951201	Juvenile Facility Cook/Baker	$20.6038	$21.5966	$22.1183	$22.6530	$23.2011	$23.7621	$24.3383	$24.9279	$25.5331	$26.1528
5212100	521301	Community Corrections Placement Specialist	$28.1235	$29.4925	$30.2113	$30.9485	$31.7045	$32.4785	$33.2718	$34.0846	$34.9191	$35.7739
5217100	521701	Orientation and Assessment Specialist	$28.1235	$29.4925	$30.2113	$30.9485	$31.7045	$32.4785	$33.2718	$34.0846	$34.9191	$35.7739
5245100	524702	Training Coordinator	$28.1235	$29.4925	$30.2113	$30.9485	$31.7045	$32.4785	$33.2718	$34.0846	$34.9191	$35.7739
5242200	524210	Volunteer Coordinator	$30.2293	$31.7045	$32.4785	$33.2718	$34.0846	$34.9191	$35.7739	$36.6491	$37.5471	$38.4676
5213100	521401	Detention Officer	$23.2143	$24.3383	$24.9279	$25.5331	$26.1528	$26.7885	$27.4398	$28.1074	$28.7915	$29.4925

cba Code: 296

ADDENDUM A

Union Code: Q3

King County Juvenile Detention Guild
Department of Adult and Juvenile Detention
Juvenile Detention Division Employees

2014 Wage Rates (+2.00%)

Job Class Code	PeopleSoft Job Code	Classification Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
4200100	421108	Administrative Office Assistant	$16.1949	$16.9680	$17.3728	$17.7884	$18.2143	$18.6514	$19.0985	$19.5573	$20.0273	$20.5091
4201100	421212	Administrative Specialist I	$17.7982	$18.6514	$19.0985	$19.5573	$20.0273	$20.5091	$21.0031	$21.5096	$22.0285	$22.5607
4201200	421316	Administrative Specialist II	$19.5682	$20.5091	$21.0031	$21.5096	$22.0285	$22.5607	$23.1061	$23.6651	$24.2373	$24.8251
4201300	421408	Administrative Specialist III	$21.5218	$22.5607	$23.1061	$23.6651	$24.2373	$24.8251	$25.4265	$26.0438	$26.6759	$27.3243
2211200	221604	Inventory Purchasing Specialist II	$24.2516	$25.4265	$26.0438	$26.6759	$27.3243	$27.9886	$28.6695	$29.3673	$30.0824	$30.8155
3421100	341202	Health Care Assistant	$18.2240	$19.0985	$19.5573	$20.0273	$20.5091	$21.0031	$21.5096	$22.0285	$22.5607	$23.1061
3500200	351203	Recreation Coordinator	$26.0579	$27.3243	$27.9886	$28.6695	$29.3673	$30.0824	$30.8155	$31.5675	$32.3386	$33.1281
5210200	521102	Community Surveillance Officer	$23.6786	$24.8251	$25.4265	$26.0438	$26.6759	$27.3243	$27.9886	$28.6695	$29.3673	$30.0824
9502100	951101	Juvenile Facility Cook - Helper	$15.0927	$15.8099	$16.1861	$16.5722	$16.9680	$17.3728	$17.7884	$18.2143	$18.6514	$19.0985
9502300	951301	Juvenile Facility Cook/Baker - Lead	$23.1194	$24.2373	$24.8251	$25.4265	$26.0438	$26.6759	$27.3243	$27.9886	$28.6695	$29.3673
9502200	951201	Juvenile Facility Cook/Baker	$21.0159	$22.0285	$22.5607	$23.1061	$23.6651	$24.2373	$24.8251	$25.4265	$26.0438	$26.6759
5212100	521301	Community Corrections Placement Specialist	$28.6860	$30.0824	$30.8155	$31.5675	$32.3386	$33.1281	$33.9372	$34.7663	$35.6175	$36.4894
5217100	521701	Orientation and Assessment Specialist	$28.6860	$30.0824	$30.8155	$31.5675	$32.3386	$33.1281	$33.9372	$34.7663	$35.6175	$36.4894
5245100	524702	Training Coordinator	$28.6860	$30.0824	$30.8155	$31.5675	$32.3386	$33.1281	$33.9372	$34.7663	$35.6175	$36.4894
5242200	524210	Volunteer Coordinator	$30.8339	$32.3386	$33.1281	$33.9372	$34.7663	$35.6175	$36.4894	$37.3821	$38.2980	$39.2370
5213100	521401	Detention Officer	$23.6786	$24.8251	$25.4265	$26.0438	$26.6759	$27.3243	$27.9886	$28.6695	$29.3673	$30.0824

cba Code: 296

ADDENDUM A

Union Code: Q3

King County Juvenile Detention Guild
Department of Adult and Juvenile Detention
Juvenile Detention Division Employees

2015 Wage Rates (+2.00%)

Job Class Code	PeopleSoft Job Code	Classification Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
4200100	421108	Administrative Office Assistant	$16.5188	$17.3074	$17.7203	$18.1442	$18.5786	$19.0244	$19.4805	$19.9484	$20.4278	$20.9193
4201100	421212	Administrative Specialist I	$18.1542	$19.0244	$19.4805	$19.9484	$20.4278	$20.9193	$21.4232	$21.9398	$22.4691	$23.0119
4201200	421316	Administrative Specialist II	$19.9596	$20.9193	$21.4232	$21.9398	$22.4691	$23.0119	$23.5682	$24.1384	$24.7220	$25.3216
4201300	421408	Administrative Specialist III	$21.9522	$23.0119	$23.5682	$24.1384	$24.7220	$25.3216	$25.9350	$26.5647	$27.2094	$27.8708
2211200	221604	Inventory Purchasing Specialist II	$24.7366	$25.9350	$26.5647	$27.2094	$27.8708	$28.5484	$29.2429	$29.9546	$30.6840	$31.4318
3421100	341202	Health Care Assistant	$18.5885	$19.4805	$19.9484	$20.4278	$20.9193	$21.4232	$21.9398	$22.4691	$23.0119	$23.5682
3500200	351203	Recreation Coordinator	$26.5791	$27.8708	$28.5484	$29.2429	$29.9546	$30.6840	$31.4318	$32.1989	$32.9854	$33.7907
5210200	521102	Community Surveillance Officer	$24.1522	$25.3216	$25.9350	$26.5647	$27.2094	$27.8708	$28.5484	$29.2429	$29.9546	$30.6840
9502100	951101	Juvenile Facility Cook - Helper	$15.3946	$16.1261	$16.5098	$16.9036	$17.3074	$17.7203	$18.1442	$18.5786	$19.0244	$19.4805
9502300	951301	Juvenile Facility Cook/Baker - Lead	$23.5818	$24.7220	$25.3216	$25.9350	$26.5647	$27.2094	$27.8708	$28.5484	$29.2429	$29.9546
9502200	951201	Juvenile Facility Cook/Baker	$21.4362	$22.4691	$23.0119	$23.5682	$24.1384	$24.7220	$25.3216	$25.9350	$26.5647	$27.2094
5212100	521301	Community Corrections Placement Specialist	$29.2597	$30.6840	$31.4318	$32.1989	$32.9854	$33.7907	$34.6159	$35.4616	$36.3299	$37.2192
5217100	521701	Orientation and Assessment Specialist	$29.2597	$30.6840	$31.4318	$32.1989	$32.9854	$33.7907	$34.6159	$35.4616	$36.3299	$37.2192
5245100	524702	Training Coordinator	$29.2597	$30.6840	$31.4318	$32.1989	$32.9854	$33.7907	$34.6159	$35.4616	$36.3299	$37.2192
5242200	524210	Volunteer Coordinator	$31.4506	$32.9854	$33.7907	$34.6159	$35.4616	$36.3299	$37.2192	$38.1297	$39.0640	$40.0217
5213100	521401	Detention Officer	$24.1522	$25.3216	$25.9350	$26.5647	$27.2094	$27.8708	$28.5484	$29.2429	$29.9546	$30.6840

cba Code: 296

ADDENDUM A

Union Code: Q3

King County Juvenile Detention Guild
Department of Adult and Juvenile Detention
Juvenile Detention Division Employees

2016 Wage Rates (+2.25%)

Job Class Code	PeopleSoft Job Code	Classification Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
4200100	421108	Administrative Office Assistant	$16.8905	$17.6968	$18.1190	$18.5524	$18.9966	$19.4524	$19.9188	$20.3972	$20.8874	$21.3900
4201100	421212	Administrative Specialist I	$18.5627	$19.4524	$19.9188	$20.3972	$20.8874	$21.3900	$21.9052	$22.4334	$22.9747	$23.5297
4201200	421316	Administrative Specialist II	$20.4087	$21.3900	$21.9052	$22.4334	$22.9747	$23.5297	$24.0985	$24.6815	$25.2782	$25.8913
4201300	421408	Administrative Specialist III	$22.4461	$23.5297	$24.0985	$24.6815	$25.2782	$25.8913	$26.5185	$27.1624	$27.8216	$28.4979
2211200	221604	Inventory Purchasing Specialist II	$25.2932	$26.5185	$27.1624	$27.8216	$28.4979	$29.1907	$29.9009	$30.6286	$31.3744	$32.1390
3421100	341202	Health Care Assistant	$19.0067	$19.9188	$20.3972	$20.8874	$21.3900	$21.9052	$22.4334	$22.9747	$23.5297	$24.0985
3500200	351203	Recreation Coordinator	$27.1771	$28.4979	$29.1907	$29.9009	$30.6286	$31.3744	$32.1390	$32.9234	$33.7276	$34.5510
5210200	521102	Community Surveillance Officer	$24.6956	$25.8913	$26.5185	$27.1624	$27.8216	$28.4979	$29.1907	$29.9009	$30.6286	$31.3744
9502100	951101	Juvenile Facility Cook - Helper	$15.7410	$16.4889	$16.8813	$17.2839	$17.6968	$18.1190	$18.5524	$18.9966	$19.4524	$19.9188
9502300	951301	Juvenile Facility Cook/Baker - Lead	$24.1124	$25.2782	$25.8913	$26.5185	$27.1624	$27.8216	$28.4979	$29.1907	$29.9009	$30.6286
9502200	951201	Juvenile Facility Cook/Baker	$21.9185	$22.9747	$23.5297	$24.0985	$24.6815	$25.2782	$25.8913	$26.5185	$27.1624	$27.8216
5212100	521301	Community Corrections Placement Specialist	$29.9180	$31.3744	$32.1390	$32.9234	$33.7276	$34.5510	$35.3948	$36.2595	$37.1473	$38.0566
5217100	521701	Orientation and Assessment Specialist	$29.9180	$31.3744	$32.1390	$32.9234	$33.7276	$34.5510	$35.3948	$36.2595	$37.1473	$38.0566
5245100	524702	Training Coordinator	$29.9180	$31.3744	$32.1390	$32.9234	$33.7276	$34.5510	$35.3948	$36.2595	$37.1473	$38.0566
5242200	524210	Volunteer Coordinator	$32.1582	$33.7276	$34.5510	$35.3948	$36.2595	$37.1473	$38.0566	$38.9876	$39.9429	$40.9222
5213100	521401	Detention Officer	$24.6956	$25.8913	$26.5185	$27.1624	$27.8216	$28.4979	$29.1907	$29.9009	$30.6286	$31.3744