



Meeting Date: November 13, 2017  
 Agenda Item No:

<b><u>Kitsap County Board of Commissioners</u></b>			
<b>Office/Department:</b> Human Resources Department			
<b>Staff Contact &amp; Phone Number:</b> Kate Cummings, Labor Relations Analyst, 360.307.4344			
<b>Agenda Item Title:</b> Collective Bargaining Agreement KC-328-13, Memorandum of Understanding – F (MOU) between Kitsap County and Washington State Council of County and City Employees, AFSCME, Local 1308-S, AFL-CIO, Courthouse Supervisory Employees for working conditions for M&O Manager out-of-class assignment filled by 1308-S member.			
<b>Recommended Action:</b> Move that the Kitsap County Board of Commissioners execute MOU KC-328-13-F, between Kitsap County and Washington State Council of County and City Employees, AFSCME, Local 1308-S, AFL-CIO, Courthouse Supervisory Employees.			
<b>Summary:</b>	The parties bargained and mutually agreed to the working conditions for an Out-of-Class assignment to fill the non-union exempt Facilities Maintenance & Operations (M&O) Manager position with a union non-exempt Facilities M&O Crew Supervisor, effective September 21, 2017.		
<b>Attachments:</b>	1. Memorandum of Understanding KC-328-13-F		
<b>Fiscal Impact for this Specific Action</b>			
<b>Expenditure required for this specific action:</b>	\$ None		
<b>Related Revenue for this specific action:</b>	\$ None		
<b>Cost Savings for this specific action:</b>	\$ None		
<b>Net Fiscal Impact:</b>	\$ None		
<b>Source of Funds:</b>	General		
<b>Fiscal Impact for Total Project – None</b>			
<b><u>Fiscal Impact (DAS) Review</u></b>			
<b>Departmental/Office Review &amp; Coordination</b>			
<b>Department/Office</b>	<b>Elected Official/Department Director</b>		
Human Resources Department – Labor Relations	Nancy Buonanno Grennan	NBG	
<b>Contract Information</b>			
<b>Contract Number</b>	<b>Date Original Contract or Amendment Approved</b>	<b>Amount of Original Contract Amendment</b>	<b>Total Amount of Amended Contract</b>
KC-328-13	10/28/13	\$50,368	
KC-328-13-A	4/14/14	None	\$50,368
KC-328-13-B	11/24/14	\$41,828	\$92,196
KC-328-13-C	12/2/15	\$29,000	\$121,196

KC-328-13-D	1/13/2016	\$100,270	\$221,466
KC-328-13-E	12/12/2016	None	\$221,466
KC-328-13-F	Pending	None	\$221,466



**Kitsap County**  
**CONTRACT REVIEW SHEET**  
 (Chapter 3.56 KCC)

**A. GENERAL INFORMATION**

1. Contractor AFSCME, Local 1308-S, AFL-CIO, Courthouse Supervisory Employees  
 2. Purpose MOU for working condition of M&O Manager out-of-class assignment  
 3. Contract Amount None Disburse  Receive   
 4. Contract Term 1/1/12 – 12/31/19  
 5. Contract Administrator Kermit Wooden Phone 360.337.4448  
**Approved:** Nancy Buonanno Grennan **Date** 9/29/2017  
Department Director

**B. AUDITOR – ACCOUNTING INFORMATION**

1. Contract Control Number KC-328-13-F  
 2. Fund Name General  
 3. Payment from-Revenue to CC/Account Nbr \_\_\_\_\_  
 4. **Encumbered By** Dave Schureman **Date** 9/29/2017

**C. AUDITOR'S ACCOUNTING – GRANTS REVIEW**

*Signature required only if contract is grant funded*

1.  Approved  Not Approved  
**Reviewer** N/A **Date** N/A  
 2. Comments: \_\_\_\_\_

**D. ADMINISTRATIVE SERVICES DEPARTMENT – RISK MANAGER REVIEW**

1.  Approved  Not Approved  
**Reviewer** Anastasia Johnson **Date** 10/02/2017  
 2. Comments: Amendment Only

**E. ADMINISTRATIVE SERVICES DEPARTMENT – BUDGET MANAGER REVIEW**

*Signature required only if contract is for \$50,000 or more, OR it will be signed by board of commissioners (regardless of dollar amount)*

1.  Approved  Not Approved  
**Reviewer** Kristofer Carlson **Date** 10/02/2017  
 2. Comments: \_\_\_\_\_

**F. HUMAN RESOURCES DEPARTMENT – HUMAN RESOURCES DIRECTOR REVIEW**

*Signature required only if union or employment contract*

1.  Approved  Not Approved  
**Reviewer** \_\_\_\_\_ **Date** \_\_\_\_\_  
 2. Comments: \_\_\_\_\_

**G. PROSECUTING ATTORNEY REVIEW**

1.  Approved as to Form  Not Approved as to Form  
**Reviewer** Jacquelyn Aufderheide **Date** 10/05/2017  
 2. Comments: Comments provided to Contract Administrator

**H. CERTIFICATION BY CONTRACT ADMINISTRATOR: THIS CONTRACT IS READY FOR CONSIDERATION BY THE AUTHORIZED CONTRACT SIGNER.**

(For contract signing authority, see KCC 3.56.075)

**Contract Administrator:** Kermit Wooden **Date** \_\_\_\_\_

**Date Approved by Authorized Contract Signer:** \_\_\_\_\_ **Date** \_\_\_\_\_

**RETURN SIGNED ORIGINALS TO:** Kate Cummings, LR, Ext. 4344

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

**KC-328-13-F**

**RE: Temporary Out-of-Class non-union work to be performed by union members**

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

WHEREAS, a vacancy unexpectedly occurred in a Maintenance & Operations (M&O) Manager position in the Facilities Division of the Department of Information Services and Facilities;

WHEREAS, in the interests of consistency and to provide existing employees additional leadership experience, the County and Union agree that the vacancy should be temporarily filled by an M&O Crew Supervisor in the Facilities Division;

WHEREAS, the Facilities M&O Crew Supervisor is a Union, non-exempt position governed by the terms of the current CBA;

WHEREAS, the Facilities M&O Manager position is a non-Union, exempt position governed by the terms of the Kitsap County Personnel Manual; and

NOW, THEREFORE, the parties agree as follows:

1. Any Union member temporarily assigned to work Out-of-Class in the Facilities M&O Manager position during the life of this Memorandum will continue to receive all benefits of the CBA, except as expressly provided in this Memorandum.
2. In accordance with the exempt status of the M&O Manager position, any Union member temporarily assigned to work Out-of-Class in the Facilities M&O Manager position shall not be eligible for the following benefits under the CBA:
  - a. Standby pay as outlined in Article II, Section I of the CBA; **provided**, however, the Union member will be eligible for standby pay as provided in Chapter 7, Section C of the Kitsap County Personnel Manual.
  - b. Call-back compensation as outlined in Article II, Section J of the CBA

- c. Overtime compensation as outlined in Article II, Section G of the CBA
  - d. Any other benefits provided within the CBA that are dependent upon the employee being in a non-exempt status.
3. Any Union member temporarily assigned to work Out-of-Class in the Facilities M&O Manager position will be permitted to use compensatory time off accumulated prior to the Out-of-Class assignment. In accordance with Article II, Section G of the CBA, all accrued compensatory time off not taken prior to ninety (90) days after the effective date of this Memorandum shall be paid to the employee. Any compensatory time off used or paid out shall be paid out at the hourly rate at which it was earned.
  4. Any discipline, scope of authority, or other working condition issues relating to or as a consequence of the supervisory responsibilities of a Union member temporarily assigned to work Out-of-Class in the Facilities M&O Manager position shall be governed by the Kitsap County Personnel Manual.
  5. The temporary assignment of a Union member to perform Out-of-Class duties as the Facilities M&O Manager shall not extend the scope of Union work to include duties ordinarily performed by the Facilities M&O Manager.
  6. Except as expressly provided in this Memorandum of Understanding, all other terms and conditions of the parties' original Contract, and subsequent amendments, addenda or modifications thereto, remain in full force and effect.
  7. Except as expressly provided herein, this Memorandum of Understanding shall be effective September 21, 2017 through December 31, 2017, unless extended by mutual agreement of the parties.

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

\_\_\_\_\_  
Mike Edde, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clem Edwards, Staff Representative

\_\_\_\_\_  
Date

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

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

\_\_\_\_\_  
**CHARLOTTE GARRIDO**, Chair

\_\_\_\_\_  
**ROBERT GELDER**, Commissioner

\_\_\_\_\_  
**EDWARD E. WOLFE**, Commissioner

ATTEST:

\_\_\_\_\_  
Dana Daniels, Clerk of the Board