



**AGREEMENT BETWEEN**

**KITSAP COUNTY,  
KITSAP COUNTY SUPERIOR COURT**

**AND**

**JUVENILE DETENTION OFFICERS' GUILD**

**KC-069-25**

**January 1, 2025, through December 31, 2027**

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# **AGREEMENT BETWEEN KITSAP COUNTY, THE KITSAP COUNTY SUPERIOR COURT, AND KITSAP COUNTY JUVENILE DETENTION OFFICERS' GUILD**

This Agreement is made and entered into by and between Kitsap County, hereinafter known as the "County," and the Juvenile Detention Officer's Guild, hereinafter known as the "Guild," to meet the requirements set forth in Chapter 41.56 of the Revised Code of Washington. The purpose of this document is to set forth the wages, hours and working conditions for said Guild's bargaining unit for the term herein below provided.

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

## **ARTICLE 1. PARTIES AND PURPOSE**

- A. Employer recognizes the Guild as the exclusive bargaining representative for the following bargaining unit within the Kitsap County Superior Court as certified by the Public Employment Relations Commission.

All regular full-time and regular part-time juvenile detention officers and juvenile food service workers of the Kitsap County Juvenile Department, excluding supervisors, confidential employees, and all other employees.

In addition to regular employees, and only for the purposes of identifying bargaining unit eligibility, in accordance with WAC 391-35-350 (1), all part-time extra help on-call employees who work more than 347 hours per calendar year, (or one-sixth of the regular annual hours normally worked by full-time employees), are included in this bargaining unit. During January of each calendar year, the County shall review the number of hours worked by part-time extra help on-call employees in the preceding calendar year to determine which employees meet the "one-sixth" test to be included in this bargaining unit.

- B. For any new employee covered by the terms of this Agreement, the Employer will notify the Guild within ten (10) working days after the employee's date of hire. The Employer will provide the Guild with access to new employees of the bargaining unit in order for the Guild to have a thirty (30) minute orientation with each new employee.
- C. The Guild will notify the County of its initiation fees and dues. Upon receipt of written authorization of an employee, the County shall deduct monthly dues and assessments from the salary of such employee and shall transmit such amount to the Guild. The Employer is not required to deduct dues in a pay period where the employee is in an unpaid status.

- D. An employee may revoke his or her authorization for payroll deduction of payments to the Guild in accordance with RCW 41.56.110. The Employer will cease payroll deductions no later than the second payroll after the Employer's receipt of the notice.
- E. The Employer will provide a monthly written report to the Guild transmitted with the transfer of deducted dues owed to the Guild ("the transferred amount"). Such report will indicate all individuals who had dues withheld as part of the transferred amount and the amount withheld and transmitted on behalf of that individual.
- F. The Employer will furnish the Guild, upon written request, a list of all bargaining unit members covered by this Agreement who have been hired, re-hired, laid off, terminated or promoted into a job classification covered by this Agreement.
- G. The Guild agrees to defend, indemnify, save and hold the Employer harmless from, for and against any and all claims made and against any suit instituted against Kitsap County or the Employer on account of any check-off of dues for the Guild or otherwise out of the application of this Article.

## **ARTICLE 2. DEFINITIONS**

For purposes of this Agreement, the following definitions shall apply:

- A. Regular Full-Time Employee: An employee who is in a regular budgeted position and whose normal work schedule is intended to be forty (40) hours of work per week.
- B. Regular Part-Time Employee: An employee who is regularly assigned to work at least forty (40) but less than eighty (80) hours in a two week pay period shall accrue and receive benefits (including but not limited to: holiday, vacation leave, sick leave, civil leave, military leave, and longevity bonus) on a prorated basis.
- C. Part-time Extra Help/On-Call Employee: Non-regular employees who are at-will for the entire period of employment and may be terminated at any time by the Employing Official or designee. Extra-help employees receive only those benefits required by federal or state laws. Refer to the County's Personnel Manual for terms applicable to extra help. A non-budgeted, extra help/on-call employee who works more than 347 hours per calendar year (or one-sixth of the regular annual hours normally worked by full-time employees), shall be paid according to the established wage schedule. These employees shall not otherwise receive any employment-based benefits, except as specifically provided for in this Agreement or as otherwise required by law. During January of each calendar year, the County shall review the number of hours worked by part-time extra help on-call employees in the preceding calendar year to determine which employees meet the one-sixth test to be included in this bargaining unit.

- D. Probationary Employee: A non-regular employee serving a test period of work evaluation as a new, promoted, transferred, or recalled employee prior to regular status.
- E. Continuous Service: Length of continuous service by an employee including periods of authorized paid leave. An employee who terminates and is reemployed or who is laid off and re-employed or re-called within twelve (12) months from the termination date, shall have their continuous service date adjusted by the time between termination and re-employment. All benefits based on length of service are computed on the basis of continuous service, unless otherwise specified. Continuous service dates are adjusted for any period of absence in a leave without pay status over one full calendar month. Continuous service resets when an employee separates from the County employment for more than twelve (12) months.
- F. Seniority: Seniority is the length of continuous service within the Bargaining Unit. Seniority begins to accrue from the first day of employment or rehire into a regular position, whichever is later. Seniority resets when an employee separates from County employment for more than twelve (12) months. For employees who begin employment on the same day in the bargaining unit, seniority will be determined by the date and the time of the application for employment.
- G. Registered Domestic Partner (RDP): The domestic partner of a Kitsap County regular full-time or part-time employee who is registered in Washington State's Domestic Partner registry, consistent with its terms and conditions.
- H. County Administrator: Appointed chief executive position reporting to Board of County Commissioners, responsible for oversight of County functions and operations. In the absence of the County Administrator, the Chair of the Board of County Commissioners shall perform or delegate those functions assigned in this Collective Bargaining Agreement.
- I. Grievance: A grievance shall be defined as a dispute or disagreement arising between the employee and/or Guild and the Employer with regard to the interpretation or application of the specific provisions of this Agreement. Specifically excluded from further recourse to the grievance procedure are grievances that have been processed and decided; and grievances not presented within the time limits established in this Article.

### **ARTICLE 3. SCOPE OF AGREEMENT**

- A. In the event that any portion of this Agreement is held invalid to any party, person or circumstances, the remainder of the Agreement or its application to any other party, person or circumstances shall not be affected. If any portion is held invalid, Guild and Employer shall meet forthwith and proceed to negotiate a replacement provision.

- B. This Agreement constitutes the entire agreement between the parties and concludes collective bargaining of its terms. The parties acknowledge that during the negotiations resulting in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any and all subjects or matters not removed by law from the area of collective bargaining, and the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Employer and 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 by this Agreement, even though such matter may not have been within the knowledge or contemplation of either or both 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.

#### **ARTICLE 4. RIGHTS OF MANAGEMENT RECOGNIZED**

- A. All management rights, powers, authority and functions, whether heretofore or hereafter exercised, and regardless of the frequency or infrequency of their exercise, shall remain vested exclusively in Employer. It is expressly recognized that such rights, powers, authority and functions include, but are by no means whatsoever limited to, the full and exclusive control, management and operation of its business and affairs; the determination of the scope of its activities, business to be transacted, functions to be performed, the methods pertaining thereto; the determination of the number, size and location of its offices and places of business and equipment to be utilized, and the layout thereof; the right to establish or change shifts, schedules of work and standards of performance, the right to establish, change, combine or eliminate jobs, positions, job classifications and descriptions; the right to establish compensation for new or changed jobs or positions; the right to establish new or change existing procedures, methods, processes, facilities, machinery and equipment or make technological changes; the right to utilize on-call employees without restriction; the right to maintain order and efficiency, the right to contract or subcontract any work; the right to designate the work and functions to be performed, the right to establish, administer, or change bonus, incentive or merit compensation plans, the right to make and enforce safety and security rules and rules of conduct; the right to discipline or discharge employees for just cause; the right to determine the number of employees and to direct, manage and supervise the employees.
- B. Employer and Guild agree that the above statement of management rights is for illustrative purposes only and is not to be construed or interpreted so as to exclude those prerogatives not mentioned which are inherent to management, including those prerogatives granted by law. It is the intention of the parties that the rights, powers, authority and functions of management shall remain exclusively vested in Employer, except insofar as expressly and specifically surrendered or limited by the express provision of this Agreement.

## **ARTICLE 5. RULES AND REGULATIONS**

- A. The Guild and represented employees shall refer to the Juvenile Detention Department's rules and regulations to resolve matters not covered by this Agreement or for clarification of procedures affecting issues covered by this Agreement.
- B. Unless otherwise provided by the terms of this Agreement, the Kitsap County Personnel Manual shall continue to apply to members of this bargaining unit. Employees shall also refer to the Personnel Manual to resolve matters not covered by this Agreement or for clarification of matters covered by this Agreement. Changes in mandatory subjects of bargaining will be bargained with the Guild at the Guild's request.

## **ARTICLE 6. GUILD OFFICIALS TIME OFF**

- A. The Employer shall allow reasonable time off with pay for Guild members conducting business during their work shifts that is vitally connected with the Employer's business. Such time off shall be taken with the consent of the Juvenile Department Director or his/her designee. Such consent shall not be unreasonably withheld. Examples of appropriate uses of release time include participation in labor-management meetings, representing employees in grievance meetings, or contract negotiation sessions with the Employer. Guild stewards and members will be charged vacation leave or leave without pay if no accrued vacation leave is available when they are absent from work to perform internal Guild business. In all instances, before leaving the work area or otherwise devoting on-duty time to the performance of Guild business, the Guild stewards and members shall notify their supervisor, obtain approval and notify their supervisor when they return.
- B. The Employer will attempt to arrange shift schedules or grant release time during the course of the normal work day in a manner that the employee members who are part of the Guild's negotiating team will be provided time with pay for purposes of negotiating a new labor agreement; provided, that no more than two (2) members of the Guild's negotiating team shall be on paid status during negotiations sessions; provided further, under no circumstances will the Employer incur overtime as a result of this Section.

## **ARTICLE 7. PROBATIONARY PERIODS AND DISCIPLINE**

A relationship of trust and confidence between Employees and the Employer is essential to effective communications. Detention officers are obligated to respect the rights of all people, and the employer is obligated to respect the rights of its employees. Investigators and decision makers will respect an employee's constitutional and other due process rights including Garrity, Weingarten, and Loudermill.



- A. It is hereby recognized and agreed that the Employer has the right to discharge, suspend or otherwise discipline a regular employee for just cause.
- B. Newly hired employees shall serve a probationary period of one (1) calendar year. During the term of the probationary period, such employees shall be entitled to all rights and privileges of this Agreement, including access to the grievance procedure, except with respect to termination, which shall be at the sole discretion of the Employer. Probationary employees are eligible to use accrued vacation, sick leave and their floating holidays.
- C. Employees shall serve a six (6) month probationary period following promotion within the bargaining unit. An employee serving a probationary period after promotion may be returned to their former classification in the bargaining unit if they are incapable of fulfilling their duties. Such action is not subject to the grievance procedure. In the event an employee is being returned to their former bargaining unit classification under this section, they may bump a less senior employee in that classification in the Juvenile Department.

**ARTICLE 8. HOLIDAYS**

- A. The following list of holidays applies to employees in the bargaining unit:

New Year's Day	January 1st
Martin Luther King Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>
Labor Day	1st Monday in September
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	4th Thursday in November
Native American Heritage Day	4th Friday in November
Christmas	December 25 <sup>th</sup>
Two Floating Holidays	At employee's choice
1 Additional Floating Holiday	After 10 years of service
Two Unpaid Holidays	At employee's choice

- B. The following rules apply for holidays other than New Year's Day, Independence Day, and Christmas Day: 1) if a holiday falls on a Sunday, it shall be observed on the following Monday; or 2) if a holiday falls on a Saturday, it shall be observed the preceding Friday. New Year's Day, Independence Day, and Christmas Day will be observed on the day on which the holiday actually falls.
- C. The floating holidays are in effect and available for use January 1<sup>st</sup> of each year and are to be used in eight (8) hours increments (pro-rated for part-time employees). The floating holiday following 10 years of service will be available on January 1 after completion of 10 years of service. The floating holidays may be used by the employee at any time during the calendar year, with prior approval of

the employee's Department Director. The floating holidays shall not accumulate from year to year.

- D. Employees who are on leave without pay for more than half of their scheduled shift the day before or the day after a holiday shall not receive compensation for holidays.
- E. Employees are compensated for eight hours of holiday leave for each full paid holiday observed. Employees shall receive pro-rated holiday pay, based upon an employee's established full-time equivalent (FTE) status.
- F. If an employee is required to work on one of the holidays or if the holiday is celebrated on one of the employee's regular scheduled days off, they shall receive an eight (8) hours of vacation leave for each such holiday.
  - a. Non-exempt employees who work on New Year's Day, Independence Day, Thanksgiving Day or Christmas Day, regardless of whether they are working their regularly scheduled shift or whether the employee is in an overtime capacity, rather than receiving a day off to observe these four holidays with pay, shall, at the option of the employee, be paid the regular hourly rate plus an amount equal to one and one-half the regular hourly rate or receive the regular hourly rate plus one and one-half of compensatory time off, for each hour actually worked on such holidays. There shall be no stacking or pyramiding of the holiday premium rate and overtime rate of pay.
- G. Employees may take two (2) unpaid holidays at any time during the calendar year for reasons of faith or conscience or an organized activity conducted under the auspices of a religious denomination organization, or church, with prior approval of the Employing Official, in accordance with RCW 1.16.050(3). The unpaid holidays are in effect and available for use on January 1 of each year. The unpaid holidays must be taken in full workday increments, may not be supplemented with paid accrued leave time, and shall not accumulate from year-to-year. Unpaid holidays taken under this law will not result in adjustments to employee's seniority or continuous service dates.
- H. Each calendar year, employees will be eligible to convert two (2) days of sick leave to volunteer days in accordance with the County Personnel Manual policy on Employee Volunteer Activities.

## **ARTICLE 9. VACATION LEAVE**

- A. Vacation leave is accrued each month of employment; provided, however, the employee is not in a leave without pay status for more than a full calendar month. Vacation leave may be used only after it has been accrued.

B. Effective January 1, 2018, vacation leave with pay shall be earned as follows:

Upon employment .....	8 hrs./ month
Upon completion of two years .....	10 hrs./ month
Upon completion of five years .....	13.33 hrs./ month
Upon completion of ten years.....	16.67 hrs./ month

C. Employees shall attempt to use vacation leave during the year in which it is earned. No more than 360 hours of vacation leave may be carried from one calendar year to the next. If any employee has made reasonable attempts during the year to use vacation leave but has been unable to do so due to the needs of the Employer, upon approval by the Department Director, the employee may carry over the unused leave to the next calendar year or may be cashed out for all hours over 360 at the discretion of the Department Director. Requests for vacation leave must be approved in advance by the Employer. Vacation leave shall be taken at times scheduled by the Department Director or designee.

D. Upon separation of an employee due to retirement or resignation with two (2) weeks' notice, layoff, dismissal, or death, the employee or beneficiary thereof shall be paid for unused vacation leave at the rate being paid at the time of separation.

## ARTICLE 10. SICK LEAVE

A. Employees shall earn and accumulate sick leave at the rate of eight (8) hours for each full month of employment. No more than 1200 hours of sick leave may be carried from one calendar year to the next.

B. Use of paid sick leave shall be reported and may be used in accordance with the County Personnel Manual.

C. Upon approval by the Director or designee, accrued vacation leave or accrued compensatory time may be used when accrued sick leave is not available for an absence necessitated by illness or injury. However, sick leave shall not be taken as vacation time.

D. Part-time employees shall earn sick leave on a pro-rated basis, based upon employee's full-time equivalent status (FTE).

E. **Sick Leave Cashout.** Upon eligibility of retirement in accordance with the Department of Retirement Systems (DRS), employees will receive payment for 25% of all unused, accrued sick leave at the time of separation up to a maximum of 300 hours, to be paid into the employee's HRA/VEBA subject to IRS limits. Employees are not required to apply for DRS retirement to be eligible to receive payment under this subsection.

## ARTICLE 11. OTHER LEAVES

- A. An employee shall be granted leave with full pay for any regularly scheduled straight-time hours of work missed because he/she was required to be on jury duty or civil leave. Employees who serve at least six (6) hours of paid civil/jury duty in one (1) day, pursuant to this Section, shall have at least eight (8) hours off between the end of their civil/jury duties and the start of their work shift and/or at least eight (8) hours off between the end of their work shift and the start of their civil/jury duties. An employee shall notify the Employer promptly upon receiving notice to report for civil/jury duty and provide proof of compulsion. When an employee is excused or dismissed from civil/jury duty, or while waiting to be impaneled, they shall promptly report for work if the employee is regularly scheduled to work at that time. If, pursuant to this section, an employee is relieved of working a shift in order to report for civil/jury duty that day, and is subsequently excused or dismissed from civil/jury duty after having served fewer than six (6) hours of civil/jury duty, the employee shall contact the Juvenile Detention Manager or designee immediately and, if directed to, report to work under the following conditions:
1. Day Shift: An employee who is usually assigned to the day shift will immediately report to duty after being released or dismissed from civil/jury duty and work the remaining hours of the normal day shift. **Example:** if the employee is released from civil/jury duty at 12:00pm, the employee will report to work and work until 4:00pm.
  2. Swing Shift: An employee who is usually assigned to the swing shift will report to duty eight (8) hours after being released or dismissed from civil/jury duty and work the remaining hours of the normal swing shift. **Example:** if the employee is released from civil/jury duty at 12:00pm, the employee will report for duty starting at 8:00pm and work until 12:00am.
  3. Graveyard Shift: An employee who is usually assigned to the graveyard shift will immediately report to duty after being released or dismissed from civil/jury duty and work the remaining hours of the normal day shift. Once the employee completes the day shift, they will remain off duty for eight (8) hours before reporting for his/her regularly scheduled graveyard shift. **Example:** if the employee is released from civil/jury duty at 12:00pm, the employee will immediately report to work and work until 4:00pm. The employee will then be off duty for eight (8) hours and report to work again at 12:00am.
- B. Employees, who have completed their scheduled work shift or are on vacation or days off, who are subpoenaed to give testimony in court **about events arising out of the employment**, except in civil cases, or who are required by the Superior Court, or designee, to report back to work, shall receive a minimum of three (3) hours pay at the applicable overtime rate.

- C. Employees shall be granted military leave with pay pursuant to the provisions of state and federal laws.
- D. Bereavement leave with pay is allowed when an employee experiences a death in the immediate family. Immediate family for purposes of this section includes the following, whether related by blood, marriage or registered domestic partnership, and in all cases includes foster and step relationships:
- Spouse/Registered Domestic Partner (RDP)
  - Child, Grandchild, Great-grandchild
  - Sibling
  - Parent, Grandparent, Great-grandparent
  - Aunt, Uncle, Niece, Nephew
  - Employee or employee's spouse pregnancy related loss

No more than three (3) shifts of bereavement leave are allowed per occurrence, leave does not need to be consecutive and is not cumulative. In the event the employee needs additional time off to grieve, the employee may take additional time, and such time shall be charged to the employee's chosen accrued leave account, at the employee's option, or leave without pay if the employee has no accrued paid leaves. An employee must obtain approval of the Employing Official or a designee when taking leave.

- E. Employees shall be eligible for Family and Medical Leave pursuant to the policies and procedures adopted by Kitsap County for the purposes of implementing federal and state statutory requirements.

## **ARTICLE 12. RATES OF PAY**

- A. Wages for classifications covered by this bargaining unit effective January 1, 2025, shall be as set forth in the attached wage scale. Employees will be placed at the closest step on their new scale that does not result in a decrease in pay. Placement on the new pay scale does not change the employee's date of next step increase.

Effective January 6, 2025, the wage scale shall be increased by 3.5%.

Effective January 1, 2026, the 2025 salary schedule shall be increased by 100% of the Seattle-Tacoma-Bellevue CPI-U, June 2024 to June 2025, with a minimum of 1% and a maximum of 4%.

Effective January 1, 2027, the 2026 salary schedule shall be increased by 100% of the Seattle-Tacoma-Bellevue CPI-U, June 2025 to June 2026, with a minimum of 1% and a maximum of 4%.

1. All wage increases set forth above shall be applied to the first step of each wage scale. Each wage step thereafter shall be adjusted to provide a five percent (5%) increase from step 1 to step 2, and a two and one-half percent (2.5%) increase for each subsequent step over the previous wage step.
- B. Performance Evaluations and Salary Steps: Employee performance evaluation is intended to promote productivity and strengthen employer/employee relations. The performance evaluation system provides employees and supervisors with a tool for establishing communication regarding performance standards and expectations, identification of problems and concerns, identification of training needs, and the provision of positive reinforcements for areas of excellence. Evaluations are used for as a factor in granting regular status, step increases, layoffs, employee discipline and other employment decisions.
1. Evaluation System:
    - a. The Director may implement a performance evaluation system. The Guild shall be provided notice and an opportunity to bargain changes to the system impacting a mandatory subject of bargaining.
    - b. The performance evaluation system should be based on standards related to an employee's individual work assignments.
    - c. The performance evaluation system provides the employee with an opportunity to submit a written response to the contents of his/her evaluation.
  2. Performance Evaluation Process:
    - a. Every new regular full time or part time employee should be evaluated at a minimum on or about the 180th and 364th calendar days of employment. Probationary employees may be evaluated at any time during their probationary period.
    - b. The employee may file a rebuttal statement. The statement becomes a permanent part of the employee's personnel file.
    - c. Employees are encouraged to be active participants in the evaluation process and will be provided an opportunity to include comments in the electronic evaluation system.
  3. Salary Step Advancement and Score Requirements: Step increases for all employees in a regularly budgeted position will be received annually until the top step is reached, provided the employee "Meets Standards" for the performance period. Step increases are effective on the date of eligibility.

- a. An employee receiving “Does Not Meet Standards” for an overall rating, is not eligible for a step increase. The employee shall be placed on a Performance Improvement Plan and, at the discretion of the Employing Official, may be re-evaluated in 60-90 days. If the employee receives an evaluation that meets the requirements at a later date, the employee shall be granted the step increase effective on the date that they become eligible. The delayed step increase does not impact the employee’s regular step anniversary date. All part-time employees will be eligible for annual step increases effective on the employee’s anniversary date in the position.
4. Adjustments to Evaluation Eligibility Dates: Periods in which an employee is on unpaid leave in excess of thirty (30) days shall not be included and step increment eligibility dates shall be adjusted.
- C. Overtime shall be paid as follows:
1. Employees shall be compensated at the rate of time and one-half (1-1/2) for all actual hours worked in excess of forty (40) in a workweek or eight (8) hours in a work day; **provided**, compensatory time off shall be considered actual hours worked for the purposes of calculating overtime compensation; sick leave, vacation leave, and any other compensable absence, excluding compensatory time off, are not considered actual hours worked for the purposes of calculating weekly and daily overtime thresholds.
  2. Employees may request to receive compensatory time off in lieu of overtime pay. Granting and scheduling of such time shall be at the discretion of the Employer. At no time shall accrued compensatory time exceed forty (40) hours. Employees shall be paid-out for any compensatory time hours earned in excess of 40 hours. Employees may use accrued compensatory time off to attend medical appointments when accrued sick leave is not available.
- D. Call-back Pay: An employee who has left work after his/her shift and/or is on a scheduled day off and is called back in to perform job responsibilities and duties as designated by the Detention Manager or his/her designee shall be guaranteed a minimum of two (2) hours pay.
- E. Shift Differential: Employees shall receive an additional sixty (\$0.60) cents per hour for swing shift, and an additional sixty-five (\$0.65) cents per hour for graveyard shift, for all actual hours worked.

## ARTICLE 13. PAY PERIOD

The pay period shall be every two (2) weeks. Employees shall receive their bi-weekly payment on Friday following the close of the pay period. All bargaining unit members shall use the automatic payroll deposit that the County provides by assigning this direct deposit of their biweekly payments to a financial institution of their choice. Note: Any out of state hardship(s) requiring an alternative will be addressed on an individual case basis.

## ARTICLE 14. GRIEVANCE PROCEDURE

- A. Any employee (or the Guild) within the bargaining unit who may feel aggrieved by the Employer's interpretation or application of the terms of this Agreement may seek his/her remedy by the procedure provided in this Agreement. While discipline may be the subject of grievances, written reprimands may only be appealed through Step 2 of the grievance procedure. However, should the County rely on any written reprimand issued to an employee for purposes of progressive discipline when issuing a suspension or termination, the reprimand shall be considered in the suspension or termination grievance process
- B. Time Limits: Any time limits stipulated in this Article may be extended for stated periods of time by the parties, by mutual written agreement, and any step or steps of the procedure may be waived by mutual written agreement in an effort to expedite the matter. If an aggrieved employee or the Guild fails to advance his/her grievance to the next step in the grievance procedure within the specified time limit, and in the specified manner, the grievance shall be considered settled. The employer's failure to respond within the time limit at any step in the procedure shall permit the aggrieved employee to advance his/her grievance to the next step of the procedure. Where time limits are expressed in working days, "working days" shall mean Monday through Friday, excluding holidays. Nothing herein shall give an employee the right to advance a grievance to Step 4, Arbitration. This right is exclusively vested with the Guild.
- C. Procedure:
- Step 1 - Oral Discussion. Within ten (10) working days of the occurrence which gave rise to the grievance, or within ten (10) working days after the employee becomes aware of the situation giving rise to the grievance, the employee and/or the Guild representative (on behalf of the employee), shall discuss the grievance with a designated member of management. The member of management shall notify the employee of his/her decision on the grievance or provide a reason for a delay in the response, within five (5) working days after the discussion with the employee, or the grievance shall be deemed denied. The employee may elect to bypass Step 1 and proceed directly to Step 2 within ten (10) working days of the occurrence.



Step 2 - Written Grievance. If there is no timely response or satisfaction at Step 1 within ten (10) working days after receipt of the response, or expiration of the time for response, or if the employee elects to bypass Step 1, the employee and/or the Guild representative shall reduce to writing a statement of the grievance or complaint which shall contain the following: (a) the facts upon which the grievance is based; (b) reference to the section or sections of the agreement alleged to have been violated; and (c) the remedy sought. The written grievance shall be filed with the Department Director or his/her designee. The Department Director or designee shall conduct an investigation and shall notify the aggrieved employee and the Guild. in writing of the decision, and the reasons therefore within ten (10) working days after receipt of the written grievance. Written reprimands may not be grieved past step 2.

Step 3 - If the grievance is not resolved at Step 2 and the moving party wishes to pursue it further, the processes detailed below are followed, depending upon the matter as defined.:

1. Non-Wage Related Matters – If the grievance is not settled at Step 2, the Guild and the Employer may agree to submit the grievance to mediation. Within twenty (20) working days of such agreement, the two (2) parties shall agree upon a mediator, or if no agreement is reached, either party may petition the Public Employment Relations Commission to supply a grievance mediator. Any fees charged by a mediator shall be borne equally by both parties.

The mediator will not have authority to compel resolution of the grievance. The parties will not be limited solely to the facts and arguments presented at earlier steps of the grievance procedure. No transcript or record of the mediation conference will be made nor will formal rules of evidence be followed. If a settlement is not reached at mediation, the grievance may be appealed to arbitration in accordance with the procedures in Step 4 below. In this case, the mediator may not serve as arbitrator, nor may any party reference the fact that a mediation conference was held or not held. Nothing said or done by the mediator in mediation or settlement discussions may be referenced or introduced into evidence at the arbitration hearing.

2. Wage-Related Matters – within ten (10) working days after receipt of the Step 2 response, the moving party may submit the grievance in writing to the County Administrator or designee. Upon receipt of the grievance, the County Administrator or designee shall within ten (10) working days schedule a grievance hearing and within thirty (30) working days hear the grievance, and within twenty (20) working days thereafter issue to the moving party a written decision.

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

1. Arbitrator Selection. In regard to each case reaching Step 4, the parties will attempt to agree on an arbitrator to hear and decide the particular case. If the parties are unable to agree to an arbitrator within ten (10) working days of the submission of the written request for arbitration, the moving party shall request a list of nine (9) names from the Federal Mediation and Conciliation Service (FMCS) within five (5) working days of the parties' failure to mutually agree upon an arbitrator. The parties may also agree to request a list from Public Employment Relations Commission (PERC) or the. The cost of such list shall be borne equally by both parties. FMCS, PERC or selection procedures shall be followed. Aside from arbitrator selection procedures, the parties do not adopt other FMCS or PERC or arbitration rules.
2. Hearing. The arbitrator shall hold a hearing and accept pertinent evidence submitted by both parties and shall be empowered to request such data as they deem pertinent to the grievant. Each party to the proceedings may call such witnesses as may be necessary. Such testimony shall be limited to the matters set forth in the written statement of grievance. The arguments of the parties may be supported by oral comment and rebuttal. The hearing shall be kept private and shall include only the parties in interest and/or their designated representative(s) and witnesses.
3. Authority of the Arbitrator. The arbitrator shall be authorized to rule and issue a decision in writing on the issue presented for arbitration. The decision shall be final and binding on both parties. The arbitrator shall rule only on the basis of information presented in the hearing before him/her, and shall refuse to receive any information after hearing, except when there is mutual agreement, and in the presence of both parties. The arbitrator shall have no power to render a decision that will add to, subtract from, alter, change, or modify the terms of this Agreement, and the arbitrator's power shall be limited to interpretation and application of the express terms of this Agreement. The arbitrator's decision shall be made in writing, and if either party wishes to submit post-hearing briefs, said brief(s) may be submitted to the arbitrator on a date within thirty (30) calendar days of the close of hearing. The brief submission date shall be agreed upon by the parties, or if they are unable to agree on a date, designated by the arbitrator. If case briefing is submitted, the arbitrator's written decision shall be issued to the parties within thirty (30) calendar days of submission of the briefs.
4. Cost of Arbitration. Guild and Employer shall pay any compensation and expenses relating to its own witnesses or representatives. If either party requests a stenographic record of the hearing, the cost of said record will be paid by the party requesting it. If the other party also requests a copy, the party will pay one-half of the stenographic costs. The fee and expenses of the arbitrator shall be paid equally by the parties.

5. The Parties agree that Mediation (Step 3) and Arbitration (Step 4) for Non-Wage related matters are excluded from provisions of RCW 41.56.123(1), as these subsections of the Grievance procedure for Non-Wage related matters are effective only until December 31, 2027. At that time, the provisions related to the grievance process may be renegotiated or extended upon mutual agreement; and until such time that an agreement is reached for Non-Wage related matters, the grievance procedure will end at Step 2.

**ARTICLE 15. LONGEVITY PAY**

- A. At the start of the following years of employment, Employer shall pay eligible employees a longevity pay. This longevity pay shall be paid to each employee in each pay period. The longevity amount is paid based on the employee’s continuous service date and is paid out based on the base hourly rate at the time of payment as follows:

5th through 9th years’ service.....	1.0% of base hourly rate
10th through 14th years’ service.....	1.5% of base hourly rate
15th through 19th years’ service.....	2.0% of base hourly rate
20th+ year service .....	2.5% of base hourly rate

Employees hired on or after January 1, 2014, shall not be eligible for the longevity pay. None of the provisions contained in this article shall apply to employees hired on or after January 1, 2014.

- B. The longevity pay shall be based upon continuous employment, exclusive of those periods wherein an employee is placed upon a leave without pay status; **provided**, when an employee is laid off and rehired, and the separation does not exceed twelve (12) months, the longevity pay shall be computed from the employee’s most recent continuous service date excluding the lay-off period; **provided further**, when an employee separates from employment and is subsequently rehired, the longevity pay shall be computed from the date of re-employment; **except** the longevity pay shall be computed from the date of employee’s most recent continuous service date excluding the period of separation, if the period of separation does not exceed thirty (30) days.

**ARTICLE 16. ACTING LEAD WORKER PAY**

When a supervisor is unavailable for a particular shift or portion thereof, the Employer may designate an Acting Lead Worker. Among those employees who have agreed to work as an Acting Lead for a specific shift (the “Acting Lead List”), the Director or his/her designee shall designate the employee to be temporarily assigned as Acting Lead Worker, from the Acting Lead List based on seniority in the specific shift or, if there is no volunteer from the Acting Lead List, the employer may also seek volunteers from non-probationary Juvenile Detention Officers on the specific shift. For purposes of this

section, seniority shall be assigned based on the date on which employees have indicated their agreement to be included on the list. The employee shall be compensated with an additional seven and one-half percent (7.5%) of the individual employee's regular rate of pay for each hour actually worked.

## **ARTICLE 17. MEALS FOR DETENTION STAFF**

In the event that the Employer is unable to provide a Juvenile Detention Officer and/or lead worker and Food Service Workers with a meal break, the Employer agrees to provide a meal for the affected employee.

## **ARTICLE 18. HEALTH AND WELFARE BENEFITS**

The County will fund, provide, and maintain insured medical and dental benefits and life insurance coverage for all regular full-time and regular part-time employees, and it will maintain and contribute to a reserve fund to self-insure against unanticipated increases in the cost of medical benefits. Through payroll deduction, employees will make contributions based on their plan choices. Employee contributions will be used to pay claims first.

### **A. Medical Benefits**

#### **1. County Contribution:**

- a. **Regular full-time employees:** for employees with an established and approved FTE (Full Time Equivalent) of .75 and above,

Effective January 1, 2025, the County will offer the Prime Plan. Rates for the Prime Plan on January 1, 2025, will be as set forth in Attachment B. Each subsequent January 1, employee contributions shall increase at all tiers by 10%.

b. **Regular Part-Time Employees:** for regular employees working less than full time (approved FTE of less than .75 and at or above .50 FTE), the County will prorate the amount of its contributions to .65 of full-time FTE status for the year.

#### **2. Waiver of Medical Coverage:**

- a. Regular full-time employees who provide proof of alternate medical coverage may waive coverage through Kitsap County's sponsored medical plans and for that waiver receive a one hundred and fifty dollars (\$150.00) per month waiver-incentive payment; however, such payment is subject to employment taxes. Regular, full-time employees may not waive their individual medical coverage in lieu of coverage as a spouse/domestic partner on a County-sponsored medical plan. Full-time employees who waive coverage to

participate in Medicare are not eligible to receive the waiver-incentive premium pursuant to 42 CFR Section 411.103.

- b. Regular part-time employees may waive their coverage through Kitsap County's sponsored medical plans and receive a pro-rated waiver incentive payment per month. For coverage effective January 1, 2020, this pro-ration will be one hundred dollars (\$100) per month. Regular, part-time employees who waive their coverage and enroll in their spouse's or registered domestic partner's County-sponsored medical plan are not eligible to receive the pro-rated waiver incentive payment. Regular, part-time employees who waive their coverage to participate in Medicare are not eligible to receive the waiver-incentive premium, under federal regulations (See 42 CFR Section 411.103).
3. Double Coverage: County employees may have double coverage under County-sponsored medical plans.

## B. Dental Benefits

1. County Contribution:
  - a. **Regular, full-time employees:** The County shall pay 100% of the employee-only rate for the County-selected, base dental plan or an optional plan, whichever is less expensive. The County will contribute fifty percent (50%) of the dependent rate or twenty-five dollars (\$25.00) per employee per month, whichever is greater, towards insured dependent dental benefits under the County-sponsored dental plans.
  - b. **Regular, part-time employees:** The dental benefits contributions for regular, part-time employees will be the same as offered to regular, full-time employees.
2. All regular full-time and part-time employees shall participate in a County-sponsored dental plan.
3. The County-selected base dental plan provides substantially similar benefits to those provided by the Delta Dental Service of Washington (WDS) plan C – Option 2 (\$1,000 a year maximum benefit).
4. Other dental plans will also be offered and, if selected, employees are responsible to contribute any additional cost through payroll deduction.

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

- D. **Life Insurance:** The County will contribute the total cost necessary to fund, provide, and maintain County-selected, basic life insurance coverage for regular, full-time and part-time employees and their eligible dependents.
- E. **Vision Insurance:** The County will provide and pay all the premiums necessary for WCIF VSP vision insurance.
- F. **Optional Benefits:** Employees may enroll themselves and dependents in optional life insurance plans or other optional benefits at their own expense.
- G. **Long-Term Disability:** The County will contribute the total cost necessary to fund, provide, and maintain County-selected, basic long-term disability coverage for regular, full-time and part-time employees.
- H. **Pre-tax payments:** All employee contributions will be made pre-tax.
- I. **WA Paid Family and Medical Leave: WA Paid Family and Medical Leave:** Effective January 2022, the County will contribute the employer portion of the premium for the WA Paid Family and Medical Leave mandated under RCW 50A.04.

### **Medical Benefits Committee**

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

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

## **ARTICLE 19. GENERAL PROVISIONS**

- A. All employees required by the County to use their private cars for official business, as directed by the County, shall be reimbursed at the rate established by the Internal Revenue Service for all actual miles traveled. Maximum use shall be made by the employee of County-owned vehicles in order to avoid use of employee's cars. Compensation shall not be made for employees traveling from home to work and return.
- B. Bargaining unit employees may make occasional but limited use of County-owned communications' resources (telephone, voice mail, electronic mail) for personal communications only if the following conditions are satisfied: there is no cost to the County; and the use of County resources does not interfere with the performance of the employee's official duties; and the use is brief in duration and does not disrupt or distract from the conduct of County business due to volume or frequency; and the use does not compromise the security or integrity of County information or software. Any use must also promote the County's organizational effectiveness or enhance job-related skills of the employee. This section will be applied consistent with both the County's current Electronic Communication Policy and Social Media Use Policy. In cases where the language in this section conflicts with County policies, the language in this section will prevail. Use of County owned communications resources are subject to Public Disclosure Laws.
- C. The County and Guild agree that the employer and all Guild members shall adhere to the provisions of the Prison Rape Elimination Act (PREA), subject to any required bargaining.

## **ARTICLE 20. NONDISCRIMINATION**

- A. Neither the Employer, Guild, nor any employee shall in any manner whatsoever discriminate against any employee of a protected class as defined by applicable law.
- B. Where the masculine or feminine gender is used in this Agreement, it is used solely for the purpose of illustration and shall not be construed to indicate the sex of any employee.
- C. No employee shall be discharged or discriminated against for upholding lawful Guild activities, fulfilling duties as an officer in the Guild or serving on a Guild committee or member thereof.
- D. Alleged violations of this Section may be pursued to federal or state authorities such as the EEOC and/or Washington State Human Rights Commission and shall not be processed as a grievance under this Agreement. However, the Union will not be prohibited from arguing unlawful discrimination as part and parcel of any grievance involving termination or imposition of discipline.

## ARTICLE 21. LAYOFF AND RECALL

- A. The Employer may lay off an employee whenever such action results from shortage of work or funds, the abolition of a position because of changes in organization or budget adjustments directed by the Board of Commissioners, through the bumping procedures prescribed herein or other reasons outside the employee's control of a non-disciplinary nature. Prior to any layoff decision, if there is a legal duty to bargain such decision, the County shall discharge such duty in good faith.
- B. For the purpose of layoff, seniority shall be defined as an employee's length of continuous service (calculated on the basis of a 2080-hour work year) with the Employer in a regular full-time or regular part-time status.
1. Layoff Procedures - In the event of a layoff, seniority, performance and ability to perform the essential functions of the job will be the factors in determining which employees, within the affected classification with a department will be laid off. When ability and performance are substantially equal, seniority shall be the determining factor. Performance shall be determined by the use of the employee's performance evaluations within the last two years within the affected classification. Performance between affected employees shall be considered "substantially equal" if both employees receive a "Meets Standards" rating. Ability shall be determined by the existence of special skills, credentials, or other qualifications required in a particular job assignment as evidenced by the job description or announcement of hiring. No regular employee shall be laid off while there are extra help or probationary employees serving within the affected classification within the Department. Employees laid off shall be given two (2) weeks' notice in writing or, at the Employer's option, two (2) weeks separation pay.
  2. Recall within Department of Layoff - When the County re-hires in the juvenile department after a layoff has occurred, the County shall first attempt to re-hire those employees who were laid off from the affected classification within the department in the reverse order of their layoff, if they are available for work. In addition, laid off employees shall be considered, if available for work, for positions of equal or lower classifications for which they meet the minimum qualifications. Such re-hired employees shall return with County seniority for purposes of computing fringe benefits, except the period of layoff shall not be counted. Laid off employees shall retain seniority for recall purposes for twelve (12) months following the effective date of the layoff. Fringe benefits shall include vacation leave, sick leave and longevity. Employees' previously accrued, unused sick leave balances shall be restored as defined in the County's Personnel Manual.
  3. Re-employment in Other Departments



- a. Laid off employees may request to be considered for reemployment in other County Departments for classification at the same or lower pay range. The laid off employee must meet the minimum qualifications for the position to be considered for reemployment.
- b. Re-employed employees shall return with credit for continuous service at time of layoff.
- c. Re-employment in other departments is at the discretion of the Employing Official.

## **ARTICLE 22. STRIKES AND RELATED MATTERS PROHIBITED**

- A. Nothing contained in RCW 41.56 shall permit or grant any employee the right to strike or refuse to perform his or her official duties.
- B. The Guild and its members, as individuals or as a group, will not initiate, cause, permit, or participate or join in any strike, work stoppage, slowdown, picketing, sick-in, sit-down, or any curtailment or interference with the activities and operation of the Employer for any reason, including any alleged unfair labor practice. The Guild will not cause or permit the employees to refuse, and no employee shall refuse, to cross any picket line established by the Guild or by any labor organization when called upon to cross such picket line in the line of duty. Disciplinary action, including discharge, may be taken by the Employer against any employee or employees engaged in a violation of this section. Such disciplinary action may be taken selectively at the option of the Employer and shall not preclude or restrict recourse to any other remedies, including an action for damages or specific performance, which may be available to the Employer. The Employer also has the option of canceling this Agreement if the Guild or any employee violates the obligations set forth in this Article.
- C. In the event of a strike, work stoppage, slowdown, picketing, sick-in, sit-down or any curtailment of or interference with the activities and operation of the Employer, whether on the basis of individual choice or collective employees' conduct, the Guild will, immediately upon notification, attempt to secure an immediate and orderly return to work. This obligation and the obligations set forth above shall not be affected or limited by the subject matter involved in the dispute giving rise to the stoppage.

## **ARTICLE 23. UNIFORMS**

- A. The Employer shall provide to those employees required to wear uniforms, individual equipment, and specified footwear in accordance with established standards determined and approved by the Superior Court and the Kitsap County Board of Commissioners. The intent of the Employer is to enhance its

employees' professional appearance through uniformity, and to maintain clear lines of control and discipline within the Detention Facility for detainees, visitors, and non-detention employees.

- B. Shirts, a lightweight jacket, and individual equipment required for Detention Officers shall be replaced on an as needed basis as determined by the Detention Manager or designee. Embroidered shirts and lightweight jackets shall be ordered by the Employer, and the costs of such will be incurred by the Employer. Uniform pants shall be provided by the County through a contracted vendor. Employees shall not exceed three pair of pants per year. The Employer may, at its discretion, approve additional pants when the pants are damaged beyond normal wear and tear during the course of employee's duty. Employees will go to the contracted vendor on their personal time.
  
- C. All uniforms and individual equipment purchased by the Employer are to be, and remain the property of, the Employer.
  
- D. Employees who sustain damage to their eyeglasses or wristwatch while in a situation of restraining or escorting a detainee, shall be entitled to, at the option of the Detention Manager or his/her designee, receive in payment the following:
  - 1. Difference, if any, in actual and insurance paid cost to repair or replace his/her eyeglasses.
  - 2. Cost to repair or replace wristwatch up to a maximum sum of \$75.00.
  - 3. The County will reimburse employees up to \$150 annually for any clothing or footwear that becomes damaged in the course of employment.
  - 4. No payment for repair or replacement shall be made if the affected employee fails to provide timely and appropriate documentation and proof to the Detention Manager or designee and fails to cooperate with the Prosecuting Attorney in obtaining appropriate restitution.

## **ARTICLE 24. HOURS OF WORK & SHIFT BIDDING**

- A. Employees shall work shifts as may be assigned from time to time by the Director of Services or designee.
  
- B. The work week shall consist of a seven (7) day period, which begins on Monday at 12:00 a.m. and ends on Sunday at 11:59 p.m. The regular work schedule for regular full-time employees shall be five (5) consecutive days of eight (8) hour shifts, followed by two consecutive days off. By mutual agreement, the parties may reopen this provision during the term of the Agreement to negotiate movement to an alternate shift schedule.
  
- C. Employer shall ensure that employees will not be required to work a shift that is scheduled to rotate through two (2) or more shifts during the normal work week;

**provided**, such limitation shall not apply to a shift bid implementation change over.

- D. Employees may not work more than sixteen (16) hours within a twenty-four (24) hour period; **provided**, employees shall be allowed to work up to seventeen (17) hours in any 24-hour period when necessitated by operational circumstances, but only upon mutual agreement between the employee and the Employer.
- E. Overtime Callout Procedure: For any overtime assignment arising within the current two-week period, the County shall contact employees utilizing a seniority-based roster. For any overtime arising greater than the current two-week period, the County shall use the same procedure as above, except that the supervisor shall provide employees two (2) hours to respond before moving to the next employee on the roster. Employees who are willing to work the full 8-hour overtime shift will have priority over more senior employees. Employees on Light Duty assignments are not permitted to sign up for overtime shifts beyond the current 2-week period.
- F. **Shift Bidding:**
  - 1. Regular full-time employees shall have the right to bid for available shift assignments based upon their placement on the seniority list in Appendix D, and within the affected classification, subject to the following provisions.
  - 2. Management reserves the right to change assigned posts daily or as otherwise needed for operational necessity or emergency situations.
  - 3. In order to align shift assignments with operational needs, the Employer will conduct shift bids from time to time. Shift bidding for regular full-time employees will be conducted on an annual basis to begin no later than November 15<sup>th</sup> to be implemented the following January. The new schedule shall be implemented no later than the beginning of the first pay period in January.
  - 4. Shift bidding for regular full-time employees' schedules will be on a seniority basis within the affected classification and all shifts that are bid upon shall be confirmed by the original initials of each employee, not a proxy.
  - 5. In the event of a vacancy within the affected classification's schedule, a shift bid will be initiated within 30-days of the vacancy. In such cases, the Employer may decide to bid all assignments in that classification or only assignments of employees junior to the incumbent who vacated the then open position. The new schedule shall be implemented by the Employer as soon as practicable.
  - 6. Once a draft schedule has been established by a bid, management retains the right to exercise an override by changing an employee's bid position in

the event of exceptional circumstances. Such circumstances include but are not limited to: temporarily addressing personnel matters raised during an investigation (if no sustained finding of wrongdoing is made, the employee shall be returned to their bid-for shift); balancing the assignment of male and female employees on each shift in accordance with bona fide occupational qualifications; and implementing Workers Compensation light duty assignments. If such exceptional circumstances arise, the Guild and Management shall meet at either party's request to discuss potential resolutions to the situation. The employer retains the right to temporarily reassign employees during an investigation.

**G. Shift Trades:**

Upon locating a second employee willing to change shifts for a requested period of time, an employee may submit a request to switch shifts to their shift supervisor within a reasonable amount of time, who will coordinate with the Detention Manager or his/her designee in evaluating the request. The employer shall reasonably evaluate the request based on the operational needs of the detention facility and notify the employee of the decision in advance of the requested shift change. The Employer shall have final approval of any trade request. This section is not subject to the grievance process.

**H. Light Duty:**

When available, the Employer shall permit employees suffering from a temporary injury or disability to work a light-duty post. An employee working in a light-duty post shall not remain in the post more than one six (6) consecutive month period, except as approved by the Director or his/her designee or in situations of a medical accommodation, which shall be evaluated on a case-by-case basis. Within the approved time frame, an employee may not be bumped out of a light-duty post.

## **ARTICLE 25. TERM OF AGREEMENT**

Unless expressly specified otherwise, this Agreement shall become effective January 1, 2025, and shall remain in effect through the 31st day of December 2027.

## **ARTICLE 26. FUTURE NEGOTIATIONS**

A. On or before September 1, 2027, the Guild and Employer shall meet to discuss and negotiate a replacement for this Agreement. Each party pledges to bargain and negotiate in good faith.

/ signatures appear on next page

JUVENILE DETENTION OFFICERS' GUILD

Andrea Miller  
Andrea Miller, President

1/6/25  
Date

KITSAP COUNTY SUPERIOR COURT

[Signature]  
Presiding Judge

12/31/24  
Date

Signed and dated this 13 day of January, 2025.

BOARD OF COUNTY COMMISSIONERS  
KITSAP COUNTY, WASHINGTON



Christine Rolfes  
CHRISTINE ROLFES, Chair

[Signature]  
ORAN ROOT, Commissioner

Katherine T. Walters  
KATHERINE T. WALTERS, Commissioner

ATTEST:

Dana Daniels  
Dana Daniels, Clerk of the Board

## **Appendix A – Training**

Per RCW 43.101.220, the corrections personnel of Kitsap County Juvenile Detention initially employed on or after January 1, 1982, shall engage in basic corrections training which complies with standards adopted by the Criminal Justice Training Commission (Commission). The training shall be successfully completed during the first six months of employment of the personnel, unless otherwise extended or waived by the commission, and shall be requisite to the continuation of employment. Employees shall complete mandatory training as specified in the Revised Code of Washington and the Washington Administrative Code for Juvenile Correctional Officers. On-call Detention Officers of Kitsap County Juvenile Detention that have not completed the basic corrections training shall have one year to do so upon contract ratification unless otherwise extended or waived by the Commission. Travel and Training shall be compensated in accordance with Kitsap County Personnel Manual and the FLSA (Fair Labor Standards Act), except, on-call Detention Officers will be compensated for hours spent in this training as if regular work hours. Time spent studying for training classes shall not be compensated.

## Appendix B – 2025 Pay Scales

Proposed Grade	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
0		\$33,862	\$35,547	\$36,442	\$37,357	\$38,293	\$39,250	\$40,227	\$41,226	\$42,266	\$43,326
		\$ 16.28	\$ 17.09	\$ 17.52	\$ 17.96	\$ 18.41	\$ 18.87	\$ 19.34	\$ 19.82	\$ 20.32	\$ 20.83
1		\$41,392	\$43,472	\$44,554	\$45,677	\$46,821	\$47,986	\$49,192	\$50,419	\$51,688	\$52,978
		\$ 19.90	\$ 20.90	\$ 21.42	\$ 21.96	\$ 22.51	\$ 23.07	\$ 23.65	\$ 24.24	\$ 24.85	\$ 25.47
2		\$44,283	\$46,488	\$47,653	\$48,838	\$50,066	\$51,314	\$52,603	\$53,914	\$55,266	\$56,638
		\$ 21.29	\$ 22.35	\$ 22.91	\$ 23.48	\$ 24.07	\$ 24.67	\$ 25.29	\$ 25.92	\$ 26.57	\$ 27.23
	2 General Services Worker 2										
3		\$47,382	\$49,754	\$51,002	\$52,270	\$53,581	\$54,912	\$56,285	\$57,699	\$59,134	\$60,611
		\$ 22.78	\$ 23.92	\$ 24.52	\$ 25.13	\$ 25.76	\$ 26.40	\$ 27.06	\$ 27.74	\$ 28.43	\$ 29.14
4		\$50,710	\$53,248	\$54,579	\$55,952	\$57,346	\$58,781	\$60,258	\$61,755	\$63,294	\$64,875
		\$ 24.38	\$ 25.60	\$ 26.24	\$ 26.90	\$ 27.57	\$ 28.26	\$ 28.97	\$ 29.69	\$ 30.43	\$ 31.19
5		\$54,246	\$56,950	\$58,365	\$59,821	\$61,318	\$62,858	\$64,438	\$66,040	\$67,683	\$69,368
		\$ 26.08	\$ 27.38	\$ 28.06	\$ 28.76	\$ 29.48	\$ 30.22	\$ 30.98	\$ 31.75	\$ 32.54	\$ 33.35
6		\$58,053	\$60,965	\$62,483	\$64,043	\$65,645	\$67,288	\$68,973	\$70,699	\$72,467	\$74,277
		\$ 27.91	\$ 29.31	\$ 30.04	\$ 30.79	\$ 31.56	\$ 32.35	\$ 33.16	\$ 33.99	\$ 34.84	\$ 35.71
	6 Juvenile Detention Officer										

## Appendix C – Medical Benefits Rates

Kitsap County Monthly Insurance Rates & Contributions for Full-Time Employees (30+ Hrs/Week)												
Kaiser Permanente of WA (HMO Plan)	Employee Only			Employee + Child(ren)			Employee + Spouse			Employee + Family		
	2025	2026	2027	2025	2026	2027	2025	2026	2027	2025	2026	2027
Prime (formally Classic)	0.00	0.00	0.00	68.25	75.08	82.58	98.08	107.89	118.68	164.07	180.48	198.52
HDHP w/HSA	10.00	11.00	12.10	42.69	46.96	51.65	59.56	65.52	72.07	101.69	111.86	123.04

  

Aetna (PPO Plan)	Employee Only			Employee + Child(ren)			Employee + Spouse			Employee + Family		
	2025	2026	2027	2025	2026	2027	2025	2026	2027	2025	2026	2027
Prime (formally Classic)	33.08	36.39	40.03	129.10	142.01	156.21	168.52	185.37	203.91	261.18	287.30	316.03
HDHP w/HSA	13.61	14.97	16.47	64.69	71.16	78.27	85.12	93.63	103.00	136.22	149.84	164.83