



Meeting Date: January 8, 2018
 Agenda Item No:

Kitsap County Board of Commissioners

Office/Department: Human Resources Department
Staff Contact & Phone Number: Kate Cummings, Labor Relations Analyst, 360.307.4344
Agenda Item Title: Collective Bargaining Agreement KC-328-13, Memorandum of Understanding – G (MOU) between Kitsap County and Washington State Council of County and City Employees, AFSCME, Local 1308-S, AFL-CIO, Courthouse Supervisory Employees for 2018 wages, health and welfare benefits, and annual leave.

Recommended Action: Move that the Kitsap County Board of Commissioners execute MOU KC-328-13-G, between Kitsap County and Washington State Council of County and City Employees, AFSCME, Local 1308-S, AFL-CIO, Courthouse Supervisory Employees.

Summary: The parties have agreed to amend their CBA to settle wages and health and welfare benefits for 2018, and to amend annual leave accruals:

Wages
 Effective the first full pay period in January 2018, 1% wage adjustment.

Health and Welfare Benefits

1. 2018 employer and employee contributions to increase proportionally with any rate increase in 2018 (2% increase for both Premera and Kaiser)
2. Discontinue Kaiser Access PPO Plan and close enrollment to Delta Care dental plan
3. Create one employer contribution rate of .65 FTE for all part-time employees (between .5 and .7 FTE)
4. Remove restriction on double coverage of spouses who both opt for County-provided insurance
5. No employee medical contributions deducted from paychecks in January 2018

Annual leave
 Effective January 1, 2018, annual leave accrual rates increased to the same levels as non-represented employees.

Attachments: 1. Memorandum of Understanding KC-328-13-G

Fiscal Impact for this Specific Action

Expenditure required for this specific action:	\$20,754
Related Revenue for this specific action:	\$ None
Cost Savings for this specific action:	\$ None
Net Fiscal Impact:	\$ None
Source of Funds:	General

Fiscal Impact for Total Project – \$20,754

Fiscal Impact (DAS) Review

Departmental/Office Review & Coordination

Department/Office	Elected Official/Department Director	
Human Resources Department – Labor Relations	Nancy Buonanno Grennan	

Contract Information

Contract Number	Date Original Contract or Amendment Approved	Amount of Original Contract Amendment	Total Amount of Amended Contract
KC-328-13	10/28/13	\$50,368	
KC-328-13-A	4/14/14	None	\$50,368
KC-328-13-B	11/24/14	\$41,828	\$92,196
KC-328-13-C	12/2/15	\$29,000	\$121,196
KC-328-13-D	1/13/2016	\$100,270	\$221,466
KC-328-13-E	12/12/2016	None	\$221,466
KC-328-13-F	11/13/2017	None	\$221,466
KC-328-13-G	Pending	\$20,754	\$242,220



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	2018 wages, health and welfare benefits, and annual leave		
3. Contract Amount	\$20,754	Disburse	<input checked="" type="checkbox"/> Receive <input type="checkbox"/>
4. Contract Term	1/1/12 – 12/31/19		
5. Contract Administrator	Kermit Wooden	Phone	360.337.4448
Approved:	Nancy Buonanno Grennan	Date	12/29/2017
	<i>Department Director</i>		
B. AUDITOR – ACCOUNTING INFORMATION			
1. Contract Control Number	KC-328-13-G		
2. Fund Name	General		
3. Payment from-Revenue to CC/Account Nbr	Various/salaries & benefits		
4. Encumbered By	Susanne Yost	Date	12/28/2017
C. AUDITOR'S ACCOUNTING – GRANTS REVIEW			
<i>Signature required only if contract is grant funded</i>			
1. <input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Date	N/A
Reviewer	N/A		
2. Comments:			
D. ADMINISTRATIVE SERVICES DEPARTMENT – RISK MANAGER REVIEW			
1. <input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Date	1/02/2018
Reviewer	Anastasia Johnson		
2. Comments: Amendment Only			
E. ADMINISTRATIVE SERVICES DEPARTMENT – BUDGET MANAGER REVIEW			
<i>Signature required only if contract is for \$50,000 or more, OR it will be signed by board of commissioners (regardless of dollar amount)</i>			
1. <input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Date	12/28/2017
Reviewer	Kristofer Carlson		
2. Comments:			
F. HUMAN RESOURCES DEPARTMENT – HUMAN RESOURCES DIRECTOR REVIEW			
<i>Signature required only if union or employment contract</i>			
1. <input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Date	
Reviewer			
2. Comments:			
G. PROSECUTING ATTORNEY REVIEW			
1. <input checked="" type="checkbox"/> Approved as to Form	<input type="checkbox"/> Not Approved as to Form	Date	01-03-2018
Reviewer	Jacquelyn Aufderheide		
2. Comments:			
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-G

RE: 2018 Wages and Insurance

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

ARTICLE II. SECTION A – WAGES

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

ARTICLE II. SECTION H – INSURANCE

Health and Welfare Benefits

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

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

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

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

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

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

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

2. **Waiver of Medical Coverage:**

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

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

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

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

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

- a. County Contribution:

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

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

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

Medical Benefits Committee

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

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

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

ARTICLE III. LEAVE SCHEDULES AND ACCRUALS

SECTION B – ANNUAL LEAVE

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

- a. Upon employment.....1240 days per year (9680 hours)
- b. Upon completion of three years employment1542 days per year (12096 hours)
- c. Upon completion of five years employment2045 days per year (160420 hours)
- d. Upon completion of ten years employment2520 days per year (200460 hours)
- e. ~~Upon completion of fifteen years employment.....25 days per year (200 hours)~~

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

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

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

Mike Edde, President

Date

Clem Edwards, Staff Representative

Date

DATED this _____ day of _____, 2018.

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

ATTEST:

ROBERT GELDER, Chair

EDWARD E. WOLFE, Commissioner

Dana Daniels, Clerk of the Board

CHARLOTTE GARRIDO, Commissioner