



Meeting Date: March 26, 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:** Memorandum of Understanding (MOU) KC-091-18-A between Kitsap County, Sheriff's Office and the Kitsap County Corrections Officers' Guild to provide certain exceptions to the new step structure created in Collective Bargaining Agreement KC-091-18.

**Recommended Action:** Move that the Kitsap County Board of Commissioners execute MOU KC-091-18-A between Kitsap County, Sheriff's Office and the Kitsap County Correction Officers' Guild.

**Summary:** The parties, Kitsap County, Sheriff's Office and Corrections Officers Guild, had recently negotiated a new collective bargaining agreement (KC-091-18) that went into effect January 1, 2018. That agreement outlined a new salary step progression and as the parties have moved to implement that progression, recognized that certain exceptions need to be made as follows:

1. Employees at Step 1 of the old salary structure as of the effective date of CBA KC-091-18 shall only be eligible for the new Step 8 upon completion of 15 service years.
2. For purposes of calculating total service years to be eligible for the new Step 8, employees with prior service as a Deputy Sheriff or Corrections Sergeant shall have those years count towards total service years.
3. For purposes of calculating total service years to be eligible for the new Step 8, one employee who was laid off from Kitsap County employment and worked as a Corrections Officer elsewhere during that time shall have that outside agency experience count towards total service years.

**Attachments:** 1. Memorandum of Understanding KC-091-18-A

**Fiscal Impact for this Specific Action**

<b>Expenditure required for this specific action:</b>	None [cost included in CBA KC-091-18]
<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

**Fiscal Impact for Total Project – None**

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**Fiscal Impact (DAS) Review**

**Departmental/Office Review & Coordination**

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

**Contract Information**

<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-091-18	3/12/2018	\$183,320	
KC-091-18-A	Pending	None	\$183,320



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

<b>A. GENERAL INFORMATION</b>	
1. Contractor	<u>Kitsap County Corrections Officers' Guild</u>
2. Purpose	<u>Provide certain exceptions to new step structure under CBA KC-091-18</u>
3. Contract Amount	<u>None</u> Disburse <input checked="" type="checkbox"/> Receive <input type="checkbox"/>
4. Contract Term	<u>1/1/2018 – 12/31/2020</u>
5. Contract Administrator	<u>Kermit Wooden</u> Phone <u>360.337.4448</u>
<b>Approved:</b> <u><a href="#">Nancy Buonanno Grennan</a></u> Date <u><a href="#">3/12/2018</a></u> <u>Department Director</u>	
<b>B. AUDITOR – ACCOUNTING INFORMATION</b>	
1. Contract Control Number	<u>KC-091-18-A</u>
2. Fund Name	<u>General</u>
3. Payment from-Revenue to CC/Account Nbr	<u>Sheriff Various</u>
4. Encumbered By	<u><a href="#">Dave Schureman</a></u> Date <u><a href="#">3/13/2018</a></u>
<b>C. AUDITOR'S ACCOUNTING – GRANTS REVIEW</b>	
<i>Signature required only if contract is grant funded</i>	
1. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date <u>N/A</u>
Reviewer <u>N/A</u>	
2. Comments:	
<b>D. ADMINISTRATIVE SERVICES DEPARTMENT – RISK MANAGER REVIEW</b>	
1. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date <u><a href="#">3/13/2018</a></u>
Reviewer <u><a href="#">Anastasia Johnson</a></u>	
2. Comments: <u><a href="#">Amendment Only</a></u>	
<b>E. ADMINISTRATIVE SERVICES DEPARTMENT – BUDGET MANAGER REVIEW</b>	
<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 <u><a href="#">03/13/2018</a></u>
Reviewer <u><a href="#">Kristofer Carlson</a></u>	
2. Comments:	
<b>F. HUMAN RESOURCES DEPARTMENT – HUMAN RESOURCES DIRECTOR REVIEW</b>	
<i>Signature required only if union or employment contract</i>	
1. <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date _____
Reviewer _____	
2. Comments:	
<b>G. PROSECUTING ATTORNEY REVIEW</b>	
1. <input checked="" type="checkbox"/> Approved as to Form <input type="checkbox"/> Not Approved as to Form	Date <u><a href="#">03/15/2018</a></u>
Reviewer <u><a href="#">Jacquelyn Aufderheide</a></u>	
2. Comments: <u><a href="#">Comment provided to Contract Administrator.</a></u>	
<b>H. CERTIFICATION BY CONTRACT ADMINISTRATOR: THIS CONTRACT IS READY FOR CONSIDERATION BY THE AUTHORIZED CONTRACT SIGNER.</b>	
<i>(For contract signing authority, see KCC 3.56.075)</i>	

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**  
**KITSAP COUNTY CORRECTIONS OFFICERS' GUILD**

**KC-091-18-A**

**RE: Exceptions to the New Experience Based Pay Structure under Collective Bargaining Agreement KC-091-18**

This Memorandum of Understanding (MOU) is entered into by Kitsap County ("County") and Kitsap County Corrections Officers' Guild ("Guild"). The parties mutually agree as follows:

**Background**

The parties have agreed to a new experience based pay structure to be implemented during the course of the 2018-2020 collective bargaining agreement (CBA), KC-091-18. The details of this new structure are contained in KC-091-18, Article II, Section C (Experience Based pay Incentives). The new experience based pay structure includes the implementation of a new Step Eight (8) that employees will be eligible to move into upon completion of nine years service at Step Seven (7) or fifteen (15) total years of service as a Kitsap County Corrections Officer, whichever comes first. This MOU recognizes certain exceptions to the Step Eight (8) eligibility requirements, as follows:

1. Employees at the old Step One (1) as of the implementation of CBA KC-091-18 shall only be eligible to move into the new Step Eight (8) upon completion of fifteen (15) total years of service as a Kitsap County Corrections Officer, Corrections Sergeant, or Deputy Sheriff. This provision will apply to the following employees:
  - a. Erin Swallom
  - b. Jasmine Oliver
  - c. Jacynda Vallejo
  - d. Jakob Cissney
  
2. For purposes of computing the fifteen (15) total years of service required to be eligible for the new Step Eight (8), employees who are employed as Kitsap

County Corrections Officers as of the execution of CBA KC-091-18 who have previously served as a Kitsap County Corrections Sergeant or Deputy Sheriff shall have their service time in those position(s) count towards their total years of service. This provision will apply to the following employees:

- a. Derek Smith
  - b. Anthony Glover
  - c. Jeffrey Taylor
3. Officer Joseph Page was laid off as a Kitsap County Corrections Officer on two occasions and later rehired as a Kitsap County Corrections Officer. For purposes of computing the fifteen (15) total years of service required to be eligible for the new Step Eight (8), Officer Page shall receive "credit" for time served as a Corrections Officer outside of Kitsap County during his time of layoff from Kitsap County; provided, the following provisions shall apply:
- a. Officer Page shall only receive credit for time served as a Corrections Officer outside of Kitsap County once his employment in such capacity has been verified;
  - b. Officer Page is only eligible to receive credit for time served as a Corrections Officer outside of Kitsap because he was laid off from Kitsap County;
  - c. Officer Page shall receive credit for time served as a Corrections Officer outside of Kitsap County only for purposes of computing the fifteen (15) total years of service required to be eligible for the new Step Eight (8). Officer Page's time as a Corrections Officer outside of Kitsap County shall have no impact or importance on any other benefit, working condition, or term of employment; and
  - d. This exception shall be non-citable and non-precedent setting as to any former, current, or future employees.

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.

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

**KITSAP COUNTY CORRECTIONS  
OFFICERS GUILD**

\_\_\_\_\_  
Scott Kasten, President

\_\_\_\_\_  
Date

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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

\_\_\_\_\_  
**ROBERT GELDER**, Chair

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

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**CHARLOTTE GARRIDO**, Commissioner

ATTEST:

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Dana Daniels, Clerk of the Board