Memorandum of Agreement
By and Between
King County
and
Washington State Council of County and City Employees, Council 2, Local 21AD – Department of Adult and Juvenile Detention [080/D2]
and
Public Safety Employees Union - Non-Commissioned – Department of Adult and Juvenile Detention [191/H7]
and
Washington State Council of County and City Employees, Council 2, Local 2084-S – Department of Adult and Juvenile Detention (Juvenile Detention Division Supervisors) [276/N3]
and
King County Corrections Guild - Department of Adult and Juvenile Detention [295/Q2]
and
King County Juvenile Detention Guild - Department of Adult and Juvenile Detention – Non-Supervisory Staff [296/Q3]
and
King County Juvenile Detention Guild - Department of Adult and Juvenile Detention – Juvenile Detention Officers [297/Q5]
and
Public Safety Employees Union - Department of Adult and Juvenile Detention Management [330/S1]
and
Uniformed Command Association - Corrections Jail Captains – Department of Adult and Juvenile Detention [380/V1]

SUBJECT: Employee Referral Program

Background:

1. Because of the continuing need to fill Correction Officer and Juvenile Detention Officer vacancies to manage mandatory overtime, it remains a Department of Adult and Juvenile Detention (the Department) priority to increase the quantity of viable applicants for these positions.

2. Employee referrals have been shown to be a reliable method for attracting candidates who are more likely to successfully complete the required training programs and probationary periods.

3. Consequently, the Department is seeking to implement a third iteration of an Employee Referral Program.

Agreements:

1. A new Employee Referral Program shall be started for new Corrections Officer and Juvenile Detention Officer recruitments in January 2022, and will replace the prior Employee Referral Program (000U0421) upon implementation. The Employee Referral Program will end no later than December 31, 2022. The Employee Referral Program may be extended by mutual
agreement of all parties or terminated at King County’s (the County’s) sole discretion at any time, for any reason.

2. A referral bonus of $3,500 shall be paid to employees who refer a successful candidate for the position of Corrections Officer or Juvenile Detention Officer. The referral bonus shall be paid to the referring employee in the paycheck for the pay period in which the referred employee successfully completes their probation period. To be eligible to receive a Referral Payment, an employee must be employed by the County on the day on which a payment becomes due.

3. The applicant must list the full (first and last name) of the referring employee on their initial job application. There is no limit with respect to the number of applicants an employee can refer, or the number of referral payments an employee may receive. However, only one employee may refer any given applicant, and only one referral incentive shall be paid per applicant. Employees may not receive a referral bonus by referring themselves as applicants. Employees may not receive a referral bonus for referring another current King County employee, or someone who has been employed by King County within the last twelve (12) months.

4. Employees who by virtue of their job or assignment are tasked with the recruitment or hiring of Corrections Officers or Juvenile Detention Officers are not eligible to receive the referral bonus for recruitments associated with their job or assignment. For example, employees tasked with attending a job fair for recruitment purposes is not eligible for the referral bonus(es) associated with any candidate(s) that were recruited from that job fair.

5. All Referral Payments shall be subject to all applicable federal and state taxes, retirement, or other withholdings.

6. This Agreement shall not establish a practice or precedent in any way.

7. In addition to the applicable collective bargaining agreements, this MOA is the full and final agreement of the parties related to the Employee Referral Program.

8. Any disputes regarding the interpretation or application of this Agreement shall be resolved by the parties using the grievance procedures of the applicable collective bargaining agreement.

9. This Agreement is effective, upon signature by all parties. Electronic signatures will have the same force and effect as does an original signature on this document. This Agreement may be signed in counterparts, which together shall constitute the entire agreement.

10. This Agreement shall expire on December 31, 2022, subject to the cancellation and extension provisions of Agreement 1 above.

For King County:

Diana Joy, Labor Relations Negotiator
Office of Labor Relations
King County Executive Office

Date

12/30/2021
Memorandum of Agreement
By and Between
King County
and
Washington State Council of County and City Employees, Council 2, Local 21AD –
Department of Adult and Juvenile Detention
[080/D2]

SUBJECT: Employee Referral Program

Labor Organization: Washington State Council of County and City Employees,
Council 2, Local 21AD

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For Washington State Council of County and City Employees, Council 2, Local 21AD:

Suzette Dickerson
Staff Representative

12/22/2021 Date
Memorandum of Agreement
By and Between
King County
and
Public Safety Employees Union
Department of Adult and Juvenile Detention
Non-Commissioned DAJD [191/H7]
Management DAJD [330/S1]

SUBJECT: Employee Referral Program

Labor Organization: Public Safety Employees Union

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For Public Safety Employees Union:

Dustin Frederick
Business Manager

12/22/2021
Memorandum of Agreement
By and Between
King County
and
Washington State Council of County and City Employees, Council 2, Local 2084-S – Department of Adult and Juvenile Detention (Juvenile Detention Division Supervisors) [276/N3]

SUBJECT: Employee Referral Program

Labor Organization: Washington State Council of County and City Employees, Council 2, Local 2084-S

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For Washington State Council of County and City Employees, Council 2, Local 2084-S:

Michael Rainey
Staff Representative

12/27/2021
Memorandum of Agreement
By and Between
King County
and
King County Corrections Guild
Department of Adult and Juvenile Detention
[295/Q2]

SUBJECT: Employee Referral Program

Labor Organization: King County Corrections Guild

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For King County Corrections Guild:

Dennis Folk
President

12/28/2021
Memorandum of Agreement
By and Between
King County
and
King County Juvenile Detention Guild
Department of Adult and Juvenile Detention – Juvenile Detention
Non-Supervisory Staff [296/Q3]
Juvenile Detention Officers [297/Q5]

SUBJECT: Employee Referral Program

Labor Organization: King County Juvenile Detention Guild

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For King County Juvenile Detention Guild:

12/30/2021

Officer Jason Smith
President
Memorandum of Agreement
By and Between
King County
and
Uniformed Command Association – Corrections Jail Captains - Department of Adult and Juvenile Detention
[380/V1]

SUBJECT: Employee Referral Program

Labor Organization: Uniformed Command Association

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For Uniformed Command Association:

[Signature]
Mike Allen
Captain
President

12/30/2021

Date
## Certificate Of Completion

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- **Certificate Pages:** 6  
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- **Enveloped Stamping:** Enabled  
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- **Initials:** 0  
- **Name:** Diana Joy  
- **Address:** 11943 Sunset Hills Rd, Reston, VA 20190  
- **Email:** Diana.Watkins@kingcounty.gov  
- **IP Address:** 198.49.222.20

### Record Tracking

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Diana.Watkins@kingcounty.gov

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**Pool:** King County-King County Executive Office-Office of Labor Relations

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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, King County Sub Account - Office of Labor Relations (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically
Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact King County Sub Account - Office of Labor Relations:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bmcconnaughey@kingcounty.gov

**To advise King County Sub Account - Office of Labor Relations of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bmcconnaughey@kingcounty.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from King County Sub Account - Office of Labor Relations**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bmcconnaughey@kingcounty.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with King County Sub Account - Office of Labor Relations**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:
i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to bmcconnaughey@kingcounty.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

**Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: [https://support.docusign.com/guides/signer-guide-signing-system-requirements](https://support.docusign.com/guides/signer-guide-signing-system-requirements).

**Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify King County Sub Account - Office of Labor Relations as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County Sub Account - Office of Labor Relations during the course of your relationship with King County Sub Account - Office of Labor Relations.