

**Memorandum of Agreement**  
**By and Between**  
**King County**  
**and**  
**Service Employees International Union, Local 925,**  
**Representing Employees in the Department of Executive Services,**  
**Facilities Management Division**

**Subject: Application of the Provisions provided for in Master Labor Agreement Appendix 46, Article 14.9, Subsection A**

**Issue:**

In accordance with a grievance decision rendered on February 6, 2018, in response to concern on the part of the Service Employees International Union, Local 925 (the Union) regarding job postings, the Facilities Management Division (FMD) Human Resources Service Delivery Manager, the Union's Representative and the Union's Membership Services Representative met to discuss how best to apply the intent of Master Labor Agreement (MLA), Appendix 46, Article 14.9, Subsection A:

14.9. Hiring Processes. A. Posting. The County will make information about job openings, including transfer opportunities, available to bargaining unit members. Job announcements and upgrade opportunities, both temporary and permanent, will be posted on all FMD bulletin boards. Additionally, supervisors will distribute information about job opportunities to those employees who work in areas that do not have a bargaining unit bulletin board. The County agrees to routinely (at least quarterly) remind all bargaining unit members of the option of learning of about job opportunities by regularly contacting the Building Services Job Line.

**Background:**

Over the last several years, practices different from those dictated by the MLA language above have been established, with the particulars of those practices being dependent on the type of recruitment being undertaken. The Buildings Services Job Line was started in 2008 and was discontinued in 2016. A newsletter was started in 2015 and was also discontinued in 2016 due to staffing changes. Consequently, FMD has established the following recruitment practices:

Type of Recruitment	Current Practice
Special duty opportunities for <b>Building Services Section (BSS) ONLY</b>	BSS emails the announcements to the Supervisors, who then physically post the special duty announcements on the bulletin boards.
Lateral opportunities for <b>BSS ONLY</b>	BSS emails the announcement to the Supervisors, who then physically post the lateral announcements on the bulletin boards. The Senior HR Analyst (currently Elvira Valasote) also sends a copy of the lateral transfer to supervisors and shop stewards.
Special duty opportunities for <b>Facilities Management Division (FMD) ONLY</b>	FMD Human Resources (HR) emails the announcement to FMD employees only. There has not been a standard practice of FMD posting the division-wide special duties opportunities on BSS bulletin boards.
Career service and special duty recruitments conducted by FMD HR that are <b>open countywide</b> .	FMD HR posts the position/special duty opportunities on King County website. HR does not ask that BSS print and post these types of recruitments. Hard copies of these postings are available in the lobby of the King County Human Resources Division on the 5th floor of the Administration Building and are available on line at <a href="http://www.kingcounty.gov/jobs">www.kingcounty.gov/jobs</a> .

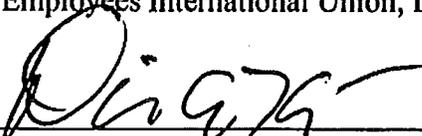
**Agreement:**

The parties acknowledge that the collective bargaining agreement (CBA) has not been updated to take into account improvements in both function and accessibility with respect to computers and email. The parties also acknowledge that not all employees have achieved proficiency in utilizing their work computers, which lack of proficiency may impede their ability to access career development opportunities that have been emailed by FMD or by the King County Human Resources Division (HRD). In light of this information, the parties enter into the following agreement:

1. The Union will support moving all of its bargaining unit members to electronic receipt of job postings.
2. The Union will determine how many employees still want to receive hard copies of job postings and then will provide that information to FMD HR, which will work with BSS to determine the best way to deliver paper job postings to those employees who request hard copies.
3. Human Resources personnel in FMD will work with HRD and/or KCIT to offer a class (or classes) to teach employees how to access their emails and to educate them regarding use of the King County website to access resources, with an emphasis on accessing job postings.

The intent of the parties is that this Memorandum of Agreement (MOA) remain in place until such time as the above agreements are fully implemented and then assessed for effectiveness. It also is the intent of the parties to incorporate this MOA into the body of MLA Appendix 46 when the next CBA bargaining begins. This MOA will expire concurrent with the Total Comp/Master Labor Agreement on December 31, 2020.

For Service Employees International Union, Local 925:

  
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Damian A. Kent  
Member Resource Center Representative

09/21/18  
Date

For King County:

  
\_\_\_\_\_  
Janet C. Parks  
Labor Relations Manager  
Office of Labor Relations  
King County Executive Office

09/21/2018  
Date