

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

KING COUNTY BAR ASSOCIATION

AND

SERVICE EMPLOYEE'S INTERNATIONAL UNION, LOCAL 925

FOR THE PERIOD OF NOVEMBER 19, 2025 THROUGH

NOVEMBER 18, 2027

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## ARTICLE 1: PURPOSE

This Agreement is made and entered into by and between the King County Bar Association (hereinafter referred to as the “Employer” or “KCBA”) and Service Employee’s International Union, Local 925 (hereinafter referred to as the “Union”), collectively referred to as the “Parties.” The purpose of this Agreement is to set forth the understanding reached between the parties with respect to wages, benefits, and working conditions.

The parties acknowledge the bargaining unit represented by Service Employee’s International Union, Local 925 is also known as the King County Bar Association Workers Union. The King County Bar Association Workers Union is not and shall not be considered a separate entity for the purposes of this agreement. The bargaining obligation is and remains with the Service Employee’s International Union, Local 925.

## ARTICLE 2: UNION RECOGNITION

The Employer recognizes SEIU 925 as the exclusive collective-bargaining agent relative to wages, hours, and working conditions for all bargaining unit members identified and as certified by the NLRB as all full-time and regular part-time professional employees and non-professional employees employed by the Employer; excluding all other employees, confidential employees, managers, guards, and supervisors under the NLRA.

## ARTICLE 3: UNION ACTIVITY

### 3.1 Union Stewards

The Union shall have the right to appoint stewards from among its bargaining unit employees, upon a vote of the members. Union Stewards shall not be recognized by the Employer until the Union has given the Employer notice of their selection. The appointment of stewards does not pierce or otherwise supersede any attorney-client privilege, work product doctrine, or other protections provided by the Rules of Professional Conduct. Shop stewards may spend a reasonable amount of

worktime on official shop steward business. Other Union business performed by shop stewards will be conducted during non-working hours.

### 3.2 Union Representatives

Employees with whom the steward(s) meet for the formal investigation and processing of grievances shall be allowed reasonable time during regular working hours for these purposes, provided that the orderly process of the Employer's business shall not be disrupted. Employer shall not impede the investigation and processing of grievances.

### 3.3 Union Access

The Union's authorized representatives (non-employee) may have access to the Employer's premises for the purposes of investigating grievances and contract compliance, provided, however, that the Union's representative must provide to the Employer 24 hours' advance notice for visits to Employer's premises Monday through Friday from 9:00 a.m. to 5:00 p.m. and shall advise the Executive Director or designee of their presence on the premises.

### 3.4 Union Information

- A. The Employer agrees that union information may be distributed to represented employees by the Union.
- B. Union members and representatives may physically post information on the Employer's premises on a bulletin board located in the employee lunchroom and not in other areas on the Employer's premises. The Union agrees to ensure that all union materials posted are protected concerted activity.

## ARTICLE 4: UNION SECURITY

### 4.1 Exclusivity

The Employer agrees not to enter into any agreement or contract with employees, individually or collectively, which is inconsistent with the terms of this CBA and not approved by the Union.

### 4.2 New Employees

The Employer shall notify the Union by email of all newly hired union eligible staff, including contact information for the new employee within fourteen (14) days after their start date. The Union will be allowed up to thirty (30) minutes with employees for a new union member orientation. Management agrees to provide a union rights information packet produced by union leadership to all new management class staff during their new employee orientation. Furthermore, management will notify all new management class staff that they may meet with union representatives during their new employee orientation, but such meetings are discretionary and not required.

### 4.3 Union Roster

The Employer shall provide a full roster of all bargaining unit employees to the Union upon request and at the beginning of each fiscal year (no later than July 31) which will include the last name, first name, middle initial, address, city, state and zip, personal telephone and personal email (if available), date of birth, date of hire, employee ID number, date of termination, date of rehire, job title, department, job site, rate of pay, and FTE status, (part-time, full-time). When a bargaining unit employee has a change of status, leaves or joins the employ of the KCBA, Employer will provide an updated roster within fourteen (14) days of such change.

#### 4.4 Union Workplace

Subject to the provisions below, it shall be a condition of employment that all employees of the Employer covered by this Agreement shall either become and remain members of the Union in good standing or pay a fair share administration fee.

It shall also be a condition of employment that all new employees hired after the effective date of this Agreement and covered by its provisions shall, not later than the 31st calendar day following their employment, become and remain members in good standing in the Union during the term of this Agreement or pay a fair share administration fee.

#### 4.5 Deduction of Union Dues

Upon receipt of written authorization of the employee, at each pay period, the Employer shall deduct all dues and fees from all members, based upon a schedule provided by the union, and transfer that amount to the Union within fourteen (14) calendar days following each payroll. The employee shall submit such written authorization to the Employer's payroll department.

#### 4.6 Indemnity

For the foregoing provisions, the Union will indemnify and hold the Employer harmless from and against any and all claims, demands, charges, complaints or suits to the extent they arise from the Union's failure to provide accurate dues deduction information or authorization. The Employer shall remain responsible for any claims resulting from its own negligence, bad faith, or failure to comply with applicable law.

#### 4.7 Custodian of Record

The Union will forward to the payroll department, at least seven (7) days before the payday, a list of all employees with legal name who have individually authorized or rescinded their membership in the Union and related payroll deductions. The list will include those whose dues authorization still applies after a break in service. Upon timely receipt of the list, for monthly payroll processing, the Employer will deduct from the employee's wages and remit monthly to the Union; union membership dues and other related deductions of all member employees.

## ARTICLE 5: NON-DISCRIMINATION

### 5.1 Anti-Discrimination & Anti-Harassment

- A. Neither the Employer, the Union, nor any employee shall in any manner whatsoever discriminate or harass any employee or applicant for employment on the basis of race, color, sex, marital status, sexual orientation, gender identity, genetic information, political ideology, age, creed, religion, ancestry, caste, national origin, citizenship or immigration status, honorably discharged veteran or military status, an individual's actual, potential, perceived, or alleged pregnancy outcomes, or the presence of any disability; or any other characteristics protected by federal, state or local law. Parties agree to adhere to non-discriminatory laws of Federal, State, and local government.
- B. No employee shall be discriminated against because of membership or lawful activity in the Union.

### 5.2 Disability & Pregnancy Accommodations

The Employer and Union will comply with all relevant federal, state, and local laws and regulations. The Employer and the Union are committed to providing reasonable accommodation to employees with disabilities, including reasonable accommodation for pregnant employees. The Employer agrees to ensure that information regarding the Americans with Disabilities Act (“ADA”), the Washington Law Against Discrimination (“WLAD”), the Healthy Starts Act, and any other applicable state and city law and any Employer-specific procedures for requesting reasonable accommodations are readily accessible to employees.

### 5.3 Accommodation Requests

To request a reasonable accommodation, an employee must follow the procedures outlined in the Americans with Disabilities Act, including submitting in writing a form describing the nature, extent and duration of the disability, what specific accommodations are needed to be able to perform the essential functions of the job and a release of all information deemed necessary by management to

facilitate the request. Once the employer receives an accommodation request, the employer and employee will meet to discuss the request and explore reasonable accommodations within seven (7) days. The employer shall deliver a written decision within fourteen (14) days of the meeting unless mutually agreed otherwise. These timelines may also be adjusted by either party when necessary. Reasons include but are not limited to, acquiring medical certifications and/or other information to access the appropriate accommodation. At the employee's request, a union steward may be present at any interactive meeting.

#### 5.4 Immigration Work Authorization

- A. The Employer shall promptly respond to an employee's requests for documents concerning their immigration status and work authorization.
- B. The Employer will assist employees who are working to obtain or maintain work authorization by preparing and submitting any documents that are required to be provided by an employer; covering reasonable administrative costs (filing fees, copies, and the like) related to employment-based immigration; and providing required support letters.
- C. The Employer ensures equal opportunity for current employees regardless of immigration status, following applicable laws.
- D. All immigration processes and documentation will be handled confidentially.

#### 5.5 Protection for Detained, Incarcerated, and Employees Arrested by Federal Immigration Authorities

- A. Employer shall not deem a detained, incarcerated, or arrested Employee's job abandoned or waived if detained, incarcerated, or arrested by federal immigration authorities.
- B. Employer shall allow an Employee covered by this provision to use all accrued paid vacation, sick leave, and all other benefits. Employer must receive written instruction from Employee or Employee's representative to apply benefits during Employee's absence.

- C. Employer shall, within a reasonable time, provide a support letter to the Employee or Employee's representative explaining that the Employee is currently employed.
- D. In the event an employee is detained, arrested or incarcerated by federal immigration authorities, the Union and Employer agree to convene the Labor Management Committee to address next steps to assist and support the employee.

## ARTICLE 6: MANAGEMENT RIGHTS

The Union recognizes Employer's right to manage its business, to direct the work force, and to establish and modify the terms and conditions of the employees' employment. The exercise of these management rights is vested exclusively in the Employer, provided that such rights shall not be exercised so as to violate any of the specific provisions of this Agreement. All matters not specifically and expressly covered or treated by the language of this agreement may be administered for its duration by the Employer in accordance with the Personnel Policy (Article 8.1). The Employer has the sole and exclusive right: to hire, suspend, transfer, promote, demote and discipline employees and to maintain their discipline and efficiency; to lay off, terminate, or otherwise relieve employees from duty; to establish and change their work schedules and assignments; to eliminate, change or consolidate jobs; to install new jobs; to direct the methods and processes of doing work and to introduce new and improved work methods or equipment; to assign work to outside contractors or non-bargaining unit employees; to determine locations where work is to be performed; to determine the starting and ending times, the time for lunch and rest breaks, the number of hours to be worked, and the workweek; to determine the assignment of onsite workstations to employees, including but not limited to the assignment of private offices, rotating and shared desks, temporary private spaces, and other work areas; to monitor technology utilized for work-related communication; to determine what communication platforms may be used for work-related purposes, as well as exclusive rights to manage such platforms as it deems necessary; and to make and modify rules and regulations which Employer deems necessary for the conduct of its business, and to require their observance; to install and maintain video and other surveillance mechanisms and other reasonable security measures within property operated by the Employer for the purpose of employee safety and security, provided that such measures do not conflict with the Biometric Technologies provision within this Agreement (Article 24.7). Employer shall not make changes to the surveillance system,

including adding or removing surveillance cameras or expand its use of surveillance technology beyond investigating specific incidents implicating the safety and security of employees, without providing the Union with notice and an opportunity to bargain the effects of those changes.

During the term of this Agreement, in accordance with the Personnel Policy provision (Article 8.1), the Employer shall notify the Union of the proposed implementation of new operational policies or written procedures, or any proposed additions, deletions, or modifications to existing operational policies or written procedures that impact the bargaining unit's wages, benefits and working conditions. After the Employer notifies the Union of its intention to make these changes, the Union shall have 45 days to demand to bargain over the effects of the proposed changes before proposed implementation.

## ARTICLE 7: STRIKES AND LOCKOUTS

- 7.1 The Union and Employer subscribe to the principles that differences shall be resolved by peaceful appropriate means without the interruption of the work of the Employer.
- 7.2 The Union and the employees agree that during the term of this Agreement there will be no strike, including sympathy strikes, work stoppages, slow downs, unauthorized and unreported leave, or concerted refusal to perform work. If an employee engages in any action above, the Union agrees to notify said employee that the Union does not recognize their action as protected concerted activity. Any employee who violates this Section may be subject to discipline, up to and including discharge.

The Employer agrees that during the term of this Agreement there will be no lock-out of employees covered by this Agreement.

- 7.3 The Union shall have the right to grieve and arbitrate the question of whether an employee did in fact participate in any such restricted activity and whether Employer discipline was fairly administered

## ARTICLE 8: WORKING CONDITIONS

### 8.1 Personnel Policies

All employees of this bargaining unit, in addition to being governed by this Agreement, shall also be subject to the personnel policies, rules and regulations published by the Employer having general applicability to all employees of the Employer, including any subsequent personnel policies, rules and regulations that may be promulgated in the future, so long as they do not conflict with this Agreement. In case of any conflict, this Agreement shall be the controlling policy for the employees covered by this Agreement. The Union shall be given a copy of these personnel policies.

Any newly created policies or proposed modifications to existing policies will be provided to the Union when distributed to employees prior to implementation. Any such proposed policies or modifications that impact bargaining unit members' wages, hours or working conditions shall be provided to the Union with at least) forty-five (45) calendar days' notice before proposed implementation so the Union may demand to bargain over the effects of the changes. There may be emergency or mandated conditions that are outside of the Employer's control requiring immediate implementation, including but not limited to a response to a natural disaster, public health emergency, court mandate or terrorist attack. In such instances the Employer shall notify the Union as soon as possible and agrees to meet with the Union within 21 days in order to afford the Union the opportunity to bargain over the effects. Such changes shall remain in effect for a maximum period of 21 days, unless agreed otherwise.

### 8.2 Tax Preparation

The Employer shall remind all employees annually of their option to update their withholdings.

### 8.3 Labor Management Committee

The Employer and Union agree to establish a joint Labor-Management Committee ("LMC") for the purpose of discussing matters or concerns of either party. The Employer and Union also understand that the LMC is not a substitute for bargaining and has no authority to amend this collective bargaining agreement.

#### 8.4 Meetings

The Employer shall ensure all staff are notified annually of the regularly scheduled KCBA Board meetings, which are currently held at noon every third Wednesday of the month. KCBA Board Meeting minutes shall be posted for staff on a shared platform.

The Employer will notify all staff as soon as possible regarding any changes to the date and/or location of the meetings.

The Employer will inform the Union of any regularly scheduled check-in meetings with the Washington State Office of Civil Legal Aid that relate to the Employer's Pro Bono Services programs, including but not limited to the Right to Counsel program. The Employer shall not act to prevent the Union from observing these meetings provided that OCLA permits the Union's attendance.

#### 8.5 Political Engagement

The Employer recognizes that staff may act or engage with topics that may be considered political in nature. Staff may not communicate a public position on behalf of KCBA without approval of the Board of Trustees per the KCBA By-Laws and/or consistent with KCBA's approved legislative priorities.

#### 8.6 Conflict Resolution Between Employee and Supervisor & Changing Supervisors

Employees may request a meeting with the Employer's HR department to discuss a concern or issue with their supervisor. Employer's HR department will investigate the employee's concern and work towards finding a successful resolution by working with both the employee and the supervisor.

In the event no successful resolution is achieved through working with Employer's HR department, employees may request changing their supervisor by submitting a request in writing. Absent good cause, including but not limited to the lack of alternative supervisors and/or imbalance of supervisor to employee ratio, the request shall be granted. Employer's HR department must respond to the employees' request in writing, confirming or denying the request, within ten business days and will include any reason for denial.

#### 8.7 Employment Status After Expiration of DACA/TPS

In the event that the Deferred Action for Childhood Arrivals (“DACA”)/ Temporary Protected Status (“TPS”) program is terminated, the Employer guarantees any employee participating in one of those programs employment for as long as the employee continues to have work authorization status, subject to other terms of this Agreement related to discipline and termination.

In the event the DACA/TPS program is terminated, and an employee participating in one of those programs is unable to secure work authorization through other means, the Employer will provide the employee a payout of accrued vacation leave as specified in the vacation payment provision, and a lump sum of \$2400 to assist with transition costs. The Employer guarantees the affected employee a right to return and retain previous job position if DACA or TPS is reinstated, or if the employee otherwise becomes eligible for employment, whichever occurs sooner. The employee shall have recall rights identical to those articulated in Article 23.7 of this Agreement.

## ARTICLE 9: HEALTH AND SAFETY

### 9.1 Health and Safety Committee

Pursuant to Washington State Law, Union membership and the Employer will convene a safety committee, which shall collectively decide on matters of health & safety in the workplace. The Committee determines how often, when, and where, the safety committee will meet, provided that it meets at least annually.

## 9.2 Infectious Disease & Pandemic Precautions

If the Center for Disease Control, State of Washington, or other official entity declares a state of emergency related to a pandemic or other infectious disease, the Employer shall immediately convene with union membership to determine what workplace alterations are necessary to ensure the continued safety of all staff.

## 9.3 Masking

If employees choose to attend in-person meetings, the Employer will provide high quality masks, that can be worn by everyone to ensure that any and all physical meeting spaces are inclusive and accessible, especially to employees who are disabled/high-risk/immunocompromised. Masking in public or shared spaces is encouraged during time of high transmission.

For any in-person meetings during times of high transmission, the Employer shall give staff at least two days' advance notice of mask requirements.

# ARTICLE 10: HOURS OF WORK AND OVERTIME

## 10.1 Standard Work Week

Standard Work Week. For Fair Labor Standards Act (FLSA) non-exempt employees, the regular work week shall consist of five consecutive days totaling 40 hours worked. FLSA exempt employees are required to work the hours needed to perform their duties.

## 10.2 Overtime Pay and Holiday Pay

A non-exempt employee is entitled to overtime pay rate of one and a half (1 ½) times the regular rate of pay for all hours worked in excess of forty (40) hours in one work week. Any work performed on an Employer-observed holiday must be approved by a supervisor in writing.

- A. If a non-exempt employee has been approved to work on a holiday, they shall be paid at the overtime rate or the employee shall have the option to take a different day as

their holiday during the same pay period. Non-approved work on an Employer-observed holiday will be paid at the regular hourly rate.

- B. The Employer shall not require non-exempt employees to adjust their regular schedules to avoid paying overtime.

### 10.3 Breaks

A fifteen (15) minute paid rest period is allowed for every four (4) hours worked for all non-exempt employees. Non-exempt employees may, but shall not be required to, take multiple shorter intermittent rest periods equivalent to 15 minutes for every four (4) hours worked in lieu of two fifteen (15) minute paid rest periods. Non-exempt employees are also entitled to take an unpaid meal break of 30 or 60 minutes, for every five hours worked.

### 10.4 Telecommuting and Remote Work

The Employer permits Employees in telework eligible positions to telework when the employee's supervisor or another designated representative evaluates the telework request and approves it. If an eligible Employee's teleworking request is denied, the Employer will provide the reason for denial in writing. Employer may make telework arrangement adjustments based on reasonable and specific business needs, including changes to the court system, and legal requirements, and will notify the employee in advance prior to making any changes.

- A. Employee's residence for tax purposes must be in Washington state.
- B. Out of state work may be allowed with supervisor approval, but only on a temporary basis.

## 10.5 Flexible Working Hours

Flexible working hours are a necessary part of the job for many of the Employer's positions and work outside normal business hours may be required. In addition, the employee and their supervisor may agree to flexible working hours within the scope of the employee's job description, keeping the same number of the employee's hours. In the event an agreement cannot be reached, the employee has the right to appeal such an assignment, first to their supervisor, then to the Executive Director.

## 10.6 Alternative Work Schedules

An employee may request to work an alternative schedule by submitting a written request to their supervisor specifying the proposed alternative work schedule, including an explanation of the reasons for the request. The decision shall be communicated in writing within twenty-one (21) days, to the affected employee and shall include reasoning for any denial, and any reason for denial shall not be arbitrary. Any approved alternative work schedules may be terminated by either party with 60 calendar days' notice, unless both parties mutually agree to terminate the alternative work schedule earlier.

## 10.7 Telephone/Electronic Consultations

Non-Exempt Staff. Employees are not expected to review or respond to email messages when not working. Generally, bargaining unit employees are not to be contacted when not working.

In the event of an urgent need only, employees may be contacted by work for consultation via telephone and/or text message. Email communications to employees who are not working are not considered urgent. The time taken for urgent consultation is paid at the regular rate, and the employee shall receive a minimum of thirty (30) minutes pay or actual time worked, whichever is greater. All time worked must be recorded on an employee's timecard.

## ARTICLE 11: INCLEMENT WEATHER AND OFFICE CLOSURE

Employees are expected to work regularly scheduled hours during inclement weather. When Employer's offices and/or their corresponding King or Spokane County Courts are closed due to severe conditions, employees are paid for a normal working day. Similarly, if staff are not able to facilitate adult, child, or other dependent care, those employees can take accrued leave. When

offices remain open during inclement weather and the employee is unable to work due to unsafe conditions or school district closure, or adult care providers closures, in their catchment area, the employee may use accrued leave.

When an employee's assigned office is open, but an employee cannot work remotely or from their assigned office for reasons not covered above, the employee may use accrued vacation days, personal holiday, or unpaid leave.

## ARTICLE 12: VACATIONS

### 12.1 Vacation Leave

#### Years of Service Earned Vacation Benefits:

During the first year of service employees will receive a total of 15 accrued vacation days, and shall be permitted to use up to a total of 5 vacation days (40 hours) prior to having accrued the paid time off. The use of unaccrued vacation time during the first year would result in a negative vacation balance, however the Employee would earn back the vacation balance during the course the employment. If an Employee with a negative vacation balance separates from the Employer, the Employer reserves the right to deduct the negative vacation balance amount from the Employee's final paycheck.

Vacation benefits are accrued per pay period (26 pay periods per year) based on years of service as identified below:

1 month to 1 year 15 days per year

1-5 years of service completed 20 days per year

Year 6 and forward of service completed 25 days per year

Employees may carry over up to twenty (20) days of vacation per fiscal year. Employees on unpaid leave do not accrue vacation benefits. At the end of the fiscal year any unused leave over 20 days will not be carried over and has no cash value.

### 12.2 Scheduling Vacation

Employees will notify the Employer of planned vacations ahead of time. Whenever possible, vacations will be scheduled as requested by the employee, subject to the Employer's need to ensure adequate coverage and to balance the various requests of employees. All requests must be made through the time and attendance system. The Union and the Employer encourage each department or program to amicably resolve scheduling time off for holidays, vacation days surrounding them and during the summer vacation season.

## ARTICLE 13: LEAVES OF ABSENCE

### 13.1 Family and Other Leave

The Employer shall comply with applicable terms and conditions of all federal, Washington State and local leave laws, including but not limited to (a) WA Paid Family and Medical Leave Act; (b) WA Family Care Act; (c) Federal Family and Medical Leave Act (FMLA); (d) Domestic Violence, Sexual Assault & Stalking Leave (e) WA State Military Family Leave Act; (f) Leave for Emergency Services for Volunteer Firefighters, Reserve Officers and Civil Air Patrol Personnel; (g) Seattle Paid Sick and Safe Time Ordinance; (h) WA Paid Sick Leave Law I-1433.

Whenever foreseeable, requests for leave under the above provisions shall be submitted to the Employer's HR department or designee at least thirty (30) days prior to the date leave is expected to commence.

### 13.2 Bereavement Leave

All employees are entitled to paid bereavement leave of up to seven (7) working days in the event of the death of a loved one or in support of a partner or immediate family member who is mourning the death of a loved one. The Employer may grant up to three (3) additional days of bereavement leave in its discretion upon request from an employee. Management shall respond to such request in writing. Where an employee requires additional leave, they are entitled to use sick leave for this purpose.

A loved one is defined as an employee's spouse, partner, child, parent or sibling (including biological, adopted, foster, step or legal guardian), parent-in-law, grandparent, grandchild, in-law

equivalents of all immediate family members, unborn children, and other persons with whom the employee has a close relationship comparable to the above.

Employees are entitled to bereavement leave for each occurrence, regardless of whether more than one death occurs in a calendar year.

### 13.3 Extending Protected Leave

Employees may request extended protected job leave in addition to their rights under the FMLA and other leave laws. Requests for job protected leave up to a total of six months including time taken under FMLA and other leave laws, will be approved absent undue hardship to the Employer, including but not limited to staffing shortages and deadline concerns. The Employer may request updates from the Employee at reasonable intervals. Requests for job protected leave beyond the six months will be considered on a case-by-case basis.

### 13.4 Jury or Witness Duty Leave

Employees called for jury duty or subpoenaed to be a witness will be compensated for the full duration of the employee's absence at their normal rate of pay for as long as the employee has to serve as a juror or witness, up to two-weeks. Employees called for jury or witness duty should notify their supervisor when the summons or subpoenaed is received and provide evidence of service.

### 13.5 Military Leave

The Employer will comply with all applicable state and federal laws with respect to an employee's leave for military service.

### 13.6 Shared Leave

The Employer will maintain a program for donated vacation and sick leave pursuant to the Shared Leave Policy. Donated time off is intended to help employees manage their absences financially after they have depleted or nearly depleted their own paid time off. Donation to and use of the program shall be voluntary and open to any employee and is not limited to employees covered under this Agreement.

- A. Donating Leave - Donated time is deducted from the donor's time off balances at the time the donation is approved.
- B. Receiving Leave - The distribution of sick leave accumulated by one employee to another employee via the program shall be administered and managed pursuant to Employer's Shared Leave Policy (Appendix A).
- C. Shared Leave Maximum - Employees may receive up to sixty (60) workdays (480 hours) of donated leave on a rolling 12-month basis. A day is equivalent to eight hours for a full-time employee. For part-time employees, a day is prorated according to their FTE.
- D. Unused Leave - Unused leave will be returned to the Donor.

### 13.7 Sick Leave

Employees accrue twelve (12) sick days per fiscal year. Full-time employees accrue 3.692 hours of sick leave per-pay period. Part-time employees earn sick leave at a pro-rated rate based on their regularly scheduled hours of work. The maximum number of sick leave hours that may be carried over is 480 hours per fiscal year.

During the first year of service, Employees shall be permitted to use up to a total of 5 sick days (40 hours) prior to having accrued the paid time off. The use of unaccrued sick time during the first year would result in a negative sick balance, however the Employee will earn back the sick balance during the course of employment.

### 13.8 Unpaid Leave

An employee may be allowed to take an unpaid leave of absence. The leave shall not typically exceed sixty days (60) days per calendar year. An employee's request for unpaid leave must be authorized in advance by the Executive Director or their designee in writing and shall not be denied absent good cause. During the unpaid portion of the leave, the employee will not accrue vacation or sick leave, however, the Employer will continue to provide the employee with health insurance coverage during the period of authorized leave, subject to the terms of the Employer's insurance policy. If the insurance policy allows for it, the employee may use the appropriate paid leave to have continued health insurance coverage. The position may temporarily be filled by a temporary contract employee.

This leave is independent of any federal, state, or local protections for leave such as FMLA leave.

## ARTICLE 14: PAID HOLIDAYS

### 14.1 Paid Holiday Eligibility

All full-time and part-time employees are eligible for paid status on holidays. The following are Employer's paid holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Indigenous Peoples' Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving and Christmas Day.

Starting January 1, 2026, all full-time or part-time employees are eligible to take ten (10) floating holidays to be used in full day increments each calendar year. Floating holidays may be used consecutively up to three (3) days per week and can be used in conjunction with other paid leave. Floating holidays have no cash value at separation of employment, may not be transferred or shared, and will not be carried over from one year to the next. Use of floating holidays is subject to supervisory approval.

New hires must complete their probationary period prior to being given access to floating holidays.

### 14.2 Holidays and Scheduled Days Off

If a holiday falls on a day when an employee normally is not scheduled to work, or an employee's job requires they must work on an KCBA holiday, the employee may take a different day off within the same or following pay period. The need to change the day the holiday is taken and the alternate day must be communicated to and approved by the supervisor in advance, which approval shall not be unreasonably denied.

### 14.3 Weekend Holidays

When any such Employer recognized holiday occurs on a Saturday, the holiday will be observed on the preceding Friday and when the holiday occurs on a Sunday, the holiday shall be observed on the following Monday. In the case of a holiday observed on different days by the State and the Federal

government, Employer will observe the State holiday. Employer will publish a holiday schedule for the upcoming year by October 1<sup>st</sup>.

#### 14.4 Holidays Occurring While on Paid Leave Status

Holidays that occur during vacation, sick leave, or while on other paid leave status shall not be charged against such leave.

### ARTICLE 15: HIRING, PROMOTIONS AND PROBATIONARY PERIOD

#### 15.1 Employer Hiring Process

Employer shall follow the hiring process developed by Employer in February 2024 with Union-member participation. Any changes to that process will be negotiated with the Union.

Employer is committed to prioritizing equity, diversity, and inclusion in its hiring and promotion practices. To that end, Employer is committed to nondiscrimination when making hiring determinations and will consider life experience in lieu of traditional education or training when hiring and promoting. Employer shall post all open positions on platforms most likely to reach candidates with backgrounds historically underrepresented in the legal sector.

Training and resources on anti-bias hiring practices will be made available to all staff. Interviewers will be provided with interview guidelines prior to each interview. At least one member of any Hiring Panel shall be chosen by the Union within five (5) workdays' notice to the Union from management.

#### 15.2 J.D. or L.L.M

Individuals who are hired to practice law in an attorney position and who are licensed as a member of the Washington State Bar Association will be compensated at the rate established for attorneys under this CBA. This includes individuals hired in an attorney position, who are awaiting admission to the Washington State Bar.

#### 15.3 Job Descriptions

No existing union class job descriptions will be modified without prior notice and opportunity to discuss with the Union, if those modifications would change the position's roles, duties, or responsibilities. Management may make minor, clerical changes to job descriptions.

#### 15.4 Job Posting

Notice of all job vacancies shall be emailed to all bargaining unit employees at least five (5) working days prior to opening the positions for external candidates.

#### 15.5 Law Graduate Hire Bar Passage

Any employee who has not passed the Washington State Bar Exam may request up to one month (twenty working days) of paid time off to ensure that they may adequately prepare for their next bar examination. If an employee fails to pass the Bar Exam after two attempts, the employer will determine whether the employee shall be retained for a third attempt and if so, the amount of paid or unpaid leave to be provided. In this determination, the Employer will consider the feasibility, when implemented by the Supreme Court of Washington, of alternative means of law licensure in Washington State for the particular employee. The same protections shall apply for other individuals hired into positions that require professional credentials and licensing.

#### 15.6 Probationary Period

A probationary period is a working test period and shall be utilized as an opportunity for the Employer to observe an employee's work, to train and aid the employee in adjustment to a new position, and to dismiss any employee whose work or performance fails to meet expectations. Throughout the probationary period, the Employer shall provide a probationary employee with the essential tools, training, and guidance to help the employee succeed.

##### A. Duration

For employees hired under the attorney classification who have been admitted to practice at the time of appointment, the orientation probationary period shall be four (4) months in duration.

For all other employees, the probationary period shall be three (3) months in duration, commencing on their start date. Employees shall be provided with a written evaluation after

sixty (60) days outlining job performance, highlighting any areas for improvement, and suggesting potential remedies. At the written request of the employee, the evaluation will be shared with the union and at the employee's request, a meeting may be scheduled to discuss the evaluation with the employee, a union representative and the supervisor.

**B. Pre-Termination Meeting for Attorneys**

Parties recognize the probationary period for attorneys is longer than all other roles. In consideration, the Employer shall provide at least one meeting to a probationary attorney before terminating the employee. The purpose of this meeting is to collaboratively address identified performance concerns and solutions. Probationary attorneys have the right to Union representation at this meeting. Meetings shall be scheduled during regular business hours to ensure access to representation, and union representatives shall be in pay status during any such meeting if they are KCBA employees. Probationary attorneys and their representatives shall have time during working hours to confer before the meeting.

**C. Extending Probationary Period**

The Employer and the Union may agree in writing to extend the probationary period in lieu of discharge. The Employer will give the Union and employee at least three (3) business days to review and respond to any request to extend the probationary period, provided that the probationary period will be extended while the Union and/or employee considers the request. Any extended probationary period shall start at the end of the initial probationary period and shall not exceed four (4) additional months for attorneys and three (3) additional months for other employees.

For employees hired under the attorney classification who have not been admitted to practice at the time of appointment, the extended probationary period may continue beyond the additional four (4) months, until the employee passes the bar exam.

**D. Termination**

At any time before completion of the probationary period, the Employer may terminate an employee whose performance does not meet expectations. The Employer shall provide ten (10) working days' written notice to the employee with the reason for termination, and shall pay the employee for the duration of the termination notice period.

E. Egregious Misconduct.

In cases of egregious misconduct, corrective action steps may be bypassed, and immediate termination may occur. Examples include:

- Violence, threats, or assault;
- Sexual assault and/or harassment;
- Harassment, discrimination, or retaliation;
- Theft or fraud;
- Severe negligence causing financial or physical harm;
- Substance abuse on premises;
- Falsification of documents;
- Possession of weapons at work.

F. Application of Agreement.

Probationary employees are not covered by any of the terms of (Layoffs and Recall “Article 23”), or (Progressive Discipline & Corrective Action “Article 21”) of this Agreement.

15.7 Temporary Employees

The Employer agrees to limit the number of temporary employees so as not to undermine the Collective Bargaining Agreement.

**ARTICLE 16: PROFESSIONAL ADVANCEMENT**

16.1 Professional Affiliations

For employees whose job duties require a license or certification to perform essential functions, the Employer will either directly pay fees required to maintain the license or certification, or reimburse the employee upon receipt of payment confirmation. The Employer will provide King County Bar Association Membership for all eligible employees.

**ARTICLE 17: COMPENSATION**

17.1 Wage Classification

- A. New Hires - New employees shall be placed at a step on the appropriate pay scale in such a way that equity, relevant work, and years of experience are taken into consideration. Placement on the wage scale will be in accordance with the Determination of Experience/Step Level section. The Employer will provide each new hire an offer letter which will include the step level at which the new hire will begin.
  
- B. Determination of Experience/Step Level - In determining the number of years of applicable experience to credit newly hired staff, KCBA will utilize the following guidelines:

When the sum of total credit for experience level results in partial years of experience, any experience six (6) months or greater will be rounded up to the nearest step level and any experience less than six (6) months will be rounded down to the nearest step level.

- a. Staff Attorneys: Staff attorneys are credited on the salary scale with year for year credit for the length of relevant post-law school experience, including but not limited to, post certified completion of APR 6, experience conducted under APR 9, clerkships, full-time Pro Bono legal services, and other relevant work defined as the practice of law.
  
- b. Legal Assistants: A Legal Assistant is credited on the salary scale for the length of direct relevant experience, up to three years, consistent with the position requirements.
  
- c. Program or Administrative Assistants: A Program Assistant is credited on the salary scale for the length of direct relevant experience, up to three years, consistent with the position requirements.
  
- d. Program Coordinators: A Program Coordinator is credited on the salary scale for the length of direct relevant experience, up to three years, consistent with the position requirements.

e. Program Managers: A Program Manager is credited on the salary scale for the length of direct relevant experience, up to three years, consistent with the position requirements.

C. Relevant Experience for Non-Attorney Positions - Relevant experience for non-attorney positions includes prior employment in positions with substantially similar primary duties, responsibilities, or required qualifications. When calculating relevant experience for placement on the wage scale, the Employer will consider all relevant experience within ten (10) years of the date of placement.

Step Placement on the wage scale will be determined as follows:

Each full year (12 months per full year) of qualifying full-time paid employment (35+ hours/week), including short-term or contract positions, shall count for one step on the appropriate wage scale at a cap of three years or three steps.

Part-time work (fewer than 35/hours/week) may be credited on a pro-rated basis based on hours worked.

D. Rounding Partial Years of Experience - All qualifying full-time paid employment and part-time work will first be calculated in the aggregate, and then rounded as follows:

- a. 0.5 to 1 years = rounded up to 1 year
- b. 1 to 1.49 years = rounded down to 1 year
- c. 1.5 to 2 years = rounded up to 2 years
- d. 2 to 2.49 years = rounded down to 2 years
- e. 2.5 to 3 years = rounded up to 3 years

E. Additional Information for Step Placement - The Employer may require the following information from the potential Employee who may seek credit for experience before starting employment at KCBA:

- a. Previous job title(s)
- b. Previous Employer(s) name(s)
- c. Dates of employment

- d. Description of duties
- e. Average number of hours per week

Management shall only require additional information from prior employers with good cause. Employees may request a review of their step placement within 14 days of receiving their offer or placement, with documentation supporting their experience. Management shall respond to such request in writing within 14 days.

For initial placement following CBA ratification Employees may request a review of their step placement within 30 days of receiving their offer or placement, with documentation supporting their experience. Management shall respond to such request in writing within 30 days.

- F. Advancement Within a Pay Scale - Employees will receive a step increase based upon completion of one (1) year of continuous employment at the current step in the pay range. The anniversary date for a step increase shall be the first day following completion of one (1) year of employment and annually thereafter except as otherwise provided in this Agreement. Any increase in an employee's rate of pay shall be effective at the start of the pay period, that includes the first working day immediately following completion of the applicable period of service.
- G. Pay Rate Upon Promotion - Employees promoted to a higher paid classification shall be placed at the same step in the new classification pay scale.
- H. Pay Rate Upon Reinstatement or Rehire - A person who is recalled from layoff, returns from an unpaid leave of absence, or is rehired following separation from KCBA employment, shall be placed on the pay scale in accordance with Determination of Experience Level.
- I. Adjustments to the Step Increase Date - The date for a step increase for an employee shall be adjusted under the following circumstances:
  - a. When an employee returns from layoff and is re-employed in the same classification as originally held, the employee will be credited for the amount of

time working at KCBA from the prior step increase date until the date of layoff in order to give credit for time served-in a pay step prior to such layoff.

- b. When an employee returns from layoff and is re-employed in a classification other than that originally held, the new employment date shall be used as the step increase date.
- c. Step increase dates shall be adjusted on a day-for-day basis for all unprotected unpaid leave days in excess of thirty (30) calendar days.

- J. Employees hired prior to execution of this Agreement - Employees currently earning a higher wage than their KCBA step level, will be placed on the first step level above their current salary. No employee will be paid less or be placed on a step lower than their current salary.

Non-attorney employees will be placed on the appropriate step based on the number of years working for KCBA plus any additional steps based on the Determination of Experience/Step Level section above.

Attorneys hired prior to the execution of this agreement will be placed on the wage scale based on direct legal practice experience, as described in the Determination of Experience/Step Level section above.

Employees who do not receive at least a combined 2% salary increase when placed on the wage scale plus their step on their anniversary date for FY26, shall receive a one-time supplemental payment in the amount equivalent to the difference between their increase upon placement on the wage scale and what their salary would be with a 2% increase on their anniversary date.

- K. FY 2027 Scale Adjustment - All salaries in the wage scales shall be increased by 1.5% starting in the 2027 Fiscal year.

No later than May 1, 2026, the Employer and Union shall meet to discuss a potential adjustment to the FY2027 scale adjustment listed above if the Employer's projected budget for FY2027, reviewed by both parties, shows a deficit or surplus for the year of

at least \$250,000. The discussion will focus on the impact of the projected budget on wage scale adjustments, and any agreement to modify the adjustment will require mutual consent.

- L. Retroactive Pay After Ratification for FY26 - For the initial period after this Agreement is approved, this wage increase will be applied retroactively to July 1, 2025, so that all eligible employees receive back pay from July 1, 2025, through the date of ratification.

Employees hired after July 1, 2025, will receive retroactive pay back to their start date.

## 17.2 Wage Study

Employer shall budget for one wage study per contract period to be conducted by an outside consultant with expertise in Seattle area compensation.

## 17.3 Travel and Related Expenses

When staff engage in approved overnight travel for business, time spent traveling will be counted as work time, even if the travel occurs on a non-working day (e.g., Saturday or Sunday). Time spent at leisure, eating meals (unless required as part of the work-related travel), and sleeping will not be counted as work time.

Employer shall pay for reasonable expenses which include, but is not limited to, transportation to and from the destination, additional ground transportation upon arrival, lodging, and meals, consistent with guidelines as outlined in the Employer Travel Policy, (Appendix B) to the CBA.

## 17.4 Work-related Expense Reimbursement

Employees should refrain from using personal funds for work related expenses. If, under extraordinary circumstances, an employee does need to use personal funds for pre-approved, work-related expenses requests for reimbursement must be submitted within 14 calendar days with appropriate supporting documentation. Employer will ensure that reimbursement is made within 14 days. If reimbursement is not possible within 14 days, the Employer shall provide the Employee with a written explanation including an estimated reimbursement timeline. If the Employer is unable to

process the reimbursement within 14 days of submittal, the Employer will pay the Employee a \$25 late fee.

## ARTICLE 18: HEALTH INSURANCE AND OTHER BENEFITS

### 18.1 Health Insurance

Full-time employees are eligible to participate in the Employer's insurance programs. Part-time employees who meet the required minimum hours set by the insurer receive the same insurance benefits provided to full-time employees. Coverage starts on the first day of the month following the date of hire or the time the employee satisfies any minimum hours' requirement and is not retroactive to the date of employment.

The Employer pays one hundred percent (100%) of the premiums for medical, dental, and vision insurance for all eligible employees. Medical insurance paid for by the Employer shall include behavioral health services, mental health, and substance-use disorder treatment. If the employee chooses to enroll their dependents in dental and/or vision insurance, the employee shall be responsible for 50% of the premiums associated with those dependents.

### 18.2 Employee Assistance Program

The Employer shall provide an Employee Assistance Program ("EAP"). Use of employee EAP shall be kept confidential. Twice a year, the Employer shall remind employees of the availability of the EAP.

### 18.3 Life Insurance

The Employer shall provide life insurance for employees. KCBA pays 100% of the premium for basic term life benefits at twice the employee's annual salary up to \$300,000.

#### 18.4 Long Term Disability Insurance

The Employer shall provide long-term disability benefits for eligible employees. The Employer will pay one hundred percent (100%) of the premium for all eligible employees who meet the required minimum hours set by the insurer for long-term disability benefits subject to the terms of the insurer's policy.

#### 18.5 Short Term Disability Insurance

The Employer shall provide short-term disability benefits for eligible employees. The Employer will pay one hundred percent (100%) of the premium for all eligible employees who meet the required minimum hours set by the insurer for short-term disability benefits subject to the terms of the insurer's policy.

#### 18.6 Supplementing Long and Short Term Disability Program Benefits

Upon the employee's written request, accrued vacation or sick pay may be used to supplement Long or Short Term Disability Program benefits if consistent with the provider's long and short-term disability policy rules.

#### 18.7 Negotiated Impact

The Employer agrees to notify the Union as soon as practicable if they become aware of any possible change in insurance carrier or premium cost and to negotiate the impact of such changes.

#### 18.8 Transportation and Parking Benefit

- A. Orca Transit Pass: KCBA shall fully fund an annual ORCA transportation pass for all employees.
- B. Parking: The Employer will not reimburse employees for daily commuting or routine parking expenses. However, employees may be reimbursed for parking costs under the following conditions:
  - a. Business Events - Parking for pre-approved, work-related events (e.g., meetings, trainings, or conferences) is eligible for reimbursement with prior supervisory approval.

- b. Late Work for Events - Employees required to work beyond normal hours for employer-directed events may be reimbursed for parking incurred due to the extended hours
- c. Reimbursement Process - Receipts and a brief description of the event must be submitted within 14 calendar days, following the Employer's reimbursement procedures.

#### 18.9 Workers' Compensation

Employer will provide coverage for each employee under the Washington Workers Compensation Act, which provides benefits for employees who are injured on the job.

### ARTICLE 19: RETIREMENT

Employees are eligible to participate in an Employer-sponsored retirement plan subject to the terms and policy of the Plan. The Employer shall notify and consult the Union regarding any major changes in the retirement Plan, including but not limited to changing providers, and reductions or increases in the employer's safe harbor contributions.

Employer will inform employees of educational programming offered by the retirement plan provider, including but not limited to investment webinars, online investing toolkits and other resources available via the retirement plan website.

## ARTICLE 20: PROFESSIONAL RESPONSIBILITY

### 20.1 Professional Obligations

Employees serving as attorneys shall be and remain members in good standing of the Washington State Bar Association and shall otherwise at all times conduct themselves in conformity with their oath-based obligations and responsibilities. Employees serving as Rule 9 limited license professionals shall possess good moral character and fitness to practice law under APR 9. Employees hired as limited practice attorneys under APR 8 shall comply with all requirements therein. Nothing in this Agreement shall be construed to interfere with, inhibit, or otherwise affect the obligations and responsibilities imposed by the Washington State Bar Association and the Rules of Professional Conduct.

### 20.2 Attorney – Client Privilege

It is recognized that all staff members working with clients or client files are bound by the attorney-client privilege and by the ethical obligations imposed by the Washington and United States Constitutions and any applicable codes of conduct, including the Rules of Professional Conduct.

### 20.3 Malpractice Insurance

The Employer shall maintain standard malpractice insurance for all employees whose position requires a license to practice law in good standing. The Employer agrees to pay any deductible required under the malpractice insurance policy and will not seek contribution from any employee regarding such deductible.

## ARTICLE 21: PROGRESSIVE DISCIPLINE PROCEDURE

### 21.1 Purpose

The purpose of this article is to ensure fair and consistent treatment of all employees in post probationary period disciplinary procedures, provide clear communication regarding job performance issues, collaborate on improvement plans, and establish a just and transparent process for corrective action. The goal is to emphasize improvement rather than punitive action, except in cases of egregious misconduct per Articles 15.6 and 21.4.

### 21.2 Right to Representation

Employees have the right to Union representation at any investigatory or disciplinary meeting where the employee reasonably believes disciplinary action may result. Employees shall be notified of the nature of the meeting at least 10 business days in advance unless waived by the employee. Meetings shall be scheduled during regular business hours to ensure access to representation, and union representatives shall be in pay status during any such meeting if they are Employer's employees. If the matter involves egregious misconduct, the meeting must occur within 48 hours of the Employer's request. Employees and their representatives shall have time during working hours to confer before the meeting.

### 21.3 Just Cause and Progressive Discipline

No employee shall receive corrective action or be disciplined without Just Cause. Progressive discipline will be applied fairly and consistently, with employees given reasonable time to improve before further action is taken. The following steps outline the process:

#### A. Step 0 – Verbal Warning:

- a. A documented verbal warning outlining specific performance issues, expectations, and a timeline for improvement.
- b. The employee and supervisor will meet to discuss and document corrective actions, a copy of which will be provided to the employee and the Employers HR.

B. Step 1 – Written Warning & Performance Improvement Plan:

- a. A formal written notice specifying the conduct or performance concerns.
- b. A Performance Improvement Plan (“PIP”) will be developed with measurable goals, potential trainings, scheduled check-ins, and a defined improvement timeline (typically 30 to 60 days).

C. Step 2 – Final Warning & Final Action Plan

- a. If previous warnings do not result in sufficient improvement, a Final Warning is issued.
- b. The supervisor, Human Resources, and relevant leadership will collaborate with the employee to create a final action plan. This may include revising the PIP, providing additional resources, and defining a final improvement period up to 30 days.
- c. If the employee determines they cannot meet expectations, they may opt to resign.

D. Step 3 – Termination, Suspension, or Demotion

- a. If performance expectations remain unmet or if misconduct is severe, termination, suspension, or demotion may occur.
- b. The Executive Director (or designee) will make the final decision, with recommendations from the employee’s directing supervisor.
- c. If terminated, the employee will receive a written explanation detailing the Just Cause for termination.

#### 21.4 Egregious Misconduct

In cases of egregious misconduct, corrective action steps may be bypassed, and immediate termination may occur. Examples include:

- Violence, threats, or assault;

- Sexual assault and/or harassment;
- Harassment, discrimination, or retaliation;
- Theft or fraud;
- Severe negligence causing financial or physical harm;
- Substance abuse on premises;
- Falsification of documents;
- Possession of weapons at work.

## ARTICLE 22: GRIEVANCE AND ARBITRATION PROCEDURE

### 22.1 Establishment of Grievance and Arbitration Procedure

Grievances of employees or the Union with respect to the interpretation or application of any of the terms of this Agreement shall be resolved solely according to the following procedure. Subject to 22.3 relating to cases of discharge or suspension for cause, only matters dealing with the interpretation or application of terms of this Agreement shall be subject to this grievance machinery. No grievance filed or arising after the expiration of this Agreement shall be arbitrable. Failure to file or process a grievance within the applicable time limits constitutes a final resolution and waiver of the dispute and such dispute shall not be arbitrable.

- A. Grievance Representatives - The Union shall represent the aggrieved worker(s) at all steps of the process. Unless mutually agreed upon otherwise, if the manager or supervisor who would normally represent the Employer is also the subject of the grievance, the Employer will choose another representative, other than the Executive Director or Human Resources, to participate at the applicable step.

### 22.2 Employee Grievances

- A. Step One: Oral Discussion - To be timely, the employee first must notify their immediate supervisor of their grievance within fifteen (15) workdays of when the employee learns of the occurrence which gave rise to the grievance. If the grievance involves the immediate supervisor, the employee shall notify Human Resources to choose another representative to participate at the applicable step.

- B. Step Two: Written Grievance--Handling at Human Resources Level - If no settlement is reached in Step One, to be timely the grievance must be reduced to writing and presented to Human Resources within five (5) working days after the immediate supervisor is notified of the grievance at Step One. A copy of the written statement of grievance shall also be given to the Employer's Executive Director. The written statement of grievance 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 (this will not be applicable in cases of discharge or suspension); and
  - c. The remedy sought.
- C. Step Three: Written Grievance--Handling at the Executive Director Level - If no settlement is reached in Step Two within the specified time limits, to be timely the employee must thereafter submit the grievance to the Executive Director within three (3) workdays after the expiration of the period allowed for settlement at Step Two. After such submission, the employee and the Executive Director or their designee, and any representatives and witnesses if applicable, shall within the next ten (10) workdays (unless mutually extended), meet to settle the grievance. Any settlement shall be reflected in a written document indicating the disposition made thereof, and copies shall be furnished to all parties. The parties shall provide relevant documents and witnesses reasonably necessary for the processing of grievances at least one (1) day before the meeting.
- D. Step Four: Mediation - If the grievance is not resolved at Step 3, upon mutual agreement, the Union will request within 5 working days the services of the Federal Mediation and Conciliation Service or comparable mediation service. The parties will meet for at least one session with a mediator to attempt to resolve the grievance.
- E. Step Five: Arbitration - If no settlement is reached in Step Three within the specified time limits, then to be timely the employee must in writing, within three (3) workdays

thereafter, request that the matter be submitted to arbitration as hereinafter provided in 22.5 and 22.6.

### 22.3 Discharges and Suspensions

In the case of disciplinary discharges or suspensions, the employee shall be given a copy of the suspension or discharge slip, as the case may be, if the employee is available to be presented with such copy. If the employee is not available, copies of the slip will be sent to the employee and to the Union office. The employee shall have the right to appeal the action shown on the slip, provided that the employee files a written grievance at Step Two with the head of Human Resources within three (3) workdays after the date of discharge or suspension, or within five (5) workdays after the date of the mailing of the copy of the slip. The written grievance is then subject to the time limits and procedures of Step Three, Step Four and Step Five.

### 22.4 Union Versus Employer Grievances

In the case of any grievance which the Union may have against the Employer which does not involve individual employees, the processing of such grievance shall begin with Step Three and shall be limited to matters dealing with the interpretation or application of terms of this Agreement. To be timely, such grievance must be submitted in writing to the Executive Director within ten (10) workdays the Union learned of the occurrence which gave rise to the grievance. The written grievance shall contain: (a) a statement of the grievance setting forth the facts upon which the grievance is based; (b) a reference to the section or sections of this Agreement alleged to have been violated; and (c) the correction sought. The grievance shall be signed by the designated representative of the Union. If no settlement is reached within ten (10) workdays (unless mutually extended) from the submission of the grievance to the Executive Director, to be timely the Union must within ten workdays thereafter request in writing that the matter be submitted to arbitration as hereinafter provided in 22.5 and 22.6.

### 22.5 Selection of an Arbitrator

For each case properly reaching Step Five, 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) workdays after submission of the written request for arbitration, the parties shall jointly request the

Federal Mediation and Conciliation Service to submit a panel of seven arbitrators. Such request shall state the general nature of the case and ask that the nominees be qualified to handle the type of case involved and that they are active members of the National Academy of Arbitrators who live in the States of Washington, Oregon, Idaho, or Montana. When notification of the names of the panel of seven arbitrators is received, either party shall have the right to demand a new panel. Once an acceptable panel is received, the parties in turn shall have the right to strike a name from the panel until only one name remains. The remaining person shall be the arbitrator. The right to strike the first name from the panel shall be determined by lot.

## 22.6 Arbitration -Rules of Procedure

- A. The arbitrator shall hear and accept pertinent evidence submitted by both parties and shall be empowered to request such data as the arbitrator deems pertinent to the grievance and shall render a decision in writing to both parties within thirty days (unless mutually extended) of the completion of the hearing.
- B. The arbitrator shall rule only on the basis of information presented in the hearing in the presence of both parties and shall refuse to receive any information after the hearing except when there is mutual agreement between the parties.
- C. Each party to the proceedings may call such witnesses as may be necessary in the order in which their testimony is to be heard. Such testimony shall be sworn and shall be limited to the matters set forth in the written statement of grievance.
- D. The arguments of the parties may be supported by oral comment and rebuttal. Either or both parties may submit written briefs within a time period mutually agreed upon. Such arguments of the parties, whether oral or written, shall be confined to and directed at the matters set forth in the written statement of grievance.
- E. Each party shall pay any compensation and expenses relating to its own witnesses or representatives.
- F. The parties shall each pay one-half of the arbitrator's compensation plus necessary expenses incurred by the arbitrator.

- G. The total cost of the arbitration record (if requested) will be paid by the party requesting it, unless the other party also requests a copy, in which case the parties will each pay one-half of the costs.

#### 22.7 Extension of Time Limits by Agreement

Time limits designated in this Article 22 for filing and processing grievances and for bringing a matter to arbitration may only be extended by mutual written consent.

#### 22.8 Authority of the Arbitrator

In arriving at any decision under the provisions of this Article 12, the arbitrator shall have no authority to alter this Agreement in whole or in part, or to impose any obligation or limitation on the Employer which is not expressly contained in this Agreement. A decision of the arbitrator which is within his jurisdiction and authority shall be final and binding on the Employer, the Union, and the employees.

### ARTICLE 23: LAYOFF AND RECALL

#### 23.1 Layoffs

Employer will determine job departments and job categories in which layoffs will occur. Factors to be considered in the selection of employee(s) for layoff may include operational needs, relevant experience, skills, and abilities. Where employees are similarly situated with respect to those qualities, seniority shall determine which employee(s) are selected for layoff. Seniority is defined as the total length of service with the Employer.

All laid-off employees may continue to be enrolled in medical and dental insurance programs pursuant to COBRA rules by paying the cost of continuing these benefits.

### 23.2 Severance Pay

An employee whose position is eliminated and is not offered a substantially similar position by Employer, resulting in termination of employment, shall be entitled to severance pay according to the following schedule: All employees shall be given three (3) weeks' severance pay. Then, one (1) week severance pay for each completed year of employment after the first year of employment, up to a maximum of nine (9) weeks for a total of twelve (12) weeks. Employees who have less than one year of service shall have their severance pay pro-rated as follows: (days worked) divided by (260) then multiplied by fifteen (15) work days equals the number of days of severance pay, rounded up. If Employer terminates an employee's employment as the result of a reorganization or restructuring, and a successor employer offers that employee employment on substantially the same terms and conditions as the employee had with Employer, employee shall not be eligible for the severance pay described in this section.

### 23.3 Written Notice of Layoff

Employer will provide written notice to the Union and the affected employee(s) at least thirty (30) calendar days prior to the effective date of the layoff.

### 23.4 Severance Pay – Benefits

All laid-off employees shall be paid by direct deposit or other mutually agreed payment method from the Employer for their applicable severance pay and earned vacation time. Unless declined by the Employee in writing, Employer shall pay the cost of COBRA coverage for the laid off Employee for up to three (3) months or until such time as the Employee becomes eligible for coverage under another group plan, whichever occurs first. Employee may continue to be enrolled in COBRA beyond three months by paying the cost of continuing these benefits.

### 23.5 Positive Reference for Laid Off Employee

Absent a written reference authorization from a departing staff member, references will only contain title and dates of employment. Written reference authorization from the employee would allow supervisors to give a reference on work performance, salary and eligibility for rehire.

### 23.6 Ending Employment Voluntarily

The Employer shall allow an employee in the same job classification and department where layoffs will occur to volunteer to be laid off, provided that the employee is in a position requiring the same relevant experience, skills and abilities as a position subject to layoff. All employees who choose to end their employment in response to a notice of layoffs under these circumstances shall be entitled to severance pay as outlined in Article 23.2. Employees shall have at least five (5) days after notice of layoffs to choose whether to exercise their rights under this section. If the Employer accepts the employee's voluntary layoff, the employee will submit a non-revocable letter stating they are accepting a voluntary layoff. The employee will be placed on all applicable rehire lists. If voluntary layoffs pursuant to this section eliminate the need for any additional layoffs, the Employer shall promptly inform all employees of those circumstances.

### 23.7 Recall Rights

An employee laid off shall have recall rights for twelve (12) months from the date of layoff. Employees recalled will maintain the seniority status they had at the time of layoff. Recall shall be prioritized by Employee's seniority with the Employer.

Employees recalled shall receive no less than the rate of pay and benefits as of the date when they were laid off. If the employee's experience upon return warrants a higher rate of pay and/or benefits, the employee shall receive that higher rate of pay and/or benefits.

If a position becomes available in the same classification in which an employee who was laid off had been previously employed, that former employee shall be offered reinstatement to the available position if that position is posted within 12 months of the employee's layoff. If a laid off bargaining unit employee declines recall to a comparable position, the employee will be removed from the recall list.

Before posting a bargaining unit position, the Employer shall provide notice by certified mail to last known address, Employee's last known personal email, and a phone call to last known phone number to any former employees in the same classification who were laid off within the preceding 12 months. A laid off employee will have seven calendar days to accept a recall offer after certified mail has been deposited at the Employee's last known address or the courier has noted it was not delivered after an attempt

## ARTICLE 24: TECHNOLOGY AND DATA

### 24.1 AI Training and Technology Development

Employer shall provide an annual training and professional development opportunity that enables employees to work effectively with new technologies and acquire new skills relevant to their evolving roles.

This provision shall not be interpreted to limit other professional development opportunities included in this collective bargaining agreement.

### 24.2 Impact of AI

Parties recognize the benefit of artificial intelligence (AI) in the workplace as a tool to assist employees perform tasks with greater accuracy and efficiency. The Employer commits working with employees to create an adaptable workforce, including upskilling and training employees on the appropriate use of AI in their roles.

The Employer shall not replace employees with AI, automation or similar technologies.

### 24.3 Transparency of Data Collection

At the beginning of each fiscal year, the Employer will make available to all staff a list of applications and third-party vendors, to which the Employer has authorized for employee use, including available links to privacy policies.

### 24.4 Employee Data Security

The Employer commits to maintaining robust data security measures that are consistent with industry standards and applicable data protection laws.

#### 24.5 Notification and Remediation in the Event of a Data Breach

In the event of a known data breach affecting employee data collected via applications and third-party vendors, to which the Employer has authorized for employee use, the Employer shall promptly notify affected employees and provide detailed information regarding the nature of the breach, the data involved, and the steps taken to address the breach. The Employer shall also provide affected employees with guidance and support to mitigate the risk of future compromises, including, but not limited to, recommendations for protective actions and access to identity protection services as appropriate.

#### 24.6 Privacy

The Employer will not surveil employees or otherwise track the movements of employees using Global Position System (“GPS”) or other tracking devices.

#### 24.7 Biometric Technologies

Employer will not collect, capture, purchase, or otherwise obtain any biometric identifier from its employees. Employees may, as a condition of employment for certain positions, be asked to submit biometric identifiers, such as fingerprints, to a third party as part of a background check. "Biometric identifier" means data generated by automatic measurements of an individual's biological characteristics, such as a fingerprint, voiceprint, eye retinas, irises, or other unique biological patterns or characteristics that is used to identify a specific individual and excludes physical or digital photograph, video or audio recording.

### ARTICLE 25: UNION SUCCESSORSHIP

This Agreement shall be binding upon the successors and assigns of the parties hereto, and no provisions, terms, or obligations herein shall be affected, modified, altered or changed in any respect whatsoever by the change in legal entity, transfer or assignment of either party hereto. In the event

the Employer sells, transfers, leases or assigns any or all of the operations covered by this Agreement to any other entity, including but not limited to by transferring these operations to the Housing Justice Project, the Employer shall notify SEIU 925. and the Employer shall, as a condition of such sale, transfer, lease, or assignment of any or all of the Employers operations, require that such successor organization agree (1) make offers of employment to all members of the bargaining unit affected by the transaction, in the order of seniority, to the job positions in they held immediately prior to the effective date of the transaction, with the initial terms and conditions of their employment being those set forth in this Agreement, to the extent those positions will exist in the successor organization, provided that any member of the bargaining unit affected by the transaction whose position will not exist in the successor organization shall be afforded the rights set forth in this agreement for laid off employees and (2) should a majority of the employees initially employed by the successor organization consist of employees previously covered by this Agreement, to immediately voluntarily recognize SEIU 925 as the exclusive bargaining representative of those employees, and (3) to the extent permitted by law, to immediately become signatory to this Agreement, and therefore become bound by each and every provision of this Agreement. Upon satisfaction by the successor organization of its obligations as set forth herein, the King County Bar Association shall have no further obligations hereunder from date of takeover.

## ARTICLE 26: COMPLETE AGREEMENT

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. This Agreement concludes all collective bargaining between the parties for the terms of this agreement and constitutes the sole, entire and existing agreement between the parties, and supersedes all prior agreements and undertakings, oral or written, expressed or implied, or practices, between the Employer and the Union or its employees, and expresses all obligations and restrictions imposed on each of the respective parties during its term.

Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred or covered in this Agreement, or with

respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

It is understood that both the Employer and the Union waive their right to modify or amend the terms of this Agreement, except by mutual written consent. Amendments to this Agreement mutually agreed upon by both parties may be made at any time, provided such amendments are reduced to writing and signed by the authorized representatives of the parties.

#### ARTICLE 27: SAVINGS AND SUPREMACY

If any article or section of this CBA shall be held invalid by operation of law or by any tribunal of competent jurisdiction, provided that the invalidation of such article or section does not have a significant bearing on any other article or section of the CBA, the balance of the CBA shall continue in full force and effect.

#### ARTICLE 28: DURATION AND RENEWAL

This Agreement shall be effective on November 19, 2025. This Agreement shall continue in full force and effect through and including November 18, 2027; and shall continue in full force and effect from year to year thereafter unless notice of desire to amend this Agreement is served by either party upon the other at least ninety (90) days prior to the date of expiration. Upon such notice, the parties shall commence bargaining in good faith on an amendment or successor to this Agreement.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026

For King County Bar Association

For Service Employees International Union, Local 925

Signed by:  
*Kathleen A. Jensen*  
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*James Satterberg*  
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Signed by:  
*Bridget Schuster*  
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Signed by:  
*Jennifer Oliver*  
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Signed by:  
*Len Roden*  
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Signed by:  
*Andy Jones*  
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## APPENDIX A: SHARED LEAVE PROGRAM POLICY



### Policy Statement

The King County Bar Association (KCBA) recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available sick/vacation time. To address this need, all eligible employees will be allowed to donate accrued paid sick or vacation hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

### Eligibility

Employees must be employed with KCBA for a minimum of one year to be eligible to donate and/or receive donated sick/personal time.

### Guidelines

Employees who would like to make a request to receive donated sick/vacation time from their co-workers must have a situation that meets the following criteria:

**Medical emergency**, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee **due to the exhaustion of all paid leave available**. An immediate family member is defined as a spouse, child or parent.

**Major disaster**, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies, An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work and that employee **has exhausted all paid leave available**.

### **Donation of Sick/Vacation**

- The donation of sick/personal time is strictly voluntary.
- KCBA HR will notify employees that KCBA has received a donation leave request.
- Employees shall have 30 days from the notification from KCBA HR to make a donation.
- Recipient identity will not be disclosed to donating employees.
- Donating employees may not designate a particular recipient for their donated sick/personal time.
- The donation of sick/vacation time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of sick/vacation hours that an eligible employee may donate is 4 hours per calendar year; the maximum is 40 hours or no more than 50 percent of the employee's current balance.
- Employees cannot borrow against future sick/personal time to donate.
- Employees who are currently on an approved leave of absence cannot donate sick/personal time.
- Donated time that is unused by the recipient shall be returned to the donating employee.

### **Requesting Donated Sick/Personal Time**

Employees who would like to request donated sick/personal time are required to complete a Donation of Leave Request Form and submit it to KCBA HR. The request form must be submitted within 90 days of the commencement of the medical emergency or the declaration of a major disaster.

Requests for donations of sick/personal time must be approved by KCBA HR, the employee's immediate supervisor and the team Director (e.g., Pro Bono, Member Services or Executive Director.) Denial shall be made in writing.

If the recipient employee has available sick/personal time in his or her balance, this time will be used prior to any donated sick/vacation time. Donated sick/vacation time may only be used for time off related to the approved request.

Employees who receive donated sick/vacation time may receive no more than 480 hours (12 weeks) within a rolling 12-month period.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

## APPENDIX B: TRAVEL EXPENSE POLICY



### **Overview**

It is the policy of King County Bar Association (KCBA) to reimburse staff for reasonable and necessary expenses incurred during approved work-related travel. The purpose of this policy is to ensure that adequate cost controls are in place, the travel and associated expenditures are appropriate and there is a consistent approach for the timely reimbursement of approved travel expenses.

Reimbursement by the KCBA is allowed only when reimbursement has not been, and will not be, received from other sources. Any circumstances or expenditures that are not specifically covered in this travel policy, will be considered for reimbursement on a case by case basis.

All business-related travel paid with KCBA funds must comply with this travel expense policy.

### **Authorization and responsibility**

Staff travel must be authorized in advance. Travelers should verify with the Executive Director, Member Services Director or the Pro Bono Services Director that planned travel is eligible for reimbursement before making travel arrangements. Within 14 days of completion of a trip, the traveler must submit a travel reimbursement form and supporting documentation to obtain reimbursement of expenses.

An individual may not approve their own travel or reimbursement. The travel reimbursement form must be signed by the Executive Director, Member Services Director or the Pro Bono Services Director.

Travel and reimbursement for members of the management team must be approved in advance by the Executive Director.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

### **Personal funds**

Travelers should review these reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. The advance approval requirement stated above also applies to business travel initially paid with personal funds. Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

### **Denial**

KCBA reserves the right to deny reimbursement of travel-related expenses for failure to comply with these policies and procedures.

### **Vacation in conjunction with business travel**

In cases in which vacation time is added to a business trip, any cost variance in airfare, or lodging must be clearly identified on the travel request form. KCBA will not prepay any personal expenses with the intention of being "repaid" at a later time, nor will any personal expenses be reimbursed.

### **Exceptions**

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the Executive Director, or their designee. Exceptions will be reviewed and responded to in five business days, absent exigent circumstances requiring faster approval.

### **Travel Expenses/Procedures**

#### ***General information***

Business travel is defined as travel associated with conferences or other required meetings held outside of the normal working locations where the KCBA conducts its business. Travel to and from home to work (commuting), whether to the KCBA offices or local courthouses, is not considered business travel and will not be reimbursed. Authorized business travel for staff that includes prepayments must be pre-approved.

#### ***Permissible prepaid travel expenses***

Before the travel, KCBA may issue prepayments for airfare, transportation, rental vehicles, conference registration fees and cash advances. Applicable policies and methods of payment for these prepayments follow.

**Airfare.** KCBA will only reimburse coach/economy class air fares, absent a reasonable accommodation, which must be approved in advance and follow the KCBA accommodation request process. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Airfare may be prepaid by the KCBA.

Travelers are encouraged to book flights at least twenty one days in advance to avoid premium airfare pricing. Airfare may be purchased with a credit card or paid check from the KCBA.

**Conference registration fees.** Conference registration fees can be prepaid with a credit card or check through the KCBA. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees.

**Travel advances.** Cash advances are authorized for specific situations that might cause undue financial hardship for business travelers. These situations are limited to staff traveling on behalf of the KCBA.

Expenses associated with the travel must be reconciled and substantiated within 14 days of the return date. The traveler must repay the KCBA for any advances in excess of the approved reimbursable expenses.

Travel advances are processed by submitting a completed Travel Advance Request Form. Reimbursement for any remaining expenses is processed on the Request for Reimbursement of Travel Expenses form.

#### ***Reimbursements***

Requests for reimbursements of travel-related expenses are submitted on the Request for

Reimbursement of Travel Expenses form. This form must be accompanied by supporting documentation.

These forms must be submitted to Accounting within 14 days after the trip is completed. Travel reimbursement forms not submitted within this time frame require exception approval from the Executive Director, the Member Services Director or the Pro Bono Services Director.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by KCBA are shown below.

**Airfare.** If the airfare was not prepaid by the KCBA, an original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

**Ground transportation and airport parking.** If flying, please park and shuttle economically. KCBA will reimburse longer term airport parking at the lower of actual parking costs or an airport shuttle or ride share (e.g. Uber, Lyft) to and from your home, and tips no more than 25% of the cost of the trip. Only parking associated with a work trip (not personal vacation) will be reimbursed.

**Automobile.** Reimbursement for use of a personal automobile for business travel (not commuting to and from work) is based on the [IRS mileage rate](#). Complete starting and ending street addresses for trips must be provided. A copy of a Google maps or similar printout is sufficient.

**Conference registration fees.** If the conference fee was not prepaid, KCBA will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a cancelled check, credit card slip/statement or documentation that the amount was paid is required for reimbursement. Entertainment activities will not be reimbursed.

Registration fees paid directly by an individual will not be reimbursed until the conference is completed.

**Lodging (commercial).** The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 50 miles or more from the traveler's home or primary worksite.

Exceptions to this restriction may be approved in writing by the Executive Director, Member Services Director or Pro Bono Services Director.

KCBA will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

Only single room rates are authorized for payment or reimbursement. If the lodging receipt shows more than a single occupancy, the single room rate must be noted.

**Meals (per diem).** Per diem allowances are reimbursable for overnight travel that is 50 miles or more from the traveler's home or primary worksite.

KCBA per diem rates are based on the [U.S. General Services Administration Guidelines](#), which vary by city location. Incidental expenses, unless specifically cited in this policy, will not be reimbursed.

Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly.

Receipts are not required for per diem allowances. Per diem allowances are reimbursed after the trip is completed.

**Business expenses.** Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, can be reimbursed. Original itemized receipts are required.

**Parking.** Original receipts are required for all parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

**Tolls.** Original receipts are required for all tolls.

**Miscellaneous transportation.** Original receipts are required for taxi, ride share, ferry, and other modes of transportation.

#### **Travel for Non-Employees**

Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed.

## APPENDIX C: UNION WAGE SCALES

# Salary Wage Scales

## Program Department Staff

Union								
NL-1 (Program Assistant)			NL-2 (Program Coordinator)			NL-3 (Program Manager)		
Step	Annual Salary	Hourly Rate	Step	Annual Salary	Hourly Rate	Step	Annual Salary	Hourly Rate
0	62,608	30.10	0	64,608	31.06	0	69,608	33.47
1	63,608	30.58	1	65,608	31.54	1	70,608	33.95
2	64,608	31.06	2	66,608	32.02	2	71,608	34.43
3	65,608	31.54	3	67,608	32.50	3	72,608	34.91
4	66,608	32.02	4	68,608	32.98	4	73,608	35.39
5	67,608	32.50	5	69,608	33.47	5	74,608	35.87
6	68,608	32.98	6	70,608	33.95	6	75,608	36.35
7	69,608	33.47	7	71,608	34.43	7	76,608	36.83
8	70,608	33.95	8	72,608	34.91	8	77,608	37.31
9	71,608	34.43	9	73,608	35.39	9	78,608	37.79
10	72,608	34.91	10	74,608	35.87	10	79,608	38.27
11	73,608	35.39	11	75,608	36.35	11	80,608	38.75
12	74,608	35.87	12	76,608	36.83	12	81,608	39.23
13	75,608	36.35	13	77,608	37.31	13	82,608	39.72
14	76,608	36.83	14	78,608	37.79	14	83,608	40.20
15	77,608	37.31	15	79,608	38.27	15	84,608	40.68
16	77,608	37.31	16	79,608	38.27	16	84,608	40.68
17	77,608	37.31	17	79,608	38.27	17	84,608	40.68
18	77,608	37.31	18	79,608	38.27	18	84,608	40.68
19	77,608	37.31	19	79,608	38.27	19	84,608	40.68
20	77,608	37.31	20	79,608	38.27	20	84,608	40.68
21	77,608	37.31	21	79,608	38.27	21	84,608	40.68
22	77,608	37.31	22	79,608	38.27	22	84,608	40.68
23	77,608	37.31	23	79,608	38.27	23	84,608	40.68
24	77,608	37.31	24	79,608	38.27	24	84,608	40.68
25	77,608	37.31	25	79,608	38.27	25	84,608	40.68
26	77,608	37.31	26	79,608	38.27	26	84,608	40.68
27	77,608	37.31	27	79,608	38.27	27	84,608	40.68
28	77,608	37.31	28	79,608	38.27	28	84,608	40.68
29	77,608	37.31	29	79,608	38.27	29	84,608	40.68
30	77,608	37.31	30	79,608	38.27	30	84,608	40.68
31	77,608	37.31	31	79,608	38.27	31	84,608	40.68
32	77,608	37.31	32	79,608	38.27	32	84,608	40.68
33	77,608	37.31	33	79,608	38.27	33	84,608	40.68
34	77,608	37.31	34	79,608	38.27	34	84,608	40.68
35	77,608	37.31	35	79,608	38.27	35	84,608	40.68

# Salary Wage Scales

## Legal Assistants

<b>Union</b>
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<b>LA-1 (Legal Assistant)</b>
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Step	Annual	
	Salary	Hourly Rate
0	64,608	31.06
1	65,608	31.54
2	66,608	32.02
3	67,608	32.50
4	68,608	32.98
5	69,608	33.47
6	70,608	33.95
7	71,608	34.43
8	72,608	34.91
9	73,608	35.39
10	74,608	35.87
11	75,608	36.35
12	76,608	36.83
13	77,608	37.31
14	78,608	37.79
15	79,608	38.27
16	79,608	38.27
17	79,608	38.27
18	79,608	38.27
19	79,608	38.27
20	79,608	38.27
21	79,608	38.27
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25	79,608	38.27
26	79,608	38.27
27	79,608	38.27
28	79,608	38.27
29	79,608	38.27
30	79,608	38.27
31	79,608	38.27
32	79,608	38.27
33	79,608	38.27
34	79,608	38.27
35	79,608	38.27

# Salary Wage Scales

## Attorneys

Union					
SA-1 (Staff Attorney)			SA-2 (Staff Attorney Program Manager)		
Step	Annual Salary	Hourly Rate	Step	Annual Salary	Hourly Rate
0	82,000	39.42	0	83,000	39.90
1	85,000	40.87	1	86,000	41.35
2	88,000	42.31	2	89,000	42.79
3	91,000	43.75	3	92,000	44.23
4	94,000	45.19	4	95,000	45.67
5	97,000	46.63	5	98,000	47.12
6	99,000	47.60	6	100,000	48.08
7	101,000	48.56	7	102,000	49.04
8	103,000	49.52	8	104,000	50.00
9	105,000	50.48	9	106,000	50.96
10	107,000	51.44	10	108,000	51.92
11	108,500	52.16	11	109,500	52.64
12	110,000	52.88	12	111,000	53.37
13	111,500	53.61	13	112,500	54.09
14	113,000	54.33	14	114,000	54.81
15	114,500	55.05	15	115,500	55.53
16	114,500	55.05	16	115,500	55.53
17	114,500	55.05	17	115,500	55.53
18	114,500	55.05	18	115,500	55.53
19	114,500	55.05	19	115,500	55.53
20	114,500	55.05	20	115,500	55.53
21	114,500	55.05	21	115,500	55.53
22	114,500	55.05	22	115,500	55.53
23	114,500	55.05	23	115,500	55.53
24	114,500	55.05	24	115,500	55.53
25	114,500	55.05	25	115,500	55.53
26	114,500	55.05	26	115,500	55.53
27	114,500	55.05	27	115,500	55.53
28	114,500	55.05	28	115,500	55.53
29	114,500	55.05	29	115,500	55.53
30	114,500	55.05	30	115,500	55.53
31	114,500	55.05	31	115,500	55.53
32	114,500	55.05	32	115,500	55.53
33	114,500	55.05	33	115,500	55.53
34	114,500	55.05	34	115,500	55.53
35	114,500	55.05	35	115,500	55.53