

COLLECTIVELY BARGAINED AGREEMENT

FOR

**WORKING CONDITIONS**

BETWEEN

YAKIMA COUNTY SUPERIOR COURTS

AND

COUNCIL 2,  
WASHINGTON STATE COUNCIL OF  
COUNTY AND CITY EMPLOYEES  
AMERICAN FEDERATION OF STATE, COUNTY AND  
MUNICIPAL EMPLOYEES, AFL-CIO  
REPRESENTING

**LOCAL 87P - JUVENILE DEPARTMENT EMPLOYEES AND  
LOCAL 87PS – JUVENILE DETENTION SUPERVISORS OF  
YAKIMA COUNTY SUPERIOR COURT**

December 1, 2025 – December 31, 2026

## Table of Contents

PREAMBLE .....	1
SUBORDINATE TO STATUTES .....	1
PRODUCTIVITY .....	1
RECOGNITION .....	1
ARTICLE1 - MANAGEMENT RIGHTS .....	1
ARTICLE 2- EMPLOYEE RIGHTS.....	2
ARTICLE 3 - NO DISCRIMINATION .....	4
ARTICLE 4 - UNION - MANAGEMENT RELATIONS .....	4
ARTICLE 5 - DEFINITIONS.....	4
ARTICLE 6 - HOURS OF WORK.....	6
ARTICLE 7 - OVERTIME/COMPENSATORY TIME .....	12
ARTICLE 8 - SENIORITY .....	13
ARTICLE 9 - LAY-OFF AND RECALL .....	14
ARTICLE 10 - JOB POSTING, PROMOTIONS .....	15
ARTICLE 11 - PAID TIME OFF (PTO) AND SICK LEAVE/EXTENDED SICK LEAVE.....	15
ARTICLE 12 - LEAVE REQUESTS FOR JUVENILE DETENTION .....	17
ARTICLE 13 - OTHER LEAVES.....	19
ARTICLE 14 - DETENTION REQUIRED TRAINING/TESTING/APPEARANCES .....	19
ARTICLE 15 - DISCIPLINE/WORK RULES.....	20
ARTICLE 16 - GRIEVANCE PROCEDURE.....	23
ARTICLE 17 - MISCELLANEOUS .....	26
ARTICLE 18 - SAVINGS .....	27
ARTICLE 19 - AMENDMENTS .....	27
ARTICLE 20 - ENTIRE AGREEMENT.....	27
ARTICLE 21 - DURATION.....	27

## PREAMBLE

This Agreement entered into by the County of Yakima, specifically, Yakima County Courts, hereinafter referred to as the Employer, and Council 2, of the Washington State Council of County and City Employees, representing, Local 87P and 87PS of the American Federation of State County and Municipal Employees, AFL-CIO, referred to as the "Union," has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of employment working conditions.

## SUBORDINATE TO STATUTES

This Agreement shall be subordinate to the ordinances, resolutions, and regulations governing the Employer and to the statutes of the State of Washington. However, an ordinance relating directly to working conditions, insofar as it applies to employees covered by this Agreement, may not be changed during the term of the Agreement unless the Employer notifies the Union of the change and, upon request of the Union, negotiates concerning the change.

## PRODUCTIVITY

The Employer and the Union agree to work together to meet the production requirements of each department, to provide the public with efficient and courteous service, to encourage good attendance of employees, and to promote a climate of labor relations that will aid in achieving a high level of efficiency.

## RECOGNITION

The Employer recognizes the Union as the exclusive collective bargaining agent for all regular full time, regular part time, and probationary supervisors employees of the Juvenile Justice Departments of the Yakima County Superior Court, excluding Administrators, Managers, confidential employees, and Superior Court Supervisors of the Employer for which the Union has been certified in Labor and Industries Case S.K.-1447 and S.K.-1364 as collective bargaining representatives as provided by RCW 41.56, Public Employee's Collective Bargaining Act.

**Detention Supervisors Only:** The Employer recognizes the Union as the exclusive collective bargaining agent for regular full-time and probationary supervisors of Yakima County Juvenile Detention. The Union has been certified in Public Employment Relations Commission Case #19924-E-05-3115 as collective bargaining representatives as provided by RCW 41.56, Public Employee's Collective Bargaining Act.

## ARTICLE 1 - MANAGEMENT RIGHTS

- 1.1 The Union recognizes the prerogative of the Employer to operate and manage its affairs in all respects in accordance with its responsibilities, lawful powers, and legal authority. All matters not expressly covered by the language of this Agreement, or other written

agreements with the Union, shall be administered by the Employer in accordance with the Employer's prerogative.

- 1.2 The Employer's prerogatives include, but are not limited to, the following matters:
  - A. The right to establish lawful work rules and procedures.
  - B. The right to schedule work and overtime work, and the time, place, methods and processes by which the work is to be performed in a manner most advantageous to the Employer.
  - C. The right to hire, transfer, lay off and promote employees as deemed necessary by the Employer in accordance with the provisions of this Agreement
  - D. The right to discipline, suspend or discharge an employee for just cause in accordance with the provisions of this Agreement.
  - E. The right to determine the size and composition of the work force and to assign employees to work locations and shifts.
  - F. The right to assign employees incidental duties connected with operations, not enumerated in job descriptions.
  - G. The right to take actions as may be necessary to carry out Employer services in emergencies.
- 1.3 Nothing in this Agreement shall be interpreted to detract from or circumscribe the trust placed in the Yakima County Judges, and the rights and obligations owed by them to the electorate.
- 1.4 Notwithstanding any other provisions of this Agreement, the Employer may take actions necessary to comply with the Americans with Disabilities Act.

## **ARTICLE 2 - EMPLOYEE RIGHTS**

- 2.1
  - A. Pursuant to their Weingarten and Loudermill rights, employees may request the presence of a union representative at any meeting between Management and the employee if the meeting is called for disciplinary reasons. The unavailability of the union representative shall not delay the meeting for more than three (3) days. The union representative's absence shall not impede, delay, or preclude immediate action by Management as allowed by Article 15 on Discipline and Work Rules. Questioning of an employee during a Weingarten meeting shall be recorded, subject to mutual agreement. Upon request, a copy of any recording made during the Weingarten interview shall be provided to either party.

- B. An employee shall be given the opportunity to sign evaluative and disciplinary materials placed in the employee's personnel file to show that the employee has read the material.
- C. Employees have the right to attach rebuttals to any evaluative and disciplinary materials in their personnel file.
- D. Employees shall take the initiative to schedule a meeting with Department of Human Resources staff to purge outdated materials from their personnel file.

2.2 Employees have the right to examine their personnel file as is maintained by the Yakima County Human Resources Department. An authorized representative of the Union may examine an employee personnel file if the employee so authorizes in writing. A copy of any material placed into an employee's file relating to job performance or personal character shall be given to the employee.

2.3 Safe and healthful working conditions are recognized as mutually beneficial to employees and Employer. Employees may report what they believe to be an unsafe and unhealthy working condition to Management or to the Central Safety Committee. Management shall investigate and report the results of investigations of alleged unsafe working conditions to the Central Safety Committee.

2.4 The Employer shall post a complete set of work rules on the County's internal employee website. Work rules, policies and procedures specific to Superior Court may also be circulated to employees by the Superior Court Director. Employees shall familiarize themselves with the rules. If the Employer proposes to change existing rules or add new rules, the Employer shall give notice to the Union of the proposed changes or additions and provide a reasonable opportunity for the Union to request a labor/management meeting to discuss the proposal. Employees will be given at least seven days notification prior to a new rule becoming effective. A change in work rules is significant if it affects hours of work, working conditions, benefits, or if violation of the changed work rule could result in a person being subjected to discipline. The Employer may adopt new or amended rules without notice to the union in the event of a bona fide emergency.

2.5 Any complaint involving the application of new or existing rules or the collective bargaining agreement shall be resolved through the grievance procedure. Any employee within the bargaining unit who may feel aggrieved may seek remedy by the grievance procedure provided in this Agreement.

2.6 Employees shall report outside employment to management in the process defined in the Reporting Outside Employment Policy to include where the employee is working and what their schedule is. Management will conduct a conflict check.

## **ARTICLE 3 - NO DISCRIMINATION**

3.1 There shall be no discrimination by the Employer or the Union against any employee or applicant for employment on account of membership or non-membership in the Union because of age, color, national origin, race, religion or creed, sensory, mental or physical disability, use of a service animal, pregnancy and maternity, HIV/AIDS and Hepatitis C Status, genetic information, marital status, victims of domestic violence, sexual abuse, or stalking, political belief, sex, sexual orientation, gender identity, veteran or military status, or any other protected status under federal ,or state, or local law unless based upon a bona fide occupational qualification. No employee will be required to make a contribution to a political party or to a candidate for political office.

## **ARTICLE 4 - UNION - MANAGEMENT RELATIONS**

4.1 All collective bargaining with respect to hours and general working conditions shall be conducted by authorized representatives of the Union and authorized representatives of the Employer.

4.2 Agreements reached between the parties to this Agreement shall become effective only when signed by designated representatives of the Union and the Employer.

4.3 Labor management meetings may be scheduled, at which time matters involving hours and working conditions affecting employees covered by this Agreement will be discussed.

- A. Meetings may be scheduled at a mutually agreeable time, but not later than fifteen working days from the date of request for a meeting. Requests shall be in writing and contain the items at issue. The request shall be sent to the Superior Court Director with a copy to the Presiding Judge or his or her designee.
- B. Prior to the meeting, a written agenda shall be prepared by the party requesting the meeting. The agenda may be supplemented by additions made by the other party. The Employer shall furnish the Union with a copy of the final agenda three working days prior to the date of the meeting, when practicable.
- C. Disposition of matters covered in a labor management meeting shall not contradict, add to, or otherwise modify the terms and conditions of this Agreement.
- D. The Employer may require that the meeting be held during non-working hours.

4.4 Bulletin Board: The Employer agrees to furnish and maintain a suitable bulletin board, in a convenient location, to be used by the Union for sanctioned union notices only.

## **ARTICLE 5 - DEFINITIONS**

5.1 The following definitions apply throughout the Agreement unless the context indicates another meaning:

- A. Anniversary Date: Original entry date into County Service as adjusted by leave without pay or break in service.
- B. Discharge/Dismissal: The termination of employment of an employee by the Employer.
- C. Employees defined as follows:
  - 1) Regular Full-Time: An employee employed in a position other than Juvenile Corrections Officer (hereinafter, JCO) shall be considered a regular full-time employee if he or she performs bargaining unit work on a full-time basis (37.5 to 40) hours per week and has successfully completed a probationary period.  
**Detention Staff Only:** An employee employed as a JCO shall be considered a regular full-time employee if he or she performs bargaining unit work, is regularly scheduled to work 36 to 48 hours per week and has successfully completed a probationary period.
  - 2) Regular Part-Time – Twenty (20) hours and over: Employees who perform bargaining unit work on a scheduled basis, for twenty (20) hours or more per week but less than full-time and who have completed a probationary period.
  - 3) Regular Part-Time – less than twenty (20) hours: Employees who perform bargaining unit work for less than twenty (20) hours per week on a scheduled basis or for a sufficient period of time during each week to demonstrate a substantial and continuing interest in employment.
  - 4) Extra Help: Employees who work for a period of less than five (5) months during a calendar year, less than 650 hours per calendar year intermittently, or in a temporary assignment up to a year in projects with an end in sight, during the absence of a regular employee or when employment is necessitated by workload peaks. This category is inclusive of student, casual, and seasonal employees. Extra Help employees are not in the bargaining unit and are not covered by this Agreement. Extra Help employees are covered by the County Extra Help Policy.
- D. Position: A group of duties and responsibilities normally assigned to an employee.
- E. Probationary Period: The trial period of employment following appointment to a position shall continue for twelve (12) months unless sooner terminated. The probationary period for JCOs is twelve (12) months or successful completion of the applicable Academy, whichever is later. The Employer may extend the probationary period by up to two (2) months or whatever time period is necessary

for successful completion of the applicable Academy, and the Union will be notified by the Employer. Probationary employees are subject to termination without just cause and without any recourse.

- 1) JCOs shall serve a twelve (12) month or longer probationary period subject to the provisions above.

**Detention Supervisors Only:**

- 1) Juvenile Detention Supervisors shall serve a twelve (12) month probationary period.
- 2) Probationary Juvenile Detention Supervisors are subject to termination without just cause and without any recourse.

**ARTICLE 6 - HOURS OF WORK**

- 6.1 Regular Hours: The regular hours of work each day shall be consecutive except for interruptions for rest and lunch periods. References to consecutive hours of work in the balance of this Article shall be construed to include rest and lunch periods.
- 6.2 Work Week: The regular work week shall consist of five (5) consecutive work days, Monday through Friday, inclusive; provided, however, if it is determined by the Employer involved, that a need exists for a change in the work schedule of certain employees within certain departments, the regular work week may be established to consist of four (4) consecutive work days.
- 6.3 Work Day/Shift, General: The Employer shall exercise its prerogative in determining the number of hours to be worked in each work day. Regular hours may be varied in accordance with the different work requirements of certain departments. The options for consecutive hours of work include seven and one-half (7.5) consecutive hours of work, eight (8) consecutive hours of work, ten (10) consecutive hours of work, or, in the case of JCOs, twelve (12) consecutive hours of work within the twenty-four (24) hour detention workday.
- 6.4 12-Hour Shift for JCOs: JCOs are “law enforcement personnel” for purposes of Section 7(k) of the FLSA. The utilization of a work schedule for JCOs comprised of 12-hour shifts shall be in accordance with the rights and requirements of Section 7(k). The implementation of a 12-hour work shift for JCOs shall be determined, by the Employer with input from the Union through labor management meeting for discussion of operational efficiency, with the understanding that the Employer has the final say about whether or not to continue 12-Hour Shift. The Employer shall determine its needs for continuous operations of its Juvenile Detention facility.

A. A work schedule for JCOs comprised of 12-hour shifts, the work period for purposes of the FLSA shall consist of fourteen (14) days. During the 14-day work period, JCOs will be regularly scheduled to work four (4) consecutive days, followed by three (3) consecutive days off, followed by three (3) consecutive days of work, followed by four (4) consecutive days off.

6.5 Administrative Schedule: Detention employees who are in leave without pay status for sixty (60) or more days will be changed from the 7K exemption schedule to a Monday through Friday, 8AM to 5PM administrative schedule until they can fully return to their normal 7K exemption schedule.

6.6 Continuous Operations: **For Juvenile Detention Only:** An operation for which there is regularly scheduled employment for twenty-four (24) hours a day seven (7) days a week. The Employer shall determine the work week for employees engaged in continuous operations. This determination may result in the establishment of a work week consisting of five or less consecutive days, not to exceed a total of forty-eight (48) hours in any given work week.

A. Voluntary shift coverage that may result in overtime will be offered on a straight rotational basis. Employees will be placed on a shift coverage roster in seniority order.

- 1) Shift coverage shall be offered by seniority when a current shift cannot meet necessary staffing levels and shall not exceed the maximum allowance of sixteen (16) hours in a work day by the employee. The Employer shall determine what constitutes necessary staffing levels.

**Detention Supervisors Only:** Shift coverage will be offered when JCO IIs are not available to cover a shift.

- 1) JCO IIs shall be selected through an internal application process.
- 2) Each employee shall sign up on the shift coverage roster once per quarter indicating their availability. The shift coverage availability roster will indicate days and shifts when an employee is available for shift coverage. The employer will maintain the shift coverage roster and will post it periodically. The employee is responsible to timely provide the employer their current contact and availability information.
- 3) Shift coverage that extends a shift will be offered first to those currently on shift. Shift extensions are intended to be partial shift until a replacement can be found. Shift extensions will not be counted as a shift coverage offer.
- 4) The Supervisor may deviate from the straight rotational basis when necessary. Examples may include, but are not limited to emergency, time constraints, or gender requirements.

- 5) All shift coverage attempts, acceptance, or rejection will be recorded. Once an acceptance or rejection is made the employee will move to the end of the rotation.
- 6.7 Any change in the regular work schedule will require no less than a fifteen (15) day prior notice to the affected employee; provided, however, in the case of an emergency, prior notice shall consist of however much time is practicably available to the Employer.

A. Changes to an administrative schedule do not require fifteen (15) day prior notice to the affected employee, however, the employee will be notified when they are being placed on an administrative schedule due to reaching sixty 60 (30) or more days in LWOP status.

6.8 Short Staffing for Secure Detention

A. The outgoing staff, *i.e.*, the staff preparing to go off shift, shall remain on duty as can be arranged by the shift supervisor, until such time as a full complement of replacement staff, *i.e.*, the staff preparing to come on shift, is fully assembled. If employees going off shift have prior engagements that would prevent them from remaining on duty, then supervisory staff will make every attempt to provide for coverage for the off going staff.

**Supervisors Only:** The outgoing Supervisor, *i.e.*, the Supervisor preparing to go off shift, shall remain on duty until such time as replacement staff, at the Supervisor or JCO II level, *i.e.*, the staff and/or Supervisor preparing to come on shift, is assembled. If the Supervisor going off shift has prior engagements that would prevent him or her from remaining on duty, then the off going Supervisor will make a reasonable attempt to find coverage by an JCO II.

B. Neither the bargaining unit employees nor the Employer shall expose staff to potential safety or liability hazards by permitting the work to be done with fewer employees than is prudently prescribed.

**Supervisors Only:** Neither the bargaining unit employees nor the Employer shall expose the staff to potential safety or liability hazards by permitting anyone not classified as a full-time regular Supervisor, an JCO II, Detention Manager, or Juvenile Court Administrator to be the Supervisor on Duty.

C. The Employer shall allow staff off under the following conditions:

1) If the facility is staffed at forty-two (42) or more beds, the Employer will allow a total of three (3) JCOs off duty during any given twenty-four (24) hour period. Exceptions limiting the number of people off during a given twenty-four (24) hour period may occur under certain circumstances, such as medical or emergency situations that would leave the facility in a

hazardous situation. The three (3) JCOs allowed off will consist of two (2) JCOs on day shift, and one (1) JCO on night shift. The Juvenile Court Administrator or designee has the option of allowing additional staff off if it is not cost prohibitive and safe staffing levels are ensured.

**D. Supervisors Only:** The Employer may allow all Supervisors off under the following conditions:

- 1) If the facility is staffed at forty-two (42) or more beds, the Employer will allow a total of two (2) Supervisors/JCO IIs off duty during any given twenty-four (24) hour period. Exceptions limiting the number of persons off during a given twenty-four (24) hour period may occur under certain circumstances, such as medical or emergency situations that would leave the facility at less than desirable staffing levels. The two (2) Supervisors/JCO IIs allowed off will consist of one (1) Supervisor/JCO II on day shift, and one Supervisor/JCO II on night shift.
- 2) The Juvenile Court Administrator or designee has the option of allowing additional Supervisors off if it is not cost prohibitive and adequate supervisory and staffing levels are ensured.

**E. Supervisors Only:** The Employer may allow all Supervisors off under the following conditions:

- 1) The Juvenile Court Administrator or designee has the option of allowing additional Supervisors off if it is not cost prohibitive and adequate supervisory and staffing levels are ensured.

**6.9 Light Duty:** The following conditions must be met for light duty assignments:

- A. Only one (1) employee can be placed on light duty at a time.
  - 1) Light duty applies to twelve (12) hour shifts only.
  - 2) Light duty will perform central control duties.
  - 3) Management will determine squad placement based on the needs of the Facility.
- B. If more than one (1) employee requests light duty, the employee with the most seniority will be selected.

**6.10 Yearly shift bidding – Juvenile Detention Only.** Each year, shift bidding shall be as follows:

- A. August 1 – August 15: Supervisors shall bid for their shifts for the following year, based on seniority.
- B. August 16 – August 31: JCO IIs shall bid for the following year, based on seniority.

- C. September 1 – 30: JCO Is shall bid for the following year, based on seniority.
- D. October 1 – 31: Advanced leave requests. Each employee may choose two weeks maximum at a time. Each selection must be one week at a time.
- E. Each employee shall select their preference for #1, #2, or #3 for their selected time off.
- F. November 1 – 30: Advanced leave requests for advanced short-term leave.
  - 1) The first round of shift bidding will be for the mandatory gender specific shifts and days off. The employer will post a blank schedule for all gender specific shifts and days off for staff to fill out. The list will show who has bid what shift as they are filled until all shifts are filled. Each officer will have twenty-four (24) hours to bid a shift from the time they are notified that it is their turn. Officers who are on annual leave/sick time during the bid should make arrangements to have another officer write the requesting officer's preferred shift in if they are unable to be reached by phone. If an officer does not place their bid within the twenty-four (24) hour time frame after they have been notified, they will be placed on the bottom of the seniority list for the remainder of the bid cycle except in the case of a verifiable emergency.
    - a) Starting with the most senior officer, said officer will select any gender specific shift with specific days off or elect to "**pass**" for the next round of gender-neutral shift bidding.
    - b) This process continues down the seniority list until all gender specific shifts have been filled.
    - c) In the event that mandatory gender specific shifts are not filled, they will be filled by the least senior officer of that gender.
  - 2) The second round of shift bidding will be for all remaining gender-neutral shifts. Each officer will have twenty-four (24) hours to bid a shift from the time they are notified that it is their turn. Officers who are on annual leave/sick time during the bid should make arrangements to have another officer write the requesting officer's preferred shift in if they are unable to be reached by phone. If an officer does not place their bid within the twenty-four (24) hour time frame after they have been notified, they will be placed on the bottom of the seniority list for the remainder of the bid cycle except in the case of a verifiable emergency.
    - a) Starting with the most senior officer that "**passed**" in the first round, said officer will select any vacant shift with specific days off.

- b) This process will continue until all shifts with specific days off have been filled.
- 3) The established bid will go into effect the first day of the new fourteen (14) day work period on or before January 16<sup>th</sup> and will end on the last day of the work period or on before January 16<sup>th</sup>.
  - a) When a JCO position becomes vacated due to resignation or other factors, that position will be opened to all employees within the department to bid on, and awarded based on seniority.

G. Detention staff on light duty or exceeding ninety (90) days on paid or unpaid leave status will be placed in the squad as determined by management until the next shift bidding round.

H. In the event of an emergent staffing situations in Detention, involuntary squad changes will be made as follows:

- 1) Seniority list for each squad based on Male/Female to ensure gender ratio of detention staff to the detention population.
  - a) The least senior Male or Female (depending on need) will be moved first.
  - b) Involuntary squad changes will be limited to two (2) months. If there is a continuing need for an involuntary squad change:
    - I. The employee completing the two (2) months will be moved back to their normal shift.
    - II. The next least senior Male or Female (depending on need) will be moved.
    - III. This pattern will continue as long as there is continued emergent staffing needs.

#### 6.11 In-House Postings for Vacancies

A. Where two or more in-house employees apply for the same in-house vacancy, qualifications, seniority and past job performance will be taken into consideration upon the decision to fill the position or job assignment.

#### 6.12 Secure Detention Shift Changing/Transfers of Job Assignments

A. Shift Changes or Transfers of Job Assignments are open to all employees who have successfully served the probationary period for their current position. All such changes are initiated by way of a departmental posting available to all employees in secure detention. These departmental postings, if necessary, shall stipulate gender expectations of the employer.

- B. If no current secure detention employee applies for a vacancy, secure detention employees in a probationary status, or their initial probationary period, may be considered for transfer or change of shifts.
- C. With reference to hiring, transfers, and assignment of staff, gender based positions are made so that detention staff not be placed in a compromising or hazardous situation. The intent of “equity” in the detention program is the gender ratio of detention personnel to the detention population. The parties acknowledge that all male and female personnel are trained equally, and execute their training accordingly.
- D. Juvenile detention is a twenty-four (24) hour, seven (7) day a week operation. Staffing patterns of the facility will be determined so that detention staffing is not less than desirable as determined by management. At least one male and one female will be on duty at all times during the twenty-four (24) hour operation. For Detention day shift, there shall be a minimum of four JCOs and a Supervisor. For Detention night shift, there shall be a minimum of two JCOs and a Supervisor. Management can deviate from the above minimum staffing and gender requirements subject to prior approval of the Juvenile Court Juvenile Court Administrator or designee under certain circumstances, such as medical or other emergencies.

## **ARTICLE 7 - OVERTIME/COMPENSATORY TIME**

- 7.1 All overtime must be properly authorized by the Juvenile Court Administrator or designee.
- 7.2 Overtime shall be distributed as equally as practical among employees within a department. No employee will be required to cancel a scheduled shift to avoid payment of overtime. However, the Employer reserves the right to change shifts as needed for emergency operations. In case of an emergency where an employee works considerable overtime, a scheduled shift may be changed or canceled to provide the employee with adequate time to rest.
  - A. The Employer will make reasonable efforts to assign mandatory overtime in reverse order of seniority. The supervisor has the right to deviate from the straight rotational basis when necessary for practical and operational reasons. Examples include, but are not limited to, time constraints in terms of employee availability and immediate need for coverage, gender requirements, employee illness, employee absence, emergencies, etc.
  - B. The Employer will make reasonable efforts to schedule so that employees should not work more than twelve (12) hours of mandatory overtime per month. Once an employee has met the twelve (12) hour mandatory overtime maximum within a month, they may not be mandated to work overtime until other employees have met the mandatory overtime coverage maximum requirements.

C. Supervisors have the right to mandate that employees remain on shift until adequate staff coverage can be coordinated and arranged. When employees are mandated to remain on shift, the hours worked will be credited towards the employee's mandatory overtime maximum coverage requirements.

**Supervisors Only:** The Detention Manager or Juvenile Court Administrator has the right to mandate that employees remain on shift until adequate staff coverage can be coordinated and arranged. When employees are mandated to remain on shift, the hours worked will be credited towards the employee's mandatory overtime maximum coverage requirements.

D. When an employee calls in sick and an employee currently on shift volunteers to remain and cover that shift, those hours worked will be credited towards the employee's mandatory overtime maximum coverage requirements.

E. All mandatory overtime hours will be recorded.

F. The Employer may send employees working overtime outside their regularly scheduled 36 to 48-hour work week home once the operation needs have been met, or an employee on straight time pay status is available.

7.3 Employees may elect to receive payment for overtime by way of compensatory time off. Compensatory time shall be granted at such times and in such time blocks as are mutually agreed upon between the employee and Juvenile Court Administrator or designee; permission to utilize compensatory time off shall not be unreasonably denied if operating requirements will not be adversely affected.

7.4 Compensatory time may be carried over from one (1) calendar year to the next by mutual consent between the employer and the employee.

7.5 Employees will receive payment for overtime worked in the payroll cycle encompassing the work period in which the overtime was actually worked if doing so is feasible under the Employer's payroll system. In all other instances, overtime will be paid to Employees in the following payroll cycle. This section shall not apply to overtime for which Employees have elected to be compensated for in compensatory time off pursuant to Section 7.3.

## ARTICLE 8 - SENIORITY

8.1 Bargaining Unit Seniority: Bargaining Unit Seniority according to this Agreement shall consist of the continuous service of an employee since the last date of hire with the County in a position covered by this Agreement.

**Detention Supervisors Only:** Employees hired prior to the effective date of this Agreement shall have bargaining unit seniority established as the most recent date of promotion to Detention Supervisor.

8.2 Classification Seniority: Classification Seniority according to this Agreement shall consist of the continuous service of an employee since the last date of hire with the County in a classification in a position covered by this Agreement.

A. The classification seniority for an employee reclassified pursuant to Article 10 of this Agreement shall commence six (6) months prior to the effective date of the reclassification.

8.3 No employee may have bargaining unit seniority or classification seniority established prior to satisfactory completion of the probation period. The employee's earned bargaining unit seniority and classification seniority shall not be lost because of absence due to illness, authorized leave of absence, or temporary lay-off. In the case of lay-off, the employee will not earn bargaining unit seniority or classification seniority during the period of absence. In the case of authorized leave of absence without pay, the employee will not earn bargaining unit seniority or classification seniority during the period of absence if the period of absence in any pay period is more than half of the employee's scheduled work hours for the pay period. Bargaining unit seniority and classification seniority terminate when an employee resigns, retires, is discharged or is not rehired within one (1) year of lay-off.

## **ARTICLE 9 - LAY-OFF AND RECALL**

9.1 The Superior Court Presiding Judge, and the Superior Court Director, in consultation with the Human Resources Department, shall be the sole determiners of when layoffs are necessary. Although not limited to the following, layoffs shall ordinarily be for lack of work and/or lack of funds. If it is determined that layoffs are necessary, employees in the affected classification(s) will be laid off, by department, in the following order:

A. Extra Help employees, inclusive of short term, intermittent, temporary student, casual, seasonal and project workers;

B. Probationary employees; and

C. In the event of further reductions in force, employees will be laid off from the affected job classifications, giving initial consideration to bargaining unit seniority; provided, however, consideration shall also be given to employee work history and performance as documented in the personnel file maintained by the County Human Resources Department, and the ability of retained employees to perform remaining work available without further training. When two or more employees have relatively equal performance, work experience, skill, and ability to do the work without further training, as determined by the Employer, the employee(s) with the least bargaining unit seniority will be laid off first.

D. Employees shall be provided with two (2) weeks' notice of their layoff status.

- 9.2 Employees who are laid off shall be placed on recall status for a period of fifteen (15) months. If there is a recall, employees who are still on recall status shall be recalled in the inverse order of their layoff.
- 9.3 When an employee is recalled, the Employer will send a certified letter to the employee, advising the employee of the recall. An employee interested in returning to work must respond within five (5) calendar days after receiving the letter, either by written communication to the Employer or by personal notification.
- 9.4 Employees on lay-off status who have been recalled to the classification from which they have been laid off and have refused, shall be removed from recall status.
- 9.5 Benefits shall not accrue during lay-off. Employees recalled and who accept the recall within fifteen (15) months from the date of the layoff shall have previously accrued bargaining unit seniority, classification seniority, and sick leave prior to layoff restored. Recalled employees shall not be required to serve an additional probationary period.

## **ARTICLE 10 - JOB POSTING, PROMOTIONS**

- 10.1 Job Posting: Superior Court Director. The Superior Court Director or the Juvenile Court Administrator shall be the sole determiner as to the need or necessity to fill any vacancy or new position.
  - A. If Management determines the need to fill a vacancy or new position, the opening shall be posted for seven (7) calendar days, with copies to be posted within the affected department and on the central employee notice bulletin board in the Courthouse. A copy of the announcement will also be mailed to the Union and employees on layoff status.
  - B. All employees covered by this Agreement are eligible to apply for any posted position. Applications must be completed and submitted to the Human Resources Department on or before the closing date.
  - C. The Superior Court Director or the Juvenile Court Administrator shall have the right to make a selection of the applicant for the position based on ability, past performance, experience and competence.
  - D. If a vacancy occurs in a position with the same job classification and minimum requirements of a prior job announcement, the Superior Court Director or Juvenile Court Administrator may select a candidate from the applicant pool from the previous recruitment. The vacancy must occur within ninety (90) days of the closing date of the previous job announcement.
- 10.2 Promotions: Insofar as practical, first consideration shall be given to applicants within the department when promotional vacancies occur. Second consideration will be given to applicants from other County departments. First consideration and second consideration

does not necessarily mean the Employer is obligated to fill the promotional vacancy with an existing Department employee and/or an existing other County department employee. The Employer seeks to fill the vacancy with the best qualified applicant. In the event the Employer determines the vacancy would be better filled by a more qualified applicant from outside County employment (general public), then the Employer has the right to make such a selection.

- A. An employee who is promoted within a department or to a position in another department and fails to satisfactorily complete the applicable performance probation period, may revert to a vacant position, if available, in the former classification.

## **ARTICLE 11 - PAID TIME OFF (PTO) AND SICK LEAVE/EXTENDED SICK LEAVE**

### **11.1 Scheduling and use of PTO Leave**

- A. PTO leave shall not be taken without prior approval by the employee's supervisor or designee. An employee may take all or any portion of the PTO leave at any time, providing the total continuous working days of PTO leave taken shall not exceed 320 hours, after which time, if not taken, shall lapse pay period by pay period. Employees are not permitted to use PTO leave in excess of their accrued balance. Leave may be charged against an Employee's current leave accrual balance in quarter-hour increments. Leave may not be taken before it is accrued. Any leave taken prior to accrual of such leave shall be considered a leave of absence without pay and deducted from the employee's monthly paycheck. Employees will be allowed to take PTO leave, if at all possible, when desired. PTO leave should be scheduled as far in advance as possible. A two-week prior notice is customary and usual for leaves of five or more days in length, but not required.
- B. PTO leave may be used for any purpose; however, employees must comply with the leave request/reporting requirements for leave used in conjunction with state and federal family medical leave laws. If possible, an employee requesting PTO must make a written request in advance. The supervisor shall consider the request and shall approve or deny it. A medical release may be required before the employee is permitted to return to work, if the employee has been absent for more than 3 consecutive days due to the employee's injury or illness.
- C. PTO leave use will be approved when conditions of the Federal Family and Medical Leave Act, Washington Family Leave Act and/or Washington Family Care Act are met.

### **11.2 Reporting and Use of Sick Leave**

- A. Reporting: Any employee who, for any reason, must take sick leave shall, as soon as possible, notify his or her immediate supervisor, if available, or another supervisor or the Juvenile Court Administrator. A doctor's certification of illness

may be required of the employee, at the time the employee returns to work, when absent because of illness or injury.

B. Sick leave may be taken for any of the following reasons:

- 1) Illness or injury or temporary disability (such as during pregnancy) which incapacitates the employee to the extent that work can no longer be performed.
- 2) Doctor appointments for employees or dependents under the age of eighteen (18).
- 3) When the employee's attendance is required to care for the employee's spouse, registered domestic partner, child, step-child, parent, parent-in-law or grandparent with a health condition requiring treatment or supervision, or for medical emergency purposes.
- 4) An employee may use accrued sick leave if the employee's attendance is required to care for a brother, sister, grandchild, or step-grandchild, which leave shall be limited to three (3) days in any one instance. Sick leave may not be used to care for an aunt, uncle, cousin, niece, nephew, unless living in the employee's household, in which case the three (3) day limitation would apply.
- 5) Employees may only use the actual number of days sick leave accumulated.
- 6) Sick leave cannot be claimed for the employee on PTO leave or compensatory time, unless the employee immediately notifies the Employer of the illness. Upon return to work, the employee may be required by the Employer to present a written doctor's certification stating the nature, extent and length of the illness.
- 7) Employees may use five (5) days of sick leave for bereavement leave for death in the immediate family. "Immediate family" includes only persons related by blood or marriage or legal adoption, specifically and limited to wife, husband, registered domestic partner, parent, parent-in-law, grandparent, brother, sister, child, step-child, grandchild or step-grandchild of the employee, not aunt, uncle, cousin, niece, or nephew unless living in the employee's household.

11.3 Terminating Employee use of Leave: Once an employee has submitted a resignation, unplanned time off from work will be deducted based on the type of absence:

A. If absence is related to an illness, time will be deducted from the employee's WPSL first, then PTO/Comp Time if there is not enough WPSL available to cover the absence.

B. If absence is not related to an illness, time will be deducted from the employee's PTO/Comp Time.

## **ARTICLE 12 - LEAVE REQUESTS FOR JUVENILE DETENTION**

### **12.1 Leave Requests and Shift Exchanges for Juvenile Detention**

A. For purposes of 12.1 of this Agreement, the term "leave" shall include PTO leave, compensatory leave, and holiday leave.

#### **B. Requesting Advanced Leave for Juvenile Detention**

1) Advanced leave requests between October 1 through October 31 of any given year.

- a) Leave requests shall be granted based on seniority during this initial request period.
- b) Staff are limited to eleven (11) consecutive working shifts.

#### **C. Requesting Regular Leave for Juvenile Detention**

1) After the initial round of Advanced Leave Requests has been processed, detention staff may request shorter term advanced leave from November 1 through November 30:

- a) Submit leave requests at any time prior to the schedule being posted. However, once the schedule is posted, leave will only be granted if coverage can be obtained without causing overtime unless authorized by the Detention Manager or his or her designee. Reasonable effort will be made to post the schedule showing the following two work weeks by 5:00 p.m. each Wednesday.

#### **D. Exchanging Shifts in Juvenile Detention**

1) In the event that a leave request has been denied, detention staff may:

- a) Exchange shifts with another employee, if the exchange is in the same Yakima County payroll cycle and not detrimental to the daily operations within Detention. Exchanges are subject to the prior approval of the Detention Manager or his/her designee. Exchange of shifts must be in writing to the Detention Manager or designee. Overtime for either employee will not be generated as a result of such exchanges.

E. Any time PTO, compensatory and/or holiday leave requests come in on the same day, seniority will prevail.

F. Management has the ability to reduce staffing levels on a shift, on a case-by-case basis, for any staff with non-cashable leave banks (RDO/Holiday) exceeding 50% of their maximum allowance. Involuntary shift reduction cannot result in any employee having to go below 50% of allowable banked time maximums.

12.2 If a holiday falls on the employee's regularly scheduled day off (RDO), the employee will accrue twelve (12) hours of Holiday Compensatory time excluding JCOs on an administrative schedule for 60 calendar days or more. Time off allowed under this section must be taken as time off by mutual agreement between the Employer and the employee and may not be received as pay or accrued as Compensatory Time under section 7.3. Holiday Compensatory time may be accumulated to a maximum of eighty (80) hours, after which time, if not taken, shall lapse month by month. Upon separation from employment, any unused holiday compensatory time shall be forfeited and will not be paid as separation pay.

## **ARTICLE 13 - OTHER LEAVES**

13.1 Requests for leave of absence without pay may be granted by the Juvenile Court Administrator or designee for a period not to exceed six (6) months. The employee shall submit a request for leave without pay in writing to the Juvenile Court Administrator or designee stating the reason for the request and expected length of the absence.

## **ARTICLE 14 - DETENTION REQUIRED TRAINING/TESTING/APPEARANCES**

14.1 Juvenile Secure Detention Training

- A. For the benefit of the Secure Detention, all full-time and permanent part time staff will be trained in Pod, Booking, Central Control and Floating duties during their probationary period. Shift supervisors will ensure this training is supported and reinforced by assigning staff to various positions during their scheduled workweek.
- B. The intent shall be for each officer to remain current in their knowledge of the duties required in all positions offered in secure detention.
- C. Shift assignments will be tracked in the shift supervisor log to ensure all employees are receiving adequate time in all positions in order to maintain competency in the duties of each position.
- D. In the event a scheduled training or required testing falls outside of an employee's normal work schedule, the employee will be compensated for one (1) hour minimum.

14.2 Required Court Appearances. In the event an employee is subpoenaed to testify in court outside of the employee's normal work schedule, the employee will be compensated for one (1) hour minimum.

## **ARTICLE 15 - DISCIPLINE/WORK RULES**

15.1 The Superior Court Director, Juvenile Court Administrator or appropriate designee may administer the following Disciplinary Actions:

- A. Oral reprimand.
- B. Written reprimand.
- C. Suspension from work without pay.
- D. Demotion. (NOTE: demotion means reduction in classification and pay)
- E. Discharge or termination.

Notes: Written reprimands shall not be subject to the grievance procedures.

15.2 The following violations of Yakima County and/or Yakima County Superior Court policies and/or rules may result in reprimand, suspension, demotion, discharge or termination. This list is not meant to be all-inclusive. These are simply examples of behavior that may result in disciplinary action up to and including discharge or termination.

- A. Unlawful discrimination or harassment.
- B. Consuming intoxicants or illegal drugs excluding drugs taken by prescription while on duty.
- C. Reporting for duty under the influence of intoxicants or illegal drugs.
- D. Convictions for alcohol or drug offenses.
- E. Disobedience to a legal request by your supervisor.
- F. Inability to comply with or support goals of Yakima County Superior Court relating to the amount and quality of work.
- G. Deliberate destruction of the property of the Employer, another employee, or a member of the public.
- H. Neglect of duty.
- I. Violation of the Court Confidentiality Agreement.
- J. Unexcused courtesy to the public.

- K. Refusal to comply with Court rules provided that such rules shall be posted in each department where they may be read by all employees.
- L. Disorderly conduct.
- M. Sleeping on duty.
- N. Giving or taking of a bribe of any nature.
- O. Failure to report for duty without a bona fide reason.
- P. Excessive absenteeism for any reason except illness while the employee is receiving sick leave or annual leave or is on approved leave of absence.
- Q. Borrowing or taking tools, equipment, or other property of the court for private or personal use. However, if such property may properly be loaned to members of the public, then it may be loaned to employees who follow the normal checkout procedure.
- R. Misuse of sick leave policies.
- S. Violation of No-Strike clause.
- T. Dishonesty or falsification of official county records.
- U. Abandonment of work post.

**15.3 Detention Supervisors Only:** Detention Shift Supervisor Responsibilities, Expectations, and Behavioral Mandates

- A. Detention Shift Supervisors are held to a higher standard than JCOs and shall carry out their supervisory responsibilities in an efficient, productive, and accountable manner. These duties shall be carried out in a positive and constructive manner, exhibiting complete support for the mission, purpose, goals, and directives of the Employer and administration.
- B. Detention Shift Supervisors are expected to consistently present the Employer and its services in a positive manner to both the public and the staff. They are required to adhere to directives, policies and procedures, verbal and written, with regard to Juvenile Detention services, including explaining those directives, policies and procedures, verbal and written, to the general public when required and the staff. Supervisors will positively and constructively explain directives, policies and procedures to staff and the public, where applicable, in a professional, positive manner, and work collaboratively with other supervisors, detention staff members and administration to find solutions to challenges.

- C. Detention Shift Supervisors will participate in confidential discussions about how resources are to be allocated, and help manage resources in an efficient, effective and productive manner. Disclosure of information which is confidential may result in disciplinary action under the provisions described in this article.
- D. Detention Shift Supervisors will address personnel issues involving detention staff in a pro-active and constructive manner. Supervisors are expected to follow through with personnel actions inclusive of disciplinary action, performance appraisal and other personnel actions regarding staff members consistent with the directives of the Juvenile Detention Manager, Juvenile Probation Manager and Juvenile Court Administrator.
- E. Detention Shift Supervisors must conduct themselves as working for the good of the entire organization and are implementers of policies and directions which are established and communicated by the Juvenile Detention Manager, Juvenile Probation Manager and Juvenile Court Administrator.
- F. Detention Shift Supervisors shall act professionally and present any potential questions and/or disagreements they might have regarding policies, procedures and the administration thereof directly to the Juvenile Detention Manager on a confidential basis, or in a group venue designed for those purposes as called for by the Juvenile Detention Manager on a confidential basis. The voicing of questions and/or disagreements with administrative policies, procedures and direction to anyone other than the Juvenile Detention Manager, Juvenile Probation Manager, Juvenile Court Administrator and in the presence of subordinate staff members shall constitute insubordination and may subject the individual to disciplinary action under the provisions of this article. Violations and/or refusal to comply with and carry out directives, policies, procedures, whether verbal or written, as established by the Juvenile Detention Manager and other administrative staff may serve as a basis for disciplinary action under the provisions of this article.

15.4 The disciplinary action taken depends upon the seriousness of the affected employee's conduct as determined by the Juvenile Court Administrator or his or her designee and supervisor. The disciplinary actions listed in 15.1 may be implemented without regard to the order indicated above. In other words, the Superior Court Director, Juvenile Court Administrator or appropriate designee may implement disciplinary action by way of written reprimand coupled with a suspension or it may be determined that the cause is of such a serious nature as to warrant a written reprimand and a suspension. Normally, disciplinary action will be administered in progressive fashion.

15.5 The Superior Court Director, Juvenile Court Administrator or appropriate designee may suspend, discharge or terminate an employee for just cause. The specified charges shall be made available to the employee in writing at the time the action is taken. An employee may not be suspended for more than thirty (30) working days.

- 15.6 When circumstances are such that the retention of the employee will likely result in disruption of Court programs, damage to, or loss of County property, or be injurious to the County employee, fellow employees or the services provided by the County, the Superior Court Director, Juvenile Court Administrator or appropriate designee may discharge or terminate the employee immediately. In such cases, the specified charges shall be made available to the employee in writing by the court no later than three working days after the action became effective.
- 15.7 Employees shall comply with all existing rules provided the rules are uniformly enforced and provided that reasonable notice has been given of the existence of the rule.
- 15.8 Employees shall be apprised of charges or complaints by a third party which management may consider damaging to the employee's work record. If management initiates formal disciplinary action, not including investigating action in response to third party allegations, specific information in the allegations shall be made available to the employee.
- 15.9 Suspension with pay: At the discretion of the Superior Court Director, Juvenile Court Administrator or appropriate designee, an employee may be suspended with pay and benefits pending investigation of allegations of misconduct, when the nature of the allegation compromises the ability of the employee to perform his/her duties. Employees on suspension with pay shall receive base salary only. Such suspension is not disciplinary action and shall not be subject to the grievance process. Within seventy-two (72) hours of the beginning of the suspension, the employee shall be notified of the specific work rules, policies, and/or regulations that the employee is alleged to have violated. If the charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense. If the charges are unfounded, the employee will be restored to duty and provided a letter of exoneration.
- 15.10 Employees may request letters of reprimand be removed from files after two (2) years, excluding suspensions, demotions and terminations, provided they were not issued in conjunction with other discipline, and provided that no discipline has been imposed since the letter was issued.

## **ARTICLE 16 – GRIEVANCE PROCEDURE**

- 16.1 It is the policy of the Yakima County Court to treat all employees in a fair and equitable manner. Each employee of the Yakima County Court will be provided an opportunity to resolve matters that the employee believes are unjust. Grievance procedure forms and instructions are available to each employee from Yakima County Human Resources Department. Employees have the right to present their grievances without fear of reprisal. Employees are strongly encouraged to follow the informal procedure detailed below.
- 16.2 Grievances: Any grievance or dispute which may arise between the parties, concerning the application, meaning or interpretation of this Agreement or the application, interpretation or violation of rules and regulations and core values of Yakima County Courts, shall be settled in the following manner and any grievance settled in any of the

steps, including the informal process found in this Article is final and binding. Written reprimands shall not be subject to the grievance procedures. The parties may agree to extend any time limits contained in this Agreement in writing. Both parties agree that they will meet at each step of the grievance procedure, if necessary, in an attempt to reach settlement. Time frames specified in this Article may be waived by mutual agreement of the parties in writing.

Should the employee or Union fail to comply with the prescribed time frames, the grievance is resolved. Should the employer fail to respond within the prescribed time frames, the grievant or Union shall have the right to proceed to the next step.

All settlements reached in accordance with this Article at any step shall be in writing and signed by the authorized representatives of the Union and employer.

A. The alleged grievance must contain the following:

- 1) The specific contract provision violated.
- 2) The specific action(s) that occurred.
- 3) The names of the employee(s) affected by the alleged contract violation.
- 4) When the alleged violation occurred.
- 5) The remedy sought.

16.3 Informal Procedure: Any grievance or dispute which may arise between the parties, including the application, meaning, or interpretation of this Agreement, shall be settled in the following manner.

A. Experience suggests that most conflicts and problems that arise in the workplace can be resolved informally, without invoking formal grievance procedures. Employees are encouraged to discuss the issue with the person with whom the problem has arisen. If a satisfactory solution is not forthcoming, the employee should then discuss the matter with their immediate supervisor. If the problem is not settled to the employee's satisfaction, the employee should then put the concerns in writing to the:

- 1) Detention Manager for Detention employees
- 2) Juvenile Court Administrator for all other court units

to facilitate resolution, rather than to file a formal grievance.

16.4 Formal Procedures: Occasionally, it is not possible to resolve a problem informally. In such cases, an employee may elect to file a formal grievance. The following steps must be taken in order to file a formal grievance. The timelines must be adhered to in order to preserve the employee's rights under this Article.

A. The employee shall present the grievance or dispute in writing within thirty (30) working days of the decision, action, or incident giving rise to the grievance to the appropriate department manager, as follows:

- 1) Detention Manager for Detention employees.
- 2) Unit Manager for all other Juvenile Court Employees.

The written grievance shall state the parties involved, the action or decision being contested, any applicable policy, an explanation of why the action or decision is inappropriate, and the remedy sought. The primary involved parties shall receive a copy of the charge. The appropriate department manager (as outlined above) shall respond to the employee in writing within thirty (30) working days.

B. If the grievance is not satisfactorily resolved, the employee shall submit an appeal in writing to the Juvenile Court Administrator within thirty (30) working days after receiving the response from the supervisor. The Juvenile Court Administrator shall respond to the employee in writing within thirty (30) working days.

**Detention Supervisors Only:** If the grievance is not satisfactorily resolved, the employee shall submit an appeal in writing to the Juvenile Court Administrator within thirty (30) working days after receiving the response from the supervisor. The Juvenile Court Administrator shall respond to the employee in writing within thirty (30) working days.

C. If the grievance is not satisfactorily resolved, the employee shall submit an appeal in writing to the Superior Court Director (or the designee appointed by the Presiding Judge), within thirty (30) working days after receiving the response from the Senior Court Administrator. The Superior Court Director (or the designee appointed by the Presiding Judges), shall respond to the employee in writing within thirty (30) working days or within a reasonable period of time.

D. If the grievance is not satisfactorily resolved, the employee may appeal the matter to the Superior Court Executive Committee via the Superior Court Director.

E. The Superior Court Executive Committee shall have thirty (30) working days to schedule a hearing date for the matter.

- F. The Committee will conduct a hearing to determine final Findings of Fact and render a decision within 30 working days. The Findings of Fact and Decision are final and binding on the parties.
- G. Grievant and witnesses that normally would be working during a grievance proceeding will be paid at their regular rate of pay by the employer. This will not include overtime.
- H. The prescribed time limits may be extended by mutual agreement whenever necessary in order for these provisions to be implemented. The interpretation of “days” within this policy is construed to be normal workdays (Monday through Friday) exclusive of official court holidays. Violations of time limits by management will result in a grievance going to the next step. Violations of time limits by employees will result in the grievance being forever waived and lost.

## ARTICLE 17 - MISCELLANEOUS

### 17.1 Uniforms and Equipment:

- A. **Detention Staff Only:** New hires in the payroll period following signature of this CBA by the last signing party shall receive an initial complement of uniforms, including three (3) shirts, three (3) pants, a duty belt and any employer required equipment at no cost to the employee. Employees may only wear employer issued uniforms and use only employer authorized equipment. New employees will purchase their own initial footwear that complies with the department uniform standards. The employer may change or alter uniforms and/or equipment used based on seasonal or departmental changes.
- B. **Detention Staff Only:** After initial hire, uniform items or equipment that are worn out, damaged or do not meet employer standards, as determined by the employer, will be replaced by the employer at no cost to the employee. Employees will bring damaged or worn out items for employer inspection to determine if items need to be repaired or replaced. All items for repair or replacement of damaged or worn out items shall be requested through the Detention Manager. All responses to requests for repair or replacement shall be in a timely manner-no more than five (5) business days.
- C. **Detention Staff Only:** Each employee will receive a yearly shoe allowance of \$160.00 excluding JCOs on an administrative schedule for six (6) or more months. Disbursement will occur in the payroll cycle two (2) months following ratification of this document. Thereafter, disbursement will occur yearly in the May 10 paycheck.
- D. All uniforms, keys, badges and equipment are the property of Yakima County and shall be immediately returned to the Employer upon retirement or separation of employment.

- 17.2 Use of Force: Only Washington State Criminal Justice Training Commission level I use of force accessories tactics and equipment may be used by detention staff. Staff must be trained by a certified defensive tactics instructor before being authorized to use any force. Any level II or above use of force accessories, tactics, and equipment is strictly prohibited. Examples of level II include OC spray, batons, night sticks, tasers, etc.
- 17.3 Pay Provisions: Effective December 16, 2024, Juvenile Detention staff will start being paid on an hourly basis.

## **ARTICLE 18 - SAVINGS**

- 18.1 Should any article, section, or portion thereof of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific article, section or portion thereof directly specified in the decision; upon issuance of such a decision, the parties agree immediately to negotiate for a substitute for the invalidated article, section, or portion thereof.

## **ARTICLE 19 - AMENDMENTS**

- 19.1 In the event either party desires to amend this Agreement, that party shall notify the other party, in writing, of the desire to so amend. The parties may mutually amend this Agreement, as provided for in Article 4 - Union/Management Relations. The notice shall set out in detail the amendment desired by specifying the exact language of any proposed modification of, or supplement to this Agreement, or the exact language of any provisions proposed to be deleted. The representatives of each party shall meet, within a reasonable time after such notice is given, for the purpose of negotiating with regard to such proposed amendment. Neither party is required during the term of this Agreement to agree to a change in this Agreement.

## **ARTICLE 20 - ENTIRE AGREEMENT**

- 20.1 This document shall constitute the complete working conditions agreement by and between the parties and no other agreement and/or understandings, written or otherwise, prior to the signing of this Agreement shall be binding on the parties.

## **ARTICLE 21 - DURATION**

- 21.1 This Agreement shall be effective as of the first day following signature by both parties and shall remain in full force and effect until December 31, 2026.
- 21.2 The terms and conditions of this Agreement shall remain in effect during the negotiation process and/or mediation; provided, however, if the parties are at an impasse, then either party may terminate this Agreement by written notice to the other party. It is understood and agreed that all expenditures contemplated within this Agreement must first meet all

requirements and procedures pursuant to Washington State and/or Federal Statutory Laws as well as other pertinent underlying contracts, *i.e.*, insurance contracts, etcetera.

IN WITNESS WHEREOF, the parties have agreed to this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

**FOR THE EMPLOYER:**  
**Yakima County**

---

Kevin S. Naught, Presiding Judge  
Yakima County Superior Court

---

Jessica Humphreys, Superior Court Director  
Yakima County Superior Court

---

Candi Shute, Juvenile Court Administrator

---

Judith A. Kendall, Human Resources Director

**FOR THE UNION:**

---

Dusty Morford, Staff Representative  
Council 2, Washington State Council of  
County and City Employees

---

Kerrie Maybee, Local 87 President

---

Bellanira Kirby, Local 87P/87PS President

---

Lamont Wright, Local 87P/87PS Vice President

Signed Copy Available at  
Yakima County Human Resources  
128 N. 2<sup>nd</sup> Street, Room B27  
Yakima, WA 98901