

KING COUNTY WATER DISTRICT NO. 90

KING COUNTY, WASHINGTON

RESOLUTION NO. 1059

A RESOLUTION of the Board of Commissioners of King County Water District No. 90, King County, Washington, approving and adopting a 9-80 Workweek schedule pilot project.

WHEREAS, The Board has determined that a pilot project is in the best interests of the District with respect to employees working a "9/80" work schedule as set forth in Exhibit A (the "Policy");

WHEREAS, District management, with the input and approval of the CWA Union, have informed the Board that the pilot project is of potential benefit to the District and its customers;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of King County Water District No. 90, King County, Washington, as follows:

SECTION 1: The King County Water District 90, 9-80 Workweek Schedule Policy, attached as Exhibit A, was approved on March 26, 2019, and effective April 1, 2019.

SECTION 2: The Policy shall be in effect for one year unless terminated or modified per the provisions contained in said Policy. All other terms and provisions of the Policy are adopted herein.


ADOPTED by the Board of Commissioners of King County Water District No. 90, King County, Washington, at a regular open public meeting thereof on the 2nd day of April 2018.



Sam Amira, President



Byron Murgatroyd, Vice-President



Dick Gidner, Secretary

RESOLUTION NO. 1059
SUBJECT: 9-80 Workweek Policy
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King County Water District 90
LOCAL AGREEMENT
9-80 Workweek Schedule Agreement

I. The Goals of the project

1. To maintain or improve overall productivity and service to the public.
2. To increase service hours available to the public.
3. To maintain or improve morale and teamwork.
4. To reduce staff absences for medical and other appointments by scheduling such appointments on off-days.
5. To provide an employee benefit at no cost to the District.

II. Duration of Pilot Project

This pilot project is entered into for the period April 1st, 2019 and will be in effect for one year unless terminated or modified per the provisions below.

III. Specific Conditions of the Project:

1. Starting with the period of April 1, 2019 each employee shall have the following work schedule.
2. 9/80: A two-week schedule providing nine workdays during that period, within the following conditions:
 - a. One work week of five work days, consisting of four days of 9 work hours and one day of 8 work hours (i.e. Friday) (each with an unpaid half-hour meal break); and
 - b. One work week of four work days of 9 work hours (with an unpaid half-hour meal break) and one day off; the day off on this schedule must fall on the same day of the week as the 8-hour day in the other week (i.e. Friday).

It is understood and agreed to by all parties to this agreement, including employees participating in the 9/80 schedule, that for the purpose of designating the seven consecutive day work period for the calculation of overtime, one work period shall commence at the midpoint of the employee's shift of the 8 hour day and end at the midpoint on the day off; the other work period shall commence at the midpoint of the day off and end at the midpoint of the 8 hour day. These periods, for each employee participating in the 9/80 schedule, shall be specifically designated and be declared, in accordance with the Fair Labor Standards Act. For these purposes, the beginning of the work period shall be Friday at the mid-point of your work day.

The managers shall then draw up the final schedule for the pilot project period, taking into account their program's staffing and coverage needs throughout the work week. It will be management's sole discretion to determine if staffing coverage is adequate and sufficient to meet the operating requirements of the District. This Local Agreement will be active for one (1) year from the date of

King County Water District 90
LOCAL AGREEMENT
9-80 Workweek Schedule Agreement

introduction. At the one-year anniversary this Local Agreement will be reviewed by all parties to consider extending the program for an additional year and be added during contract negotiations in 2021.

IV. The following shall be the criteria for any individual's participation in the 9/80 schedule:

1. A current standard performance evaluation.
2. Willingness to be flexible regarding the specific work schedule.
3. Satisfactory attendance. Individuals with excessive unscheduled absences will be moved to a regular eight-hour workday.
4. It is understood that an employee who is still on his/her initial District probationary period or who has received written notice of performance deficiencies may be required to work either an 8/5 schedule or the same schedule as the District supervisor for the duration of that probationary period or defined period of corrective action.
5. Schedules, once selected and assigned, will be for the duration of the pilot program. However, it is understood that during the pilot project, the schedules assigned may have to be varied by the manager because of unanticipated or unusual circumstances that cause staffing needs to change. Employees on jury duty, attending training, or working out-of-class may be required to return to a standard schedule during that period of time. Requests to withdraw from or re-enter the pilot project will be evaluated and determined by the manager.
6. Schedules must fit the actual work pattern of the District in such a manner that work is not distributed disproportionately upon one worker or group of workers because of the days off they have chosen.
7. No person will be permitted work-out-of-classification pay solely because of the absence of another employee on a regularly scheduled 9/80 day off.
8. If an employee takes a vacation or sick day on a regularly scheduled nine-hour day, nine hours of leave must be recorded.
9. Employees on the 9/80 schedule will be required to make the following holiday adjustments when the holiday is taken off:
 - o Retain their 9/80 schedule and charge their time as follows:
 - o If the holiday falls on the employee's regularly scheduled nine-hour workday, the employee will code his/her timecard for eight (8) hours holiday pay, and has the option to add one-hour vacation or compensatory time or take Leave without pay (LWOP) for the ninth hour.
 - o If the holiday falls on the employee's 8-hour day, then they will be credited with 8 hours of holiday pay.
 - o If the holiday falls on an employee's day off, the time must be flexed during the week the holiday is accrued. If a holiday falls on a Friday that you were scheduled to be off, you must "flex" four hours during the current week and four during the following week.

**King County Water District 90
LOCAL AGREEMENT
9-80 Workweek Schedule Agreement**

- o An employee on a 9/80 schedule who works a holiday will be paid at time-and-one-half for eight hours of work on the holiday; the remaining one hour worked shall be at straight time, unless such hour is overtime (work in excess of forty hours during the week).

10. Employees scheduled to be on-call (standby duty) on a regularly scheduled 9/80 day off will be expected to resume their on-call duties before and after the regular workday. (Typically before 7am and after 3:30pm on Fridays.)

V. Specific Conditions of the Project:

1. The pilot 9/80 work schedule as set forth herein shall be effective starting April 1, 2019.
2. A meeting shall be scheduled by the parties ninety (90) days after the commencement of this pilot project, to evaluate and resolve any start-up problems. No later than six (6) weeks prior to the end of the pilot project, the District and Staff agree to meet to evaluate whether or in what fashion the project should be continued, modified, or abandoned.
3. Either party (the District or CWA) has the right to withdraw from this pilot project. If the pilot program is terminated, a written notice will be provided six (6) weeks' prior to the termination date by the party withdrawing from the pilot project.

Agreed to this 28 day of March, 2019.

Darcey J Peterson
KCWD90 Representative Name

Darrin Hartman
CWA Representative Name

[Signature]
District Signature

[Signature]
CWA Signature

[Signature] 3-28-19
KCWD90 Employee Representative Name

Gus Flather
KCWD90 Employee Signature

**King County Water District 90
LOCAL AGREEMENT
9-80 Workweek Schedule Agreement**

Attachment A

PROPOSED FIELD CREW 9-80 GROUPS

Group A

Tim Johnson
Dalton Bond
Bill McLane
Preston Bakke

Group B

Gus Flather
Aaron Owen
Sean Reed
Kris Campbell

PROPOSED OFFICE 9-80 GROUPS

Group A

Doug Swanson
Michelle Hall

Group B

Tatiana Midrigan
Deb Gill*

*Deb Gill works 32 hours. Proposed day off would be Monday's.

King County Water District 90 LOCAL AGREEMENT 9-80 Workweek Schedule Agreement

Group A

	6:30-4	6:30-4	6:30-4	6:30-4	7-3:30	TOTALS
	Monday	Tuesday	Wednesday	Thursday	Friday	
March 18-22	9	9	9	9	FLEX	36
March 25-29	9	9	9	9	8	44
April 1-5	9	9	9	9	FLEX	36
April 8-12	9	9	9	9	8	44
April 15-19	9	9	9	9	FLEX	36
April 22-26	9	9	9	9	8	44
Apr 29-May 3	9	9	9	9	FLEX	36
May 6-10	9	9	9	9	8	44
May 13-17	9	9	9	9	FLEX	36
May 20-24	9	9	9	9	8	44
May 27-31		9	9	9	FLEX	36
June 3-7		9	9	9	8	44
June 10-14	9	9	9	9	FLEX	36
June 17-21	9	9	9	9	8	44
June 24-28	9	9	9	9	FLEX	36
July 1-5	9	9	9		8	44
July 8-12	9	9	9	9	FLEX	36
July 15-19	9	9	9	9	8	44
July 22-26	9	9	9	9	FLEX	36
Jul 29-Aug 2	9	9	9	9	8	44
Aug 5-9	9	9	9	9	FLEX	36
Aug 12-16	9	9	9	9	8	44
Aug 19-23	9	9	9	9	FLEX	36
Aug 26-30	9	9	9	9	8	44
Sept 2-6		9	9	9	FLEX	36
Sept 9-13	9	9	9	9	8	44
Sept 16-20	9	9	9	9	FLEX	36
Sept 23-27	9	9	9	9	8	44
Sep 30-Oct 4	9	9	9	9	FLEX	36
Oct 7-11	9	9	9	9	8	44
Oct 14-18	9	9	9	9	FLEX	36
Oct 21-25	9	9	9	9	8	44
Oct 28-Nov 1	9	9	9	9	FLEX	36
Nov 4-8	9	9	9	9	8	44
Nov 11-15		9	9	9	FLEX	36
Nov 18-22	9	9	9	9	8	44
Nov 25-29	9	9	9		FLEX	36
Dec 2-6	9	9	9	9	8	44
Dec 9-13	9	9	9	9	FLEX	36
Dec 16-20	9	9	9	9	8	44
Dec 23-27	9			9	FLEX	36
Dec 30-Jan 3	9	9	9	9	8	44

Group B

	6:30-4	6:30-4	6:30-4	6:30-4	7-3:30	TOTALS
	Monday	Tuesday	Wednesday	Thursday	Friday	
March 18-22	9	9	9	9	8	44
March 25-29	9	9	9	9	FLEX	36
April 1-5	9	9	9	9	8	44
April 8-12	9	9	9	9	FLEX	36
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Dec 23-27	9			9	8	44
Dec 30-Jan 3	9	9	9	9	FLEX	36

Floating Holiday

May 27th	Mon	Everyone will have to use one (1) hour of Vacation or Comp Time
July 4th	Thurs	Everyone will have to use one (1) hour of Vacation or Comp Time
Sept 2nd	Mon	Everyone will have to use one (1) hour of Vacation or Comp Time
Nov 11th	Mon	Everyone will have to use one (1) hour of Vacation or Comp Time
Nov 28th	Thurs	Everyone will have to use one (1) hour of Vacation or Comp Time
Nov 29th	Friday	A - You will have to flex 4 hours one day and 4 hours another day within the same week. B - no effect. This is your "short day" of 8 hours so you will receive 8 hours of Holiday pay.
Dec 24th	Tues	Everyone will have to use one (1) hour of Vacation or Comp Time
Dec 25th	Wed	Everyone will have to use one (1) hour of Vacation or Comp Time

Wed 1-1 You will have to use 1 hour of Vacation or Comp Time
Mon 2-17 You will have to use 2 hour of Vacation or Comp Time

Notes

No sick hours can be used
Paychecks may vary

King County Water District 90
Appendix Q
9-80 Workweek Schedule Pilot Program

I. The Goals of the project

1. To maintain or improve overall productivity and service to the public.
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Appendix Q
9-80 Workweek Schedule Pilot Program

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9-80 Workweek Schedule Pilot Program

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1. The pilot 9/80 work schedule as set forth herein shall be effective starting April 1, 2019.
2. A meeting shall be scheduled by the parties ninety (90) days after the commencement of this pilot project, to evaluate and resolve any start-up problems. No later than six (6) weeks prior to the end of the pilot project, the District and Staff agree to meet to evaluate whether or in what fashion the project should be continued, modified, or abandoned.
3. Either party (the District or CWA) has the right to withdraw from this pilot project. If the pilot program is terminated, a written notice will be provided six (6) weeks' prior to the termination date by the party withdrawing from the pilot project.

VI. The District's evaluation factors for the 9/80 pilot project shall be:

1. Level of service: It is critical that the level of service remain the same or improve during the pilot project as during the corresponding period for the previous year. This will be based on past performance evaluations of the District's employees as compared to their current performance in the following areas:
 - Completion of work on schedule
 - Coverage and availability of staff: No decrease in the general productivity, i.e., amount and quality of work, or level of service will be expected.
 - Complaints:
 - Complaints from the public – there shall be no increase in complaints from the public regarding reduced service or responsiveness.
 - Complaints from staff – there shall be no increase in complaints from staff regarding uneven distribution of work, time spent unproductively, or unavailability of co-workers for work customarily requiring assistance.
 - Unscheduled time off and time accrual:
 - Unscheduled absences – Unscheduled sick leave shall be kept to a minimum. A comparison will be made between sick leave use during the pilot project and use for the corresponding period in the previous year. Unacceptable levels of absenteeism will result in termination of 9/80 privileges for an individual or termination of the 9/80 schedules district-wide.
 - Coverage problems – In order to implement a 9/80 schedule, it is essential that employees are at their work stations ready to begin work at their scheduled start times,

King County Water District 90
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that employees honor break and meal break schedules and return from such breaks on time, and that employees do not leave earlier than scheduled. Any problems in these areas would result in termination of 9/80 privileges for an individual or termination of the 9/80 schedule district-wide.

- o Overtime and compensatory time accrual – there shall be no increase in overtime or compensatory time accruals as a result of inability to complete work or need for adequate coverage.

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Appendix Q
9-80 Workweek Schedule Pilot Program

Attachment A

PROPOSED FIELD CREW 9-80 GROUPS

Group A

Tim Johnson
Dalton Bond
Bill McLane
Preston Bakke

Group B

Gus Flather
Aaron Owen
Sean Reed
Kris Campbell

PROPOSED OFFICE 9-80 GROUPS

Group A

Doug Swanson
Michelle Hall

Group B

Tatiana Midrigan
Deb Gill*

*Deb Gill works 32 hours. Proposed day off would be Monday's.

King County Water District 90

Appendix Q

9-80 Workweek Schedule Pilot Program

	Group A						Group B						
	6:30-4		6:30-4		7-3:30		6:30-4		6:30-4		7-3:30		
	Monday	Tuesday	Wednesday	Thursday	Friday	TOTALS	Monday	Tuesday	Wednesday	Thursday	Friday	TOTALS	
March 18-22	9	9	9	9	FLEX	36	March 18-22	9	9	9	9	8	44
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April 8-12	9	9	9	9	8	44	April 8-12	9	9	9	9	FLEX	36
April 15-19	9	9	9	9	FLEX	36	April 15-19	9	9	9	9	8	44
April 22-26	9	9	9	9	8	44	April 22-26	9	9	9	9	FLEX	36
Apr 29-May 3	9	9	9	9	FLEX	36	Apr 29-May 3	9	9	9	9	8	44
May 6-10	9	9	9	9	8	44	May 6-10	9	9	9	9	FLEX	36
May 13-17	9	9	9	9	FLEX	36	May 13-17	9	9	9	9	8	44
May 20-24	9	9	9	9	8	44	May 20-24	9	9	9	9	FLEX	36
May 27-31	9	9	9	9	FLEX	36	May 27-31	9	9	9	9	8	44
June 3-7	9	9	9	9	8	44	June 3-7	9	9	9	9	FLEX	36
June 10-14	9	9	9	9	FLEX	36	June 10-14	9	9	9	9	8	44
June 17-21	9	9	9	9	8	44	June 17-21	9	9	9	9	FLEX	36
June 24-28	9	9	9	9	FLEX	36	June 24-28	9	9	9	9	8	44
July 1-5	9	9	9	9	8	44	July 1-5	9	9	9	9	FLEX	36
July 8-12	9	9	9	9	FLEX	36	July 8-12	9	9	9	9	8	44
July 15-19	9	9	9	9	8	44	July 15-19	9	9	9	9	FLEX	36
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Jul 29-Aug 2	9	9	9	9	8	44	Jul 29-Aug 2	9	9	9	9	FLEX	36
Aug 5-9	9	9	9	9	FLEX	36	Aug 5-9	9	9	9	9	8	44
Aug 12-16	9	9	9	9	8	44	Aug 12-16	9	9	9	9	FLEX	36
Aug 19-23	9	9	9	9	FLEX	36	Aug 19-23	9	9	9	9	8	44
Aug 26-30	9	9	9	9	8	44	Aug 26-30	9	9	9	9	FLEX	36
Sept 2-6	9	9	9	9	FLEX	36	Sept 2-6	9	9	9	9	8	44
Sept 9-13	9	9	9	9	8	44	Sept 9-13	9	9	9	9	FLEX	36
Sept 16-20	9	9	9	9	FLEX	36	Sept 16-20	9	9	9	9	8	44
Sept 23-27	9	9	9	9	8	44	Sept 23-27	9	9	9	9	FLEX	36
Sep 30-Oct 4	9	9	9	9	FLEX	36	Sep 30-Oct 4	9	9	9	9	8	44
Oct 7-11	9	9	9	9	8	44	Oct 7-11	9	9	9	9	FLEX	36
Oct 14-18	9	9	9	9	FLEX	36	Oct 14-18	9	9	9	9	8	44
Oct 21-25	9	9	9	9	8	44	Oct 21-25	9	9	9	9	FLEX	36
Oct 28-Nov 1	9	9	9	9	FLEX	36	Oct 28-Nov 1	9	9	9	9	8	44
Nov 4-8	9	9	9	9	8	44	Nov 4-8	9	9	9	9	FLEX	36
Nov 11-15	9	9	9	9	FLEX	36	Nov 11-15	9	9	9	9	8	44
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Dec 2-6	9	9	9	9	8	44	Dec 2-6	9	9	9	9	FLEX	36
Dec 9-13	9	9	9	9	FLEX	36	Dec 9-13	9	9	9	9	8	44
Dec 16-20	9	9	9	9	8	44	Dec 16-20	9	9	9	9	FLEX	36
Dec 23-27	9	9	9	9	FLEX	36	Dec 23-27	9	9	9	9	8	44
Dec 30-Jan 3	9	9	9	9	8	44	Dec 30-Jan 3	9	9	9	9	FLEX	36
Holidays							2020 Holidays						
Floating Holiday	Everyone will have to use one (1) hour of Vacation or Comp Time												
May 27th	Mon	Everyone will have to use one (1) hour of Vacation or Comp Time						Wed 1-1					You will have to use 1 hour of Vacation or Comp Time
July 4th	Thurs	Everyone will have to use one (1) hour of Vacation or Comp Time						Mon 2-17					You will have to use 1 hour of Vacation or Comp Time
Sept 2nd	Mon	Everyone will have to use one (1) hour of Vacation or Comp Time											
Nov 11th	Mon	Everyone will have to use one (1) hour of Vacation or Comp Time											
Nov 28th	Thurs	Everyone will have to use one (1) hour of Vacation or Comp Time											
Nov 29th	Friday	A - You will have to flex 4 hours one day and 4 hours another day within the same week. B-no effect. This is your "short day" of 8 hours so you will received 8 hours of Holiday pay.											
Dec 24th	Tues	Everyone will have to use one (1) hour of Vacation or Comp Time											
Dec 25th	Wed	Everyone will have to use one (1) hour of Vacation or Comp Time											
							Notes						
							No sick hours can be used						
							Paychecks may vary						

9-80 Workweek Schedule Agreement

\\kcwd90\data\companydata\policies procedures forms\district policy\employee manual\q - 9-80 workweek schedule policy (pilot 4-1-19 to 3-31-20).docx