

Memorandum of Agreement
By and Between
King County
and
Public Safety Employees Union
(Representing Non-commissioned Employees in the
Department of Adult and Juvenile Detention)

Subject: Corrections Technician Cash Drawer Error Process

Introduction/Facts:

The parties have met with the Department of Adult and Juvenile Detention (“DAJD”) and in the Labor Management Committee (“LMC”), discussed ways to improve the way both the employer and employees respond to unintentional cash drawer and property release errors. The parties have been discussing this issue over the course of several years and in that time have tried several different approaches. The parties’ have identified their mutual interests as including accuracy and public accountability, audit compliance, equity, effective training, and good customer service. The parties have agreed on a revised process to deal with unintentional errors in a manner that meets these interests.

Agreement:

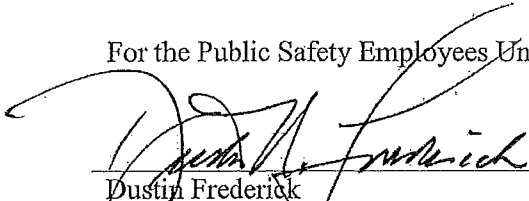
The DAJD will establish a point system that evaluates unintentional errors based on the degree of error or amount of money at issue and the history of the employee with respect to past errors and frequency of errors. Based on the total number of points incurred, employees will be trained, warned, and/or disciplined as appropriate. On a pilot program basis, the parties agree to reduce the period from 2 years to 1 year of “0” (zero) points earned, and an employee’s point balance will be reset so that the balance is “0”. This point system is more specifically outlined in the attached document (see Attachment 1). This pilot program will be re-evaluated by the parties approximately 12 months after this Agreement has been signed by all parties, and will only continue if the parties mutually agree to do so in writing. Otherwise, the program will revert to the 2 years of “0” points accumulated required to reset an employee’s balance to “0”.

Conclusion:

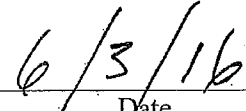
This Agreement is effective from signing through June 30, 2017, unless extended by mutual agreement. This is the final and complete Agreement relating to Corrections Technician cash

drawer and property release errors. The parties may agree in LMC to discuss and implement changes to the process outlined in this Agreement at any time during the life of the Agreement. Any changes to this Agreement must be in writing and signed by both parties.

For the Public Safety Employees Union:

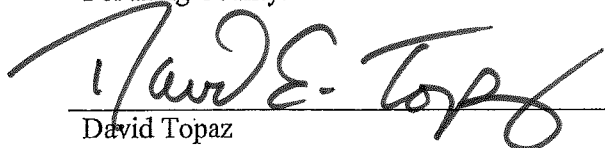


Dustin Frederick
Business Manager



Date

For King County:



David Topaz
Labor Negotiator
Office of Labor Relations
King County Executive Office



Date

APPENDIX G ATTACHMENT 1

Proposed progressive discipline for Corrections Tech relating to errors in property and cash drawer.

	Discipline Points		
Cash Overage	1	.01-10.00	1 point
Cash Overage	2	10.01-100.00	2 points
Cash Overage	3	101.00+	3-4 points
Cash Shortage	1	.01-10.00	5-6 points
Cash Shortage	2	10.01-100.00	7-8 points
Cash Shortage	3	101.00+	9-10 points
Release of funds to wrong inmate.	1	.01-10.00	11+ points
Release of funds to wrong inmate.	2	10.01-100.00	Documented verbal counseling
Release of funds to wrong inmate.	3	101.00+	Letter of Corrective Counseling
Property release error failure to follow protocol	2		Written Reprimand
			1 day suspension
			3 day suspension
			10 day suspension
			Termination

Points are accumulative. If the Corrections Tech goes two years without any point accumulation. The point system is reset to Zero Points.
All level of discipline should include follow up training to ensure that the Corrections Tech understand policy and procedures