

**Memorandum of Agreement
By and Between
King County
and
All Unions that Execute Participant Signature Addendums to this Agreement**

SUBJECT: \$5,000 Employee Referral Bonus Program (MOA# 000U0424)

Background:

- A.** Job recruitments to fill certain King County job classification types have been increasingly challenging in recent years, and King County (the County) is currently facing high vacancy rates in some classifications. These ongoing vacancies can impact the workforce and the County's ability to provide essential services.
- B.** Employee referrals can be a reliable method for recruiting and attracting candidates who are more likely to successfully complete the required training programs and probationary periods, and current County employees can be a strong resource for new employee referrals.
- C.** To encourage more employee referrals in certain classification types, the County has established this Employee Referral Bonus Program per this Memorandum of Agreement (Agreement).
- D.** This Agreement is intended to replace any prior written agreements concerning the Employee Referral Bonus Program starting January 1, 2025.

Agreement:

1. The County will periodically review classification vacancy rates and determine eligible classification types for the Employee Referral Bonus Program. Notice of the eligible classification(s) types will be created and distributed by the County to all participating labor group Union contacts signatory to this Agreement per the "Employee Referral Bonus Program Eligibility Notice" (Referral Program Notice) that will periodically be provided via email.

Each Referral Program Notice email will be for six month increments and indicate the duration and eligible classifications during that notice period.

The County will also periodically communicate to employees about the Referral Bonus Program (e.g., Employee News).

2. A Referral Bonus of \$5,000 shall be paid to employees who refer a successful candidate for an eligible classification type pursuant to the terms below. The date the applicant submits their job application with the referring employee's information noted must occur during an active Referral Program Notice period to be considered eligible. The Referral Bonus shall be paid to the referring employee in the first full pay period following the referred employee's successful completion of their probation period. The referring employee must be an active employee at the

time of payment to receive the Referral Bonus. All Referral Bonuses shall be subject to all applicable federal and state taxes, retirement, or other withholdings.

3. The new job applicant must list the full name (first and last) of the referring employee and the referring employee's County department on their initial job application, or the referral must be documented in the manner established as part of the hiring process by the appropriate department, which may not be added to or changed after the applicant's initial submittal of job application.

The referred employee must have submitted their application for an eligible classification type during the timeframe provided in an active "Employee Referral Bonus Program Eligibility Notice."

4. There is no limit with respect to the number of applicants an employee can refer, or the number of referral payments an employee may receive. However, only one employee may refer any given applicant, and only one referral incentive shall be paid per applicant. Employees may not receive a Referral Bonus by referring themselves as applicants. Employees may not receive a Referral Bonus for referring another current King County employee, or someone who has been employed by King County within the last twelve (12) months.
5. Employees who by virtue of their job or assignment are tasked with the recruitment or hiring of eligible classification types are not eligible to receive the referral bonus for recruitments associated with their job or assignment. For example, employees tasked with attending a job fair for recruitment purposes are not eligible for the referral bonus(es) associated with any candidate(s) that were recruited from that job fair.
6. This Agreement shall not establish a practice or precedent in any way. In addition to the applicable collective bargaining agreement, this MOA is the full and final agreement of the parties related to the Employee Referral Bonus program.
7. Any disputes regarding the interpretation or application of this Agreement shall be resolved by the parties using the grievance procedures contained in the Parties collective bargaining agreement.
8. This Agreement shall be effective when the County representative and the applicable Union representative have both signed the applicable Participant Signature Addendum. Additional Union representatives may also sign onto the terms of this Agreement by completing a Participant Signature Addendum for (MOA# 000U0424). This Agreement shall replace any and all prior agreements related to the Employee Referral Bonus Program, including, but not limited to, 000U0221 and 000U522. Electronic signatures will have the same force and effect as does an original signature on this document. This Agreement may be signed in counterparts, which together shall constitute the entire agreement.
9. This Agreement shall terminate upon notice by the County to participating labor groups in the Employee Referral Bonus program and shall expire no later than January 1, 2030.

Employee Referral Bonus Program Eligibility Notice (Example)

EFFECTIVE PERIOD: January 1, 2025, through June 30, 2025

ELIGIBLE CLASSIFICATION TYPES FOR REFERAL BONUS:

1. King County Corrections Officer (DAJD)
2. King County Juvenile Detention Officer (DAJD)

Pursuant to the \$5,000 Employee Referral Bonus Program Memorandum of Agreement, the following classification types can result in Referral Bonus eligibility under the Employee Referral Bonus Program.

In June and January each year, the County will provide via email the Employee Referral Program Notice, which provide updates to the effective period for the Referral Bonus and indicates any changes to eligible classification types for the Referral Bonus.

Union Participant Signature Addendum

SUBJECT: \$5,000 Employee Referral Bonus Program (MOA# 000U0424)

By signing this Union Participant Signature Addendum, the designated Union representatives agree to the terms set forth in \$5,000 Employee Referral Bonus Program MOA 000U0424.

For King County Coalition of Unions:

Signed by:



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Maria Williams, Coalition Co-Chair

12/30/2024

Date

DocuSigned by:



9C7EE01134754E7...

Michael Gonzales, Coalition Co-Chair

1/8/2025

Date

For King County:

DocuSigned by:



7231D66CAAAF4EF...

Andre Chevalier
Senior Labor Relations Negotiator
King County Office of Labor Relations

12/29/2024

Date