

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**KITSAP COUNTY**  
**AND**  
**KITSAP COUNTY SHERIFF'S SUPPORT GUILD**

**KC-114-22-A**

**RE: Step Placement of a Certain Employee in KCSO**

This Memorandum of Understanding (MOU) is entered into by Kitsap County ("County"), the Kitsap County Sheriff's Office ("KCSO") and the Kitsap County Sheriff's Support Guild ("Guild"). The parties mutually agree as follows:

**Background**

Kitsap County Sheriff's Office is experiencing unprecedented workforce resignations of experienced employees. KCSO, recognizing the ongoing retention challenges due to a nationwide labor shortage, requested a review of the step placement of Office's only Certified Public Records Officer. As a result of the review, the current incumbent has been identified as warranting a step placement adjustment.

**Agreement**

1. While Kitsap County followed the terms of the collective bargaining agreement in effect at the time and is not obligated to address the pay equity of the identified position below, it is in the best interest of the parties to correct the pay inequity.
2. The parties agree to the step placement adjustments, as follows:

<b>Current Position Identification No.</b>	<b>Current Pay Band</b>	<b>Current Step Placement</b>	<b>New Step Placement</b>
L20	KB3H	10	13

3. This Memorandum of Understanding shall not create a precedent. The parties agree that any future similar circumstances like those detailed within this Memorandum of Understanding shall be considered on a case-by-case basis.
4. Except as expressly provided in this Memorandum of Understanding, all other terms and conditions of the parties' original Contract, and subsequent amendments, addenda or modifications thereto, remain in full force and effect.

5. Except as expressly provided herein, this Memorandum of Understanding shall be effective March 28, 2022.

**KITSAP COUNTY SHERIFF'S SUPPORT GUILD**

Joseph Adams 3/22/22

Joseph Adams, President Date

**KITSAP COUNTY SHERIFF'S OFFICE**

John Gese 3/22/22

John Gese, Sheriff Date

DATED this 28th day of March 2022.

**BOARD OF COUNTY COMMISSIONERS  
KITSAP COUNTY, WASHINGTON**



Edward E. Wolfe  
EDWARD E. WOLFE, Chair

Charlotte Garrido  
CHARLOTTE GARRIDO, Commissioner

Robert Gelder  
ROBERT GELDER, Commissioner

ATTEST:

Dana Daniels  
Dana Daniels, Clerk of the Board

**AMENDMENT TO THE COLLECTIVE BARGAINING AGREEMENT**  
**By and Between**  
**KITSAP COUNTY**  
**And**  
**KITSAP COUNTY SHERIFF'S SUPPORT GUILD**

**KC-114-22-B**

**RE: 2022 Retention Incentive – Art II, Section C**

The parties, Kitsap County (County) and Kitsap County Sheriff's Support Guild (Guild), having bargained in good faith, mutually agree to changes in their Collective Bargaining Agreement, KC-114-22 (hereinafter CBA), as follows:

1. The parties' CBA is amended by underline, indicating new matter, and ~~strike-through~~, indicating deleted matter.

**ARTICLE II. – ECONOMICS, HOURS, INSURANCE**

[Section A - B omitted]

**Section C – Experience Based Pay Incentives.**

1. Experienced based pay increases shall be given based on length of employment. Length of employment, for purposes of determining the step advancement date, shall be adjusted, where applicable, for regular full-time and part-time employees to exclude periods of time when an employee is in an unpaid status for greater than one month (except for when an employee is off-work due to qualifying military leave, medical leaves and time loss.

2. A regular, full time and part-time employee placed at a pay step below Step 7 will receive a two-step increase (5%) following their last advancement or anniversary date in current position until Step 7 is reached. Employees at Step 7 or above will receive a one-step (2.5%) increase following their last advancement or anniversary date in current position. Step increases will be received annually until the top step is reached.

a. Employees hired on or after January 1, 2020, shall advance to the next higher step (a 2.5% increase) following six months of service until they reach Step 5 of the salary scale, and then step increases will be received annually until the top step is reached.

For 2022 only, each employee who is employed on April 11, 2022, will receive a one-time, non-precedent setting step advancement, effective April 11, 2022, as follows:

- Employees on steps 1-6 on April 10, 2022, receive a 4-step advancement;
- Employees on steps 7-8 on April 10, 2022, receive a 3-step advancement;
- Employees on steps 9-13 on April 10, 2022, receive a 2-step advancement;
- Employees on step 14 on April 10, 2022, receive a 1-step advancement; and
- Employees on step 15 on April 10, 2022, receive a one-time, non-precedent setting lump sum equivalent to 2.5% of their base annual wage.

**AMENDMENT TO THE COLLECTIVE BARGAINING AGREEMENT**

**By and Between  
KITSAP COUNTY**

**And**

**KITSAP COUNTY SHERIFF'S SUPPORT GUILD**

**KC-114-22-C**

**RE: Uniforms – Art II, Section F**

The parties, Kitsap County (County) and Kitsap County Sheriff's Support Guild (Guild), having bargained in good faith, mutually agree to changes in their Collective Bargaining Agreement, KC-114-22 (hereinafter CBA), as follows:

1. The parties' CBA is amended by underline, indicating new matter, and ~~strike through~~, indicating deleted matter.

**ARTICLE II. – ECONOMICS, HOURS, INSURANCE**

[Section A - ~~EG~~ omitted]

**Section F – Uniforms.**

1. The County shall provide uniforms to those employees required to wear uniforms on a daily basis. All uniforms and individual equipment provided shall be in accordance with established standards determined and approved by the Sheriff. Unless otherwise designated by the Sheriff or the Sheriff's designee, uniforms shall be worn daily. Uniforms and individual equipment shall include pants, vest, belt, and shoes. All uniforms and individual equipment shall be replaced on an as needed, item for item basis as determined by the Sheriff or designee.
2. The County agrees to provide five (5) full sets of uniforms for Evidence/Property Control Specialists. Employees in the Evidence/Property Control Specialist classification will have a choice of either a \$75.00 footwear allowance, payable the first full pay period of each year, OR, having the KCSO Quartermaster order footwear for them. Uniforms and individual equipment provided shall include pants, vest, belt and shoes. All uniforms and individual equipment shall be replaced on an as needed, item for item, basis as determined by the Sheriff or designee.
3. All uniforms and individual equipment purchased by the County are to be and remain the property of the County.
4. Employees not in the Property/Evidence unit shall select from the options below for their attire. Employees who are reporting to work for an agency event (i.e. the County Fair, a command center, etc) shall report to work wearing items from Option 2. The County shall provide a uniform allowance of \$300.00 per year to each employee, payable upon appointment and then on the first pay period in January of each subsequent year. The allowance shall include vest, shoes, pants, shirt, belt and any other items from the options below.

Employees advanced through this provision will retain their step anniversary date.


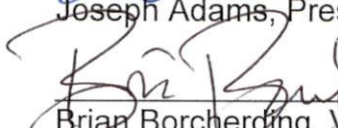
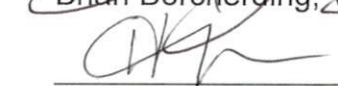
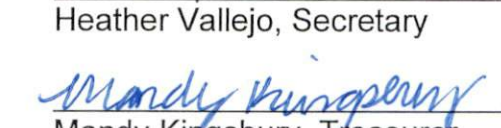
3. The County will retain individual job descriptions for each classification commensurate with the scope of the individual position's job duties. To the extent the County intends on making any changes to the individual job descriptions that may warrant a modification in the compensation grade, the County will provide advance notice to the Guild and an opportunity to bargain the impacts of that modification.

[Sections D-J omitted]

2. Except as expressly provided in this Contract Amendment, all other terms and conditions of the parties' original Contract, and subsequent amendments, addenda or modifications thereto, remain in full force and effect.

3. Except as expressly provided herein, this Amendment shall be effective April 11, 2022.

**KITSAP COUNTY SHERIFF'S SUPPORT GUILD**




	<u>3-25-22</u>
Joseph Adams, President	Date
	<u>3-28-22</u>
Brian Borcharding, Vice-President	Date
	<u>3/25/22</u>
Heather Vallejo, Secretary	Date
	<u>3/25/22</u>
Mandy Kingsbury, Treasurer	Date

DATED this 11th day of April 2022.



ATTEST:  
  
Dana Daniels, Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS  
KITSAP COUNTY, WASHINGTON**


EDWARD E. WOLFE, Chair

CHARLOTTE GARRIDO, Commissioner

ROBERT GELDER, Commissioner

### Option 1: Business Casual

Attire may include any of the following:

- Button down or collared shirt
- Professional blouse, long or short sleeved shirt
- Sweaters or cardigans
- Dress or skirt
- Suit or suit jacket
- Tie
- Appropriate footwear

Unacceptable attire includes, but is not limited to:

- Blue denim
- Clothing with slogans, writing, graphics or advertising. A manufacturer's name in a small font is acceptable.
- Coveralls or overalls
- Sweatpants or yoga pants
- Shorts
- Beachwear
- Sheer or see-through clothing
- Bare midriff attire
- Clothing that is backless, strapless, or has "spaghetti" straps
- Torn or faded clothing
- Open-toed shoes, sandals, or flip flops
- Skirts shorter than 2 inches above the knee. If a skirt is worn with leggings it must be no shorter than mid-thigh.

### Option 2: Vest Uniforms

- KCSO Gray embroidered vest
- Black business slacks. Optional belt. No jeans or form fitting stretch pants/leggings.
- Solid black close-toed shoes
- Solid colored long or short sleeved shirt without graphics or logos

~~The County agrees to provide five (5) full sets of uniforms for evidence/property control specialists.~~

5. ~~The County shall provide a footwear allowance of seventy-five dollars (\$75.00) per year to each employee to be paid on the first full payperiod of each year. Provided, employees in the Evidence/Property Specialist classification will have the choice of either receiving a seventy five dollar (\$75.00) footwear allowance on the first pay period of each year, OR, having the KCSO Quartermaster order footwear for them. Employees required to wear the vest uniform configuration will also receive a stipend of fifty dollars (\$50.00) per~~

~~year to offset the cost of required shirts worn under the vest. There will be no changes to the uniform requirements for Property Specialists or WestNET Investigative Support~~




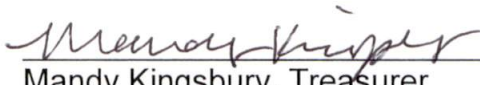
7. The parties agree that this Section may, by mutual agreement, be opened during the term of this Agreement.

[Sections ~~DG~~-J omitted]

2. Except as expressly provided in this Contract Amendment, all other terms and conditions of the parties' original Contract, and subsequent amendments, addenda or modifications thereto, remain in full force and effect.

3. Except as expressly provided herein, this Amendment shall be effective ~~April 11~~ June 13, 2022.

**KITSAP COUNTY SHERIFF'S SUPPORT GUILD**

	<u>5-31-2022</u>
Joseph Adams, President	Date
	<u>5-31-22</u>
Brian Borcharding, Vice-President	Date
	<u>5/31/22</u>
Heather Vallejo, Secretary	Date
	<u>5/31/22</u>
Mandy Kingsbury, Treasurer	Date

DATED this 13th day of June 2022.



ATTEST:

  
Dana Daniels, Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS  
KITSAP COUNTY, WASHINGTON**

  
EDWARD E. WOLFE, Chair

  
CHARLOTTE GARRIDO, Commissioner

  
ROBERT GELDER, Commissioner