

MEMORANDUM OF AGREEMENT
by and between
THE CITY OF SEATTLE/MUNICIPAL COURT
and
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763

THIS MEMORANDUM OF UNDERSTANDING is by and between THE CITY OF SEATTLE MUNICIPAL COURT, WASHINGTON, hereinafter referred to as the Employer, and PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS LOCAL UNION NO. 763, affiliated with the international Brotherhood of Teamsters, hereinafter referred to as the Union.

It is understood and agreed by and between the Employer and the Union that Section 7.12 (vacation scheduling) of the Labor Agreement shall be administered as follows:

Vacation requests shall be submitted in writing and shall be approved in writing by the Court Unit Manager or, in those units without a Manager, the Division Director or designee. In Emergencies, or unique circumstances, this advance scheduling process may be waived by the Director or Manager.

Vacation Requests:

Vacation requests shall be submitted by employees between January 15 and February 1, and July 15 and August 1, for the six month period beginning two (2) months after February 1 and August 1 (April through September and October through March).

Non-Peak Periods

If the number of employees requesting time off during a non-peak period of time exceeds the number that can be approved, requests will be granted first to those employees with more service credit in Municipal Court. However, before this final determination is made, within one (1) week after vacation requests are due, the requested times shall be posted so that employees may, among themselves, if they choose, resolve vacation scheduling conflicts. Adjustments must be agreed upon among employees and notice given to the Director within one (1) week after the posting. The Unit manager will then, within one (1) week, post a final vacation schedule incorporating the adjustments agreed upon among employees or he/she will approve or disapprove requests based on the employees' service credit if no such agreement is reached among employees.

Peak Periods

Peak vacation periods are as follows: 1) the beginning of school year 2) Thanksgiving, 3) Christmas, 4) New Years, and 5) July 4th. Each work unit shall develop a procedure for equitable allocation of vacation during the peak periods. The allocation shall allow rotation of preference for the peak periods in the year and from year to year. Vacation requests for these peak periods shall also be submitted by employees between January 15 and February 1, and July 15 and August 1, for the six month period beginning two (2) months after February 1 and August 1 (April through September and October through March).

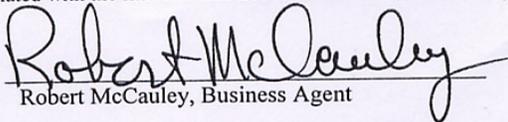
Additional vacation requests for the designated six (6) month period may be submitted after vacations have been scheduled through the above process and will be considered in the order in which received. The Unit Manager will approve or disapprove the request within one week of its receipt.

A work unit may implement an alternate vacation scheduling process upon approval of the Department Labor-Management Committee.

To resolve issues arising from this scheduling process, a labor-management meeting shall be convened pursuant to Article 15 of the collective bargaining agreement at the request of either the Union or the Court.

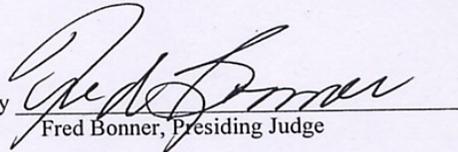
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL
EMPLOYEES & DRIVERS LOCAL UNION NO. 763,
affiliated with the International Brotherhood of Teamsters

By


Robert McCauley, Business Agent

CITY OF SEATTLE / MUNICIPAL COURT

By


Fred Bonner, Presiding Judge

Date

12/7/06

Date

12 8 06

Revised August, 2005