

Memorandum of Understanding
to the Agreement by and between City of Kirkland and
Kirkland Police Guild Commissioned Staff

Holiday Observance

January 1, 2023 – December 31, 2025

This Memorandum of Understanding (MOU) is entered into to document the mutual agreement between the City of Kirkland, Washington ("City" or "Employer") and the Kirkland Police Guild – Commissioned Staff ("Guild"). This MOU supplements and modifies the parties' 2023-2025 Collective Bargaining Agreement ("CBA").

The parties' CBA, Section 11.3, contains language regarding the observance of holidays. It currently states:

11.3 HOLIDAY OBSERVANCE

Employees will observe the Holiday on the day the City observes the respective Holiday. Provided however, Patrol personnel will follow Article 11.1 and the holiday may be used on a regularly scheduled work day mutually agreeable to the employee and the employer.

All non-essential employees are required to take the holiday off on the city observed day, unless otherwise outlined in this contract. Employees required to take the day off can utilize Holiday bank hours or Compensatory Time bank hours.

In an effort to clarify the current language contained in the CBA and resolve a dispute between the parties, the parties agree to replace the language in the current CBA, Section 11.3, with the following provision:

11.3 HOLIDAY OBSERVANCE

Employees will observe the Holiday on the day the City observes the respective Holiday. Provided however, Patrol personnel and the K9 Officer will follow Article 11.1 and the holiday may be used on a regularly scheduled workday mutually agreeable to the employee and the employer. Patrol personnel and the K9 Officer who are authorized to take the holiday off may use either vacation, holiday, or compensatory leave banks.

All non-essential employees are required to take the holiday off on the city observed day, unless otherwise outlined in this contract. Employees required to take the day off must utilize Holiday bank hours or Compensatory Time bank hours. Any non-essential employee who has exhausted their holiday hours and personal holiday hours will be allowed to utilize their vacation bank. Any personnel who begin the year on patrol and/or K9 and later transition to a non-essential position (including modified duty, medical leave, or FMLA) may continue for the remainder of the year to utilize their vacation, holiday, or compensatory leave banks on holidays.

This MOU may be executed in counterparts and, when signed by all parties, shall be binding upon the parties. Transmission of this MOU by email showing a parties' original signature shall be considered an original signature and shall be binding upon the signatory.

The parties acknowledge and agree to the terms and conditions set forth in this MOU as evidenced by the signatures of the applicable parties below.

This MOU is effective immediately upon signature by all representatives, and it will expire when there is a successor agreement to the parties' 2023-2025 Collective Bargaining Agreement.

CITY OF KIRKLAND



Kurt Triplett
City Manager

12/18/23

Date

**KIRKLAND POLICE GUILD
COMMISSIONED STAFF**



Brian Frankeberger (Dec 15, 2023 16:09 PST)
Dec 15, 2023

Brian Frankeberger
Guild President

Date

APPROVED AS NEGOTIATED



Truc Dever (Dec 15, 2023 13:26 PST)

Human Resources Director

APPROVED AS TO FORM



Darcey Eilers (Dec 15, 2023 13:52 PST)

Sr. Assistant City Attorney











MOU - 11.3 Holiday Observance Amendment-Final


Final Audit Report

2023-12-16

Created:	2023-12-15
By:	Kris Carlson (kcarlson@kirklandwa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAALBIXGbFOXU020zHW7G2F2bykXIVdXRuZ

"MOU - 11.3 Holiday Observance Amendment-Final" History

-  Document created by Kris Carlson (kcarlson@kirklandwa.gov)
2023-12-15 - 9:23:07 PM GMT- IP address: 24.19.190.27
-  Document emailed to Truc Dever (tdever@kirklandwa.gov) for signature
2023-12-15 - 9:24:05 PM GMT
-  Email viewed by Truc Dever (tdever@kirklandwa.gov)
2023-12-15 - 9:26:12 PM GMT- IP address: 76.191.73.2
-  Document e-signed by Truc Dever (tdever@kirklandwa.gov)
Signature Date: 2023-12-15 - 9:26:19 PM GMT - Time Source: server- IP address: 76.191.73.2
-  Document emailed to Darcey Eilers (deilers@kirklandwa.gov) for approval
2023-12-15 - 9:26:21 PM GMT
-  Email viewed by Darcey Eilers (deilers@kirklandwa.gov)
2023-12-15 - 9:49:32 PM GMT- IP address: 50.47.249.222
-  Document approved by Darcey Eilers (deilers@kirklandwa.gov)
Approval Date: 2023-12-15 - 9:52:12 PM GMT - Time Source: server- IP address: 50.47.249.222
-  Document emailed to Brian Frankeberger (bfrankeberger@kirklandwa.gov) for signature
2023-12-15 - 9:52:13 PM GMT
-  Email viewed by Brian Frankeberger (bfrankeberger@kirklandwa.gov)
2023-12-15 - 10:07:34 PM GMT- IP address: 172.56.201.228
-  Document e-signed by Brian Frankeberger (bfrankeberger@kirklandwa.gov)
Signature Date: 2023-12-16 - 0:09:12 AM GMT - Time Source: server- IP address: 76.191.73.2

 Document emailed to Kris Carlson (kcarlson@kirklandwa.gov) for delivery

2023-12-16 - 0:09:14 AM GMT

 Email viewed by Kris Carlson (kcarlson@kirklandwa.gov)

2023-12-16 - 0:13:46 AM GMT- IP address: 24.19.190.27

 Document receipt acknowledged by Kris Carlson (kcarlson@kirklandwa.gov)

Receipt Acknowledgement Date: 2023-12-16 - 0:13:52 AM GMT - Time Source: server- IP address: 24.19.190.27

 Agreement completed.

2023-12-16 - 0:13:52 AM GMT