

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

**Temporary Part-Time Jail Navigator Position**

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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 – Support Staff ("Guild"). This MOU supplements and modifies the parties' 2023-2025 Collective Bargaining Agreement ("CBA").

**Recitals**

The City has received funding through the Bureau of Justice Assistance U.S. Department of Justice COSSUP grant to fund a temporary, part-time Jail Navigator position. This position is intended to coordinate essential human service resources and assist in transition planning for inmates at the Kirkland Jail, facilitating their successful reintegration into the community.

Consistent with the CBA, Article 2.2, when a new classification is established by the Employer and added to the bargaining unit, a proposed wage scale is assigned to the classification and the Employer forwards the new class and proposed wage to the Guild for review.

**Agreement**

The Employer and the Guild now agree to the following terms and conditions regarding the Jail Navigator classification:

1. The Jail Navigator wage scale will be as follows:

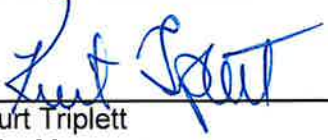
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
0 - 6 m	7 - 12 m	13 - 24 m	25 - 36 m	37 - 48 m	49 - 60 m	61 m+
\$ 40.50	\$ 41.71	\$ 42.89	\$ 45.26	\$ 47.69	\$ 49.11	\$ 50.57
\$ 7,020.58	\$ 7,230.82	\$ 7,434.68	\$ 7,845.60	\$ 8,266.07	\$ 8,512.93	\$ 8,766.04
\$ 84,247.00	\$ 86,769.82	\$ 89,216.20	\$ 94,147.17	\$ 99,192.82	\$ 102,155.20	\$ 105,192.48

2. The parties agree that this temporary position is intended to be filled by a Temporary Employee, as authorized pursuant to the CBA, Article 5.2.3. This parties agree that the Temporary Employee hired to fill the Jail Navigator position is authorized to be part-time rather than full-time. The temporary employee will be scheduled to work a minimum of twenty (20) hours per week but no more than forty (40) hours per week. The temporary employee will be eligible for standard benefits, prorated to match the Full-Time Equivalent (FTE) percentage and adjusted by actual hours worked.
3. This temporary position is intended to be filled through December 31, 2026. If the Employer desires to continue the temporary position beyond that date, the Employer will mee and discuss the status of the position with the Guild.
4. If a regular employee accepts the temporary Jail Navigator position, Article 5.2.3 governs return rights and filling vacancies.
5. The parties agree that nothing contained in this MOU creates a past practice and that the

MOU is not precedent setting in any way.

6. 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 may be executed electronically through an approved e-signature program and/or may be signed in counterparts and, when signed by all parties, shall be binding upon the parties.
7. This MOU is effective immediately upon signature by all representatives, and it will expire upon either the effective date of the successor agreement to the parties' 2023-2025 Collective Bargaining Agreement or, if this part-time temporary classification is not incorporated into the successor agreement, then December 31, 2026.

**CITY OF KIRKLAND**

  
Kurt Triplett  
City Manager


  
Date

**KIRKLAND POLICE GUILD  
COMMISSIONED STAFF**

  
Brian Frankeberger (Jul 30, 2024 07:11 MST)  
Jul 30, 2024  
Brian Frankeberger  
Guild President

Date

**APPROVED AS NEGOTIATED**

  
Julie Underwood (Jul 20, 2024 09:08 PDT)  
Human Resources Director

**APPROVED AS TO FORM**

  
Darcey Eilers (Jul 10, 2024 14:56 PDT)  
Sr. Assistant City Attorney