

AFSCME LOCAL 109-S: Ratification Document

PREAMBLE

This Agreement is made and entered into by and between Snohomish County, referred to as the Employer and Local 109-S of the Washington State Council of County and City Employees, affiliated with the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union. All items shall be binding for both the Employer and the Union.

The parties recognize that this Agreement is not intended to modify any of the discretionary authority vested in the Employer by the statutes of the State of Washington.

ARTICLE 1 - DEFINITIONS

Anniversary Date: The date which signifies the completion of each year of service by an employee in a ~~regular~~ budgeted full-time position.

Coaching: Feedback from supervisor to employee to assist the employee in acquiring knowledge or learning a new skill. Coaching is not disciplinary, is not grievable and shall not be maintained in the employee's personnel file. If Coaching is in writing, the written document shall be shared and provided to the employee.

Counseling: Written feedback from supervisor to employee of a preventative nature or that corrects the employee's performance or conduct. Counseling is not discipline (although it may lead to discipline), is not grievable and shall not be maintained in the employee's personnel file. Copies of counseling shall be shared with and provided to the employee.

Date of Hire: An employee's most recent date of employment as a regular employee.

Full Time Equivalent (F.T.E.): One F.T.E. (1.0) equates to one position which has been budgeted for forty (40) hours per week.

Furlough: A temporary leave without pay of an employee imposed by the Employer due to economic conditions and/or lack of work.

Layoff: The ~~removal~~ separation of an employee from their position because of lack of work, lack of funds, or reorganization.

Paid Status Time: All time during which an employee accrues entitlement to receipt of wages.

Reduction in Force - RIF: The elimination of one or more ~~occupied~~ positions within a specific department/division.

Separation in Good Standing: Separation for voluntary resignation, retirement and layoff shall be in good standing if: (1) The employee has provided written notice at least ten (10) working days prior to the effective date (in cases of voluntary resignation or retirement) and (2) The employee has not resigned to avoid disciplinary action.

Separation: Voluntary resignation, termination, discharge, retirement, and layoff (revocable under recall provision) are considered to be separations.

Vacancy: Unfilled position.

ARTICLE 2 - WARRANTY OF AUTHORITY

The officials executing this Agreement on behalf of the Employer and the Union subscribing hereto are acting under the authority of R.C.W. 41.56 to collectively bargain on behalf of the organizations which they represent.

ARTICLE 3 - UNION RECOGNITION AND BARGAINING UNITS

The County recognizes the Washington State Council of County and City Employees, AFSCME, AFL-CIO Local 109-S as the exclusive representative for all full-time and regular part-time Supervisors of Snohomish County government in the Divisions of Fleet Services, Solid Waste, Airport Maintenance and Road Maintenance excluding confidential employees and all other employees of the employer.

ARTICLE 4 - UNION DEDUCTIONS AND NEW EMPLOYEE ORIENTATION

Section 1. Union Membership. All employees that are members of the collective bargaining unit may choose whether or not to become a member of the Union. Written authorization is necessary for the payroll deduction of union dues or alternative payments as set forth below.

Section 2. Deduction of Union Dues. Upon receipt of written authorization of the employee, the Employer shall deduct all dues and fees uniformly levied against Union members, once each month, from all members and transfer that amount to the Union Treasurer. The Employer shall continue to deduct and remit Union dues and fees to the Union until such time as the authorization is revoked as outlined below.

Section 3. Revocation of Dues Deduction. An employee may revoke authorization for payroll deductions of payments to the Union by written notice to the Employer and the Union in accordance with the terms and conditions of their signed authorization. If notified by the Union or the Employer determines the employee has revoked their authorization in accordance to the terms and conditions of their signed authorization, the deduction will end as soon as administratively feasible.

Section 4. P.E.O.P.L.E. Checkoff. The employer agrees to deduct from the wages of any employee who is a member of the Union a P.E.O.P.L.E. (Public Employees Organized To Promote Legislative Equality) deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the employer and the Union. The employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

~~**Section 5. New Employee Orientation.** A representative of the Union will be permitted to attend new employees orientation to present a packet of Union information if requested by the Union. The Union presentation shall not exceed (30) thirty minutes. The Union is responsible to develop and provide the Union information packet and is solely responsible for the contents.~~

ARTICLE 5 - LABOR MANAGEMENT RELATIONS RIGHTS

Section 1. Employer Rights and Authority. The Employer, acting through appropriate officers, has the exclusive right to manage its affairs, to direct and control its operations, and independently to make, carry out and execute all plans and decisions deemed necessary in its judgment for its welfare, advancement, or best interests. Such management prerogatives shall include all matters not specifically limited by the agreement herein and any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

~~**Section 2.** By way of example, the Employer retains the full right to operate and manage all manpower staff, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; and to perform any inherent managerial function not specifically limited by this Agreement.~~

Section 3.2. Subcontracting. The Employer retains the right to subcontract the County's operation, in whole or in part, through contracts with non-governmental entities and government agencies subject to the following procedures:

- A. The Employer's exercise of the right to subcontract shall not be subject to the grievance procedure provided for in this Agreement.
- B. The Employer will notify the Union in writing of the nature, scope, and approximate dates of the subcontracting within seven (7) days after a decision to subcontract. Following the notification, the Union shall have sixty (60) days to negotiate the impact; provided, the Employer's right to implement contracting out thirty (30) days after the written notice to the Union of the decision shall be unaffected by the impact of the bargaining process. The bargaining process may continue beyond the date of the implementation of the contracting out.
- C. If a reduction of positions occurs, Article 17.20 - Seniority, Reduction In Force, Layoff, applies.

Section 4.3. Collective Bargaining and the Employer's Authority. All collective bargaining with respect to wages, hours and other conditions of employment shall be conducted by authorized representatives of the Union and of the Employer. Nothing in this Agreement shall be construed as limiting the Employer's authority as conferred by law as of the effective date of this agreement, or in any way abridging or reducing such authority.

Section 5.4. Employer Security. The Union will not cause, or permit its members to cause, and no employee shall take part in any picketing, strike, work stoppage, sit-down, stay-in or slow down or any curtailment of or interference with the activities and operations of the Employer for any reason. The Union will not cause or permit the public employees to refuse, and no public employee shall, as designated below, refuse to cross any picket line established by any labor organization or group of individuals at any location where the Employer's duties are being performed. The Employer has the right to discipline, including discharge, any employee taking part in any violation of this section, which disciplinary action shall not be subject to the grievance procedure of this Agreement except to determine whether the public employee in fact violated any provision(s) of this section.

Section 6.5. Standards of Performance. The Union agrees for its members who are covered by this Agreement that they will individually and collectively perform efficient work and services; that they will use their influence and efforts to protect the property of the Employer. Employees agree to maintain reasonable standards of performance.

Section 7.6. The Employer specifically maintains the right to establish and modify parking rates (not to exceed a 15% increase in any given year) at the County Garage. Any corresponding rates shall be the same as is charged to other County employees.

ARTICLE 6 – NON-DISCRIMINATION

~~There shall be no discrimination by the Union or Employer against any individual with respect to compensation, term or conditions of employment, nor with respect to Union membership, because of race, color, religion, national origin, sex, sexual orientation, marital status, physical, sensory or mental disability, or age except where age, sex, physical, sensory or mental disability is a bona fide occupational qualification. This provision shall not be subject to the grievance procedure. Any violation shall constitute a breach of this agreement.~~

ARTICLE 6.7 - EMPLOYEE RIGHTS, RESPONSIBILITIES AND UNION PRIVILEGES

~~**Section 1. Non-Discrimination Application of Agreement.** There shall be no discrimination by the Union or Employer against any individual with respect to compensation, term or conditions of employment, nor with respect to Union membership, because of race, color, religion, national origin, sex, sexual orientation, marital status, physical, sensory or mental disability, or age except where age, sex, physical, sensory or mental disability is a bona fide occupational qualification. Any violation shall constitute a breach of this agreement.~~

The County and the Union agree that the application of this agreement and County personnel policies, rules, and regulations will be administered in a uniform manner, considering all relevant circumstances.

Section 2. Union Non-Discrimination. No employee shall be discriminated against for exercising the employee's rights as a union member or a non-union member.

Section 3. Union Activities. The Employer agrees that during working hours, on the Employer's premises, duly elected County employee representatives of the Union shall be allowed without loss of pay, to:

- A. Post Union notices.
- B. Distribute Union literature which shall be restricted to the employees' lounge.
- C. Attend negotiation meetings with the Employer (up to ~~3~~ 4 members of 109-S).

- D. Transmit communications, authorized by the local Union or its officers, to the Employer or their representative.
- E. Consult with the Employer, their representatives, Local Union officers, or other Union representatives concerning any provision of this Agreement, by first receiving the approval of ~~his/her~~ their Supervisor. It is the intent of both parties that the investigation of grievance matters by the Shop Steward(s) be during non-working hours, unless otherwise approved by the Department Head.

Time off without pay for investigating a formal grievance will be allowed, subject to the approval of the Employer for release time. This shall not be construed to allow time off to investigate employee complaints.

Time off with pay for meeting(s) regarding a formal grievance will be allowed, where the employee or Union President's or designee's attendance is required as a part of the grievance procedure as set forth in Article ~~24~~ 24, Steps 1, 2, and 3. This shall be limited to meetings with the Employer.

- F. A representative of the Union will be permitted to attend new employee orientation to present a packet of Union information if requested by the Union. The Union presentation shall not exceed (30) thirty minutes. The Union is responsible to develop and provide the Union information packet and is solely responsible for the contents.
- G. In addition, the President or designee of local 109-S, will be allowed two (2) days off per calendar year with pay to attend designated WSCCCE and AFSCME functions.

The Employer agrees that accredited non-employee representatives of the Union shall have reasonable access to the public premises and designated non-public areas of the Employer during working hours for the purpose of investigating and discussing grievances, provided the Union representative does not interfere with the work of the employees. Such business will normally be confined to the employee's lounge or conference room, unless otherwise agreed upon with the Employer.

~~G.~~—The Union agrees to provide the Employer with an updated list of duly elected County employee representatives and those accredited representatives of the Union within thirty (30) working days of the day the appointment is made.

~~H.~~ Upon the written request of the Union, the employer agrees to provide a list of employees filling positions (including promotions and reclassifications) within the bargaining unit, within seven (7) working days of receipt of the written request.

~~I.~~ The Employer and Union recognize it is in their mutual interest that issues which arise concerning administration of this labor agreement should be resolved as expeditiously as possible and that the President of the Local Union which are parties to this Agreement occasionally meet with representatives of management for the purpose of resolving those issues. Subject to the approval of and arrangements made with their respective department or division heads, Local Presidents shall be allowed to perform such duties on paid time. Both the Employer and Union will use reasonable judgment on the application of this Section.

~~J.~~ In addition, the President or designee of local 109-S, will be allowed two (2) days off per calendar year with pay to attend designated WSCCCE and AFSCME functions.

~~K.~~ When a Supervisor is the subject of an investigation or being disciplined, the Supervisor shall have the right to have a Shop Steward present at an investigatory interview or proceeding.

Section 5. Union Leave. Official union representatives may be allowed time off without pay to attend designated conferences and conventions of the Washington State Council of County and City Employees and/or the American Federation of State and County and Municipal Employees, AFL-CIO; provided that the Employer is able to properly staff the employee's job duties during the employee's time off. The time off shall not exceed five (5) days for a single function or a total of fifteen (15) working days in one calendar year. At the employee's option, vacation leave may be utilized for such time off, with reasonable notice and the Department Head's approval.

ARTICLE 7 8 - HOURS OF WORK AND OVERTIME

Section 1. Overtime Applications. FLSA exempt employees covered by this Agreement may receive additional compensation in addition to ~~his/her~~ their regular salary when the employee is required to directly supervise subordinate employees in their performance of overtime work caused by an unplanned emergency. Such additional compensation shall only be authorized when the Division Director verifies that the employee is required to directly supervise subordinate employees in the performance of overtime work caused by an unplanned emergency. Additional compensation shall be paid at the rate of one and a half times ~~(1 ½ X)~~ the FLSA exempt employees equivalent hourly rate of pay. This includes receiving one and one-half times (1 ½ X) pay for all hours worked when on an emergency twelve (12) hour shift supervising subordinates on a similar schedule.

Section 2. Call Out. When an employee is called out to a work site in accordance with practices previously approved by management and is not entitled to overtime in Section 1 above, they shall be paid three (3) hours callout pay at one and one-half times (1 ½ X) the employee's regular hourly rate of pay. This section shall not be applicable to call-outs occurring after 5:00 AM or before ~~6:00~~5:00 PM on days the person is scheduled to work.

Employees shall be paid a minimum of one (1) hour call out time or actual time worked at the straight time rate, for after-hours calls from Emergency Services Dispatch or related to an Emergency Services Dispatch call, when the employees do not have to leave their homes to handle the emergency situation. For multiple calls during the same one hour period, the employee is only entitled to time worked, not one (1) hour for each call. When employees are required to leave home to handle the situation, the standard call out procedures as delineated above shall apply.

Section 3. On Call. When ~~a Supervisor in Fleet Management, Solid Waste or Road Maintenance~~an employee is assigned by management to be on call or standby, compensation for the weekdays shall be equal to the employee's hourly rate per day and two times (2X) the employee's hourly rate per weekend day or holiday.

ARTICLE 8 9 — STRANGER PICKETING

Employees may honor a picket line by a labor organization that does not represent Snohomish County employees if such picket line exists at a site where no County employment relationship exists and there are other reasonable options available to the County to get necessary work done.

ARTICLE 9 10 — PAID HOLIDAYS

Section 1. Eligibility. Only employees who are employed in regular budgeted positions of half time or better are eligible for paid status on holidays.

Section 2. Observed Holidays and Pay. A paid legal holiday shall be any day designated by RCW 1.16.050 as a legal holiday as that statute is constituted on the date of occurrence of the holiday. The following are the current paid legal holidays. A maximum of eight (8) hours pay (or ten (10) hours when on a 4/10 schedule mandated by the Employer) shall be paid for each holiday. Part-time employees shall receive holiday pay on a pro rata basis. For example, an employee who regularly works twenty (20) hours per week shall receive four (4) hours holiday pay.

New Year's Day
Martin Luther King's Birthday
President's Day

First day of January
Third Monday of January
Third Monday of February

Memorial Day	Last Monday of May
Juneteenth	June 19th
Independence Day	Fourth day of July
Labor Day	First Monday of September
Veterans Day	Eleventh day of November
Thanksgiving Day	Fourth Thursday of November
<u>Native American Heritage Day</u>	Day after Thanksgiving Day
Christmas Day	Twenty-fifth day of December

Employees that work a schedule that includes Saturday or Sunday shall observe the holiday on the actual day. Employees that work a schedule that does not include Saturday or Sunday shall observe the holiday on the County observed day.

Section 3. Holidays Occurring While on Paid Leave Status. Holidays which occur during vacation, sick leave or while on other paid leave status shall not be charged against such leave during the first thirty (30) working days of the leave.

Section 4. Forfeiture of Holiday Pay. An employee shall forfeit their right to payment for any recognized holiday if they are ~~is~~ on leave without pay for ~~any portion of the~~ entire workday on the last regular working day preceding such holiday or on the next regular working day following such holiday. For employees using leave without pay for part of the day before and/or after the holiday, ~~the~~ holiday pay will be prorated to reflect the average paid hours worked or taken as paid leave the day before and day after the holiday. Employees shall not be eligible for holiday pay when receiving "time loss" payments under the provisions of the Industrial Insurance System, Title 51 RCW. However, when an employee supplements "time loss" benefits; holidays will be accrued and paid at the same rate of supplementing.

Section 5. Attendance Requirement. In order to qualify for holiday pay, an employee must be at work at the employee's assigned work place on the day before and the day after the holiday unless the employee is on an approved leave. An employee who is sick on such days, shall receive holiday pay if approved by the Department Head who may require a physician's statement.

Section 6. Floating Holidays. In addition to those holidays specified in Section 2, employees shall receive two (2) floating holidays (maximum of eight (8) hours each, or maximum of ten (10) hours each when used on a 4/10 schedule mandated by the Employer) during each calendar year. Each employee may select the dates on which the employee desires to take the additional holidays provided for herein subject to approval of the Employer, except that an employee may with prior notice take one (1) holiday for a personal emergency. These two (2) floating holidays shall be used in the calendar year earned and shall be non-cumulative and non-compensable upon termination. Floating holidays shall not be eligible for use until January 16th of each year. New employees shall be eligible for floating holidays

only upon completion of sixty (60) calendar days of continuous employment. If the last fifteen (15) days of this sixty (60) calendar day period is in December, the last fifteen (15) days shall be waived to allow the employee to use this leave so long as the employee was hired by October 31st. Employees hired after June 30th and before ~~October 31st~~ November 1st shall be eligible for one floating holiday during that calendar year. If the last fifteen (15) days of this sixty (60) day period is in December, the last fifteen (15) days may be waived to allow the employee to use this leave so long as the employee was hired by October 31st. Employees hired on or after November 1st shall not receive any floating holidays for that year. Any floating holidays earned and/or used in the County during that calendar year in any other bargaining unit shall count towards these allowances.

Section 7. ~~Work on Holidays~~ Pay for Hours Worked.

- A. **When Part of the Employee's Regular Work Schedule.** All work on holidays except Thanksgiving and Christmas shall be paid at one and one-half (1 1/2) times the straight-time rate for the hours worked in addition to the regular holiday pay based on the normal work day. Compensatory time off in lieu of the holiday pay may be granted upon supervisor approval and shall be scheduled when the work load permits. All work on Thanksgiving Day and Christmas Day shall be paid at two (2) times the straight-time rate.
- B. **When Not Part of the Employee's Regular Work Schedule.** All work on holidays that do not occur on the employee's regularly scheduled day of work shall be paid at one and one-half (1 1/2) times the employee's regular straight time rate of pay for hours actually worked in addition to the regular holiday pay based on the normal work day. All work on Thanksgiving Day and Christmas Day shall be paid at two (2) times the regular straight-time rate.

ARTICLE ~~10~~ 11 - VACATIONS

Section 1. ~~Leave~~ Accrual. Regular full-time and regular part-time employees shall be eligible to accrue vacation leave with reference to the following:

- A. A regular full-time employee (1.0 F.T.E.) with a work schedule equal to forty (40) hours per week, will have a normal accrual schedule as shown in the table which is a part of this section.
- B. Vacation leave shall only be accrued on straight time hours worked (including vacation, holidays and all other types of paid leave).
- C. Vacation leave will be available for use only after it has been posted to the employee's accrued leave account through the payroll system.

D. Subject to proration for any leave without pay:

A new employee hired on the first (1st) through the fifteenth (15th) of the month shall receive a full month's accrual. A new employee hired on the sixteenth (16th) through the end of the month shall receive half a month's accrual. An employee separating on the first (1st) through the fifteenth (15th) of the month shall receive a half month's accrual. An employee separating on the sixteenth (16th) through the end of the month shall receive a full month's accrual.

VACATION LEAVE ACCRUAL SCHEDULE FOR FULL-TIME
REGULAR EMPLOYEE (1.0 F.T.E.)

<u>Length of continuous service (Years)</u>	<u>Monthly accrual (hours)</u>	<u>Annual accrual (hours)</u>
Date of employment to end of 1st year	6.70 <u>728</u>	80.49 <u>96</u>
Beginning of the 2nd year to end of 2nd year	8.03 <u>478.6667</u>	96.42 <u>104</u>
Beginning of 3rd year to end of 5th year	10.04 <u>3310</u>	120.52 <u>120</u>
Beginning of 6th year to end of 9th year	12.05 <u>2012</u>	144.62 <u>144</u>
Beginning of 10th year to end of 11th year	14.06 <u>0714</u>	168.73 <u>168</u>
Beginning of 12th year to end of 13th year	14.72 <u>4414.6667</u>	176.69 <u>176</u>
Beginning of 14th year to end of 15th year	15.40 <u>5615.3333</u>	184.87 <u>184</u>
Beginning of 16th year to end of 17th year	16.06 <u>9316</u>	192.83 <u>192</u>
Beginning of 18th year to end of 24th-21st year	16.73 <u>3416.6667</u>	200.80 <u>200</u>
Beginning of 25th-22nd year and thereafter	18.74 <u>1720</u>	224.90 <u>240</u>

Anniversary date is as established in Article ~~15~~ 18, Section 2 B.

Section 2. ~~Vacation Leave--Maximum Accrual.~~ Except upon approval by a department head or elected official on good cause shown, an employee's accrued unused vacation leave may not on December 31 of any year exceed ~~two hundred forty (240)~~ three hundred twenty (320) hours, excluding the December 31st accrual. Requests for scheduling accrued vacation leave shall be the responsibility of the employee. An employee whose vacation accrual may exceed ~~two hundred forty (240)~~ three hundred twenty (320) hours on December 31, shall be required to request vacation scheduling sufficiently in advance of December 31 so the request can be granted without interference with operating needs.

Section 3. ~~Vacation Leave--Accounting for its Use.~~ Except as provided in Section 2 above, no vacation leave will be deducted from that accrued until:

- (1) it is actually used; or
- (2) deduction in lieu of other discipline; or
- (3) there is a lump sum settlement.

Section 4. Lump Sum Settlement ~~of Vacation Leave.~~ Upon termination from all County employment, the employee shall be paid a lump sum settlement for the number of hours of vacation leave accrued and not deducted or forfeited at ~~his/her~~ their hourly rate of pay while employed by the County. The maximum number of hours eligible for lump sum payment is ~~240~~ 320. Any additional hours are forfeited.

Section 5. Transfers and ~~Termination Rehire/Recall.~~ Any employee transferring from one department or office to another, rehired within one (1) year of separation in good standing, or rehired within two (2) years after a layoff ~~for lack of funds,~~ shall accrue vacation leave benefits based upon the total time of active employment with Snohomish County. The employment anniversary date shall be adjusted to reflect the actual period of continuous employment. Any employee rehired more than one (1) year after separation in good standing (~~except two (2) years in case of~~ layoff) shall accrue vacation leave benefits on the same basis as a person never before employed by Snohomish County.

Section 6. ~~Authorization for Taking Vacation Leave.~~ Annual leave shall be taken at the time requested by the employee with seniority being followed as nearly as possible except that:

- A. Leave shall be at a time as will not impair the efficiency of a department, and
- B. If the Department Head determines that the nature of the work is such that no employees or a limited number of employees may be on vacation at a given time, they may establish non-leave periods

and priority lists for assigning the order in which leaves may be taken. The Department Head will give the Union the reasons in writing why the non-leave period is established.

- C. Employees who are to serve as official Union representatives for the purpose set forth in Article 6 7, Section 3. J G, and who request their annual leave on or before the due date established by their departments, shall receive first consideration, without regard to seniority, in having their vacation requests approved for those dates necessary to attend conferences and conventions.

ARTICLE ~~11~~ 12 - SICK LEAVE

Section 1. ~~Sick Leave Policy for Active Employees Purpose.~~ Sick leave is provided to employees as a protection against loss of income in the event of absence from work for medical reasons, including extended absence on account of illness or injury. Its use is restricted to ~~health-related~~health-related absences and employees are encouraged to accumulate sick leave to carry them through unforeseen and lengthy illness.

In accordance with the cooperative spirit of the Agreement, the Union and the Employer agree that they will work jointly to prevent misuse and/or abuse of sick leave. This means consultation with the Local President or designee in regard to a specific problem.

Section 2. ~~Sick Leave-Accrual.~~ Accrued sick leave shall be granted to each regular full-time employee and regular part-time employee while on paid status time.

- A. All sick leave accrued but unused as of the effective date of this Agreement shall be included with all future accumulation. The total accumulation shall be unlimited.
- B. For the purpose of calculating sick leave accruals, the regular full-time (1.0 F.T.E.) employee shall be credited with eight (8) hours of sick leave per month. Regular part-time employees shall accrue sick leave on a pro rata basis in the same percentage as the employee's actual hours worked relates to forty (40) hours per week.
- C. Sick leave will be available for use only after it has been earned and credited to an employee's sick leave account.
- D. Subject to proration for any leave without pay:
A new employee hired on the first (1st) through the fifteenth (15th) of the month shall receive a full month's accrual. A new employee hired on the sixteenth (16th) through the end of the month shall receive half

a month's accrual. An employee separating on the first (1st) through the fifteenth (15th) of the month shall receive a half month's accrual. An employee separating on the sixteenth (16th) through the end of the month shall receive a full month's accrual.

Section 3. ~~Authorization for Sick Leave Permissible Uses.~~ Accrued but unused sick leave shall be taken as needed up to the limit of accrual on occurrence of the following conditions:

- A. Personal illness or injury, including maternity, which renders the employee unable to perform the duties of their position.
- B. Enforced quarantine in accordance with health regulations.
- C. An employee may use the employee's choice of sick leave and/or other paid time off to care for a family member to the extent provided by state and federal law. At the discretion of the County, employees may be required to obtain a physician's verification of the qualifying basis upon which the employee relies in requesting the time off from work.
- D. Medical and dental appointments shall be included as cause for sick leave.

Section 4. ~~Employee Notification Requirements of Taking Sick Leave.~~ An employee shall notify the employee's supervisor, or their designee, prior to the start of the shift if the employee is unable to report to work for reasons set forth herein. If the supervisor, or their designee, is not available, the employee shall leave a message. The employee shall be excused from making the notification if extenuating circumstances prevent the opportunity to notify, in which event notification shall be made as soon as possible.

Section 5. ~~Sick Leave Limitations.~~ An employee whose attendance record is unsatisfactory and whose record has not improved as a result of application of Section 1 of this Article, may be notified that in event of future absence from work they may be required to provide a statement from a medical care provider that a condition exists which affects the employee's ability to perform their job duties.

Section 6. ~~Accounting for Sick Leave Use.~~ ~~Accounting for sick leave shall be maintained by the department. A continuous record of an employee's accrual and use of sick leave shall be maintained.~~

Section 7 6. ~~Expiration of Sick Leave.~~ Unless state or federal law requires the Employer to do otherwise, the following rules shall apply: Prior to the expiration of all sick leave an employee must, in order to retain entitlement to return to paid employment status, submit to the Department or Division Head a written request

for leave of absence as provided for in ~~Article 14~~ 17. However, if the continued absence from work is expected to continue for less than an additional fifteen (15) working days following expiration of sick leave, the Division or Department Head shall grant an oral request for leave of up to fifteen (15) working days provided the Department Head or Division Head has received any requested statements from a medical care provider stating that a condition exists which affects the employee's ability to perform ~~his/her~~ their job duties.

Section 8 7. Sick Leave-Transfers. Any employee transferring from one department or office to another shall retain all accrued and unused sick leave benefits. Any employee rehired within one (1) year after ~~termination separation in good standing (two (2) years if rehired from layoff)~~ who, within sixty (60) days after rehire, reimburses the County for any lump sum sick leave settlement paid the employee, shall retain all accrued and unused sick leave benefits. Such reimbursement to the County must be in one lump sum payment.

Section 9 8. Sick Leave Benefits at Termination Separation. ~~Employees must resign in good standing or be laid off to be eligible for sick leave benefits at termination.~~

- A. **Cash Payment Upon Termination Separation.** Upon ~~termination separation~~ from County employment, the employee shall be paid a lump sum payment from accrued sick leave ~~reserves in the Sick Leave Account~~ up to and including the maximum amount specified in the following schedule:

<u>Length of Classified Service</u>	<u>Maximum Number of Days Paid</u>	<u>Maximum Number of Hours Paid</u>
Date of Employment through the 5th year	0	0
Date of 5th Anniversary through the 10th year	5	40
Date of 10th Anniversary through 15th year	10	80
Date of 15th Anniversary through the 20th year	15	120
Date of 20th Anniversary and thereafter	24	192

- B. **Additional Cash Payment Upon Termination Separation.** Upon ~~termination separation~~, employees with twenty (20) or more years of

service or who are sixty-five (65) years of age shall be paid a lump sum payment of ten percent (10%) of accrued sick leave remaining ~~in the Sick Leave Account~~ after the base cash payment made pursuant to Subsection A of this section. This payment shall be made at the employee's then current pay rate.

C. Retiree Medical Insurance. The Employer will pay one month of the Employer's contribution to the medical insurance premium for retiree and spouse for each 100 hours of unused sick leave in excess of cashed-out sick leave if retiree is receiving P.E.R.S. retirement benefits immediately following termination of employment, to a maximum of 12 months of premium payments. Upon the death of an enrolled retiree, a surviving spouse/registered domestic partner who has been enrolled in the county retiree medical plan may continue to receive the paid medical coverage as provided in this section until it has been exhausted.

Section 9. Payment Upon Employee Death. Upon death of an employee, payment of one hundred percent (100%) of accumulated sick leave will be made to the heirs or estate of the employee.

Section 10. Day of On-The-Job-Injury.ARTICLE 13 – INDUSTRIAL INJURY

When an employee suffers an industrial injury and seeks medical treatment, the employee will be paid for the balance of the work day, which will not be charged to sick leave.

Scheduled workdays falling within the first three (3) calendar days following the day of injury are compensable through accrued sick leave, provided however, if the period of disability extends beyond ~~fourteen~~ seven (7) calendar days, then accrued leave taken shall be reimbursed by Worker's Compensation on a pro rata basis. Upon the employee's written request, sick leave pay may be used to supplement industrial insurance benefits in an amount equal to the difference between the compensation to which the person is entitled under the Industrial Insurance Act and regular County net pay. Any accrued vacation or compensatory time may be used in a like manner after accrued sick leave is exhausted.

Employees who are temporarily disabled and are being compensated through industrial insurance are entitled to continue to receive the normal health benefits and life insurance. The employee may be required to self pay the premium contribution under Article-25 28 of this contract. Sick leave and vacation shall only accrue, however, for hours in County pay status. Employees receiving industrial insurance may also be eligible for benefits under the Long Term Disability Program. An employee must submit a completed Return To Work Authorization form to ~~his/her~~ their supervisor and obtain approval before resuming any duties.

~~Section 11. Disability Leave.~~ARTICLE 14 – DISABILITY LEAVE

A. Disability leave shall be granted when an employee is temporarily disabled and unable to perform the essential duties of ~~his/her the~~ position as verified by the required medical documentation. Disability leave may be granted for up to a cumulative twenty-six (26) weeks within any two (2) year period for disabilities that do not stem from an industrial injury or occupational disease and for up to a cumulative fifty-two (52) weeks for disabilities caused by an industrial injury or occupational disease. All leave stemming from disabilities shall be considered in calculating the allowable leave period regardless of whether or not the leave is intermittent or taken over a consecutive period.

B. ~~Unless~~ Otherwise required by state or federal law, when an employee is unable to return to work in the employee's previous position after exhausting the disability leave provided under the previous paragraph, the County may either hold the position for a reasonable time if the position can be kept vacant or filled on a temporary basis or lay off the employee and place ~~him or her them~~ on a reinstatement list for the class of the previous position or for a class that is appropriate to the employee's medical condition. If it is determined that the employee will not be able to return to work in any capacity, the County may terminate the employee after a pre-determination hearing.

An employee must submit a completed Return To Work Authorization form to ~~his/her their~~ supervisor and obtain approval before resuming any duties.

~~Section 12. Other Disability Leave.~~ Other disability leave is leave resulting from a medical condition that is not an industrial injury or occupational disease suffered in County employment in accordance with this Article. Employees are required to exhaust accrued sick leave and accrued compensatory time and vacation leave before applying for or being granted a leave without pay. The employee may also be eligible for the Long Term Disability Program. Employees are responsible for paying medical, dental, vision, life, and other appropriate premiums while on disability leave without pay.

~~Section 13. Paid Family Medical Leave.~~ ~~The County will continue to administer paid family medical leave (PFML) in accordance with state guidelines and requirements. For illustrative purposes only, this currently includes, but is not limited to the following attributes:~~

- ~~• Employees desiring to use PFML must notify the department in writing at least thirty (30) days in advance if foreseeable and as soon as practical if not foreseeable.~~
- ~~• Employees must use PFML in at least an eight (8) consecutive hour increment each week.~~
- ~~• Employees have the sole discretion as to whether to apply for PFML leave.~~

- ~~PFML is leave without pay (LWOP) and therefore will affect employee sick and vacation leave accruals and can impact holiday pay.~~
- ~~The County will continue to pay the County's portion of medical insurance for an employee on PFML if there is at least one day of overlap between PFML and FMLA until the employee returns to work or their PFML expires, whichever occurs first.~~

ARTICLE ~~12~~ 15 - BEREAVEMENT LEAVE

Upon notification, a Department Head shall grant an employee bereavement leave with pay in the event of death in the immediate family of the employee. The maximum number of working days leave shall be three (3), except that when the occurrence is at a distance beyond 300 miles, additional time not exceeding four (4) additional working days may be granted to attend the funeral and to make necessary arrangements. If the employee is the personal representative or is the trustee of the estate of the deceased, the Department Head shall grant an additional three (3) days of bereavement leave and the employee may also, upon notification of the supervisor, use two (2) days of sick leave.

The term "immediate family" shall include:

- A. Spouse, state registered domestic partner (per RCW 26.60, et seq.) children of employee, children of spouse, or children of state registered domestic partner;
- B. Mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepmother, stepfather, stepbrother or stepsister of employee or spouse or state registered domestic partner;
- C. Grandparents and grandchildren of employee or spouse or state registered domestic partner; or
- D. Any relative living in the immediate household of the employee; ~~or.~~

~~E.~~ In relationships other than those set forth above, or in cases where an employee is responsible for funeral arrangements, bereavement leave may be granted by the employing official upon request.

ARTICLE ~~13~~ 16 - COURT LEAVE

Jury and Court Duty. An employee shall be granted leave with pay while required to perform jury service or when required to appear in court on any matter in which they are not a party.

- A. The employee will receive his/her/their normal daily earnings for jury and court leave time. The employee shall submit to the payroll

section ~~his/her the~~ jury duty warrant for the time served (excluding mileage).

- B. An employee shall report for work during all hours ~~he/she is they are~~ released from jury or witness service. If less than one (1) hour remains from the time of such release to the end of their regular shift, the employee shall call their supervisor for instructions.
- C. Employees on swing or graveyard shifts shall be transferred to day shift during their period of jury duty. When employees receive notice of jury duty they shall notify their supervisor within two (2) working days of receipt of the notice.

ARTICLE ~~14~~ 17 - LEAVES OF ABSENCE WITHOUT PAY

Irrespective of the following provisions of this Article, the Union and County agree to cooperate and use their best efforts to comply with Federal and State laws pertaining to family medical leave.

Section 1. Guidelines for Requests. Requests for leave of absence without pay shall be considered in light of the circumstances involved and the needs of the County. Before an unpaid leave of absence will be granted, all paid leave options should be reviewed (such as: compensatory time, floating holiday and accrued vacation). Leave options that are required to be exhausted or that are optional are listed under each section. Any leave without pay beyond six months duration must have the Human Resources Director's approval for good cause shown.

Section 2. Effects on Benefits and Step Date. Accruals for vacation and sick leave will not take place while an employee is on an unpaid leave of absence. In addition, employees on an unpaid leave of absence are not eligible for holiday pay. Unpaid leaves of absence of ninety (90) or more calendar days will cause the employee's continuous service to be adjusted equal to the duration of the unpaid leave beyond ninety (90) calendar days. The employee's step adjustment date will be adjusted equal to the duration of the unpaid leave beyond ninety (90) calendar days. The start date used to calculate the step adjustment date shall be the first day of unpaid leave. Subsequent incremental leave accruals earned and used following the first day of unpaid leave will not cause that calculation to "reset". Unless statutorily provided or otherwise stated below, employees shall be required to exhaust all forms of paid leave before utilizing leave without pay.

Section 3. Types of Unpaid Leave.

- A. **Family Leave.** Up to twelve (12) weeks total of paid and unpaid leave may be granted during any twelve (12) month period for qualifying situations as outlined by State and/or Federal law. Employees are required to exhaust any accrued vacation and

compensatory time before becoming eligible for an unpaid leave of absence.

When possible, except in the case of unexpected events such as a premature birth or early adoption placement, requests for family leave should be submitted to an employee's immediate supervisor at least thirty (30) days prior to the date leave is expected to commence.

Medical Leave. Medical leaves of absence shall be granted in accordance with federal and state laws, applicable labor contract language and Snohomish County Code. For all medical leaves where leave without pay is requested, the Employer reserves the right to require a physician's verification of the need for the leave. Upon an employee's request an employee may be granted leave of absence without pay and maintain up to forty (40) hours of total paid leave accrual in any designated combination of sick leave, vacation, compensatory time and floating holidays. Failure to make such a request will result in the requirement of the employee to exhaust all leave banks prior to taking leave without pay.

- B. **Civil Duty.** Any employee who is elected or appointed to a political or legislative position which is compatible with the employee's County employment may be granted leave without pay to perform ~~his/her~~ this civil duty or the employee may utilize accrued vacation leave and/or compensatory time.
- C. **Military Leave.** Any employee who enters the active service in the armed forces of the United States while employed shall be granted a leave of absence without pay for the period of military service, subject to R.C.W. 38.40.060 which shall determine compensation, if any, during military leave as provided herein. Compensation and benefits during this military leave taken shall be in accordance with Snohomish County Code 3A.06.055 (as written or as modified).
- D. **Non-Medical Personal Leave.** Employees may request an unpaid personal leave of absence of not more than six (6) months by submitting a written request to their immediate supervisor. Requests must be submitted at least thirty (30) days in advance (except in emergency situations). An employee's accrued compensatory time, vacation leave and floating holiday hours must be utilized, in the order stated, before an employee may be eligible for an unpaid personal leave of absence. Any request for a personal leave of absence in excess of six (6) months must be compatible with department needs and must have the Human Resources Director's

approval for good cause shown. Leaves for educational purpose will be granted for up to nine (9) months duration.

Section 4. Return From Leave of Absence. At the expiration of any authorized leave of absence, per applicable laws, every effort will be made to return the employee to their last held position unless other conditions were stipulated in writing by the immediate supervisor upon granting the leave or unless otherwise stipulated in this agreement. If it is not possible to reinstate the employee to their last held position, attempts will be made to place the employee in a comparable position. Any employee who fails to return to work within three (3) working days after the expiration of such leave shall be considered to have voluntarily resigned their employment with the County, unless the employee, prior to the expiration of such leave, has requested and been granted a leave of absence extension.

Section 5. Paid Family Medical Leave. The County will continue to administer paid family medical leave (PFML) in accordance with state guidelines and requirements. For illustrative purposes only, this currently includes, but is not limited to the following attributes:

- Employees desiring to use PFML must notify the department in writing at least thirty (30) days in advance if foreseeable and as soon as practical if not foreseeable.
- Employees must use PFML in at least an eight (8) consecutive hour increment each week.
- Employees have the sole discretion as to whether to apply for PFML leave.
- PFML is leave without pay (LWOP) and therefore will affect employee sick and vacation leave accruals and can impact holiday pay.
- The County will continue to pay the County's portion of medical insurance for an employee on PFML if there is at least one day of overlap between PFML and FMLA until the employee returns to work or their PFML expires, whichever occurs first.

ARTICLE 15 18 - CLASSIFICATION AND WAGE ADMINISTRATION

Section 1. Applicable Pay Rates. Employees will be classified and paid in accordance with the wage appendix.

Section 2. Administration. Administration of rates of pay shall be as follows:

- A. **Rates of Pay.** No employee shall be paid at a rate of pay less than the minimum nor more than the maximum established for ~~his/her the~~ job as set forth in the pay plan. All pay rates in the pay plan are based upon full-time employment at the normal working hours for the position. For purposes of pay administration, full-time employment is defined as work consisting of ~~at least thirty-five (35) but no more than~~ forty (40) hours per week.

B. **Anniversary Step Date and Accrual Date Administration for Step Increase.**

Effective dates between the first and the fifteenth of any month will have an anniversary date of the first of the month in which the hiring occurred; effective dates between the sixteenth and the end of any month will have an anniversary hire date of the first of the following month in which the hiring occurred. (example: An employee hired on February 16 would receive wages beginning on this date, and the anniversary step date would be March 1 of the following year. An employee hired on February 10 would have an anniversary step date of February 1 of the following year.)

Section 3. Starting Rate Upon Initial Employment. New employees shall be appointed at the minimum step of the pay grade in effect for the particular classification or positions to which the appointment is made unless the employing official has received prior authorization from the County Executive or their designee to fill the position at some other step in the pay grade, and the Union has been notified in writing and has no legitimate objection to doing so. In no event shall the starting rate of pay exceed the maximum rate of the pay grade.

Section 4. Pay Rate Upon Promotion. An employee who is promoted to this bargaining unit from within the County shall be paid at the step in the new pay grade which represents at least a one (1) step increase over the rate of pay received immediately prior to the promotion or at the minimum step of the new pay grade, whichever is greater, unless the employing official has received prior authorization from the County Executive or their designee to fill the position at some other step in the pay grade, and the Union has been notified in writing and has no legitimate objection to doing so. In no event shall the starting rate of pay exceed the maximum step of the new pay grade. Employees who previously held regular status in the new position will retain their salary step after promotion.

Section 5. Pay Rate Upon Demotion or Voluntary Reduction. An employee who is demoted shall be paid at that step in the lower pay grade that results in not more than a one (1) step decrease. ~~The one (1) step decrease being defined as the next lower step on the employee's pay grid before the demotion or voluntary reduction. The resulting pay step shall not be higher than the maximum nor lower than the minimum step of the lower pay grade.~~

An employee who is demoted from trial service following promotion shall receive the same step in the lower pay grade as held before promotion, provided that adjustments shall be made to take into account any step increases which would have occurred had the employee not been promoted.

An employee who accepts a voluntary reduction because of organizational changes or reduction in force or who requests a voluntary reduction for personal reasons shall be paid at that step in the lower pay grade that is closest to but not more than the employee's rate of pay before the voluntary reduction results in not more than a one (1) step reduction in the pay grade as defined and limited above; provided, however, that the employee will receive the same rate of pay received prior to the demotion (but not higher than the top step of the salary grade) if the lower classified position requires performance of duties which are functionally related to the duties of the higher classified position held by the employee and the employee can satisfactorily perform all the duties of the position without a training period.

In either case, the resulting pay step shall not be higher than the maximum nor lower than the minimum step of the lower pay grade.

Section 6. Pay Rate Upon Demotion From Promotion. An employee who is demoted from trial service following promotion shall receive the same step in the lower pay grade as held before promotion, provided that adjustments shall be made to take into account any step increases which would have occurred had the employee not been promoted.

Section 7. Pay Rate Upon Transfer. An employee who transfers from one position to another within the same class, or from a position in one class to a position in a different class that is assigned to the same pay grade, shall continue to receive the same rate of pay as before the transfer.

Section 8. Pay Rate Upon Reinstatement Or Rehire. A person who is recalled from layoff within two (2) years; or who within one (1) year returns from an unpaid leave of absence or is rehired to the same classification following separation from County employment in good standing, shall receive the same step in the pay grade as held prior to the break in service.

Section 9. Calculating Hourly Wage. For the purposes of calculating the hourly rate of pay for employees who are paid on the basis of a monthly salary, hourly wages shall be determined by the following formula:

$$\frac{\text{Annual Salary}}{\text{Annual Work Schedule}} = \text{Standard Hourly Rate}$$

The above formula is used to calculate the Standard Hourly Rate for determining overtime pay, sick leave payout, and vacation leave payout.

Section 10. Adjustment to the Anniversary Date (Step Adjustment Date). The anniversary date, once established at the time of initial employment (pursuant to Section 2 (B) of this Article), shall not be changed due to subsequent reclassification, promotion or demotion, but will be adjusted for any leave without

pay or layoff period of ninety calendar days or more but not to exceed two (2) years. When an employee returns from a leave without pay or a layoff that is ninety days or longer and is re-employed, the original hire date will be extended by an amount of time equal to the period of leave without pay or layoff in excess of ninety (90) days. The start date used to calculate the step adjustment date shall be the first day of unpaid leave. Subsequent incremental leave accruals earned and used following the first day of unpaid leave will not cause that calculation to "reset." A new anniversary date will be calculated from this revised hire date pursuant to Section 2 (B) of this Article.

Section 11. ~~Reclassification Changes~~. ~~The following process and procedure shall be applied to classification changes in Section 12 that formerly were performed under the reclassification process within Snohomish County.~~

~~A. The following shall be governed by Section 12:~~

- ~~1. Job Description Duties, Qualifications, and Pay Classification~~
- ~~2. Upgrade/Downgrade to existing classification~~
- ~~3. Lateral changes to existing classification~~
- ~~4. Establishment of New Classification~~
- ~~5. Employee Initiated Classification Change~~
- ~~6. Classified/Management Exempt Change~~

~~B. The following shall be excluded from the procedure in Section 12 of this Article:~~

- ~~1. FTE change (increase or decrease in hours)~~
- ~~2. Job Title change~~
- ~~3. Established Career Progression~~
- ~~4. Establishment of New Position~~
- ~~5. End of Position~~
- ~~6. Job Share~~

Section 12. ~~Classification Change Notification, Process and Bargaining~~. ~~All classification changes shall be submitted (and initiated as described below) no later than April 1st of each year to the Executive for consideration in the budgetary process, unless otherwise noted below.~~

~~A. Preexisting Classification to Preexisting Classification — Management Initiated (Occupied):~~

~~1. The Local President, Union Staff Representative, and designated Human Resources personnel shall be notified by electronic communication of a proposed classification change at the same time by designated Department personnel. The Department shall provide to the Local President, Union Staff Representative and Human Resources personnel the same classification change materials and documentation.~~

~~2. The Union shall have ten (10) working days to notify designated Department Representative and Human Resources Representative of any concerns. The~~

~~Department and Union shall meet and confer in up to three sessions regarding the proposed changes. Upon completion of the third session if no agreement has been reached between the parties then Human Resources representative may be requested to assist. If no agreement is reached between the parties the matter shall be referred to the Deputy Executive for resolution.~~

~~3. If the Union fails to provide notice, the County may proceed.~~

~~4. If the Classification change is approved in the budget, it will take effect in accordance with the budget implementation. If the classification change is not approved in the budget, duties will revert to preexisting duties and out-of-class pay discontinued.~~

~~5. Work performed prior to budget approval shall be compensated in accordance with Article 15, Section 4 Pay Rate Upon Promotion.~~

~~B. Preexisting Classification to Preexisting Classification — Management Initiated (Vacant).~~

~~1. The Local President, Union Staff Representative, and designated Human Resources personnel shall be notified by electronic communication of a proposed classification change at the same time by designated Department personnel. The Department shall provide to the Local President, Union Staff Representative and Human Resources personnel the same classification change materials and documentation.~~

~~2. The Union shall have ten (10) work days to submit written comments to the designated Department personnel.~~

~~3. The Union shall submit any disagreements to labor-management committee of that department.~~

~~4. These changes can occur any time during the year.~~

~~C. New Classification — Management Initiated (Vacant).~~

~~1. The Local President, Union Staff Representative, and designated Human Resources personnel shall be notified by electronic communication of a proposed new classification at the same time by designated Department personnel. The Department shall provide to the Local President, Union Staff Representative and Human Resources personnel the same classification materials and documentation.~~

~~2. Designated Human Resources personnel shall submit to the Local President, Union Staff Representative and Department the final proposed classification at the same time. The Union shall submit a demand to bargain notification to Human Resources personnel, Chief Labor Contract Negotiator and Department personnel within ten (10) work days. If the Union fails to provide notice the County may proceed.~~

~~3. The County and Union shall bargain up to three sessions regarding the proposed new classification. Upon completion of the third bargaining session if no agreement has been reached between the parties the matter shall referred to the Deputy Executive for resolution. The new classification may be effective immediately upon conclusion of bargaining.~~

~~4. These changes can occur any time during the year.~~

~~D. New Classification – Management Initiated (Occupied).~~

~~1. The Local President, Union Staff Representative, and designated Human Resources personnel shall be notified by electronic communication of a proposed new classification at the same time by designated Department personnel. The Department shall provide to the Local President, Union Staff Representative and Human Resources personnel the same classification materials and documentation.~~

~~2. Designated Human Resources personnel shall submit to the Local President, Union Staff Representative and Department the final proposed classification at the same time. The Union shall submit a demand to bargain notification to Human Resources personnel, Chief Labor Contract Negotiator and Department personnel within ten (10) work days. If the Union fails to provide notice the County may proceed.~~

~~3. The County and Union shall bargain up to three sessions regarding the proposed new classification. Upon completion of the third bargaining session if no agreement has been reached between the parties the matter shall be referred to the Deputy Executive for resolution. The new classification may be effective immediately upon conclusion of bargaining.~~

~~4. If the Classification change is approved in the budget, it will take effect in accordance with the budget implementation. If the Classification change is not approved in the budget, duties will revert to preexisting duties and out-of-class pay discontinued.~~

~~5. Work performed prior to budget approval shall be compensated in accordance with Article 15, Section 4 Pay Rate Upon Promotion, retroactive if applicable.~~

~~E. Union Proposed – Employee Initiated.~~

~~1. Union Staff Representative shall provide notice between February 1st and March 1st to the designated Human Resources personnel and appropriate Department representative by electronic communication of a proposed classification change. The Union Staff Representative shall provide the Human Resources personnel and appropriate Department representative the same classification change materials and documentation.~~

~~2. The Department shall respond to the Union by April 1st to notify Union Staff Representative and Human Resources Representative of approval, denial, or modification with written justification for denial or modification.~~

~~3. If denied or modified the Union shall provide notice to meet and confer within ten (10) working days of the Department notice.~~

~~i. Preexisting to Preexisting – The Department and Union shall meet and confer up to three sessions regarding the proposed changes. Upon completion of the third session if no agreement has been reached between the parties then Human Resources representative may be requested to assist. If no agreement is reached between the parties the matter may be referred to the Deputy Executive for resolution.~~

~~ii. Preexisting to New Classification – The Department and Union shall meet and confer up to three sessions regarding the proposed changes. Upon completion of~~

~~the third session if no agreement has been reached between the parties then Human Resources representative may be requested to assist. If no agreement is reached between the parties the matter may be referred to the Deputy Executive for resolution. Wage placement for a new classification shall be subject to bargaining in accordance with state law.~~

~~4. If the classification change is approved in the budget, it will take effect with the new budget implementation. If the Union's request for a review is made because of changes in that employee's duties, and the employee's position is placed in a higher classification following the requested review, the employee will be paid the higher classification level retroactive to the date the request was received by the Department and Human Resources. If the classification change is not approved in the budget, duties will revert to preexisting duties and out-of-class pay discontinued.~~

Reclassification is a permanent, substantial, measurable change in the duties and responsibilities of a position within a department, including but not limited to:

- A. A major job function is added or removed from position;
- B. The method for performing work requires a significantly higher level of knowledge or skill than indicated in the job description;
- C. The position is assigned higher responsibilities for making recommendations and decisions, or;
- D. A request for a new classification.

Requests will be automatically denied when they are based on employees obtaining a higher-level degree, excellent job performance, market factors, or other unrelated reasons that do not substantively alter core functionality or complexity.

Reclassification requests may be submitted by Management or the Union and can be submitted at any time.

Process.

- A. Management Initiated. Department sends to the Union President and Staff Representative reclassification materials and documentation (reclassification form, supporting documents, memo with justification, job description and Departmental organization chart).
- B. Union Initiated. Union sends to the Department Head reclassification materials and documentation (reclassification form, supporting documents, memo with justification and job description).
- C. Timeline. The responding party has up to ten (10) working days to confirm agreement or express objection. Should the responding

party object, the parties have up to fifteen (15) additional working days to reach agreement. Once agreement is reached or the parties are not able to reach agreement, the initiating party will submit the reclassification materials and documentation to Central Human Resources for review.

D. Central Human Resources Review and Executive Decision. Central Human Resources' Compensation and Classification Division will review the request. This includes an evaluation of the revised job description, desk audit, task analysis, and/or interview with employee(s) and manager. Central Human Resources will make a good faith effort to provide an initial determination to the Department and the Union within fifteen (15) working days. Should additional time be required to complete the evaluation, the parties shall be notified of an anticipated completion date.

1. If the initial determination recommends a change, the parties have up to fifteen (15) working days to provide additional information if they disagree with the recommendation or if there are changes that are less than the original request. The determination will be sent to the Executive for final decision.
2. If the initial determination does not recommend a change, the submitting party has up to fifteen (15) working days to appeal to the Executive. Once the final decision is made by the Executive, the Department, the Union, and Central Human Resources shall be notified in writing.

Section 12. Reorganization. Reorganization is a business or operational based decision to change an existing budgeted position from one classification to another existing classification that better suits the needs of the division or department. Reorganization changes that modify any job descriptions or create new job descriptions must be submitted through the reclassification process outlined above. Reorganization requests may only be submitted by Management.

Process.

Department submits reorganization materials and documentation (reorganization form, memo with justification and Departmental organization chart) to central Human Resources with a copy to the Union President and Staff Representative. The Union shall have up to fifteen (15) business days to provide any input they have on the reorganization proposed. Central Human Resources' Compensation and Classification Division will have up to fifteen (15) days to review the reorganization request to validate. Once validated or an alternative is agreed upon, the

reorganization will be sent to the Executive for final determination. The Executive shall have up to fifteen (15) days to review and respond. Once the final determination is made by the Executive, the Department, Union, and central Human Resources shall be notified in writing. Nothing herein restricts the Union's right to request bargaining over the impacts of any reorganization.

Section 13. Job Description Edits. Job description edits are an update or modification to an existing job description that does not substantively change a job description and does not involve a change in pay.

Process.

The Department shall submit suggested job description updates to the Union President and Staff Representative for review and approval. Should the Union object, they will have up to fifteen (15) additional business days to reach agreement. Once approved, the Department will submit the request to Central Human Resources for review, feedback, and potential modifications. Central Human Resources will have up to fifteen (15) days to notify the Department and Union in writing of any modifications before being finalized. Nothing herein restricts the Union's right to request bargaining over the impacts of any job description edit.

Section 13 14. Subordinate Premium and Certification Pay. Supervisors shall be eligible for any premium or certification pay that their subordinates are eligible for. Eligibility, criteria and application shall be the same as provided for in the subordinates bargaining unit.

ARTICLE ~~16~~ 19 - EQUIPMENT AND SUPPLIES

Section 1. Boots and Raingear. Footgear required by the Employer will be provided through a reimbursement process as follows:

- A. Replacement approved in advance by the County, as needed.
- B. Must meet ANSI specifications per Safety Office.
- C. Reimbursement up to the amount provided for the supervisor's subordinate employee's bargaining unit with legible invoice with the employee paying for any costs over the limit.
- D. Shall be steel or composite toe, may be insulated or non-insulated.
- E. Rain gear shall be provided to the supervisors in the same manner as provided in their subordinate employee's bargaining unit.

Section 2. Uniforms. Uniforms required by the Employer will be provided to employees. Employees shall not wear soiled uniforms home; if they wish to wear their uniform home they must change into a clean uniform each day prior to leaving their work area.

Section 3. Supplies. Safety equipment and supplies will be provided to employees by the Employer for performance and safety on the job. This includes but is not limited to the following: gloves, rain gear, hard hats, safety goggles, respirators, and ear protection.

Section 4. Vehicle. Supervisors may be assigned a vehicle for employees take home use. Any such vehicle use authorization given shall be in accordance with the County's Vehicle-Equipment Use policy.

ARTICLE ~~17~~ 20 - SENIORITY, REDUCTION-IN-FORCE, LAYOFF

Section 1. Calculating Seniority. A seniority list shall be adopted by reference to this Agreement. Such seniority list shall be by classification within the Division unit. The employee's seniority shall be from the date of hire within the Division unit.

Section 2. Layoff Unit. Layoff Unit: Classification.

Section 3. Layoff Order. Employees shall be laid off in order of their length of service, the one with the least amount of service being laid off first.

Section 4. Special Qualification, Training or Skill. The Department Head may layoff out of the order set forth within Section 3, upon presentation of evidence the operating needs of the department require a special qualification, training, or skill; provided:

- A. The special qualification, training, or skill could not be easily obtained through a short orientation or familiarization period; and
- B. A more senior employee who possesses the special qualification, training, or skill is not denied a bump to a position occupied by a less senior employee.

Section 5. Economic Furlough. Employees placed on furlough shall be considered in pay status for the purpose of sick and vacation leave accruals. Any such furlough that is adjacent to a holiday shall not have an impact on holiday pay.

ARTICLE ~~18~~ 21 - PROBATION PERIODS; TRIAL SERVICE

Section 1. Purpose. Probationary and trial service periods are working test periods and shall be an integral part of the examination process and shall be

utilized as an opportunity to observe an employee's work, to train and aid the employee in adjustment to their position, and to ~~reject-terminate~~ any employee whose work performance fails to meet required work standards.

Section 2. Duration. All new (or initial) employment, promotional, demotion to a position not previously held, transfer and reinstatement (where required by this contract) appointments of regular employees shall be tentative and subject to a probationary or trial service period which starts upon the effective date of an appointment.

A probationary period shall be required for all initial appointments to County employment and where required by this agreement, following reinstatement. A probationary period for initial appointments shall be twelve (12) months in duration.

A trial service period shall be required following a promotion, demotion to a position not previously held, or a transfer and shall be twelve (12) months in duration.

In the event an employee is on leave for more than ten (10) consecutive working days during a probationary or trial service period, the completion date may be extended by an amount of time equal to the period of leave.

Probationary employees serving their initial probation period who are promoted to another position will serve a full twelve (12) months probationary period in the new position.

Section 3. Removal During Probationary Period. At any time during the probationary period the Department Head may remove an employee whose performance does not meet the required standards, provided that they shall report the removal and the reasons therefore in writing ~~before the effective date of separation~~ in advance to the Human Resources Director and to the employee concerned and the Local President. ~~Notice-Pay in lieu of ten (10) working days'~~ notice shall be given an employee who is removed. Dismissal during the probationary period is not grievable by the employee.

Section 4. Trial Service Reversion.

A. An employee serving as a result of appointment through promotion or transfer who is unable to satisfactorily perform the duties of the new position or who voluntarily requests to return to their former position shall be reinstated in their former position ~~or in one of like status and pay provided that position is vacant.~~

A. ~~Changing Bargaining Units. An employee who changes positions due to a promotion or transfer, and that change results in a change in bargaining units, shall be reinstated to their former position in the~~

~~former bargaining unit if they failed the trial service or probation period.~~

- B. ~~Promotion to Management.~~ An employee bargaining unit member who promotes into management shall be reinstated to the former bargaining unit position if the employee fails the trial service, provided the position is vacant. In addition, the employee may voluntarily return to the former ~~B~~bargaining ~~U~~unit position within one (1) year of the appointment to management, provided the position is vacant.

In either case, if the position is no longer vacant, the employee shall be placed in a vacant position in an equal or lower classification within the former bargaining unit for which the employee is qualified. If no placement is available, the employee shall be considered laid off from the previous classification with recall rights but no bumping rights. Employees with no reversion rights shall receive ten (10) days' pay in lieu of notice.

ARTICLE ~~19~~ 22 - DISCIPLINE AND TERMINATION

Section 1. Administration. The employer retains the right to discipline, suspend or discharge employees, subject to the grievance procedure in this Agreement as to whether or not such action was for cause.

Section 2. Discipline Removal. Records of oral warnings and written reprimands shall be removed from the employee's file in the Human Resource Department after a one (1) year period if no related violations occur, upon written request of the employee utilizing the approved Human Resources form. The period shall be two (2) years for oral warnings and written reprimands for safety violations. Oral warnings and written reprimands relating to sexual harassment and/or unlawful discrimination because of race, color, religion, national origin, sex, marital status, physical, sensory or mental disability, or age will stay in the employee's personnel file for three (3) years if no similar violations occur.

Section 3. Personnel Records. The Department of Human Resources shall be the central depositor for all official personnel records and files. All official personnel records shall be maintained by the Department of Human Resources.

Section 4. Progressive Discipline. The County agrees to follow the principles of progressive discipline. Disciplinary action generally includes the following progressive steps:

1. Oral warning which shall be reduced to writing;
- ~~1.~~ 2. Written reprimand;
- ~~2.~~

3. 3. Suspension or demotion; and
4. Discharge

Disciplinary action will be tailored to the nature and severity of the offense. Management maintains the right to take disciplinary action as they deem appropriate which may include skipping above steps to address severe discipline issues.

ARTICLE ~~20~~ 23 - LABOR-MANAGEMENT COMMITTEE

The Employer and the Union have established a Labor-Management Committee which will meet periodically during the term of this Agreement to discuss matters of mutual concern. The Committee will meet at the request of either party. ~~The Committee shall consist of not more than three representatives from the County and three representatives from the Union.~~ The party calling for the meeting shall forward a copy of the agenda in advance of the meeting.

ARTICLE ~~21~~ 24 - GRIEVANCE PROCEDURE

Section 1. Grievance Defined. A grievance shall be defined as a dispute or disagreement raised by an employee against the County involving the interpretation or application of the specific provisions of the Agreement. A grievance shall be processed as set forth below, provided that the limits may be waived by mutual agreement of the parties. For purposes of this Article, working days means Monday through Friday (except holidays).

Section 2. Grievance Procedure.

Step 1. An employee who has a grievance shall submit it to their Division Manager/Department Head or designee within ten (10) working days from the occurrence on which the alleged grievance is based, or within ten (10) working days of the date when the employee knew of or should have known of the occurrence, but in no event more than sixty (60) calendar days from the date of the occurrence. The written grievance shall set forth the nature of the grievance, the facts on which it is based, the Article allegedly violated, and the relief requested. A grievance meeting shall be ~~held~~ scheduled within five (5) working days and held within ten (10) working days of the supervisor's receipt of the grievance, and the supervisor will submit a written grievance answer within five (5) working days of the meeting.

Step 2. If the grievance was not settled at step 1, it may be advanced by the Union to the Department Head or designee within five (5) working days of receipt of the ~~s~~Step 1 answer. A grievance meeting shall be

held within ten (10) working days of receipt of the grievance, and a written grievance answer will be given within ten (10) working days of the meeting.

Step 3. If the Grievance was not settled at Step 2, it may be advanced by the Union to the County Executive or designee within five (5) working days of receipt of the Step 2 answer. A grievance meeting shall be held within ten (10) working days of receipt of the grievance, and a written grievance answer will be given within ten (10) working days of the meeting to the President of the Local and the Staff Representative.

Step 4. Arbitration Procedure. If the grievance is not settled in accordance with the foregoing procedure, the Union or Employer may refer the grievance to arbitration within thirty (30) working days after receipt of the County's answer to Step 3. If the request for arbitration is not filed by the Union Staff Representative or the Employer within thirty (30) working days, the Union or the Employer waives its right to pursue the grievance through the arbitration procedure. If the Union prevails, the County will pay the fee and expenses of the arbitrator. If the County prevails, the Union shall pay the fee and expenses of the arbitrator. If the loser or winner cannot be identified, the arbitrator will determine the basis upon which the fee will be split. The County and the Union shall attempt to select a sole arbitrator by mutual agreement. In the event the parties are unable to agree upon an arbitrator, either party may request the American Arbitration Association (AAA) or the Public Employment Relations Commission (PERC) to submit a panel of nine (9) arbitrators. The County and Union shall alternately strike names of arbitrators until one arbitrator's name is left who shall be arbitrator. The order of striking names shall be determined by the flip of a coin. The arbitrator shall be notified of his-their selection by a joint letter from the Employer and the Union requesting that they set a time and a place subject to the availability of the County and Union representatives. The arbitrator shall have no right to amend, modify, ignore, add to, or subtract from the provisions of this agreement. They shall consider and decide only the specific issue submitted to him/her-them in writing by the County and the Union, and shall have no authority to make a decision on any other issue not submitted to him/her-them. The arbitrator shall submit their decision in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision shall be based solely upon their-the arbitrator's interpretation of the meaning or application of the express terms of this Agreement to the facts of the grievance presented. The decision of the arbitrator shall be final and binding. Each party shall

be responsible for compensating its own representatives and witnesses.

Section 3. Union Assistance. Nothing herein shall prevent an employee from seeking assistance of the Union, or the Union from furnishing such assistance at any stage of the grievance procedure.

Section 4. Arbitration Restrictions. No issue whatsoever shall be arbitrated or subject to arbitration unless such issue results from an action or occurrence which takes place following the execution date of this Agreement, and no arbitration award shall be made by the arbitrator which grants any right or relief for any period whatsoever prior to the execution date of this Agreement.

Section 5. Class Action. Any grievance filed on behalf of a group of employees or a class action grievance shall be reviewed, approved and submitted by the Union Executive Board prior to such filing, and shall be signed by the Local Union President.

Section 6. Election of Remedies. It is agreed that taking a grievance appeal to arbitration constitutes an election of remedies and a waiver of all rights by the appealing employee, the Union, and persons it represents to litigate or otherwise contest the appealed subject matter in any court or other available forum. Likewise, litigation or other contest of the subject matter in any court or other available forum shall constitute an election of remedies and a waiver of right to arbitrate the matter.

ARTICLE ~~22~~ 25 - ENTIRE AGREEMENT

The parties acknowledge that during the negotiations which resulted in the Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. The parties agree that no oral or written statement shall add to or supersede any of the provisions of this Agreement. Therefore, the County and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

ARTICLE ~~23~~ 26 - SAVING CLAUSE

If any Article or Section of this contract shall be held invalid by operation of law or by any tribunal of competent jurisdiction, the balance of this contract shall continue

in full force and effect, and either party shall have the right of re-negotiation for the purpose of adequate replacement, provided that the invalidation of such Article or Section does not have a significant bearing on any other Article or Section of the Agreement.

ARTICLE ~~24~~ 27 - SUPREMACY AND EXTRA AGREEMENTS

Section 1. Union Agreement. The Employer agrees not to enter into any agreement or contract with employees in the Employer's Office, individually or collectively, which is inconsistent with the terms of this Agreement and not approved by the Union.

Section 2. Conflicting Agreement. In the event of conflict, the Agreement shall control over County ordinance, policy or rule.

ARTICLE ~~25~~ 28 - INSURANCE BENEFITS

The County shall maintain for the term of this Agreement insurance plans agreed to by the parties, subject to the following provisions:

Section 1. Medical. Medical benefits shall be equal to those benefits which cover other bargaining units of the Employer represented by the Washington State Council of County and City Employees, AFSCME, AFL-CIO.

Section 2. Dental. Dental benefits shall be equal to those benefits which cover other bargaining units of the Employer represented by the Washington State Council of County and City Employees, AFSCME, AFL-CIO.

Section 3. Vision. Vision benefits shall be equal to those benefits which cover other bargaining units of the Employer represented by the Washington State Council of County and City Employees, AFSCME, AFL-CIO.

Section 4. Disability. Disability benefits shall be equal to those benefits which cover other bargaining units of the Employer represented by the Washington State Council of County and City Employees, AFSCME, AFL-CIO.

Section 5. Life Insurance. Life Insurance benefits shall be equal to those benefits which cover other bargaining units of the Employer represented by the Washington State Council of County and City Employees, AFSCME, AFL-CIO.

An employee is deemed on active service for the purpose of this section if ~~he or she is~~ they are on duty status or ~~is~~ are on annual leave, sick leave, bereavement leave, court leave, occupational disability leave or ~~is~~ are on other approved paid leave.

Section 6. Long-Term Disability Program. Eligible employees shall be covered by a long-term disability insurance. Employees on industrial or non-industrial disability may apply for this plan. Upon the employee's written request, accrued vacation pay may be used to supplement Long Term Disability benefits in an amount equal to the difference between the compensation to which the employee is entitled under the Long Term Disability and regular County net pay.

Section 7. Flexible Spending Account. Regular employees are eligible to participate in a County approved IRS Section 125 Plan equal to the plan which covers other bargaining units of the Employer represented by the Washington State Council of County and City Employees, AFSCME, AFL-CIO.

Section 8. Part-Time Premium Contribution. The County's premium contribution for regular, part-time employees will be to pro rate the premium contribution in an amount equal to the FTE percentage the employee is assigned. ~~Part-time employees that are currently not having their premium contributions pro rated shall continue to receive full benefits.~~

Section 9. Dependent Eligibility. The Union and Employee recognize the importance of verifying appropriate and legal dependents included under an employee's benefits program of Snohomish County. Falsifications or failure to notify the Employer of changes in eligibility could lead to employee discipline and/or financial responsibility for ineligible coverage. The Employer retains the right to require proof of eligibility as part of open enrollment and any cost associated with providing such proof is not compensable by the Employer. Employees are required to give the County notice within thirty (30) days of any dependent eligibility change (sixty (60) days for a new child).

ARTICLE ~~26~~ 29 - DURATION

Unless otherwise stated, all provisions of the Agreement shall become effective on the date of its execution. It shall remain in force through December 31, ~~2024~~ 2028. ~~This Agreement is intended to replace and supersede any agreement that would otherwise be in effect during its terms, and any obligations existing in such superseded agreements are rescinded upon mutual execution of the agreement. The County and the Union will commence bargaining no later than the fall of 2024 for successor collective bargaining agreement negotiations and negotiations for implementation of the countywide Compensation and Classification Study with the goal of negotiations completed by December 31, 2024 to be implemented on January 1, 2025.~~

ARTICLE ~~27~~ 30 - COST-OF-LIVING ADJUSTMENTS

Effective January 1, ~~2022~~ 2025 wage and salary tables in effect as of December 31, ~~2024~~ 2024 shall be increased by a percentage amount of three ~~and sixty-three hundredth~~ percent (~~3.03.63~~%).

~~Effective January 1, 2023 wage and salary tables in effect as of December 31, 2022 shall be increased by a percentage amount of eight percent (8.0%). Effective January 1, 2026, all five (5) step salary tables shall have a sixth (6th) step added to the top of each pay grade. Employees who have been at step 5 for a full year shall be placed at Step 6 effective January 1, 2026.~~

~~Effective January 1, 2024, wage and salary tables shall be increased by an amount equal to 100% of the CPI-W (Seattle-Tacoma-Bellevue, June 2022 to June 2023) with a floor of 1.0% and a ceiling of 5.0%. If the June 2022-2023 CPI-W amount is 7% or greater the parties agree to reopen the Cost-of-Living Adjustments section of this contract for bargaining. Effective January 1, 2027, all six (6) step salary tables shall have a seventh (7th) step added to the top of each pay grade. Employees who have been at step 6 for a full year shall be placed at Step 7 effective January 1, 2027.~~

~~Effective January 1, 2028, wage and salary tables shall be increased by an amount equal to 100% of the CPI-W (Seattle-Tacoma-Bremerton, June 2026 to June 2027) with a floor of one percent (1.0%) and a ceiling of five percent (5.0%).~~

The parties agree that employees eligible for step increases will be granted such step increases each year of this agreement.

Deferred Compensation Match - The Employer will contribute fifty cents (\$.50) for every dollar (\$1.00) contributed by the employee. The employer contribution will not exceed one percent (1%) of the employee's monthly base wage.

APPENDIX A

AFSCME LOCAL 109-S

Division/Classification	Pay Grade
Fleet Services	
Fleet Services Supervisor	246
Solid Waste	
Solid Waste Operations Supervisor	246
Environmental Monitoring Supervisor, Solid Waste	246
<u>Facilities Maintenance Supervisor II</u>	<u>246</u>
<u>Moderate Risk Waste Facility Supervisor</u>	<u>246</u>
Public Works Supervisor III, Solid Waste	247
Airport Maintenance	
Facility Maintenance Supervisor - Airport	244
Facility Maintenance Supervisor II— Airport	246
Road Maintenance	
Road Maintenance Supervisor	244 <u>246</u>