



## **AGREEMENT**

**by and between**

**SNOHOMISH COUNTY, WASHINGTON**

**and**

**PROFESSIONAL AND TECHNICAL EMPLOYEES LOCAL 17  
(ENVIRONMENTAL HEALTH UNIT)**



**January 1, 2024 through December 31, 2026**

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## **PARTIES TO AGREEMENT**

This Agreement is entered into by the Professional and Technical Employees Local 17 (PROTEC17), herein referred to as “the Union”, and Snohomish County hereinafter referred to as “the Employer” or “the County,” for the purpose of establishing wages, hours, and conditions of employment under the authority of RCW 41.56.

## **ARTICLE 1 - DEFINITIONS**

**Anniversary Date:** The date which signifies the completion of each year of service by an employee in a budgeted position.

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

**Counseling:** Written feedback from supervisor or lead 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 is not 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 hire with the County or the former Health District.

### **Employee Types:**

**Exempt Employee:** An employee in a position that is exempt from overtime.

**Non-Exempt Employee:** An employee in a position that is eligible for overtime

**Project Employee:** An employee in a position which is generally grant funded or short-term grant funded for a defined period of time, usually in one (1) year increments. Unless specified otherwise, these positions are considered regular positions.

**Regular Full-Time Employee:** An employee appointed to a budgeted position vacancy for an indefinite period of time and has a normal work schedule of thirty-five (35) hours or more per week.

**Regular Part-Time Employee:** An employee who is appointed to a position for an indefinite period of time and who has a normal work schedule less than thirty-five (35) hours per week, but of no less than twenty (20) hours per week.

**Temporary Employee:** An employee hired to work for less than six (6) months duration to fill a temporary, emergency or short-term need. Bargaining unit employees not eligible for medical benefits except as provided by state or federal law.

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

**Lateral Transfer:** The change of an employee from a position in one classification to a position in another classification, or to a different position in the same classification, having the same salary range.

**Layoff:** The removal 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.

**Resignation in Good Standing:** A voluntary resignation with at least ten (10) working days notice. Resignations to avoid disciplinary actions shall not be considered in good standing.

**Step:** Any subdivision(s) of a pay range to which a job classification is assigned.

**Trial service period:** A working test period following a promotion or reclassification.

**Vacancy:** Unfilled position.

## **ARTICLE 2 - RECOGNITION**

The County recognizes the Union as the sole and exclusive bargaining representative for all full-time and part-time employees employed in Classifications which are listed in Appendix A. The bargaining unit shall include all regular and trial service employees holding one of the following classifications: Environmental Health Specialist (EHS) III, EHS II, and EHS I.

## **ARTICLE 3 - UNION MEMBERSHIP**

**Section 1. Deduction of Union Dues.** The County must, for the duration of this Agreement, deduct regular periodic Union dues from the paycheck of each employee who has authorized the withholding of such dues in a form determined by the Union. The County will begin withholding dues no later than the second payroll period following its receipt of written notice from the Union that an employee has authorized dues deduction.

Funds so deducted will be remitted by the County to such officer or agent of the Union as the agent shall, in writing, designate.

**Section 2. Revocation of Dues Deduction.** The employee's dues authorization will remain in effect until expressly revoked by the employee by written notice to the Union and the County. Revocation will be in accordance with the terms and conditions of the dues authorization. The cancellation will become effective no later than the second payroll cycle after the receipt of the confirmation from the Union that the employee has revoked authorization for deduction.

**Section 3. Union Membership.** The Union agrees that it may not state or imply in any way that an employee must join the union or pay a fee as a condition of employment or to maintain union representation.

**Section 4. Shop Steward Training.** The County and the Union agree that training for union stewards responsible for the day-to-day administration of this Agreement is important. The Union will provide training to current union stewards.

During each year of this Agreement, the Union Representative for PROTEC17 may request that current shop stewards in the bargaining unit attend a union sponsored training. The training will last no longer than one (1) workday, up to ten (10) hours inclusive of travel time. The County may approve such time provided there is no operational impact. Employees can utilize leave without pay, accrued vacation leave, or compensatory time off. The parties will agree on the date, time, number and names of stewards attending each session.

**Section 5. Union Non-Discrimination.** No employee shall be discriminated against for engaging in Union activities or serving on a committee.

**Section 6. Indemnification.** The Union agrees to indemnify and hold the County harmless against any liability which may arise by reason of any action taken by the County pursuant to the provisions of this Article, including reimbursement for any legal fees or expenses incurred in connection with such action. The County will promptly notify the Union in writing of any claim, demand, suit, or other form of liability asserted against it relating to its implementation of this Article.

## **ARTICLE 4 - 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.

By way of example, the Employer retains the full right to operate and manage all 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.

## **ARTICLE 5 - NON-DISCRIMINATION**

In recognition of both legal and ethical obligations to afford equal employment opportunity, Snohomish County, as a governmental agency and employer, reaffirms its policy to ensure employment decisions and conditions are not based directly or indirectly on race, color, religion, national origin, sex, marital status, physical disability, sexual orientation, age or any other characteristic protected by law except where specific age, sex or physical requirements constitute a bona fide occupational necessity. This policy applies to all areas of employment and to relations with employees including recruitment, appointment, compensation, promotion, disciplinary measures, layoffs, terminations and other terms and conditions of employment. Disputes related to the interpretation or application of this article shall be resolved in accordance with the grievance procedures of this agreement, except that such disputes shall not be subject to arbitration, but instead shall be subject to mediation.

## **ARTICLE 6 - COMPENSATION AND WAGE ADMINISTRATION**

**Section 1. Wages.** The wage schedule for employees in the bargaining unit shall be as set forth in in Appendix A. Continuous service dates and step increase dates are the first of the month for dates that fall between the first and fifteenth of that month and the first of the following month for dates that fall between the sixteenth and end of the month. Continuous service dates and step increase dates, once established, 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 (90) calendar days or more.

**Section 2. FLSA Work Week and Flexing Schedules.** Employees who work an unexpected Sunday must not be required to flex their subsequently scheduled work Monday through Saturday in order to avoid or minimize overtime for that Sunday work.

**Section 3. Compensatory Time.** Employees will be allowed to carry over compensatory time that they have accrued at the Health District to the County. Supervisors may grant employees' requests for compensatory time off in lieu of pay, up to a maximum of two hundred and forty (240) hours. Upon mutual agreement, hours within the work week may be flexed to reduce the occurrence of overtime for Fair Labor Standards Act (FLSA) non-exempt employees.

**Section 4. Out of Class Assignment.** Bargaining unit employees who accept a temporary assignment to a position outside of the bargaining unit designated to last six (6) months or less will retain all rights under this Agreement and will return to their original position at the end of the temporary assignment. If an employee's original position is affected by a reduction in force during the term of a temporary assignment, the employee will be permitted to exercise the options provided by the Reduction in Force in Article 13.



**Section 5. Bilingual Premium Pay.** Employees who demonstrate, to the satisfaction of the County, the ability to communicate in a foreign language will be eligible to receive an addition to their base salary of fifty dollars (\$50) per month as premium pay. Employees who are certified interpreters in a foreign language by the Department of Health and Human Services will be eligible to receive an addition to their base salary of one hundred dollars (\$100) per month as premium pay. The premiums in this Section will only be paid to those employees assigned to a position for which their particular language skills are a preferred qualification, as determined by the County.

**Section 6. Longevity.** Additional payment for longevity will be made to eligible employees according to the following schedule:

- Additional payment of thirty dollars (\$30.00) per month after completion of ten (10) years of continuous full-time service.
- Additional payment of thirty dollars (\$30.00) per month (or a total of sixty dollars (\$60.00) per month) after completion of 15 years of continuous full-time service.
- Additional payment of thirty dollars (\$30.00) per month (or a total of ninety dollars (\$90.00) per month) after completion of 20 years of continuous full-time service.
- Additional payment of thirty dollars (\$30.00) per month (or a total of one hundred twenty dollars (\$120.00) per month) after completion of twenty-five (25) years of continuous full-time service).

**Section 7. Deferred Compensation.** 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.

## **ARTICLE 7 - HOLIDAYS**

**Section 1. Eligibility.** Employees employed in regular full-time and regular part-time positions 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 (except Sunday) as a legal holiday. The following are the present paid legal holidays. A maximum of eight (8) hours pay shall be paid for each holiday, Part-time employees shall receive holiday pay on a pro rata basis. The proration will be calculated based on actual hours paid divided by the full-time scheduled work hours in the two (2) closed pay periods prior to the Holiday, excluding new hires which shall be based on budgeted FTE level.

New Year's Day  
Martin Luther King, Jr. Day  
President's Day  
Memorial Day

First day of January  
Third Monday of January  
Third Monday of February  
Last Monday of May

Juneteenth  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Native American Heritage Day  
Christmas Day

Nineteenth day of June  
Fourth day of July  
First Monday of September  
Eleventh day of November  
Fourth Thursday of November  
Day After Thanksgiving Day  
Twenty-fifth day of December

**Section 3. Forfeiture of Holiday Pay.** An employee on leave without pay for the entire workday preceding or following a holiday shall not receive any holiday pay for that 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 provision of the Industrial Insurance System, Title 51 RCW. However, when an employee supplements “time loss” benefits with other paid leave, holidays will be accrued and paid at the same rate of supplementing.

**Section 4. Pay for Hours Worked.** All work on holidays will be paid at one and one-half times (1½ X) the regular straight-time rate of pay for all hours worked in addition to the employee’s regular holiday pay in accordance with this section. Compensatory time off in lieu of straight-time pay may be granted upon supervisor approval and shall be scheduled when the work load permits. All work on Thanksgiving Day and Christmas Day will be paid at two times (2 X) the employee’s regular straight-time rate of pay and shall be in addition to the employee’s regular holiday pay.

**Section 5. Alternative Schedules During Holiday Weeks.** Employees who work an alternative work schedule, such as 4/10s, may be allowed to flex their time during their regularly scheduled workdays during a week with a holiday(s) to avoid having to use their own accrued leave to supplement the eight hours of holiday pay they receive provided subject to the availability of and advance approval from their supervisor.

**Section 6. Holiday Compensatory Time.** Employees who work on a County-observed holiday have the choice of receiving their one and one-half times (1½ X) compensation (or 2 X for Thanksgiving and Christmas days) for working on a holiday in pay or banked as time in a separate holiday leave bank. Any use of holiday leave time would be subject to supervisory approval in the same manner as vacation. This is in addition to the employee’s regular holiday pay.

The holiday leave bank will have a cap of 40 hours which will not be exceeded at any time. Any hours over forty (40) requested to be banked will automatically be paid.

**Section 7. Floating Holidays.** Existing employees in the bargaining unit on December 31, 2022 receive three (3) floating holidays. Should these employees transfer or promote into another bargaining unit position within the Health Department, they will maintain their floating holiday eligibility. Employees hired on or after January 1, 2023, shall be eligible

for two (2) floating holidays. Floating holidays shall not be eligible for use until January 16<sup>th</sup> of the year earned and are noncumulative and not compensatory upon termination.

## **ARTICLE 8 - VACATION**

**Section 1. 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 FTE) 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. Employees who are in paid status less than a full calendar month shall have their vacation leave accrual adjusted on a pro rata basis in the same percentage as the employees' actual hours worked/or in paid status as related to forty (40) hours per week.
- B. Regular part-time employees with work schedules of twenty (20) or more hours per week, but less than forty (40) hours per week will accrue vacation leave on a pro rata basis in the same percentage as the employee's work schedule relates to forty (40) hours per week.
- C. Vacation leave shall only be accrued on compensated straight time hours (including vacation, holiday, and all other types of paid leave).
- D. Vacation leave will be available for use only after it has been posted to the employee's accrued leave account through the payroll system on the first day of the month following the month in which it was accrued.
- E. Subject to pro-ration for any leave without pay:  
A new employee hired on the first (1<sup>st</sup>) through the fifteenth (15<sup>th</sup>) of the month shall receive a full month's accrual. A new employee hired on the sixteenth (16<sup>th</sup>) through the end of the month shall receive half a month's accrual. An employee separating on the first (1<sup>st</sup>) through the fifteenth (15<sup>th</sup>) of the month shall receive a half month's accrual. An employee separating on the sixteenth (16<sup>th</sup>) through the end of the month shall receive a full month's accrual.

### **Vacation Leave Accrual Schedule for Full-Time Regular Employees (1.0 F.T.E.)**

Length of Continuous Service (Years)	Monthly Accrual (hours)	Annual Accrual (hours)
Date of employment to end of 1st year	8	96

Length of Continuous Service (Years)	Monthly Accrual (hours)	Annual Accrual (hours)
Beginning of 2 <sup>nd</sup> year to end of 2 <sup>nd</sup> year	8.6667	104
Beginning of 3 <sup>rd</sup> year to end of 5 <sup>th</sup> year	10	120
Beginning of 6 <sup>th</sup> year to end of 9 <sup>th</sup> year	12	144
Beginning of 10 <sup>th</sup> year to end of 11 <sup>th</sup> year	14	168
Beginning of 12 <sup>th</sup> year to end of 13 <sup>th</sup> year	14.6667	176
Beginning of 14 <sup>th</sup> year to end of 15 <sup>th</sup> year	15.3333	184
Beginning of 16 <sup>th</sup> year to end of 17 <sup>th</sup> year	16	192
Beginning of 18 <sup>th</sup> year to end of 21 <sup>st</sup> year	16.6667	200
Beginning of 22 <sup>nd</sup> year and thereafter	20	240

**Section 2. Maximum Accrual.** Except upon approval by the Health Department Director on good cause shown, an employee's accrued unused vacation leave may not on December 31<sup>st</sup> of any year exceed three hundred twenty (320) hours, excluding the December 31<sup>st</sup> accrual.

**Section 3. Authorization.** When it is necessary to restrict the number of employees granted leave during a particular period, due consideration will be given to such factors as operating needs, skills availability, and seniority. Approval of vacation leave requests will be given in the order requests are received. When there is a conflict, all other factors judged to be substantially equal, the employee with the greatest seniority will be given preference for the desired vacation period.

**Section 4. Lump Sum Settlement.** Upon separation from the County, employees will be paid a lump sum payment for the balance of accrued vacation leave at a dollar-for-dollar rate. The maximum number of hours eligible for lump sum payment is three hundred twenty (320) hours.

## **ARTICLE 9 - SICK LEAVE**

**Section 1. Purpose.** 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.

**Section 2. Accrual.** Employees who are in paid status less than a full calendar month shall have their sick leave accrual adjusted on a pro rata basis in the same percentage as the employee's actual hours worked or in paid status as related to forty (40) hours per week. Regular part-time employees shall accrue sick leave on a pro rata basis in the same percentage as the employee's actual hours worked compared to the available hours to work in the month if on a forty (40) hours per week schedule.

1. Sick leave will be available for use only after it has been posted to the employee's accrued leave account through the payroll system on the first day of the month following the month in which it was accrued.
2. Subject to proration for any leave without pay:  
A new employee hired on the first (1<sup>st</sup>) through the fifteenth (15<sup>th</sup>) of the month shall receive a full month's accrual. A new employee hired on the sixteenth (16<sup>th</sup>) through the end of the month shall receive half a month's accrual. An employee separating on the first (1<sup>st</sup>) through the fifteenth (15<sup>th</sup>) of the month shall receive a half month's accrual. An employee separating on the sixteenth (16<sup>th</sup>) through the end of the month shall receive a full month's accrual.

**Section 3. Benefits at Separation.** Accumulated sick leave upon separation in good standing will be paid according to the schedule below:

**Section 3.1. Employees hired by the Snohomish Health District prior to January 1, 2015:**

- A. Employment through six (6) years of service: no payment of any portion of accumulated sick leave upon termination.
- B. Employment with seven (7) years of service through fourteen (14) years of service: twenty-five percent (25%) of accumulated sick leave upon termination.
- C. Employment with fifteen (15) years of service or more: fifty percent (50%) payment of accumulated sick leave upon termination.

**Section 3.2. Employees hired on or after January 1, 2015:**

- A. **Base Cash Payment Upon Separation.** Upon 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. This payment shall be made at the employee's then current pay rate:

Length of Classified Service	Maximum Number of Days Paid	Maximum Number of Hours Paid
Date of Employment through the 5th year	0	0
Date of 5th Anniversary through the 10th years	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. Upon termination, employees with twenty (20) or more years of service or who are sixty-five (65) years of age and older 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. For employees eligible to receive a Washington State or Washington Municipal retirement benefit immediately following separation from employment, the Employer will pay one month of the total premium of the county's retiree medical insurance program for the retiree and spouse for each one-hundred (100) hours of unused sick leave in excess of sick leave cashed out pursuant to subsections A and B of this section to a maximum of twelve (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 shall be offered COBRA retiree medical coverage, at their own expense, as required by law.

**Section 4. 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.

## **ARTICLE 10 - OTHER PAID LEAVES**

**Section 1. 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 to 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.

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 or department head upon request.

**Section 2. Jury Pay.** Leave with pay will be granted to employees required to serve as a member of a jury or when required to appear in court on any matter in which the employee is not a party. Compensation received by the employee for jury service or court service will be the employee's normal salary provided the employee submits their jury duty warrant or witness fee for time served. An employee shall report for work during normal scheduled hours upon release from jury duty or court service.

**Section 3. Paid Military Leave.** Paid military leave shall be granted as provided in RCW 38.40.060 and Snohomish County Code 3A.06.055 (as written or as modified). Re-employment rights shall be granted as provided in Uniformed Services Employment and Re-employment Rights Act (USERRA).

## **ARTICLE 11 - 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 any employee whose work performance fails to meet required work standards.

**Section 2. Duration.** All new (or initial) employment, promotional, 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 or a transfer and shall be twelve (12) months in duration for promotion or transfers to a) different department and/or b) different job family (e.g. administrative to technical, as defined in Snohomish County Code 3A.02.230 Occupational group). All others shall be 6 months in duration. Employees promoting from an EHS I to an EHS II upon obtainment of RS credentials shall be excluded from this trial service provision. A probationary employee promoting or transferring (within a department and job family) during their first six (6) months shall be required to serve a trial service period such that combined with their completed probationary period would total twelve (12) months.

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 who are promoted or transferred to another position during their initial probation period may at the employer's option revert back to their previous position if they don't succeed their trial service period. Such an employee shall resume the remainder of their 12 month probationary period in the position they are reverting to.

Supervisors shall provide probationary and trial service employees with feedback on their job performance including strengths and areas that need improvement. This feedback shall occur at least by the midpoint of their corresponding period. Nothing in this section eliminates or modifies the employer's ability to terminate a probationary employee or fail a trial service employee at any time.

**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 in advance to the Human Resources Director and to the employee



concerned and the Union Representative. Pay in lieu of ten (10) working days, shall be given an employee who is removed. Dismissal during the probationary period is not grievable by the employee.

**Section 4. Trial Service Reversion.** An employee serving as a result of appointment through promotion who is unable to satisfactorily perform the duties of the new position shall be reinstated in their former position if that position is vacant. If the position is no longer vacant, the employee may choose to bump the least senior employee in the classification previously held. Employees who choose not to bump another employee under this provision shall be considered laid off from the previously held position with recall rights but no bumping rights. Employees with no reversion rights shall receive ten (10) days pay in lieu of notice. An employee who promotes from the Environmental Health bargaining unit into the Environmental Health Supervisor bargaining unit who is unable to satisfactorily complete their trial service period, will have reversion rights back into the Environmental Health bargaining unit as stated in the Environmental Health Supervisor contract.

## **ARTICLE 12 – CLASSIFICATION ADMINISTRATION**

**Section 1. Duties and Position Classification.** Individual positions, or sets of duties performed, are assigned to an appropriate class on the basis of kind, difficulty, and responsibility of the work, and are allocated to a classification. Classifications are documented in job descriptions, which set forth the definition, typical duties, and minimum qualifications for positions. Classifications will be used by the County in assigning, directing, and supervising the work of employees. Classifications are recognized as being descriptive in nature and the use of a particular illustration as to duties must not be held to exclude others not mentioned but which are of a similar nature. Classifications are used for setting the pay levels of duties assigned thereto and are enumerated in Appendix A.

**Section 2. Assignment of Duties.** The County will make every effort not to assign duties foreign to those set forth in the employee's job description while recognizing that a flexible interpretation is necessary in order to achieve efficient and effective operation. Nothing in this section is to be construed as preventing the County from changing assignments, on a temporary basis, in the event of a bona fide public health emergency.

**Section 3. Qualifications for Appointment.** The County recognizes the advantage of filling vacancies whenever practicable by promoting qualified employees rather than by appointment of other persons. If the ability and qualifications of a bargaining unit member and an applicant are equal, the County will give selection preference in filling vacancies through promotion of qualified employees.

**Section 4. Temporary Appointments.** Temporary appointments may be made to fill an emergency or short-term need. Such employment will be short-term in nature not to

exceed six months. Persons employed under such terms will not advance to regular status without being selected during a competitive recruitment.

## **ARTICLE 13 - SENIORITY, REDUCTION-IN-FORCE, LAYOFF**

**Section 1. Layoff and Reduction in Force.** The County may layoff employees as made necessary due to lack of work or other legitimate reasons, including as required to accommodate reversion rights held by employees in the Environmental Health Supervisors bargaining unit as provided by Article 13, Section 3.C of the Environmental Health Supervisors Unit agreement.

**Section 2. Notice.** Prior to layoff of any regular employee, the County will provide thirty (30) days written notice to the employee affected and to the bargaining representative. During such period the bargaining representative may offer proposals regarding alternatives to such layoff which will be duly considered by the County. If the employee to be laid off is an initial trial service employee, the above timeline will not apply and the County will be required to give the employee a minimum of one (1) day advance notice.

**Section 3. Layoff Procedure.** In the event the County determines that a layoff in the Environmental Health bargaining unit is necessary, the employee with the least amount of Environmental Health bargaining unit seniority will be laid off. Environmental Health bargaining unit seniority shall be defined as the amount of continuous service that the employee has earned in the Environmental Health bargaining unit.

**Section 4. Priority for Reemployment.** No new employee shall be employed by the County to perform work in the bargaining unit from which employees have been laid off until all eligible laid off employees have been offered reemployment.

**Section 5. Layoff Register and Recall Process.** In order for a laid off employee to be eligible for reemployment, such employee shall request the County to be placed on the layoff register. Such request shall be in writing and submitted to the County prior to the employee's date of layoff. Placement on the layoff register means the employee desires to consider return to employment with the County when an appropriate job is available. The procedure for reemployment shall be as follows:

- A. When a position with the County is open for employment and a person on the layoff register possesses the minimum qualifications for said position, the County shall notify the person of the employment opportunity. If there is more than one eligible laid off employee on the register, the County shall notify the laid off employee with the most seniority first.
- B. Notification of the employment opportunity by the County shall be by registered mail, said letter addressed to the laid off employee's last known address. It shall be the responsibility of each laid off employee listed on the register to keep the County informed of their current home address.

- C. The laid off employee shall respond to the County's notice within fifteen (15) calendar days (with the date of mailing of the letter by the County being counted as the first day). If the County does not receive a response within this time, the employment offer shall be considered void and withdrawn.
- D. In order to be eligible to accept the offered job, the laid off employee must be able to report for work not later than thirty (30) days after the mailing of the letter by the County.
- E. If the laid off employee rejects the first bona fide job offer, their name will be removed from the layoff register.
- F. Names on the layoff register shall be retained for a period of two (2) years for each laid off employee who requests to be placed on the register.

**Section 6. Seniority and Benefits Upon Reemployment.** An employee returning from layoff pursuant to the procedure set forth above shall not lose any seniority accrual or rights, including service time credited for the purpose of vacation accrual. Any unused or unpaid sick leave previously accrued shall be restored upon reemployment. The salary of the reemployed employee shall be established at the same step number the employee occupied at the time of layoff and the step-increase date shall be established in the future by the same number of months which existed to the employee's next step-increase date at the time of layoff. Laid off employees will not accrue seniority time during the layoff period.

**Section 7. Short-Term Emergency Furlough.** In the event the County is faced with the temporary shutdown of state or federal government and the associated temporary elimination of County funding, the County is authorized to implement short-term furloughs on an emergency basis, applicable to those employees affected by the funds being temporarily eliminated. In response to such an emergency, the County is authorized to implement temporary hours reductions or temporary furloughs of affected employees. Such temporary actions require a minimum of seven (7) calendar days' notice to affected employees and will last no longer than fourteen (14) calendar days. Affected employees will not have the option to displace other employees and will not be placed on a recall list. If temporarily-eliminated funding is restored in part, such that affected employees in a particular program who hold the same duties and are subject to the same funding source, can be restored in part, then recall shall be based on seniority on a per-program basis. Affected employees on a temporary furlough will continue to receive medical and other insurance benefits on the terms applicable immediately prior to the temporary hours reduction or furlough and will maintain the leave balances accrued at the time of the temporary hours reduction or furlough (i.e. leave balances will not be cashed out). Affected employees may elect to use accrued paid vacation leave during a temporary hours reduction or temporary furlough.

## **ARTICLE 14 - DISCIPLINE AND TERMINATION**

**Section 1. Administration.** The parties agree that in general, discipline shall be corrective and progressive in nature, while recognizing that exceptions are sometimes necessary. Disciplinary action may include oral warning, written reprimand, suspension, demotion, any combination of these, or discharge. The County shall tailor discipline to respond to the nature and severity of the offense, and the employee's prior disciplinary record.

**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 remain in the employee's personnel file for three (3) years if no similar violations occur.

**Section 3. Discipline During Trial Service.** All disciplinary actions for employees who have successfully completed their initial trial service period shall be for just cause. An employee serving an initial trial service period may be subject to any of the above disciplinary actions or termination without notice of cause or right of appeal, provided that such employee be given a minimum of one (1) day advance notice prior to the discipline taking effect. An employee serving a promotional trial service period may be returned to the previously held position without a right of appeal.

## **ARTICLE 15 - MISCELLANEOUS AND ADMINISTRATIVE PROVISIONS**

**Section 1. Environmental Health Credentials.** All employees in the EHS II and EHS III classifications must be Registered Sanitarians and must maintain their status as Registered Sanitarians as a condition of employment. Employees are required to submit proof of Registered Sanitarian status annually.

**Section 2. Field Staff Vehicles.** Personnel performing field duties shall not be regularly required to drive personally-owned vehicles for County business. The County agrees to provide vehicles for the purpose of conducting County business to employees who are regularly assigned to field duties. Vehicles so provided shall be maintained in a safe condition. Employees residing more than ten (10) miles from a Snohomish County boundary may apply for a waiver according to Snohomish County's Equipment Use Policy to allow for take home privileges.

**Section 3. Footwear Allowance.** Employees will receive an annual allowance of up to two-hundred (\$200) dollars for footwear needed to carry out their regular job duties in the field. This allowance may be used to purchase more than one pair of footwear. Costs over the annual allowance will be paid by the employee. Employees hired after the start of the calendar year will receive a prorated amount for their initial Footwear Allowance.

**Section 4. Membership Dues Reimbursement.** The County will reimburse employees the full amount of the annual credential fees paid to either the Washington State Board of Registered Sanitarians (WSBRS) or the National Environmental Health Association (NEHA). Each employee may select reimbursement for either WSBRS or NEHA, but reimbursement by the County is limited to only one option, not both. In addition, the County will make available, at its expense, sufficient training opportunities during each calendar year for employees to maintain their registered sanitarian status.

The County will reimburse employees the full amount of the annual membership fees paid to either the Washington State Environmental Health Association (WSEHA) or NEHA. Each employee may select reimbursement for either WSEHA or NEHA, but reimbursement by the County is limited to only one option, not both. The County will reimburse employees for fees associated with taking the NEHA or WSBRS exam for the first time; and any other future credentials required for bargaining unit employees' position. Additionally, the County will reimburse bargaining unit employees in the Land Use Program for the onsite wastewater inspector as well as the associated training and initial exam fees.

Where possible, employees seeking reimbursement under this Article are expected to submit requests to the County within thirty (30) days of incurring the expense.

**Section 5. Nursing Parent.** The County will comply with all legal requirements concerning reasonable accommodations for a nursing parent to express breast milk. This includes additional break periods as provided by Snohomish County Code 3A.06.090 (as written or amended) and a private location reasonably close to the employee's work area, for the purpose of expressing breast milk.

**Section 6. Professional Development.** The County supports the professional development of its employees. Upon approval by the Employer, employees may be granted paid time to attend professional meetings such as conferences, symposia, and workshops. Such requests must be presented well in advance for consideration by the Employer.

**Section 7. Vaccines/Screenings.** Employees will comply with all Centers for Disease Control recommendations, Federal or Washington State laws and regulations regarding communicable disease and risk exposure, and the Health Department's Personnel Requirements Relating to Communicable Diseases, which is incorporated by reference. Prophylactic medications, vaccines and laboratory testing for immunity required by this provision that are not covered by employees' insurance will be provided without cost to employees. The Health Department will maintain a list of screening and/or vaccines applicable to employees.

The Health Department will not discriminate based on the results of such screening or vaccinations, so long as the public health is not placed at risk. Employees refusing prophylactic medications, vaccines or other recommended course of action based on religious or other personal beliefs may request an accommodation. During the interactive

process to determine whether a reasonable accommodation can be made, the employee may be assigned other duties they are qualified to perform without a reduction in pay. If no appropriate work is available, the employee will be placed on leave without pay after exhausting all applicable paid leave, until a determination is made.

**Section 8. VEBA.** The County will maintain a Voluntary Employees' Benefit Association Medical Expense Plan ("VEBA Plan") during the term of this Agreement. The VEBA Plan shall be considered a post-employment VEBA Plan option, limited to eligible medical expenses after an employee's active employment at the County ends. Employees do not have access to VEBA Plan funding while employed at the County. All eligible employees who retire during a calendar year will participate in the VEBA Plan unless the Union determines through a majority vote that it does not wish to participate in the VEBA Plan during that calendar year. The Union must notify the County by November 30<sup>th</sup> if it wishes to change the funding choice for the following year.

## **ARTICLE 16 - GRIEVANCE PROCEDURE**

**Section 1. Grievance Defined.** A "grievance" is hereby defined as an alleged violation of the terms of this Agreement by the County, an employee, or group of employees.

### **Section 2. Grievance Procedure.**

**Step One.** Any employee or group of employees having a grievance shall present the grievance to the immediate supervisor within twenty-one (21) working days of the occurrence of the grievance. The immediate supervisor shall be given fourteen (14) working days to resolve the problem.

**Step One A.** If the grievance was not settled at Step 1, it may be advanced to the Division Manager or Director within fourteen (14) working days of receipt of the Step 1 answer. A grievance meeting shall be scheduled within fourteen (14) working days of receipt of the grievance and a written grievance answer will be given within fourteen (14) working days of the meeting.

**Step Two.** If the grievance was not settled at step 1A, it may be advanced by the Union to the Department Head or designee within fourteen (14) working days of receipt of the step 1A answer. A grievance meeting shall be scheduled within fourteen (14) working days of receipt of the grievance, and a written grievance answer will be given within fourteen (14) working days of the meeting to the President of the Local and the Union Representative.

**Step Three.** If Step One, Step One A, and Step Two fail to resolve the dispute, it may be advanced by the Union to the County Executive or designee within fourteen (14) working days of receipt of the step 2 answer. The bargaining representative shall prepare and present to the County Executive or designee a written "Notice of Grievance", such notice to be signed by the complaining

employee(s). The "Notice of Grievance" shall set forth, so far as may be applicable:

1. The nature of the grievance and the circumstances out of which it arose.
2. The remedy or correction the County is requested to make.
3. The section or section(s) of this Agreement relied upon or claimed to have been violated.

A grievance meeting shall be held within fourteen (14) working days of receipt of the grievance, and a written grievance answer will be given within fourteen (14) working days of the meeting to the President of the Local and the Staff Representative

Extension on the timelines can be accomplished at any Step of the grievance procedure by mutual agreement.

**Grievances Asserted by the County.;** Grievances asserted by the County or the employee's bargaining representative shall be initiated at the Step Three level by the Health Department Director, or their designee, serving upon the bargaining representative a "Notice of Grievance" or the employee's bargaining representative serving upon the Health Department Director a "Notice of Grievance". The bargaining representative or the Health Department Director or their designee, shall take appropriate action to review the merits of the grievance and issue a written decision to the other party within fourteen (14) working days of receipt of the grievance. Such time can be extended by mutual agreement.

**Step 4. Arbitration.** If the grievance is not settled in accordance with the foregoing procedure at Step 3, the Union or Employer, as the "moving party," may refer the grievance to arbitration by providing a written request for arbitration to the opposing party within thirty (30) working days after receipt of the County's answer to Step 3. If the request for arbitration is not sent within thirty (30) working days, the moving party waives its right to pursue the grievance through the arbitration procedure.

- A. Upon receipt of the request for arbitration, the County and the Union shall have thirty (30) working days to attempt to select a sole arbitrator by mutual agreement. In the event the parties are unable to agree upon an arbitrator within this time period, the moving party shall have an additional thirty (30) working days in which to request the American Arbitration Association (AAA) or the Public Employment Relations Commission (PERC) to submit a panel of nine (9) arbitrators for which the parties will use to select an arbitrator via the alternate strike procedure, specified below. If the moving

party fails to make such a request from the AAA OR PERC within this time period, the moving party waves its right to pursue the grievance through the arbitration procedure.

- B. Upon receipt of the list of nine (9) arbitrators from the AAA or PERC, 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 moving party has the burden of timely initiating the alternate strike procedure, but in no event shall the parties fail to complete the alternate strike procedure within sixty (60) working days of the date the AAA or PERC mailed them the list of arbitrators. Failure to initiate the alternate strike procedure within this period will result in the moving party waiving its right to pursue the grievance through the arbitration procedure.
- C. When an arbitrator has been selected, using any of the above procedures, the moving party has the burden of notifying the arbitrator of their selection by sending a joint letter from the parties requesting that they set a time and a place for hearing, subject to the availability of the County and Union representatives. If the moving party fails to send this notification to the arbitrator within thirty (30) working days of their selection, the moving party waives its right to pursue the grievance through the arbitration procedure.
- D. Once an arbitrator is selected, they shall have jurisdiction over the hearing and any pre-hearing matters arising between the parties concerning the grievance at-issue, unless the parties mutually agree to rescind the appointment of the arbitrator. 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 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 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 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 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.



## **ARTICLE 17 - INSURANCE BENEFITS**

All employees in the bargaining unit will be eligible for County provided medical, dental and vision.

**Section 1. Medical.** Employee medical premiums are paid in the pay periods of the month prior to coverage. The Employer's premium contribution for regular, part-time employees will be to pro-rate the premium contribution on an FTE basis for regular part-time employees working less than thirty-five (35) hours per week.

The County's health plan actuary will determine the percentage increase or decrease in the rates and develop the employee and employer contributions for the 2024 and succeeding plan years using the following methodology:

- All Active Regence plans (except LEOFF) are aggregated, and all Active Kaiser plans are aggregated for rating purposes.
- The percentage changes by carrier will be applied to the current tiered rates.
- The dollar change between the new rates and the current rates by tier is determined (new tiered rate – current tiered rate).
- For the Regence plans, 80% of the dollar change will be added to the current County contribution and 20% will be added to the current employee contribution. If the calculation results in the employee contribution to any rate tier falling below \$0, the employee contribution for that tier will be \$0 and the employer contribution will be 100% of the tiered rate for the plan year.
- For the Kaiser plans, the employee contribution is the difference between Kaiser's tiered rates and the County's contribution to Regence Plan A, or \$0, whichever is higher.

**Section 2. Dental Insurance.** The Employer shall pay one hundred percent (100%) of the premiums for each employee and their dependents.

**Section 3. Vision Care.** The Employer shall pay one hundred percent (100%) of the premiums for each employee and their dependents.

**Section 4. Disability Insurance.** The Employer shall pay the premiums for this program in full for all regular full-time and regular part-time employees.

**Section 5. Life Insurance.** The Employer shall provide a life insurance benefit for employees in the bargaining unit in the amount of sixty thousand dollars (\$60,000) (term face value), and shall provide an additional forty thousand dollars (\$40,000) for accidental death, provided the death occurs within the time limits specified in the policy.

### **ARTICLE 18 - DURATION**

Any Memorandum of Understanding ("MOU"), Memorandum of Agreement ("MOA"), or other such agreement reached prior to the effective date of this agreement that have not been incorporated into this collective bargaining agreement are hereby void. This agreement is effective January 1, 2024 through December 31, 2026. The parties further agree to commence negotiations for a succeeding collective bargaining agreement no later than September 1, 2026.

### **ARTICLE 19 - COST-OF-LIVING ADJUSTMENTS**

Effective January 1, 2024, the monthly rates of pay for employees covered by this Agreement shall be increased across the board by four and fifty-one hundredth percent (4.51%), reflecting 100% of the CPI-W (Seattle-Tacoma-Bellevue, June 2022 to June 2023).

Effective January 1, 2025, the monthly rates of pay for employees covered by this Agreement shall be increased by three and sixty-three hundredth percent (3.63%) reflecting 100% of the CPI-W (Seattle-Tacoma-Bellevue, June 2023 to June 2024).

Effective January 1, 2026 the salary ranges for classifications within the bargaining unit will be increased by an amount equal to 100% of the CPI-W (Seattle-Tacoma-Bellevue, June 2024 to June 2025) with a floor of 1% and a ceiling of 5%.

IN WITNESS WHEREOF, the parties hereto have set their hands this \_\_\_\_ day of May, 2025.

FOR THE UNION:

\_\_\_\_\_  
Karen Estevenin  
Executive Director

\_\_\_\_\_  
Steven Pray  
Union Representative

\_\_\_\_\_  
Robert Evjue  
Union Member

\_\_\_\_\_  
Natalie Delacruz  
Union Member

\_\_\_\_\_  
Elaine Hagedorn  
Union Member

\_\_\_\_\_  
Stella Strok  
Union Member

FOR THE COUNTY:

Klein, Ken

Digitally signed by Klein,  
Ken  
Date: 2025.05.28 11:50:25  
-07'00'

\_\_\_\_\_  
Dave Somers  
Snohomish County Executive

Ken Klein  
Executive Director

\_\_\_\_\_  
Nate Nehring  
Council Chair

ATTEST:

\_\_\_\_\_  
Elena Lao  
Deputy Clerk of the Council

APPROVED AS TO FORM:

\_\_\_\_\_  
Steven Bladek  
Deputy Prosecuting Attorney

\_\_\_\_\_  
Carla Freeman  
Labor Negotiator

## **APPENDIX A**

### **CLASSIFICATION TITLE**

### **PAY GRADE**

Environmental Health Specialist I	102
Environmental Health Specialist II	103
Environmental Health Specialist III	104

**2025 PROTEC 17 Environmental Health Unit Monthly Rate Table**

<b>PAY GRADE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
102	\$5,617.71	\$5,898.22	\$6,192.80	\$6,503.64	\$6,827.47	\$7,169.70		
103	\$6,503.64	\$6,827.47	\$7,169.70	\$7,528.19	\$7,905.08	\$8,299.31	\$8,714.11	
104	\$6,827.47	\$7,169.70	\$7,528.19	\$7,905.08	\$8,299.31	\$8,714.11	\$9,150.58	\$9,607.62

\* Chart reflects monthly wage rates. Rates are approximate. Actual rates are based on the payroll system's calculation which serves as the official record of wages.