

A G R E E M E N T
by and between
CITY OF SNOQUALMIE, WASHINGTON
and
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763

January 01, 2023 through December 31, 2026

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THIS AGREEMENT is by and between the CITY OF SNOQUALMIE, WASHINGTON, hereinafter referred to as the Employer, and PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS LOCAL UNION NO. 763, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the Union.

ARTICLE 1 RECOGNITION, UNION MEMBERSHIP AND PAYROLL DEDUCTION

1.1 Recognition – The Employer recognizes the Union as the exclusive bargaining representative for all full-time and part-time classifications contained in Appendix A, A.1.

1.2 Payroll Deduction – The Employer agrees to deduct from the paycheck of each employee who has so authorized it, in accordance with RCW 41.56.110, the regular initiation fee, regular monthly dues, assessments and other fees as certified by the Union. The amounts deducted shall be transmitted monthly to the Union on behalf of the employees involved. The performance of this function is recognized as a service to the Union by the Employer. The Union agrees to indemnify and hold the Employer harmless from all claims, demands, suits or other forms of liability that arise against the Employer for deducting dues from Union members including all issues related to the deduction of dues or fees.

An employee's request to revoke authorization for payroll deductions must be in writing and submitted to the Union. After the Employer receives confirmation from the Union that the employee has revoked authorization for deductions, the Employer shall end the deduction no later than the second pay cycle after receipt of the confirmation.

1.3 Union Notification – Within ten (10) calendar days or as soon as possible from the date of hire of a new employee, the Employer will forward to the Union the name, address, work email, and personal telephone number of the new employee. Social security numbers will be provided to the Union when authorized by the employee. The Employer will promptly notify the Union of all employees leaving its employment.

1.3.1 New-Hire Orientation - The Union and shop steward will have 30 minutes to provide information on the Teamsters benefits and rights to all employees eligible for membership. This ideally will happen within fourteen (14) calendar days of the employee's hire date but will not be later than ninety (90) calendar days. Employees have the option to attend or not attend the orientation.

1.4 Temporary Workers – A “Temporary” employee is defined as an employee employed for less than twelve hundred (1200) hours in a twelve (12) consecutive month period.

	Less than 1200 hours in a consecutive 12-month period	More than 1200 hours in a consecutive 12-month period
In the bargaining unit and covered by the CBA?	No	Yes

In the event a Temporary employee is employed for more than 1200 hours in a consecutive 12-month period, the employee shall become a member of this bargaining unit. Temporary employees who are members of the bargaining unit will be entitled to the Temporary rate of pay as outlined in Appendix A and have access to the following sections of this Agreement:.

Article 1	Article 4	Article 5	Article 6	Article 11
All	4.2 Rest Periods	5.1 Wages	6.2 Seniority	11.1 Safety
	4.3 Meal Periods		6.5 Job Vacancies	Equipment &
	4.6 Overtime			Protective Gear
Article 14	Article 15	Article 16	Article 17	Article 18
Limited to alleged violations pertaining to hourly wages and union membership issues	All	All	All	All

1.5 Limited Term Employee – A Limited Term employee is a regular full or part-time employee hired into the bargaining unit for a specified period of time, generally up to two (2) years.

ARTICLE 2 NON-DISCRIMINATION

2.1 The Employer and the Union agree not to unlawfully discriminate against any person based on any protected status such as:

- sex
- race
- sexual orientation and gender identity
- religion
- disability
- marital status
- age
- national origin
- pregnancy
- genetic information
- union membership

2.2 The Union may pursue a grievance for violation of this Article to Step 2 of the grievance process. Failing to reach a resolution at Step 2, the employee may take the issue to the appropriate government agency (EEOC, Washington State Human Rights Commission) for investigation and appropriate action in lieu of pursuing the grievance to Step 3. This does not stop the Union from pursuing charges with PERC (Public Employment Relations Commission) and a grievance.

ARTICLE 3 UNION RIGHTS

3.1 Union officials (Shop Stewards or members of the Bargaining Committee) will have a reasonable amount of time off with pay to investigate grievances and fulfill their duties as a Union official as long as those activities do not interfere with normal routine functions of the Department.

3.2 Union Investigative and Visitation Rights - The Business Agent of the Union can visit the work location of employees covered by this Agreement at any reasonable time, but cannot interfere with employees work activities. The Business Agent will follow any required L&I safety rules.

3.3 Bulletin Board - The Employer will provide space for a bulletin board at each work location which can be used by the Union for official union business.

ARTICLE 4 HOURS OF WORK, CALLBACK AND OVERTIME

4.1 Hours of Work - The FLSA (Federal Labor Standards Act) work week begins Sunday at 12:01 am and ends the following Saturday at midnight, unless an employee works a 9/80 schedule in which case the FLSA (Federal Labor Standards Act) workweek begins at the midpoint of the 8-hour shift.

The normal workweek for all employees consists of five (5) consecutive days of eight (8) consecutive hours, or four (4) consecutive days of ten (10) consecutive hours excluding meal periods as assigned by the Department Head. Workweeks that include a Saturday and/or a Sunday shall be assigned by shift bidding by departmental seniority. Seniority bids will take place on a quarterly basis.

Part-Time Employees: The Employer will schedule part-time employees based on the requirements of the position.

4.1.1 Alternative Schedules - By written mutual agreement between the Employer and the employee, an employee may be assigned a work schedule other than those set forth in Section 4.1, such as flex-time, staggered start times, alternate schedules, or telecommuting, if there is adequate coverage for the Employer's established work day. There will be no pyramiding of overtime as a result of this provision.

4.1.2 Notice of Schedule Change – With the exception of emergency conditions and changes requested by an employee, notice of a schedule change will be no less than ten (10) calendar days. The Employer cannot change an employee's schedule to circumvent them from receiving overtime.

- 4.2 **Rest Periods** - The following rest periods supersede WAC 296-126-092 pursuant to RCW 49.12.187. Employees will receive a paid rest period of fifteen (15) minutes for each four (4) hour work period. For employees who do not have the discretion to take rest periods at their convenience, rest periods will be scheduled as near as possible to the midpoint of each four (4) hour work period or as otherwise directed by the employee's supervisor for operational reasons. No employee will be required to work more than three (3) hours without a rest period. Rest periods may not be combined with meal periods or used to arrive late or leave early.
- 4.3 **Meal Periods** - The following meal periods supersede WAC 296-126-092 pursuant to RCW 49.12.187. Employees will receive an unpaid meal period of thirty (30) minutes scheduled by the employee's supervisor. No employee is required to work more than five (5) consecutive hours without a meal period. An employee who is directed by the Employer to work during their meal period will be paid overtime for the meal period. The meal period may be increased to one hour, as long as it is mutually agreed to between the Employer and the employee. A meal period may be waived by an employee, with prior approval of the Employer, on an individual basis.
- 4.4 **Meal Reimbursement** Whenever an employee is authorized to work on a non-scheduled overtime basis (i.e. overtime due to an emergency or call-in) and it has been at least five (5) hours since their last meal period, the employee will be provided with a meal or a meal payment of fifteen dollars (\$15.00), subject to payroll taxes. In such instances, employees shall receive an additional meal or payment for every five (5) hours in excess of the initial five (5) hour period. Meal periods will not be taken as a result of working overtime.
- 4.5 **Callback** - An employee who has left work and is called back to work in person after completion of a regular shift or on a regularly scheduled day off will be paid a minimum of three (3) hours at the overtime rate. Employees will not be entitled to additional minimum payments for each callout within the initial three (3) hour callout, but instead shall be paid only for actual time worked. There will be no pyramiding of overtime as a result of this provision. An employee who is called in prior to the start of a regular shift will be paid only for actual time worked, and is not entitled to a three-hour minimum payment under this section if the callout is less than three hours from the start of the regular shift. If the call back can be handled via Virtual Private Network from the Employee's home or otherwise handled remotely, the employee will be paid in fifteen (15) minute increments at the overtime rate for actual time worked.
- 4.6 **Overtime** - All work performed and which has been authorized by the Employer in excess of the employee's regularly scheduled shift length in any one (1) day or forty (40) hours in any one (1) week shall constitute overtime and be paid at one and one-half (1-1/2) times the employee's regular straight-time hourly rate of pay.
- 4.6.1 **Overtime Increments** - Overtime shall be paid in increments of fifteen (15) minutes round up to the nearest fifteen (15) minutes.
- 4.6.2 **Time Worked Includes Holidays** - In computing overtime, all contractual holidays shall be considered as time worked. **Bargaining Note- the city understands that sick, comp & vacation do count as time worked***

- 4.6.3 Compensatory Time – Instead of overtime pay, an employee may choose to accrue compensatory time, up to a maximum balance of sixty (60) hours. An employee may at any time elect to be paid for some or all of the employee's accrued compensatory time at the employee's regular straight time rate of pay. No more than twenty-four (24) hours of compensatory time shall be carried over from year to year. All excess compensatory time will be paid as overtime pay. All accrued compensatory time over twenty-four (24) hours will be paid at the employee's regular straight time rate of pay at the end of each year. Upon request of the employee and approval of the City Administrator or designee, the carryover limit may be increased due to winter season emergency overtime, in order to allow added time for the employee to schedule their compensatory time off.
- 4.6.4 Non-Emergent Overtime - All non-emergent overtime will be offered to qualified employees as follows:
- 4.6.4.1 The employer first distributes notice of an overtime opportunity, and a signup sheet for the event via e-mail to all employees in the division covered by this Agreement at least forty-eight (48) hours prior to the start of the overtime work. Any employee desiring to work overtime for that event must respond within twenty-four (24) hours of the notice, indicating their intent to work the overtime. Should no one sign up, then other qualified employees in the department will be given twenty-four (24) hours to sign up. Should no one sign up, then other qualified employees in the bargaining unit will be offered the opportunity to sign up. An employee who signs up for an overtime event commits to work that event, absent a bona fide emergency as determined in the discretion of the Employer.
- 4.6.4.2 The non-emergent overtime signup/notices will contain the following:
- a) The date and time of the event;
 - b) The deadline for signing up;
 - c) A listing of any special skill, experience and/or personal protective equipment ("PPE") required or essential; and
 - d) The contact information of the person in charge.
- 4.6.4.3 The Employer will assign non-emergent overtime by seniority to the employees who have timely responded to the notice. In the event that an insufficient number of qualified employees timely respond, the Employer will assign the overtime to qualified employee(s) beginning with the least senior employee.
- Employees may express a preference for particular shifts. While the Employer will make an attempt to accommodate shift preferences, the Employer's shift assignments under this section will be final.
- 4.6.5 Emergent Overtime - For emergent call outs, seniority rotation shall not apply. Emergent overtime is assigned based on operational need, including qualifications.

- 4.7 **Standby Duty** - Unless an exception is granted and approved by the Employer, an employee must be able to report to the employees work site within sixty (60) minutes of receiving notification they are being called out. Standby Duty is assigned by Division and rotate on a weekly basis or by shift bid among those crew members who have indicated a desire to serve on Standby and who are qualified to fulfill the responsibilities of Standby. In the event that there are not enough qualified employees who volunteer for Standby Duty in the Division, the Employer will offer the Standby Duty to those qualified employees outside of the Division in rotation. In the event that no qualified employees volunteer for the Standby Duty, the Employer will assign Standby by rotation, beginning with the least senior qualified employee. Members who are on Standby must make sure that they are able to respond in a timely manner. Employees on Standby are obligated to respond when called in to work. Employees will not report to work while on Standby Duty in a condition that would violate the Drug Free Workplace Policy.
- 4.7.1 **Standby Duty Compensation** - Employees will be compensated for 6.75 hours at their overtime rate of pay per week while on Standby.
- 4.8 **Definition of Divisions** - For purposes of this Article, the Departments are divided into ten (10) divisions, the Water Division, the Parks and Streets Division, the Stormwater and Urban Forestry Division, the Wastewater Division, the Fleet and Facilities Division, the Building Division, the IT Division, the Engineering Division, Police Division and the Administrative Division.

ARTICLE 5 WAGES

- 5.1 The classifications of employees covered by this Agreement and the corresponding rates of pay are set forth within Appendix "A".
- 5.2 Following a soft launch, the Employer will transition to a semi-monthly payroll cycle effective January 1, 2024.

ARTICLE 6 PROBATION PERIOD, SENIORITY, LAYOFF, RECALL AND JOB VACANCIES

- 6.1 **Probation Period** – At date of hire a new employee will be subject to a six (6) month probation period with no access to the grievance process to contest their dismissal. The probation period will automatically extend during any leaves of absence. While on probation an employee is at-will and may be released from employment at any time by the Employer. In order to extend the probation period up to ninety (90) days, the Employer must identify the areas of improvement and have mutual agreement with the Union.
- 6.1.1 **Probation for Promoted Employees** – An employee who promotes to a higher classification will be subject to a four (4) month probation period in the new position. The probationary period will extend during any leaves of absence. During the promotional probationary period, the employee will be evaluated by the Employer and is subject to removal at the sole discretion of the Employer. A promoted employee who does not successfully complete their promotional probation may return to their prior position provided it is vacant.

- 6.2 Seniority - An employee's seniority is defined as that period from the employee's date of hire or rehire in the bargaining unit, whichever is most recent.
- 6.2.1 Break in Seniority - An employee's seniority ceases upon:
- Justifiable discharge;
 - Voluntary quit;
 - Layoff or leave of absence exceeding twenty-four (24) months.
- 6.3 Layoff - In case of a layoff, the least senior employee in the affected job classification will be laid off first, provided those employees remaining on the job are qualified to perform the work left by the vacancy. The Employer will provide an employee with four (4) weeks' notice of layoff. The employee designated for layoff may bump a less senior employee in any lower job classification for which the more senior employee is qualified. Qualified means having demonstrated skills and required experience to perform the job. If there is no employee in the next lower job classification who is less senior than the person scheduled for layoff, that person may look progressively to the next lower job classification for such bumping rights. The employee who is bumped by the affected employee has the same rights under this Article.
- 6.4 Recall - In the case of recall, those employees laid off last will be recalled first. An employee on layoff must keep both the Employer and the Union informed of the address and telephone number where they can be contacted. The Employer will send written notice of recall, postage paid, certified U.S. Mail to the last address provided in City employment records.
- 6.4.1 Termination of Recall Rights - If the former employee does not respond to the offer of recall, the Union will be notified. If neither the Union nor the Employer are able to contact the employee within seven (7) calendar days from the time the Union is notified, the Employer's obligation to recall the employee ceases. The Employer has no obligation to recall an employee after the employee has been on continuous layoff for a period of two (2) years. Should an employee not return to work when recalled, the Employer has no further obligation to recall the employee.
- 6.5 Job Vacancies - When a permanent job vacancy occurs in the bargaining unit, present employees who apply and meet the qualifications for the vacancy will be offered an interview. In applying this provision, it is the intent to promote qualified employees and to permit the Employer to fill vacancies with the most qualified applicant.
- 6.5.1 Notice of Job Vacancies - Notice of permanent job vacancies in the bargaining unit will be emailed to the members at least seven (7) calendar days prior to the closing date. Present employees who desire consideration for such openings shall submit any required materials by the deadline.

- 6.6 Seniority List – Upon request, but not more than quarterly, the Employer will provide the Union with a seniority list showing:
1. The name of each employee within the bargaining unit,
 2. Current mailing address,
 3. Present classification,
 4. Work location
 5. Personal and work emails
 6. Personal and work cell phones
 7. Date of hire
 8. and present rate of pay.

ARTICLE 7 HOLIDAYS

- 7.1 Employees will receive thirteen (13) paid holidays as set forth below:

New Year's Day	January 1st
Civil Rights Day (a/k/a MLK)	3rd Monday of January
President's Day	3rd Monday of February
Memorial Day	Last Monday of May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	1st Monday of September
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday of November
Day After Thanksgiving Day	
Christmas Day	December 25th
(2) Floating Holidays	Designated by the Employee

- 7.2 Observation of Holidays - When any holiday fall on a Saturday, the holiday will be observed on the preceding Friday and when the holiday falls on a Sunday, the holiday will be observed on the following Monday.

- 7.3 Worked Holiday - An employee who is required to work on a holiday will be paid at the overtime rate for all hours worked.

- 7.4 Floating Holidays - An employee may select two (2) personal holidays each calendar year as Floating Holidays and the Employer will grant the days subject to the following conditions:

- 7.4.1 The employee has been or is scheduled to be continuously employed by the Employer for more than four (4) months.

- 7.4.2 The employee has given not less than seven (7) days notice to the Employer; provided however, the employee and the Employer may agree upon an earlier date.

- 7.4.3 Seniority will be used in granting time-off when more than one (1) employee requests the same day.

- 7.4.4 The personal holidays will be used or lose it in the calendar year, unless the employee's request to use a personal holiday was denied.
- 7.4.5 Upon termination, the first floating holiday will be paid to the employee if it has not been used. The second floating holiday will not be paid to the employee unless it has not been used and the employee's last day of employment with the Employer is after July 1st of the year.
- 7.5 Holidays will be compensated based on the number of regularly scheduled hours in the employee's workday.

ARTICLE 8 VACATION

- 8.1 Each regular employee after six (6) months of continuous service from the most recent date of hire with the Employer accrues vacation with pay on the following basis:

<u>Years of Continuous Service</u>		<u>Annual Accrual (hours)</u>	<u>Accrual per pay period (hours)</u>
0 through	2	80	3.33
3 through	6	120	5.00
7 through	10	160	6.67
11 through	14	180	7.50
15 through	18	200	8.33
through	19+	240	10.00

- 8.2 Maximum Accrual - An employee may accrue up to four hundred (400) hours of vacation . Employees are not eligible to use vacation during probation. When an Employee reaches the maximum accrual amount, the employee will cease to accrue leave until under the maximum accrual amount.
- 8.3 Vacation Use - Vacations will be scheduled at the employee's request, subject to the needs of the Department. In the event scheduling conflicts occur, the employee with seniority will be given preference, provided the employee's request is submitted and received by the Employer prior to March 1.

ARTICLE 9 LEAVES

- 9.1 Sick Leave - Employees accumulate sick leave with pay at the rate of eight hours (8) per month of service; provided however, no employee may carryover greater than seven hundred twenty (720) hours from one calendar year to the next.
- 9.1.1 Use of Sick Leave - Physical illness or injury of the employee or an employee's child, doctor and dental appointments, as well as forced quarantine of the employee in accordance with State or community health regulations or care of any family member defined under the Family Care Act or State law will be approved grounds for sick leave. Sick leave may also be used for reasons authorized by Employer policy.

- 9.1.2 Sick Leave Verification - The Employer may require that the employee, after more than three (3) days of consecutive sick leave use, furnish verification of the need for sick leave according to Employer policy.
- 9.1.3 Annual Sick Leave Cashout - Should an employee's sick leave accrual exceed 720 hours at the end of a calendar year, the employee will receive compensation equal to twenty-five percent (25%) of the sick leave hours which exceed 720 hours at the employee's regular straight-time hourly rate of pay. Requests for sick leave cashout must be submitted to the Employer in writing on or before November 10.
- 9.1.4 On-the-Job Injuries - Whenever any employee suffers a temporary total disability due to an on-the-job injury, the following will apply:
- A. All on-the-job injuries will be promptly reported to their Department Head and the Administrative Services Director, or designee.
 - B. A letter from the employee's physician will be provided to the Administrative Services Director verifying the temporary total disability.
 - C. All time missed (time loss) due to temporary total disability will be reported on the employee's time card as sick, vacation and/or comp leave, and the employee will receive their regular pay from using such leave. Alternatively, the employee can choose not to use their accrued leave.
 - D. Upon the employee's receipt of the worker's compensation wage loss benefit check from the Department of Labor and Industries, the employee will endorse and deliver the check to the City (Administrative Services Director or the Sr. Acct. Clerk/Payroll).
 - E. Upon receipt of the Department of Labor and Industries check from the employee, the Employer will restore the employee's leave balance(s) in an amount equivalent to the time loss check. If an employee did not have enough accrued leave or chose not to use their accrued leave, then an amount equivalent to the time loss check will be credited and paid to the employee as sick leave.
 - F. During the period of temporary total disability, the employee will continue to receive all contracted benefits.
 - G. When an employee is unable to perform regular duties due to a job related injury or illness and the employee is able to work light duty, the employee will perform light duty tasks as the employer may require, subject to approval of the treating physician. A letter of said approval from the treating physician will be provided to the Administrative Services Director. An employee working light duty will receive regular wages for work performed.
 - H. Upon the employee's return to regular duty, a letter from the treating physician stating the employee is now able to return to regular duty will be provided to the Administrative Services Director.
- 9.2 Bereavement Leave - In the event of a death in the employee's immediate family, an employee will be granted forty (40) hours off with pay.

9.2.1 Definition of Immediate Family - The term "immediate family" is defined as:

- Spouse or spousal equivalent
- Children or stepchildren
- State registered domestic partner
- Parent,
- Sibling
- Mother-in-law, father-in-law, daughter-in-law, son-in-law
- Grandchild
- Grandparents, or
- Other relative living in the employee's household.

9.2.2 Release for Funeral - An employee may be excused by their Department Head to attend funeral services of a deceased City employee without loss of pay.

9.3 Disability/Pregnancy and Childbirth Leave - The Employer will comply with applicable statutes and regulations and will continue a Disability/Pregnancy and Childbirth Leave Policy.

9.4 Jury Duty and Other Court Duty Leave – It is the civic obligation of each employee to serve on a jury if called.

9.4.1 While on jury duty, or while appearing as a legally required witness in their official capacity as an employee of the Employer, an employee will receive full pay from the City. An employee will receive full pay when subpoenaed for a deposition, or appearing as a witness involving the employee's role as a City employee. An employee will not be paid for time served as a plaintiff, defendant, or witness in a civil matter not involving the employee's role as a City employee, unless that time is taken as accrued vacation leave.

9.4.2 The employee will endorse and deliver to the Employer the amount received from the court for jury duty or witness fees, exclusive of travel and parking.

9.4.3 Employees who are absent from work because of jury duty will retain seniority and all benefits. The time away will not affect vacation or sick leave accruals.

9.4.4 When an employee is waiting to be impaneled or released from jury duty or as a witness by the court during the employee's work day, the employee is to immediately inform an appropriate supervisor and report to work if requested to do so.

9.4.5 If an employee is summoned during a critical work period, the City may ask the employee to request a waiver from duty.

9.5 Leave of Absence without Pay – The Mayor may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, or pursuing an education. Such leaves shall not constitute a break in service.

- 9.5.1 Eligibility to Request Leave Without Pay - Only regular full-time and part-time employees who have satisfactorily completed their probationary period are eligible for leave without pay. The following requirements apply:
- 9.5.2 Accrued compensatory time, if any, and vacation leave must be exhausted prior to taking any leave without pay.
- 9.5.3 Leave may be granted to an employee for a period of up to ninety (90) days upon the approval of the City Administrator. Further extensions are at the discretion of the City Administrator.
- 9.5.4 An employee's benefits (except medical insurance) are suspended during the period of unpaid leave until the employee returns to work. Vacation, sick leave and/or any other benefits do not accrue while an employee is on leave without pay for more than a full month. Employees are required to pay their medical insurance costs for leaves in excess of thirty (30) days or may suspend medical insurance coverage for the remainder of the Leave of absence.
- 9.5.5 An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned.
- 9.5.6 An employee returning from a temporary disability may return to the same position or similar position at a comparable rate of pay.
- 9.5.7 If the leave without pay is due to an illness, the City may require a doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position.
- 9.6 Family Leave - The Employer will comply with applicable statutes, regulations and will continue its current Family Medical Leave Act Policy.
- 9.7 Washington State Paid Family Medical Leave – Eligible employees are covered by Washington's Paid Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits is established by Washington law and is therefore independent of this Agreement. Employees will pay through payroll deductions the maximum allowable charges for both family leave and medical leave premiums, as stated by RCW 50A.10.030 and updated annually by the Employment Security Department. The Employer will pay any remaining portion as required by law.

ARTICLE 10 HEALTH AND WELFARE

- 10.1 Medical Insurance - The Employer will pay each month one hundred percent (100%) of the premium necessary for the purchase of employee and dependent coverage under the Association of Washington Cities, Regence Blue Shield, AWC HealthFirst 250 Plan for year 2015 and thereafter.
- 10.1.1 Preventive Care - The Employer will pay the cost for all preventative vaccinations as needed by employees for occupational related diseases (i.e. Tetanus, Hepatitis B etc.) not otherwise covered by the health plan.

- 10.1.2 **Employer Funded HRA** – The Employer will fund the following amounts in a Health Reimbursement Account (HRA); three thousand dollars (\$3,000.00) per year for one employee, six thousand dollars (\$6,000.00) per year for an employee and eligible dependents. There will be no roll-over from year to year. Employees will be provided with a debit card linked to the HRA account to pay for federally approved eligible expenses.
- 10.2 **Dental Insurance** - The Employer will pay each month one hundred percent (100%) of the premium necessary for the purchase of employee and dependent coverage under the Association of Washington Cities, Washington Dental Service, Plan F.
- 10.2.1 **Orthodontia** - The Employer will pay one hundred percent (100%) of the premium necessary to provide for two thousand dollars (\$2,000.00) Orthodontia Plan V coverage of Orthodontia treatments for the employee, spouse and dependents.
- 10.3 **Vision Insurance** - The Employer will pay each month one hundred percent (100%) of the premium necessary for the purchase of employee and dependent coverage under the Association of Washington Cities, Vision Service Plan (\$10.00 deductible).
- 10.4 **Life Insurance** - The Employer will pay each month one hundred percent (100%) of the premium necessary to purchase Group Basic Term Life Insurance for each employee at the fifty thousand dollar (\$50,000.00) benefit level under the Association of Washington Cities Group Life Insurance Plan naming a beneficiary selected by the employee.
- 10.5 **Deferred Compensation Match** - The Employer matches an employee's contribution to the Employer provided Deferred Compensation Plan up to two hundred dollars (\$200.00) per month.
- 10.5.1 **Deferred Compensation Contribution** - The Employer contributes fifty dollars (\$50.00) per month to the Deferred Compensation Plan of each employee who is represented under this agreement. This fifty dollar (\$50.00) contribution does not require a match by the employee.
- 10.5.1.1 **Enrollment in Deferred Compensation** - It is the employee's responsibility to enroll in the Deferred Compensation Plan. The contribution cited in Section 10.5.1 begins at the employee's enrollment date.

ARTICLE 11 MISCELLANEOUS

- 11.1 **Safety Equipment and Protective Gear** - The Employer will furnish all required and necessary protective gear and safety equipment.
- 11.2 **Clothing Allowance** - Beginning in 2024, the Employer will provide a clothing allowance of seven hundred and fifty dollars (\$750.00) once per year in February to each field worker in the Parks & Public Works Department. An employee who separates service after February will return a prorated portion of the allowance back to the Employer in their final paycheck, unless waived by the Employer. New employees will receive a prorated amount of the allowance upon hire. The clothing purchased will be appropriate work attire for the employee's job duties, as determined by the supervisor, and will include:

- pair dark blue denim jeans
 - hats (solid in winter, mesh in summer)
 - coveralls as needed for mechanics
 - insulated coveralls
 - foul weather gear
 - appropriate safety footwear
 - one winter weight jacket and one light weight jacket
- 11.2.1 The Employer will provide each Parks & Public Works Department field worker five (5) long-sleeve shirts or sweatshirts and five (5) short-sleeve shirts within six (6) months of the execution of this Agreement, and as needed thereafter.
- 11.2.2 Office-Clerical Workers - The Office-Clerical workers, as outlined in Article IV, will receive two (2) shirts each year. The shirts must be approved by the Employer and bear the City of Snoqualmie logo. Additionally, these employees will receive one (1) lightweight jacket every other year, as needed.
- 11.2.3 The shirts, coats and hats will have the "City of Snoqualmie" logo and employee names on them. Employees in the Public Works Department as outlined in Article IV, Section 4.8, are required to wear the Employer provided uniforms while at work.
- 11.2.4 Police Department Workers - The Police Support Officer and Evidence Technician positions receive one (1) pair of standard department footwear, three (3) pairs of pants, three (3) shirts, and one light weight jacket, as needed and approved by the Police Chief. Replacement is on a fair wear and tear basis.
- 11.2.5 All uniforms and equipment issued by the Employer to each employee remain the property of the Employer, including all clothing containing a City logo. Employees are responsible for the cleaning of their clothing and they are expected to begin each workday in clean and presentable clothing.
- 11.3 Training - Training which an employee is required to attend by the Employer which is not part of the employee's regular schedule will be paid at the overtime rate with a maximum of eight (8) hours per day; provided that temporary employees will be paid their hourly rate for time in such training. An employee is not eligible for any overtime resulting from attendance at any training school or session in lieu of a scheduled work day (maximum regularly scheduled number of shift hours), provided, training and travel time does not exceed the regular scheduled days work. Any time spent in excess of the regular scheduled day will be paid at time and one-half (1-1/2) the employee's regular rate of pay.
- 11.3.1 Employees who attend training that requires overnight accommodations will be paid at the straight-time rate for all travel and lodging time associated with the training with a maximum of eight (8) hours per day or regularly scheduled work shift; provided that they are traveling during a regularly scheduled work day, or if on a day off and the training was voluntary, no compensation will be paid for travel and lodging time. Pay for travel time will be as provided by applicable state or federal law.

- 11.4 Higher Classification - In the event an employee is assigned to work by their department head with the approval of the City Administrator in a higher classification in the bargaining unit than that to which the employee is regularly assigned for a period of three (3) consecutive work days or more, the employee will be paid at the next higher rate of pay in the higher classification with a minimum increase of five percent (5%) and a maximum increase of ten percent (10%) and provided further, that this provision does not apply when the employee is in training status. An employee assigned on an interim basis outside the bargaining unit will be compensated in accordance with a side MOU.
- 11.5 Job Descriptions – A job description will be maintained for every position. The Employer will conduct reviews of job descriptions as needed.
- 11.6 Benefits for Regular Part-Time Employees - Regular part-time employees will receive holidays, vacation, leaves and health and welfare benefits on a pro rata basis. For example, if a regular part-time employee normally works twenty (20) hours per week and the department's normal work week is forty (40) hours, the employee will receive 20/40ths, or fifty percent (50%) of the benefits received by a full-time employee.
- 11.7 Drug and Alcohol Testing - Employees required to have a Commercial Drivers License (CDL) are subject to the Drug and Alcohol Testing Policy and Procedure as agreed to by the Union and the Employer.
- 11.8 Non-Disclosure Agreement - In order to protect the Employer's confidential information to which IT department employees have access in the performance of their job responsibilities, IT department employees will sign a Non-Disclosure Agreement in the form attached hereto as Appendix B as a condition of employment.

ARTICLE 12 MAINTENANCE OF STANDARDS

- 12.1 It is not the intent of the parties to reduce the hourly rates of pay or benefits that are not expressly amended by this Agreement. The parties agree to review any unintended consequence that may be affected by the Agreement.

ARTICLE 13 DISCIPLINE

- 13.1 Just Cause. Without just cause, the Employer will not discipline an employee who has successfully completed probation.. Probationary employees may not use the grievance procedure to contest any discipline or termination decision by the City.
- 13.2 Delivery of Discipline. A copy of discipline will be sent to the Union at such time it is presented to the employee.
- 13.3 Progressive Discipline. Discipline will be progressive unless the gravity of the offense or extenuating circumstances justify a more severe response. Theft, gross insubordination, intoxication on duty, workplace violence, and/or issues of parallel magnitude may result in immediate discharge.

- 13.4 Timeline. Discipline will be issued within thirty (30) calendar days after the conclusion of the investigation absent extenuating circumstances. If an investigation takes longer than thirty (30) calendar days, an update will be provided to the employee and the Union. Time limitations contained in this section do not apply to any discipline issued based on conduct that would violate any statute, regulation, ordinance or policy prohibiting discrimination and/or harassment.
- 13.5 Written reprimands will not be used for progressive discipline purposes after twenty-four (24) months, unless there is a pattern of similar behavior..

ARTICLE 14 GRIEVANCE PROCEDURE

- 14.1 A grievance is an alleged violation of the express provisions of this Agreement arising during the term of this Agreement. It is the intent of the parties that the following procedure is the exclusive remedy for resolving grievances. The employee has the right to Union representation during the grievance procedure. The employee, the Union or the Employer can file a grievance at Step One.
- 14.1.1 Timelines. When the term "days" is used in this Article, it refers to calendar days. If the last day of a timeline lands on a weekend or holiday, the time line is automatically extended to the next business day at 5:00 P.M. By mutual written agreement between the Employer and the Union, timelines contained in this Article may be extended.
- 14.2 Step One - The grievance must first be presented to the employee's Department Head or designee in writing containing: (a) the facts on which the grievance is based; (b) a reference to the provision in this agreement allegedly violated; and (c) the remedy sought. The grievant must submit the grievance within fourteen (14) calendar days of its occurrence or reasonable knowledge of the occurrence, otherwise the grievance is invalid and subject to no further processing.
- The Department Head or designee will meet with the employee or Union representative within fourteen (14) calendar days and issue a written response to the grievance within fourteen (14) calendar days of the meeting.
- 14.3 Step Two - If the grievance is denied at Step One, the grievance must be submitted to the Mayor or designee by the employee or Union representative within fourteen (14) calendar days of the Step One response. The Mayor or designee will meet with the employee and/or Union representative within ten (10) calendar days and issue a written response within fourteen (14) calendar days after the meeting.
- 14.4 Step Three - If the grievance is denied at Step Two, the Union may request the grievance be referred to a neutral third party within twenty (20) calendar days of the Step Two response by sending written notice to the Mayor. Representatives from the Employer and the Union will consult within seven (7) calendar days to attempt to agree on an arbitrator. If the parties cannot agree, the parties will jointly request the Federal Mediation and Conciliation Service (FMCS) to provide a list of nine (9) arbitrators with offices in Washington or Oregon. The Employer and the Union will alternatively strike from the list until one name remains. The order of striking will be determined by coin toss, the loser striking the first name. The one name remaining will be the arbitrator.

- 14.5 The arbitrator will hold a hearing at which the parties may submit their case concerning the grievance. The arbitrator has no power to render a decision that adds to, subtracts from, alters, changes or modifies the terms of this Agreement. The arbitrator's power is limited to interpretation and application of the express terms of this Agreement. The decision of the arbitrator is final and binding on the Employer, the Union and the employees involved.
- 14.6 The cost of the Arbitrator will be borne equally by the Employer and the Union. Each party bears its costs of presenting its own case including attorney's fees.
- 14.7 There may be some instance where an outside agency or party may be used for mediation of a grievance, if both the Employer and Union agree.
- 14.8 The arbitrator's decision will be issued in writing within thirty (30) calendar 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.

ARTICLE 15 MANAGEMENT RIGHTS

- 15.1 **Management Rights** - The Union recognizes any and all rights, powers and authorities, which are not modified by this agreement, as being retained by the Employer. These rights include but are not limited to the following:
- To maintain efficiency and to make, alter, and enforce reasonable policies and procedures to be observed by the employees.
 - To direct, hire, promote, transfer, and for just cause, suspend, issue oral and/or written reprimands, or dismiss employees.
 - To evaluate jobs and positions, classify positions, establish qualification requirements of employees and specify the employee's duties and work hours.
 - To manage and operate City services in all respects and without restrictions.
 - To establish the services to be rendered, the methods, the work procedures, the type of equipment to be used; to select, control and direct the use of all materials required in the operation of the service provided and performed.
 - To schedule work, to make, alter and enforce policies and regulations governing the use of material, equipment and services that may be deemed necessary.
 - To contract out any work it deems necessary in the interests of efficiency, economy, improved work product or emergency. There will be no reduction of positions or workforce as a result of contracting out in the classifications that the contracted work is to be performed or is performed.
 - To assign bargaining unit work to temporary replacement employees.

15.2 The above is intended to be exclusive and does not exclude any historical or normal rights of management.

ARTICLE 16 SEPARABILITY AND SAVINGS

16.1 Should any provision of this Agreement be held invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance with or enforcement of any provision is restrained by such tribunal, the remainder of this Agreement will not be affected and the parties will enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement of such provision.

ARTICLE 17 PERSONNEL POLICIES

17.1 The City's Personnel Policies as they now exist or may hereafter be amended apply to all matters not expressly covered by this Collective Bargaining Agreement. The City will give the Union at least thirty (30) calendar days notice of its intent to amend the Personnel Policies. The Union reserves the right to bargain changes in the Personnel Policies, provided that such bargaining obligations will apply to the impacts of City changes required to meet mandates by State or Federal Law.

ARTICLE 18 DURATION

18.1 This Agreement shall be effective January 01, 2023 and shall remain in full force and effect through December 31, 2026.

18.2 Notwithstanding the provisions of Section 18.1, this Agreement and all of its terms and provisions shall continue to remain in full force and effect during the course of negotiations on a new Labor Agreement until such time as the terms of a new Agreement have been reached or an impasse has been reached and declared by the Employer and/or the Union, whichever is the sooner; provided however, in no event shall an impasse be declared earlier than one (1) year following the expiration date of this Agreement.

18.3 The parties agree to begin bargaining for a successor agreement no later than October of 2026.

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

By


Chad Baker, Secretary-Treasurer

Date

12/28/23

CITY OF SNOQUALMIE, WASHINGTON

By


Katherine Ross, Mayor

Date

1/2/2024

APPENDIX "A"
to the
A G R E E M E N T
by and between
CITY OF SNOQUALMIE, WASHINGTON
and
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763

January 01, 2023 through December 31, 2026

THIS APPENDIX is supplemental to the AGREEMENT by and between the CITY OF SNOQUALMIE, WASHINGTON, hereinafter referred to as the Employer, and PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS LOCAL UNION NO. 763, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the Union.

- A.1 Effective January 01, 2023, classification covered by this Agreement shall be as follows:

Old Job Title	New Job Title	Grade
	Stormwater & Urban Forestry Superintendent	10
Wastewater Supervisor	Wastewater Superintendent	10
Parks Supervisor	Parks & Streets Superintendent	10
Water Division Supervisor	Water Division Superintendent	10
Fleet & Facilities Supervisor	Fleet & Facilities Superintendent	10
Project Engineer	Project Engineer	8
Systems Engineer	IT Systems Engineer	8
Senior Planner	Senior Planner	7
	Wastewater Lead L4	7
Urban Forester	Stormwater & Urban Forestry Maint. Tech. L3	7
	Fleet Mechanic L3	6
Police Support Officer	Police Support Officer	6
Senior Operator	Wastewater Senior Operator L3	6
Senior Mechanic	Fleet Mechanic L3	6
	Wastewater Senior Industrial Maintenance Tech L3	6
Financial Analyst	Budget Analyst	6
Associate Planner	Associate Planner	5
Parks Lead Worker	Park & Street Maintenance Technician L3	5
Laboratory Analyst	Wastewater Laboratory Analyst L3	5
IT Systems Support	IT Systems Support	5
GIS Systems Analyst	GIS Systems Analyst	5
Mechanic II	Fleet Mechanic L2	5
Deputy Building Official	Deputy Building Official	5
	Irrigation Maintenance Technician L3	5

Old Job Title	New Job Title	Grade
Building Inspector	Building Inspector	4
Utility Inspector	Utility Inspector	4
Accountant	Accountant	4
Administrative Coordinator	Administrative Specialist L3	4
	Wastewater Industrial Maint. Technician L2	4
Facilities Tech II	Facilities Maintenance Technician L2	4
Maintenance Tech II	Water Maintenance Technician L2	4
Operator II	Wastewater Operator L2	4
	Stormwater & Urban Forestry Maint. Tech. L2	4
Service Desk Technician	Service Desk Technician	4
Senior Account Clerk	Financial Specialist L3	4
Evidence Records Technician	Evidence Records Technician	4
Assistant Planner	Assistant Planner	3
Administrative Assistant II	Administrative Specialist L2	3
Communications Assistant	Administrative Specialist L2	3
Administrative Assistant	Administrative Specialist L1	3
	Water Maintenance Technician L1	3
	Wastewater Operator L1	3
	Facilities Maintenance Technician L1	3
	Fleet Mechanic L1	3
Receptionist - Office Assistant	Financial Specialist L1	2
Permit Technician/Account Clerk	Permit Technician	2
Planning Technician	Planning Technician	2
Parks Maintenance Worker	Park & Street Maintenance Technician L2	2
Records Technician	Records Technician	2
	Park & Street Maintenance Technician L1	1

A.2 Effective January 01, 2023, the hourly rates of pay for each classification covered by this Agreement shall be as follows: (60th Percentile with 6% COLA)

Job Title	Grade	1	2	3	4	5	6	7
Stormwater & Urban Forestry Superintendent	10	\$50.84738	\$53.81352	\$56.77965	\$59.74578	\$62.71191	\$65.67804	\$68.64417
Wastewater Superintendent	10	\$50.84738	\$53.81352	\$56.77965	\$59.74578	\$62.71191	\$65.67804	\$68.64417
Parks & Streets Superintendent	10	\$50.84738	\$53.81352	\$56.77965	\$59.74578	\$62.71191	\$65.67804	\$68.64417
Water Division Superintendent	10	\$50.84738	\$53.81352	\$56.77965	\$59.74578	\$62.71191	\$65.67804	\$68.64417

Job Title	Grade	1	2	3	4	5	6	7
Fleet & Facilities Superintendent	10	\$50.84738	\$53.81352	\$56.77965	\$59.74578	\$62.71191	\$65.67804	\$68.64417
Project Engineer	8	\$44.00019	\$46.56687	\$49.13355	\$51.70023	\$54.26690	\$56.83358	\$59.40026
IT Systems Engineer	8	\$44.00019	\$46.56687	\$49.13355	\$51.70023	\$54.26690	\$56.83358	\$59.40026
Senior Planner	7	\$40.93027	\$43.31790	\$45.70554	\$48.09317	\$50.48080	\$52.86843	\$55.25607
Wastewater Lead L4	7	\$40.93027	\$43.31790	\$45.70554	\$48.09317	\$50.48080	\$52.86843	\$55.25607
Stormwater & Urban Forestry Maint. Tech. L3	7	\$40.93027	\$43.31790	\$45.70554	\$48.09317	\$50.48080	\$52.86843	\$55.25607
Water Maintenance Technician L3	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Fleet Mechanic L3	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Police Support Officer	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Wastewater Senior Operator L3	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Wastewater Senior Industrial Maintenance Tech L3	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Budget Analyst	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Deputy Building Official	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
Associate Planner	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
Park & Street Maintenance Technician L3	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
Wastewater Laboratory Analyst L3	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
Irrigation Maintenance Technician L3	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
IT Systems Support	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466

Job Title	Grade	1	2	3	4	5	6	7
GIS Systems Analyst	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
Fleet Mechanic L2	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
Accountant	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Financial Specialist L3	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Irrigation Maintenance Technician L3	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Water Maintenance Technician L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Wastewater Operator L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Stormwater & Urban Forestry Maint. Tech. L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Facilities Maintenance Technician L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Administrative Specialist L3	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Stormwater & Urban Forestry Maint. Tech. L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Wastewater Industrial Maint. Technician L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Water Maintenance Technician L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Service Desk Technician	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Building Inspector	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Utility Inspector	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Evidence Records Technician	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Assistant Planner	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Administrative Specialist L2	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505

Job Title	Grade	1	2	3	4	5	6	7
Financial Specialist L1	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Water Maintenance Technician L1	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Wastewater Operator L1	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Facilities Maintenance Technician L1	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Fleet Mechanic L1	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Park & Street Maintenance Technician L2	2	\$29.30951	\$31.16126	\$33.01301	\$34.86475	\$36.71650	\$38.56825	\$40.42000
Administrative Specialist L1	2	\$29.30951	\$31.16126	\$33.01301	\$34.86475	\$36.71650	\$38.56825	\$40.42000
Permit Technician	2	\$29.30951	\$31.16126	\$33.01301	\$34.86475	\$36.71650	\$38.56825	\$40.42000
Planning Technician	2	\$29.30951	\$31.16126	\$33.01301	\$34.86475	\$36.71650	\$38.56825	\$40.42000
Records Technician	2	\$29.30951	\$31.16126	\$33.01301	\$34.86475	\$36.71650	\$38.56825	\$40.42000
Park & Street Maintenance Technician L1	1	\$27.26442	\$28.85485	\$30.44527	\$32.03570	\$33.62612	\$35.21655	\$36.80697

- A.3 Effective January 1, 2024, the rate of pay for each classification covered by this Agreement shall be increased by four percent (4%).
- A.4 Effective January 1, 2025, the rate of pay for each classification covered by this Agreement shall be increased by 100% of the Seattle-Tacoma-Bellevue CPI-W (June to June) with a minimum of 1% and a maximum of 3.5%.
- A.5 Effective January 1, 2026, the rate of pay for each classification covered by this Agreement shall be increased by 100% of the Seattle-Tacoma-Bellevue CPI-W (June to June) with a minimum of 1% and a maximum of 3.5%.
- A.6 Each Step is automatic after 12 months.
- A.7 The hourly rates of pay for Temporary employees covered by this Agreement as defined in Article 1.4 shall be as follows:

\$17.00 or minimum wage, whichever is higher

The City has the discretion to increase the Temporary employee wage on an annual basis at the same rate as the across-the-board increase identified in this Agreement.

- A.8 Longevity Pay - All employees will receive monthly Longevity Pay in addition to their monthly rates of pay as follows:

<u>SERVICE TIME</u>	<u>PERCENTAGE OF BASE MONTHLY WAGE</u>
After 5 years	1%
After 10 years	2%
After 15 years	4%
After 20 years	5%

- A.9 Labor Management Committee – The Labor Management Committee will meet for the purposes of establishing an open dialogue and discussion of issues that are not covered by this agreement. The Committee will consist of the Union Shop Stewards and at least two members of management, for example, City Administrator and a Department Head. The Committee will meet at the request of either the Employer or the Union.

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

By



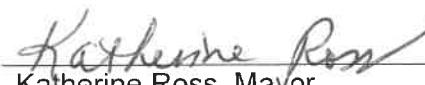
Chad Baker, Secretary-Treasurer

Date

12/28/23

CITY OF SNOQUALMIE, WASHINGTON

By



Katherine Ross, Mayor

Date

1/2/2024

APPENDIX "B"
to the
A G R E E M E N T
by and between
CITY OF SNOQUALMIE, WASHINGTON
and
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763

January 01, 2023 through December 31, 2026

THIS APPENDIX is part of the AGREEMENT by and between the CITY OF SNOQUALMIE, WASHINGTON, hereinafter referred to as the Employer, and PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS LOCAL UNION NO. 763, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the Union.

The parties agree that as a condition of employment, IT department employees are required to sign a Non-Disclosure Agreement in the following form:

THIS NON-DISCLOSURE AGREEMENT is given by the undersigned, hereinafter "the Employee," to the City of Snoqualmie, hereinafter "the Employer," in consideration of Employer's employment of Employee.

I. RECITALS

- A. Employee is employed by Employer in a position within the IT Department, which position is within the bargaining unit represented by Teamsters Local 763, hereinafter "the Union."
- B. Employee's job responsibilities may from time to time include monitoring computer use by other employees to guard against misuse of the Employer's computer system, including email policies, Web browsing policies, storage, use or dissemination of pornography; storage, use or dissemination of illegal music or video files; and other similar violations of Employer's email and computer use policies.
- C. In order to perform the job duties of IT System Support, Employee necessarily has the abilities and responsibilities as may be directed:
 1. To remotely monitor and control all computers connected to the City's network, and to capture and print screen shots without the user's knowledge;
 2. To log internet sites visited by users of all computers connected to the City's network;
 3. To open and review emails of any user of the City's network email system;
 4. To view and modify the properties of any computer file, including the date created and date modified;
 5. To copy, open, view, modify, delete or otherwise manipulate any computer file, either on the City's network servers or on the local drives of City-owned computers; and
 6. To restore and retrieve any deleted file or email message.

- D. Employer maintains information in computer files and conducts communications by email. Some of Employer's information and communications is confidential in nature as relating to labor policy, strategy or negotiations, discipline, administrative or court proceedings, or other similarly confidential topics, hereinafter "the Employer's Confidential Information."
- E. Employee through exercise of the abilities set forth in Recital C has access to the Employer's Confidential Information, misuse of which could cause irreparable harm to Employer.
- F. Employee's access as a member of the Union to Employer's Confidential Information creates a potential conflict of interest, which it is the purpose of this Non-Disclosure Agreement to address.

II. AGREEMENT

- 1. Employee will not disclose to any person any information or communications obtained or observed in the course of Employee's employment, except as specifically requested and directed by the City Administrator, or by any person to whom the City Administrator has delegated such authority in writing. The term "person" as used herein includes any organization of any nature whatsoever. This includes not only the copying, forwarding or printing emails or computer files but also providing written or verbal descriptions of information or communications obtained. This applies to all information and communications maintained on Employer's computer system or backups thereof.
- 2. Employee will not disclose the existence, nature or content of any emails or computer files Employee recognizes as related in any way to Employer's Confidential Information. In the event Employee in the course of monitoring computer use of other employees or elected or appointed City officials or their attorneys or consultants observes any email, document, or keystrokes Employee recognizes as related in any way to Employer's Confidential Information, Employee will cease monitoring the same, log the occurrence and provide a weekly report of all occurrences logged to the City Administrator.
- 3. Violation of this Agreement constitutes cause for discipline pursuant to the City's disciplinary policies. Intentional disclosure of any of Employer's Confidential Information constitutes cause for immediate termination of employment, subject to applicable provisions of the collective bargaining agreement.

Print Name: _____

Signed: _____

Date: _____

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

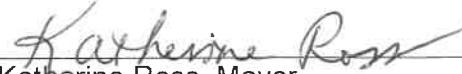
CITY OF SNOQUALMIE, WASHINGTON

By



Chad Baker, Secretary-Treasurer

By



Katherine Ross, Mayor

Date

12/28/23

Date

1/21/2024