COLLECTIVE BARGAINING AGREEMENT
BY AND BETWEEN

THE CITY OF BREMERTON

AND

GENERAL TEAMSTERS LOCAL UNION NO. 589

January 1, 2016 through December 31, 2018

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BY AND BETWEEN
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AND
GENERAL TEAMSTERS LOCAL UNION NO. 589

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AGREEMENT
BY AND BETWEEN
CITY OF BREMERTON
and
GENERAL TEAMSTERS LOCAL UNION NO. 589
JANUARY 1, 2016 THROUGH DECEMBER 31, 2018

PREAMBLE

This Agreement is made and entered into pursuant to the provisions of RCW Chapter 41.56 by and between the City of Bremerton, a municipal corporation of the State of Washington, hereinafter known as the "City", and the General Teamsters Local Union No. 589 hereinafter known as the "Union" for the purpose of setting forth the wages, hours and working conditions which will be in effect during the term of this agreement for employees included in the bargaining unit described in Article 2 below.

ARTICLE 1 NON-DISCRIMINATION

1.1 **Non-Discriminatory Application** – The provisions of this Agreement will be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, religion, national origin, political affiliation; or mental, physical or sensory handicap, unless based upon a bona fide occupational qualification.

1.2 **Non-Discrimination-Union Activity** – The provisions of this Agreement will be applied equally to all employees in the bargaining unit without discrimination as to Union affiliation or legal Union activity or lack thereof. The City and the Union will each be responsible for complying with this provision.

ARTICLE 2 RECOGNITION

2.1 **Represented Employees** – The City recognizes the Union as the sole and exclusive bargaining representative for the purpose of negotiations concerning wages, hours and conditions of employment for all full-time employees in regular positions and part-time employees in regular positions in classifications set forth in Appendix A and such classifications as may be added to the bargaining unit during the term of this Agreement by mutual agreement or by official action of the Public Employment Relations Commission.

2.2 **Classifications Excluded** – The classifications of elected officials, appointed officials on part-time boards and commissions, city attorneys, Department Directors and their assistants, and supervisors (unless specified in the union recognition section) are not included and will not be added to the bargaining unit.

2.3 **Employees Excluded:**

2.3.1 **Seasonal employees** are employees used by the City to handle peak work load periods. Seasonal positions will be used for no more than eight (8) months in a calendar year in accordance with City Policy. Seasonal employees transferred from one seasonal position to another seasonal position remain subject to eight (8) months total aggregate employment.

2.3.2 **Temporary employees** are employees used by the City for specific projects or programs, or to replace employees temporarily unable to work per Article 28.1.

2.3.3 **Project temporary employees** are assigned for the term of a specific project or program and may not exceed one (1) year; provided, however, that the term of the assignment may be extended up to a maximum of three (3) additional months by mutual agreement of the parties.

2.3.4 All other temporary employees shall be excluded from the bargaining unit with the understanding that neither the employees nor the positions will be used for more than a total of 12 months.

2.3.5 **Confidential** employees regardless of the classification they occupy.

2.4 **New Classifications** – In the event the City creates a new position or reclassifies an existing position proposed to be exempt from the bargaining unit, the Union will be notified in writing. In the event that the Union disputes the City's proposed exemption of the new position from the bargaining unit, the Union will provide written notice specifying the reasons for dispute within thirty (30) calendar days of receipt of written notice from the City. In the event that the City and the Union are unable to resolve the dispute, either party may refer the issue to the Public Employment Relations Commission for resolution.

2.5 **Emergency/Disaster Worker** - During an emergency, disaster, or catastrophic event as defined under RCW 35.50.010.6(a), which places life or property in jeopardy, employees may be assigned to any disaster service activity that promotes the protection of the public health and safety. Assignment might require serving at a location, at times and/or under conditions that significantly differ from an employee's normal work assignments; this may include assignments to perform work outside of the bargaining unit. As an employee of the City of Bremerton, the employee may be directed to perform a role other than their regular job, by a superior or by law. An employee may be called on to perform services as an Emergency/Disaster Worker as defined in RCW 38.52.010(4), subject to the provisions of RCW Chapter 38.52. An employee's rate of pay will not be reduced as a result of such assignments.

ARTICLE 3 UNION DUES

3.1 **Dues Deductions** – Based upon mutual agreement, regular monthly union membership initiation fees, dues, agency fees and assessments will be deducted by the City from the pay of those employees who provide written authorization to the City to make such deductions. The City will transmit the total amount of deductions to the Union along with a list of employees and their Union-related deductions.

3.2 **Maintenance of Membership** – An employee covered by this Agreement who is a member of the Union on or after the execution of this Agreement will remain a member in good standing. Good standing will be defined as tendering of uniformly required periodic dues. Failure of such an employee to abide by the foregoing provision will constitute cause for discharge of the employee, provided that when an employee fails to fulfill the above obligation, the Union will provide the employee thirty (30) days notification in writing of the Union's request to the City to initiate discharge action and during this period the employee may make restitution in the amount which is overdue. Should the employee make such restitution, the request for discharge will be withdrawn.

3.3 **New Employees** – New employees employed during the life of this Agreement will, within thirty (30) days of their respective date of employment or upon the inclusion of their position in the bargaining unit, achieve good standing in the Union and will thereafter maintain such good standing as a condition of employment. Good standing will be defined as tendering of uniformly required periodic dues and fees. Failure of such an employee to abide by the foregoing provision will constitute cause for discharge of such employee subject, however, to the same requirement for notification and opportunity for restitution as specified in Section 3.2 above. The City will notify the Union of newly employed bargaining unit employees as they are hired so a shop steward may be available at time of orientation. It shall be understood that new employees do not have the option to donate money to charity in lieu of paying dues, unless it is due to the bona fide religious tenets or teaching of a church or religious body of which the employee is a member. The employee will pay an amount of money equivalent to regular Union dues and fees to a non-religious charity or to another organization mutually agreed to between the employee and the Union.

3.4 **Union Security** – All bargaining unit employees not currently paying dues shall be required to pay dues or donate an equal amount to a qualified charity as identified under IRS Code 501 C (3). Those employees donating money to a charity in lieu of the payment of periodic dues, shall be required by the Union to produce proof of payment to the charity. Failure of such an employee to abide by the foregoing provision will constitute cause for discharge of the employee, provided that when an employee fails to fulfill the above obligation, the Union will provide the employee thirty (30) days notification in writing of the Union's request to the City to initiate discharge action and during this period the employee may make restitution in the amount which is overdue. Should the employee make such restitution, the request for discharge will be withdrawn. (The intent of this language is to address those current employees donating money to a charity in lieu of periodic dues payments).

3.5 **Indemnification** – The Union will indemnify and hold the City harmless from any and all liability resulting from the dues and fees deduction provisions specified in this Article.

ARTICLE 4 UNION ACCESS

4.1 **Union Representatives** – The Union will provide written notice to the City of the names of the officials authorized to represent the Union. The City will provide reasonable access to City facilities to such authorized representatives for the purpose of investigating grievances and other legitimate Union business provided that such access does not unreasonably interfere with the work and duties of an affected employee or of other on-duty employees.

4.2 **Shop Stewards** – The Union will have the right to appoint six (6) Shop Stewards. The Union will make every reasonable effort to have no more than four (4) stewards from the same department.

4.2.1 The Union will provide written notification to the Human Resources Manager of the name and assigned areas of all Shop Stewards appointed by the Union. The City will provide reasonable access to employee work places to Shop Stewards for the purpose of investigating grievances provided that such access does not unreasonably interfere with the work and duties of an affected employee or of other on-duty employees. A Shop Steward will obtain the permission of his or her supervisor and the supervisor of the affected employee prior to contacting an employee during work hours. A Shop Steward may perform his or her Steward duties on City paid work time provided that such duties do not unreasonably interfere with the Steward's ability to perform the duties of his or her position with the City. In no event, however, will a City employee who is a Shop Steward be granted more than five (5) hours of paid work time for the purpose of investigating and resolving a single grievance. It shall be understood that the five (5) hours maximum does not mean five (5) hours per workday, but five (5) hours total time.

4.3 **Union Bulletin Boards** – The City shall provide the Union with bulletin boards at reasonable locations for its use in communicating with its members. Union Bulletin Boards shall be used exclusively to post Union notices of meetings, social events, job postings, and other related union business. It shall be the responsibility of the shop stewards to monitor the bulletin boards to ensure they are being utilized for those purposes only.

ARTICLE 5 WAGES

5.1 **Pay Rates**

- **Effective January 1, 2016, Appendix "A" reflects a 2% general wage increase.**
- **Effective January 1, 2017, Appendix "A" will reflect a 2.25% general wage increase.**

- **Effective January 1, 2018, Appendix "A" will reflect a 2.25% general wage increase.**

5.2 **New Employees** – A new employee's pay rate will be set at first step of the pay scale; however, a new employee may have his or her pay rate set at a higher step based upon relevant years and type of prior paid work experience. Placement of a new employee's pay rate at a step higher than the first step must be approved by the Department Director, the Human Resources Manager and Financial Services.

5.33 **Advancement through Pay Rates** – Advancement through the pay rates from the first step through the final step of the pay range will occur upon completion of the prescribed number of months or year(s) of continuous employment since the employee's last annual pay step increase, provided, the City may withhold a step increase for work performance that does not "Meet Expectations". A step increase may be withheld for a maximum of twelve (12) months, during which time the employee will receive monthly evaluations. The employee's immediate supervisor will notify the employee in writing of expected failure to meet expectations at least thirty (30) days prior to the due date of the work performance evaluation. If such notice is not provided the step increase will not be withheld. The withholding of a step increase will not change the employee's current anniversary step date for pay purposes. In the event that the employee "meets expectations" at one of the monthly evaluations during the subsequent 12 months, they will receive a step increase effective as of the due date of that monthly evaluation. It shall be understood that the increase will not be applied retroactively to the month(s) in which the employee received a rating below 'meets expectations". In the event an employee is on approved leave of absence without pay, in excess of eighty (80) consecutive work hours, the employee's next pay rate advancement date will be extended by the actual number of days the employee was absent on such leave.

5.4 **Pay Rate upon Reclassification**

5.4.1 **Reclassification/downgrade to a lower classification** - In the event an employee is reclassified from one classification to another classification which is at a lower pay range or, if an employee's classification is downgraded from one pay range to a lower pay range, the employee's pay rate at the lower pay range will be set at that step which is closest to, equal to, but not greater than the pay rate he or she was receiving at the former pay range. All time the employee had served at the former step toward advancement to the next step of the former pay range will be used in determining the time required to advance to the next step of the new pay range. If the employee is at final step or beyond the final step in the new pay range, then his/her pay rate shall remain frozen at that rate until such time as the final step provides for an increase. This section shall not apply to an employee who is demoted, which falls under Article 34, Section 34.3.4.

5.4.2 **Reclassification/upgrade to a higher classification** - In the event an employee is reclassified from one classification to another classification in a higher pay range the employee will receive no less than the entry level step of the new pay range or a five

percent (5%) pay increase, whichever is greater; provided that no employee is thereby advanced beyond the final step of the higher pay range. The employee's advancement to the next step in the new pay range will be based on the effective date of the reclassification to the new pay range. This section shall not apply to an employee who is promoted, which falls under Article 36, Section 36.1.2.

5.5 **Base hourly rate of pay defined** – The base hourly rate of pay is that which is shown in Appendix "A", for each classification, which reflects the pay grade and pay step at which an employee is being paid on an hourly basis excluding longevity.

5.6 **Longevity Pay** – Longevity pay will be applied to the base hourly pay rate of each employee for years of completed continuous employment on the following basis:

0 through 5 years' continuous employment	0%
Commencing 6 through 10 years' continuous employment	1%
Commencing 11 through 15 years' continuous employment	2%
Commencing 16 through 20 years' continuous employment	3%
Commencing 21 years and over continuous employment	4%

5.7 **Premium Conditions (not included in base hourly rate of pay)**

5.7.1 **Standby** - An employee is placed on standby duty when the City requires the employee to be immediately available to report for work other than during his/her normal scheduled hours of work. When standby is implemented, all qualified bargaining unit members, including leads and supervisory bargaining unit members, shall share in the standby hours or lists.

5.7.1.1 Standby Equipment

A. An employee on standby duty will be provided with a radio that has a police frequency.

B. Assigned stand-by duty employees shall have the use of a take home city vehicle for the week, per City policy.

5.7.1.2 **Standby Pay** - The following standby rates will apply:

A. **Weekday or regular day off beyond two** – Two (2) hours of employee's regular base hourly rate of pay plus longevity if applicable. After completion of ten (10) weeks of City mandated standby in a calendar year the employee will receive three (3) hours at their regular base hourly rate of pay plus longevity if applicable.

B. **Holiday** – Three (3) hours of employee's regular base hourly rate of pay plus longevity if applicable. After completion of ten (10) weeks of City mandated standby in a calendar year the employee will receive

four (4) hours at their regular base hourly rate of pay plus longevity if applicable.

C. **Regular day off** – Three (3) hours of employee's regular base hourly rate of pay plus longevity if applicable, up to a maximum of two (2) days. After completion of ten (10) weeks of City mandated standby in a calendar year the employee will receive three (3) hours at their regular base hourly rate of pay plus longevity if applicable.

D. **Type of Compensation** - The employee shall receive pay as provided above for all standby duty. Employees may accrue compensatory time for stand-by duty. The maximum allowed accrual of compensatory time shall be forty (40) hours (which includes compensatory time accrued under Article 7.2) all standby pay and overtime in excess of the maximum shall be paid at the applicable rate.

5.7.1.3 **Length of Standby** - Standby will normally consist of not more than seven (7) consecutive days, provided; however, based upon mutual agreement of the employee and immediate supervisor, the employee may be placed on standby in excess of seven (7) days.

5.7.2 **Shift Differential** – An employee assigned to work a shift schedule, which begins at 12 noon, or later and/or earlier than 6 a.m. will be compensated a shift differential of seventy-five cents ($.75) per hour for each hour of the shift so worked.

5.8 **Paydays** – Paydays will be the 7th and 22nd of each month. If a payday falls on a Saturday, Sunday, or on a Monday holiday, the City will make every effort to distribute pay checks on Friday. The parties encourage employees to utilize "automatic deposit" of their paychecks.

5.9 **Direct Deposit** – New employees shall be required to sign up for direct deposit of their pay checks.

5.10 **Payroll Errors** - Should the City be responsible for any payroll error, adjustments in excess of fifty ($50.00) dollars will be paid within two (2) business days. The City and the employee shall share the responsibility to notify one another as soon as possible after any error is found.

ARTICLE 6 HOURS OF WORK

6.1 **Normal Hours of Work** – The normal hours of work for regular full time employees will be forty (40) hours per week. The normal hours of work for regular part time employees will be the number of hours per week that the Department Director/Division Manager schedules which will not exceed forty (40) hours per week and will not exceed the Department's approved budget allocation for the position.

6.2 **Normal Work Schedule** – The normal work schedule for regular full time employees will consist of five (5) consecutive eight (8) consecutive hour days, however, the City may adopt 4/10's and/or 9/80's as the normal work schedule, at the discretion of the Department Director when it is in the best interest of the City. The 4/10 schedule as referenced in this document also means an alternate work schedule as provided herein. The Department and employee may mutually agree to any other work schedule by the filing of an alternate work schedule form that shall require the approval of the Department and the Human Resources Manager. Except in emergency situations (such as weather and acts of God) employees will be given fourteen (14) calendar days notice of any change in their normal work schedule, except that Parks & Recreation and Public Works and Utility Department employees will be given seven (7) calendar days notice of any change in their normal work schedule, otherwise employees will receive overtime compensation. The normal work schedule for regular part time employees will be that which is scheduled by the Department Director/Division Manager and shall consist of no more than five (5) consecutive days in a workweek. The normal work schedule will usually be set to begin on Monday and conclude on Friday but may be set to begin on another week day and conclude five (5) consecutive days thereafter, based upon the needs of City. The City will make every reasonable effort to schedule employees with two (2) consecutive days off between workweeks.

6.3 Employees who are regularly required to attend night meetings or perform normal work functions outside of a normal work schedule at the City's request may, by mutual agreement with the Department Director/Division Manager, flex their time.

6.3.1 Flex time shall not be allowed to adjust work schedules to accommodate last minute absenteeism for tardiness.

6.4 **Meal Periods** – All employees shall have a regularly designated mealtime, 30 minutes or one (1) hour in length, without pay, which shall be scheduled by the Department Director/Division Manager or designee. The thirty (30) minutes or one (1) hour designated mealtime includes travel time to and from the work site. The lunch period will take place no sooner than three (3) hours and no later than five (5) hours from the beginning of a 5/8 schedule, and no sooner than four (4) hours and no later six (6) hours from the beginning of a 4/10 schedule. No employee will be required to work more than five (5) consecutive hours without a meal period. An employee who works three (3) or more hours beyond their normal work day shall be allowed at least one thirty (30) minute meal period either prior to or during the overtime period. When an employee is required by the City to remain on duty on the premises or at a prescribed work site when it is in the best interest of the City during a meal period, the meal period will be paid as time worked.

6.4.1 Employees shall be allowed one (1) rest period (break) per one half (1/2) shift (workday) provided:

- The time, length and location of a break is determined by the employee's supervisor, with the understanding that the employee shall receive no more than fifteen (15) minutes.

- Break periods will be scheduled as near as possible to the midpoint of a work period. The City will make a reasonable effort to ensure that no employee is required to work more than three (3) hours without a rest period.

The purpose of granting breaks is to relieve fatigue and mental strain on the job; therefore;

- Combining two (2) daily breaks into one thirty (30) minute break is not permitted.
- Using breaks to lengthen meal periods, to cover tardiness, or to leave work early is not permitted except under special circumstances and with the approval of the Department Director or designee.
- Accumulating breaks from day-to-day is not permitted.
- Taking more breaks in smaller segments of time, e.g. three (3) 5-minute breaks, is not permitted.

ARTICLE 7 OVERTIME

7.1 **Overtime Defined** – Overtime is all required and authorized work performed in excess of a full time employee's normal 40 hour and/or daily work schedule. Overtime includes required training, instruction, callback and other such work which is required and authorized by the City, and is performed during an employee's normally scheduled off duty time. Overtime for regular part-time employees is all required and authorized work performed in excess of forty (40) hours during the employee's weekly work schedule pursuant to Article 6, Section 6.2. The use of any paid leave time will be considered as time worked for the purpose of calculating overtime.

7.2 **Overtime Compensation** – Overtime work will be compensated at the rate of one and one-half (1-1/2) times an employee's base hourly rate plus longevity if applicable, in cash or in compensatory time. The form of overtime compensation will be at the election of the employee provided Compensatory time off will be taken by mutual agreement between the employee and supervisor. Upon the death of the employee, accrued compensatory time shall be paid to the employee's estate.

7.2.1 **Use Of Compensatory Time** - The maximum allowed accrual of compensatory time shall be forty (40) hours, and all overtime accrued in excess of that maximum shall be paid at the applicable rate. Employees who wish to cash out all or a portion of his/her accumulated compensatory time will have the option to receive this pay the pay period ending November 15th. Employees who wish to exercise this option shall submit their request, in writing, to the Department Director, no later than November 1st of each year.

7.2.2 Compensatory leave will be mutually scheduled between the employee and his or her Department Head or designee. Compensatory leave must be approved by the Department Director/Division Manager prior to an employee taking the time off. An employee will have a better chance of receiving approval for compensatory leave if the request is submitted as far in advance as possible. In the event more than one employee requests compensatory leave for the same time period submitted on the same day, the requesting employee with the greatest city-wide seniority shall be granted the compensatory leave. The Department shall make a good faith effort to respond to compensatory leave requests in a timely manner.

7.3 **Telephone Calls To Employees** - If an employee receives a work related telephone call while off duty, he/she shall receive a minimum of one quarter (1/4) hour pay at the overtime rate for each call, provided, however, that additional calls received by the employee within the quarter hour minimum shall not pyramid.

7.4 **Call Back Minimum Overtime** – In the event an employee who has departed from his or her normal work hours is called back to work for a period of time which is less than two and a half (2.5) hours, the employee will receive a minimum of two and a half (2.5) hours of overtime compensation. A call back initiates a two and a half (2.5) hour guarantee period. Subsequent call backs will not initiate an additional two and a half (2.5) hour guarantee period until the original two and a half (2.5) hour guarantee period has passed.

7.4.1 **Call Back Contiguous to an Employee's Normal Start Time** – Employees responding to a Call Back will be paid 2.5 hours of overtime. The employee's normal work hours will be reduced by the amount of time the 2.5 hours infringes on the employee's normal work hours.

Example: An employee's normal work hours are 7:30 AM to 4:00 PM. The employee is called out at 6:30 AM. The employee would receive 2.5 hours of overtime and six and a half (6.5) hours of straight time.

7.4.2 **Call Back After the Employee's Normal Quitting Time** - Once the employee's normal work hours have concluded, any unplanned return to work shall be considered a Call Back. It shall make no difference if the employee has left the work site or not.

Example: The employee work schedule concludes at 4:00 PM and at 4:04 PM, the supervisor is notified of a problem. The supervisor notices that the employee is still in the parking lot talking to several other employees. The supervisor goes to the employee and directs him/her to handle the problem. This is a Call Back and the employee will receive a minimum of 2.5 hours of overtime.

7.5 **Court and/or Subpoenaed Appearances** – An employee who appears in Court or responds to a subpoena as a representative of the City which is related to his or her employment on off duty time shall receive overtime compensation for such appearances. If the employee is being

prosecuted for a willful, illegal act in the performance of their duties as a city employee, they will not be paid for time unless they are found innocent and/or the case is dismissed.

7.6 **Use of Bargaining Unit Employees for Overtime** - The City shall offer overtime to qualified bargaining unit employees within the division prior to utilization of temporary employees for such overtime. The City will make a reasonable attempt to offer this work by seniority.

7.7 **Emergency Crews** – Employees may be pre-assigned to an emergency shift schedule (e.g. 12-hour shift for Snow Removal Crews). Crews will be designated as follows: "A" shift and "B" shift. Employees on emergency crews will receive shift differential pay and work the 12-hour shift throughout the period of the emergency. Employees in each crew (both "A" and "B" shifts) called out for an emergency shift shall receive two hours callout (overtime) pay for the first full 12-hour shift. (e.g. Pay would be 2 hours overtime for the call-out, 6 hours straight time, plus 4 hours overtime. That crew's next emergency shift pay would be 8 hours straight time plus 4 hours overtime.)

Pay for call-outs prior to the full emergency shift will be in accordance with overtime and callout policy per Article 7. If the callout occurs within two (2) hours of the first emergency shift, the first emergency shift crew will respond and work continuously through the shift.

EXAMPLES:

Snow Removal Crew - If an emergency schedule is initiated after 10 p.m. but before the normal shift (7:30 a.m.), the "B" shift will be called in and work until noon or eight hours minimum. If the callout occurs prior to 10 p.m., the "A" shift will be called in and work until midnight when "B" shift will relieve. If the emergency is declared during the normal work shift, "B" shift will work the normal eight (8) hours then be released; "A" shift will work until midnight when relieved by "B" shift.

Other Emergency Crews – Any other divisions may use other start/quit times, but will follow the principle of the example of the Snow Removal Crew.

When the Division Manager has determined that the emergency condition is over, the crews will revert to their regularly scheduled shift. The transition shifts going into and out of the emergency shift schedule, will work until released by the supervisor, however, they shall work a minimum of eight (8) hours during the transition shift.

ARTICLE 8 PROBATIONARY PERIOD

8.1 **New Employees** – New employees shall be required to serve a probationary period of nine (9) months. Probationary employees are "at will" employees during their probationary period and during that time may be terminated without reason or cause and have no recourse to any appeal process.

8.2 **Promoted Employees** – Employees promoted shall serve a six (6) month promotional

probation period

8.3 **Failure to Complete Probation** – The promotional probationary employee who fails to successfully complete probation shall be demoted to the lower position from which he/she was promoted. Such determination shall be made at the sole discretion of the City and the reasons shall not necessarily constitute just cause.

8.4 **Probationary Employee** – An employee who has been hired by the City and who has not yet completed the required nine (9) months probationary period.

8.5 **Regular employee** – An employee who has successfully completed their nine (9) months probationary period for the position for which they were hired.

ARTICLE 9 VACATION LEAVE

9.1 **Vacation Accrual** – Employees shall accrue vacation leave for all regularly scheduled compensated hours including paid holiday, sick leave, vacation and other paid leave time, excluding workers' compensation time loss benefits pursuant to the following schedule:

Period of Continuous Full Time Employment	Hours Accrued/Year
Date of Hire through 5 years	104 Hours
6th year	120 Hours
7th year	128 Hours
8th year	136 Hours
9th year	144 Hours
10th year	152 Hours
11th year	160 Hours
12th year	168 Hours
13th year	176 Hours
14th year	184 Hours
15th year	192 Hours
16th year	200 Hours
17th year and thereafter	208 Hours

9.2 **Vacation Eligibility** – An employee becomes eligible to take accrued vacation leave upon completion of six (6) months of continuous employment. Probationary employees may be permitted to use earned vacation leave due to extenuating circumstances solely at the discretion of the Department Director/Division Manager. Vacation leave may not be taken in less than one-quarter (1/4) hour increments. Vacation leave must be earned in the pay period prior to the time an employee takes any vacation leave since accruals are added to an employee's leave balance after payroll has been posted.

9.3 **Vacation Scheduling** – Annual vacation leave will be mutually scheduled between the employee and his or her Department Head or designee. Vacation leave must be approved by

the Department Director/Division Manager prior to an employee taking the time off. An employee will have a better chance of receiving approval for a vacation request if the request is submitted as far in advance as possible. In the event more than one employee requests vacation leave for the same time period submitted on the same day, the requesting employee with the greatest city-wide seniority shall be granted the vacation leave. The Department shall make a good faith effort to respond to a vacation leave request in a timely manner.

9.4 **Maximum Vacation Accrual** – The maximum number of vacation accrual hours that any employee will be allowed to carry forward from one calendar year to the next will be as follows:

Years of Service	Maximum Carryover Hours
Date of Hire through 5 full years of employment	160 Hours
Over 5 full years of employment	240 Hours

9.5 **Carryover** - In the event an employee has been prohibited from taking sufficient vacation time to reduce his or her vacation balance to the maximum allowable carryover at the end of a calendar year, (or unable to because of absence from work due to illness or disability) the excess hours will be carried forward into the next the calendar year. An employee who fails to request scheduled vacation time during the year and whose accrued vacation hours exceed the maximum carry over balance at the end of the calendar year shall forfeit such excess vacation hours.

9.6 **Vacation Pay-Out** – Upon the retirement or separation of a regular employee, or upon the date of an employee's disability retirement, the accrued vacation hours of such an employee will be paid to the employee in a lump sum payment at the employee's straight time base hourly rate of pay plus longevity if applicable, at the time of separation except an employee shall not be paid vacation pay out unless employed over six (6) months.

9.7 **Payment of Vacation Leave Upon Death** – In the event of the death of an employee, the employee's estate will be paid in a lump sum for the total accrued and unused vacation leave hours at the employee's regular hourly base pay rate plus longevity if applicable, in effect at the time of death.

9.8 **Donations Of Vacation Leave** - Donations of Vacation leave permit employees to aid any City employee who is suffering from an extraordinary or severe illness, injury, impairment, physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his or her employment prior to a determination that the affected employee is not expected to recover to an extent that will enable the employee to resume his or her normal duties or the duties of another position with the City or another employer.

9.8.1 **Eligibility** - An employee who (1) is suffering from an illness or injury causing his or her extended absence from work, and (2) who has depleted or will shortly deplete his or her total available accrued vacation, compensatory leave accrual,

sick and floating holiday leave, may request donations of vacation leave. The employee making such request may restrict the scope of employees being asked to donate.

9.8.2 **Criteria For Approval** - A request for donations of vacation leave shall be submitted to the requesting employee's Department Director/Division Manager accompanied by medical documentation verifying the medical condition requiring the need for leave, and the time period during which the employee can reasonably be expected to be absent from work due to the condition. Upon verifying that the requesting employee meets all of the eligibility requirements above and upon determining that the medical documentation received provides appropriate verification of the medical condition and time period involved, the Department Director will recommend the employee's request for donations of vacation leave be approved by the Mayor. The Mayor will review the request to assure that all of the requirements set forth in this subsection have been met and, if so, shall approve the employee's request for donations of vacation leave.

9.8.3 **Notification** - Upon approval by the Mayor, all City employees, unless a restriction has been requested by the employee shall be notified of the approved request for donation of leave.

9.8.4 **Conditions Of Donation** - An employee who has been employed for at least six (6) months who desires to donate accrued vacation leave to a requesting employee will do so as a free and voluntary act and no duress or coercion shall be placed upon an employee to make such donation of his/her accrued vacation leave. Employees who are utilizing donated leave to cover their own absences may not donate leave to another employee until such time as they have returned to their normal schedule, and any excess donations made to them have been returned pursuant to 9.8.6 below. An employee who desires to donate vacation leave shall complete a Donation of Vacation Leave Form and submit it to his/her Department Director. The donated vacation leave will be transferred to the requesting employee's sick leave balance with the next payroll report. Forms will be date stamped and all time donated shall be in full hour increments and shall be credited to the employee on an hour-for-hour basis. A monthly update of the condition of the employee by the attending primary medical doctor shall be required and furnished to the Department Director.

9.8.5 **Use Of Donated Leave** - An employee who has received donated vacation leave will be able to use the sick leave in the same manner as if he or she had personally accrued the leave. All of the employee's accruals of sick leave, compensatory time, floating holiday and vacation leave shall be used first each pay period. The remainder of leave needed will then be deducted from the employee's donated leave bank.

9.8.6 **Return Of Excess Leave Donations** – Donated leave will remain in the employee's sick leave balance for a period of six (6) months from an

employee's return to work In the event of excess donations received but not used due to early recovery, resignation, retirement or death, all donations received but not utilized shall be returned to the donating employee(s) based on the proportion of hours that employee donated in relation to the total hours donated by all employees (e.g. an employee who donates 50 hours of 450 hours total donated shall be credited with 50/450ths of the hours not utilized). Such returned leave shall be reflected in the appropriate leave balance as soon as possible. Time donated for this purpose will not be considered as time used during the donor's performance rating period.

9.9 **Cancellation of Vacation Leave by City** - If an employee has an approved vacation canceled by the City, the City will reimburse the employee for all verifiable non-refundable expenses incurred by the employee after the date the Leave Request was approved.

ARTICLE 10 HOLIDAYS

10.1 **Holidays Observed** – The following holidays will be observed by the City:

HOLIDAY	DATE OBSERVED
New Year's Day	January 1st
Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	4th Friday in November
Christmas Day	December 25th
One Floating Holiday	Approval of Supervisor

10.1.1 In addition, any other holiday legally proclaimed by the Federal or State government, provided that the City takes official action to have such holiday also observed by the City.

10.2 **Alternative days of Holiday Observation** – If a holiday observed by the City falls on a Saturday, the holiday will be observed on the preceding Friday. If a holiday falls on a Sunday, the holiday will be observed on the following Monday. If the day a holiday is observed by the City falls on an employee's regularly scheduled day off, the employee will receive an alternate day off as a paid holiday during the same or following pay period.

10.3 **Floating Holiday**

10.3.1 **Floating Holiday Leave** - One (1) floating holiday (eight [8] hours) will be granted

to each employee at a time which is mutually agreed to by the employee and the employee's immediate supervisor. New employees shall have been employed for six (6) months in order to qualify for a floating holiday. Floating holiday leave may not be taken in less than one (1) hour increments.

10.3.2. No payment will be made upon separation of employment from the City for any unused Floating Holiday Leave.

10.3.3 No carry-over of Floating Holiday Leave will be permitted from one calendar year to the next calendar year

10.3.4 Employees must schedule their Floating Holiday by August 31st of each calendar year.

10.4 **Holiday Compensation (Full Time Employees)** – An employee shall receive eight (8) hours of time off with pay for each holiday observed by the City, including a floating holiday of each employee's choice. An employee who is assigned at the City's request to work an alternative schedule will receive holiday pay based on their regularly scheduled hours (i.e. an employee assigned to a ten (10) hour shift will receive ten (10) hours of time off with pay for each holiday nine (9) hour shift employees will receive nine (9) hours of pay, etc.). In order to receive holiday compensation, each employee must work or be on authorized paid leave on the scheduled work day prior to or the scheduled work day immediately after each holiday.

10.5 **Holiday Compensation (Part Time Employees)** - Part-time employees who regularly work 20 or more hours per week will receive pro-rated Holiday Leave based upon their average normal workday, but in no case less than four (4) hours.

10.6 **Working on a Holiday** – An employee required to work on a holiday will be compensated at one and one-half (1-1/2) times the employee's regular straight time base rate of pay plus longevity if applicable, for the time worked in addition to regular holiday pay provided in 10.4 above.

ARTICLE 11 SICK LEAVE AND INDUSTRIAL DISABILITY

11.1 **Sick Leave Accrual** – Full time employees will accrue sick leave at the rate of four (4) hours per pay period , including paid holiday, sick leave, vacation and other paid leave time and excluding time for which workers' compensation time loss benefits are paid. Part-time employees and employees who are on a leave of absence without pay will have their leave pro-rated if they have worked any portion of a pay period at .046154 for each regular hour worked as outlined above. The maximum annual accrual will be ninety-six (96) hours.

11.2 **Maximum Sick Leave Accrual** – Employees will be able to accrue sick leave to a maximum of 1200 hours on January 1st of each year.

11.3 **Sick Leave Incentive** - An employee who takes thirty-two (32) hours or less of sick leave in the calendar year will have eight (8) hours added to his or her vacation leave balance at the beginning of the following calendar year.

11.4 **Sick Leave Retirement Payment** – An employee who retires from City service on a service or disability retirement will be provided a Sick Leave Retirement Payment at thirty-five percent (35%) of the employee's accrued and unused sick leave hours to a maximum of 35% of 960 hours (a maximum total of 336 hours). The payment will be made to the employee at the employee's regular base hourly pay rate plus longevity if applicable, in effect at the time of retirement.

11.5 **Payment of Sick Leave Upon Death** – In the event of the death of an employee, the employee's estate will be paid for the total accrued and unused sick leave hours at the employee's regular base hourly pay rate plus longevity if applicable, in effect at the time of death.

11.6 **Sick Leave Use** – Sick leave shall not be granted in advance of actually being accrued. Sick leave will be made available to each employee up to the amount of each employee's accrued sick leave balance and shall be used in increments of no less than one-quarter (1/4) hour to cover an employee's absence from his or her regularly scheduled work hours (Prior to using vacation, comp time or floating holiday, unless leave is covered under the Family Care Act.) due to:

11.6.1 The temporary disability of an employee resulting from his or her personal illness or injury.

11.6.2 Providing care for: a) a child of the employee under the age of 18 when they have a health condition that requires supervision or treatment; or b) a spouse, parent, parent-in-law or grandparent c) a domestic partner; d) any person for whom the employee is a legal guardian; e) adult son or daughter, incapable of self-care because of a physical or mental disability, of the employee who has a serious or emergency health condition.

11.6.3 Attending medical, dental and/or oculist appointments as needed for preventive or rehabilitative health care of the employee or the employee's children when such care requires parental presence to supervise or authorize treatment.

11.6.4 Upon the birth or adoption of a child, an employee may use accrued sick leave pursuant to FMLA.

11.6.5 Providing care for an employee's immediate family member as provided for in Section 11.6.2, when the family member has a health condition that requires the assistance of an adult caretaker until such time as other care can be arranged. No more than forty (40) hours of sick leave can be used for this purpose for the following family members: brother, sister, brother/sister in-law, grandparent's in-law, grandchildren, domestic partner, a person for whom the employee is a legal guardian, unmarried adult son or daughter incapable of self-care because of a physical or mental disability, and step

relations as described herein of both the employee and the employee's spouse. (Revised RCW 49.12.270)

11.6.6 Only when an employee has exhausted all sick leave accrued may he/she use other types of leave to cover his/her absence.

11.6.7 **Leave Without Pay** – Employees may not be in a Leave Without Pay (LWOP) status until all leave accruals have been exhausted, except as provided in Article 12.1 – Bereavement Leave, or unless an employee must report to work for a regularly scheduled shift ten (10) or fewer hours after departing from work. An employee shall be permitted Leave Without Pay (LWOP) status in the foregoing instances, provided the employee has obtained approval in advance from the Department Director/designee, who will have discretion to approve each request on a case-by-case basis.

11.7 **Notification of Sick Leave Use** – An employee who is absent or expects to be absent from work due to causes specified in 11.6 above, will provide notification as follows:

11.7.1 **Routine Appointments** – An employee who schedules a routine medical, dental or oculist appointment will make every reasonable effort to schedule such an appointment at a time, which will cause the least interference with departmental operations. The employee shall give prior notice of the date and time of the appointment to his/her immediate supervisor. An employee's immediate supervisor may request that the employee reschedule routine appointments when, in the judgment of the supervisor, the scheduled absence of the employee would unduly interfere with the operations of the Department, however, the immediate supervisor will not unreasonably require an employee to reschedule routine medical, dental or oculist appointments.

11.7.2 **Unanticipated Absence** – An employee who is absent from work or will be unable to report to work as scheduled due to personal illness or injury, or for other causes specified in 11.6 above, will promptly notify their immediate supervisor, or if unavailable, the department/division manager by telephone as soon as practicable and will make every effort to notify their immediate supervisor, or if unavailable, the department/division manager within the first one-half hour of each work day or, if possible, within the one-half hour preceding each work day of absence. In the event neither the immediate supervisor nor the department/division manager can be contacted directly, the employee may leave a voice mail message. However, the employee is obligated to speak directly to the employee's immediate supervisor or the department/division manager during the day of the employee's absence. Each employee will be given contact information (including office/cellular/pager numbers), to the employee's immediate supervisor and department/division manager. In the event of a prolonged illness or injury, the Department may exempt an employee from the requirement to report their absences on a daily basis, and may establish an alternative reporting arrangement appropriate to the circumstances.

11.7.3 **Sick Leave during Authorized Paid Leave** – An employee who becomes ill or is injured during his/her paid vacation or compensatory time off for accumulated overtime, may request the conversion of such paid leave to sick leave with pay by

promptly notifying the department of the illness or injury and providing such information as is required by the department to verify the appropriateness of such a conversion.

11.8 **Sick Leave Documentation and Approval** – An employee who has been absent on sick leave will, within the first work day after returning to work, complete and submit a request for approval of sick leave on the City's Leave Request form, and provide such information as is required by the Department to approve the use of sick leave with pay for the absence. Sick leave must be approved by the Department prior to payment. The Department will not unreasonably withhold approval of sick leave with pay from employees.

11.8.1 **Sick Leave Certification** - The Department may require an employee to provide a professional physician's certification of an employee's, child's or family member's illness or injury as a condition of approving sick leave with pay. In the event the Department intends to require such verification, the employee will be notified of the requirement prior to returning to work.

11.8.2 **Return to Work/Fitness for Duty Certification** - The Department may require an employee to provide a Fitness for Duty certification completed by a professional physician that the employee is sufficiently recovered as to be able to return to work and assume his or her normal duties prior to the employee returning to work or, in the event the employee has appeared at work, prior to resuming work. If the department does not allow the employee to return to work due to the need for a Fitness for Duty certification, the employee will be allowed to continue the use of sick leave.

11.9 **Industrial Disability Leave** – An employee who incurs a work-related illness or injury and who qualifies to receive Workers' Compensation benefits will be allowed to use accrued sick leave to supplement the Workers' Compensation benefits so as to provide the same gross pay he or she would have received for full time, active service. In no event will the combination of Workers' Compensation and employee sick leave exceed 100% of an employee's regular pay rate at any time of the disability period.

ARTICLE 12 OTHER PAID LEAVE

12.1 **Bereavement Leave** – An employee will be granted three (3) days of bereavement leave for attending funerals in the State of Washington and five (5) days for out of state funerals of members of the employee's immediate family. Immediate family shall be defined as spouse, child, mother, father, mother/father in-law, brother, sister, brother/sister in-law, grandparents, grandparents in-law, grandchildren, step relations as described herein of both the employee and the employee's spouse and any person for whom the employee is a legal guardian. The first three (3) days of time off for Bereavement Leave will be compensated at the employee's current rate of pay. The additional two (2) days of time off for bereavement leave shall be charged against an employee's vacation, floating holiday, sick leave or compensatory time leave balance at the option of the employee. Additional time off may be requested by the employee and granted by the Department Director/Division Manager in extenuating

circumstances and LWOP may be granted upon request by an employee with the approval of the Department Director on a case-by-case basis. Bereavement leave hours paid by the City shall not count toward computation for overtime purposes.

12.2 **Jury Duty, Witness Leave** – An employee shall be granted a leave of absence with pay for the purpose of reporting to or serving on jury duty or serving as a witness on a case relating to their job with the City, except in those instances when the employee is involved as a party in an action being taken against the City. Any juror or witness fees received by the employee for the performance of such duties shall be assigned to the City. If more than 2.5 hours of their workday remains at the time of release from jury duty or serving as a witness, the employee shall report for duty.

12.2.1 **City Notification** - Employee shall be required to notify the City immediately upon receipt of written notification from the Court that they must report for Jury Duty or serve as a Witness as the result of a case related to his or her employment, by submitting a Leave Request form with a copy of the Jury Duty/Witness Notice attached. Upon telephone confirmation by the Court to report, employee shall immediately notify the on-duty supervisor.

12.3 **Military Duty Leave** – An employee who presents official orders requiring his/her attendance for a period of training or other active duty as a member of the United States Armed Forces or the State National Guard shall be entitled to military leave with no loss of pay for a period not to exceed twenty-one (21) work days annually. Authorized leave of absence for additional or longer periods of time for assignment to duty functions shall be without pay (unless the employee chooses to use accrued vacation leave or compensatory time) and shall be granted by the City. An employee receiving up to twenty-one (21) work days of training or serving on active duty shall receive their regular pay and the amount received from the Federal or State government, pursuant to RCW 38.40.060 as may be amended from time to time. During periods of military conflict, employees are entitled to up to fifteen (15) days of unpaid leave before their spouse is deployed or while their spouse is on leave from deployment.

12.4 **Domestic Violence Leave** – Pursuant to State Law, Domestic Violence Leave provides additional leave rights to employees who are victims of domestic violence, sexual assault, or stalking, or who are family members of victims. It entitles employees to take leave to receive medical treatment, attend legal proceedings, or address safety concerns arising out of domestic violence, sexual assault, or stalking as outlined in City Human Resources Policy 3-20-19.

12.5 **Administrative Leave** - Any bargaining unit employee may be placed on Administrative Leave (leave with pay) for reasons in the best interest of the City (e.g. to diffuse a work-related or personal problem or to conduct an investigation). The City may place certain restrictions on an employee on Administrative Leave and require him/her to be available during his/her normal work schedule. Employees normally scheduled to work on other than an 8 am to 5 pm schedule shall be put on a 9 AM – 5 PM schedule when placed on Administrative Leave. If an employee is unavailable at any time during the alternative

time schedule, then a leave slip must be turned in to cover the amount of time the employee will be unavailable.

12.6 **Emergency Leave** – In the event of an unforeseen emergency which requires the absence of an employee, the employee will promptly notify his or her immediate supervisor, or in the absence of the immediate supervisor, the manager on duty in the Department within the first one-half hour of each work day or, if possible, within the one-half (1/2) hour preceding each work day of absence. Such emergency leave shall be charged to an employee's unused vacation, floating holiday or compensatory time leave balance.

ARTICLE 13 RETIREMENT BENEFITS

13.1 **State Retirement System** - Each employee will be enrolled in the Washington State Retirement system for which he or she qualifies. Contributions to the Retirement system will be made on a pre-tax basis. Each employee will be covered by the federal Social Security Act.

ARTICLE 14 INSURANCE BENEFITS

14.1 **Medical Insurance** – The City will make medical insurance coverage available to employees and their dependents, as follows or another plan of equivalent or better coverage:

City of Bremerton Self-Insured Plan B through December 31, 2016
Effective January 1, 2017 – AWC's HealthFirst 250 Plan
Group Health Cooperative (GHC)

14.2 **Insurance Premium Payments** – Payment of insurance premiums will be made as follows:

14.2.1. Employees will be required to pay the following contributions towards the monthly premiums for medical coverage:

Employee only coverage:	Employee	0%	City	100%
Dependents coverage:	Employee	20%	City	80%

Permanent part-time employees shall be entitled to a pro-rated contribution for medical insurance coverage by the City as follows:

Hours worked per week	**City Contribution**
Less than 20 hours per week	None
An average of at least 20 hrs. but < 32 hrs./week	75%
An average of at least 32 hrs. and up	100%

Permanent part-time employees who are on the City's payroll as of, ratification of this contract, who work less than 20 hours per week shall receive a pro-rated

contribution for medical coverage at 50%. Additionally, if the City and full-time employees mutually agree to temporary furloughs or temporary reduction in hours that would bring the employee's hours below 32 per week, these employees would be considered full time (working above 32 hours per week) in regards to this article.

14.2.2 Dependents of employees in Domestic partnerships that have filed their status with the State as required by law and have met the minimum affidavit requirements are eligible for coverage.

14.2.3 **STIPEND IN LIEU OF MEDICAL COVERAGE** - An employee who waives the right to obtain medical insurance coverage through the City and who provides proof of creditable coverage through his/her spouse or other source shall be entitled to receive a stipend of two hundred and fifty dollars ($250.00) per month, payable in the amount of one hundred twenty five dollars ($125.00) per pay as permitted and subject to all State and Federal laws and restrictions Employees shall be required to notify Human Resources, in writing, during open enrollment, of their desire to waive medical coverage, or at any time during the year if a qualifying event occurs which would change their status (e.g. marriage, divorce, spouse loss of job or medical coverage). Since both City of Bremerton Self-Insured Plan and Group Health underwriting requirements require a 75% participation rate, in the event that there is less than a 75% participation rate due to employees waiving medical coverage, the City may cease offering the stipend due to the adverse impact upon those insured.

14.3 **Dental Insurance** – The City will provide the same benefit levels as are contained in the Washington Dental Service Plan F dental program for employees and their dependents and provide for full payment of insurance premiums.

14.4 **Insurance Benefits Committee** - The Insurance Benefits Committee will be comprised of the following members: Mayor or designee, Human Resources Manager or designee, Financial Services Director or designee, one employee selected by the non-represented management and professional employees, and one individual selected by each of the recognized unions. The committee will elect a chair and any other officers it deems appropriate.

14.4.1 The Union shall work with the Insurance Benefits Committee to evaluate the current insurance benefit plans on a quarterly basis and monitor the reserve amounts to ensure they are properly maintained.

14.5 **Changes in Law** - In the event changes in state or federal law create an impact on the present health and welfare premiums or plans, the parties will reopen negotiations on such subject.

14.6 **Vision Insurance** – The City will pay the premium for the Washington Teamsters Welfare Trust Vision Plan for all bargaining unit employees employed in the previous month. It shall

be the responsibility of the employee to ensure that the required paperwork is completed in a timely manner in order to enroll him/herself and/or dependents.

14.7 **Dependent Coverage for Extended LWOP** - If an employee is out on Leave Without Pay in excess of 10 consecutive working days, unless such leave qualifies for FMLA and/or L & I covered illnesses or injuries, he/she may be responsible for both the City's and employee's portion of dependent coverage premiums.

If an employee is out on Leave Without Pay in excess of twenty five (25) consecutive calendar days, unless such leave qualifies for FMLA and/or L & I covered illnesses or injuries, he/she will be responsible for both the City's and employee's portion of the employee and dependent coverage premiums.

ARTICLE 15 WORK RELATED EXPENSES

15.1 **Uniforms** – The City will provide new and replacement uniforms for each employee in the department whenever the Department Director/Division Manager determines it is in the best interest of the City. The characteristics of the uniform and what will constitute the uniform shall be at the sole discretion of the Department Head or designee.

15.1.1 Employees furnished uniforms shall be required to wear their uniform when performing work and required by the department.

15.1.2 Standard uniforms provided by the City through uniform service contracts; i.e., shirts, pants and jackets, will be maintained by the City at City expense. All other uniform apparel such as polo shirts, tee shirts, etc., purchased by the City shall be maintained by the employee at the employee's expense.

15.1.3 Employees are expected to take reasonable care of their uniforms. Employees shall notify their supervisor when uniforms are in need of replacement and/or repair.

15.1.4 City uniforms shall not to be worn during non-work hours or to non-work locations, except for incidental stops to or from work and meal periods.

15.1.5 While in uniform, employees shall not publicly drink intoxicating liquor, be publicly intoxicated or under the influence of a controlled substance.

15.2 **Cleaning Allowance**

The cleaning allowance for Warrant Officers shall be $350.00, which shall be paid in the pay period ending January 15th. Should an employee separate from City employment during the year, a pro-rated reimbursement to the City for the cleaning allowance shall be withheld from the employee's final paycheck based on the number of months left in the calendar year.

15.3 **Uniforms** - The City will provide five (5) uniforms to Warrant Officers and Probation Officer(s). Warrant Officers will be reimbursed up to $175 dollars to replace worn out tactical boots. This reimbursement is on an as needed basis, but no more than annually.

15.4 **Tool Allowance** - Vehicle Maintenance:

15.4.1 The City will provide an annual tool allowance per mechanic to buy more efficient tools or to replace lost, broken, or stolen tools as follows:
In the amount of $525.00.

15.4.2 Payment of the tool allowance will be made in the pay period ending January 15th.

15.4.3 Should an employee separate from City employment during the year, a pro-rated reimbursement to the City for the tool allowance shall be withheld from the employee's final paycheck, based upon the number of months left in the calendar year.

Example: Employee receives $525.00 tool allowance in January and then separates from employment in May. Employee would be required to reimburse the City in the amount of $306.25 ($525.00 divided by 12 = $43.75 /month x 7 months {June through December}).

15.4.4 The City will purchase all specialty or new tools that are required to perform the job because of changing technology or City equipment.

15.4.5 Replacement of tools lost or stolen on City property or while performing City business will be replaced in accordance with City Policy #3-10-16.

15.4.6 All special and heavy duty tools, power tools, and tools larger than one-half (1/2) inch drive will be furnished and maintained by the City. The City will service and repair all employee owned pneumatic and calibrated tools.

15.5 **Safety Shoes** –The City will reimburse employees up to a maximum of $175.00 annually for the cost of one pair of WISHA approved safety or calked shoes/boots, when the Department/Division has determined that they are required including inspectors.

15.6 **CDL License & CDL Physical** – When a Commercial Driver's license (CDL) is required for a position by the City, the City will only pay for the cost of the CDL endorsement and required physical examination when making initial application and upon any required renewal.

15.7 **License/Certification Differential Pay** -Employees who are required by the City to have a Washington State certification or license above the minimum certification level set forth below will receive fifty dollars ($50.00) per month for each current certificate above the established minimum. Certifications obtained outside of the certification series identified for the division or work group will be considered only when such certification benefits the City

as determined by the Director of Public Works & Utilities. Effective January 1, 2009 any certification beyond one level above the certification required for the employee to do his/her job will not result in any additional $50 license differential. This provision shall not apply to employees who are currently receiving multiple license differentials as of 12/31/08; however, keeping licensing current shall be the responsibility of the employee, and should any certification lapse, any differential for such license shall no longer apply.

15.7.1 WWTP (WWTP Operator Certification Series)

WWTP Operator I- WWTPO Group II Plant

WWTP Operator II – WWTPO Group III Plant

WWTP Lab Technician - WWTPO Group II Plant

WWTP Operations Supervisor - WWTPO Group III Plant

15.7.2 Water Operations (Water Distribution Certification Series)

Water Operator - Water Distribution Manager I

Water Operator Sr. - Water Distribution Manager II

Water Operator Lead - Water Distribution Manager II

Water Operations Supervisor - Water Distribution Manager III

Environmental Technician and Water Resources Assistant (Water Distribution, WWTP Operator, or Sewer Collection Certification Series) Level II Certification in any Series. Differential pay is allowed for certifications above Level II for one series only.

15.7.3 Water Maintenance (Water Distribution Certification Series)

Water Distribution Supervisor - Water Distribution Manager III

15.7.4 Cross Connection Control Specialist (Cross Connection Control and Backflow Assembly Tester Certification Series)

Cross Connection Control Specialist I

15.7.5 Storm/Sewer Maintenance (Sewer Collection System Certification Series)

Utility Service Specialist Supervisor - Sewer Collection System Level III

15.7.6 Automotive Maintenance Technicians (Automotive Service Excellence Certification Series)

One ASE Master Certification - Automotive, Heavy Equipment, or Emergency Vehicle Technician. ***Differential pay is allowed for each additional Master Certification***

15.7.7 Electronics (International Municipal Signal Association - Traffic Signal Certification Series and NT Telephone Certification)

Electronics Technician - IMSA Level II - Traffic Signal

15.7.8 Traffic Maintenance (International Municipal Signal Association - Signs and Markings Certification Series)

Sign Shop Service Specialist Supervisor - IMSA Level III - Signs and Markings

15.7.9 Engineering (Professional Engineer and Land Surveyor). ***There is no Certification Pay allowed for EIT or LSIT Certifications.***

Engineer I - Engineer-In-Training Certification ***or Land Surveyor-in-Training Certification***

Engineer II - Engineer-In-Training Certification

Engineer III - Professional Engineer

15.8 **Maintenance of Certifications** – The City will reimburse an employee for the actual costs of obtaining and maintaining a professional or work related certification including a CDL license, which is required by the City or has been required as a condition of working in a particular classification.

15.9 **Failure to Maintain/Obtain Required Certifications** – If an employee fails to obtain or maintain a certification required in order to perform the essential duties and functions of his/her position, he/she shall be terminated, unless the employee can demonstrate that he/she has not been permitted by the City to attend the required training and instead required to work. In the case of a CDL license, an employee may be terminated. New hires who are required to obtain a CDL license for their position within six months from their date of hire, and who fail to obtain the required CDL license shall be terminated by the City.

15.10 **Meal Expense** – The City will reimburse an employee up to fifteen dollars ($15.00) dollars per meal for meal expenses when the employee is required to work during a bona fide emergency situation after completing his or her regular work day, provided that the employee works at least three (3) additional hours during a twenty-four (24) hour period. To receive reimbursement for meal expense, the employee will submit an appropriate expense claim form

15.11 **Travel Authorization and Expense Reimbursement** – Travel authorization and expense reimbursement shall be pursuant to Chapter 2.74, Travel Authorization and Expense Reimbursement, of the Bremerton Municipal Code.

ARTICLE 16 SUBCONTRACTING WORK

16.1 The City of Bremerton and the Union will agree that conditions surrounding decisions to subcontract work normally performed by non-uniformed employees are subject to the following: The City will provide a minimum of thirty (30) days advance notice of it's intention to subcontract out work and bargain the impact of such proposed subcontracting. In the event the City enters into a contract, depending on the needs of the City at that time, the City shall have the option to either to keep those affected employees employed in any job classification for which they are qualified, at their current rate of pay, or to pay them under the following conditions: Either one (1) week of severance pay or continued employment for each completed year of regular employment with the City, up to a maximum of 16 weeks. Employees will be cashed out of all vacation leave accrued as provided by current agreement. Pay out for Sick leave accrual will be granted only to those employees who are within five (5) years of earliest retirement under (PERS), and then at a maximum not to exceed seventeen and one-half percent (17.5%) of their existing balance. Those affected employees will also be placed on a Layoff Register pursuant to Article 36 Layoff/Recall.

ARTICLE 17 EMPLOYEES STILL COVERED BY CIVIL SERVICE

Police and Fire Department non-sworn employees covered by this collective bargaining agreement retain their Civil Service rights pursuant to State law.

ARTICLE 18 DRUG FREE WORK PLACE

18.1 The maintenance of a drug-free work place is essential to the safety and welfare of City employees. The following provisions will apply to employees covered by this agreement:

18.2 **Controlled Substances** -

18.2.1 The unlawful manufacturing, distributing, dispensing, possessing or using of a controlled substance or alcohol in the work place is prohibited. Reporting to work under the influence of a controlled substance or alcohol is prohibited.

18.2.2 As a condition of employment, all employees must notify their Department Director/Division Manager of any criminal drug statute conviction for a violation occurring in the work place no later than five days after such a conviction.

18.3 **Prescription or Over-the-Counter Drug Use** – The use of prescription and over-the-counter drugs which compromise safety in the work place or the quality of the employee's work product is prohibited.

18.4 **Employee Sanctions** – It is the responsibility of every employee to be aware of the above provisions and to abide by them. Failure to observe these provisions could result in immediate disciplinary action against the employee, up to and including termination. The employee may be required to participate satisfactorily in an alcohol or drug abuse assistance or rehabilitation program.

18.5 **Drug Abuse Education Program** – The City will utilize all available City resources, such as the Police Department, to educate employees as to the dangers of drug abuse.

18.6 **Confidentiality** – The confidentiality of all complaints and reported violations of the provisions of this policy will be strictly maintained, except as required by public disclosure laws or court orders.

18.7 The parties have agreed to the City of Bremerton Human Resources Policy 3-20-03 "Drug and Alcohol Policy" for employees required to have a Commercial Driver's License, with an effective date of January 1, 1996. The parties agree that the City of Bremerton Human Resources Policy #3-20-03" Drug and Alcohol Policy" will apply to employees not required to have a CDL, however, they will not be subject to random testing.

ARTICLE 19 BUS PASSES

19.1 The City will provide Kitsap Transit bus passes to employees working in the downtown core who request bus passes. To be eligible to receive such passes, the employee must ride the bus to and from work an average of three (3) times a week. The City will establish procedures for the issuance of bus passes to employees. It shall be understood that an employee issued a bus pass is not eligible to receive free downtown parking.

ARTICLE 20 MANAGEMENT RIGHTS

20.1 The Union recognizes that the City has the responsibility and authority to advance to the fullest extent possible the economy of operation of the City and to protect the primary interests of the citizens of the City. The Union recognizes the prerogative and responsibility of the City to operate and manage its affairs in all respects in accordance with its lawful authority whether heretofore or hereafter exercised and regardless of the frequency or infrequency of the exercise of such rights.

20.2 The management of the City, and the direction of the City's working forces, including the right to hire, suspend or discharge employees for just cause (newly hired probationary employees without cause), promote employees, demote employees for just cause, to assign jobs, to transfer employees within the bargaining unit, to increase and decrease the working

force, to establish standards, to determine work to be accomplished, the schedules of operation and the methods, process and means of operation or handling are vested exclusively in the City unless such authority or right is abridged, delegated, or modified by this Agreement.

20.3 The City shall have the right to determine reasonable schedules of work (part-time, eight, nine or ten hours shifts) and to establish the methods and processes by which such work is performed including the right to establish employee evaluation processes and standards of performance and to maintain order and efficiency through the establishment and enforcement of rules regarding safety, security, and conduct. The City shall have the right to designate or make changes regarding the location of its offices, facilities, places of business, and the equipment and machinery to be utilized or to make technological changes with respect thereto.

ARTICLE 21 WORK STOPPAGES

21.1 STRIKES/LOCKOUTS PROHIBITED- The City and the Union agree that the public interest requires efficient and uninterrupted performance of all City services and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective during the term of this Agreement. Accordingly, it will be a violation of this Agreement for the City to cause a lockout of its employees or for the Union to call, encourage, or participate in any strike, sympathy strike, slowdown, or other work stoppage. Employees engaging in any of the aforementioned activities will be subject to disciplinary action.

ARTICLE 22 GRIEVANCE PROCEDURE

22.1 Definitions:

22.1.1 Grievance – A grievance is an alleged contract violation, question, or challenge raised by a bargaining unit employee or the Union as to the correct interpretation or application of this Agreement by the City. Such allegation, question, or challenge is to be resolved through this Grievance Procedure.

22.1.2 Disciplinary Appeals – Bargaining unit employees who have been suspended, demoted or terminated may appeal their discipline either through the grievance procedure or to the Appeals Board (Civil Service Commission), but not both.

22.2 Step 1 – An employee or Union representative who believes that a question exists as to the correct interpretation or application of this agreement will first discuss the action giving rise to the belief with the immediate supervisor involved within thirty (30) calendar days of the date the action took place or within thirty (30) calendar days of the date upon which the employee could reasonably have been expected to know of such action. The employee will have the right to be assisted by an authorized Union representative during this discussion if they request one. The time limits above shall not apply to payroll errors.

22.3 **Step 2** – In the event that the immediate supervisor does not resolve the grievance to the satisfaction of the employee or the Union within a period of fourteen (14) calendar days at Step 1 of this procedure, the employee or the Union Representative will reduce the grievance to writing and will state: the section (or sections) of this agreement which is alleged to have been interpreted or applied incorrectly; an explanation of the grievance in detail, including dates, actions and such other information needed to understand the facts and circumstances giving rise to the grievance; and the remedy sought. The employee will have the right to be assisted by an authorized Union representative in reducing his or her grievance to writing. The employee or Union representative will present the written grievance to the employee's Department Director within fourteen (14) calendar days of the date the employee received the immediate supervisor's response. The Department Director will meet with the employee and/or the employee's Union Representative within fourteen (14) calendar days after receipt of the written grievance for the purpose of considering the matter. The Department Director will reduce his or her decision to writing and will transmit the decision to the employee and the Union representative within fourteen (14) calendar days of meeting with the employee and/or the Union representative.

22.4 **Step 3** – In the event that the Department Director does not resolve the grievance to the satisfaction of the employee or the Union representative at Step 2 of this procedure, the employee or the Union representative will transmit a copy of the original grievance along with a copy of the Department Director's written response to the Human Resources Manager within fourteen (14) calendar days of receipt of the Department Director's written response. The Human Resources Manager will consider the grievance and may convene a meeting. The Human Resources Manager will reduce his or her decision to writing within fourteen (14) calendar days of receipt of the grievance and transmit the decision to the Union.

22.5 **Step 4** – In the event that the Human Resources Manager does not resolve the grievance at Step 3 of this procedure, the Union may request arbitration of the issue by written notification to the Human Resources Manager within thirty (30) calendar days of the Step 3 response. Immediately thereafter, the parties will petition the Federal Mediation and Conciliation Service (FMCS) for a list of nine (9) arbitrators who are residents of the Northwest (Washington, Oregon, and Idaho).

22.6 **Powers and Duties of the Arbitrator** – It will be the duty of the arbitrator to conduct a hearing on the issue or issues submitted by the parties for decision. The hearing will be kept informal and private. The arbitrator will interpret the provisions of this agreement as they apply to the issue or issues submitted for decision and will not add to, subtract from nor in any way otherwise alter nor recommend the alteration of the terms and conditions of the agreement in deciding the matter. As soon as is practicable after conducting the hearing, the arbitrator will render a written decision which will be binding upon the parties.

22.7 **Costs of Arbitration** – The expenses of the neutral arbitrator will be borne equally by the parties. Each party will singly bear all costs related to preparing and presenting its own case before the arbitrator, including costs of witnesses and attorneys. In the event the parties mutually desire a record of the proceedings, the cost of obtaining such record shall be borne equally by both parties.

22.8 **Time Limits** – Time limits established in this procedure will be strictly adhered to but may be waived by mutual agreement of the Union and the City. All procedures contained herein will be complied with as expeditiously as practicable.

ARTICLE 23 SEVERABILITY

In the event that any provision of this Agreement is held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article should be restrained by such tribunal pending a final determination as to its validity, the remaining provisions of this Agreement will not be held invalid and will remain in full force and effect. The Union and the City will immediately meet and attempt to renegotiate any provision found invalid.

ARTICLE 24 ENTIRE AGREEMENT

The Union and the City acknowledge that each has had the unlimited right and opportunity to make proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right are set forth in this Agreement. Therefore, the City and the Union each voluntarily and unqualifiedly agree to waive the right to oblige the other party to bargain with respect to any subject or matter not specifically covered by the Articles of this Agreement during the term of this Agreement, except as mutually agreed upon.

ARTICLE 25 CONFLICTING PROVISIONS

In the event that any provision of this Agreement is found to be in conflict with any other Resolution, Ordinance, Policy, Regulation or Rule of the City, the provision of this agreement will prevail.

ARTICLE 26 LABOR MANAGEMENT COMMITTEE

26.1 **Labor Management** – The City and the Union agree that a need exists for closer cooperation between labor and management. To accomplish this objective, the Employer and the Union agree that no more than five (5) duly authorized representatives of the Union will function as one-half (1/2) of a Labor-Management Committee, the other half being no more than five (5) certain representatives of the City named for that purpose. The Committee will meet as necessary for the purpose of discussing and facilitating the resolution of all problems, which may arise between the parties. The City will provide a draft of the minutes of the meeting to the Union's Committee members within (2) two weeks of the meeting. The Committee will be chaired by a member elected by the Committee.

26.2 **Amendments to Agreement** - Should the Union and Employer mutually agree to change, add, or delete any provision of this Agreement, policies or rules, such change will be set forth in writing.

ARTICLE 27 JOB SHARING

27.1 **Job Sharing** - The parties consider job sharing as a potential viable alternative to full time employment. Jobs may be shared on an hourly, or daily basis.

27.2 **Job Sharing Leave** - All leave for job-sharing employees will be provided on a pro-rated basis. Insurance benefits premium costs will be determined on a case by case basis; however, the total cost to the City cannot exceed the cost for a full time employee.

27.3 **Job Sharing Agreement** - Job sharing may only be done by mutual agreement of the employees affected and Department Director or designee. Vacant full time positions may be announced as "Job Sharing" only if agreed to by the City and Union.

27.4 **Hours Worked** - All time worked by an employee above the base scheduled hours for the position will be considered overtime, provided, however, that the combined paid hours for the position exceed forty (40) in the work week.

27.5 **Required Sign-off** - Job sharing employees must sign a "Job Sharing Contract" acknowledging their acceptance of appropriate conditions including the following:

27.5.1 **Agreement Termination by Employees** - Either job sharing employee may request terminating the contract and returning to full-time employment. Accommodation of this request shall be subject to the availability of a vacant position. The remaining employee may be required to work full-time until another "job sharing" employee can be found, and is approved by the Department Director or designee.

27.5.2 **Absence of Employee** - Job sharing employees agree to work full-time during the absence of the other employee, when requested.

27.5.3 **Employee Status** - Regular status for employees "job sharing" will be achieved upon successful completion of hours worked equivalent to the duration of the probationary period for the classification.

27.5.4 **Step Increases** - Step increases for "job sharing" employees shall be granted in the same manner as full-time employees on an equivalent basis.

27.5.5 **Other Conditions** - Other conditions as may be considered necessary by the Department Director or designee may be made part of the job sharing contract. Provided, however, that they do not alter any terms of this Labor Agreement.

27.5.6 **Agreement Termination by Department** - The job sharing contract may be terminated at the discretion of the Department Director or designee.

27.6 **Work Schedule/Insurance Benefits -** The negotiated job sharing contract will indicate the base schedule to be worked by each employee and the distribution of insurance benefits premium costs.

ARTICLE 28 TEMPORARY ASSIGNMENT AND SPECIAL ASSIGNMENT

28.1 **Temporary Assignment** - An employee covered by this Agreement may be temporarily assigned the duties and responsibilities of a position which has a higher pay classification than his/her regularly assigned classification in which the incumbent employee is absent due to an extended illness, leave of absence or other extenuating circumstances, An employee who is temporarily assigned to such a position shall be compensated at five percent (5%) above his/her current base pay rate plus longevity if applicable, or the first step of the higher pay rate, whichever is greater. In no case shall an employee be paid more than the top pay step of the higher classification or serve in a temporary assignment for more than one (1) year. A temporary assignment may be extended one (1) time, on a case-by-case basis, for up to a maximum of six (6) months at the discretion of the Department Director. Such extension shall require the concurrence of the Human Resources Manager and the Union. It shall be understood that compensation at the higher pay rate shall be effective after the completion of twenty-four (24) consecutive hours in the temporary assignment. The first twenty-four (24) hours of the temporary assignment shall be paid at the employee's regular base rate of pay plus longevity, if applicable. Temporary Assignment will not affect an employee's anniversary date for step advancement purposes.

28.2 **Special Assignment** – An employee covered by this agreement may be placed in a special assignment, rather than being permanently reclassified to a higher level to allow for employee rotation, to enhance upward mobility, or for special projects for a period of one (1) calendar year or less. A Special Assignment may be extended one (1) time, on a case-by-case basis, for up to a maximum of six (6) months at the discretion of the Department Director. Such extension shall require the concurrence of the Human Resources Manager and the Union. Special Assignments shall not to be used for staffing shortages. Compensation for Special Assignments may be granted up to a maximum of ten percent 10% above what the current base rate of pay plus longevity if applicable is for the employee and requires the approval of the Human Resources Manager. Special Assignment will not affect an employee's anniversary date for step advancement purposes.

ARTICLE 29 WASTEWATER TREATMENT PLANT – EMPLOYEES

29.1 Any certifications beyond one (1) level above the certification required for the employee to perform his/her job will not result in any additional $50 license differential for 29.2, 29.3 and 29.4 below. This provision shall not apply to employees who are currently receiving multiple license differential amounts as of 12/31/08; however, keeping licensing current shall be the responsibility of the employee, and should any license lapse, any differential for such license shall no longer apply.

29.2 **WWTP Operator I License Differential** – WWTP Operator I employees that are required by the employer and/or choose to have a Washington State Operator's License above Group II will receive Fifty Dollars ($50.00) per month for each current certificate above Group II.

29.3 **WWTP Operator II License Differential** – WWTP Operator II's that are required by the employer to have a Washington State Operator's License above a Group III, will receive Fifty Dollars ($50.00) per month for each certificate above Group III.

29.4 **WWTP Operations Supervisor License Differential** – WWTP Operation Supervisor's that have a Washington State Operator's license above Group III, will receive Fifty Dollars ($50.00) per month for each certification above Group III.

29.5 **WWTP Operator-in-Charge Differential** - When the employer designates a WWTP Operator-in-Charge for a minimum of one full shift, they will receive a five (5%) percent differential applied to their base hourly pay for each shift so assigned.

29.6 **WWTP Industrial Mechanic-in-Charge Differential** - When the employer designates a WWTP Industrial Mechanic-in-Charge for a minimum of one full shift, they will receive a five (5%) percent differential applied to their base hourly pay rate plus longevity if applicable, for each shift so assigned.

ARTICLE 30 TRAINEE POSITIONS

30.1 **WWTP Operator Trainee Training Period – Upon successful completion of the training period the WWTP Operator Trainee shall be reclassified as a WWTP Operator.** The training period shall be not less than six (6) months and no more than eighteen (18) months, contingent upon when employee obtains the required license.

30.2 **WWTP Industrial Mechanic Trainee** - Upon successful completion of the training period the WWTP Industrial Mechanic Trainee shall be reclassified as WWTP Industrial Mechanic. The training period shall be not less than six (6) months and no more than eighteen (18) months, contingent upon when employee obtains the required license.

30.3 **Utilities Service Specialist Trainee** – Upon successful completion of the training period the Utilities Service Specialist Trainee shall be reclassified as a Utilities Service Specialist. The training period shall be not less than six (6) months and no more than eighteen (18) months, contingent upon when employee obtains the required license.

30.4 **Failure to Successfully Complete Training Period.** - If between twelve (12) and eighteen (18) months a promoted employee does not qualify to advance to the non-trainee position they will be returned to the class they previously held, provided they held such class in a non-probationary status.

Employees who did not previously hold a bargaining unit position are considered to be in a probationary status during the entire training period.

ARTICLE 31 TEAMSTERS SUPPLEMENTAL PENSION PLAN

The City agrees to allow the bargaining unit employees the opportunity to voluntarily participate in the Teamsters Supplemental Pension Plan. It shall be understood that participation in this plan shall be strictly voluntary and that 100% of the cost of participation shall be the sole responsibility of the employee.

ARTICLE 32 DOWNTOWN PARKING

The City shall provide free parking for all bargaining unit members who are assigned to work on a regular basis in the downtown area.

ARTICLE 33 AUTOMATIC PROMOTION FROM PLANNER I TO PLANNER II AFTER THREE (3) YEARS

Employees hired as Planner I who successfully complete three (3) years of employment with the City as a Planner I, upon reaching their third (3rd) year anniversary date, will be automatically promoted to Planner II without testing as long as his/her 3rd year annual evaluation reflects a "Meets Expectations" or higher rating. If a Planner I fails to receive their 3rd year annual evaluation in a timely manner, it shall be assumed that their performance "Meets Expectations" and they will be promoted to Planner II. This does not preclude the City from promoting a Planner I to a Planner II position through the normal promotional testing process prior to reaching his/her 3rd year anniversary.

ARTICLE 34 DISCIPLINE

34.1 **Coordination of Discipline** - Prior to the imposition of any discipline or discharge of a regular employee, the Department will coordinate the action contemplated with the Human Resources Manager and City Attorney's office to ensure that the proper procedures are followed.

34.2 **"Just Cause" Discipline** - Discipline shall be imposed for **just cause**.

34.3 **Types of Discipline** - The Department Director or Division Manager (except for termination of employment which can only be imposed by the Department Director) may administer the following types of discipline provided, however, the following list shall not be construed to set forth any necessary sequence of progressive discipline and does not limit alternative methods/forms of discipline:

34.3.1 Written reprimand.

34.3.2 Suspension without pay not to exceed thirty (30) days.

34.3.3 An alternative for suspension without pay may be a:

a. Reduction in Step for a specified period of time, not to exceed an amount equivalent to five (5) days suspension.

b. Reduction of accrued vacation leave by a specific number of hours, not to exceed five (5) days suspension.

34.3.4 Demotion

a. Demotion of a regular employee to a lower position for just cause may be made by the Department Director or Division Manager. If it is proposed that the employee be transferred to another department, the receiving Department Director must give approval.

b. A regular employee so demoted shall lose all rights to a position in the higher class, and shall not, in the event of a layoff or reduction, be placed on a layoff reinstatement register for the higher class.

c. A demoted employee's rate of pay shall be reduced by 10%. If an employee's pay rate after the 10% reduction is greater than the top step of the position to which they were demoted, then his/her pay rate will be frozen until such time that the top step catches up to his/her frozen pay rate.

EXAMPLE: An Office Assistant Senior is demoted to an Office Assistant III (OA III). As an Office Assistant Senior (OA Sr.), the employee's rate of pay was $23.06. When demoted to OA III, the employee's rate of pay is reduced by 10% to $21.32, which exceeds the top step of $20.69 in the OA III pay band. The employee will remain at $21.32 until such time as the top step of OA II exceeds that hourly rate.

34.3.5 Termination.

34.4 PRE-DISCIPLINARY HEARING

34.4.1 Prior to imposition of any discipline above a Written Reprimand, a pre-disciplinary hearing shall be held within five (5) working days from the date the employee was advised of the proposed discipline to be taken. The regular employee shall be given an opportunity to respond to the charges, orally and/or in writing, as to why the department's proposed action should not be taken, and the date and time of the pre-disciplinary hearing.

34.4.2 The Department Director/Division Manager (as applicable) shall conduct the hearing. The employee may have legal counsel, a union representative, and/or witnesses present at the pre-disciplinary hearing. The employee does not have the right to confront or cross examine witnesses of the City; however, he/she may ask questions at the discretion of the Department Director/Division Manager.

34.4.3 The Department Director/Division Manager shall present an explanation of the evidence at the pre-disciplinary hearing, which shall be sufficient to apprise the employee of the basis for the proposed action.

34.4.4 Within five (5) working days of the hearing, the Department Director/Division Manager shall advise the employee, in writing, of the outcome of the pre-disciplinary hearing, and the discipline to be imposed.

34.5 DISCIPLINARY APPEALS

34.5.1 Employees who have been demoted or whose employment has been suspended or terminated may appeal either through the grievance procedure or to the Appeals Board (Civil Service Commission), but not both.

34.5.2 If an employee elects to use the grievance procedure for his/her appeal, it will begin at Step 3 of the grievance procedure.

34.5.3 An employee who is issued a Written Reprimand shall be given the opportunity to have a letter of rebuttal attached to the charging document in response to the discipline taken. Such letter shall be filed with Human Resources within fourteen (14) calendar days of issuance of the discipline.

ARTICLE 35 SENIORITY

Seniority shall be determined based upon years of continuous service within the bargaining unit. However, all seniority shall be lost after twenty-four (24) months in layoff status, or upon leaving the bargaining unit for any other reason (e.g. resignation, termination or acceptance of a non-bargaining unit position). If a City employee is laid off and hired back into a bargaining unit position within twenty-four (24) calendar months of layoff, then that employee shall have all previously earned bargaining unit seniority restored.

ARTICLE 36 LAYOFFS/RECALLS

36.1 **Reductions in Force (R.I.F.)** Should the City decide to reduce the work force, layoffs shall be made as follows:

36.1.1 By Classification and by Division.

36.1.2 By Seniority: The City will provide at least thirty (30) days notice to the affected employees. The affected employees shall be the least senior employees in that classification within the division. Any temporary/probationary employee in that classification will be laid off prior to any regular employee being laid off.

36.1.3 In the event two (2) employees in the same classification have the same seniority date, seniority will be determined by going back to the original hiring register from which they were hired, and the employee with the highest overall score shall be considered to have the higher seniority.

36.2 **Layoff Procedure** - Employees who received R.I.F. notices and were not placed in positions pursuant to this Collective Bargaining Agreement shall receive notice of layoff twenty (20) working days prior to the effective date of the layoff.

36.2.1 All temporary employees performing similar duties as employees in the same layoff classification shall be separated from employment first.

36.2.2 All probationary employees in the same layoff classification shall be laid off next.

36.3 **Bumping Options Of Employees Affected By Reduction In Force** - Employees receiving R.I.F. notices shall be offered the option(s) below (in the order presented) that is available to him or her and must accept it or be laid off. The employee will be given reasonable time to consider these options. The options are:

36.3.1 A transfer to a vacant position within the same **city-wide** classification (e.g. Office Assistant Senior) and with no reduction in pay.

36.3.2 The right to bump the least senior occupant in the same citywide classification

36.3.3 A transfer to a vacant position in the same or lesser pay grade for which the employee meets the minimum requirements and can obtain the necessary certification(s) within six (6) months. (Must follow the examination procedures set forth in 35.4 below.)

36.3.4 The right to bump the least senior occupant in a classification in the same pay range in the department, whether or not the employee holds previous status, provided he/she meets the minimum qualifications, has greater seniority, and can perform the full range of duties of the position with a brief orientation or familiarization period (up to 45 calendar days). (Must follow the examination procedures set forth in 35.4 below.)

36.3.5 The right to bump the least senior occupant in a lower classification in the bargaining unit or division, whether or not the employee holds previous status, provided he/she meets the minimum qualifications and has greater seniority. (Must follow the examination procedures set forth in 35.4 below.)

36.3.6 The right to bump the least senior occupant in a lower classification in the bargaining unit or division, which the employee has not transferred out or promoted out of, provided he/she meets the minimum qualifications and has greater seniority. (Must follow the examination procedures set forth in 35.4 below.)

36.3.7 The right to bump the least senior occupant in a lower classification in a division that the employee had previously transferred or promoted out of provided the employee passed the probationary period for that position. Bumping into positions previously held shall be allowed without examination or a probationary period. Seniority for the purposes of this provision shall be that seniority credit the employee had at the time he or she transferred out of the position. The right to bump into a lower classification or equivalent if the job title has been changed since he/she transferred out of the position but the job duties have remained essentially the same, shall terminate two (2) years after the transfer out of the bargaining unit.

36.4 Examination Process: Bumping permitted by sections 35.3.3 through 35.3.6 above to positions not previously held shall be made by examination as follows:

36.4 A. Human Resources will provide a list of lower classifications from the applicable option (section 35.3.3 through 35.3.6) for which the employee has greater seniority.

36.4 B. The employee will choose two (2) classifications (if available) from the list of classifications provided which he or she feels that he or she is qualified for and submit an application and supplemental questionnaire for each position.

36.4 C. The application along with the completed supplemental questionnaire will be rated by a panel of three subject matter experts. The panel will include one qualified employee from the Teamsters Bargaining Unit. The panel will determine, based on the information submitted by the employee, whether or not the employee meets the minimum requirements of the position.

36.4 D. If the employee passes the rating process, he or she will be awarded the position. If awarded a position, a six (6) month probationary period shall be mandatory. Such probationary period shall only be based upon ability to perform the essential functions and duties of the position. If employee is not able to perform the essential functions and duties of the position, then they will be laid off and placed on the lay-off register.

36.4 E. If the employee is not awarded either of the two positions chosen the employee will be laid off and placed on the layoff register.

36.5 In addition, an employee receiving a R.I.F. notice may apply for any currently available promotional opportunities, subject to meeting the minimum requirements for any position for which they are applying.

36.5.1 In the event there are no full time positions available for regular employees who receive a RIF notice to bump into, they will be permitted to bump into part-time, temporary or seasonal positions for which they qualify.

365.2 Probationary employees who receive a RIF notice will be permitted to bump into part-time, temporary or seasonal positions for which they qualify.

36.6 **Placement of Laid - off Employees on Layoff Register -** The names of regular employees and those employees covered under 35.5.2 above, who have been laid off shall be placed on a layoff register rated by seniority (the most senior by classification or division).

36.6.1 Layoff registers shall be maintained by the Human Resources Department in coordination with the Union

36.6.2 An employee's name shall remain on the register for 24 months from the date of layoff.

36.6.3 An employee who has bumped to a lower position shall be reinstated to his/her former position, provided a vacancy occurs within the 24 month period and he/she meets the minimum requirements of the position.

36.6.4 An employee's name shall be removed for any of the following reasons:

36.6.4.1 Inability to contact the employee by certified mail at the employee's last known address.

36.6.4.2 Rejection by the employee of an offer to return to a vacancy in the job classification or division held previous to layoff.

36.6.4.3 A written statement by the employee that he/she has no further interest in returning to City of Bremerton employment.

36.7 Recall From Layoff

36.7.1 Upon notification by the Human Resources Department that a vacancy exists, the affected department director shall contact the most senior candidate from the appropriate layoff register and offer him/her the position. If the most senior candidate rejects the position, then the next senior candidate shall be offered the position, and so on. The City shall notify the Union of any recalled employee.

36.7.2 In the event the appropriate register is exhausted, an employee on another layoff register shall be recalled to a classification vacancy, provided that either the employee meets the minimum qualifications or the special qualifications, training, or skill required for the position can be obtained through a short orientation or familiarization period of up to forty-five (45) calendar days, and provided the employee makes written application for the vacancy. In no event shall any employee be recalled into a classification higher than that from which he/she was laid off. Such employee shall be subject to a probationary period in the new position subject to section 35.8.6.1.

36.7.2.1 The Human Resources Department shall exhaust the appropriate lay off register before opening the position to new hires.

36.7.2.2 An employee recalled will be required to pass a physical exam, if required for the position, in order to determine if he/she is physically able to perform the essential functions and responsibilities of the position.

36.8 Reinstatement - An employee who is laid off may be reinstated to a vacancy within 24 months of layoff without competition. Such employees shall be credited with:

36.8.1 Seniority and step increase dates adjusted for the time laid off shall be subject to section 35.9.3;

36.8.2 The previous rate of sick leave and vacation accrual based on years of service as of the time of layoff;

36.8.3 Reinstatement of previous sick leave accrual balances.

36.8.4 Regular status only if reinstatement is to the same division from which layoff occurred and if regular status had been previously attained;

36.8.5 Benefits in accordance with any restrictions or waiting period imposed by plan documents (Medical/Dental/Life).

36.8.6 Any employee who is reinstated from a layoff register to a classification or division **not** previously held shall be:

36.8.6.1 Required to serve a three (3) month probationary period. A reinstated employee who fails to complete the probationary period shall be returned to the layoff register for the remainder of the 24 month period established by the date of the original layoff;

36.8.6.2 Given new seniority and increment dates for pay purposes (i.e. longevity, annual step increases);

36.8.6.3 Given the previous sick leave accrual balances.

36.8.6.4 Given benefits in accordance with any restrictions or waiting period imposed by the plan documents. (Medical/Dental/Life).

36.9 Recall Notification

36.9.1 Laid-off employees shall be carried by the City on a lay-off register for a period of 24 months, and shall be notified of any openings for which they are eligible. Eligible, for purposes of this Article, shall mean that the employee has previously

held regular status in the classification and has not been demoted from the classification. No vacancies shall be posted, advertised or filled while there is an eligible employee on the lay-off list. An employee on the lay-off list may refuse to return to a lesser position than that from which they were laid-off without loss of all recall rights. An employee may not refuse to return to the classification from which they were laid off without loss of all recall rights.

36.9.2 A recalled employee shall return on the date and time set by the City, which in no event shall be sooner than two (2) weeks from the time the employee was mailed a notice or recall to the last known address of the employee, unless by mutual consent to an earlier starting date. No temporary employees shall be hired to do bargaining unit work by the department while any regular employees are in lay-off status.

36.9.3 Employees rehired from the lay-off list shall not suffer any loss of seniority or benefits as a result of lay-off, but shall not accrue seniority, wages, or benefits during lay-off.

36.9.4 The lay-off or recall from lay-off procedures set forth above will be administered in a manner that does not unfairly discriminate against any individual employee.

ARTICLE 37 PROMOTION

37.1 **Procedure** - Should a position vacancy occur, as determined by the City, the City shall be required to consider, but not necessarily select, candidates for promotion from within the bargaining unit before selecting employees from outside the bargaining unit. In any event, the City may select the applicant who, in the City's opinion, is the best qualified for any position opening in the bargaining unit, or from any source whatsoever. Vacancies will be posted internally for no less than fifteen (15) calendar days.

37.1.1 A bargaining unit employee who is promoted shall be placed at the closest step in the new range that provides at least a five percent (5%) increase in salary and does not exceed the maximum of the pay range.

37.1.2 The promotional probationary period shall be six (6) months.

37.2 **Failure to Complete Probation** - The promotional probationary employee who fails to successfully complete probation shall be demoted to the lower position from which he/she was promoted. Such determination shall be made at the sole discretion of the City and the reasons shall not necessarily constitute just cause.

ARTICLE 38 EMPLOYMENT GUIDELINES

38.1 General Guidelines for Employment

38.1.1 Non-discrimination - The City shall not discriminate against any City employee or any applicant for employment on the basis of race, religion, color, national origin, gender, age, sexual orientation, genetic information, marital status, veteran's status or disability.

38.1.2 Basis of Employment – All employment with the City shall be based on merit, knowledge, skill, ability qualification and moral fitness as evidenced by:

38.1.2.1 Education, training and experience as reflected by the application form resume` and other documentation of certification, registration, etc.

38.1.2.2 Written and/or performance tests (when applicable).

38.1.2.3 After a conditional offer of employment is made, pre-employment physical and drug testing (if applicable to the position) shall be required to determine whether the individual can effectively perform the essential functions and responsibilities of the position for which they are being considered with or without reasonable accommodation. Such physical examination shall be performed by a city-designated physician and laboratory and paid for by the City.

38.1.2.4 Background investigation including criminal history, credential/degree verification and reference checks as allowed by law.

38.2 Nepotism

38.2.1 Immediate Family Members - It is the City's policy that immediate family members of City employees will not be hired if:

38.2.1.1 One member would have the authority or be in a position to supervise, hire, remove or discipline the other; or

38.2.1.2 One member would be responsible for auditing or evaluating the work of the other; or

38.2.1.3 Other circumstances exist, which would place the relatives in a situation of actual or reasonably foreseeable conflict between the City's interest and their own.

38.2.2 **No Preference for Family Members -** The City conducts open and competitive hiring processes. Preference will not be given to candidates who are immediate family members.

38.2.3 **Immediate Family** - For purposes of this Article shall be defined as: Spouse, child, brother, sister, parents, grandparents, step relations, in-laws, dependents and anyone residing in the employee's household.

38.2.4 **Relationship Occurring During Employment** – When a relationship, as defined under immediate family in this Article occurs during employment, the two (2) affected employees may remain in their current positions provided they are not in conflict with the restrictions identified in this Article. If a conflict is created by the relationship, the City will attempt to arrange a transfer or change in position. If a suitable transfer/change in position is not available, one of the employees will be separated from City service. Every attempt will be made to effect transfer or separation on the basis of agreement between the employees involved and the City. If a mutual agreement is unattainable, the Mayor will determine, in the City's best interest, the employee to be transferred or separated.

38.3 **Vacancy Announcements** - The City shall post announcement notices of position vacancies in the local newspaper, on City internal and external web sites, in all City departments and an electronic copy to the Union on the date the position is posted on the City's web sites.

38.4 **Examinations or Testing** - Appointments shall be made according to skill, ability, qualification, merit and fitness, which shall be ascertained by examinations conducted under the guidance of the Human Resources division.

38.4.1 Examinations may be assembled or non-assembled, and may include written, oral, physical tests, performance tests, interviews, ratings, training, experience, computer-based examinations, criteria rating forms, or any combination of these.

38.5 **Promotions**

38.5.1 The City shall make a reasonable effort to offer promotional opportunities to current employees when possible.

38.5.2 Promotional postings shall be placed on the City's internal web site and copies sent to all departments for posting on the Union bulletin boards, to the Union and shop stewards.

38.5.3 Current bargaining unit employees who successfully complete the examination/testing process for promotion will have seven and one half percent (7.5%) of their PASSING score added to their final score.

38.5.4 Human Resources will develop a policy for rating candidates for promotional opportunities.

38.5.5 If the Department Director in the department where a vacancy exists proposes to fill such position through the promotional process, he/she shall have the sole discretion to determine whether or not to consider transfer requests for the position from other bargaining unit employees in the same classification as the position vacancy. Such decision will be included in the promotional announcement.

ARTICLE 39 OTHER ISSUES RELATING TO CONVERSION FROM CIVIL SERVICE

The City and the Union agree that any issue that arises in relation to the conversion from Civil Service until a successor contract is ratified by both parties, shall be addressed in Joint Labor Management Committee meetings.

ARTICLE 40 TERM

This Agreement will become effective upon January 1, 2016 and will remain in effect through December 31, 2018. All requests to amend, modify or terminate this Agreement will require either party to file written notice upon the other at least one hundred eighty (180) days prior to December 31, 2018.

This agreement is hereby submitted to the Bremerton City Council by the City representative and the Union representative for the Council's consideration and approval. Upon approval, this agreement will become binding upon the City, the Union and all of the employees in the bargaining unit covered by this agreement.

APPROVED by the Bremerton City Council on the 18 day of May 2016.

Signed this 1st day of Jun, 2016

FOR THE CITY OF BREMERTON:

Charlotte L Belmore

Charlotte Belmore,
Human Resources Manager

By Patty Lent
Honorable Patty Lent, Mayor

Attest:

Shannon Corin, City Clerk

FOR GENERAL TEAMSTERS LOCAL #589:

Mark Fuller,
Business Representative

Approved as to Form:

Roger Lubovich, City Attorney

APPENDIX A
TEAMSTERS 2016

EFFECTIVE JANUARY 1, 2016

2.00% General Wage Adjustment

Hours Worked Per Year:	2088	12 Mos. Step A	12 Mos. Step B	12 Mos. Step C	12 Mos. Step D	12 Mos. Step E	12 Mos. Step F	Step G
Grade 4	Annual	34,995	35,914	36,791	37,772	38,795	39,818	40,862
Parks Laborer	Monthly	2,916	2,993	3,066	3,148	3,233	3,318	3,405
Utilities Laborer	Semi-Monthly	1,458	1,497	1,533	1,574	1,617	1,659	1,703
	Hourly	16.76	17.20	17.62	18.09	18.58	19.07	19.57
	OT Hourly	25.14	25.80	26.43	27.14	27.87	28.61	29.36
+Longevity	Base +1%	16.93	17.37	17.80	18.27	18.77	19.26	19.77
	Base +2%	17.10	17.54	17.97	18.45	18.95	19.45	19.96
	Base +3%	17.26	17.72	18.15	18.63	19.14	19.64	20.16
	Base +4%	17.43	17.89	18.32	18.81	19.32	19.83	20.35
Grade 5	Annual	36,791	37,772	38,795	39,818	40,862	41,906	43,075
Office Assistant I	Monthly	3,066	3,148	3,233	3,318	3,405	3,492	3,590
	Semi-Monthly	1,533	1,574	1,617	1,659	1,703	1,746	1,795
	Hourly	17.62	18.09	18.58	19.07	19.57	20.07	20.63
	OT Hourly	26.43	27.14	27.87	28.61	29.36	30.11	30.95
+Longevity	Base +1%	17.80	18.27	18.77	19.26	19.77	20.27	20.84
	Base +2%	17.97	18.45	18.95	19.45	19.96	20.47	21.04
	Base +3%	18.15	18.63	19.14	19.64	20.16	20.67	21.25
	Base +4%	18.32	18.81	19.32	19.83	20.35	20.87	21.46
Grade 6	Annual	38,795	39,818	40,862	41,906	43,075	44,224	45,435
Office Assistant II	Monthly	3,233	3,318	3,405	3,492	3,590	3,685	3,786
	Semi-Monthly	1,617	1,659	1,703	1,746	1,795	1,843	1,893
	Hourly	18.58	19.07	19.57	20.07	20.63	21.18	21.76
	OT Hourly	27.87	28.61	29.36	30.11	30.95	31.77	32.64
+Longevity	Base +1%	18.77	19.26	19.77	20.27	20.84	21.39	21.98
	Base +2%	18.95	19.45	19.96	20.47	21.04	21.60	22.20
	Base +3%	19.14	19.64	20.16	20.67	21.25	21.82	22.41
	Base +4%	19.32	19.83	20.35	20.87	21.46	22.03	22.63
Grade 7	Annual	40,862	41,906	43,075	44,224	45,435	46,604	47,836
Customer Service Representative	Monthly	3,405	3,492	3,590	3,685	3,786	3,884	3,986
Evidence Property Control Specialist	Semi-Monthly	1,703	1,746	1,795	1,843	1,893	1,942	1,993
Office Assistant III	Hourly	19.57	20.07	20.63	21.18	21.76	22.32	22.91
Police Records Specialist I	OT Hourly	29.36	30.11	30.95	31.77	32.64	33.48	34.37
	Base +1%	19.77	20.27	20.84	21.39	21.98	22.54	23.14
	Base +2%	19.96	20.47	21.04	21.60	22.20	22.77	23.37
	Base +3%	20.16	20.67	21.25	21.82	22.41	22.99	23.60
	Base +4%	20.35	20.87	21.46	22.03	22.63	23.21	23.83
Grade 8	Annual	43,075	44,224	45,435	46,604	47,836	49,172	50,488
Accounting Assistant II	Monthly	3,590	3,685	3,786	3,884	3,986	4,098	4,207
Automotive Tech Assistant	Semi-Monthly	1,795	1,843	1,893	1,942	1,993	2,049	2,104
Human Resource Assistant	Hourly	20.63	21.18	21.76	22.32	22.91	23.55	24.18
Lead Evidence Property Contr. Spec.	OT Hourly	30.95	31.77	32.64	33.48	34.37	35.33	36.27
Legal Technician	Base +1%	20.84	21.39	21.98	22.54	23.14	23.79	24.42
Office Assistant Senior	Base +2%	21.04	21.60	22.20	22.77	23.37	24.02	24.66
Recreation Program Coordinator I	Base +3%	21.25	21.82	22.41	22.99	23.60	24.26	24.91
	Base +4%	21.46	22.03	22.63	23.21	23.83	24.49	25.15

APPENDIX A
TEAMSTERS 2016

EFFECTIVE JANUARY 1, 2016

2.00% General Wage Adjustment

Hours Worked Per Year:	2088	12 Mos. Step A	12 Mos. Step B	12 Mos. Step C	12 Mos. Step D	12 Mos. Step E	12 Mos. Step F	Step G
Grade 9	Annual	45,435	46,604	47,836	49,172	50,488	51,824	53,307
Accounting Assistant III	Monthly	3,786	3,884	3,986	4,098	4,207	4,319	4,442
Police Records Specialist II	Semi-Monthly	1,893	1,942	1,993	2,049	2,104	2,160	2,221
Water Resources Assistant	Hourly	21.76	22.32	22.91	23.55	24.18	24.82	25.53
	OT Hourly	32.64	33.48	34.37	35.33	36.27	37.23	38.30
	Base +1%	21.98	22.54	23.14	23.79	24.42	25.07	25.79
	Base +2%	22.20	22.77	23.37	24.02	24.66	25.32	26.04
	Base +3%	22.41	22.99	23.60	24.26	24.91	25.56	26.30
	Base +4%	22.63	23.21	23.83	24.49	25.15	25.81	26.55
Grade 10	Annual	47,836	49,172	50,488	51,824	53,307	54,810	56,272
Accounting Assistant Senior	Monthly	3,986	4,098	4,207	4,319	4,442	4,568	4,689
Forest Service Specialist	Semi-Monthly	1,993	2,049	2,104	2,160	2,221	2,284	2,345
Office Assistant Senior Specialist	Hourly	22.91	23.55	24.18	24.82	25.53	26.25	26.95
Parks Service Specialist	OT Hourly	34.37	35.33	36.27	37.23	38.30	39.38	40.43
Payroll Specialist	Base +1%	23.14	23.79	24.42	25.07	25.79	26.51	27.22
Project Assistant	Base +2%	23.37	24.02	24.66	25.32	26.04	26.78	27.49
Web Support Specialist	Base +3%	23.60	24.26	24.91	25.56	26.30	27.04	27.76
WWTP Industrial Mechanic Trainee	Base +4%	23.83	24.49	25.15	25.81	26.55	27.30	28.03
Grade 11	Annual	50,488	51,824	53,307	54,810	56,272	57,900	59,466
Building & Development Specialist I	Monthly	4,207	4,319	4,442	4,568	4,689	4,825	4,956
Engineering Technician II	Semi-Monthly	2,104	2,160	2,221	2,284	2,345	2,413	2,478
Permit Technician	Hourly	24.18	24.82	25.53	26.25	26.95	27.73	28.48
Police Records Specialist Supvr.	OT Hourly	36.27	37.23	38.30	39.38	40.43	41.60	42.72
Recreation Program Coordinator II	Base +1%	24.42	25.07	25.79	26.51	27.22	28.01	28.76
Sign Shop Service Specialist	Base +2%	24.66	25.32	26.04	26.78	27.49	28.28	29.05
Street Service Specialist	Base +3%	24.91	25.56	26.30	27.04	27.76	28.56	29.33
Utilities Service Specialist	Base +4%	25.15	25.81	26.55	27.30	28.03	28.84	29.62
Water Operator								
WWTP Operator Trainee								
Grade 12	Annual	53,307	54,810	56,272	57,900	59,466	61,011	62,744
Court Security Home Detention Spec.	Monthly	4,442	4,568	4,689	4,825	4,956	5,084	5,229
Crime Scene Lead Evidence Tech.	Semi-Monthly	2,221	2,284	2,345	2,413	2,478	2,542	2,615
Deputy City Clerk	Hourly	25.53	26.25	26.95	27.73	28.48	29.22	30.05
Forestry Service Specialist Senior	OT Hourly	38.30	39.38	40.43	41.60	42.72	43.83	45.08
Parks Service Specialist Senior	Base +1%	25.79	26.51	27.22	28.01	28.76	29.51	30.35
Probation Officer	Base +2%	26.04	26.78	27.49	28.28	29.05	29.80	30.65
Recreation Program Coordinator III	Base +3%	26.30	27.04	27.76	28.56	29.33	30.10	30.95
Warrant Officer	Base +4%	26.55	27.30	28.03	28.84	29.62	30.39	31.25
WWTP Industrial Mechanic								
Grade 13	Annual	56,272	57,900	59,466	61,011	62,744	64,540	66,210
Automotive Equipment Technician	Monthly	4,689	4,825	4,956	5,084	5,229	5,378	5,518
Engineering Technician III	Semi-Monthly	2,345	2,413	2,478	2,542	2,615	2,689	2,759
PC Technician	Hourly	26.95	27.73	28.48	29.22	30.05	30.91	31.71
Sign Shop Service Specialist Senior	OT Hourly	40.43	41.60	42.72	43.83	45.08	46.37	47.57
Streets Service Specialist Senior	Base +1%	27.22	28.01	28.76	29.51	30.35	31.22	32.03
Utilities Service Specialist Senior	Base +2%	27.49	28.28	29.05	29.80	30.65	31.53	32.34
Water Operator Senior	Base +3%	27.76	28.56	29.33	30.10	30.95	31.84	32.66
WWTP Lab Technician	Base +4%	28.03	28.84	29.62	30.39	31.25	32.15	32.98

APPENDIX A
TEAMSTERS 2016

EFFECTIVE JANUARY 1, 2016

2.00% General Wage Adjustment

Hours Worked Per Year:	2088	12 Mos. Step A	12 Mos. Step B	12 Mos. Step C	12 Mos. Step D	12 Mos. Step E	12 Mos. Step F	Step G
Grade 14	Annual	59,466	61,011	62,744	64,540	66,210	68,048	70,032
Accountant	Monthly	4,956	5,084	5,229	5,378	5,518	5,671	5,836
Building & Development Specialist II	Semi-Monthly	2,478	2,542	2,615	2,689	2,759	2,836	2,918
Community Resource Specialist	Hourly	28.48	29.22	30.05	30.91	31.71	32.59	33.54
Legal Technician Senior	OT Hourly	42.72	43.83	45.08	46.37	47.57	48.89	50.31
Planner I	Base +1%	28.76	29.51	30.35	31.22	32.03	32.92	33.88
WWTP Operator I	Base +2%	29.05	29.80	30.65	31.53	32.34	33.24	34.21
	Base +3%	29.33	30.10	30.95	31.84	32.66	33.57	34.55
	Base +4%	29.62	30.39	31.25	32.15	32.98	33.89	34.88
Grade 15	Annual	62,744	64,540	66,210	68,048	70,032	71,932	74,040
Assistant Network Administrator	Monthly	5,229	5,378	5,518	5,671	5,836	5,994	6,170
Customer Service/PC Technician	Semi-Monthly	2,615	2,689	2,759	2,836	2,918	2,997	3,085
Electronics Technician	Hourly	30.05	30.91	31.71	32.59	33.54	34.45	35.46
Engineering Technician IV	OT Hourly	45.08	46.37	47.57	48.89	50.31	51.68	53.19
Environmental Technician	Base +1%	30.35	31.22	32.03	32.92	33.88	34.79	35.81
Journey Level Electrician	Base +2%	30.65	31.53	32.34	33.24	34.21	35.14	36.17
Lead Automotive Equipment Tech.	Base +3%	30.95	31.84	32.66	33.57	34.55	35.48	36.52
Lead Facilities Service Specialist	Base +4%	31.25	32.15	32.98	33.89	34.88	35.83	36.88
Lead PC Technician								
Lead Street Service Specialist								
Lead Utilities Service Specialist								
Lead Water Operator								
Parks Facilities Specialist								
Parks Lead Service Specialist								
Utilities Accounts Supervisor								
WWTP CMMS Technician								
WWTP Instrumentation & Control Spec.								
WWTP Operator II								
Grade 16	Annual	66,210	68,048	70,032	71,932	74,040	76,170	78,279
Building & Development Specialist III	Monthly	5,518	5,671	5,836	5,994	6,170	6,348	6,523
Civil Engineer I	Semi-Monthly	2,759	2,836	2,918	2,997	3,085	3,174	3,262
Code Enforcement Officer	Hourly	31.71	32.59	33.54	34.45	35.46	36.48	37.49
Planner II	OT Hourly	47.57	48.89	50.31	51.68	53.19	54.72	56.24
Utilities Compliance Specialist	Base +1%	32.03	32.92	33.88	34.79	35.81	36.84	37.86
	Base +2%	32.34	33.24	34.21	35.14	36.17	37.21	38.24
	Base +3%	32.66	33.57	34.55	35.48	36.52	37.57	38.61
	Base +4%	32.98	33.89	34.88	35.83	36.88	37.94	38.99

APPENDIX A
TEAMSTERS 2016

EFFECTIVE JANUARY 1, 2016

2.00% General Wage Adjustment

Hours Worked Per Year:	2088	12 Mos. Step A	12 Mos. Step B	12 Mos. Step C	12 Mos. Step D	12 Mos. Step E	12 Mos. Step F	Step G
Grade 17	Annual	70,032	71,932	74,040	76,170	78,279	80,472	82,706
Accountant / Financial Analyst	Monthly	5,836	5,994	6,170	6,348	6,523	6,706	6,892
Auto Equipment Technician Supvr.	Semi-Monthly	2,918	2,997	3,085	3,174	3,262	3,353	3,446
Electronics Supervisor	Hourly	33.54	34.45	35.46	36.48	37.49	38.54	39.61
Facilities Inventory Supervisor	OT Hourly	50.31	51.68	53.19	54.72	56.24	57.81	59.42
NPDES Stormwater Permit Coord.	Base +1%	33.88	34.79	35.81	36.84	37.86	38.93	40.01
GIS Support Analyst	Base +2%	34.21	35.14	36.17	37.21	38.24	39.31	40.40
Network Administrator	Base +3%	34.55	35.48	36.52	37.57	38.61	39.70	40.80
Parks Maintenance Supervisor	Base +4%	34.88	35.83	36.88	37.94	38.99	40.08	41.19
Sewer/Storm Collection Supervisor								
Sign Shop Serv. Spec. Supervisor								
Streets Service Spec. Supervisor								
Utilities Service Spec. Supervisor								
Water Distribution Supervisor								
Water Resources Operations Supvr.								
WWTP Maintenance Supervisor								
WWTP Operations Supervisor								
Grade 18	Annual	74,040	76,170	78,279	80,472	82,706	85,023	87,320
Civil Engineer II	Monthly	6,170	6,348	6,523	6,706	6,892	7,085	7,277
Engineering Technician Senior	Semi-Monthly	3,085	3,174	3,262	3,353	3,446	3,543	3,639
Forestry Service Spec. Supervisor	Hourly	35.46	36.48	37.49	38.54	39.61	40.72	41.82
	OT Hourly	53.19	54.72	56.24	57.81	59.42	61.08	62.73
	Base +1%	35.81	36.84	37.86	38.93	40.01	41.13	42.24
	Base +2%	36.17	37.21	38.24	39.31	40.40	41.53	42.66
	Base +3%	36.52	37.57	38.61	39.70	40.80	41.94	43.07
	Base +4%	36.88	37.94	38.99	40.08	41.19	42.35	43.49
Grade 19	Annual	78,279	80,472	82,706	85,023	87,320	89,575	91,809
Civil Engineer III	Monthly	6,523	6,706	6,892	7,085	7,277	7,465	7,651
	Semi-Monthly	3,262	3,353	3,446	3,543	3,639	3,733	3,826
	Hourly	37.49	38.54	39.61	40.72	41.82	42.90	43.97
	OT Hourly	56.24	57.81	59.42	61.08	62.73	64.35	65.96
	Base +1%	37.86	38.93	40.01	41.13	42.24	43.33	44.41
	Base +2%	38.24	39.31	40.40	41.53	42.66	43.76	44.85
	Base +3%	38.61	39.70	40.80	41.94	43.07	44.19	45.29
	Base +4%	38.99	40.08	41.19	42.35	43.49	44.62	45.73

APPENDIX A
TEAMSTERS 2017

EFFECTIVE JANUARY 1, 2017
2.25% General Wage Adjustment

Hours Worked Per Year:	2080	12 Mos. Step A	12 Mos. Step B	12 Mos. Step C	12 Mos. Step D	12 Mos. Step E	12 Mos. Step F	Step G
Grade 4	Annual	35,651	36,587	37,482	38,480	39,520	40,560	41,621
Parks Laborer	Monthly	2,971	3,049	3,124	3,207	3,293	3,380	3,468
Utilities Laborer	Semi-Monthly	1,486	1,525	1,562	1,604	1,647	1,690	1,734
	Hourly	17.14	17.59	18.02	18.50	19.00	19.50	20.01
	OT Hourly	25.71	26.39	27.03	27.75	28.50	29.25	30.02
+Longevity	Base +1%	17.31	17.77	18.20	18.69	19.19	19.70	20.21
	Base +2%	17.48	17.94	18.38	18.87	19.38	19.89	20.41
	Base +3%	17.65	18.12	18.56	19.06	19.57	20.09	20.61
	Base +4%	17.83	18.29	18.74	19.24	19.76	20.28	20.81
Grade 5	Annual	37,482	38,480	39,520	40,560	41,621	42,682	43,867
Office Assistant I	Monthly	3,124	3,207	3,293	3,380	3,468	3,557	3,656
	Semi-Monthly	1,562	1,604	1,647	1,690	1,734	1,779	1,828
	Hourly	18.02	18.50	19.00	19.50	20.01	20.52	21.09
	OT Hourly	27.03	27.75	28.50	29.25	30.02	30.78	31.64
+Longevity	Base +1%	18.20	18.69	19.19	19.70	20.21	20.73	21.30
	Base +2%	18.38	18.87	19.38	19.89	20.41	20.93	21.51
	Base +3%	18.56	19.06	19.57	20.09	20.61	21.14	21.72
	Base +4%	18.74	19.24	19.76	20.28	20.81	21.34	21.93
Grade 6	Annual	39,520	40,560	41,621	42,682	43,867	45,053	46,280
Office Assistant II	Monthly	3,293	3,380	3,468	3,557	3,656	3,754	3,857
	Semi-Monthly	1,647	1,690	1,734	1,779	1,828	1,877	1,929
	Hourly	19.00	19.50	20.01	20.52	21.09	21.66	22.25
	OT Hourly	28.50	29.25	30.02	30.78	31.64	32.49	33.38
+Longevity	Base +1%	19.19	19.70	20.21	20.73	21.30	21.88	22.47
	Base +2%	19.38	19.89	20.41	20.93	21.51	22.09	22.70
	Base +3%	19.57	20.09	20.61	21.14	21.72	22.31	22.92
	Base +4%	19.76	20.28	20.81	21.34	21.93	22.53	23.14
Grade 7	Annual	41,621	42,682	43,867	45,053	46,280	47,466	48,734
Customer Service Representative	Monthly	3,468	3,557	3,656	3,754	3,857	3,956	4,061
Evidence Property Control Specialist	Semi-Monthly	1,734	1,779	1,828	1,877	1,929	1,978	2,031
Office Assistant III	Hourly	20.01	20.52	21.09	21.66	22.25	22.82	23.43
Police Records Specialist I	OT Hourly	30.02	30.78	31.64	32.49	33.38	34.23	35.15
	Base +1%	20.21	20.73	21.30	21.88	22.47	23.05	23.66
	Base +2%	20.41	20.93	21.51	22.09	22.70	23.28	23.90
	Base +3%	20.61	21.14	21.72	22.31	22.92	23.50	24.13
	Base +4%	20.81	21.34	21.93	22.53	23.14	23.73	24.37
Grade 8	Annual	43,867	45,053	46,280	47,466	48,734	50,086	51,418
Accounting Assistant II	Monthly	3,656	3,754	3,857	3,956	4,061	4,174	4,285
Automotive Tech Assistant	Semi-Monthly	1,828	1,877	1,929	1,978	2,031	2,087	2,143
Human Resource Assistant	Hourly	21.09	21.66	22.25	22.82	23.43	24.08	24.72
Lead Evidence Property Contr. Spec.	OT Hourly	31.64	32.49	33.38	34.23	35.15	36.12	37.08
Legal Technician	Base +1%	21.30	21.88	22.47	23.05	23.66	24.32	24.97
Office Assistant Senior	Base +2%	21.51	22.09	22.70	23.28	23.90	24.56	25.21
Recreation Program Coordinator I	Base +3%	21.72	22.31	22.92	23.50	24.13	24.80	25.46
	Base +4%	21.93	22.53	23.14	23.73	24.37	25.04	25.71

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TEAMSTERS 2017

EFFECTIVE JANUARY 1, 2017
2.25% General Wage Adjustment

Hours Worked Per Year:	2080	12 Mos. Step A	12 Mos. Step B	12 Mos. Step C	12 Mos. Step D	12 Mos. Step E	12 Mos. Step F	Step G
Grade 9	Annual	46,280	47,466	48,734	50,086	51,418	52,790	54,288
Accounting Assistant III	Monthly	3,857	3,956	4,061	4,174	4,285	4,399	4,524
Police Records Specialist II	Semi-Monthly	1,929	1,978	2,031	2,087	2,143	2,200	2,262
Water Resources Assistant	Hourly	22.25	22.82	23.43	24.08	24.72	25.38	26.10
	OT Hourly	33.38	34.23	35.15	36.12	37.08	38.07	39.15
	Base +1%	22.47	23.05	23.66	24.32	24.97	25.63	26.36
	Base +2%	22.70	23.28	23.90	24.56	25.21	25.89	26.62
	Base +3%	22.92	23.50	24.13	24.80	25.46	26.14	26.88
	Base +4%	23.14	23.73	24.37	25.04	25.71	26.40	27.14
Grade 10	Annual	48,734	50,086	51,418	52,790	54,288	55,827	57,325
Accounting Assistant Senior	Monthly	4,061	4,174	4,285	4,399	4,524	4,652	4,777
Forest Service Specialist	Semi-Monthly	2,031	2,087	2,143	2,200	2,262	2,326	2,389
Office Assistant Senior Specialist	Hourly	23.43	24.08	24.72	25.38	26.10	26.84	27.56
Parks Service Specialist	OT Hourly	35.15	36.12	37.08	38.07	39.15	40.26	41.34
Payroll Specialist	Base +1%	23.66	24.32	24.97	25.63	26.36	27.11	27.84
Project Assistant	Base +2%	23.90	24.56	25.21	25.89	26.62	27.38	28.11
Web Support Specialist	Base +3%	24.13	24.80	25.46	26.14	26.88	27.65	28.39
WWTP Industrial Mechanic Trainee	Base +4%	24.37	25.04	25.71	26.40	27.14	27.91	28.66
Grade 11	Annual	51,418	52,790	54,288	55,827	57,325	58,968	60,570
Building & Development Specialist I	Monthly	4,285	4,399	4,524	4,652	4,777	4,914	5,048
Engineering Technician II	Semi-Monthly	2,143	2,200	2,262	2,326	2,389	2,457	2,524
Permit Technician	Hourly	24.72	25.38	26.10	26.84	27.56	28.35	29.12
Police Records Specialist Supvr.	OT Hourly	37.08	38.07	39.15	40.26	41.34	42.53	43.68
Recreation Program Coordinator II	Base +1%	24.97	25.63	26.36	27.11	27.84	28.63	29.41
Sign Shop Service Specialist	Base +2%	25.21	25.89	26.62	27.38	28.11	28.92	29.70
Street Service Specialist	Base +3%	25.46	26.14	26.88	27.65	28.39	29.20	29.99
Utilities Service Specialist	Base +4%	25.71	26.40	27.14	27.91	28.66	29.48	30.28
Water Operator								
WWTP Operator Trainee								
Grade 12	Annual	54,288	55,827	57,325	58,968	60,570	62,150	63,918
Court Security Home Detention Spec.	Monthly	4,524	4,652	4,777	4,914	5,048	5,179	5,327
Crime Scene Lead Evidence Tech.	Semi-Monthly	2,262	2,326	2,389	2,457	2,524	2,590	2,664
Deputy City Clerk	Hourly	26.10	26.84	27.56	28.35	29.12	29.88	30.73
Forestry Service Specialist Senior	OT Hourly	39.15	40.26	41.34	42.53	43.68	44.82	46.10
Parks Service Specialist Senior	Base +1%	26.36	27.11	27.84	28.63	29.41	30.18	31.04
Probation Officer	Base +2%	26.62	27.38	28.11	28.92	29.70	30.48	31.34
Recreation Program Coordinator III	Base +3%	26.88	27.65	28.39	29.20	29.99	30.78	31.65
Warrant Officer	Base +4%	27.14	27.91	28.66	29.48	30.28	31.08	31.96
WWTP Industrial Mechanic								
Grade 13	Annual	57,325	58,968	60,570	62,150	63,918	65,749	67,434
Automotive Equipment Technician	Monthly	4,777	4,914	5,048	5,179	5,327	5,479	5,620
Engineering Technician III	Semi-Monthly	2,389	2,457	2,524	2,590	2,664	2,740	2,810
PC Technician	Hourly	27.56	28.35	29.12	29.88	30.73	31.61	32.42
Sign Shop Service Specialist Senior	OT Hourly	41.34	42.53	43.68	44.82	46.10	47.42	48.63
Streets Service Specialist Senior	Base +1%	27.84	28.63	29.41	30.18	31.04	31.93	32.74
Utilities Service Specialist Senior	Base +2%	28.11	28.92	29.70	30.48	31.34	32.24	33.07
Water Operator Senior	Base +3%	28.39	29.20	29.99	30.78	31.65	32.56	33.39

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EFFECTIVE JANUARY 1, 2017
2.25% General Wage Adjustment

		12 Mos.	12 Mos.	12 Mos.	12 Mos.	12 Mos.	12 Mos.	
Hours Worked Per Year:	2080	Step A	Step B	Step C	Step D	Step E	Step F	Step G
WWTP Lab Technician	Base +4%	28.66	29.48	30.28	31.08	31.96	32.87	33.72

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EFFECTIVE JANUARY 1, 2017
2.25% General Wage Adjustment

Hours Worked Per Year:	2080	12 Mos. Step A	12 Mos. Step B	12 Mos. Step C	12 Mos. Step D	12 Mos. Step E	12 Mos. Step F	Step G
Grade 14	Annual	60,570	62,150	63,918	65,749	67,434	69,306	71,323
Accountant	Monthly	5,048	5,179	5,327	5,479	5,620	5,776	5,944
Building & Development Specialist II	Semi-Monthly	2,524	2,590	2,664	2,740	2,810	2,888	2,972
Community Resource Specialist	Hourly	29.12	29.88	30.73	31.61	32.42	33.32	34.29
Legal Technician Senior	OT Hourly	43.68	44.82	46.10	47.42	48.63	49.98	51.44
Planner I	Base +1%	29.41	30.18	31.04	31.93	32.74	33.65	34.63
WWTP Operator I	Base +2%	29.70	30.48	31.34	32.24	33.07	33.99	34.98
	Base +3%	29.99	30.78	31.65	32.56	33.39	34.32	35.32
	Base +4%	30.28	31.08	31.96	32.87	33.72	34.65	35.66
Grade 15	Annual	63,918	65,749	67,434	69,306	71,323	73,278	75,421
Assistant Network Administrator	Monthly	5,327	5,479	5,620	5,776	5,944	6,107	6,285
Customer Service/PC Technician	Semi-Monthly	2,664	2,740	2,810	2,888	2,972	3,054	3,143
Electronics Technician	Hourly	30.73	31.61	32.42	33.32	34.29	35.23	36.26
Engineering Technician IV	OT Hourly	46.10	47.42	48.63	49.98	51.44	52.85	54.39
Environmental Technician	Base +1%	31.04	31.93	32.74	33.65	34.63	35.58	36.62
Journey Level Electrician	Base +2%	31.34	32.24	33.07	33.99	34.98	35.93	36.99
Lead Automotive Equipment Tech.	Base +3%	31.65	32.56	33.39	34.32	35.32	36.29	37.35
Lead Facilities Service Specialist	Base +4%	31.96	32.87	33.72	34.65	35.66	36.64	37.71
Lead PC Technician								
Lead Street Service Specialist								
Lead Utilities Service Specialist								
Lead Water Operator								
Parks Facilities Specialist								
Parks Lead Service Specialist								
Utilities Accounts Supervisor								
WWTP CMMS Technician								
WWTP Instrumentation & Control Spec.								
WWTP Operator II								
Grade 16	Annual	67,434	69,306	71,323	73,278	75,421	77,584	79,726
Building & Development Specialist III	Monthly	5,620	5,776	5,944	6,107	6,285	6,465	6,644
Civil Engineer I	Semi-Monthly	2,810	2,888	2,972	3,054	3,143	3,233	3,322
Code Enforcement Officer	Hourly	32.42	33.32	34.29	35.23	36.26	37.30	38.33
Planner II	OT Hourly	48.63	49.98	51.44	52.85	54.39	55.95	57.50
Utilities Compliance Specialist	Base +1%	32.74	33.65	34.63	35.58	36.62	37.67	38.71
	Base +2%	33.07	33.99	34.98	35.93	36.99	38.05	39.10
	Base +3%	33.39	34.32	35.32	36.29	37.35	38.42	39.48
	Base +4%	33.72	34.65	35.66	36.64	37.71	38.79	39.86

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EFFECTIVE JANUARY 1, 2017
2.25% General Wage Adjustment

Hours Worked Per Year:	2080	12 Mos. Step A	12 Mos. Step B	12 Mos. Step C	12 Mos. Step D	12 Mos. Step E	12 Mos. Step F	Step G
Grade 17	Annual	71,323	73,278	75,421	77,584	79,726	81,973	84,240
Accountant / Financial Analyst	Monthly	5,944	6,107	6,285	6,465	6,644	6,831	7,020
Auto Equipment Technician Supvr.	Semi-Monthly	2,972	3,054	3,143	3,233	3,322	3,416	3,510
Electronics Supervisor	Hourly	34.29	35.23	36.26	37.30	38.33	39.41	40.50
Facilities Inventory Supervisor	OT Hourly	51.44	52.85	54.39	55.95	57.50	59.12	60.75
NPDES Stormwater Permit Coord.	Base +1%	34.63	35.58	36.62	37.67	38.71	39.80	40.91
GIS Support Analyst	Base +2%	34.98	35.93	36.99	38.05	39.10	40.20	41.31
Network Administrator	Base +3%	35.32	36.29	37.35	38.42	39.48	40.59	41.72
Parks Maintenance Supervisor	Base +4%	35.66	36.64	37.71	38.79	39.86	40.99	42.12
Sewer/Storm Collection Supervisor								
Sign Shop Serv. Spec. Supervisor								
Streets Service Spec. Supervisor								
Utilities Service Spec. Supervisor								
Water Distribution Supervisor								
Water Resources Operations Supvr.								
WWTP Maintenance Supervisor								
WWTP Operations Supervisor								
Grade 18	Annual	75,421	77,584	79,726	81,973	84,240	86,611	88,941
Civil Engineer II	Monthly	6,285	6,465	6,644	6,831	7,020	7,218	7,412
Engineering Technician Senior	Semi-Monthly	3,143	3,233	3,322	3,416	3,510	3,609	3,706
Forestry Service Spec. Supervisor	Hourly	36.26	37.30	38.33	39.41	40.50	41.64	42.76
	OT Hourly	54.39	55.95	57.50	59.12	60.75	62.46	64.14
	Base +1%	36.62	37.67	38.71	39.80	40.91	42.06	43.19
	Base +2%	36.99	38.05	39.10	40.20	41.31	42.47	43.62
	Base +3%	37.35	38.42	39.48	40.59	41.72	42.89	44.04
	Base +4%	37.71	38.79	39.86	40.99	42.12	43.31	44.47
Grade 19	Annual	79,726	81,973	84,240	86,611	88,941	91,250	93,517
Civil Engineer III	Monthly	6,644	6,831	7,020	7,218	7,412	7,604	7,793
	Semi-Monthly	3,322	3,416	3,510	3,609	3,706	3,802	3,897
	Hourly	38.33	39.41	40.50	41.64	42.76	43.87	44.96
	OT Hourly	57.50	59.12	60.75	62.46	64.14	65.81	67.44
	Base +1%	38.71	39.80	40.91	42.06	43.19	44.31	45.41
	Base +2%	39.10	40.20	41.31	42.47	43.62	44.75	45.86
	Base +3%	39.48	40.59	41.72	42.89	44.04	45.19	46.31
	Base +4%	39.86	40.99	42.12	43.31	44.47	45.62	46.76

APPENDIX A
TEAMSTERS 2018

EFFECTIVE JANUARY 1, 2018
2.25% General Wage Adjustment

Hours Worked Per Year:	2088	12 Mos. Step A	12 Mos. Step B	12 Mos. Step C	12 Mos. Step D	12 Mos. Step E	12 Mos. Step F	Step G
Grade 4	Annual	36,603	37,563	38,482	39,505	40,570	41,635	42,720
Parks Laborer	Monthly	3,050	3,130	3,207	3,292	3,381	3,470	3,560
Utilities Laborer	Semi-Monthly	1,525	1,565	1,604	1,646	1,691	1,735	1,780
	Hourly	17.53	17.99	18.43	18.92	19.43	19.94	20.46
	OT Hourly	26.30	26.99	27.65	28.38	29.15	29.91	30.69
+Longevity	Base +1%	17.71	18.17	18.61	19.11	19.62	20.14	20.66
	Base +2%	17.88	18.35	18.80	19.30	19.82	20.34	20.87
	Base +3%	18.06	18.53	18.98	19.49	20.01	20.54	21.07
	Base +4%	18.23	18.71	19.17	19.68	20.21	20.74	21.28
Grade 5	Annual	38,482	39,505	40,570	41,635	42,720	43,806	45,017
Office Assistant I	Monthly	3,207	3,292	3,381	3,470	3,560	3,651	3,751
	Semi-Monthly	1,604	1,646	1,691	1,735	1,780	1,826	1,876
	Hourly	18.43	18.92	19.43	19.94	20.46	20.98	21.56
	OT Hourly	27.65	28.38	29.15	29.91	30.69	31.47	32.34
+Longevity	Base +1%	18.61	19.11	19.62	20.14	20.66	21.19	21.78
	Base +2%	18.80	19.30	19.82	20.34	20.87	21.40	21.99
	Base +3%	18.98	19.49	20.01	20.54	21.07	21.61	22.21
	Base +4%	19.17	19.68	20.21	20.74	21.28	21.82	22.42
Grade 6	Annual	40,570	41,635	42,720	43,806	45,017	46,249	47,502
Office Assistant II	Monthly	3,381	3,470	3,560	3,651	3,751	3,854	3,959
	Semi-Monthly	1,691	1,735	1,780	1,826	1,876	1,927	1,980
	Hourly	19.43	19.94	20.46	20.98	21.56	22.15	22.75
	OT Hourly	29.15	29.91	30.69	31.47	32.34	33.23	34.13
+Longevity	Base +1%	19.62	20.14	20.66	21.19	21.78	22.37	22.98
	Base +2%	19.82	20.34	20.87	21.40	21.99	22.59	23.21
	Base +3%	20.01	20.54	21.07	21.61	22.21	22.81	23.43
	Base +4%	20.21	20.74	21.28	21.82	22.42	23.04	23.66
Grade 7	Annual	42,720	43,806	45,017	46,249	47,502	48,713	50,028
Customer Service Representative	Monthly	3,560	3,651	3,751	3,854	3,959	4,059	4,169
Evidence Property Control Specialist	Semi-Monthly	1,780	1,826	1,876	1,927	1,980	2,030	2,085
Office Assistant III	Hourly	20.46	20.98	21.56	22.15	22.75	23.33	23.96
Police Records Specialist I	OT Hourly	30.69	31.47	32.34	33.23	34.13	35.00	35.94
	Base +1%	20.66	21.19	21.78	22.37	22.98	23.56	24.20
	Base +2%	20.87	21.40	21.99	22.59	23.21	23.80	24.44
	Base +3%	21.07	21.61	22.21	22.81	23.43	24.03	24.68
	Base +4%	21.28	21.82	22.42	23.04	23.66	24.26	24.92
Grade 8	Annual	45,017	46,249	47,502	48,713	50,028	51,407	52,785
Accounting Assistant II	Monthly	3,751	3,854	3,959	4,059	4,169	4,284	4,399
Automotive Tech Assistant	Semi-Monthly	1,876	1,927	1,980	2,030	2,085	2,142	2,200
Human Resource Assistant	Hourly	21.56	22.15	22.75	23.33	23.96	24.62	25.28
Lead Evidence Property Contr. Spec.	OT Hourly	32.34	33.23	34.13	35.00	35.94	36.93	37.92
Legal Technician	Base +1%	21.78	22.37	22.98	23.56	24.20	24.87	25.53
Office Assistant Senior	Base +2%	21.99	22.59	23.21	23.80	24.44	25.11	25.79
Recreation Program Coordinator I	Base +3%	22.21	22.81	23.43	24.03	24.68	25.36	26.04
	Base +4%	22.42	23.04	23.66	24.26	24.92	25.60	26.29

APPENDIX A
TEAMSTERS 2018

EFFECTIVE JANUARY 1, 2018
2.25% General Wage Adjustment

Hours Worked Per Year:	2088	12 Mos. Step A	12 Mos. Step B	12 Mos. Step C	12 Mos. Step D	12 Mos. Step E	12 Mos. Step F	Step G
Grade 9	Annual	47,502	48,713	50,028	51,407	52,785	54,184	55,729
Accounting Assistant III	Monthly	3,959	4,059	4,169	4,284	4,399	4,515	4,644
Police Records Specialist II	Semi-Monthly	1,980	2,030	2,085	2,142	2,200	2,258	2,322
Water Resources Assistant	Hourly	22.75	23.33	23.96	24.62	25.28	25.95	26.69
	OT Hourly	34.13	35.00	35.94	36.93	37.92	38.93	40.04
	Base +1%	22.98	23.56	24.20	24.87	25.53	26.21	26.96
	Base +2%	23.21	23.80	24.44	25.11	25.79	26.47	27.22
	Base +3%	23.43	24.03	24.68	25.36	26.04	26.73	27.49
	Base +4%	23.66	24.26	24.92	25.60	26.29	26.99	27.76
Grade 10	Annual	50,028	51,407	52,785	54,184	55,729	57,295	58,840
Accounting Assistant Senior	Monthly	4,169	4,284	4,399	4,515	4,644	4,775	4,903
Forest Service Specialist	Semi-Monthly	2,085	2,142	2,200	2,258	2,322	2,388	2,452
Office Assistant Senior Specialist	Hourly	23.96	24.62	25.28	25.95	26.69	27.44	28.18
Parks Service Specialist	OT Hourly	35.94	36.93	37.92	38.93	40.04	41.16	42.27
Payroll Specialist	Base +1%	24.20	24.87	25.53	26.21	26.96	27.71	28.46
Project Assistant	Base +2%	24.44	25.11	25.79	26.47	27.22	27.99	28.74
Web Support Specialist	Base +3%	24.68	25.36	26.04	26.73	27.49	28.26	29.03
WWTP Industrial Mechanic Trainee	Base +4%	24.92	25.60	26.29	26.99	27.76	28.54	29.31
Grade 11	Annual	52,785	54,184	55,729	57,295	58,840	60,531	62,181
Building & Development Specialist I	Monthly	4,399	4,515	4,644	4,775	4,903	5,044	5,182
Engineering Technician II	Semi-Monthly	2,200	2,258	2,322	2,388	2,452	2,522	2,591
Permit Technician	Hourly	25.28	25.95	26.69	27.44	28.18	28.99	29.78
Police Records Specialist Supvr.	OT Hourly	37.92	38.93	40.04	41.16	42.27	43.49	44.67
Recreation Program Coordinator II	Base +1%	25.53	26.21	26.96	27.71	28.46	29.28	30.08
Sign Shop Service Specialist	Base +2%	25.79	26.47	27.22	27.99	28.74	29.57	30.38
Street Service Specialist	Base +3%	26.04	26.73	27.49	28.26	29.03	29.86	30.67
Utilities Service Specialist	Base +4%	26.29	26.99	27.76	28.54	29.31	30.15	30.97
Water Operator								
WWTP Operator Trainee								
Grade 12	Annual	55,729	57,295	58,840	60,531	62,181	63,788	65,605
Court Security Home Detention Spec.	Monthly	4,644	4,775	4,903	5,044	5,182	5,316	5,467
Crime Scene Lead Evidence Tech.	Semi-Monthly	2,322	2,388	2,452	2,522	2,591	2,658	2,734
Deputy City Clerk	Hourly	26.69	27.44	28.18	28.99	29.78	30.55	31.42
Forestry Service Specialist Senior	OT Hourly	40.04	41.16	42.27	43.49	44.67	45.83	47.13
Parks Service Specialist Senior	Base +1%	26.96	27.71	28.46	29.28	30.08	30.86	31.73
Probation Officer	Base +2%	27.22	27.99	28.74	29.57	30.38	31.16	32.05
Recreation Program Coordinator III	Base +3%	27.49	28.26	29.03	29.86	30.67	31.47	32.36
Warrant Officer	Base +4%	27.76	28.54	29.31	30.15	30.97	31.77	32.68
WWTP Industrial Mechanic								
Grade 13	Annual	58,840	60,531	62,181	63,788	65,605	67,484	69,217
Automotive Equipment Technician	Monthly	4,903	5,044	5,182	5,316	5,467	5,624	5,768
Engineering Technician III	Semi-Monthly	2,452	2,522	2,591	2,658	2,734	2,812	2,884
PC Technician	Hourly	28.18	28.99	29.78	30.55	31.42	32.32	33.15
Sign Shop Service Specialist Senior	OT Hourly	42.27	43.49	44.67	45.83	47.13	48.48	49.73
Streets Service Specialist Senior	Base +1%	28.46	29.28	30.08	30.86	31.73	32.64	33.48
Utilities Service Specialist Senior	Base +2%	28.74	29.57	30.38	31.16	32.05	32.97	33.81

APPENDIX A
TEAMSTERS 2018

EFFECTIVE JANUARY 1, 2018
2.25% General Wage Adjustment

Hours Worked Per Year:	2088	12 Mos. Step A	12 Mos. Step B	12 Mos. Step C	12 Mos. Step D	12 Mos. Step E	12 Mos. Step F	Step G
Water Operator Senior	Base +3%	29.03	29.86	30.67	31.47	32.36	33.29	34.14
WWTP Lab Technician	Base +4%	29.31	30.15	30.97	31.77	32.68	33.61	34.48

APPENDIX A
TEAMSTERS 2018

EFFECTIVE JANUARY 1, 2018
2.25% General Wage Adjustment

Hours Worked Per Year:	2088	12 Mos. Step A	12 Mos. Step B	12 Mos. Step C	12 Mos. Step D	12 Mos. Step E	12 Mos. Step F	Step G
Grade 14	Annual	62,181	63,788	65,605	67,484	69,217	71,138	73,205
Accountant	Monthly	5,182	5,316	5,467	5,624	5,768	5,928	6,100
Building & Development Specialist II	Semi-Monthly	2,591	2,658	2,734	2,812	2,884	2,964	3,050
Community Resource Specialist	Hourly	29.78	30.55	31.42	32.32	33.15	34.07	35.06
Legal Technician Senior	OT Hourly	44.67	45.83	47.13	48.48	49.73	51.11	52.59
Planner I	Base +1%	30.08	30.86	31.73	32.64	33.48	34.41	35.41
WWTP Operator I	Base +2%	30.38	31.16	32.05	32.97	33.81	34.75	35.76
	Base +3%	30.67	31.47	32.36	33.29	34.14	35.09	36.11
	Base +4%	30.97	31.77	32.68	33.61	34.48	35.43	36.46
Grade 15	Annual	65,605	67,484	69,217	71,138	73,205	75,210	77,423
Assistant Network Administrator	Monthly	5,467	5,624	5,768	5,928	6,100	6,268	6,452
Customer Service/PC Technician	Semi-Monthly	2,734	2,812	2,884	2,964	3,050	3,134	3,226
Electronics Technician	Hourly	31.42	32.32	33.15	34.07	35.06	36.02	37.08
Engineering Technician IV	OT Hourly	47.13	48.48	49.73	51.11	52.59	54.03	55.62
Environmental Technician	Base +1%	31.73	32.64	33.48	34.41	35.41	36.38	37.45
Journey Level Electrician	Base +2%	32.05	32.97	33.81	34.75	35.76	36.74	37.82
Lead Automotive Equipment Tech.	Base +3%	32.36	33.29	34.14	35.09	36.11	37.10	38.19
Lead Facilities Service Specialist	Base +4%	32.68	33.61	34.48	35.43	36.46	37.46	38.56
Lead PC Technician								
Lead Street Service Specialist								
Lead Utilities Service Specialist								
Lead Water Operator								
Parks Facilities Specialist								
Parks Lead Service Specialist								
Utilities Accounts Supervisor								
WWTP CMMS Technician								
WWTP Instrumentation & Control Spec.								
WWTP Operator II								
Grade 16	Annual	69,217	71,138	73,205	75,210	77,423	79,636	81,829
Building & Development Specialist III	Monthly	5,768	5,928	6,100	6,268	6,452	6,636	6,819
Civil Engineer I	Semi-Monthly	2,884	2,964	3,050	3,134	3,226	3,318	3,410
Code Enforcement Officer	Hourly	33.15	34.07	35.06	36.02	37.08	38.14	39.19
Planner II	OT Hourly	49.73	51.11	52.59	54.03	55.62	57.21	58.79
Utilities Compliance Specialist	Base +1%	33.48	34.41	35.41	36.38	37.45	38.52	39.58
	Base +2%	33.81	34.75	35.76	36.74	37.82	38.90	39.97
	Base +3%	34.14	35.09	36.11	37.10	38.19	39.28	40.37
	Base +4%	34.48	35.43	36.46	37.46	38.56	39.67	40.76

APPENDIX A
TEAMSTERS 2018

EFFECTIVE JANUARY 1, 2018
2.25% General Wage Adjustment

Hours Worked Per Year:	2088	12 Mos. Step A	12 Mos. Step B	12 Mos. Step C	12 Mos. Step D	12 Mos. Step E	12 Mos. Step F	Step G
Grade 17	Annual	73,205	75,210	77,423	79,636	81,829	84,146	86,464
Accountant / Financial Analyst	Monthly	6,100	6,268	6,452	6,636	6,819	7,012	7,205
Auto Equipment Technician Supvr.	Semi-Monthly	3,050	3,134	3,226	3,318	3,410	3,506	3,603
Electronics Supervisor	Hourly	35.06	36.02	37.08	38.14	39.19	40.30	41.41
Facilities Inventory Supervisor	OT Hourly	52.59	54.03	55.62	57.21	58.79	60.45	62.12
NPDES Stormwater Permit Coord.	Base +1%	35.41	36.38	37.45	38.52	39.58	40.70	41.82
GIS Support Analyst	Base +2%	35.76	36.74	37.82	38.90	39.97	41.11	42.24
Network Administrator	Base +3%	36.11	37.10	38.19	39.28	40.37	41.51	42.65
Parks Maintenance Supervisor	Base +4%	36.46	37.46	38.56	39.67	40.76	41.91	43.07
Sewer/Storm Collection Supervisor								
Sign Shop Serv. Spec. Supervisor								
Streets Service Spec. Supervisor								
Utilities Service Spec. Supervisor								
Water Distribution Supervisor								
Water Resources Operations Supvr.								
WWTP Maintenance Supervisor								
WWTP Operations Supervisor								
Grade 18	Annual	77,423	79,636	81,829	84,146	86,464	88,907	91,287
Civil Engineer II	Monthly	6,452	6,636	6,819	7,012	7,205	7,409	7,607
Engineering Technician Senior	Semi-Monthly	3,226	3,318	3,410	3,506	3,603	3,705	3,804
Forestry Service Spec. Supervisor	Hourly	37.08	38.14	39.19	40.30	41.41	42.58	43.72
	OT Hourly	55.62	57.21	58.79	60.45	62.12	63.87	65.58
	Base +1%	37.45	38.52	39.58	40.70	41.82	43.01	44.16
	Base +2%	37.82	38.90	39.97	41.11	42.24	43.43	44.59
	Base +3%	38.19	39.28	40.37	41.51	42.65	43.86	45.03
	Base +4%	38.56	39.67	40.76	41.91	43.07	44.28	45.47
Grade 19	Annual	81,829	84,146	86,464	88,907	91,287	93,668	95,985
Civil Engineer III	Monthly	6,819	7,012	7,205	7,409	7,607	7,806	7,999
	Semi-Monthly	3,410	3,506	3,603	3,705	3,804	3,903	4,000
	Hourly	39.19	40.30	41.41	42.58	43.72	44.86	45.97
	OT Hourly	58.79	60.45	62.12	63.87	65.58	67.29	68.96
	Base +1%	39.58	40.70	41.82	43.01	44.16	45.31	46.43
	Base +2%	39.97	41.11	42.24	43.43	44.59	45.76	46.89
	Base +3%	40.37	41.51	42.65	43.86	45.03	46.21	47.35
	Base +4%	40.76	41.91	43.07	44.28	45.47	46.65	47.81

APPENDIX "B"
Classification Series

For use in the administration of a Reduction in Force (Lay-Offs):

ACCOUNTING/FINANCIAL (Citywide)

*Accountant
Accountant/Financial Analyst
Accounting Assistant Senior
Accounting Assistant III
Accounting Assistant II
*Accounting Assistant I

***Utility Accounts Supervisor

***Payroll Specialist

CITY CLERK

*Deputy City Clerk

COMMUNITY DEVELOPMENT

Building & Development Specialist III
Building & Development Specialist II
Building & Development Specialist I

***Code Enforcement Officer

Planner II
Planner I

ELECTRONICS

*Electronics Supervisor
Electronics Technician

Journey Level Electrician
*Maintenance Electrician

ENGINEERING

Civil Engineer III
Civil Engineer II
Civil Engineer I

Engineering Technician Senior
Engineering Technician IV

* Indicates an inactive classification series (job classification exists but not in current budget).
** Indicates some incumbents are covered by Civil Service Rule
*** Stand alone position

APPENDIX "B"
Classification Series

ENGINEERING (CONTINUED)

Engineering Technician III
*Engineering Technician II
*Engineering Technician I

***Permit Technician

***Project Assistant

FACILITIES

Facilities/Inventory Supervisor
Facilities Service Specialist Lead
*Facilities Service Specialist Senior
*Facilities Service Specialist

EQUIPMENT SERVICES

Automotive Equipment Technician Supervisor
*Automotive Equipment Technician Lead
Automotive Equipment Technician
Automotive Technician Assistant

FORESTRY

Forestry Service Specialist Supervisor
*Forestry Service Specialist Lead
Forestry Service Specialist Senior
*Forestry Service Specialist

INFORMATION TECHNOLOGY

Network Administrator
*Assistant Network Administrator
Application Support Specialist
Lead PC Technician
*PC Technician

*Computer Service/PC Technician
*Computer Programmer Senior
*Computer Programmer
* & *** Computer Operator-Utility

***Web Support Specialist

* Indicates an inactive classification series (job classification exists but not in current budget).
** Indicates some incumbents are covered by Civil Service Rule
*** Stand alone position

APPENDIX "B"
Classification Series

MUNICIPAL COURT

Legal Technician Senior
Legal Technician

***Probation Officer

OFFICE/CLERICAL (City-wide)

*Office Supervisor
Office Assistant Senior Specialist
Office Assistant Senior
Office Assistant III
Customer Service Representative
Office Assistant II
*Office Assistant I

* Human Resources Assistant

PARKS

Parks Maintenance Supervisor
*Parks Service Specialist Lead
Parks Service Specialist Senior
Parks Service Specialist
Parks Laborer

* & ***Parks Facilities Specialist

* & *** Cemetery Caretaker

POLICE

Police Records Specialist II
*Police Records Specialist I

Crime Scene/Lead Evidence Technician
Evidence/Property Control Specialist

*Court Security/ Detention Specialist

***Warrant Officer/EHD

*Warrant Officer

* Indicates an inactive classification series (job classification exists but not in current budget).
** Indicates some incumbents are covered by Civil Service Rule
*** Stand alone position

APPENDIX "B"
Classification Series

***Community Resource Specialist

*Animal Control Officer

RECREATION

Recreation Program Coordinator III
Recreation Program Coordinator II
Recreation Program Coordinator I

*Aquatics Supervisor

*Recreation Supervisor

SIGN SHOP

*Sign Shop Service Specialist Supervisor
*Sign Shop Service Specialist Lead
Sign Shop Service Specialist Senior
*Sign Shop Service Specialist

STREET

Street Service Specialist Supervisor
*Street Service Specialist Lead
Street Service Specialist Senior
Street Service Specialist

UTILITIES (Sanitary & Storm Collection)

Sewer/Storm Collection Supervisor
Utilities Service Specialist Lead
Utilities Service Specialist Senior
Utilities Service Specialist
Laborer - Utilities

WASTEWATER TREATMENT PLANT (WWTP) - MAINTENANCE

WWTP Maintenance Supervisor
WWTP CMMS Technician (Computer Maintenance Management Systems Technician)
WWTP Industrial Mechanic
WWTP Trainee Industrial Mechanic
Laborer – Utilities
*** WWTP Instrumentation & Control Specialist

* Indicates an inactive classification series (job classification exists but not in current budget).
** Indicates some incumbents are covered by Civil Service Rule
*** Stand alone position

APPENDIX "B"
Classification Series

WASTEWATER TREATMENT PLANT –OPERATIONS

WWTP Operations Supervisor
WWTP Operator II
WWTP Operator I
WWTP Operator Trainee

***WWTP Lab Technician

WATER RESOURCES – OPERATIONS

Water Resources Operations Supervisor
Water Operator Lead
Water Operator Senior
Water Operator

***Environmental Technician

***Water Resources Assistant

WATER DISTRIBUTION

Water Distribution Supervisor
Lead Water Distribution Service Specialist
Utilities Service Specialist Senior
Utilities Service Specialist

***Utilities Compliance Specialist

***Utilities Customer Service Representative

INDIVIDUAL JOB CLASSIFICATIONS

*Project Coordinator

***Probation Officer (Municipal Court)

***Project Assistant (Engineering & Economic Development)

* Indicates an inactive classification series (job classification exists but not in current budget).
** Indicates some incumbents are covered by Civil Service Rule
*** Stand alone position