

**WORKING AGREEMENT**

**BY AND BETWEEN**

**COWLITZ COUNTY**

**AND**

**LOCAL 1262**

**OF THE**

**WASHINGTON STATE COUNCIL OF  
COUNTY AND CITY EMPLOYEES**

**AND THE**

**AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL EMPLOYEES**

**AFL - CIO**

**January 1, 2024 – December 31, 2027**

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## **1. PREAMBLE**

- 1.1 This Agreement is entered into between the Board of County Commissioners on behalf of Cowlitz County, and the Cowlitz County Superior Court Judges for certain Articles identified herein, hereinafter referred to as the "Employer," and the Washington State Council of County and City Employees, and Local 1262, AFSCME, AFL-CIO, hereinafter referred to as the "Union".
- 1.2 The intent of this Agreement is to set forth and record herein the basic and full agreement between the parties on those matters pertaining to wages, hours and conditions of employment for County employees included in the bargaining unit.
- 1.3 The Employer and the Union shall cooperate to provide the public with efficient and courteous service, to encourage good attendance of employees, to promote the wellbeing and security of the employees and to promote a climate of labor relations that will aid in achieving a high level of efficiency and productivity in all departments of County government.

## **2. NON-DISCRIMINATION**

- 2.1 The Employer and the Union agree not to discriminate against any employee because of race, religion, creed, color, national origin, marital status, sex, age, political affiliation, union membership, sexual orientation, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability of the use of a trained dog guide or service animal by a person with a disability, or any other status protected by law.
- 2.2 In this Agreement, words of the masculine gender refer equally to males and females.
- 2.3 The Employer and the Union recognize the County's Affirmative Action Plan and the procedures established therein which guarantee Equal Employment Opportunity.

## **3. RECOGNITION**

- 3.1 The Employer recognizes the Union as the exclusive bargaining representative for all regular full time employees and regular part time employees who, during the previous twelve months, have worked more than forty percent (40%) of the time worked by full-time employees, and have the expectation of continued employment, and who work in the following Offices or Departments: Administrative Services, Assessor, Auditor, Building and Planning, Information Technology, Clerk, WSU Extension, Juvenile Detention, Facilities Maintenance, Treasurer, Expo and Conference Center, Health Department, and Adult Probation. Excluded are all confidential and temporary employees, any existing non union positions in these departments, and elected or appointed officials and excluding any positions in other

represented bargaining units.

- 3.2 Temporary employees, or employees hired through a temporary employment service, shall be employed by the County no longer than ninety (90) consecutive working days. These temporary employees shall only be used for legitimate reasons such as to cover seasonal workloads and to fill unexpected vacancies created by sudden increased workload, termination or disabilities of regular full time or part time employees. Exceptions to this policy shall be mutually agreed upon by the County and the Union.
- 3.3 Regular part time employees who are regularly scheduled to work 126 hours or more a month will be entitled to pro-rated benefits such as; health insurance, holidays, vacation leave, sick leave. Regular part time employees shall be paid at one and one-half (1.5) times the base hourly rate for authorized work in excess of forty (40) hours in the work week.

#### **4. EMPLOYER-UNION RELATIONS**

- 4.1 Union officials and Stewards are permitted to perform union business relating to working conditions and to grievances without reprimand so long as such activities do not disrupt normal work schedules. Union officials and Stewards must advise their supervisor when union business takes them away from their assigned work location. Collective bargaining and processing of grievances shall also be conducted during mutually agreed times and places.
- 4.2 Union Meetings - The Union shall have the right to hold regular Union meetings on the premises of the County's facilities on employee's own time, subject to availability and at no cost to the Union.

#### **5. MANAGEMENT RIGHTS**

- 5.1 Subject only to the limitations expressly stated in this Agreement, the Union recognizes the prerogative of the Employer to operate and manage its affairs in accord with its responsibilities, powers and authority, including, but not limited to the following:
  - The right to establish and abide by reasonable work rules.
  - The right to schedule overtime in a manner most advantageous to the County.
  - The right to discipline and discharge employees for just cause.
  - The right to determine reasonable schedules of work and to establish the methods and processes by which work is to be performed.

- The right to hire, transfer, reclassify promote and layoff.

## **6. UNION MEMBERSHIP**

- 6.1 The Employer shall remain neutral when communicating with employees about Union membership and direct the employee to discuss union membership with union staff representative.
- 6.1.1 The Union shall be responsible for notifying new employees of dues payment and providing the appropriate authorization for payroll. If the employer receives a request for authorization of deduction, the employer shall as soon as practicable forward the request to the Union.
- 6.1.2 For current Union members and those who choose to join the Union, the Employer shall deduct once each month all Union dues and fees who executes a dues deduction authorization form. The Union will provide notice of the employee's authorization. The authorization form will be honored in accordance with its terms and shall continue to do so for such time as the Union notifies the Employer that the dues authorization has been properly terminated. The Employer shall end the deduction no later than the second payroll after receipt of the confirmation.
- 6.1.3 An authorization for Union membership and/or dues is valid whether executed in writing, recorded voice, or electronically.
- 6.1.4 The Employer shall provide the Union monthly a complete list of employees covered by this Agreement that includes: employee name, home address, work e-mail, base wage, job title, department, hire date and termination date.
- 6.2 The Union shall indemnify the Employer and hold the Employer harmless from any and all claims, demands, complaints, causes of action, or liability, including legal fees and costs against the Employer arising out of administration or implementation of this article, including, but not limited to, any actions or omissions of the Employer taken in reliance on information from the Union or language of a deduction authorization card.
- 6.3 The Employer agrees to notify the Union staff representative and Local Union President in writing of any new positions and new employees. Prior to the orientation of the new employee, Employer shall provide the Union with the names of the employees, corresponding job title, and Department. A Union official shall, at no loss of pay, be granted time to provide each new employee a basic overview of the employees' rights and responsibilities regarding Union membership, dues

authorizations, and Union insurance.

## **7. VACATION**

- 7.1 Vacation leave is earned at the rate of seven and one-half (7.5) hours or eight (8) hours depending on the number of hours employees are scheduled to work each day for each continuous month of completed service. An employee shall not take or be paid upon termination for vacation prior to having served three (3) consecutive months of employment. Use of vacation leave shall be permitted on the first day of the following month.
- 7.2 All employees who have terminated their employment with the County either voluntarily or involuntarily, upon rehire, shall be required to accrue three (3) months continuous employment prior to the entitlement to or compensation for vacation leave. However, employees who are laid off and reinstated or rehired within one (1) year shall maintain their years of service in effect at the time of lay-off for the purpose of calculating vacation leave and shall be allowed to use their leave as it is accrued.
- 7.3 Employees earn vacation leave for their first month of employment if they are placed on the payroll on or before the fifteenth (15th) day of the month and actually work continuously through the rest of the month. Terminating employees do not receive vacation leave credit for the month in which they terminate unless they actually work continuously through the fifteenth (15th) day of that month. For this purpose, time in paid leave shall be considered time worked.
- 7.4 Vacation time accumulates to a total of two hundred forty-eight (248) hours, after which time, if not taken, it shall lapse month by month. That is, an employee at no time can have more than two hundred forty-eight (248) hours of vacation leave due, unless this limit is extended in writing by the Employer in situations where taking leave would be a detriment to the Employer. Such written extension must be for a time certain and on file in the Auditor's Office and Human Resources Office.
- 7.5 All accumulated vacation leave to a limit of two hundred forty-eight (248) hours shall be paid when an employee leaves the employment of Cowlitz County. At least fourteen (14) calendar days written notice of intended termination is required of an employee. In the event of involuntary termination, notice is not required. In the case of death, due vacation pay shall be paid to the employee's estate. Terminal benefits shall be based on the employee's salary at the time of separation or death, and shall be included in the final payroll for the employee.
- 7.6 Vacation leave shall be granted and approved by the Department Head. In scheduling vacation time, seniority shall be observed as nearly as possible, and

means shall be provided for employees to indicate preferred vacation time. Ample opportunity shall be provided the employee to take the current year's earned vacation. Vacation leave may be charged at 1/6<sup>th</sup> of an hour (10 minute increments). Individual Offices or departments shall provide the Union with a copy of their vacation leave allocation policy upon request of the Union.

**8. BONUS LEAVE**

8.1 Bonus vacation days shall be granted to the employees and credited to their account on the anniversary date of employment and in accordance with the vacation schedule shown below:

**VACATION SCHEDULE**

<b># of Consecutive Years Employment Completed</b>	<b>Vacation Earned</b>	<b>Bonus Days</b>	<b>Total Days Vacation Earned Per Year</b>
1	12	1	13
2	12	2	14
3	12	3	15
4	12	4	16
5	12	4	16
6	12	5	17
7	12	5	17
8	12	6	18
9	12	6	18
10	12	7	19
11	12	7	19
12	12	8	20
13	12	8	20
14	12	9	21
15	12	9	21
16	12	10	22
17	12	10	22
18	12	11	23
19	12	11	23
20 and over	12	12	24

**9. SICK LEAVE**

It is the intent by both parties to be in compliance with the Washington Paid Sick Leave Law, but in no event will the sick leave provisions be less than what is defined in this Article.

9.1 Each employee shall accrue sick leave at the rate of seven and one-half (7.5) or eight

(8) hours per month, depending on the number of hours they are scheduled to work each day. At the end of each calendar year any unused paid sick leave balances up to one thousand two hundred (1,200) hours will carry over to the following year. For example, if you have 1,208 hours December 31, 2019 including your December accrual, effective January 1, 2020 your balance will be 1,200 hours or if you have 1,150 hours December 31, 2019 including your December accrual, effective January 1, 2020 your balance will be 1,150 hours.

- 9.2 An employee separated from County employment shall be compensated to the extent of fifty (50) percent of their accumulated unused sick leave to a maximum of 400 hours. The Union can elect to have all sick leave cash-outs during a calendar year be placed into the individual's VEBA account, rather than paid out in the employee's final check if the Local 1262 Staff Representative notifies the Human Resources Director in writing by September 30 of the prior year. This election is for all employees who terminate/leave employment during that calendar year. If a terminating employee does not have a VEBA account one will be created.
- 9.3 Employees shall accrue sick leave for their first month of employment if they are placed on payroll on or before the fifteenth (15th) of the month and actually work continuously through the rest of that month. If the employee starts after the 15th day of the month the employee will accrue one (1) hour of paid sick leave for every forty (40) hours worked until the end of that month. Sick leave is useable upon accrual. Employees who separate from County employment shall accrue sick leave for their last month of employment if they remain on the payroll through the fifteenth (15th) of the month. If the employee is separated from employment (voluntary or involuntary) prior to the 15th day of the month, the employee will accrue one (1) hour of paid sick leave for every forty (40) hours worked during the last month of employment. Use of sick leave shall be permitted on the first day of the following month.
- 9.4 If an employee leaves employment and is rehired within 12 months of separation, any accrued, unused paid sick leave that was not paid out at separation will be reinstated to the employees paid sick leave balance. All accumulated sick leave shall be restored to a laid off employee who is reinstated within one (1) year from date of layoff if payment for accrued sick leave had not been made at time of layoff. Sick leave may be extended by the appointing power after all accumulated sick leave is liquidated when an employee is injured in line of duty (except when covered by Worker's Compensation or contracts a contagious or infectious disease through exposure to such disease in line of duty).
- 9.5 A portion of sick leave may at the employee's option be deducted for each day absent for an employee who is receiving Worker's Compensation payments. The portion of sick leave deducted shall be the difference between the employee's full salary and the time loss payments. If the employee opts not to use sick leave, he/she shall so state

in writing to the department payroll person no later than the last day of the pay period and such option is irreversible for that pay period. For example the notification in writing would have to be in by the January 15<sup>th</sup> for the 1<sup>st</sup>-15<sup>th</sup> pay period and January 31<sup>st</sup> for the 16-31<sup>st</sup> pay period.

- 9.6 Sick leave may be taken for any of the following reasons:
- 9.6.1 Mental or physical illness or injury, including medical procedures, which incapacitates the employee to the extent that he/she is unable to perform his/her work.
  - 9.6.2 Exposure to contagious diseases such as would jeopardize the health of co-workers or the public.
  - 9.6.3 Preventative care such as medical, dental, or optical appointments and/or treatments.
  - 9.6.4 Illness, injury, health condition and/or preventative care in the immediate family requiring the attendance of the employee.
  - 9.6.5 Sick leave shall also be usable in accordance with the Washington State Family Care Act, to care for:
    - 9.6.5.1 A child of the employee with a health condition as defined in WAC 296-130-020 (10); or
    - 9.6.5.2 A spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or emergency condition, also defined in WAC 296-130-020 (11) and (12).
  - 9.6.6 Closure of the employee's place of business or child's school/place of care by order of a public official for any health-related reasons.
  - 9.6.7 If the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking as defined by the domestic violence leave act, RCW 49.76.
- 9.7 For the purpose of this section "immediate family" shall include a child or parent (including biological, adopted, foster, step, or legal guardian), a spouse, registered domestic partner, spouse's parent, grandparent, grandchild, or sibling; also an aunt, uncle, cousin, niece or nephew living in the employee's household.
- 9.8 Payment for sick leave will be made only when approved by the appointing official. Sick leave benefits may be used in 1/6<sup>th</sup> of hour (10 minute) increments.

- 9.9 At the employee's option, vacation leave may be used as sick leave, but sick leave may not be used as vacation leave.
- 9.10 A doctor's certificate of illness or release may be required by the Employer at the time the employee returns to work when he or she is absent because of illness or injury more than three (3) days. Employees absent from employment due to illness and under a physician's care may be required to present a certificate of release to the Human Resources Director before returning to work.
- 9.11 If an employee is on vacation leave and any of the circumstances listed in Section 6 occur, the employee may change vacation leave to sick leave for the days these circumstances occurred.

## **10. LEAVE SHARING – Follow the County Leave Sharing Policy**

- 10.1 Employees are eligible for donated leave after they have completed six (6) consecutive months of employment.

## **11. WORKER'S COMPENSATION**

- 11.1 Persons off work and receiving worker's compensation are on leave without pay.
- 11.2 A portion of sick leave or vacation leave may at the employee's option be deducted for each day absent for an employee who is receiving Worker's Compensation payments. The portion of sick leave or vacation leave deducted shall be the difference between the employee's full salary and the time loss payments. If the employee opts not to use sick leave, he/she shall so state in writing to the department payroll person no later than the last day of the pay period and such option is irreversible for that pay period. For example the notification in writing would have to be in by the January 15<sup>th</sup> for the 1<sup>st</sup>-15<sup>th</sup> pay period and January 31<sup>st</sup> for the 16-31<sup>st</sup> pay period.
- 11.3 Employees on leave without pay who are receiving worker's compensation and who are using sick leave or vacation to bring their total income up to their base pay shall only accrue a pro rata amount of the sick leave, vacation or holidays for that portion of time charged to sick leave or vacation. Seniority shall continue and Employer payment of employer's share of medical insurance premiums shall continue for a maximum of two (2) months; thereafter employees must self-pay full premium in order to retain coverage by the County's plan.

## 12. LEAVE

12.1 Leave Without Pay for Reasons Other Than Family and Medical Leave- Leave of without pay may be granted at the discretion of the Employer.

12.1.1 Requests for leave without pay must be submitted in writing and approved by the Employer in advance of the effective leave date.

12.1.2 An employee on leave without pay shall not be eligible for accrual of sick leave, vacation, holiday pay or seniority. The seniority date shall be moved forward in the amount equal to the duration of the leave. On return from an extended leave of absence, an employee shall be eligible for the first available position within the employee's classification for which the employee is qualified. Returning employees shall have no right to displace a replacement employee.

12.1.3 While on such leave without pay, an employee shall not be eligible for Employer payment of medical insurance but may elect to continue insurance coverage by reimbursing the Employer for the full cost of the premium.

12.1.4 An employee failing to return to work upon expiration of a leave of absence may be terminated from employment with the Employer.

12.2 Leave of Absence – Employees requesting leave, paid or unpaid, for over 80 hours must submit a Leave of Absence request to the Department.

12.3 Family and Medical Leave – Follow the County FMLA Policy and in accordance with any applicable state and/or federal law.

12.3.1 Washington Paid Family and Medical Leave – Beginning January 1, 2020, the State of Washington through the Employment Security Department will collect a premium based on a percentage of gross wages for each employee of this bargaining group. The percentage of gross wages is defined by the State and can be adjusted annually according to the rules set by the statute. Cowlitz County will pay 37% (thirty-seven percent) of the premium and the employee will pay 63% (sixty-three percent) of the premium which will be deducted from the employee each pay period.

Eligible employees can apply for leave for qualified family and medical events. Eligibility and benefits are defined by the applicable RCWs and WACs. Federal FMLA will run concurrently with Paid Family and Medical Leave when the qualifying event is covered by both PFML and FMLA.

12.4 Temporary Leave without Pay – If the employee has exhausted all of their applicable accruals and is not eligible for other leave options, the EO/DH or designee may

approve unpaid leave up to a maximum of 80 total hours during their employment, which would not affect leave benefit accruals, seniority, or employer share of health premiums if there are at least 80 hours paid for the month.

- 12.5 New Hire Exception – The EO/DH may approve unpaid vacation leave prior to hire which would not affect leave benefit accruals, seniority, or employer share of health premiums.

### **13. HOLIDAYS**

- 13.1 The following days shall be recognized as legal, paid holidays, including any legal holiday proclaimed by the Governor:

New Year's Day (January 1)  
Martin Luther King Day (3rd Monday in January)  
President's Day (3rd Monday in February)  
Memorial Day (Last Monday in May)  
Juneteenth (June 19)  
Independence Day (July 4)  
Labor Day (1st Monday in September)  
Veterans' Day (November 11)  
Thanksgiving Day (4th Thursday in November)  
The Day After Thanksgiving  
Christmas Day (December 25)

Two Floating Holidays

- 13.2 Whenever a legal holiday falls upon a Sunday, the following Monday shall be observed as the legal holiday. Whenever a legal holiday falls upon a Saturday, the preceding Friday shall be observed as the legal holiday. Employees may request a floating holiday in accordance with Article VII, Section 6. Employees who work on a designated holiday shall be paid for the holiday plus time and one-half for hours worked (not applicable to floating holiday). Use of Floating Holidays shall be requested in advance and approved by the supervisor, only after six (6) months of service. Entitlement to a floating holiday lapses at the end of each calendar year. New hires must start work prior to July 1 to be allowed a floating holiday for that year.

### **14. BEREAVEMENT LEAVE**

- 14.1 An employee shall be granted bereavement leave of up to three (3) days (not necessarily consecutive but within a 30 day period) in each case of death in the immediate family which is defined as follows: persons related by blood or marriage or legal adoption in the degree of consanguinity of wife, husband, parent, grandparent, brother, sister, child or grandchild of an employee, aunt, uncle, cousin, niece or nephew (aunt, uncle, cousin, niece and nephew must be of the first degree). Employees granted bereavement leave, as per above, may additionally request and shall be granted vacation or sick leave to the extent of

their accruals for extension of the bereavement. Absences beyond three (3) days may be charged to the appropriate leave.

**First degree means:**

Aunt – sister of the employee’s mother or father.

Uncle – brother of the employee’s mother or father.

Cousin – children of the employee’s parent’s brother or sister

Niece and Nephew – children of the employee’s brother or sister

**15. WORK WEEK**

15.1 The work week for bargaining unit employees shall consist of five (5) consecutive days, commencing on Monday and ending on Friday. Work hours shall be from 8:00 am or 8:30 a.m. to 5:00 p.m. on Monday through Friday, with one (1) unpaid hour off for lunch, and with one paid fifteen (15) minute break at the approximate midpoint of each half shift. Other arrangements may be made by mutual agreement between the employee and the Department Head in writing with copies forwarded to Human Resources and the local Union official.

15.2 Alternate Schedules

15.2.1 Juvenile Court - The work week for Juvenile Court employees who are covered by this bargaining unit agreement shall commence on Monday and end on Friday. The normal work day shall be seven and one half (7.5) consecutive hours (except for a one (1) hour unpaid lunch break) which shall fall between 7am and 7pm and include a paid fifteen (15) minute break at the approximate midpoint of each half shift. Scheduling within these days and hours shall be the exclusive right of the Superior Court Judges or their designee. If necessary other arrangements may be made by the Superior Court Judges or their designee and the affected employees.

15.2.2 Auditor Auto Licensing - The work week for employees working in Auto Licensing who are covered by this bargaining unit agreement shall commence on Monday and end on Friday. The normal work day shall be seven and one half (7.5) consecutive hours (except for a one (1) hour unpaid lunch break) which shall be between 8 a.m. and 5:30 p.m. and include a paid fifteen (15) minute break at the approximate midpoint of each half shift. Scheduling within these days and hours shall be the exclusive right of the Auditor or his/her designee. Other arrangements may be made by mutual agreement between the employee and Auditor or his/her designee in writing with copies forwarded to Human Resources and local union official.

15.2.3 Building and Planning - The work week for Building and Planning Department employees who are covered by the Local 1262 bargaining agreement shall commence on Monday and end on Friday. Work hours shall be consecutive and may be scheduled during the hours from 7 a.m. to 7 p.m., with one (1) hour unpaid lunch, and with one paid fifteen (15) minute break at the approximate mid point of each half shift. Scheduling

within these days and hours shall be the exclusive right of the Employer. Other arrangements may be made by the employee and the Department Head in writing with copies forwarded to Human Resources and the local Union official.

Information Technology - The work week for Information Technology Department employees who are covered by the Local 1262 bargaining agreement shall commence on Monday and end on Friday. Work hours shall be consecutive and may be scheduled during the hours from 8 a.m. to 5:30 p.m., with one (1) hour unpaid lunch, and with one paid fifteen (15) minute break at the approximate mid point of each half shift. Scheduling within these days and hours shall be the exclusive right of the Employer. Other arrangements may be made by the employee and the Department Head in writing with copies forwarded to Human Resources and the local Union official.

15.2.3.1 Shift Assignments –Shifts shall be offered first to employees on a voluntary basis with seniority prevailing, and secondly by seniority, with the most senior person having the first right of refusal. Exceptions to shift assignment by seniority may be made for family care reasons.

15.2.4 Expo and Conference Center - The work week for Expo and Conference Center employees who are covered by the Local 1262 bargaining agreement shall be five (5) consecutive days or thirty-seven point five (37.5) hours for their designated work week, Monday 12:01 am through Sunday 11:59 pm. Each employee will receive one (1) hour unpaid lunch break and one paid fifteen minute break at the approximate midpoint of each half shift. The County retains the right to schedule hours of work within the employee's designated workweek including but not limited to, starting and stopping times, days on/days off sequences. Except in cases of emergency (as defined by the County) or situations beyond the County's control, the County will notify the employee at least seven (7) calendar days prior to any change. Unless by mutual agreement, employees shall have 2 consecutive days off each work week.

15.2.5 Superior Court Clerk - The work week for the Clerk's Office employees who are covered by this bargaining unit agreement shall commence on Monday and end on Friday. The normal work day shall be seven and one half (7.5) consecutive hours (except for a one (1) hour unpaid lunch break) which shall fall between 7am and 7pm and include a paid fifteen (15) minute break at the approximate midpoint of each half shift. Scheduling within these days and hours shall be the exclusive right of the Cowlitz County Clerk or his/her designee. If necessary other arrangements may be made by the Cowlitz County Clerk or his/her designee and the affected employees.

15.3 For Departments with alternative work hours, such as the Maintenance Dept. or the

Assessor's Office, notice of a regular shift change shall be provided to affected employees at least fourteen (14) work days in advance, except in case of emergency, or inclement weather; or seasonal/temporary projects. Notice of all permanent regular shift changes shall be copied to the union.

## **16. OVERTIME**

- 16.1 Overtime shall be paid at one and one-half (1-1/2) times the base hourly rate for authorized work in excess of eight (8) hours in any work day, or for work performed on Saturday or Sunday. Provided, however, work in excess of seven and one half (7.5) hours but less than eight (8) hours in a day shall be compensated at straight time. All overtime shall be approved by the department head and recorded by the immediate supervisor. The employer shall indicate to employees when employer requested overtime is mandatory, as well as any disciplinary consequences of refusing to work the overtime. The employer shall limit mandatory overtime requests to emergency situations as defined by the employer. Work on a holiday shall be compensated at time and one-half plus pay for the holiday.
- 16.2 Overtime associated with training or representation of the County on official business shall be as follows:
  - 16.2.1 Voluntary Training - County-sponsored training (i.e., seminars, conferences, etc.) or representation attended by an employee at the employee's option will be compensated on the basis of a standard workday and no overtime will be compensated for attendance or travel time spent in excess of the standard workday or workweek.
  - 16.2.2 Mandatory Training - County-sponsored training or representation which is required of the employee shall be paid for by the County. Attendance and travel time in excess of the standard workday will be compensated per the overtime provision of this Contract. When such activity requires that the employee stay overnight away from home, only a standard day (no overtime) will be compensated for the day the employee is away from home. Travel costs for meals and lodging shall be reimbursed in conformance with current County policy.
  - 16.2.3 Licenses/Certifications - Employees are responsible for obtaining and maintaining the licenses and/or certifications (this does not include a driver's license) required by the Employer. Those required licenses and/or certifications shall be paid for by the County. If continuing education or testing is required the employee must obtain prior approval from their Department Head/Elected Official and if approved the County will cover the associated costs.
- 16.3 The supervisor shall specify to the employee in advance, in writing, whether the training or representation is mandatory or voluntary. If training or representation is to be attended and it is out of town, the employee shall have the option to use a County motor pool car. Travel to and from training that requires the workweek to be extended will constitute overtime compensation.

- 16.4 Employees called back to work shall be paid a minimum of two (2) hours at the appropriate rate of pay.

Employees who receive calls, e-mails, or any other form of communication for employer required work related questions or business as approved by the Elected Official or Director or their designee, shall be paid a minimum of one-hour at the appropriate rate of pay. For work over one-hour, the employee will be paid at the appropriate rate calculated to the nearest one tenth (1/10) of an hour.

- 16.5 Supervisors will rotate overtime equitably to employees within appropriate classifications. Overtime will be assigned by first soliciting volunteers in order of seniority. In the event an employee is solicited and works the overtime out of seniority order they shall be given the next available overtime in their classification.

- 16.6 Applicable to Juvenile Court employees only. Supervisors will assign overtime to employees with the required classifications. Where it is appropriate, volunteers will be solicited. When selecting volunteers, overtime equity will be a consideration.

- 16.7 An employee may elect to receive overtime payment or compensatory time off, which are compensated at one and one-half (1-1/2) times the base rate or hourly rate. Compensatory time off shall be taken at a time mutually agreed to by the Employer and the employee. No supervisor, department head or official shall coerce or direct an employee to take compensatory time in lieu of overtime pay. There shall be a maximum of forty (40) hours accrued compensatory time. Any overtime incurred beyond that shall be paid at the appropriate rate.

16.7.1 Deputy Clerks who have completed their workday but are notified that they may be required to return to work before the start of their next workday and that they must provide a telephone number where they can be reached and be prepared to report for work upon being called, shall be compensated two (2) hours pay. If they are called back to work before the start of their next workday, they shall be additionally compensated at the call back rate described in Section 3 of this Article.

16.7.2 Employees shall be compensated one hour additional pay, or at the employees request and the employer's approval, one hour of compensatory time, at straight time for each weekday and at the overtime rate on Saturday and Sunday and County observed holidays they are required to carry a phone and respond to calls. Standby duty shall be rotated among the qualified employees of the department that are required to be available for Standby Duty. Any employee assigned to Standby duty who wishes not to perform their rotation must obtain a qualified replacement during the period of absence unless due to illness or approved vacation. The employer has the right to assign standby duty if there are no volunteers. Compensation for periods of less than one week shall be pro-rated. Employees who are required to be on Standby Duty are required to respond to calls.

- 16.8 Overtime for Expo and Conference Center employees shall be paid at one and one-

half (1 ½) times the base hourly rate for authorized work in excess of 40 hours in the designated work week or in excess of twelve (12) hours in a day. Hours that are worked from thirty-seven point five (37.5) to forty (40) will be compensated at the employee's base hourly rate. The Department Head or designee shall approve all overtime. The employer shall indicate to employees when employer-requested overtime is mandatory, as well as any disciplinary consequences of refusing to work the overtime. The employer shall limit mandatory overtime requests to emergency situations as defined by the employer.

## **17. MILITARY LEAVE AND JURY DUTY**

- 17.1 All eligible employees will be granted military leave in accordance with any applicable state and/or federal law, and shall be required to provide such advance notice of the need for leave or any request for reinstatement according to the statutory procedures and time limits, and reinstatement shall be required by law.
- 17.2 An employee called for jury duty or subpoenaed to appear as a witness on the County's behalf shall receive regular County pay less jury duty reimbursement (allowances for meals and transportation expenses excepted). If excused from jury duty on a County work day, the employee shall contact his/her supervisor for work assignment.

## **18. GRIEVANCE PROCEDURE**

- 18.1 A grievance is defined as a claim by an employee or the union that there has been improper application of or violation of specific provisions of this agreement.
  - 18.1.1 Applicable to Juvenile employees of the Juvenile Division of the Superior Court only: A grievance is defined as a claim by an individual employee of the Superior Court that there has been an improper application or violation of a non wage or benefit related provision of this agreement. An employee who files the grievance has the right to withdraw the grievance at any time by written notice to the parties. A grievance related to wages or wage related benefits may be filed in the manner described in A of this section.
- 18.2 Grievances shall be processed in the following manner and within the stated time limits. By mutual consent of the Employer and the Union, any and all time limits as specified in the grievance procedure may be waived or modified. Grievances must have occurred or have had knowledge of within the past 21 calendar days to be eligible for processing.
  - 18.2.1 The parties agree that every effort should be made to resolve grievances informally with the first level Supervisor or others, as appropriate, and to settle grievances at the lowest possible level. The grievant and/or the Union and the appropriate Employer representative shall meet, if necessary, to attempt to resolve the grievance at any step.

**Step 1** - The grievance shall be presented to the employee's immediate non-

union supervisor in writing and signed by the employee and the employee's union representative and shall include the following information.

- A. A statement of the grievance and the facts upon which it is based, and said statement shall be signed by the aggrieved employee.
- B. The section of the agreement to which the grievance relates.
- C. The remedial action requested.

The grievance in such form shall be discussed with the aggrieved employee, a Union representative, and the employee's immediate non-union supervisor. If the grievance is not resolved within ten (10) regular working days, then the Union may proceed to Step 2 of this procedure.

**Step 2** – If the grievance is not resolved at Step 1 after the initial employee-supervisor discussion, a copy of the written grievance described in Step 1 above shall be forwarded to the department head or elected official by the Union by the tenth (10<sup>th</sup>) working day with a copy to the employee's representative and a copy to the Department of Administrative Services. Within five (5) working days of receipt of the written grievance, the department head or elected official shall meet with the aggrieved employee's immediate supervisor and the union representative. The aggrieved employee shall be present upon request of the employee, the union or the department. The department head or elected official shall respond in writing within 10 (10) working days of the meeting.

**Step 3 A** - If the grievance is not resolved at Step 2, it may be submitted by the union within ten (10) working days to the Board of County Commissioners who shall hear the grievance and respond in writing within fifteen (15) working days from the date of the hearing. The aggrieved employee, the appropriate union representative(s), the Human Resources Director, and any other witnesses required by the Union or the Commissioners shall be present at this hearing.

**Step 3 B** - Applicable only to employees of the Juvenile Division of the Superior Court whose grievance is non wage or benefit related. If the grievance is not settled at Step 2 above, the union may request arbitration within fifteen (15) working days after the employee receives the Step 2 response from the Department Head. The arbitration process shall be as set forth in step 4 below except that the parties shall mutually select an arbitrator from a list provided by Judicial Arbitration and Mediation Services, Inc. (J·A·M·S).

**Step 4** - If the grievance is not settled in Step 3 above, the Union may request arbitration, by written notice to the County within fifteen (15) working days after receipt of the decision in Step 3. Within ten (10) working days of Employer's receipt of the request for arbitration, the Employer and the Union

will attempt to agree on a neutral arbitrator to hear the grievance, and with mutual agreement may submit multiple grievances to the same arbitrator. If the parties are unable to reach agreement on an arbitrator, and within ten (10) working days of the date of the Union request to refer the grievance to arbitration, the Union will mail a request for a panel of nine (9) members of the National Academy of Arbitrators with their principal place of residence in Washington or Oregon from the American Arbitration Association, or other mutually agreed Arbitration organization. Within twenty (20) working days of receiving the list, the parties will alternately strike names from the list, with the moving party to strike the first name, until one-name remains, and he/she shall serve as arbitrator. Either party may require that an official record of the proceedings be prepared by a professional reporter, and that a copy be provided to the arbitrator.

The decision of the arbitrator shall be final and binding on both parties, and on all employees subject to this Agreement, but the arbitrator will confine his/her decision to the interpretation and application of the specific provisions of this Agreement which have been placed in issue by the parties, and will have no authority to enlarge, diminish, alter, amend or in anyway modify the terms of this agreement.

The cost of the arbitrator's services shall be born equally by the Employer and the Union. Each party shall be solely responsible for all its own cost and expenses, including attorneys' fees. The cost of all reporting transcript fees shall be the responsibility of the party making the request unless the other party requests the opportunity to use the transcript for any purpose other than confirming its accuracy, in which event the cost shall be equally divided.

- 18.3 Failure to submit a grievance in accordance with the steps, methods and time limits (unless extended by written mutual agreement) prescribed herein shall constitute abandonment. If the employer fails to reply within the specified time, the grievance shall automatically proceed to the next step.
- 18.4 A grievance may be terminated at any time upon receipt of a signed statement from the union or the employee that the matter has been resolved.
- 18.5 The Union shall have the right to take up the suspension or discharge as a grievance at the third step of the grievance procedure, and the matter shall be handled in accordance with this procedure through the arbitration step if deemed necessary by either party.
- 18.6 The employer and the union shall meet from time to time if the parties agree that such meetings will serve constructive purposes to prevent or eliminate grievances.
- 18.7 It is understood that the parties desire to avoid the duplication of efforts that occurs when an employee files a grievance challenging as discriminatory an action taken by the County and also files a complaint, challenging the same or related action with the Washington Human Rights Commission, the Washington Department of Labor and Industries, the Equal Employment Opportunity Commission, the Office of Federal

Contract Compliance Programs, or any other state or federal administrative agency. Therefore, the parties agree that no grievance may be filed or maintained when the subject matter of the grievance has been challenged, in whole or in part, through the filing of a complaint with any administrative agency.

18.8 For purposes of this section, a grievance complaining of specific breaches of the contract alleged to have resulted from or been caused by discrimination shall be considered as if the grievant complained of discrimination directly.

18.8.1 In the event the filing of such a complaint occurs after the grievance has been filed, immediately upon the filing of the complaint and irrespective of the stage of the grievance-arbitration process, the grievance shall become null and void. Neither the parties nor the arbitrator shall thereafter have the authority or the jurisdiction to continue processing the grievance. The grievant(s) shall further be deemed to have knowingly and voluntarily waived all rights to file or otherwise resurrect the grievance after the filing of a complaint with any administrative agency.

## **19. DISCIPLINE AND DISCHARGE**

19.1 Discipline - Disciplinary action or measures shall be taken only for just cause. Supervisors administering disciplinary action shall do so in a manner that protects the privacy of the employee.

19.2 A Steward or Union Representative will be present at all disciplinary actions unless the employee freely waives such presence. Such waiver must include that the employee understands that the conference is dealing with potential discipline against the employee and that the employee understands they have a right to representation but wish to waive that right. Such waiver will be copied to the Union. The employee shall have the choice of any Steward available or other Union representative at any disciplinary meetings.

19.3 Employees and Stewards involved in disciplinary investigations or fact finding hearings shall be informed by the Human Resources Dept. as to the progress or result of the investigation or fact finding hearing when requested by a Steward.

19.4 Disciplinary actions may include but are not limited to the following: Oral warning, written warning, transfer, demotion, paid or unpaid suspension, loss of privileges, final warning or probation (with or without a suspension) and/or discharge.

19.4.1 Documented oral warnings shall be defined as those occasions in which a Department Head or Elected Official provides corrective guidance to an employee for misconduct, unsatisfactory work, or the like, and which are designated by the Department Head or an Elected Official as a documented oral reprimand. Documented oral warnings shall be maintained in the supervisors' file, not in the personnel file. Counseling, giving of directions, and/or documented oral reprimands shall not be grievable. Any other disciplinary action or measure imposed upon an employee may be processed as a grievance through the regular grievance procedure.

19.4.2 Written Warnings, when issued by the Supervisor will set forth the cause of the written warning. Written Warnings will be placed in the employee's personnel file.

19.4.3 Suspension and Termination - If suspension or termination is being considered, the Employer will provide the employee and the union representative a "Notice of Potential Discipline." The Employer will give the employee a minimum of three working days to respond to the notice of potential discipline in writing. After the Employer receives the Employee's notice of potential discipline response the Employer will review all the information and determine whether discipline is appropriate. If the Employer determines discipline is appropriate, the Employer will prepare a written document outlining the reason(s) for the discipline and the actual discipline and distribute the written document to the employee and the union representative. If the employee does not respond in writing to the notice of potential discipline within the stated time lines, the Employer will discipline the employee based on the information the Employer has obtained.

19.5 Employees may attach written comments to a disciplinary letter. No material shall be placed in an employee's personnel file until the employee signs or has had an opportunity to sign the material as to having seen the material. There shall be only one official personnel file and the location is in the Human Resources Office. Employees shall have the right to examine their personnel file in the Human Resources office.

19.6 Employees may request removal of any disciplinary action in their official personnel file after 24 months, unless otherwise agreed to. The department will review the file of any employee making such a request and will consider removal on a case-by-case basis. The decision to remove a disciplinary action from the personnel file rests solely with the Department Head.

## **20. SALARIES**

20.1 Effective January 1, 2024, all classifications listed in Appendix A have been increased by 5%.

20.2 Effective January 1, 2025, all classifications listed in Appendix A have been increased by 3.5%.

20.3 Effective January 1, 2026 and January 1, 2027 only, all classifications listed in Appendix A will be increased equal to 100% of the CPI-West Size Class B/C (June to June) with a floor of 2% and a ceiling of 3.5%.

20.4 Salary ranges shall be as set forth in Appendix A. No person shall be paid a rate lower than the minimum or higher than the maximum.

20.5 New Hires - The Department has the ability to place new hires with relevant experience

at a step that is at least one step lower than the step she/he would have qualified for had all such experience been earned in this department as determined by the Office or Department.

- 20.6 Step Plan: On the first of the month following one (1) full year from date of hire the employee shall advance to the next step and continue to advance to the next step each year thereafter until they have reached top step.
- 20.7 Promotion - A promotion is defined as an employee's permanent or temporary reclassification or reassignment to a job classification wherein the minimum hourly rate is higher than the minimum hourly rate of the employee's former job classification. An employee being promoted (temporarily or permanently) shall move to the minimum salary of the higher job classification or receive the step closest with a five per cent (5%) increment increase of the hourly rate, whichever is greater. On the first of the month following one (1) year from date of promotion the employee shall advance to the next step and continue to advance to the next step each year thereafter until they have reached top step. The five per cent (5%) increment increase rule described in this article shall not apply where it would cause the new salary to be greater than top step in any given classification.
- 20.8 Out-of-Class Pay. Employees who are assigned to work in a higher classification shall receive a five percent (5%) increase for all hours worked in the higher classification. Employees who are assigned to work in two (2) classifications above their permanent classification shall receive a ten percent (10%) increase for all hours worked in the higher classification. Employees who are assigned to work in three (3) or more classifications above their permanent classification shall receive a fifteen (15%) increase for all hours worked in the higher classification. The increased pay for a temporary promotion or reassignment shall be applicable only for hours worked. It shall not apply to vacations, sick leaves, or holidays that occur during the temporary promotion.
- 20.9 Demotion - A demotion is defined as an employee's permanent reclassification to a job classification wherein the minimum hourly rate is lower than the minimum hourly rate of the employee's former job classification. An employee being demoted (voluntarily) shall move to the minimum salary of the lower job classification or receive the closest step to a 10% decrease, whichever is less of a decrease. If the employee has previously held permanent status in the lower job classification, he shall move to the step at which he was prior to leaving such job classification if the salary is greater than the step closest to a 10% decrease. If any employee is involuntarily demoted, he shall move to the step in the new range most proximate to the salary of the job held just prior to demotion. A temporary assignment to a lower job classification shall cause no change in salary.
- 20.10 A transfer is defined as an employee's movement from one job classification to another job classification wherein the minimum hourly rate of both are the same. An employee's step date will not change as the result of a transfer.

## 21. MEDICAL AND DENTAL INSURANCE

### 21.1 Medical, Dental and Life Insurance

21.1.1 Effective on January 1, 2024, the County shall contribute a maximum of one thousand eight hundred and fifty dollars (\$1,850) per month per employee for the cost of health, vision, dental, and life insurance in the amount of one times (1 X) the employee's annual salary rounded to the next highest \$1000. The employee is required to pay any additional premium costs. Premiums for each type of health care plan type can be split between the employer and employee as determined by the employer. This will not affect the County contribution to the health plan.

The 2024 employer contribution towards VEBA will be a flat \$750.00 per month for eligible employees who select the VEBA option. For the employees who select the Kaiser HSA \$1,600/\$3,200 option, the employer contribution will be \$100.00 per month to the employee's HSA account.

21.1.2 Effective January 1, 2025, the County shall contribute a maximum of one thousand nine hundred dollars (\$1,900) per month per employee for the cost of health, vision, dental, and life insurance in the amount of one times (1 X) the employee's annual salary rounded to the next highest \$1000. The employee is required to pay any additional premium costs. Premiums for each type of health care plan type can be split between the employer and employee as determined by the employer. This will not affect the County contribution to the health plan.

The 2025 employer contribution towards VEBA will be a flat \$750.00 per month for eligible employees who select the VEBA option. For the employees who select the Kaiser HSA \$1,600/\$3,200 option, the employer contribution will be \$100.00 per month to the employee's HSA account.

21.1.3 Effective January 1, 2026, the County shall contribute a maximum of one thousand nine hundred and fifty dollars (\$1,950) per month per employee for the cost of health, vision, dental, and life insurance in the amount of one times (1 X) the employee's annual salary rounded to the next highest \$1000. The employee is required to pay any additional premium costs. Premiums for each type of health care plan type can be split between the employer and employee as determined by the employer. This will not affect the County contribution to the health plan.

The 2026 employer contribution towards VEBA will be a flat \$750.00 per month for eligible employees who select the VEBA option. For the employees who select the Kaiser HSA \$1,600/\$3,200 option, the employer

contribution will be \$100.00 per month to the employee's HSA account.

21.1.4 Effective January 1, 2027, the County shall contribute a maximum of two thousand dollars (\$2,000) per month per employee for the cost of health, vision, dental, and life insurance in the amount of one times (1 X) the employee's annual salary rounded to the next highest \$1000. The employee is required to pay any additional premium costs. Premiums for each type of health care plan type can be split between the employer and employee as determined by the employer. This will not affect the County contribution to the health plan.

The 2027 employer contribution towards VEBA will be a flat \$750.00 per month for eligible employees who select the VEBA option. For the employees who select the Kaiser HSA \$1,600/\$3,200 option, the employer contribution will be \$100.00 per month to the employee's HSA account.

- 21.2 The union may select two (2) representatives to serve on the County's Insurance Committee along with two (2) representatives of Local 334 and four (4) representatives of the Employer. They may, with concurrence of the bargaining unit, recommend changes to be made to the Insurance program.
- 21.3 Changes – The County shall determine which insurance programs and benefits may be continued or implemented periodically. If there are changes in the insurance programs, the County will notify the Union. Such notification shall not diminish the right of the County to change the benefit structure, benefit level, and/or premium level, nor the right of the Union to demand to bargain over the impacts of the change. If the insurance company or companies providing the above-referenced benefits notifies the County of changes in the premium structure and/or benefit levels, then and in that event the Union and employees shall comply with such changes if requested to do so by the County.
- 21.4 Employee/Insurer Disputes – The Union and/or the employee will indemnify and hold the County harmless from any and all claims made against, any and all suits instituted against any insurance carrier relating to claims and/or coverage. Any and all disputes or disagreements and/or claims regarding insurance claims/or coverage are not grievable by the Union and/or the employee.

## **22. EMPLOYMENT PRACTICES**

- 22.1 Newly hired employees serve a probationary period during their first six (6) months of employment. During this period no grievance shall be brought over the discharge of the employee. The employer may extend this initial probationary period in writing for up to an additional three (3) months for reasons documented and with notification going to the employee and a copy to the union. The employer may extend the probationary period an additional three (3) months after the initial extension upon mutual agreement between the employer and the union.

- 22.2 Employees who are promoted to a higher classification or who transfer to a different classification shall be on a trial period for thirty (30) working days, during which time, at the option of either the Employer or the employee, the employee can be returned to his former job and rate of pay prior to promotion, without prejudice.
- 22.3 Seniority shall be defined as an employee's length of continuous service with the department since his/her last day of hire or assignment (whichever is later) to that department. Continuous service shall be unbroken by layoff of up to one (1) year. Organizational sub-units within an elected Official office or County Department are not recognized as having separate seniority status for layoff purposes.
- 22.4 Posting - Whenever a job opening occurs, the notice of such opening shall be posted on all department bulletin boards for seven (7) calendar days with a copy to the Union, and applications during that time shall be limited to employees in the bargaining unit. Employees who are interested in the job must sign the posting in the department in which the job exists, the Human Resources Department or the electronic posting. The posted notice shall include the job description the salary range, and shift schedule.
- 22.5 Interview - All employees who sign the posting and who meet the minimum qualifications of the posting shall be interviewed by the department unless the position is filled by the most senior interested eligible bargaining unit employee in the Department and the Department head notifies the Union in writing that they intend to fill the position with the most senior departmental bidder.
- 22.6 Selection - All appointments and promotions of regular employees shall be made with the following factors considered:
- a. The primary consideration shall be the individual's qualifications;
  - b. Where abilities are relatively equal, then seniority shall prevail.
  - c. In order to determine abilities, the Employer shall fill vacancies in an objective manner. All applicants (for a particular classification) will be given the same test and shall be advised of what is expected as a qualifying score.
- 22.7 Where no personnel signing the posting have seniority as defined in Section 22.3, the department head may fill the position from any source.
- 22.8 In the event of a layoff for any reason, employees shall be laid off in the inverse order of their seniority in the classification and Department in which the work force is being reduced. No layoffs or reduction to lower classifications shall be executed so long as there are temporary or part-time employees serving within the affected classifications in the Department. When an employee is laid off due to a reduction in the work force, he shall be permitted to exercise his seniority rights to bump as follows:

- a. To bump the least senior employee in that office in the same or lower job classification, within the same job series or series in which the employee has formerly held permanent status, or
  - b. To bump to a job for which the employee is qualified, provided that the bump does not constitute a promotion; and also providing such employee has greater seniority in the Department than the employee whom they replace, and further providing that the replacing employee is qualified to perform the work of the employee who is being replaced.
- 22.9 Employees who are reduced in hours as a result of layoff shall remain bargaining unit members and shall be covered by the collective bargaining agreement.
- 22.10 Employees shall be called back from layoff according to seniority in the classification and Department/Office from which they were laid off. No new employee, including temporary or employer overload employees, shall be hired in a classification in a department/office in which there are laid-off employees in that classification until all employees in that classification on layoff status have had an opportunity to return to work. An employee shall have recall rights for 12 months from the date of layoff. An employee who has been laid off shall retain seniority as of the date of layoff and shall begin accumulating seniority when called back to work, providing the elapsed time of layoff does not exceed 12 months. The laid off employee shall be offered the next available opening in his classification. Notification to return to work shall be made by registered mail, and employees so notified must respond within ten (10) working days of such notification.
- 22.11 The County reserves the right to demote or reassign employees who are physically or mentally unable to perform the duties of their particular position, if they cannot be reasonably accommodated. When the disability is over, the employees shall return to his original classification.
- 22.12 When an employee transfers between Departments within the County, it will not cause his vacation or sick leave standing to change. The employee's accumulations will appear as if the employee had not transferred.
- 22.13 Leaves of absence for military duty, illness or injury shall not affect seniority.
- 22.14 The Union recognizes the right of the Employer to establish and revise job descriptions. The Employer recognizes the right of the Union to negotiate any change in wages that may be justified by the new job description. The Union shall be promptly notified of any revisions to bargaining unit job descriptions.
- 22.15 All medical information will be kept confidential and will be maintained in a separate confidential medical file.
- 22.16 The Union recognizes that the Employer has the authority to change the payroll dates. Prior to any change to the current pay date, the parties shall meet and

bargain the impacts of this change. This section shall not be implemented until six months following ratification and signatures to this agreement.

**23. FEDERALLY FUNDED EMPLOYMENT - CONTRACTING OUT**

- 23.1 Federally Funded Employment - The Employer shall take advantage of Federal Funds in the manner and to the extent it deems appropriate; provided, that the use of these funds supplement and not supplant the regular County work force.
- 23.2 Contracting Out - When the Employer determines that it is necessary or desirable in the best interests of the County to Contract for services presently performed by County personnel, the Employer shall notify the affected employees and the Union not less than thirty (30) working days prior to implementation of such a contract and wherever possible shall transfer employees whose positions are impacted by such determination to unfilled positions for which the employee qualifies. The provision for layoff in this Agreement shall apply to such employees.

**24. LABOR-MANAGEMENT COMMITTEE**

- 24.1 The Employer and the Union agree that a need exists for closer cooperation between labor and management, and that from time to time suggestions and complaints of a general nature affecting the Union and the Employer need consideration. To accomplish this end, a Labor-Management Committee shall be composed of representatives designated by the Union and representatives of Management. Said employees shall be allowed to attend the Labor-Management meetings. Representing management shall be the Treasurer or designee, the Auditor or designee, the Clerk or designee, the Assessor or designee, one Commissioner or designee and the Department Heads. The Human Resources Director shall attend the meetings but not be a member of the Committee. Said Committee shall attempt to meet for the purpose of discussing and facilitating the resolution of all problems which may arise between the parties other than those for which another procedure is provided by law or other provisions of this Agreement. Meetings may be suspended on agreement of both parties.

**25. HEALTH AND SAFETY**

- 25.1 All work shall be done in accord with applicable State, Federal and County safety codes and with ordinances and rules relating to this subject. Employees shall report all safety hazards to their immediate supervisor, who in turn shall report them to the Risk Manager. After reporting alleged safety health hazards, an employee may request reassignment. If reassignment is refused, the employee may decline to continue the work assignment but be potentially subject to discipline.
- 25.2 The Employer shall maintain a safety committee which shall conform to state regulations and shall meet at regularly scheduled meetings.

**26. SEVERABILITY CLAUSE**

26.1 The provisions of this Agreement are declared to be severable if any term, clause, work, section, article, or part of this Agreement shall for any reason be held to be invalid, illegal, or unconstitutional by final decision of any administrative agency or Court of competent jurisdiction such occurrence shall not affect the validity of the remaining terms, clauses, words, sections, articles, and parts of this Agreement, but they shall remain in effect, it being the intent of the parties that this Agreement shall stand notwithstanding the invalidity of any part. The severed part(s) shall be the subject of meetings and discussions between the parties upon demand of either to establish a replacement for the null and void part(s).

**27. STRIKES/WORK STOPPAGES/LOCK OUT**

27.1 During the term of this Agreement, the Union shall cause no strikes or work stoppages, and the Employer shall not lock out employees.

**28. TERM OF AGREEMENT**

28.1 This Agreement shall be in full force and effect from January 1, 2024 through December 31, 2027. The Employer and the Union agree to begin negotiations on a new collective bargaining agreement not later than October 15, 2027.

**29. WAIVER CLAUSE**

29.1 The parties acknowledge that each has had the unlimited right within the law and the opportunity to make demands and proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right and management and the union for the duration of this Contract, each agrees to waive the right to oblige the other party to bargain with respect to any subject or matter not specifically referred to or covered in this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed this 30th day of January 2024.

AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL  
EMPLOYEES, LOCAL NO. 1262

DocuSigned by:  
Aaron Cole  
Aaron Cole, WSCCCE Staff Representative

Chloe W. Hegstad  
Chloe Hegstad, 1262 President

John Edward Jones  
John Jones, 1262 Negotiation Team

Robert C Lee  
Bob Lee, 1262 Negotiation Team

Geoff Nelson  
Geoff Nelson, 1262 Negotiation Team

Ashley Gatts  
Ashley Gatts, 1262 Negotiation Team

BOARD OF COUNTY COMMISSIONERS  
OF COWLITZ COUNTY, WASHINGTON

DocuSigned by:  
Richard Dahl  
Richard R. Dahl, Chairman

DocuSigned by:  
Arne Mortensen  
Arne Mortensen, Commissioner

DocuSigned by:  
Dennis P. Weber  
Dennis P. Weber, Commissioner

JUDGES OF THE SUPERIOR COURT  
OF COWLITZ COUNTY, WASHINGTON

Gary B. Bashor

Thad Scudder

Michael H. Evans

Marilyn K. Haan  
Marilyn K. Haan, Presiding Judge

Patricia M. Fassett  
Patricia M. Fassett, Juvenile Presiding Judge

ATTEST:

DocuSigned by:  
Kelly Dombrowsky  
Kelly Dombrowsky  
Clerk of the Board



## Appendix A – Job Classifications

All job classifications listed below to include the salary increases applied to top step defined in Article 20.

Grade	Assessor (7.5 hour)
270	Appraiser III - Industrial
245	Appraiser II – Commercial
220	Appraiser I – Residential
245	Property Analyst
235	GIS Specialist III

Grade	Auditor (7.5 hour)
220	Lead Payroll Specialist
210	Payroll Specialist
200	Lead Deputy Auditor – Certified
190	Deputy Auditor II - Certified
180	Deputy Auditor I
240	Lead Elections Deputy - Certified
230	Elections Deputy II - Certified
220	Elections Deputy I

Grade	Building & Planning (8 hour)
270	Code Tech IV – Plans Examiner
230	Code Tech III
215	Code Tech II
205	Entry Code Tech
295	Senior Planner
245	Associate Planner
210	Assistant Planner
255	Application Specialist – B&P
245	Senior GIS Specialist III
235	Nuisance Abatement Coordinator
190	Permit/Planning Specialist
180	Permit/Planning Coordinator

Grade	Clerk (7.5 hour)
200	Lead Deputy Clerk
190	Deputy Clerk II
180	Deputy Clerk

<b>Grade</b>	<b>Adult Probation (7.5 hour)</b>
<b>245</b>	Lead Adult Probation Officer
<b>235</b>	Adult Probation Officer

<b>Grade</b>	<b>Event Center (7.5 hour)</b>
<b>190</b>	Event Coordinator
<b>190</b>	Tourism Marketing Coordinator
<b>175</b>	Event Worker

<b>Grade</b>	<b>Facilities Maintenance (7.5 hour)</b>
<b>250</b>	Maintenance Project Coordinator
<b>215</b>	Lead Maintenance Mechanic
<b>205</b>	Maintenance Mechanic

<b>Grade</b>	<b>Environmental Health (8 hour)</b>
<b>255</b>	Application Specialist - HHS
<b>255</b>	Environmental Health Specialist III
<b>235</b>	Environmental Health Specialist II
<b>200</b>	Environmental Health Specialist I

<b>Grade</b>	<b>Information Technology (7.5 hour)</b>
<b>300</b>	Enterprise App Specialist/Developer
<b>300</b>	Database/Programmer Specialist
<b>285</b>	Senior Network Analyst
<b>275</b>	IT Enterprise Security Analyst
<b>255</b>	Network Analyst
<b>220</b>	IT Specialist II – IT Tech

<b>Grade</b>	<b>Treasurer (7.5 hour)</b>
<b>210</b>	Tax Specialist
<b>200</b>	Lead Deputy Treasurer - Certified
<b>190</b>	Deputy Treasurer II - Certified
<b>180</b>	Deputy Treasurer

<b>Grade</b>	<b>Accounting &amp; Clerical (7.5/8 hour)</b>
<b>210</b>	Purchasing Specialist
<b>210</b>	Lead Accounting Specialist III
<b>200</b>	Accounting Specialist III
<b>190</b>	Accounting Specialist II
<b>200</b>	Administrative Assistant III
<b>180</b>	Administrative Assistant II

<b>190</b>	Lead Customer Service Specialist
<b>180</b>	Customer Service Specialist
<b>150</b>	Office Specialist

<b>Grade</b>	<b>Juvenile Detention (8 hour)</b>
<b>205</b>	Work Crew Coordinator
<b>205</b>	Restorative Justice/Training Coordinator
<b>205</b>	Lead Detention Officer
<b>195</b>	Detention Officer

**SHIFT TEAM LEADER PAY**

A shift team leader shall be designated by the Detention Supervisor or the Chief Administrative Officer.

# ADDENDUM TO THE LOCAL 1262 CONTRACT

## Juvenile Detention Officers

This addendum is entered into between Cowlitz County and AFSCME Local #1262 Juvenile Detention Officers for the purpose of incorporating the Juvenile Detention Officers into the current Local 1262 Labor Agreement. This addendum will supersede any part or parts of any Articles that conflict with the current Local 1262 Labor Agreement. All other Articles of the current Local 1262 Labor Agreement will be followed.

### **ARTICLE 1 – RECOGNITION**

#### **Section 1**

The employer recognizes the Union as the exclusive bargaining representative for all full time, regular part time and regular relief, Juvenile Detention Officers of Cowlitz County in Superior Court Juvenile Detention and Probation excluding supervisors, confidential employees and all other employees.

#### **Section 2 – Employee Definitions**

2.1 Regular Employee – An employee regularly scheduled to work forty (40) hours or more per week. Such employee shall be entitled to receive all benefits as set forth in this agreement.

2.2 Regular Part-Time Employee – Effective July 1, 2008, all regular part-time employees whose hours of work averages at least 126 hours per month as described in this section. Regular part-time employees will be required to meet and continue to meet the qualifications of a part-time Detention Officer as determined by the department.

Every January and July the Department will review each part-time employee's hours to determine if they have averaged 126 hours or more for the previous 6 months. For the January review period the months reviewed will be June to November. For the July review period the months reviewed will be December to May.

Employee's who average 126 hours or more during the review period will receive a pro rated amount of 80% of benefits of a regular employee as set forth in this agreement. If an employee works less than 126 hours in a month, the 80% of their benefits will be pro rated. Example: Joe works 63 hours in April, Joe would receive 50% of the benefits he received when he worked 126 hours or more in a month as set forth in this agreement.

Employees who average less than 126 hours during the review period will not be eligible for the benefits set forth in this agreement.

2.3 Relief Employee – An employee who during each review period as described in 1.2 who work more than one-sixth of the time of a full time employee and who remains available for work. Relief employees will be required to meet and continue to meet the qualifications of a part-time Detention Officer as determined by the department.

- 2.4 Probationary Employee - A probationary employee serving his or her first six (6) months of their employment. Said employee shall receive benefits at the level set forth. A probationary employee may be terminated or disciplined without recourse during his or her probationary period. The employer may extend the probationary period for up to six (6) months with notification to the employee and the Union; during the extended probationary period the employee will be eligible to use their accrued vacation and bonus day. During the probationary period the employer will perform performance evaluation(s) on the probation employee.

## **ARTICLE 2 - MANAGEMENT RIGHTS**

Nothing in this Agreement will prohibit any persons excluded from the bargaining unit or volunteers from doing bargaining unit work, provided that it does not cause the layoff of any bargaining unit employee nor will such persons become subject to the terms and conditions of this Agreement by doing so.

## **ARTICLE 3 - VACATION**

Annual leave requested before December 31 will be approved and granted by seniority. In order to assist in the orderly requesting of time off, a vacation schedule for the following year will be given to the senior person by September 1 of the preceding year. Each year before signing up for vacation, employees whose seniority dates are tied shall draw straws to determine who chooses first.

Each employee may choose up to two weeks, eighty hours, of annual leave in forty hour blocks on the initial selection, passing the schedule on to the next most senior person within 48 hours for his/her selection. The 48 hours shall be two working days of the affected employee.

Any 40 hour block vacation leave requests that are subsequently canceled by the employee shall be posted and the next least senior employee to the canceller in that section shall have first right to that canceled vacation. Forty-hour blocks do not have to be consecutive blocks but forty-hour blocks must be consecutive days. All other paid time off (except sick leave and bereavement leave) shall be considered unscheduled time off.

Normally, an individual's vacation request shall be granted unless such request would cause staffing levels to drop below minimum staffing levels. If the shift is normally staffed at minimum level, one person shall be granted their vacation request.

## **ARTICLE 4 - BEREAVEMENT LEAVE**

Immediate Family. Upon the death of an "immediate family" member, employees will be allowed up to three (3) days or twenty-four (24) working hours whichever is less to grieve, assist in making arrangements and attend the services. "Immediate family" as defined in Article 14.1 of Local 1262 Labor Agreement. Employees who require additional time off may request the appropriate leave.

## **ARTICLE 5 - HOURS OF WORK**

### **Section 1**

- (a) The workweek begins Sunday at 2300 hours and ends Sunday at 2259 hours. Overtime at time and one-half shall be paid for any hours that exceed eight (8) in a shift or forty (40) hours in the workweek. An employee shall have a minimum of eight (8) hours off between assigned shifts.
- (b) There shall be at least ten (10) days' notice given to an employee prior to any permanent change in his shift assignment unless a shorter period of time is mutually agreeable to both parties. "Permanent" shall mean a change in the employee's regular shift assignment of more than 14 working days. All hours shall be compensated for according to section 1. (a) above.
- (c) Alternate shift schedules, which do not specifically conform with the aforementioned conditions, may be utilized at anytime during the term of this agreement based upon mutual agreement between the Employer and the Union. When an alternate shift schedule is agreed upon such agreement shall be attached as an amendment.

### **Section 2**

Employees who work a schedule other than five (5) eight (8) hour days per week shall neither gain nor lose compensation or benefits provided in this agreement.

Vacation and sick leave shall accrue as provided in the contract.

Vacation and sick leave shall be charged one-tenth of an hour for each one-tenth of an hour used.

Compensation for holidays taken shall be for eight (8) hours. If the time off on a holiday exceeds eight (8), the employee can charge the additional time required to vacation or take leave without pay.

Compensation for working a holiday shall be eight (8) hours pay for the holiday plus time and one-half for the hours worked on the holiday. Part-time employees will receive time and one-half for the hours worked on a holiday.

Overtime compensation shall be for time worked in excess of forty (40) hours in one (1) week or for hours worked in excess of the regularly scheduled shift.

Full time juvenile detention employees who earn overtime may elect to accrue such time as compensatory time off. An employee cannot accrue more than a total of forty (40) hours of compensatory time in any calendar year. Employees will be allowed to accrue compensatory time through October 31<sup>st</sup>. All accrued compensatory time not used by an employee by November 25<sup>th</sup> will be paid out by the County on the December 10<sup>th</sup> payroll. No accrual of compensatory time will occur after October 31<sup>st</sup> and no use of compensatory time will occur after November 25<sup>th</sup>. Compensatory time off requests shall be the subject of mutual agreement between the employee and his/her supervisor.

### **Section 3**

Employees called back to work or to attend a staff meeting shall be paid a minimum of two (2) hours pay at the appropriate rate, unless the employee requests and is granted permission to leave work or staff meeting before two hours has elapsed. In such case, the employee shall be compensated at the appropriate rate only for actual time spent at work or in the staff meeting.

### **Section 4**

Shift Work – All employees whose shift substantially (4 hours or more) falls on third shift shall receive an additional seventy-five cents (\$.75) for each hour worked on swing shift. All employees whose shift substantially (4 hours or more) falls on first shift shall receive an additional one dollar (\$1.00) for each hour worked on shift. All employees whose shift intersects third shift or first shift for two (2) hours or less are ineligible for shift differential pay, except as it applies to overtime compensation.

The common hours for shifts are as follows:

First Shift	2300 to 0700
Second Shift	0700 to 1500
Third Shift	1500 to 2300

The Department's determination of what shift employees are assigned to is final and binding.

### **Section 5**

Overtime associated with training or representation of the County on official business shall be as follows:

County sponsored training or representation which involves attendance and travel time in excess of the standard workday will be compensated per the overtime provision of this contract. When such activity requires that the employee stay overnight away from home, only a standard day (no overtime) will be compensated for the day the employee is away from home. Travel costs for meals and lodging shall be reimbursed in conformance with current Department policy.

If training or representation is to be attended and it is out of town, the employee shall have the option to use a County motor pool car if one is available. If a County car is not available, a rental vehicle will be secured for the employee at the County's expense. Personal vehicles will not be used by employees for work purposes without prior authorization from Management.<sup>1</sup>

### **Section 6**

All time shall be reported, credited, or charged in tenths of an hour. This applies to time worked, not worked, vacation, sick leave, and overtime.

### **Section 7**

Employees assigned to one (1) or more of the special duty assignments listed below shall receive a four percent (4%) base wage adjustment while performing the duty:

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<sup>1</sup> This does not change the Office's practice of carpooling, as determined by the County.

- Field Training Officer
- Defensive Tactics Instructor
- Crisis Intervention Trainer
- PREA Coordinator

## **ARTICLE 6 - JURY DUTY AND WITNESS CALL**

### **Section 1**

Jury duty is not considered work hours; however employees will not lose regular compensation if they are called to serve as a juror during their regular working hours.

Employees whose work shift is between 1200 hours and 0800 hours and who are excused from jury duty on or before the end of the morning court session will be required to report for their next scheduled shift at their regular rate of pay.

Employees whose work shift is between 1200 hours and 0800 hours who serve on jury duty beyond the morning court session will not be required to report to their next regularly scheduled shift if that shift is scheduled within the succeeding 16 hour period and they shall not suffer loss of pay for that shift. Such employees shall notify their supervisor as soon as possible that the court session will be going beyond the morning session.

Employees who serve on jury duty on their days off shall not receive any compensation except jury pay. If Jury Duty is in another County, management will review and make reasonable determination on when to report to work.

### **Section 2**

Employees called as a witness as a result of their employment activity shall not lose compensation and shall receive overtime if it occurs on the employees regularly scheduled day off.

## **ARTICLE 7 - EMPLOYMENT PRACTICES**

All full-time Detention Officers employed with the Department on July 1 in the Detention Officer classification will receive an annual one hundred fifty dollar (\$150.00) footwear allowance. Part-time employees shall receive an annual seventy-five hundred (\$75.00) footwear allowance on July 1 of each year. All full-time Detention Officers agree to wear the color of footwear the Department determines appropriate as required. If the Department changes the color of the footwear required, the Department will give one year notice. All employees agree to maintain all footwear in good condition as determined by the Department. The method of payment will be determined by the Auditor's Office. It is agreed that if the Department determines uniforms are no longer required the color of footwear is no longer required the footwear allowance would be eliminated immediately.

**Memorandum of Understanding  
between  
Cowlitz County and Cowlitz County AFSCME Local 1262**

This agreement is between Cowlitz County and Cowlitz County AFSCME Local 1262 for the purpose of implementing House Bill 1087, 1323, 1732 and 1733 and adding a new voluntary option as an alternative to the Long Term Care State Plan.

Beginning July 1, 2023 the State of Washington through the Employment Security Department will collect a new employee paid premium as defined in House Bill 1087, 1732 and 1733. The employee paid payroll premium will fund the program for a new Long Term Care state benefit administered through Employment Security Department.

House Bill 1323 passed in 2021 and House Bill 1733 allows for an “Exempt Employee” and that employee must demonstrate the listed exemption to the Employment Security Department. Once approved by Employment Security Department the employee must provide the approval to the Human Resources Department to be exempt from the employee premium assessment.

The County will offer a new voluntary long term care benefit option effective July 1, 2021. For anyone who applies and is approved through the vendor, the County will take the benefit deductions through payroll. The County reserves the right to start, stop, or change the vendor or the payroll deduction but will provide written notice of any of these actions to the Bargaining Representative at least 30 calendar days prior to the action(s) taking effect.

By entering into this MOU, neither party is waiving any bargaining rights, either now or in the future. The parties also hereby agree that this MOU should not be accorded any precedential value whatsoever in any future disputes that may arise between the parties except to enforce this MOU.

**FOR THE EMPLOYER**

DocuSigned by:  
Richard Dahl 1/30/2024  
0AD76D9B17B54F5...  
Date

DocuSigned by:  
Ane Mortensen 1/30/2024  
90C0340DDE244E6...  
Date

DocuSigned by:  
Dennis P. Weber 1/30/2024  
9959C1D2F93B41D...  
DocuSigned by:  
Date

DocuSigned by:  
Kelly Dombrowsky  
39750CE5FD1E47A...  
Clerk of the Board



**FOR THE UNION**

DocuSigned by:  
Aaron Cole 2/6/2024  
CAA1FC05ED304AF...  
Date

Date

## 2024 Salary Grid - Union, Non-exempt

Updated: 12/2023

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
<b>305</b>	45.73	47.08	48.42	49.77	51.11	52.46	53.80
<b>7.5 hr</b>	7431	7651	7868	8088	8305	8525	8743
<b>8 hr</b>	7927	8161	8393	8627	8859	9093	9325
<b>300</b>	44.57	45.89	47.20	48.51	49.82	51.13	52.44
<b>7.5 hr</b>	7243	7457	7670	7883	8096	8309	8522
<b>8 hr</b>	7725	7954	8181	8408	8635	8863	9090
<b>295</b>	43.48	44.76	46.04	47.31	48.59	49.87	51.15
<b>7.5 hr</b>	7066	7274	7482	7688	7896	8104	8312
<b>8 hr</b>	7537	7758	7980	8200	8422	8644	8866
<b>290</b>	42.36	43.61	44.86	46.10	47.35	48.59	49.84
<b>7.5 hr</b>	6884	7087	7290	7491	7694	7896	8099
<b>8 hr</b>	7342	7559	7776	7991	8207	8422	8639
<b>285</b>	41.33	42.54	43.76	44.97	46.19	47.40	48.62
<b>7.5 hr</b>	6716	6913	7111	7308	7506	7703	7901
<b>8 hr</b>	7164	7374	7585	7795	8006	8216	8427
<b>280</b>	40.29	41.48	42.66	43.85	45.03	46.22	47.40
<b>7.5 hr</b>	6547	6741	6932	7126	7317	7511	7703
<b>8 hr</b>	6984	7190	7394	7601	7805	8011	8216
<b>275</b>	39.28	40.43	41.59	42.74	43.90	45.05	46.21
<b>7.5 hr</b>	6383	6570	6758	6945	7134	7321	7509
<b>8 hr</b>	6809	7008	7209	7408	7609	7809	8010
<b>270</b>	38.29	39.42	40.55	41.67	42.80	43.92	45.05
<b>7.5 hr</b>	6222	6406	6589	6771	6955	7137	7321
<b>8 hr</b>	6637	6833	7029	7223	7419	7613	7809
<b>265</b>	37.33	38.43	39.53	40.63	41.72	42.82	43.92
<b>7.5 hr</b>	6066	6245	6424	6602	6780	6958	7137
<b>8 hr</b>	6471	6661	6852	7043	7231	7422	7613
<b>260</b>	36.40	37.47	38.54	39.61	40.68	41.75	42.82
<b>7.5 hr</b>	5915	6089	6263	6437	6611	6784	6958
<b>8 hr</b>	6309	6495	6680	6866	7051	7237	7422

<b>Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
<b>255</b>	35.49	36.53	37.58	38.62	39.66	40.71	41.75
<b>7.5 hr</b>	5767	5936	6107	6276	6445	6615	6784
<b>8 hr</b>	6152	6332	6514	6694	6874	7056	7237
<b>250</b>	34.61	35.63	36.65	37.67	38.68	39.70	40.72
<b>7.5 hr</b>	5624	5790	5956	6121	6286	6451	6617
<b>8 hr</b>	5999	6176	6353	6529	6705	6881	7058
<b>245</b>	33.75	34.74	35.73	36.72	37.72	38.71	39.70
<b>7.5 hr</b>	5484	5645	5806	5967	6130	6290	6451
<b>8 hr</b>	5850	6022	6193	6365	6538	6710	6881
<b>240</b>	32.89	33.85	34.82	35.79	36.76	37.72	38.69
<b>7.5 hr</b>	5345	5501	5658	5816	5974	6130	6287
<b>8 hr</b>	5701	5867	6035	6204	6372	6538	6706
<b>235</b>	32.07	33.01	33.96	34.90	35.84	36.79	37.73
<b>7.5 hr</b>	5211	5364	5519	5671	5824	5978	6131
<b>8 hr</b>	5559	5722	5886	6049	6212	6377	6540
<b>230</b>	31.27	32.19	33.11	34.03	34.95	35.87	36.79
<b>7.5 hr</b>	5081	5231	5380	5530	5679	5829	5978
<b>8 hr</b>	5420	5580	5739	5899	6058	6217	6377
<b>225</b>	30.49	31.39	32.28	33.18	34.08	34.97	35.87
<b>7.5 hr</b>	4955	5101	5246	5392	5538	5683	5829
<b>8 hr</b>	5285	5441	5595	5751	5907	6061	6217
<b>220</b>	29.73	30.61	31.48	32.36	33.23	34.11	34.98
<b>7.5 hr</b>	4831	4974	5116	5259	5400	5543	5684
<b>8 hr</b>	5153	5306	5457	5609	5760	5912	6063
<b>215</b>	28.99	29.84	30.69	31.54	32.40	33.25	34.10
<b>7.5 hr</b>	4711	4849	4987	5125	5265	5403	5541
<b>8 hr</b>	5025	5172	5320	5467	5616	5763	5911
<b>210</b>	28.27	29.10	29.93	30.77	31.60	32.43	33.26
<b>7.5 hr</b>	4594	4729	4864	5000	5135	5270	5405
<b>8 hr</b>	4900	5044	5188	5333	5477	5621	5765
<b>206</b>							32.41
<b>205</b>	27.55	28.36	29.17	29.98	30.79	31.60	32.41
<b>7.5 hr</b>	4477	4609	4740	4872	5003	5135	5267
<b>8 hr</b>	4775	4916	5056	5197	5337	5477	5618

<b>Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
<b>200</b>	26.88	27.67	28.46	29.25	30.04	30.83	31.62
<b>7.5 hr</b>	4368	4496	4625	4753	4882	5010	5138
<b>8 hr</b>	4659	4796	4933	5070	5207	5344	5481
<b>196</b>							30.82
<b>195</b>	26.20	26.97	27.74	28.51	29.28	30.05	30.82
<b>7.5 hr</b>	4258	4383	4508	4633	4758	4883	5008
<b>8 hr</b>	4541	4675	4808	4942	5075	5209	5342
<b>190</b>	25.54	26.29	27.05	27.80	28.55	29.30	30.05
<b>7.5 hr</b>	4150	4272	4396	4518	4639	4761	4883
<b>8 hr</b>	4427	4557	4689	4819	4949	5079	5209
<b>186</b>							29.32
<b>185</b>	24.92	25.66	26.39	27.12	27.85	28.59	29.32
<b>7.5 hr</b>	4050	4170	4288	4407	4526	4646	4765
<b>8 hr</b>	4319	4448	4574	4701	4827	4956	5082
<b>180</b>	24.27	24.98	25.70	26.41	27.12	27.84	28.55
<b>7.5 hr</b>	3944	4059	4176	4292	4407	4524	4639
<b>8 hr</b>	4207	4330	4455	4578	4701	4826	4949
<b>176</b>							27.85
<b>175</b>	23.67	24.37	25.07	25.76	26.46	27.15	27.85
<b>7.5 hr</b>	3846	3960	4074	4186	4300	4412	4526
<b>8 hr</b>	4103	4224	4345	4465	4586	4706	4827
<b>170</b>	23.09	23.77	24.44	25.12	25.80	26.48	27.16
<b>7.5 hr</b>	3752	3863	3972	4082	4193	4303	4414
<b>8 hr</b>	4002	4120	4236	4354	4472	4590	4708
<b>165</b>	22.50	23.16	23.82	24.48	25.15	25.81	26.47
<b>7.5 hr</b>	3656	3764	3871	3978	4087	4194	4301
<b>8 hr</b>	3900	4014	4129	4243	4359	4474	4588
<b>160</b>	21.93	22.58	23.22	23.87	24.51	25.16	25.80
<b>7.5 hr</b>	3564	3669	3773	3879	3983	4089	4193
<b>8 hr</b>	3801	3914	4025	4137	4248	4361	4472

<b>Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
<b>155</b>	21.39	22.02	22.64	23.27	23.90	24.53	25.16
<b>7.5 hr</b>	3476	3578	3679	3781	3884	3986	4089
<b>8 hr</b>	3708	3817	3924	4033	4143	4252	4361
<b>150</b>	20.86	21.47	22.09	22.70	23.31	23.93	24.54
<b>7.5 hr</b>	3390	3489	3590	3689	3788	3889	3988
<b>8 hr</b>	3616	3721	3829	3935	4040	4148	4254
<b>145</b>	20.34	20.94	21.54	22.14	22.73	23.33	23.93
<b>7.5 hr</b>	3305	3403	3500	3598	3694	3791	3889
<b>8 hr</b>	3526	3630	3734	3838	3940	4044	4148
<b>140</b>	19.83	20.41	21.00	21.58	22.16	22.75	23.33
<b>7.5 hr</b>	3222	3317	3413	3507	3601	3697	3791
<b>8 hr</b>	3437	3538	3640	3741	3841	3943	4044
<b>135</b>	19.33	19.90	20.47	21.03	21.60	22.17	22.74
<b>7.5 hr</b>	3141	3234	3326	3417	3510	3603	3695
<b>8 hr</b>	3351	3449	3548	3645	3744	3843	3942
<b>130</b>	18.85	19.41	19.96	20.52	21.07	21.63	22.18
<b>7.5 hr</b>	3063	3154	3244	3335	3424	3515	3604
<b>8 hr</b>	3267	3364	3460	3557	3652	3749	3845
<b>125</b>	18.38	18.92	19.46	20.00	20.54	21.08	21.62
<b>7.5 hr</b>	2987	3075	3162	3250	3338	3426	3513
<b>8 hr</b>	3186	3279	3373	3467	3560	3654	3747
<b>120</b>	17.92	18.45	18.97	19.50	20.03	20.55	21.08
<b>7.5 hr</b>	2912	2998	3083	3169	3255	3339	3426
<b>8 hr</b>	3106	3198	3288	3380	3472	3562	3654
<b>115</b>	17.47	17.98	18.50	19.01	19.52	20.04	20.55
<b>7.5 hr</b>	2839	2922	3006	3089	3172	3257	3339
<b>8 hr</b>	3028	3117	3207	3295	3383	3474	3562
<b>110</b>	17.03	17.53	18.03	18.53	19.03	19.53	20.03
<b>7.5 hr</b>	2767	2849	2930	3011	3092	3174	3255
<b>8 hr</b>	2952	3039	3125	3212	3299	3385	3472

## 2025 Salary Grid - Union, Non-exempt

Updated: 12/2023

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
<b>305</b>	47.33	48.72	50.11	51.50	52.90	54.29	55.68
<b>7.5 hr</b>	7691	7917	8143	8369	8596	8822	9048
<b>8 hr</b>	8204	8445	8686	8927	9169	9410	9651
<b>300</b>	46.14	47.50	48.85	50.21	51.57	52.92	54.28
<b>7.5 hr</b>	7498	7719	7938	8159	8380	8600	8821
<b>8 hr</b>	7998	8233	8467	8703	8939	9173	9409
<b>295</b>	45.00	46.32	47.65	48.97	50.29	51.62	52.94
<b>7.5 hr</b>	7313	7527	7743	7958	8172	8388	8603
<b>8 hr</b>	7800	8029	8259	8488	8717	8947	9176
<b>290</b>	43.84	45.13	46.42	47.71	49.00	50.29	51.58
<b>7.5 hr</b>	7124	7334	7543	7753	7963	8172	8382
<b>8 hr</b>	7599	7823	8046	8270	8493	8717	8941
<b>285</b>	42.77	44.03	45.29	46.55	47.80	49.06	50.32
<b>7.5 hr</b>	6950	7155	7360	7564	7768	7972	8177
<b>8 hr</b>	7413	7632	7850	8069	8285	8504	8722
<b>280</b>	41.70	42.93	44.15	45.38	46.61	47.83	49.06
<b>7.5 hr</b>	6776	6976	7174	7374	7574	7772	7972
<b>8 hr</b>	7228	7441	7653	7866	8079	8291	8504
<b>275</b>	40.66	41.85	43.05	44.24	45.44	46.63	47.83
<b>7.5 hr</b>	6607	6801	6996	7189	7384	7577	7772
<b>8 hr</b>	7048	7254	7462	7668	7876	8083	8291
<b>270</b>	39.64	40.80	41.97	43.13	44.30	45.46	46.63
<b>7.5 hr</b>	6442	6630	6820	7009	7199	7387	7577
<b>8 hr</b>	6871	7072	7275	7476	7679	7880	8083
<b>265</b>	38.64	39.78	40.91	42.05	43.19	44.32	45.46
<b>7.5 hr</b>	6279	6464	6648	6833	7018	7202	7387
<b>8 hr</b>	6698	6895	7091	7289	7486	7682	7880
<b>260</b>	37.67	38.78	39.89	41.00	42.10	43.21	44.32
<b>7.5 hr</b>	6121	6302	6482	6663	6841	7022	7202
<b>8 hr</b>	6529	6722	6914	7107	7297	7490	7682

<b>Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
<b>255</b>	36.73	37.81	38.89	39.97	41.05	42.13	43.21
<b>7.5 hr</b>	5969	6144	6320	6495	6671	6846	7022
<b>8 hr</b>	6367	6554	6741	6928	7115	7303	7490
<b>250</b>	35.83	36.88	37.94	38.99	40.04	41.10	42.15
<b>7.5 hr</b>	5822	5993	6165	6336	6507	6679	6849
<b>8 hr</b>	6211	6393	6576	6758	6940	7124	7306
<b>245</b>	34.93	35.95	36.98	38.01	39.04	40.06	41.09
<b>7.5 hr</b>	5676	5842	6009	6177	6344	6510	6677
<b>8 hr</b>	6055	6231	6410	6588	6767	6944	7122
<b>240</b>	34.03	35.04	36.04	37.04	38.04	39.04	40.04
<b>7.5 hr</b>	5530	5694	5857	6019	6182	6344	6507
<b>8 hr</b>	5899	6074	6247	6420	6594	6767	6940
<b>235</b>	33.19	34.17	35.15	36.12	37.10	38.07	39.05
<b>7.5 hr</b>	5393	5553	5712	5870	6029	6186	6346
<b>8 hr</b>	5753	5923	6093	6261	6431	6599	6769
<b>230</b>	32.37	33.32	34.27	35.22	36.18	37.13	38.08
<b>7.5 hr</b>	5260	5415	5569	5723	5879	6034	6188
<b>8 hr</b>	5611	5775	5940	6105	6271	6436	6601
<b>225</b>	31.56	32.49	33.42	34.35	35.27	36.20	37.13
<b>7.5 hr</b>	5129	5280	5431	5582	5731	5883	6034
<b>8 hr</b>	5470	5632	5793	5954	6113	6275	6436
<b>220</b>	30.77	31.68	32.58	33.49	34.39	35.30	36.20
<b>7.5 hr</b>	5000	5148	5294	5442	5588	5736	5883
<b>8 hr</b>	5333	5491	5647	5805	5961	6119	6275
<b>215</b>	30.00	30.88	31.76	32.64	33.53	34.41	35.29
<b>7.5 hr</b>	4875	5018	5161	5304	5449	5592	5735
<b>8 hr</b>	5200	5353	5505	5658	5812	5964	6117
<b>210</b>	29.26	30.12	30.98	31.84	32.70	33.56	34.42
<b>7.5 hr</b>	4755	4895	5034	5174	5314	5454	5593
<b>8 hr</b>	5072	5221	5370	5519	5668	5817	5966
<b>206</b>							33.54
<b>205</b>	28.51	29.35	30.19	31.02	31.86	32.70	33.54
<b>7.5 hr</b>	4633	4769	4906	5041	5177	5314	5450
<b>8 hr</b>	4942	5087	5233	5377	5522	5668	5814

<b>Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
<b>200</b>	27.82	28.64	29.46	30.28	31.09	31.91	32.73
<b>7.5 hr</b>	4521	4654	4787	4921	5052	5185	5319
<b>8 hr</b>	4822	4964	5106	5249	5389	5531	5673
<b>196</b>							31.90
<b>195</b>	27.12	27.91	28.71	29.51	30.31	31.10	31.90
<b>7.5 hr</b>	4407	4535	4665	4795	4925	5054	5184
<b>8 hr</b>	4701	4838	4976	5115	5254	5391	5529
<b>190</b>	26.44	27.21	27.99	28.77	29.55	30.32	31.10
<b>7.5 hr</b>	4297	4422	4548	4675	4802	4927	5054
<b>8 hr</b>	4583	4716	4852	4987	5122	5255	5391
<b>186</b>							30.35
<b>185</b>	25.80	26.56	27.32	28.07	28.83	29.59	30.35
<b>7.5 hr</b>	4193	4316	4440	4561	4685	4808	4932
<b>8 hr</b>	4472	4604	4735	4865	4997	5129	5261
<b>180</b>	25.12	25.86	26.60	27.33	28.07	28.81	29.55
<b>7.5 hr</b>	4082	4202	4323	4441	4561	4682	4802
<b>8 hr</b>	4354	4482	4611	4737	4865	4994	5122
<b>176</b>							28.82
<b>175</b>	24.50	25.22	25.94	26.66	27.38	28.10	28.82
<b>7.5 hr</b>	3981	4098	4215	4332	4449	4566	4683
<b>8 hr</b>	4247	4371	4496	4621	4746	4871	4995
<b>170</b>	23.89	24.60	25.30	26.00	26.70	27.41	28.11
<b>7.5 hr</b>	3882	3998	4111	4225	4339	4454	4568
<b>8 hr</b>	4141	4264	4385	4507	4628	4751	4872
<b>165</b>	23.29	23.98	24.66	25.35	26.03	26.72	27.40
<b>7.5 hr</b>	3785	3897	4007	4119	4230	4342	4453
<b>8 hr</b>	4037	4157	4274	4394	4512	4631	4749
<b>160</b>	22.70	23.36	24.03	24.70	25.37	26.03	26.70
<b>7.5 hr</b>	3689	3796	3905	4014	4123	4230	4339
<b>8 hr</b>	3935	4049	4165	4281	4397	4512	4628

<b>Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
<b>155</b>	22.13	22.79	23.44	24.09	24.74	25.39	26.04
<b>7.5 hr</b>	3596	3703	3809	3915	4020	4126	4232
<b>8 hr</b>	3836	3950	4063	4176	4288	4401	4514
<b>150</b>	21.59	22.23	22.86	23.50	24.13	24.77	25.40
<b>7.5 hr</b>	3508	3612	3715	3819	3921	4025	4128
<b>8 hr</b>	3742	3853	3962	4073	4183	4293	4403
<b>145</b>	21.05	21.67	22.29	22.91	23.53	24.15	24.77
<b>7.5 hr</b>	3421	3521	3622	3723	3824	3924	4025
<b>8 hr</b>	3649	3756	3864	3971	4079	4186	4293
<b>140</b>	20.53	21.13	21.74	22.34	22.94	23.55	24.15
<b>7.5 hr</b>	3336	3434	3533	3630	3728	3827	3924
<b>8 hr</b>	3559	3663	3768	3872	3976	4082	4186
<b>135</b>	20.01	20.60	21.19	21.77	22.36	22.95	23.54
<b>7.5 hr</b>	3252	3348	3443	3538	3634	3729	3825
<b>8 hr</b>	3468	3571	3673	3773	3876	3978	4080
<b>130</b>	19.52	20.09	20.66	21.24	21.81	22.39	22.96
<b>7.5 hr</b>	3172	3265	3357	3452	3544	3638	3731
<b>8 hr</b>	3383	3482	3581	3682	3780	3881	3980
<b>125</b>	19.02	19.58	20.14	20.70	21.26	21.82	22.38
<b>7.5 hr</b>	3091	3182	3273	3364	3455	3546	3637
<b>8 hr</b>	3297	3394	3491	3588	3685	3782	3879
<b>120</b>	18.55	19.09	19.64	20.18	20.73	21.27	21.82
<b>7.5 hr</b>	3014	3102	3192	3279	3369	3456	3546
<b>8 hr</b>	3215	3309	3404	3498	3593	3687	3782
<b>115</b>	18.08	18.61	19.14	19.67	20.21	20.74	21.27
<b>7.5 hr</b>	2938	3024	3110	3196	3284	3370	3456
<b>8 hr</b>	3134	3226	3318	3409	3503	3595	3687
<b>110</b>	17.62	18.14	18.66	19.18	19.69	20.21	20.73
<b>7.5 hr</b>	2863	2948	3032	3117	3200	3284	3369
<b>8 hr</b>	3054	3144	3234	3325	3413	3503	3593