

WORKING AGREEMENT

BY AND BETWEEN

COWLITZ COUNTY
(COVERING DEPARTMENT OF PUBLIC WORKS)

AND

LOCAL 334

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

INDEX

ARTICLE 1 - PREAMBLE 1

- 1.1 Parties to Agreement 1
- 1.2 Mutual Interest 1
- 1.3 Basic and Full Agreement 1

ARTICLE 2- NON-DISCRIMINATION 1

- 2.1 Non-Discrimination Definition 1
- 2.2 Gender 1
- 2.3 Affirmative Action and EEO 1

ARTICLE 3 – RECOGNITION AND UNION SECURITY 1

- 3.1 Bargaining Unit 1
- 3.2 Exception of Seasonal Employees 1
- 3.3 Union Membership 2
- 3.4 Indemnification 2

ARTICLE 4 - MANAGEMENT RIGHTS 2

ARTICLE 5 - UNION BUSINESS 2

- 5.1 Negotiating Committee 2
- 5.2 Payment of Wages While Negotiating 2
- 5.3 Union Representatives 3
- 5.4 Union Meetings 3
- 5.5 New Hire Orientation 3

ARTICLE 6 - GRIEVANCE PROCEDURE 3

- 6.1 Grievance Definition 3
- 6.2 Grievance Resolution 3
- 6.3 Grievance Steps 3
- 6.4 Arbitrator’s Decision 4
- 6.5 Cost of the Arbitrator 4
- 6.6 Failure to Follow Steps 5
- 6.7 Working during a Grievance 5
- 6.8 Suspension or Discharge Grievance 5
- 6.9 Termination of Grievance 5

ARTICLE 7 – DISCIPLINE AND DISCHARGE 5

- 7.1 Disciplinary Actions 5
- 7.2 Written Comments 6
- 7.3 Request for Removal of Disciplinary Actions 6
- 7.4 Representation at Disciplinary Actions 6

ARTICLE 8 - HOURS OF WORK 6

- 8.1 Definition for Road Crew & Office Staff 6
- 8.2 Definition for Solid Waste 6
- 8.3 Definition of Utilities 7
- 8.4 Rest Periods 7

ARTICLE 9 - OVERTIME 7

- 9.1 Regular Overtime 7

9.2	Regular Comptime	7
9.3	Holiday Overtime	7
9.4	Call Back	7
9.5	Shift Cancellation	8
9.6	Assignment of Overtime-Road Crew & Office Staff	8
9.7	Assignment of Overtime-Solid Waste	8
9.8	Stand By Pay – Utilities and Parks	8
9.9	Turnaround Time	8
ARTICLE 10 - HOLIDAYS		9
10.1	Legal, Paid Holidays Defined	9
10.2	Use of Floating Holiday	9
10.3	Payment for Holidays	9
10.4	Applicable to Solid Waste Only	9
ARTICLE 11 - VACATION LEAVE		9
11.1	Accrual Method	9
11.2	Accrual Rate	9
11.3	Accrual Upon Reinstatement	10
11.4	Start Day and Termination Day	10
11.5	Scheduling and Maximum Accumulation	10
11.6	Termination Pay	11
ARTICLE 12 - LEAVES		11
12.1	Leave Without Pay for Reasons Other than Family and Medical Leave	11
12.2	Temporary Leave without Pay	11
12.3	New Hire Exception	11
12.4	Family and Medical Leave	11
12.5	Leave of Absence	12
ARTICLE 13 - SICK LEAVE		12
13.1	Accrual Method	12
13.2	Accrual Rate	12
13.3	Start Day and Termination Day	12
13.4	Payment for Injury on The Job	12
13.5	Termination Pay	12
13.6	Uses of Sick Leave	13
ARTICLE 14 – WORKER’S COMPENSATION		14
14.1	Off Work and Worker’s Compensation	14
14.2	Use of Leave While on Worker’s Compensation	14
14.3	Benefits While on Worker’s Compensation	14
ARTICLE 15 - LEAVE SHARING		14
15.1	Requirements to Receive Donated Leave	14
15.2	Donation of Leave	14
15.3	Employment Status While on Donated Leave	15
15.4	Forms	15
ARTICLE 16 - BEREAVEMENT LEAVE		15
ARTICLE 17 - MILITARY LEAVE & JURY DUTY		15
17.1	Military Leave	15

17.2	Jury Duty	15
ARTICLE 18	- SENIORITY & LAYOFF	15
18.1	Seniority Definition	15
18.2	Seniority Lists.....	16
18.3	Posting of Seniority Lists	16
18.4	Layoff & Bumping	16
18.5	Return After Layoff.....	16
18.6	Re-employment List.....	16
ARTICLE 19	- JOB OPENINGS & RECLASSIFICATIONS	17
19.1	Job Postings	17
19.2	Advancement to a Better Paying Position.....	17
19.3	Lateral and Downward Bidding	17
19.4	Cross Bidding	17
19.5	Thirty-Day Trial Period.....	18
19.6	Six-Month Probationary Period	18
19.7	Assignment of Duties.....	18
19.8	Salary, Effect on Promotion, Demotion, Transfer	18
19.9	Working Out of Classification	19
ARTICLE 20	- TRAINING	20
20.1	Road Crew and Solid Waste	20
20.2	Office Staff	20
ARTICLE 21	- HEALTH PLAN.....	20
21.1	Medical, Dental and Life Insurance	20
21.2	Insurance Committee	21
21.3	Changes.....	21
21.4	Employee/Insurer Disputes	21
ARTICLE 22	- MISCELLANEOUS PROVISIONS.....	22
22.1	Transportation to Work Site.....	22
22.2	Coveralls	22
22.3	Tools	22
22.4	Rain Gear & Gloves.....	22
22.5	Safety Committee	22
22.6	Employee Relations Meetings.....	22
22.7	Payroll Dates.....	22
22.8	Vehicle Assignment.....	22
22.9	Work Related Questions.....	22
ARTICLE 23	- SALARIES & WAGES.....	22
23.1	Salary Increases	22
23.2	Salary Ranges	23
23.3	Step Placement	23
ARTICLE 24	- SEVERABILITY CLAUSE.....	23
ARTICLE 25	- CONTRACTING FOR SERVICES	23

ARTICLE 26 - TERM OF AGREEMENT	23
ARTICLE 27 - EMPLOYER SECURITY	23
ARTICLE 28 - ENTIRE AGREEMENT	24
APPENDIX A – Job Classifications	25
APPENDIX B - Road Crew Job Groupings	27
MEMORANDUM OF UNDERSTANDINGS	28

1. PREAMBLE

- 1.1 Parties to Agreement -This Agreement is entered into between the Board of Cowlitz County Commissioners on behalf of Cowlitz County, hereinafter referred to as the "Employer", and the Washington State Council of County & City Employees, American Federation of State, County and Municipal Employees, AFL-CIO, and Local 334, hereinafter referred to as "Union." The term "Employer" includes appropriately authorized designees.
- 1.2 Mutual Interest - It is the desire of the parties hereto to work in the mutual interest of the employer and of the employees, and to advance to the fullest extent possible the safety of the employees, the economy of operation, and the elimination of waste in public employment.
- 1.3 Basic and Full Agreement -The two parties agree that this is the basic and full agreement on those matters of hours of labor, rates of pay, and conditions of employment, which bind the Union and the Employer during the term of this Agreement.

2. NON-DISCRIMINATION

- 2.1 Non-Discrimination Definition - 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 and union related activities, sexual orientation, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or 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 Gender - All references to employees in this Agreement designate both sexes and when the male gender is used, it shall be construed to include both male and female employees.
- 2.3 Affirmative Action and EEO - The Employer and the Union recognize the County's Affirmative Action Plan and the procedures established therein which guarantee Equal Employment Opportunity.

3. RECOGNITION AND UNION SECURITY

- 3.1 Bargaining Unit - The Employer recognizes the Union as the exclusive bargaining representative on wages, hours and conditions of employment for all regular employees, as identified by department or unit (or other acceptable designation) on Appendix A.

If new classifications are created, the Employer will notify the Union. Both parties will attempt to reach agreement on whether the classification should be included in the unit as a union position, and what hours, wages, and working conditions apply. If no agreement can be reached, the parties will petition the Public Employment Relations Commission for unit clarification.

- 3.2 Exception of Seasonal/Temporary Employees - The Employer recognizes the Union as the bargaining representative for all employees described in Section 1; with the exception of seasonal laborers or temporary employees within the department whose jobs shall not extend beyond ninety (90) working days. The Union and the

Employer will confer and reach a mutual agreement regarding a time extension if necessary.

3.3 Union Membership - The Employer shall remain neutral when communicating with employees about Union membership and direct the employee to discuss union membership with union staff representative.

3.3.1 All employees shall have the voluntary choice of whether or not to become a member of the Union.

3.3.2 For current Union members and those who choose to join the Union, and execute a dues deduction authorization form, the Employer shall deduct once each month all Union dues and fees from their pay. When filed with the Employer, the authorization form will be honored in accordance with its terms and shall continue to do so until such time as the Union notifies the Employer that the dues authorization has been properly terminated. An authorization for Union membership and/or dues is valid whether executed in writing or electronically.

3.3.3 The Employer agrees to respond via e-mail that they have received the payment authorization from the Union. The Employer agrees to send the Union a monthly report of those employees who have had Union dues deducted from their pay. The Employer shall provide the Union with a roster of employees covered by this Agreement on a monthly basis. The roster shall include employee name, home address, base wage, job title, department, hire date and termination date.

3.4 Indemnification - 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.

4. MANAGEMENT RIGHTS

4.1 The Employer shall retain the exclusive right to exercise the customary functions of management including, but not limited to, directing the activities of the department, determining the levels of service and methods of operation including the introduction of new equipment, the right to hire, lay-off, transfer, promote; to discipline or discharge for just cause, to determine work schedules and assign work; to establish performance objectives, to set job standards, and to evaluate performance of employees.

5. UNION BUSINESS

5.1 Negotiating Committee - The Union may select from its members a committee of three plus the Union President to serve with the Union Representative in negotiating with the Employer. Negotiations shall be conducted at mutually agreed times and places.

5.2 Payment of Wages While Negotiating - Members of the bargaining unit negotiating

team will be paid their usual wage whenever negotiations are scheduled during normal working hours.

- 5.3 Union Representatives - A Steward shall be appointed or elected by the Union from each separate County work area. The union shall keep the employer informed of the names of the stewards. It shall be the primary duty of the steward to investigate and process grievances that are filed in his/her work area.
- 5.4 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.
- 5.5 New Hire Orientation - 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.

6. GRIEVANCE PROCEDURE

- 6.1 Grievance Definition - A grievance is defined as a claim by an employee, by a group of employees or by the local that there has been improper application of or violation of specific provision(s) of this Agreement.
- 6.2 Grievance Resolution- 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.
- 6.3 Grievance Steps - Grievances shall be processed in the following manner and within the stated time limits unless by mutual consent of the Employer and the Union any or all time limits as specified in the grievance procedure are waived. Grievances must have occurred or have had knowledge of a grievance within twenty-one (21) calendar days to be eligible for processing. Any grievance shall be stated in writing and signed by the employee(s) and a local union representative. The written statement shall contain the following information:
 - A. A general statement explaining conditions and actions, which require remedy.
 - B. The remedial actions requested and the employee or class of employees eligible to receive the remedy.
 - C. The Articles(s) and Sections(s) alleged to be improperly administered or violated.
- 6.3.1 **Step 1** - The Supervisor shall discuss the grievance with the employee and the Steward or the Union representative. If the grievance is not resolved within fourteen (14) calendar days it may be moved to Step 2.

6.3.2 **Step 2** - If the grievance is not settled in Step 1 above to the Union's satisfaction, it shall be forwarded by the Union within seven calendar days after the initial employee/supervisor discussion at Step 1. Copies of the grievance shall be forwarded by the Union to the Director of Public Works and to the Human Resources Director. The Director of Public Works (or designee) shall meet with the Union's representative, and with the grievant if he/she wishes to be present. The Director shall respond to the Union in writing within fourteen (14) calendar days of the meeting. If the grievance is not resolved within fourteen (14) calendar days following, the grievance may be moved to Step 3.

6.3.3 **Step 3** - If the grievance is not settled in Step 2 above to the Union's satisfaction, it shall be forwarded by the Union within fourteen (14) calendar days from the date the Director's response is received, to the County Commissioners with a copy to the Human Resources Director. After receipt of the grievance, the County Commissioners shall render a written decision within twenty-one (21) calendar days. The County Commissioners shall have the option whether to meet with any persons concerned in the grievance process.

6.3.4 **Step 4** - If the grievance is not settled in Step 3 above to the Union's satisfaction, the Union may request arbitration, by written notice to the County within twenty-one (21) calendar days after receipt of the decision in Step 3. Within fourteen (14) calendar days of Employer's receipt of the request for arbitration, Employer and 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 fourteen (14) calendar 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 any 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.

6.4 Arbitrator Decision - The decision of the arbitrator shall be final and binding on the 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 any way modify the terms of this Agreement.

6.5 Cost of the Arbitrator - The cost of the arbitrator's services shall be borne equally by the Employer and the Union. Each party shall bear the cost of presenting its own case. 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 and/or use the transcript for any purpose other than confirming its accuracy, in which event the cost shall be equally divided.

- 6.6 Failure to Follow Steps - Failure to follow the steps, methods and time limits prescribed herein shall constitute abandonment of the grievance, unless mutually agreed otherwise.
- 6.7 Work during a Grievance - Employees concerned in any grievance situation shall continue to work according to the conditions which existed prior to dispute until such time as the grievance has been resolved through normal procedures established in this Agreement.
- 6.8 Suspension or Discharge Grievance - The Union shall have the right to take up a suspension or discharge as a grievance at the third step of the grievance procedure, and the grievance shall be handled in accordance with this procedure through the arbitration step if deemed necessary by either party.
- 6.9 Termination of Grievance - A grievance may be terminated at any time upon receipt of a signed statement from the Union that the matter has been resolved.

7. DISCIPLINE AND DISCHARGE

- 7.1 Disciplinary Actions - Disciplinary action or measures shall be taken only for just cause, except as provided in Article 19.6 Probation, Supervisors administering disciplinary action shall do so in a manner that protects the privacy of the employee.

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 the Steward.

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. Nothing in the addition of this paragraph adds or subtracts from the types of discipline the employer has been able to consider in the previous contract.

- 7.1.1 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 an oral reprimand. Notations of oral warnings shall be maintained in the supervisor's file, not in the personnel file. Counseling, giving of directions, and/or 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.
- 7.1.2 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.
- 7.1.3 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.

- 7.2 Written Comments - Employees may attach written comments to a disciplinary letter. 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.
- 7.3 Request for Removal of Disciplinary Actions - Employees may request removal of any disciplinary action in their official personnel file after 24 months. 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.
- 7.4 Representation at Disciplinary Actions - 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 available Steward or other Union Representative at any disciplinary meetings.

8. HOURS OF WORK

- 8.1 Definition for Road Crew and Office Staff - Work hours shall be eight (8) consecutive hours per day, exclusive of lunch periods, forty (40) hours per week, Monday through Friday. Starting time for Road Crews and outside Office Staff shall be 7:30 a.m. and 6:00 a.m. when it is mutually agreed to work ten (10) hour days. Starting time for inside Office Staff is 8:00 a.m. and 7:00 a.m. to 7:30 a.m. when it is mutually agreed to work ten (10) hour days. Other times may be mutually agreed to between the Employer and the Employees or the Union. The workday starts at 12:01 am and the workweek starts at 12:01 am Monday.
- 8.2 Definition for Solid Waste - Solid Waste work hours shall be eight (8) or ten (10) consecutive hours per day, exclusive of lunch periods, forty (40) hours per week. Starting time for Solid Waste is at or between the hours of 5:00 a.m. to 9:30 a.m. Other times may be mutually agreed to between the Employer and the Employee(s) or the Union. The workday starts at 12:01 am and the work week starts at 12:01 am Monday.
Solid Waste employees may be assigned to work a shifted workweek other than Monday through Friday.

- 8.3 Definition for Utilities - Work hours shall be eight (8) consecutive hours per day exclusive of lunch periods, forty (40) hours per week. Start time for Utilities is 7:30 a.m. and 6:30 a.m. when it is mutually agreed to work ten (10) hour days. Other times may be mutually agreed to between the Employer and the Employee(s) or the Union. The workday starts at 12:01 am and the work week starts at 12:01 a.m. Monday.
- 8.4 Rest Periods - A 15 minute rest period shall be permitted for all employees at the approximate midpoint of each half shift, in accordance with operating requirements of the Employer. Employees who are working three (3) or more consecutive hours of overtime after a shift of eight (8) hours shall be allowed to take a meal break without loss of compensation.

9. OVERTIME

- 9.1 Regular Overtime - All employees covered by this Agreement shall be paid overtime at one and one-half the base hourly or day rate for authorized work in excess of the established shift in any twenty-four (24) hour period, or for work in excess of forty (40) hours in any work week, or for work performed on Saturdays or Sundays, except Solid Waste and Utility employees on a shifted work week as per Article 8.0 Hours of Work, Sections 8.2 and 8.3. A twenty-four (24) hour period begins at midnight and ends the following midnight.
- 9.2 Regular Comptime - An employee may elect to receive overtime payment or compensatory time off, which are compensated at one and one-half (1 ½) times the base hourly rate. Compensatory time off shall be taken at a time mutually agreed to by the Employer and the employee. Hours earned shall not exceed forty (40) hours in an employee's bank. All accrued compensatory time shall be earned only within the employee's home fund. Any overtime incurred beyond that shall be paid at the appropriate rate.

Compensatory time shall be accrued without regard to the hourly rate that generated the overtime and shall be taken or paid out at the employee's rate of pay when taken or paid out. The employee will have the opportunity to cash out their comp time bank by November 30. Any elected employee compensatory time will be paid out on the December 10th payroll at the employees November regular pay rate.

All employees ending their employment voluntarily or involuntarily with the Department of Public Works will be paid for any unused compensatory time at their current rate of pay, on the first available payroll as determined by the Department.

- 9.3 Holiday Overtime - Employees required to work on a legal holiday shall be paid time and one-half for hours worked.
- 9.4 Call Back - Employees who have completed their regular shift and have left the reporting station and are required to return to the reporting station or a work site location, shall be paid a minimum of two (2) hours call time at time and one-half their regular rate of pay. If an employee arrives at their reporting station without being called prior to starting time and is asked to work prior to starting time, such time worked shall not be paid at the call back rate but shall be paid at the overtime rate provided the provisions of Article 9.1, Regular Overtime, have been met. If the employee is notified before the end of the work shift that they are to report to work

early the next morning, then this call back provision does not apply.

- 9.5 Shift Cancellation - In the event the Employer does not need the services of an employee or in the event of an emergency, the Employer shall so advise the employee twenty-four hours in advance of the proposed cancellation. Employees not having been so advised and reporting for work at the regular starting time when their services are not needed, shall receive two (2) hours pay at the straight time rate for a scheduled eight (8) hour shift and three (3) hours pay at the straight time rate for a schedule ten (10) hour shift. Such pay shall not be paid when an employee has worked in excess of two shifts in the last twenty-four (24) hour period.
- 9.6 Assignment of Overtime - Road Crew & Office Staff - The Employer shall assign overtime work on Saturdays, Sundays, Holidays and/or schedule days off only during cases of emergency. Overtime work shall generally be assigned by classification within a shop or work division and shall be divided equitably among the available personnel. The supervisor will first seek volunteers. The Employer shall keep a record of all overtime worked and turned down to insure its equitable distribution.
- 9.7 Assignment of Overtime - Solid Waste and Utilities - The Employer shall assign overtime work on Holidays and/or schedule days off only during cases of emergency. Overtime work shall generally be assigned by classification within the work division and shall be divided equitably among the available personnel. The supervisor will first seek volunteers. The Employer shall keep a record of all overtime worked and turned down to insure its equitable distribution.
- 9.8 Stand By Pay – Utilities and Parks - Utilities employees shall be compensated at straight time for each weekday and at the overtime rate on scheduled weekend and County observed holidays for a minimum of one (1) hour or time actually worked, whichever is greater, for each day they are required to carry and respond to a cellular phone. Time actually worked shall be compensated at the contractual rate of pay. Standby duty shall be rotated among the qualified employees of the department that are required to be available for standby duty. Employees who wish 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 the phone if there are no volunteers. Employees who do not respond to the phone will be subject to discipline. Nothing in the method of calculation for this stand by pay formula is intended to change the way overtime is assigned or distributed.
Any call outs during these stand-by periods shall be paid according to Section 4 – Call Back, and such pay shall be in addition to stand-by pay.
- 9.8.1 Standby pay for all other divisions – Language in 9.8 applies in the case of emergencies for all other divisions as determined by the Director or designee.
- 9.9 Turnaround time – Both parties agree that employee safety is to be a number one consideration, especially when overtime is worked. As a result, except in the case of an emergency and as authorized by the Director or their designee, employees will not be permitted to work in excess of sixteen (16) consecutive hours within a 24-hour period.

10. HOLIDAYS

- 10.1 Legal, Paid Holidays Defined - 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's 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 (2) Floating Holidays

Whenever a legal holiday fall upon a Sunday, the following Monday shall be observed as the legal holiday. Whenever a legal holiday falls upon a Saturday or on a Friday that is not a scheduled work day, the preceding work day shall be observed as the legal holiday. Whenever there are two consecutive legal holidays, and observing a holiday or the preceding or following work day would result in five consecutive days off including Saturday and Sunday, then the employee shall be entitled to an extra day's pay at straight time or extra day off (take the holiday off on another designated work day) with Supervisor approval. The extra day off shall be granted at a time when it will least interfere with the work of the department within the same calendar year. If a mutually acceptable day cannot be determined prior to the end of the calendar year then the employee will be paid for the accrued day in the payroll period ending December 31st of the that calendar year.

- 10.2 Use of Floating Holiday - Application for the floating holiday shall be made 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.
- 10.3 Payment of Holidays - Employees will be paid eight (8) hours for holidays when on 8-hour shifts and be paid ten (10) hours when on 10-hour shifts.
- 10.4 Applicable to Solid Waste Only - Designated holidays (excluding floating holidays) that occur on an employee's regular day off shall entitle the employee to an extra day's pay or extra day off. The latter option shall be at the discretion of the employee agreed upon mutually by the employee and Supervisor.

11. VACATION LEAVE

- 11.1 Accrual Method - Employees shall accrue vacation benefits on an hourly basis and shall use benefits in 1/10 hour increments. The rate of accrual shall be the appropriate rate as determined by Section 2 below and shall be exclusive of overtime. Employees of Cowlitz County who transfer from outside the bargaining unit to a position in the bargaining unit shall transfer any accrued leave, and their prior years' service shall be included in computing future accruals.
- 11.2 Accrual Rate - Vacation leave is earned by an employee at the rate of eight (8)

hours per month of continuous employment. Bonus vacation hours 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 shall not be taken or paid upon termination prior to the employee having completed three (3) consecutive months of employment.

VACATION SCHEDULE

No. of Years of Employment Completed	Vacation Hours Earned	Total Bonus Hours	Total Hours Earned
1	96	8	104
2	96	24	120
3	96	32	128
4	96	32	128
5	96	40	136
6	96	40	136
7	96	40	136
8	96	40	136
9	96	40	136
10	96	48	144
11	96	56	152
12	96	64	160
13	96	64	160
14	96	72	168
15	96	72	168
16	96	80	176
17	96	80	176
18	96	88	184
19	96	88	184
20 and over	96	96	192

11.3 Accrual Upon Reinstatement - All employees who have terminated their employment with the Employer either voluntarily or involuntarily, upon re-instatement, shall be required to accrue three months continuous employment prior to the entitlement to or compensation of vacation leave. Provided, employees reinstated from layoff shall be allowed to use vacation as accrued and years of service at time of layoff shall count toward future accruals.

11.4 Start Day and Termination Day - Employees earn eight (8) hours of vacation leave for their first month of employment if they are placed on the payroll on or before the 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 14th day of that month. Accrual of vacation leave shall occur on the last working day of the month. For this purpose, time in paid leave shall be considered time worked.

11.5 Scheduling and Maximum Accumulation - Vacation shall be granted at a time when it will least interfere with the work of the department. Application for such vacation shall be made at least 24 hours in advance or by mutual agreement with supervisor and approved by the supervisor. Vacation leave is accumulative to a total of 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 248 hours of vacation leave due, unless extended in writing by the Employer in situations where leave would be a detriment to the Employer.

- 11.6 Termination Pay - All accumulated vacation leave shall be paid when an employee leaves the employment of the employer for any reason, provided adequate notice has been given. Adequate notice is defined as a written notice submitted to the Department Head at least fourteen (14) calendar days prior to termination of employment. In the case of death, all accumulated vacation leave is paid to the estate of the employee. All payments as terminal leave for the unused vacation leave are based on the employee's salary at the time of separation or death. Payment of terminal leave shall be made at the time of paying the final payroll for the employee.

12. LEAVES

- 12.1 Leave Without Pay for Reasons Other Than Family and Medical Leave - Leave of absence without pay may be granted at the discretion of the Employer.
- 12.1.1 Request 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 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 the leave of absence may be terminated from employment with the Employer.
- 12.2 Temporary Leave without Pay – If the employee has exhausted all of their applicable accruals and is not eligible for other leave options, the Director or designee may approve unpaid leave one time up to 40 hours, 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.
- 12.3 New Hire Exception – The Director or designee may approve unpaid vacation leave prior to hire which would not affect leave benefit accruals, seniority, or employer share of health premiums.
- 12.4 Family and Medical Leave – follow the County FMLA policy and in accordance with any applicable state and/or federal law.
- 12.4.4 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.

- 12.5 Leave of Absence – Employees requesting leave for over 80 hours must submit a Leave of Absence request to the Department.

13. 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.

- 13.1 Accrual Method - Employees shall accrue sick leave benefits on an hourly basis and shall use benefits in 1/10 hour increments. The rate of accrual shall be the appropriate rate as determined by Section 13.2 below, and shall be exclusive of overtime. Employees who transfer into the bargaining unit from another department shall transfer their accrued sick leave.
- 13.2 Accrual Rate - Each employee shall be entitled to sick leave accrued at the rate of eight (8) hours per month, and the accrual shall be available on the first day of the following month. 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. The Employer shall have the right to require a doctor's certificate in support of a claim for sick leave after three (3) working days of absence.
- 13.3 Start Day and Termination Day - Employees earn eight (8) hours of sick leave for their first month of employment if they are placed on the payroll on or before the 15th day of the month and work continuously through the rest of the 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.

Terminating employees do not receive eight (8) hours of sick leave credit for the month in which they terminate unless they work continuously through the 14th day of that 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.

- 13.4 Payment for Injury on the Job - Any employee injured while working and unable to complete the shift, shall draw full pay for that shift.
- 13.5 Termination Pay - An employee separated from County service due to death, retirement, or termination short of retirement age shall be compensated to the extent of fifty (50) percent of his/her accumulated unused sick leave to a maximum of 400 hours.

13.5.1- VEBA Plan - 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 334 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.

13.6 Uses of Sick Leave - Sick leave shall be allowed as protected under Federal, State or County policy for the following reasons:

13.6.1 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.

13.6.2 Illness, injury, health condition and/or preventative care in the immediate family requiring the employee's attendance. Immediate family includes only persons related by blood, marriage, or legal adoption in the degree of consanguinity of wife, husband, registered domestic partner, parents, grandparent, brother, sister, child (including adopted children and foster children, a stepchild, a legal ward or a child of person standing in loco parentis who is: 1) Under eighteen years of age; or 2) Eighteen years of age or older and incapable of self-care because of mental or physical disability) or grandchild of an employee, but not aunt, uncle, cousin, niece or nephew unless living in the employee's household.

13.6.3 Sick leave shall also be usable in accordance with the Washington State Family Care Act, to care for:

a.) A child of the employee with a health condition as defined in WAC 296-130-020 (10); or

b.) 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).

13.6.4 Preventative care such as medical, dental, or optical appointments and/or treatments.

13.6.5 Exposure to a contagious disease such as would jeopardize health of fellow workers or the public.

13.6.6 For death in the immediate family beyond the three (3) days described in Article 16, Bereavement Leave.

13.6.7 If any of the above circumstances occur while the employee is on vacation leave, the time may be charged to sick leave.

13.6.8 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.

13.6.9 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.

13.6.10 At the employee's option, vacation leave may be used as sick leave, but sick leave may not be used as vacation leave.

14. WORKER'S COMPENSATION

- 14.1 Off Work and on Worker's Compensation - Persons off work and receiving worker's compensation are on leave without pay.
- 14.2 Use of Leave while on Worker's Compensation - 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 by the twentieth (20th) of the month. Such option is irreversible after the twentieth (20th) of the month.
- 14.3 Benefits while on Worker's Compensation - 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 six (6) months; thereafter employees must self-pay full premium in order to retain coverage by the County's plan.

15. LEAVE SHARING

- 15.1 Requirements to Receive Donated Leave - An appointed official may permit an employee to receive annual leave or sick leave donated by other County employees if:
 - 15.1.1 The employee has a need for forty (40) or more hours that would qualify under sick leave usage, which is of an extraordinary or severe nature and which has caused, or is likely to cause, the employee to go on leave without pay status or terminate employment; and
 - 15.1.2 The employee's absence and the use of shared leave are justified; and
 - 15.1.3 The employee has depleted or will shortly deplete his or her annual vacation and sick leave reserves; and
 - 15.1.4 The employee has abided by rules regarding sick leave use; and
 - 15.1.5 The employee has been found to be ineligible for benefits under Chapter 51.32 RCW (Workers Compensation) and ineligible to receive or is not receiving disability insurance payments; and
 - 15.1.6 The employee has been employed by the County for six consecutive months.
- 15.2 Donation of Leave - Leave shall be donated on an hour for hour basis and no monetary value shall be attached, regardless of the rates of pay of donors or

recipients.

15.3 Employment Status While on Donated Leave - An employee who is on leave donated under this section shall continue to be classified as a regular employee and shall receive the same treatment in respect to salary, wages and other benefits as the employee would normally receive if using accrued annual leave or sick leave. The hours of leave transferred under this section which remain unused shall be returned to the employee or employees who transferred the leave when the employer finds that the leave is no longer needed or will not be needed at a future time in connection with the illness or injury for which the leave was donated. To the extent administratively feasible, hours donated and not needed shall be returned to the donor on a pro rata basis.

15.4 Forms - Forms to accomplish this procedure shall be provided by the employer.

16. BEREAVEMENT LEAVE

16.1 An employee shall be granted bereavement leave of up to three days in case of death in the immediate family. "Immediate family" is persons related by blood or marriage or legal adoption in the degree of consanguinity of wife, husband, parent, grandparents, brother, sister, in-laws, minor or developmentally disabled adult that the employee has been appointed guardianship by the appropriate court, child or grandchild of an employee, aunt, uncle, cousin, niece or nephew (aunt, uncle, cousin, niece and nephew must be of the first degree).

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.

Absence beyond three (3) days may be charged to the appropriate leave.

17. MILITARY LEAVE AND JURY DUTY

17.1 Military Leave - RCW 38.40.060 shall determine compensation during military leave specified therein.

17.2 Jury Duty - An employee called for jury duty shall receive their regular rate of 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. If an employee is called for witness duty in conjunction with his job, his pay shall not be reduced for hours served as a witness.

18. SENIORITY & LAYOFF

18.1 Seniority Definition - Seniority for the purposes of layoff shall mean an employee's length of continuous service since his/her date of hire within the bargaining unit covered by this Agreement. Seniority for the purposes of layoff for Utilities employees shall mean an employee's length of continuous service since his/her original date of hire within his/her division.

18.2 Seniority Lists - Seniority for the purposes of bidding within Divisions (1. Road Crew/Office, 2. Solid Waste, 3. Utilities, 4. Parks) shall mean an employee's length of service since the date of his/her date of hire within his/her division.

18.3 Posting of Seniority Lists – Seniority lists for layoff and bidding shall be updated and posted in appropriate shops and work areas, prior to the end of January each year.

18.4 Layoff & Bumping - In a case where the employee's services are no longer required in their classification within their division (1. Road Crew/Office 2. Solid Waste, 3. Utilities, 4. Parks), the Employer may transfer laid off employees to any open position at the appropriate rate of pay for that position, without posting. If the employee is dissatisfied with the transfer, then within fourteen (14) calendar days said employee shall have the option of exercising the "bumping" provisions of the layoff procedure or of accepting layoff.

18.4.1 To bump an employee the employee doing the bumping must meet all of the following conditions:

1. Possess the minimum qualifications of the position they are bumping into.
2. The employee has greater seniority for layoff purposes in Local 334 than the employee whom they are bumping.
3. The position being bumped into shall not include the Foreman position.

18.4.2 Employees who successfully bump into a different position or different division in accordance with this article, shall keep their seniority date (date of hire) from the division from which he/she is being laid off.

18.4.3 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. Employees whose hours are reduced and 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.

18.5 Return After Layoff - Laid off employees shall be eligible to be recalled to an open position in the same division or in another division as follows:

- Open positions shall first be offered for bid to existing regular full time employees before being offered to employees on the recall list..
- Employees being recalled shall meet the minimum qualifications for the job that is open.
- Employees who are recalled shall retain the seniority they held at the time of layoff.
- The last person placed on the recall list shall be the first person offered the recall.

This opportunity will remain in force and effect for a period of 12 months from the date the employee was laid off from their former position.

18.6 Re-employment List - Laid off employees shall have their names placed on a re-employment list. Said list shall remain in force and effect for a period of one year. The County shall notify the employee by certified mail to the last address on file with

the employer when an opening for which he/she has rights occurs. The employee must respond to the sender of the letter within five (5) working days of his receipt and must be available for work within two (2) weeks after such response. If certified mail is undeliverable, recall rights are terminated.

19. JOB OPENINGS & RECLASSIFICATIONS

- 19.1 Job Postings - Job openings shall be posted at each shop and work area for a period of five (5) working days. The Union shall be given prompt notification concerning whether and when the Employer intends to fill an opening. Eligible employees may sign up for the opening, however, if an employee does not sign, this automatically disqualifies him/her for that particular job posting. An employee on leave at the time of the job posting shall be given two working days upon returning to work to apply for the posted position provided that the posting occurred within the last 30 days. The Union recognizes the right of the County to establish job descriptions, and the County recognizes its obligation to bargain the salary for new or substantially modified job descriptions. When a selected employee quits or reverts back to the position he/she previously held prior to the end of the probation period, the position will be awarded to the next most senior qualified person on the most recently used list of eligible bidders.
- 19.2 Advancement to a Better Paying Position - An employee with the highest ranking on the seniority ladder shall have the first opportunity at advancement to a better paying position for which they are reasonably qualified. Reasonably qualified means that they meet the minimum qualifications required for the position, as defined in the job description. The department may request that the signer provide this verification in writing. Whenever a less senior employee is selected over a more senior employee, the Department will give the passed-over employee the reasons for the decisions in writing upon request. Provided notwithstanding the provisions of this Section the County shall have the right to select any one of the three most senior bidders for the positions of Lead Accounting Specialist III, Accounting Specialist III, Lead Administrative Assistant III, Administrative Assistant III, Engineer Tech III (excluding Sign Shop), Environmental Specialist, Stormwater Specialists, Right of Way Agent, Parks Operations Specialist and Survey Party Chief.
- 19.3 Lateral and Downward Bidding - Persons in the following pay classifications in Appendix A, who are qualified; Road Crewperson, Operator I, Operator II and Operator III, and Foreman may bid laterally or downward between the following shops: Kelso, Longview, Castle Rock, Kalama. This specifically excludes personnel assigned to Spray crew, Sign crew, and ER&R.
- 19.4 Cross Bidding - Employees may cross bid between Divisions only at the entry-level position. Cross bidding prior to six (6) month employment is only permitted at the discretion of the Employer. Divisions for cross bidding purposes shall be defined as follows:
- Road Crew/Office Staff/ER&R/Spray/Sign (one division)
 - Solid Waste
 - Utilities
 - Parks
- 19.4.1 Entry-level positions in the Road Crew/Office Staff Division are either or both the Office Specialist and Road Crewperson. The entry-level positions in Solid Waste are either or both Office Specialist and Solid Waste Heavy

Equipment Operator. The entry-level position in Utilities Dept. is the Utility Worker position.

19.4.2 Employees who successfully cross bid between divisions will be placed on the bottom of the ranking of the seniority ladder for that division as appropriate for bidding purpose seniority.

19.4.3 Employees who cross bid shall not have more seniority than employees bidding from within the department, which posted the opening.

19.5 Thirty-Day Trial Period - The Employer shall have thirty (30) working days in which to determine whether or not the employee is performing satisfactorily in the advanced position. The Employer may remove the employee from the advanced position at the end of the thirty (30) working day period for just cause because of unfitness or unsatisfactory performance except when continuation in the position may lead to endangerment of life or property. In such case, the employee may be removed at any time. An employee may voluntarily withdraw at any time during the thirty (30) working day period without discrimination and return to their former classification with the Employer. After the thirty (30) working day period, the employee shall be a regular employee in the advanced classification.

19.5.1 Regular Employee Definition: A regular employee, as used in this section, shall mean an employee who can no longer voluntarily withdraw from their current position and return to their former classification with the Department.

19.6 Six-Month Probationary Period - A newly hired employee serves a probationary period of six (6) months. During the six (6) month probationary period, an employee may be disciplined or terminated without notice and without recourse to the grievance procedure. The employer may extend the probationary period for up to three (3) months with notification 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.

19.7 Assignment of Duties - Employees in any classification are expected to perform any duties to which they may be assigned, provided that no employee shall be subject to censure when temporarily assigned duties for which he has not been properly trained.

19.8 Salary, Effect on Promotion, Demotion, Transfer

19.8.1 Promotion - A promotion is defined as an employee's permanent reclassification to a job classification wherein the minimum salary is higher than the minimum salary of the employee's former job classification. An employee being promoted shall move to the minimum salary of the higher job classification or receive the closest step with a 5% increase, whichever is greater. The 5% rule described in this article shall not apply where it would cause the new salary to be greater than the top step in any given classification. In no event shall the new salary be greater than the top step.

19.8.2 Promotion. Certification Based - A promotion is defined as an employee's permanent reclassification to a higher paying position. An employee shall be promoted to the next higher pay grade on the following day with the presentation of a written copy, to the Director or designee, of an additional certification. An employee being promoted shall be placed in the job

classification per article 19.8.1. An employee who fails to maintain a certification shall be demoted to the pay class for which they hold valid certifications.

19.8.3 Demotion. A demotion is defined as an employee's permanent reclassification to a job classification wherein the minimum salary is lower than the minimum salary of the employee's former job classification. An employee being demoted (voluntarily or involuntarily) 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/she shall move to the step at which he/she was just prior to leaving such job classification if the step is greater than the step closest to a 10% decrease. A temporary assignment to a lower job classification shall cause no change in salary.

19.8.4 Transfer. A transfer is defined as an employee's movement from one job classification to another job classification wherein the minimum salaries of both are the same. An employee's salary will not change as the result of a transfer.

19.8.5 Temporary Promotion Pay. The increased pay for a temporary promotion shall only be applicable for hours worked. It shall not apply to vacations, sick leaves, or holidays that occur during the temporary promotion. At the completion of the temporary promotion, the employee returns to his permanent position salary.

19.9 Working Out of Classification - 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. Temporary Lead persons may be designated by the Employer to aid job safety, and to improve productivity and efficiency. Such lead positions may not be posted and the employee selected will be determined by the Department.

The parties agree that while employees may be required to work out of classification, and be paid therefore, on an adhoc basis, the right to so assign employees to work in higher classifications shall not be used to prevent or preclude promotion of personnel to proper classifications. Should any employee be required to work in a higher classification for a period of forty-five (45) consecutive working days, such higher classification shall be posted and filled according to the job bidding requirements.

19.9.1 Temporary Supervisor. When the regular supervisor is absent or unavailable, as determined by the County, for more than half of the regularly scheduled work shift, a temporary supervisor shall be assigned. That position shall be filled by the highest senior qualified bargaining unit member available within that work area.

19.9.2 Trainer Pay. Employees who are assigned to perform certified training for pre-scheduled training shall receive a fifteen (15%) increase for all hours worked while performing training duties as defined by the Department.

Certified training shall include training pertaining to obtaining CDL Class A, flagging certification, Bucket Truck certification or other training as determined by the Department.

20. TRAINING

- 20.1 Road Crew & Solid Waste - Employees in the Road Crew and Solid Waste may from time to time be assigned to train on equipment not usually operated by persons in that classification or to work in a higher class. Such training assignments shall not exceed fifteen (15) working days and shall be equitably rotated among the work force. Employees so assigned shall receive their regular rate of pay and work under the direct supervision of a permanent employee in the higher classification.
- 20.2 Office Staff - Employees in the office staff may be assigned to a higher classification for the purpose of on-the-job training for advancement to a higher classification for a period of time not to exceed sixty-five (65) working days at the rate of pay for the employee's regular classification.

21. HEALTH PLAN

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 one thousand dollars (\$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 to VEBA will be a flat seven hundred fifty dollars (\$750) 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 one thousand dollars (\$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 seven hundred fifty dollars (\$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 one thousand dollars (\$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 seven hundred fifty (\$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 one thousand dollars (\$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 seven hundred fifty (\$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 Insurance Committee - The Union may select two (2) representatives to serve on the County's Insurance Committee along with two (2) representatives of Local 1262 and four (4) representatives of the Employer. They may, with concurrence of the bargaining units, 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. MISCELLANEOUS PROVISIONS

- 22.1 Transportation to the Work Site - The Employer shall provide transportation to employees from assigned headquarters to and from the work site on the Employer's time.
- 22.2 Coveralls - Coveralls will be provided to those employees with a reasonable need to protect work clothing normally worn. It is the intent of the parties that those employees engaged in particularly dirty or potentially clothes-damaging work will be issued coveralls.
- 22.3 Tools - The mechanics shall furnish tools up to 1 1/8 inches. The Employer shall replace in kind broken, worn out, or stolen tools that are not replaced by the manufacturer and which have been registered with the Employer.
- 22.4 Rain Gear & Gloves - The Employer shall furnish rain gear & gloves to Public Works employees. The rain gear & gloves shall be replaced only on an as needed basis as determined by the Director of Public Works or by his/her designee. The rain gear and gloves shall be the property of the Employer.
- 22.5 Safety Committee - The Employer shall maintain a safety committee, which shall conform to state regulations and shall meet at regularly scheduled meetings.
- 22.6 Employee Relations Meetings - Employee relations meetings shall be held upon request of either party to discuss problems of a general nature which may arise during the term of the Agreement. The attendance at meetings will be determined jointly by the Union President and the Director of Public Works.
- 22.7 Payroll Dates - 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.
- 22.8 Vehicle Assignment - The County reserves the right to determine the assignment of vehicles, including but not limited to twenty-four (24) hour vehicles.
- 22.9 Required Work Related Questions – Employees who receive calls or emails for employer required work related questions or business as approved by the 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.

23. SALARIES AND WAGES

23.1 Salary Increases

- 23.1.1 Effective January 1, 2024, all classifications listed in Appendix A have been increased by five percent (5%).

23.1.2 Effective January 1, 2025, all classifications listed in Appendix A have been increased by three and one half percent (3.5%).

23.1.3 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%.

23.2 Salary Ranges - Salary ranges shall be in accordance with the schedule set forth in Appendix A. No person shall be paid a rate lower than the minimum or higher than the maximum.

23.3 Step Placement - New personnel hired into or promoted to a position listed in Appendix A normally will start at step 1; provided the provisions of Article 19.8, Promotions, shall apply where applicable. 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 Department. On the first of the month following one (1) full year from date of hire or promotion, the employee shall advance to the next step and continue to advance to the next step each year thereafter, until they have reached the top step. The Department may place new hires with relevant experience at such step of the salary range it deems appropriate.

24. SEVERABILITY CLAUSE

24.1 The provisions of this Agreement are declared to be severable if any term, clause, word, 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).

25. CONTRACTING FOR SERVICES

25.1 When the Employer determines that it is necessary or desirable in the best interests of the Employer to contract for services presently performed by County personnel, the Employer shall notify such 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 employees qualify. The provisions for layoff of this Agreement shall apply to such employees.

26. TERM OF AGREEMENT

26.1 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.

27. EMPLOYER SECURITY

27.1 During the lifetime of this Agreement, no strike shall be caused or sanctioned by the Union or any of its members and no lockouts shall be ordered by Employer. The

Union and the Employer agree that nothing contained in R.C.W. 41.56.120 permits any public employee the right to strike.

28. ENTIRE AGREEMENT

Therefore, except as otherwise provided in this agreement, each party agrees to waive the right to oblige the other party to bargain with respect to any subject covered in this agreement.

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

FOR THE UNION:

BOARD OF COUNTY COMMISSIONERS,
COWLITZ COUNTY, WASHINGTON

DocuSigned by:
Aaron Cole
Aaron Cole
CAA1FC05ED304AF...
WSCCCE Council 2 Staff Representative

DocuSigned by:
Richard Dahl
Richard R. Dahl, Chairman

LeRoy Wheeldon
LeRoy Wheeldon, Local 334 President

DocuSigned by:
Arne Mortensen
Arne Mortensen, Commissioner

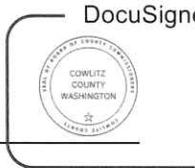
LouAnn Fowler
LouAnn Fowler, Local 334 Negotiating Team

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

TRAVIS GONIA
Travis Gonia, Local 334 Negotiating Team

Tiffany Nelson
Tiffany Nelson, Local 334 Negotiating Team

Attest:
DocuSigned by:
Kelly Dombrowsky
Kelly Dombrowsky
Clerk of the Board



APPENDIX A

Job Classifications

Grade	Office Staff
245	Stormwater Program Specialist II
235	Stormwater Program Specialist I
245	Right of Way Agent
235	Engineer I
240	Engineer Tech III Party Chief w/ PLS
230	Engineer Tech III
205	Engineer Tech II
190	Engineer Tech I
210	Administrative Assistant III - Lead
200	Administrative Assistant III
210	Accounting Specialist III - Lead
200	Accounting Specialist III
190	Accounting Specialist II
150	Office Specialist

Grade	Road Crew
206	Operator III
196	Operator II
186	Operator I
176	Road Crewperson

Lead Person – Roads: Lead person on any Road Crew is one classification above Operator III, see Article 19.9 regarding pay.

Grade	ER&R
185	Fleet Support Person II
175	Fleet Support Person I
225	Mechanic IV - master medium/heavy truck certified
215	Mechanic III 3 - to 5 ASE tests passed and maintained for master medium/heavy truck
205	Mechanic II - less than 3 ASE test passed and maintained for master medium/heavy truck

Fleet Support Person:

Fleet Support Person I: Possess and maintaining *either* ASE Medium/Heavy Duty Dealership Parts Specialist Certification or ASE Automobile Parts Specialist Certification.

Fleet Support Person II: Possess and maintain *both* ASE Medium/Heavy Duty Dealership Parts Specialist Certification or ASE Automobile Parts Specialist Certification.

Lead Person – Fleet:Lead person in ER & R is one classification above Mechanic IV, see Article 19.9 regarding pay.

ASE Certification

There are six (6) ASE tests required to be Master Medium/Heavy Truck Certified.

- T2 Diesel Engines
- T3 Drive Train
- T4 Brakes
- T5 Suspension and Steering
- T6 Electrical/Electronic System
- T7 Heating, Ventilation, and Air Conditioning

An employee shall be promoted to the appropriate higher pay class (as applicable) on the first of the month following the presentation of a written copy to the Director of an additional(s) ASE certification(s). An employee who fails to maintain an ASE certification(s) shall be demoted (as applicable) to the pay class for which they hold valid ASE certifications at the beginning of the month following the loss of ASE certification(s). It is the employees' responsibility to notify the employer of a change in ASE certification(s).

Grade	Solid Waste
240	Environmental Compliance Specialist - Certified
230	Environmental Compliance Specialist
220	Heavy Equipment Operator - Certified
210	Heavy Equipment Operator
150	Office Specialist

Grade	Water/Sewer (Utilities Dept)
280	Water Sewer Utility Operator V
260	Water/Sewer Utility Operator IV
230	Water/Sewer Utility Operator III
220	Water/Sewer Utility Operator II
210	Water/Sewer Utility Operator I
200	Water/Sewer Utility Worker

*Entry level bidding for Water/Sewer Utility Worker shall be waived, should one (1) Water/Sewer Utility Worker position already be filled.

Grade	Parks
215	Parks Operations Specialist
175	Parks Maintenance Worker

**APPENDIX B
Local 334
Road Crew Job Groupings**

Operator III

Mechanic (Non ASE)
Heavy Equipment Operator
Grader Operator
Dozer Operator
Loader Operator
Excavator Operator
Roller Operator Large
Hydro seeder Operator
Distributor/Snivi Operator
Broom Operator
Crack Sealer
Tanker Driver
Mower Operator
Faller 6' Minimum Diameter
Vegetation Control
Spread Master Operator
Heavy Equipment Mover
5th Wheel Tractor
Grade checking
Paver

Operator II

Brickmason
Carpenter
Chipper Operator
Spread Master Leverman
Small Roller Operator
Trailer – Snivi/Tarpot
Manlift Operator
10-yard Truck Driver
Water Truck 3 Axle
Culvert Cleaner Operator
Spreader – Box Leverman
Tiltbed Trailer*
Pup Trailer*

Operator I

5-yd. Truck Driver
Power Saw Operator under 6" Diameter
Water Truck – 2 axle
Chipper**
Small Equipment Trailer**

Road Crew Person

*When a 10 yard truck is used to pull these trailers, the driver shall be paid at the rate of an Operator III

*When a 5 yard truck is used to pull these trailers, the driver shall be paid at the rate of an Operator II

Memorandum of Understanding between Cowlitz County and Cowlitz County AFSCME Local 334

This agreement is between Cowlitz County and Cowlitz County AFSCME Local 334 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
0AD76D9B17854F5...
Date

DocuSigned by:
Ane Mortensen 1/30/2024
5066946DBE244EC...
Date

DocuSigned by:
Dennis P. Weber 2/1/2024
9958C1D2F93B41D...
Date

DocuSigned by:
Kelly Dombrowsky
99750CEEFED1E47...
Clerk of the Board



FOR THE UNION

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

Date

**Memorandum of Understanding
between
Cowlitz County and Cowlitz County AFSCME Local 334**

This agreement is between Cowlitz County and Cowlitz County AFSCME Local 334 for the purpose of creating a County Mechanic Training Program for ASE Mechanics to continue to receive their higher pay classification without maintaining their ASE Certification.

The parties agree to revise Appendix A as follows:

ASE Certification

There are six (6) ASE tests required to be Master Medium/Heavy Truck Certified.

- T2 Diesel Engines
- T3 Drive Train
- T4 Brakes
- T5 Suspension and Steering
- T6 Electrical/Electronic System
- T7 Heating, Ventilation, and Air Conditioning

An employee shall be promoted to the appropriate higher pay class (as applicable) on the first of the month following the presentation of a written copy to the Director of an additional(s) ASE certification(s). After obtaining their ASE Certification the County has developed a Mechanic Training Program that the employee will have to comply with to continue to receive the higher pay classification. The County has sole discretion regarding the content, frequency of training, and all other requirements contained in the County Mechanic Training Program. Failure to meet the requirement of the training program, as determined by the Employer, will result in the employee being demoted (as applicable) to the pay class for which they hold valid ASE certifications. It is the employees' responsibility to notify the employer of a change in ASE certification(s).

The County and Local 334 reserves the right to end this Memorandum of Understanding at any time for any reason upon a thirty (30) day written notice provided to the other party.

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

FOR THE UNION

DocuSigned by:
Richard Dahl 1/30/2024
0AD78D9B17B54F5...
Date

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

DocuSigned by:
Arne Mortensen 1/30/2024
50C0340DDE244E6...
Date

_____ Date

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

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

DocuSigned by:


2024 Salary Grid - Union, Non-exempt

Updated: 12/2023

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

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

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

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
155	21.39	22.02	22.64	23.27	23.90	24.53	25.16
7.5 hr	3476	3578	3679	3781	3884	3986	4089
8 hr	3708	3817	3924	4033	4143	4252	4361
150	20.86	21.47	22.09	22.70	23.31	23.93	24.54
7.5 hr	3390	3489	3590	3689	3788	3889	3988
8 hr	3616	3721	3829	3935	4040	4148	4254
145	20.34	20.94	21.54	22.14	22.73	23.33	23.93
7.5 hr	3305	3403	3500	3598	3694	3791	3889
8 hr	3526	3630	3734	3838	3940	4044	4148
140	19.83	20.41	21.00	21.58	22.16	22.75	23.33
7.5 hr	3222	3317	3413	3507	3601	3697	3791
8 hr	3437	3538	3640	3741	3841	3943	4044
135	19.33	19.90	20.47	21.03	21.60	22.17	22.74
7.5 hr	3141	3234	3326	3417	3510	3603	3695
8 hr	3351	3449	3548	3645	3744	3843	3942
130	18.85	19.41	19.96	20.52	21.07	21.63	22.18
7.5 hr	3063	3154	3244	3335	3424	3515	3604
8 hr	3267	3364	3460	3557	3652	3749	3845
125	18.38	18.92	19.46	20.00	20.54	21.08	21.62
7.5 hr	2987	3075	3162	3250	3338	3426	3513
8 hr	3186	3279	3373	3467	3560	3654	3747
120	17.92	18.45	18.97	19.50	20.03	20.55	21.08
7.5 hr	2912	2998	3083	3169	3255	3339	3426
8 hr	3106	3198	3288	3380	3472	3562	3654
115	17.47	17.98	18.50	19.01	19.52	20.04	20.55
7.5 hr	2839	2922	3006	3089	3172	3257	3339
8 hr	3028	3117	3207	3295	3383	3474	3562
110	17.03	17.53	18.03	18.53	19.03	19.53	20.03
7.5 hr	2767	2849	2930	3011	3092	3174	3255
8 hr	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
305	47.33	48.72	50.11	51.50	52.90	54.29	55.68
7.5 hr	7691	7917	8143	8369	8596	8822	9048
8 hr	8204	8445	8686	8927	9169	9410	9651
300	46.14	47.50	48.85	50.21	51.57	52.92	54.28
7.5 hr	7498	7719	7938	8159	8380	8600	8821
8 hr	7998	8233	8467	8703	8939	9173	9409
295	45.00	46.32	47.65	48.97	50.29	51.62	52.94
7.5 hr	7313	7527	7743	7958	8172	8388	8603
8 hr	7800	8029	8259	8488	8717	8947	9176
290	43.84	45.13	46.42	47.71	49.00	50.29	51.58
7.5 hr	7124	7334	7543	7753	7963	8172	8382
8 hr	7599	7823	8046	8270	8493	8717	8941
285	42.77	44.03	45.29	46.55	47.80	49.06	50.32
7.5 hr	6950	7155	7360	7564	7768	7972	8177
8 hr	7413	7632	7850	8069	8285	8504	8722
280	41.70	42.93	44.15	45.38	46.61	47.83	49.06
7.5 hr	6776	6976	7174	7374	7574	7772	7972
8 hr	7228	7441	7653	7866	8079	8291	8504
275	40.66	41.85	43.05	44.24	45.44	46.63	47.83
7.5 hr	6607	6801	6996	7189	7384	7577	7772
8 hr	7048	7254	7462	7668	7876	8083	8291
270	39.64	40.80	41.97	43.13	44.30	45.46	46.63
7.5 hr	6442	6630	6820	7009	7199	7387	7577
8 hr	6871	7072	7275	7476	7679	7880	8083
265	38.64	39.78	40.91	42.05	43.19	44.32	45.46
7.5 hr	6279	6464	6648	6833	7018	7202	7387
8 hr	6698	6895	7091	7289	7486	7682	7880
260	37.67	38.78	39.89	41.00	42.10	43.21	44.32
7.5 hr	6121	6302	6482	6663	6841	7022	7202
8 hr	6529	6722	6914	7107	7297	7490	7682

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

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

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