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PREAMBLE

The City of Olympia, a municipal corporation, hereinafter known as the “Employer”, does hereby enter into an agreement with Chauffeurs, Teamsters, and Helpers Union, Local NO 252, affiliated with the International Brotherhood of Teamsters , hereinafter known as “Union”, for the purpose of providing harmonious working relations between the Employer and the employees, establishing procedures for the resolution of differences, and rates of pay, hours of work, and other terms and conditions of employment.

ARTICLE 1 – RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining with respect to wages, hours, working conditions, and other conditions of employment, for all full-time and regular part-time support personnel employees of the City of Olympia Police Department, excluding supervisors, confidential employees, Legal Department, Division of Probation, Courts, Cadets, and all other employees as provided in PERC case No 13987-E-98-2342 and decision No 6372-A – PERB.

ARTICLE 2 – UNION SECURITY

It shall be a condition of employment that all bargaining unit employees who are members of the Union in good standing on the effective date of the Agreement shall remain members in good standing in the Union. It shall also be a condition of employment that all employees covered by this Agreement shall, on the thirtieth (30th) day following the beginning of such employment or the effective date of this Agreement, become and remain members in good standing in the Union, provided, however, where the effective date of the Agreement is made retroactive, the words “executed date” shall be substituted for the words “effective date” in the foregoing Union Security Clause.

An exception to the above is where an employee will have the right to non-association based on bona fide religious tenets or teaching of a church or religious body of which the employee is a member. Such employee shall pay an amount of money equivalent to the regular union dues and initiation fee to a mutually agreeable non-religious charity and furnish written proof of same to the Local Union.

CHECK-OFF The Employer agrees to deduct from the wages of employees who have voluntarily signed “Wage Deduction Authorization”, uniform monthly dues and uniform initiation fees, and to transmit to the duly designated officer of the Union the total amount so deducted together with the list of names of the employees from whose pay deductions were made. All refunds of such deductions that may be required to be made to any employee shall be made by the Union and the Union shall settle all questions and disputes between it and its members with reference to the deductions or refunds.

The Union agrees to indemnify and hold the Employer harmless for any action taken, including terminating an employee at the Union's request, for the purpose of complying with this Article.

ARTICLE 3 – UNION-MANAGEMENT RELATIONS

Section 1 All collective bargaining with respect to wages, hours, and working conditions and other conditions of employment shall be conducted by authorized representatives of the Union and authorized representatives of the Employer. Agreement reached between the parties to this contract shall become effective when signed by authorized representatives of the Employer and of the Union unless otherwise indicated. Should there be any conflict between City rules, regulations, or policy and this Agreement, this Agreement shall prevail.

Section 2 The Employer and the Union agree to establish a Labor/Management Committee composed of two (2) representatives from each side. The purpose of this committee shall be to resolve issues and to provide a forum for an exchange of ideas. The committee shall meet quarterly or as needed and shall establish an agenda for each meeting prior to the meeting. Each side shall determine a co-chair, and the meeting shall be chaired alternately between the two. The committee will operate on the principles of consensus, and shall publish joint minutes of each meeting. The committee shall not have the authority to alter or interpret this Agreement, nor shall it substitute for the grievance procedure.

ARTICLE 4 – NON-DISCRIMINATION

The Employer and the Union agree that they will not unlawfully discriminate against any employee by reason of race, color, creed, national origin, disability, sex, age, marital and family status, sexual orientation, genetic information or religion, as long as the employee is capable of meeting the job requirements. Sexual harassment shall be considered discrimination under this Article. The City's regulations related to Domestic Partners shall apply to those provisions of this Agreement where applicable.

The Employer agrees to take corrective action including discipline to assure that conduct in violation of this Article is remedied and that such discrimination does not continue. Reprisal against a grievant or witness for a grievant is prohibited.

The Employer agrees not to interfere with the rights of employees to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion by the Employer or any Employer representatives against any employee because of Union membership or because of any legal employee activity on behalf of the Union.

ARTICLE 5 – MANAGEMENT RIGHTS

Except as abridged or modified by this Agreement and except as indicated by State and Federal law, Management retains all rights granted by law to operate and manage the functions of the City, to control, direct, and schedule its operations and work force and to make any and all decisions affecting such operations, whether or not specifically mentioned herein and whether or not heretofore exercised. Such prerogatives shall include but not be limited to the sole and exclusive right to hire, terminate, promote, lay off, assign, classify, evaluate, transfer, suspend, discharge, and discipline employees, select and determine the number of employees, including the number assigned any particular work, increase or decrease that number, direct and schedule the work force, determine the location and type of operation, determine the schedule when overtime shall be worked, install or move equipment, determine the methods, procedures, materials, and operations to be utilized or to discontinue their performance.

ARTICLE 6 – GRIEVANCE PROCEDURE

A grievance shall mean a dispute arising during the term of this Agreement involving the interpretation or application of the provisions of this Agreement. “Grievant” means an employee, a group of employees, or the Union having a grievance.

Step One — Immediate Supervisor/Division Head/Jail Manager

A determined effort shall be made by all parties to resolve differences at the lowest possible level. An employee who thinks he/she is aggrieved shall discuss the facts with the immediate supervisor and attempt to resolve their issue. If unresolved, the employee or Union shall present their grievance in writing to the Division Head or Jail Manager within fifteen (15) calendar days of the occurrence or the date when the employee reasonably should have known of the occurrence which gave rise to the grievance. The Division Head/Jail Manager shall attempt to resolve the issue and shall respond within seven (7) calendar days after receipt of the grievance.

Step Two — Police Chief

If the parties are unable to resolve the grievance in Step One above, the grievance shall be submitted in writing to the Police Chief within fifteen (15) calendar days of the Division Head’s/Jail Manager’s response or failure to respond. The written notice shall contain the factual allegations surrounding the occurrence, specific provision(s) of the contract violated, the proposed remedy sought by the grievant, and reasons for dissatisfaction with the Division Head’s/Jail Manager’s solution. The Police Chief may meet with the parties and shall reply in writing within fifteen (15) calendar days after receipt of the written grievance.

Step Three — City Manager

If the parties are unable to resolve the grievance in Step Two above, the grievance and all supporting documentation and information shall be submitted to the City Manager within fifteen (15) calendar days of the receipt of the Chief's response. The City Manager may meet with the grievant and the Union, and shall respond in writing with his/her decision within fifteen (15) calendar days of said meeting.

Step Four — Arbitration

If the employee is not satisfied with the response at Step Three, the Union may, within fifteen (15) calendar days of receipt of the answer at Step Three, request arbitration. If the parties are not able to mutually agree upon an arbitrator, (including agreeing to request that a PERC arbitrator be assigned), the Union shall request a list of seven (7) arbitrators from the Federal Mediation and Conciliation Service (FMCS), limited to our sub-region and accepting only arbitrators who are members of the National Arbitration Association. The parties shall alternately strike names from the list, a coin flip determining which party strikes the first name. The last remaining arbitrator on the list shall be requested to hear the grievance.

Each party shall be responsible for compensating its own witnesses and attorneys if utilized. The arbitrator's findings shall be final and binding on the parties. Costs of the arbitrator (and recording fees if mutually agreed) shall be shared equally by the parties.

Time Limits The time limits expressed throughout this procedure may be waived or extended by mutual agreement of the parties in writing. The steps in the grievance procedure may be eliminated by mutual consent. Failure on the part of the Employer to respond within the prescribed time limits shall allow the processing of the grievance at the next appropriate step. Should the employee or the Union fail to take a grievance to the next step within the prescribed time limits, the grievance shall be deemed abandoned.

The decision of the arbitrator shall be rendered within thirty (30) days, unless mutually extended. The arbitrator shall have no authority to make a decision contrary or inconsistent with or modifying in any way the terms of this Agreement. The decision of the arbitrator shall be final and binding upon the parties.

ARTICLE 7 – HOURS OF WORK

- A. Employees who are employed in Regular positions (to include those funded by Project Funds) are eligible to participate in benefit programs provided their position is budgeted for a half-time (.5 FTE) position and the employee works at least twenty (20) hours per week. Employees whose positions are budgeted for less than forty (40) hours per week will be eligible for benefit programs on a pro-rata basis according to the number of hours budgeted, subject to limitations imposed by external authorities such as insurance carriers and the State Department of Retirement Systems (DRS).

- B. Benefits will be provided to part-time employees who are budgeted for and are regularly scheduled for less than twenty (20) hours per week, when an assignment causes them to work more than twenty (20) hours per week for thirty (30) days or more. Benefit programs eligibility would begin the first of the month following the increase of hours and will continue while employee is regularly scheduled to work over twenty (20) hours per week. Benefits will be provided on a pro-rata basis and are subject to limitations imposed by external authorities such as insurance carriers and the State Department of Retirement Systems.

Section 1 Corrections Staff

- A. Work Schedules – In order to meet the staffing needs of the jail, flexible work schedules may be utilized. The length of the work day will be between eight (8) and eleven (11) hours on three (3) to five (5) day flexible work weeks depending on the annual hours scheduled. The regular work day for Corrections Officers shall be ten hours and forty minutes, excluding Jail Sergeant and MLO assignment, however, for any Corrections Officer or Jail Sergeant hired or promoted after April 1, 2016, the Jail Manager or equivalent, shall be able to change their shift to a 12 hour shift with 30 days’ notice starting January 1, 2017. The parties agree that they will meet and confer about the schedules before the 12 hour schedules are implemented, but if they cannot agree, the Jail Manager (or equivalent) retains the ultimate authority to implement the schedule that he/she believes will best serve the purposes of the City. In consideration of the members agreeing to the language regarding the 12 hour shift, the City agrees to increase the corrections officers and sergeant classification pay by 5% effective July 1, 2016. Additionally, the employer will consider any request by current corrections officers or sergeants to change to the 12 hour shift once such shift is implemented. The average scheduled weekly hours of duty in any year shall not exceed an average of forty hours per week, except for those corrections officers and sergeants covered by the 12 hour shift language. The employer agrees to comply with FLSA regarding hours worked. Starting and ending hours will vary depending on the work schedule to be set by the Employer in consultation with the employees. The employer recognizes that there are currently five (5) regular shifts (plus additional designated shifts for the Medical Liaison Officer (MLO) and Jail Sergeant) however that may change based on the agreed upon language above. Any hours worked in addition to an employee’s regularly scheduled hours shall be paid at the overtime rate.
- B. Work Periods – The work week shall be in conformance with the 7(k) exemption of the FLSA and shall be two work periods per month. Work schedules may be adjusted with two (2) weeks notice to the employee, provided that changes occur after the employee’s regular days off, or overtime is paid for all additional hours worked in that cycle. Regularly scheduled days off may change during quarterly shift schedule changes, which may result in the employee working longer than five consecutive days. If this occurs over two different work periods, the number of workdays shall start over at the beginning of the new work period. Overtime will not be paid to employees for hours worked on the previous pay period’s days off if such overlap occurs.

- C. Rest and Meal Breaks – Meal and rest breaks are paid time during the workday. The Employer shall offer the mid-work day meal. Based upon staffing needs employees may be required to take all breaks on the Criminal Justice Center Site.
- D. Shift Differential – A shift differential of \$0.50 per hour shall be paid to employees who are scheduled to work an entire shift other than day shift. Day Shift is defined as Shift 1 (0500 – 1540) and Shift 2 (0740 – 1820).

When an employee is working their regularly scheduled shift in accordance with 7.1.D above, as it applies to Shift Differential, the employee will be compensated \$0.50 per hour for hours worked. The employer and the union agree that this does not apply to partial overtime shifts unless the employee is working the entire shift.

Section 2 Administrative Staff

A. Regardless of assignment, administrative staff are employees in the following classifications:

1. Program Assistant;
2. Secretary (Teamsters);
3. Computer Support Specialist;
4. Evidence Custodian;
5. Lead Worker;
6. Crime Analyst; and
7. Senior Program Specialist.

B. Work Day – The normal workday shall consist of eight (8) consecutive hours between the hours of 6:00 a.m. and 10:00 p.m. However, earlier or later starting times and ending times may be adopted. Such starting and ending times shall be set by the City, and shall not result in the application of the overtime provision, but shall be paid at the regular rate for eight (8) hours continuous work. The normal work week shall consist of five (5) consecutive days, Monday through Friday.

C. Alternative Work Schedules – Use of alternative work schedules are at the discretion of the City and may be denied, revised, or discontinued at any time based on the operational needs of the City. Use of alternative work periods will be reviewed to determine impact on City operations.

D. Rest and Meal Breaks – Employees shall be authorized one (1) fifteen (15) minute paid break, scheduled as near as possible to the middle of each half day shift, and a one (1) hour (one-half (1/2) hour if by mutual agreement) unpaid lunch break as near as possible to the middle of the shift.

Section 3 Provisions Applicable to Both Work Groups

- A. Overtime – All overtime will be pre-approved by a supervisor. Any work performed after the employee’s regularly scheduled workday shall be paid at one and one-half (1 ½) times the regular rate of pay. Part time employees will be paid at one and one-half (1 ½) times the regular rate of pay for all work performed after the equivalent of a full time employees regularly scheduled work day. Employees who work a shift in excess of sixteen (16) consecutive hours shall be paid double time (2X) the regular rate of pay until such employee is off duty for at least nine (9) hours.
- B. Training Time – Travel time for mandatory training shall be compensated in conformance with the FLSA. When mandatory training occurs on an employee’s regularly scheduled days off, the employee shall be compensated at time and one-half (1 ½) for all hours, with a minimum of three (3) hours at the overtime rate.
- C. Call Back – The City agrees to pay a minimum of three (3) hours overtime at time and one-half (1 ½) the regular rate of pay to the employees called to return to work after having left work and/or when called in to work when not on duty unless the time extends to the employee’s regular work shift or the employee is called back to rectify his or her own error.
- D. Telephone Calls –
1. Employees who are contacted by telephone, while off duty, by a supervisor or designee shall be compensated for business related calls on one-half (1/2) hour increments. Employees assigned to day shift will be paid in one hour increments for business related calls received between 2200 (10:00 p.m.) and 0600 (6:00 a.m.). Employees assigned to graveyard shift will be paid in one (1) hour increments for business related calls during business hours (Monday – Friday, 0800 – 1700 hours). Telephone calls outside of the business hours shall be compensated in one-half (1/2) hour increments. The one (1) hour minimum applies only to calls received by employees as described above. It is not intended to cover shift swaps, overtime, etc. Examples are as follows:
 - a. A 5 minute call will receive thirty (30) minutes of overtime at 1 ½ pay.
 - b. A 35 minute call will receive one (1) hour of overtime at 1 ½ pay.
- E. Compensatory Time – Compensatory time earned may be used only on the days mutually agreed by the employee and the City. Compensatory time may accumulate to the maximum of one hundred six point 7 (106.7) hours but will be cashed out to fifty-four (54) hours in the December 5 paycheck of each year. Compensatory time may be used, at the employee’s choice, for illness within the immediate family as defined in Article 10 – Sick Leave, Section 2C. Employees are able to cash out compensatory time at their discretion throughout the year.

- F. Standby Time: If the City determines there is a need to place employees on stand-by for an event or occasion, the City will post the date(s) and times employees are needed for stand-by duty. The City will first seek eligible employees who voluntarily agree to be on stand-by assignments. Employees on standby will provide the Employer a contact phone number and will acknowledge within fifteen (15) minutes. Employees on stand-by duty will not be confined to a particular location so long as they can respond with their duty uniforms and equipment within sixty (60) minutes of being called. An employee assigned to stand-by duty shall receive four dollar per hour for stand-by pay.

ARTICLE 8 – HOLIDAYS

Section 1 The following days shall be recognized and observed as paid holidays.

New Year’s Day	January 1
Martin Luther King, Jr’s Birthday	Third Monday in January
President’s Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Fourth Friday in November
Christmas Day	December 25

In addition to the above listed holidays, each employee who has been employed by the City for at least six (6) months may select one (1) non-cumulative personal holiday each calendar year to be scheduled with mutual agreement. Part-time employees accrue holiday time in an amount equal to the proportion of hours normally worked. The floating holiday may be used, at the employee’s choice, for illness within the immediate family as defined in Article 10 – Sick Leave, Section 2C.

Section 2 Corrections Officers and Sergeants Holiday pay shall be given in lieu of a day off for each recognized holiday. Holiday pay is calculated by dividing the yearly base salary by 2080 hours, then multiplying the result by eight (8) hours for the Jail Sergeant and Medical Liaison Officer. For Corrections Officers the formula is base pay divided by 2080 hours multiplied by ten and 67 hundredths (10.67) hours. The stated multiplier numbers may, consistent with Section 5 and by mutual agreement between the parties be changed as needed when work schedules change.

Effective upon execution of this Agreement, employees whose shifts begin on the following designated holidays shall be paid at a rate of time and one-half (1 ½) rather than straight time for the entire shift: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, The Fourth of July, Labor Day, Veteran’s Day, Thanksgiving, day after Thanksgiving, and Christmas. Employees who voluntarily swap an entire shift on one of the ten mentioned holidays with another employee who was

scheduled to work, shall be paid at time and one-half (1 ½) pay. The employee originally scheduled to work shall receive regular holiday pay.

Holiday pay will be added to the employee's regular compensation during the pay period in which the holiday occurs with the exception of the personal holiday, which will be paid during the pay period taken. Correction staff shall have the ability to cash out their personal holiday or take the day off in whichever pay period the employee prefers. Leave taken on scheduled holidays shall be charged against Vacation, Compensatory Time or Sick Leave. Vacation leave shall be given in accordance with Article 9 and sick leave in accordance with Article 10. The jail will observe holidays on the actual day of the holiday, with the exception of the Jail Sergeant and Medical Liaison Officer who shall observe holiday in accordance with the provisions contained in Section 3 below. Holidays may be taken as comp time up to the eighty (80) hour cap.

Part-time employees shall be compensated in proportion to the number of hours they work during the calendar month in which the holiday falls.

Section 3 Administrative Employees: Employees required to work on an established holiday shall be compensated at a rate of one and one-half (1 ½) time for all hours worked plus holiday pay.

All regular full-time employees shall receive their regular compensation for each holiday. Part-time employees shall be compensated in proportion to the number of hours they work during the calendar month in which the holiday falls. Holidays will be observed in accordance with the published City schedule. When a recognized and observed holiday falls on the regularly scheduled day off of an employee, that holiday will be the next regular, scheduled work day, or, by mutual agreement, the holiday may be the scheduled work day immediately preceding the holiday.

An employee who is on vacation leave or sick leave when a holiday occurs will receive holiday pay for the holiday, and it will not be charged against vacation or sick leave.

Section 4 For the purpose of computing overtime, all holiday hours compensated shall be regarded as hours worked.

Section 5 All full-time, regular non-exempt employees working an approved alternative work schedule shall have holiday pay calculated based on the number of hours normally scheduled to work on the day the holiday is observed. For example, an employee working a 4/10 schedule shall receive 10 hours of holiday pay. An employee working a 9/80 schedule shall receive nine hours of holiday pay if a holiday falls on a day the employee is scheduled to work nine hours, and eight hours of holiday pay if a holiday falls on a day an employee is regularly scheduled to work eight hours. Holiday pay for the non-cumulative personal holiday shall be determined by the regularly scheduled work hours of the day it is taken. This section does not apply to part-time employees.

ARTICLE 9 – VACATION

All regular employees shall accrue vacation in accordance with the following schedule.

<u>During Years of Service</u>	<u>Hours Annually</u>	<u>Number of Days</u>
1	96	12
2	108	13.5
3, 4, 5	120	15
6, 7, 8, 9	132	16.5
10, 11, 12	144	18
13, 14	156	19.5
15, 16, 17	168	21
18, 19	180	22.5
20, 21, 22	192	24
23, 24	204	25.5
25+	216	27

Maximum accrual is three hundred and twenty (320) hours or forty (40) eight (8) hour days.

Regular benefits-eligible employees shall accrue vacation leave in accordance with Article 7. Probationary employees shall accrue but cannot use vacation leave.

Accrued vacation shall be credited as earned vacation for each month of service in accordance with the schedule above.

Vacation scheduling shall be based upon seniority, provided, in the judgment of the supervisor the operational needs of the City can be met. Employees shall request vacations, which are for one week or more in duration through consultation with their supervisor as far in advance as possible. Such requests are to be made preferably two (2) weeks ahead unless by mutual agreement or in cases of emergency. Should there be any conflict between employee requests, the more senior employee's request shall be granted if requested prior to May 1 of each calendar year. Employees shall be expected to continue to be cooperative in scheduling vacation.

Employees who have accrued the maximum amount of vacation leave shall not be precluded from exceeding that amount if they have requested and been denied the use of vacation leave, provided the denial is written and the supervisor is aware that the denial would result in the loss of vacation by the employee. If an employee is on sick leave on the date his or her accrual exceeds three hundred and twenty (320) hours or forty (40) eight (8) hour days, the employee shall be allowed to accrue in excess of that amount for the duration of that incident of sick leave use.

Vacation or Compensatory Time may be used, at the employee's choice, for illness within the immediate family as defined in Article 10 – Sick Leave, Section 2C.

All employees who separate from City service for any reason after the probationary period shall be paid for unused, accrued vacation leave up to a maximum of three hundred and twenty (320) hours or forty (40) eight (8) hour days.

ARTICLE 10 – SICK LEAVE

Section 1 Regular full-time employees shall accrue sick leave with pay at the rate of eight (8) hours of leave for each full month of continuous service. Any such leave accrued which is unused shall be accumulated for succeeding years for all regular full-time employees to a maximum of 960 hours.

Regular benefits-eligible employees shall accrue sick leave in accordance with Article 7.

Section 2 Sick leave with pay shall be granted for the following reasons:

- A. Personal illness or physical incapacity,
- B. Enforced quarantine of the employee by a physician,
- C. Illness within the immediate family (father, mother, spouse, brother, sister, children, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparents, and grandchildren, domestic partner, domestic partner's children, domestic partner's parents) of the employee requiring the employee's presence,
- D. Medical or dental treatment for the employee or within the immediate family of the employee, as defined above, requiring the employee's presence.
- E. Leave for self or qualifying family members in accordance with RCW 49.76 for victims of domestic violence, sexual assault or stalking.

If authorized leave is taken for the purposes defined in 2C above, the employee may charge this time to vacation, compensatory time, floating holiday, or sick leave. For all other authorized use of leave as defined in Section 2, the employee's sick leave accruals will be charged.

Section 3 An employee who intends to use sick leave shall notify the Employer via the method identified by the Employer for the respective work groups.

Section 4 Time off due to injury or illness after the employee has expended all leave, (sick leave and vacation) shall be taken without pay.

Section 5 An employee may request from the City Manager a leave of absence without pay not to exceed twelve (12) months for a period of disability due to sickness or injury.

A leave of absence without pay will not be granted until all accrued sick leave is exhausted.

Section 6 An employee may continue to purchase medical insurance through the City during sick leave without pay provided the City's insurance carrier permits such purchases. For employees on leave under Family and Medical Leave Act (FMLA) qualifying circumstances, the City will continue its medical coverage contribution for up to twelve (12) weeks inclusive of any sick leave. The City Policy and federal law govern FMLA benefits.

Section 7 If the City has reasonable grounds to believe sick leave is being abused, it may at its discretion require an employee to furnish substantiating evidence or a statement from a physician that the request for sick leave is justified. When an employee is returning to work from an extended illness or injury, the City may require a statement from a physician certifying that they are fit to return to work. Misuse of sick leave shall be grounds for disciplinary action.

ARTICLE 11 – BEREAVEMENT LEAVE

Department heads shall grant regular full-time employees up to three (3) days of bereavement leave with pay in the event of a death in the employee's immediate family (father, mother, spouse, brother, sister, children, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandchildren, grandparents, step-parents, step-children, step-siblings, domestic partner, domestic partner's children, domestic partner's parents) or any individual living in the employee's household. In extraordinary circumstances, additional time off may be requested and charged to sick leave or vacation.

In the event of the death of a member of the employee's family other than those set forth above, bereavement leave may be granted and such leave shall be charged against the employee's sick leave. If there is no sick leave available, the employee may use vacation leave with the permission of the Police Chief or leave without pay with the permission of the City Manager.

ARTICLE 12 – PARENTAL LEAVE

Section 1 For Women

- A. Upon the birth, complication from birth, or adoption of a child or children, employees will be eligible for benefits under the Family and Medical Leave Act (FMLA).
- B. City Policy and state and federal law govern FMLA benefits. Leave of absence without pay will not be granted until all accrued sick leave is exhausted. The total absence shall not exceed six (6) months.

- C. Upon the expiration of the leave of absence without pay, the employee shall return to the same position, or equivalent position if that position no longer exists, as was held by the employee prior to the leave of absence.
- D. The employee will consult with a physician to determine whether she may continue to work and for what period of time, and the Employer shall receive such information and be entitled to have relevant questions answered.

Section 2 For Men

- A. Should a male employee become a parent by birth or adoption, the employee, in order to be with or care for the child or the mother, will be eligible for benefits under the Family Medical Leave Act (FMLA). City Policy and state and federal law govern FMLA benefits. After leave is exhausted, the employee may request and shall be granted a leave of absence without pay. The total absence shall not exceed six (6) months.
- B. Upon the expiration of the leave of absence without pay, the employee shall return to the same position, or equivalent position if that position no longer exists, as was held by the employee prior to the leave of absence.

ARTICLE 13 – LEAVE OF ABSENCE

A regular employee may be granted non-medical leave of absence without pay for a period not to exceed twelve (12) months, by the City Manager, provided such leave can be scheduled without adversely affecting the operation of the City. All accrued but unused vacation must be used prior to the commencement of a leave of absence granted under this Article. See Article 10, Section 5 for medical leaves of absence.

Requests for leave of absence without pay shall be in writing, shall be approved by the City Manager, shall contain reasonable justification for approval, and shall state the inclusive dates of such leave. A request for leave without pay by an employee in order to accept employment not in the City service shall, except in unusual circumstances, be considered as insufficient reason for approval of such request. The approval of such request and the terms under which it is granted, shall be set forth in writing by the City with a copy to the employee and the Union.

No vacation or sick leave benefits or any other supplemental benefits shall accrue while an employee is on a leave of absence without pay; moreover, the employee's anniversary date will be adjusted by the length of the leave granted. The employee shall be allowed to continue insurance coverage through the City's plan by paying the premium, provided such coverage is permitted by the insurance carrier. Upon expiration of such regularly approved leave, the employee shall be reinstated in the position held at the time the leave was granted or to another equivalent position.

An employee who is reinstated to his/her position after authorized leave of absence without pay, shall be paid at the same step in the range for his/her class that he/she was receiving at the time the leave of absence began. Failure on the part of the employee to report for duty promptly at the expiration of such leave shall be regarded as voluntary resignation.

ARTICLE 14 – WORKER’S COMPENSATION

- A. Worker’s Compensation shall be in accord with state law.
- B. Filing Requirement For absence resulting from a work-related injury or illness, an employee is required to notify his/her supervisor immediately and file an application for Worker’s Compensation in accordance with state law.
- C. Compensation An employee receiving time loss compensation may elect any of the following with regard to additional compensation.
 - (1) An employee may elect to receive only the time loss compensation available from the Worker’s Compensation benefit.
 - (2) An employee may elect to supplement time loss compensation with accrued sick leave, vacation pay and/or pay for compensatory time. Such leave may be used only to make up the difference between time loss compensation and the employee’s regular salary.
 - (3) Any overpayment, as a result of supplementing with sick leave, received by an employee, will be deducted from the employee’s pay check(s) and the corresponding hours will be credited back to the employee’s sick leave bank.

ARTICLE 15 – JURY DUTY

A City employee who is called for jury duty shall not suffer any loss of his/her regular City compensation during such absence. The employee shall also be allowed to keep compensation for jury duty. Time not worked because of such duty shall not affect vacation or sick leave accrued. Employees will report for work when less than a normal workday is required by such duties.

ARTICLE 16 – MILITARY LEAVE

The City recognizes its obligation under Federal and State law and City Policy, Leave, Section 4.4 Military Leave.

ARTICLE 17 – EDUCATION OPPORTUNITIES

The parties agree that it is in their best interests to provide opportunities for employees to gain additional education in areas relating to their employment with the City. The City agrees to reimburse an employee for tuition expenses, subject to available City budget funds on a quarterly basis for Educational Assistance for such courses as may be approved in advance by the City Manager and in accordance with the City's Administrative Guidelines. The employee must submit proof of satisfactory completion of the course, and such proof shall be placed in the employee's personnel file.

Employees shall apply in writing through their department head for benefits contained in this Article.

ARTICLE 18 - MEDICAL, LIFE, VISION, DENTAL INSURANCE BENEFITS

For 2016 and 2017-The available medical plans through the AWC Benefit Trust are, the Regence Blue Shield Health First Plans, and Group Health.

For 2018-The Health and Welfare Benefits are available through the Association of Washington Cities (AWC) Benefit Trust are the Regence HealthFirst 250 Plan and Group Health \$20 Co-pay Plan.

For 2016, 2017 & 2018-The City will pay 95% of the cost of medical insurance for regular full time employees and 85% of the cost of medical insurance for employee spouse and dependents, for employees in Insurance Plan 1.

The City shall designate Medical Insurance Plan I for employees hired prior to January 1, 2013 and Plan 2 for employees hired on or after January 1, 2013. For Insurance Plan 2 the City will contribute 95% of the employee cost of the lowest base medical premium and 85% of the cost of the lowest base medical premium for spouse and dependents. The employee may elect either insurance option but the employee shall pay any cost in excess of the lowest base plan premium thru payroll deduction.

For 2016, 2017 & 2018-Employees who are currently in one of the insurance plans and opt-out of the City's Medical Insurance Plan shall receive \$250.00 per month in lieu of any City provided medical insurance benefits, provided Federal or State law allows. Any new hired full time employee will be given the opportunity to opt out of insurance coverage upon proof of insurance coverage. However, if a married employee couple (except for currently participating employees as of July 1, 2016) is covered by City insurance, neither employee may receive the \$250 opt out provision for refusing the City's insurance.

To ensure the City is maximizing its employer provided benefits, it is important to treat employees fairly and ensure employees understand their coverage. Accordingly, the City thru its insurance provider may conduct a Dependent Eligibility Audit.

For 2016, 2017 and 2018 the following terms shall apply:

Section 1-Dental

The City agrees to pay the full family premium for Delta Dental Plan E and Orthodontia Plan 3. Employees who opt-out of the City's dental plan shall receive \$30.00 per month in lieu of any City provided dental plan, provided Federal or State law allows.

Section 2 Vision The City will pay 100% of the premiums for regular full time employees and dependents for the Vision Service Plan - \$25.00 Deductible, and the Orthodontia Plan III.

Section 3 Disability Plan The City shall pay for a long-term disability plan providing, at a minimum, 50% base salary replacement (to a maximum of \$5,000 monthly salary) and a 180-day waiting period. The plan will offer employees a provision to "buy up" to enhance the benefit at their own expense.

Section 4 Life Insurance The City agrees to provide life insurance coverage of ten thousand (\$10,000.00) for each employee, one thousand dollars (\$1000) for a spouse and each dependent child, and to make available through payroll deduction additional life insurance coverage for spouses and dependents of employees.

Section 5 Regular Full-Time Employees The above benefits and levels of coverage shall be applicable to all Regular employees in the bargaining unit in accordance with Article 7. New employees shall be allowed one (1) week in which to determine which carrier's coverage they want.

Section 6 Regular Part Time Employees The City agrees to pay a prorated share of the premium cost of medical, dental, vision and orthodontia insurance for each regular part-time benefits eligible employee based on the authorized F.T.E. of the regular part-time employee's position. For example, a 0.50 F.T.E. regular part-time benefits eligible employee shall have half of his or her medical premium paid.

Section 7 Other The City shall pay for Hepatitis A, B, DPT and tetanus inoculation for all employees potentially exposed to those diseases.

ARTICLE 19 -EMPLOYEE RECORDS, DISCIPLINE, DISCHARGE

Employee personnel records shall be considered confidential and as such shall be accessible to the employee concerned, the employee's supervisor, the Police Chief, other City officials as authorized by the City Manager, and the Union representatives as authorized by the employee. Personnel files shall contain only information directly relevant to the employee's employment with the City. Employees may examine the file and shall have the right to rebut in writing any items in the file.

Employees shall be disciplined and discharged only for just cause, and shall have the right to have a Union representative, i.e. Business Agent, and/or Shop Steward, present during disciplinary procedures except when an oral warning is being issued. In an internal investigation, Union representation shall not delay the initiation of the process for more than a reasonable period of time for travel purposes. However, depending on the severity of the issue, the City shall take into consideration the time of day, day of week, etc., in determining its urgency to schedule such investigatory meeting.

Where appropriate, disciplinary action shall be progressive and may include the following measures:

- A. Documented oral warnings to be issued in private for minor infractions. Supervisors should inform the employee that an oral warning is being given and that the employee is being given an opportunity to correct the condition. Such disciplinary action will not be made part of the employee's personnel file. Oral warnings are not subject to the grievance process, however, the validity of such warnings may be raised by the Union if relied upon by the employer in an future discipline for which a grievance is processed. Record of oral warnings shall be destroyed after the employee's next annual review/evaluation.
- B. Written warnings, which shall state definitely the problem to be remedied, and the expectations of the Employer of the steps the employee is to take to remedy it.
- C. Demotion to a lesser classification in the case of the Lead Workers.
- D. Suspension without pay.
- E. Dismissal or discharge.
- F. Suspension with pay may be utilized for purposes of investigation. Such investigation shall be conducted in as expedient a manner as practical.

ARTICLE 20 – PROBATION

Each new employee shall serve a probation period of six (6) months, except Corrections Officers, who shall serve a probationary period of twelve (12) months. Probationary employees shall not have access to the grievance procedure for Grievances related to disciplinary actions.

Time in a temporary position shall not be credited toward the probation period. No employee shall be employed as a temporary for longer than six (6) months.

ARTICLE 21 – LAYOFF, RECALL FROM LAYOFF, PROMOTION

The provisions of this Labor Agreement shall govern layoff and recall as provided for below. The City's general policy on "Workforce Management Plan" will apply unless in conflict with this Agreement.

Section 1 Layoff

Should the Employer decide to reduce the work force, layoffs shall be made by inverse seniority, provided in the judgment of the City, the remaining senior employee is qualified to perform the required work. In making that assessment, the replacement employee will be given a reasonable probationary period (not to exceed six (6) months) to demonstrate their abilities in the new position. However, if the employee is not performing at an acceptable level, the employee will be laid off. The former laid off employee will be recalled, if available.

The Employer will give notice of at least thirty (30) days to the affected employee(s). No regular employee shall be laid off if there are any temporary or probationary employees doing bargaining unit work.

Section 2 Recall from Layoff

Any employee being laid off will be placed on a recall list. The list will be maintained for two years. It is the responsibility of the employee to keep the City informed of his/her current address and telephone number so that he/she can be notified in case of recall. If an employee fails to report for work within fifteen (15) working days from the date of recall, he/she will be considered to have voluntarily resigned and will be removed from the recall list. No temporary employees shall be hired to do bargaining unit work by the Department while any regular employees are in lay-off status.

Layoff is considered a separation from City service. Benefits and leave accruals will not accrue during layoff. The anniversary date will be adjusted.

Section 3 Promotion

- A. The Employer will consider candidates for promotion from within the bargaining unit before selecting employees from outside the bargaining unit. Vacancies will be posted for seven (7) working days.
- B. An employee who is promoted shall be placed at the closest step in the new range that provides at least a five percent (5%) increase in salary.
- C. The promotional probation period shall be six (6) months.
- D. If, during the promotional probationary period, the employee is not performing at an acceptable level, as reasonably determined by the City, the employee will be reinstated to the previous position and pay rate without

appeal even though this may necessitate the lay-off of the employee occupying the position. In such cases, the Employer will provide the employee with a written explanation of the employee's failure to perform at an acceptable level and successfully complete the probation.

A promoted employee may, during the promotional probationary period, request to be returned to his/her previous position, if open, or to a similar position. Similar means the same pay range and step as the employee's previous position.

ARTICLE 22 – SENIORITY

Employees in the bargaining unit shall accrue seniority from date of hire with the City into a position in the bargaining unit. Seniority shall be based on continuous service with the City within this bargaining unit including paid leave; however, seniority shall not be accrued while on layoff as per Article 21 and/or a requested leave of absence without pay per Article 13.

Employees rehired by the Employer (this does not apply to those returning from layoff) and/or returning to this bargaining unit, except as referenced as above, will be considered as new employees under this Agreement.

ARTICLE 23 – WAGES

A. Wages shall be as set forth in Appendix A. Employees shall normally be hired at the first step of the pay range, and shall receive an increase to the second step upon completion of twelve (12) months' employment. Increases to succeeding steps in the pay range shall occur annually on the anniversary date of the employee's assumption of their current classification.

Whenever an employee is assigned by the unit supervisor or a manager to perform all, or substantially all of the duties of another higher paid classification for a period of more than one full working day in a work week, the employee shall receive the greater of the lowest step of the higher pay range or a five percent (5%) increase for the entire period. Employees receiving the pay and performing the duties of a higher pay classification will be governed by that position's FLSA designation for the payment of overtime.

All regular pay checks will be directly deposited to the bank account of the employee's choice.

B. Bilingual Pay: Employees shall receive a bilingual pay allowance of 3% added to their base pay when language skills have been confirmed by an agreed upon language specialist or such other method as the City shall reasonably determine. Bilingual pay

for members having conversational proficiency in Spanish, Asian, Pacific Islander, Russian, Slavic, and Sign Language can qualify for this incentive.

ARTICLE 24 –WESTERN CONFERENCE OF TEAMSTERS PENSION TRUST FUND

Effective January 2016 based on December 2015 hours, the Employer agrees to pay into the Western Conference of Teamsters Pension Trust Fund on account of each member of the bargaining unit, the following amounts which are to be computed monthly:

Twenty dollars and eighty cents (\$20.80) per month per employee who is compensated for a full calendar month (based upon straight time hours). Employees compensated for less than a full calendar month shall receive twelve cents (\$0.12) per straight time hour to a maximum of twenty dollars and eighty cents (\$20.80).

The total amount due for each calendar month shall be remitted in a lump sum not later than ten (10) days after the last business day of each month. The Employer agrees to abide by such rules as may be established by the Trustees of said Trust to facilitate the determination of the hours for which contributions are due, the prompt and orderly collection of such amounts and the accurate reporting and recording of such hours and such amounts paid on account of each member of the bargaining unit. Failure to make all payments herein provided for within the time specified shall be a breach of this Agreement.

It is understood that if during the term of the agreement the bargaining unit wishes to increase the pension amount through an employee wage deferral, the parties shall meet to discuss the matter, any agreed upon modifications shall be outlined in an amendment which shall be attached to and incorporated into this agreement.

ARTICLE 25 – UNIFORMS

Section 1 When required, the City will provide uniforms. Jail employees shall be provided with all equipment as defined by the City, including trouser belts. The City will pay each employee seven hundred dollars (\$700) for dry cleaning of uniforms and purchase of specified footwear and undershirts divided into 2 semi-annual payments.

Section 2 All employees who are provided uniforms are required to wear them during duty hours, unless other attire is deemed more appropriate for the duties of the day. All employees are to keep their appearance in accordance with grooming standards developed by the Labor-Management Committee.

ARTICLE 26 – SAFETY COMMITTEE

Employees from this bargaining unit shall select one representative to participate on the Police Department Safety Committee.

ARTICLE 27 – RETIREMENT

- A. All employees in the bargaining unit shall be covered under the Public Employees Retirement System (PERS) or Public Safety Employee Retirement System (PSERS).
- B. Members shall be afforded the option to participate in the ICMA deferred compensation loan program. Members must follow the City's established guidelines and procedures for application, repayment, and terms. The City will observe all federal laws pertinent to this program. Members' failure to repay loan amounts and delinquency of loans could jeopardize the continued availability of the loan program and possibly the tax-exempt status of the entire plan. The IRS may amend/modify or eliminate the guidelines of the program at any time. Should the program be discontinued, any outstanding loans would continue but no future loans would be granted. The City reserves the right to cancel the loan program, for reasons to include, but not limited to, numerous defaults, delinquencies, or budgetary limitations of staff resources to administer the program.
- C. Members shall be afforded the option to participate in the City's Roth IRA.

ARTICLE 28 – PARKING

The parking spaces located behind the jail will be reserved for OPD and Criminal Justice employees and city-owned OPD and Criminal Justice Center vehicles only.

There will be eight (8) designated parking spaces for Teamsters members.

ARTICLE 29 – SUBCONTRACTING

It is the general policy of the City to continue to utilize its employees to perform work they are qualified to perform. However, the City reserves the right to contract out and/or eliminate any work it deems necessary in the interests of efficiency, economy, improved work product, or emergency taking into consideration the effected employees. Nothing in this Agreement shall prevent the City from exercising its right concerning contracting out and/or eliminating any work or function performed by employees in this bargaining unit.

When a decision to subcontract would result in the loss of work and/or the layoff of bargaining unit employees, the City will notify the Union and give it an opportunity to discuss the issue of sub-contracting such work.

If the City's decision is to subcontract, then the City will notify the Union of the elimination and/or contracting of such work or functions and will bargain the impact of such action with the Union.

ARTICLE 30 – SAVINGS CLAUSE

If any Article, or part thereof, of this Agreement or any addenda thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article should be restrained by such tribunal, the remainder of this Agreement and addenda shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations to arrive at a mutually satisfactory replacement of such Article or addenda.

It is agreed between the parties that nothing in this Agreement intends to abrogate existing monetary benefits not specifically referred to in this Agreement.

ARTICLE 31 – NO STRIKE, NO LOCKOUT

The City and the Union recognize that the public interest requires the uninterrupted performance of all City services and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. During the term of this Agreement neither the Union nor the City shall cause, engage in, or sanction any work stoppage, slow down, action in sympathy, or other interference with City functions.

In the event of unauthorized interruptions, the Union agrees it will join the City in requiring the members to return to work immediately. Upon failure, employees who engage in any of the foregoing actions shall be subject to disciplinary action, up to and including suspension or discharge. No individual shall receive any portion of his/her salary or benefits as provided by the City, while engaging in activities in violation of this Article.

The City shall not engage in or cause any lockout or interruption of work of its employees during the term of this Agreement.

ARTICLE 32 – ENTIRE AGREEMENT

The Agreement expressed herein in writing constitutes the entire Agreement between the parties and no oral or written statements shall add or supersede any of its provisions, unless mutually agreed upon by both parties and an amendment or revision to said article or section is properly adopted by the Union and the Employer.

The parties acknowledge that each has the unlimited right and opportunity to make proposals with the respect to any matter deemed a proper subject for a collective bargaining agreement. The results of this exercise of the rights are set forth in this Agreement, provided however, if any issue is mutually agreed upon, the parties to the Agreement may amend any article or section herein.

ARTICLE 33 – TERM OF AGREEMENT

Section 1 This Agreement shall become effective the pay period in which the last party signing the agreement has signed the agreement and shall remain in effect until December 31, 2018.

Section 2 Should either party wish to inaugurate collective bargaining discussion over changes they may wish to introduce into this Agreement, it is agreed that notice of such intent shall be mailed to the authorized parties' signatory to the Agreement ninety (90) to sixty (60) days prior to the end of the final year of the contract.

SIGNED this _____ day of _____ 2016.

FOR THE UNION

FOR THE CITY

Darren L. O'Neil, Secretary-Treasurer

Steven R. Hall, City Manager

APPENDIX A – SALARY SCHEDULES

Effective January 1, 2016:

(No change from 2015 Schedule except reclass of PSS to PA)

Classification	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	
Program Assistant Secretary	646	2,060.53	2,163.09	2,272.24	2,385.91	2,504.19	Semi
		4,121.06	4,326.18	4,544.48	4,771.82	5,008.38	Monthly
Correction Officer	648	2,150.14	2,256.49	2,369.38	2,488.56	2,613.36	Semi
		4,300.28	4,512.98	4,738.76	4,977.12	5,226.72	Monthly
Evidence Custodian	650	2,238.96	2,351.76	2,469.19	2,594.03	2,722.41	Semi
		4,477.92	4,703.52	4,938.38	5,188.06	5,444.82	Monthly
Lead Worker	654	2,420.23	2,539.27	2,666.09	2,799.99	2,939.65	Semi
		4,840.46	5,078.54	5,332.18	5,599.98	5,879.30	Monthly
Crime Analyst Sr. Program Assistant	656	2,509.29	2,632.71	2,764.21	2,903.03	3,047.82	Semi
		5,018.58	5,265.42	5,528.42	5,806.06	6,095.64	Monthly
Computer Support Specialist	659	2,634.74	2,764.34	2,902.54	3,048.18	3,200.20	Semi
		5,269.48	5,528.68	5,805.08	6,096.36	6,400.40	Monthly
Jail Sergeant	662	2,776.83	2,915.68	3,061.46	3,214.53	3,375.26	Semi
		5,553.66	5,831.36	6,122.92	6,429.06	6,750.52	Monthly

Effective July 1, 2016:

(Represents a two percent (2%) increase over 1/1/16 wages and 5% adjustment for Corrections Officer, Evidence Custodian, Computer Support Specialist & Jail Sgt. Classes)

Classification	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	
Program Assistant Secretary	646	2,101.75	2,206.35	2,317.69	2,433.63	2,554.27	Semi
		4,203.49	4,412.70	4,635.38	4,867.25	5,108.55	Monthly
Correction Officer	650	2,302.80	2,416.70	2,537.61	2,665.24	2,798.90	Semi
		4,605.60	4,833.40	5,075.21	5,330.49	5,597.81	Monthly
Evidence Custodian	652	2,397.93	2,518.74	2,644.51	2,778.20	2,915.70	Semi
		4,795.86	5,037.47	5,289.01	5,556.41	5,831.40	Monthly
Lead Worker	654	2,468.63	2,590.06	2,719.41	2,855.99	2,998.44	Semi
		4,937.26	5,180.12	5,438.83	5,711.98	5,996.88	Monthly
Crime Analyst Sr. Program Assistant	656	2,559.47	2,685.36	2,819.49	2,961.09	3,108.78	Semi
		5,118.94	5,370.72	5,638.98	5,922.18	6,217.56	Monthly
Computer Support Specialist	660	2,821.81	2,960.61	3,108.62	3,264.60	3,427.42	Semi
		5,643.62	5,921.21	6,217.23	6,529.20	6,854.83	Monthly
Jail Sergeant	664	2,973.98	3,122.70	3,278.82	3,442.76	3,614.90	Semi
		5,947.96	6,245.39	6,557.64	6,885.52	7,229.81	Monthly

Effective January 1, 2017:

(Represents a two percent (2%) increase over 2016 wages)

Classification	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	
Program Assistant Secretary	646	2,143.78	2,250.48	2,364.04	2,482.30	2,605.36	Semi
		4,287.56	4,500.95	4,728.09	4,964.60	5,210.72	Monthly
Correction Officer	650	2,348.86	2,465.03	2,588.36	2,718.55	2,854.88	Semi
		4,697.71	4,930.07	5,176.72	5,437.10	5,709.76	Monthly
Evidence Custodian	652	2,445.89	2,569.11	2,697.40	2,833.77	2,974.01	Semi
		4,891.78	5,138.22	5,394.79	5,667.54	5,948.03	Monthly
Lead Worker	654	2,518.00	2,641.86	2,773.81	2,913.12	3,058.41	Semi
		5,036.00	5,283.72	5,547.62	5,826.24	6,116.82	Monthly
Crime Analyst Sr. Program Assistant	656	2,610.66	2,739.07	2,875.89	3,020.31	3,170.95	Semi
		5,221.32	5,478.14	5,751.78	6,040.62	6,341.90	Monthly
Computer Support Specialist	660	2,878.24	3,019.82	3,170.80	3,329.90	3,495.97	Semi
		5,756.48	6,039.64	6,341.60	6,659.80	6,991.94	Monthly
Jail Sergeant	664	3,033.46	3,185.16	3,344.40	3,511.62	3,687.20	Semi
		6,066.92	6,370.32	6,688.80	7,023.24	7,374.40	Monthly

General Wage Increases:

Effective January 1, 2018: all pay ranges shall be increased a minimum of 1% subject to the conditions set forth below.

Based on the change in revenue received by the City of Olympia for sales tax exceeds the prior year then wages for 2018 will be increased according to the following table:

Sales Tax Increase over Prior Year	Pay Range Increase
Negative or 0-2%	1%
2.1-4%	2%
4.1-6%	3%
>6%	4%

Under no circumstances shall the pay range increase exceed 4% or be less than 1% for 2018. This provision shall exclude step increases.

Assignment Pay:

1% assignment pay for Employee(s) that are assigned, certified instructors.

Corrections Officers shall receive an additional 5% of base pay for assignment by a supervisor or manager as a, Field Training Officer, or Medical Liaison Officer.

A Corrections Officer will receive 5% assignment pay for each assignment held. Assignments may also be made so that no Corrections Officer holds more than one assignment at any time, depending on the operational needs of the City of Olympia and the Police Department.

Assignments may be of any duration, may be effective only during specific time periods, and may, if necessary for employee development and training purposes, be rotated on a regular or occasional basis between Corrections Officers.

Field Training Officer assignment will be made only when there is a probationary Corrections Officer on staff needing individual training and mentoring.

Assignments may be temporarily or permanently ended or discontinued for appropriate reasons, such as unsatisfactory performance by the assignee or if operationally they are no longer required.

Corrections Officers assigned as described above will receive written notification when assignments begin and end and copies of said notifications will be placed in employee files.

Corrections Officers will be eligible for assignment as a Medical Liaison Officer, and Field Training Officer upon successful completion of the required one year probationary period.

Assignments are not considered promotions and the methods, procedures, and standards used in determining if, how and when assignments are made are at the discretion of the City.

Jail Sergeant:

The Jail Sergeant is not eligible to receive Assignment Pay, as outlined above.

The City reserves the right to select any qualified and otherwise acceptable candidate (internal or external) for Jail Supervisors hired after initial selection in 2004.