

AGREEMENT

BY AND BETWEEN

CITY OF PUYALLUP

AND

LOCAL 1516

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

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

AFL-CIO

January 1, 2020 – December 31, 2022

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PREAMBLE

This Agreement is between the City of Puyallup (hereinafter called the “City”) and Washington State Council of County and City Employees, American Federation of State, County and Municipal Employees, Local 1516, AFL-CIO (hereinafter called the “Union”) for the purpose of setting forth a mutual understanding of the parties as to conditions of employment for those employees for whom the City recognizes the Union as the collective bargaining representative.

In accordance with Washington State Courts Rules and under General Rule 29 (GR 29), the Court maintains full control over the hiring, discipline and termination decisions of all Court employees. This does not include wages or benefits directly related to wages. For Court employees and Court operations, the Articles of this Agreement relating to hours and working conditions will apply unless an Article makes specific reference to the Court or Court employees; then the specific language as it relates to the Court or Court employees shall take control.

The City and the Union shall cooperate to promote a climate of labor relations that will aid in achieving a high level of efficiency and productivity.

ARTICLE 1 – RECOGNITION

- 1.1 The City recognizes the Union as the exclusive Agent for the purpose of collective bargaining for all regular, full-time and regular, part-time employees of the City of Puyallup employed in the positions/classifications listed in Appendix A.

ARTICLE 2 - MANAGEMENT RIGHTS

- 2.1 Subject to the provisions of this agreement, the Union recognizes the prerogative of the City to operate and manage its affairs in all respects in accordance with its responsibilities, powers, and authority and in accordance with applicable laws. The powers of authority which the City has not specifically abridged, delegated or modified by this agreement are retained by the City.
- 2.2 The direction of its working force and operations are vested exclusively in the City. The direction of the Court employees and the operation of the Municipal Court are vested solely in the Court. This shall include the right to: operate and manage all staff, facilities and equipment; determine the methods, means, number of personnel needed to carry out a department’s operations or services; determine the utilization of technology; schedule overtime work as required in the most advantageous manner consistent with municipal employment and public interest requirements; retain the authority to assign duties connected with positions acknowledging that not every task and/or duty may be described in job descriptions/classifications; contract out for goods and services; hire, promote, transfer, assign, retain and layoff employees within and without the various departments of the City; promulgate rules and regulations; suspend, demote or discharge regular-status

employees for just cause; maintain the efficiency of the operation entrusted to the City; change hours of work, work schedules and work week; and determine the manner in which such operations are to be conducted.

- 2.3 In the event that the City expands to serve other jurisdictions or other cities, the City has the right to negotiate interlocal agreements with these jurisdictions or cities in the best interest of the City. The City will communicate with the Union regarding potential negotiations for interlocal agreements. The City will make every effort to identify funding for additional staff to cover any increase in workload if the City deems necessary. Any expansion of operations to a department or work unit does not constitute in and of itself a change in working conditions.
- 2.4 As stated in the Preamble and provided under Washington State Courts General Rule 29(f)(5)(b), the Presiding Judge of the Puyallup Municipal Court shall “[s]upervise the daily operations of the court including...[a]ll personnel employed under the judicial branch of government, including but not limited to working conditions, hiring, discipline, and termination decisions except wages, or benefits directly related to wages....” Thus, references in this Agreement to “City” “City Manager” “Director” “Manager” “Supervisor” or similar references when pertaining to “working conditions, hiring, discipline, and termination” shall mean, unless otherwise expressly provided, the Puyallup Municipal Court Presiding Judge or his/her designee.
- 2.5 The City values the work of our regular status employees, while acknowledging that volunteers can be beneficial. Responsibility for primary services shall rest with departmental employees. Volunteers are meant to support, not supplant, bargaining unit positions. The role and duties of volunteers in any given department, while limited in scope, shall be determined by the department head in advance with input by involved employees. Tasks normally assigned to bargaining unit members in the Library will not be assigned to Library volunteers unless the tasks are initially of limited duration and require no specialized knowledge, minimum training, and little supervision.

ARTICLE 3 - UNION SECURITY

- 3.1 All employees covered by this Agreement have the right to become a member of the Union.
- 3.2 The City agrees to deduct from the paycheck of each employee who authorizes it in writing the regular monthly dues uniformly required of members of the Union. The amounts deducted shall be transmitted monthly to the WSCCCE on behalf of the employees, with a list of the employees’ names, salaries, and individual amounts deducted. Authorizations for payroll deduction are valid whether executed in writing or electronically. The City shall provide an electronic copy of the executed payroll deduction via email to C2everett@council2.com within ten days of receipt. The City shall direct employees to discuss Union membership with a Union representative.

- 3.3 The City shall provide the Union a monthly list of all bargaining unit members including name, home address, personal phone, work email, hire date, job title, and monthly base wage.
- 3.4 An employee's request to revoke authorization for payroll deductions must be in writing and submitted to the Union. The City shall continue to deduct and remit Union dues and fees to the Union until such time as the Union notifies the City that the dues authorization has been properly terminated in compliance with the terms of the payroll deduction authorization executed by the employee. The City shall end the deduction no later than the second payroll after receipt of the Union's notice.
- 3.5 The City agrees to notify the Union staff representative and Local Union President in writing of any new employee in the bargaining unit. At least two full working days prior to the orientation of the new employee, the City shall provide an electronic list with the name of the employee and job title. The new employee and a Union official shall, at no loss of pay, be granted up to thirty minutes to meet for Union orientation.
- 3.6 The City agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE (Public Employees Organized to Promote Legislative Equality) deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to the City. The City agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.
- 3.7 The WSCCCE will indemnify, defend, and hold the City harmless against any and all liabilities, taken against the City in complying with the provisions of this Article. The Union agrees to refund to the employee any amounts paid in error upon presentation of proper evidence.

ARTICLE 4 - UNION BUSINESS

4.1 LEAVE WITHOUT PAY FOR UNION BUSINESS

Leaves of absence without pay shall be granted, to the extent that there is no interference with City operations, to employees who are elected, delegated, or appointed to attend conventions or educational conferences of the Union. Any request for such leave shall be submitted, in writing, by the Union to the department head or his/her designee and shall be answered, in writing, no later than five (5) days following the request.

4.2 ACCESS TO WORKPLACE

The City and Court agrees that representatives of the Union shall have reasonable access to the premises of the City and Municipal Court during working hours with advanced

notice to the appropriate City representative. Such visitations shall be for the reasons of the administration of this Agreement. The Union agrees that such activities will have a minimal interruption of the normal work duties of employees. Access to the workplace shall be in compliance with appropriate safety regulations.

4.3 BULLETIN BOARDS

The City and Court shall permit the reasonable use of bulletin boards (except Safety and Human Resources Department bulletin boards) in designated work locations represented by the Union for the posting of Union recreational and social activities; notices of Union elections and results of such elections; notices of Union appointments; notices of Union meetings and minutes thereof.

4.4 LEAVE WITH PAY FOR UNION BUSINESS

The City will grant leave with pay for Union officials for pre-meetings for disciplinary hearings, and to meet with the City for grievance meetings and disciplinary proceedings, provided the total amount of leave for such purpose for the Union shall not exceed 50 cumulative hours per calendar year. Union members shall report such time on their time sheets and the City will track such hours and provide the Union with an updated balance upon request.

The City will grant leave with pay for:

1. Up to three Union Officials to meet with the City for contract negotiations;
2. Up to two Union officials to meet with the City for Impact Bargaining; and
3. Up to three Union officials to meet with the City for Labor Management Committee meetings.

Union officials are responsible for notifying their supervisor in advance of all authorized Union leave with pay. All Union meetings shall occur during non-work time, such as lunch breaks. No Union member shall conduct Union business on City time except as provided in this section.

ARTICLE 5 - WORK STOPPAGES

- 5.1 The City and the Union agree that the public interest requires efficient and uninterrupted performance of all City services and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective during the term of this Agreement or any extension mutually agreed upon. Specifically, the Union shall not cause or condone any work stoppage including any strike, slowdown, non-bona fide sick leave absence, refusal to perform any customarily assigned duties, refusal to cross a picket line on City premises or other interference with City functions by employees under this Agreement. Any concerted action by any employee in any bargaining unit shall be deemed a work stoppage if any of the foregoing activities has occurred. Should any such activity occur, the Union agrees to take appropriate action immediately to end such interference.

- 5.2 Upon notification in writing by the City to the Union that any of its members are engaged in a work stoppage, the Union immediately shall order, in writing, such members to cease engaging immediately in such work stoppage and shall provide the City with a copy of such order. If employees continue such work stoppage after such Union notification, employees may be subject to disciplinary action by the City.
- 5.3 During the term of this Agreement the City shall not lockout any bargaining unit employee or group of employees.

ARTICLE 6 - EMERGENCY AND EMERGENCY WORK ASSIGNMENT

- 6.1 In the event of a declared emergency, the City reserves the right to assign employees work without regard to their employment classification for the duration of the emergency and/or based on City Administrative Policy 2.3.6 Inclement Weather Policy.

ARTICLE 7 - NON-DISCRIMINATION

- 7.1 The Union recognizes the City of Puyallup as an Equal Opportunity Employer and mutually agrees there shall be no unlawful discrimination because of race, color, religion, sex, sexual orientation, national origin, age, marital status, genetic information, veteran's status, disability and/or any other basis protected by applicable discrimination laws.
- 7.2 Consistent with RCW 41.56, the City shall not discriminate against an employee because of Union affiliation, non-affiliation, or in the free exercise of their rights under RCW 41.56.

ARTICLE 8 - LABOR/MANAGEMENT COMMITTEES

- 8.1 Labor/management committees may be formed composed of no more than three (3) representatives on each side, unless mutually agreed upon. Said committee will meet upon the request of either party for the purpose of discussing and facilitating issues which may arise between the parties, provided that meetings will not exceed six (6) times per year unless mutually agreed. It is understood and agreed that such committee will not include hearing of formal grievances, collective bargaining issues or other matters for which another procedure is provided by law or by other provisions of this Agreement. Any request for a labor management committee meeting will be requested through the City of Puyallup Human Resources Director or his/her designee and the Union.

ARTICLE 9 – VACATION

Vacation benefits shall be provided as follows:

9.1 VACATION ACCRUAL RATE

	Hours Semi- Monthly	Days Per Year	Hours Per Year
0 through 4th year	4.00	12	96
5 through 9th year	5.33	16	128
10 through 14th year	7.00	21	168
15th year plus	8.67	26	208

- 9.2 Employees may not “carry forward” any balance of vacation greater than the equivalent of eighteen- (18) month’s accrual into a subsequent year. Vacation accruals must be under the applicable limit by December 31 each year. Under extenuating circumstances and at the sole discretion of the City Manager, exceptions may be granted allowing employees to “carry forward” a balance of vacation greater than the eighteen-month accrual limit into the subsequent year.
- 9.3 Regular-status, part-time employees subject to provisions of this Agreement, shall be provided vacation benefits on a pro-rated basis.
- 9.4 Employees may request accrued vacation leave in increments of fifteen (15) minutes.
- 9.5 All new employees hired on or after 1/1/99 will accrue vacation at the rate indicated in Section 9.1 above.

ARTICLE 10 – HOLIDAYS

- 10.1 The following holidays will be paid to all City employees in a regular-pay status the day before and the day after the holiday. Part-time employees in a regular-pay status the day before and the day after a holiday shall receive holiday pay prorated by the number of hours the employee is authorized to work.

New Year's Day:	1st day of January
Martin Luther King Jr's Birthday	3rd Monday in January
President's Day:	3rd Monday in February
Memorial Day:	Last Monday in May
Independence Day:	4th of July
Labor Day:	1st Monday in September
Veteran's Day:	11th day of November
Thanksgiving Day:	4th Thursday in November
Day following Thanksgiving Day	Day immediately following Thanksgiving

Christmas Day: 25th day of December
Floating Holiday(s): Two paid holidays per calendar year

10.2 FLOATING HOLIDAY(S)

Regular-status, full-time employees are provided two floating or personal holidays (16 hours) each calendar year provided they have been or are scheduled to be continuously employed by the City for at least ten (10) months during the calendar year.

Employees with less than ten complete months, but at least five months of City service, are entitled to one floating holiday (8 hours).

Regular-status, part-time employees shall receive floating holiday leave in proportion to the hours of work authorized for that position.

Floating holidays may not be carried forward from one year to the next.

Unused floating holidays are not compensable upon employee termination.

10.3 HOLIDAY PAY

All employees who work on a holiday will be paid two (2) times their regular rate of pay for the hours worked in addition to their regular holiday pay.

ARTICLE 11 - SICK LEAVE

11.1 In order to be granted sick leave with pay, an employee eligible for sick leave under this agreement must notify his/her supervisor preferably two (2) hours, but no less than one (1) hour, prior to the start of the scheduled shift unless circumstances beyond employee's control prohibits notification within that time. Employees may be required, at the discretion of the City, to provide documentation from a health care provider for absences over three days.

11.2 Employees shall be allowed to use sick leave in fifteen (15) minute increments.

11.3 Sick leave may be granted for:

- A. The employee's own illness, injury or health condition; to accommodate the need for medical diagnosis, care or treatment of a health condition; or preventive medical care.
- B. The employee's care for a family member with an illness, injury or health condition; care for a family member who needs medical diagnosis, care or treatment; care for a family member who needs preventive medical care.

- C. An absence due to closure of the City by order of public official for any health-related reason, or where employee's child's school or day care is closed for such a reason.
- D. Absences covered by the Domestic Violence/Sexual Assault/Stalking leave law.

Applicable sick leave shall be credited as leave under the Family and Medical Leave Act (FMLA) as determined by the City.

11.4 For purposes of this article, family member will be defined as: an employee's child (whether biological, adoptive, foster, step-child, or child for whom employee stands in loco parentis, is a legal guardian for, or is a de facto parent and regardless of age or dependency status); parent (whether biological, adoptive, de facto, step-parent, legal guardian or person who stood in loco parentis to employee when employee was a child); spouse or registered domestic partner; grandparent; grandchild; sibling; or member of the employee's household

11.5 SICK LEAVE ACCRUAL

All employees hired after 1/01/2002 shall accrue sick leave at the rate of eight (8) hours (or a prorated rate for part-time, regular-status employees) per month. Nonexempt employees shall accrue not less than one (1) hour of sick leave for every (40) hours actually worked. There is no limit to the amount of sick leave that can be accrued.

11.6 WASHINGTON STATE PAID FAMILY MEDICAL LEAVE

The City will comply with the Washington State Paid Family and Medical leave (PFML) program. Premiums are established by the State of Washington. Employees will pay the designated employee share of premiums via payroll deduction and the City will pay the designated employer share. Insurance coverage will be handled consistent with City policy and applicable federal FMLA requirements.

11.7 SICK LEAVE PAY-OFF

Employees hired after December 31, 1979, who are eligible for a service retirement under the state guidelines for the PERS system shall be eligible to receive compensation for fifty percent (50%) of accrued sick leave at their regular rate of pay up to \$10,000.00 in their final compensation.

ARTICLE 12 - BEREAVEMENT LEAVE

12.1 With the department director's/manager's and/or supervisor's approval, regular-status employees may be granted up to three (3) days leave, with pay, to assist with funeral arrangements and attend funeral services for immediate family members. When necessary for out-of-state travel, the leave period may be extended by two (2) additional days for a total of five (5) days.

- 12.2 Bereavement leave is not considered sick leave or vacation leave.
- 12.3 In the event the time required to attend a funeral exceeds the three (3) or five (5) day period, vacation leave may be taken.
- 12.4 Immediate Family means: a member of the employee's household or, regardless of residence, spouse, mother, father, step-parent, mother-in-law, father-in-law, grandparent, daughter, son, daughter-in-law, son-in-law, sister, brother, sister-in-law, brother-in-law, or grandchild.
- 12.5 Leave with pay may be granted to City employees required to attend funerals as a matter of protocol. Prior approval must be granted by the City Manager before leave may be taken. The request for leave must contain the employee's expected period of absence.

ARTICLE 13 - JURY DUTY/COURT APPEARANCES

- 13.1 Regular-status employees who are called for jury duty, who are required to attend court for any work-related reason, or who are subpoenaed as a witness for cases which are work related shall be granted a leave of absence with pay in accordance with City policy.
- 13.2 Employees who are required to appear in court for personal matters must request vacation or comp time. If vacation or comp time is not available or employee does not have sufficient hours, then leave without pay must be requested prior to the scheduled court appearance.
- 13.3 Employees are expected to return to work during lapses in court appearances.
- 13.4 When called for jury duty or a court appearance, the employee shall provide a copy of the summons or subpoena to his/her immediate supervisor and the Payroll Specialist.

ARTICLE 14 - HOURS OF WORK

- 14.1 The established workweek for overtime purposes is Monday 12:01 a.m. to Sunday 12:00 midnight unless otherwise defined for a flexible work schedule. The normally scheduled workweek is Monday through Friday at eight (8) hours per day exclusive of lunch periods. Other workweeks may be designated in the Library, Senior Center, or Recreation Center where it is necessary for business operations and customer service to vary work schedules.
- 14.2 All employees who work a schedule that is more than five hours are required to take an unpaid lunch break of one-half hour to one (1) hour per work shift as established by the department/division. The lunchbreak will be scheduled no earlier than two hours and no

later than five hours after the start of the employee's shift. Employees are entitled to a paid 15-minute break for every four hours of working time. Breaks may not be accrued.

14.3 Flex time is a work schedule which permits flexible starting and quitting times for employees other than the standard work day (with a required number of hours which must be worked). Final decisions for participation will be made by the City Manager with concurrence by the department director/manager and the employee and will be based upon whether or not the alternative work schedule interferes with business operations or service to the citizens as determined by the City Manager. Final decisions for Court employee participation will be made by the Judge, with input by the Court Administrator and the employee.

14.4 LIBRARY SHIFT SCHEDULE

When necessary for the operational needs of the Library, the City may assign employees to a different shift. Prior to changing a shift, the City will provide the employee with at least one-week (seven days) notice of the intended change. If the City provides less than one-week (seven days) notice, an attempt will be made to cover the shift on a voluntary basis and the employee will be paid at the overtime rate for the first three (3) hours of the shift.

14.4.1 Employees will provide a minimum of ten (10) days' notice to their supervisor when requesting time off, unless circumstances beyond the employees control prohibit notification within that time. It shall be the policy of the Library to grant vacation leave as requested insofar as this practice is compatible with continuation of Library service to the public and needs of the Library.

A response to a leave request will be provided to the employee preferably within seven (7) days of the request, but no more than fourteen (14) days.

14.4.2 Shift trades shall be consistent with FLSA and may be voluntarily undertaken between two (2) Library staff within the same classification upon management approval. The responsibility of repayment rests with the employees involved in the trade and shall result in no additional costs to the City.

14.4.3 In the event the Library is scheduled to be open seven (7) days per week, Sunday hours will be paid at a full eight (8) hour day with actual hours worked not to exceed five (5) hours. Any additional Sunday hours worked beyond five (5) hours will be eligible for the overtime rate. The City will implement a 5/2 work schedule with two consecutive days off if a Sunday schedule is implemented.

ARTICLE 15 - EMPLOYMENT PRACTICES

15.1 RECRUITMENT WITHIN THE BARGAINING UNIT

Bargaining unit job announcements shall be sent to all Union members at least five (5) working days prior to recruiting outside applicants. The City's good faith effort to send announcements will satisfy this requirement.

- 15.2 Any employee in the bargaining unit who meets the minimum qualifications and is in good standing in their current position shall have the opportunity to interview for the position applied for.
- 15.3 Unsuccessful applicants are encouraged to seek feedback regarding their application results.
- 15.4 Seniority shall be defined by the length of continuous City service in a regular status position listed in Appendix A. If two (2) or more employees have the same continuous City service date, ties shall be broken in the following order:
- Longest continuous time within his/her job classification; then
 - Longest continuous time within department; then
 - By lot

15.5 TRANSFERS

Transfers shall be defined as moving an employee from one position to another position of equal or lower pay within another department/division.

15.6 PROMOTIONS

It is the City's responsibility to assess the qualifications of applicants. Such assessment shall include, but is not limited to, education, experience, and seniority. In the event that all criteria are equal, seniority shall prevail.

15.7 REDUCTION IN FORCE

The Employer reserves the right to lay off employees for lack of work or funds, or the occurrence of conditions beyond the control of the Employer, or where such continuation of work would be wasteful and unproductive. In accordance with GR29, the Court maintains full control over the hiring of Court employees. As such, City employees in other departments are not eligible to exercise bumping rights to displace any Court employees regardless of seniority or job classification.

The following basic provisions shall apply:

- A. It shall be the responsibility of the City to determine job classifications in which layoffs are to occur.
- B. In the event of a layoff, affected employees will be given at least sixty (60) days' notice of layoff, when possible.
- C. In the event of a layoff, the order of the layoff shall be determined by job classification within the Department and according to the seniority list created by the City and adopted by the Union in January of each year. The last employee

hired shall be the first laid off and the last employee laid off shall be the first rehired. Furthermore, management reserves the right to lay off an employee outside the seniority list process if the employee has received a formal written disciplinary action in accordance with the discipline process outlined in article 25 within the last 12 months. In this situation, bumping rights would not apply. Management will inform the union of its intent; however, the selection will not be bargained nor grieved per this agreement.

- D. If an employee's position has been eliminated and that employee has seniority, the employee shall have the right to bump into an equal or lower position/classification previously held in the last 18 months by the employee within the bargaining unit. The 18 month look back begins on the date of notification. This time limit will not pertain to those classifications within a series. See Appendix B for listing of Classification Series. Employees choosing not to bump shall be considered laid off and afforded all benefits and rights accordingly. If an employee bumps another employee in a lower position, the employee's salary shall be frozen for a period of six (6) months. After six (6) months the employee shall assume the pay level of the highest step in the position which they assume, as long as it does not generate an increase in pay.
- E. An employee exercising his/her bumping rights must meet the minimum requirements established for that position, including education, licenses, and certifications. The employee shall have three months to meet the minimum standards as defined in the job classification.
- F. No bargaining unit employee may be laid off if there are AFSCME temporary employees working in the same work group (all employees under the lowest non-AFSCME supervisor/manager). Any employee subject to layoff shall have the right to bump into any temporary position working within the bargaining unit for which they meet the minimum qualifications of the job as defined by the job classification.
- G. The name of an employee who has been laid off shall be placed on a re-employment list and shall be recalled in the inverse order in which the employee was laid off.
- H. Employees who have been laid off and are not currently employed by the City will be first in consideration for vacant positions meeting minimum standards of the position, in the following priority order:
 - 1. Employees of the same job classification will be interviewed for the position first.
 - 2. Employees of a different job classification, but previously occupied the classification being refilled within the last five (5) years, will be interviewed for the position second (if necessary).
 - 3. The employee must provide the employer with any address change while waiting for recall.
 - 4. Notice of recall will be made in writing by certified mail to the employee's address of record.
 - 5. An employee who is sent notice of recall must respond within ten (10) working days of the receipt of the notice of certification for recall.
 - 6. An employee recalled must report for re-employment on the date established by the Department Director or be considered to have abandoned his/her recall rights

so long as said date is beyond ten (10) working days from the date of receipt of the recall notice.

7. An employee recalled to a job classification with a lower salary rate than his/her previous job classification may refuse such position and remain eligible for recall. In the event that an employee accepts such a position, his/her name will be removed from the re-employment list.
8. An employee on layoff accrues no additional sick leave or vacation time. When an employee is recalled from layoff and re-employed, he/she is considered to have his/her previous service credit for computation of future earned vacations and sick leave. Sick leave will be reinstated in an amount equal to that as of the date of his/her layoff.
9. Each person on a re-employment list shall retain eligibility for appointment for a period of one (1) year from the date his/her name was placed on the list.
10. Upon returning to his/her original job classification, an employee retains his/her accrued time for merit increase if rehired within one (1) year.

15.8 RECLASSIFICATIONS

An employee who considers their position to be improperly classified may submit a request for reclassification in writing to Human Resources stating the specific reasons and rationale for the request and sending a copy to the Union. The reclassification review process shall follow City Policy 2.6.1 Management and Classification of Positions. The City will review and respond to the request in writing to the employee and the Union. The City's decision is not grievable.

15.9 TEMPORARY EMPLOYEES

With prior notice to the Union, the City may hire temporary employees to perform bargaining unit work on a limited basis. Temporary employees will be allowed to perform bargaining unit work for a specific assignment or an identified short-term project not to exceed six (6) months or 1040 hours, whichever is longer. The use of temporary employees to perform bargaining unit work shall be limited to one term and non-consecutive. The parties agree that temporary employees will not supplant full-time or regular part-time bargaining unit positions.

ARTICLE 16 - PROBATIONARY/TRIAL SERVICE PERIOD

- 16.1 New employees shall serve a probationary period during their first six-(6) months of employment. During such time, a probationary employee shall be considered 'At Will' employees and serve at the discretion of the City. A probationary employee may not challenge an involuntary termination through the grievance procedure. Upon completion of their probationary period, they shall be known as regular-status employees.

16.1.1 The probationary/trial service period may be extended with the mutual agreement of both parties.

- 16.2 Employees who are promoted to a position covered by the Agreement shall serve a trial service period of six (6) months. If a promoted employee fails to pass the trial service period or chooses to revert back to their prior position within the first six (6) weeks, such employee shall be eligible to return to his/her previous classification and department if it has not been filled or eliminated by the City.

ARTICLE 17 – DRUG AND ALCOHOL TESTING

17.1 AT WORK INFLUENCE PROHIBITED

Reporting to work under the influence of alcohol, marijuana, and/or illegal drugs, or the use, sale, or possession by an employee of illegal drugs in the workplace or while working is strictly prohibited and may result in disciplinary action, including termination.

Each employee must advise the Employer if they are using prescription or over-the-counter drugs they know or reasonably should know may impair their ability to perform job functions and/or operate machinery such as automobiles. Under appropriate circumstances the Employer may request the employee provide written medical authorization to perform various essential job functions from a physician while using such drugs.

17.2 EMPLOYEE ASSISTANCE PROGRAM AVAILABLE

The City recognizes a need to provide an opportunity for employees to deal with alcohol related problems through employee assistance programs. Any employee who voluntarily seeks treatment for a personal alcohol problem or for a substance abuse disorder, not involving criminal conduct, may do so through employee assistance programs of the employee's own choosing in complete confidence and without jeopardizing the employee's employment with the City.

17.3 SUSPICION OF INFLUENCE

Where a supervisory employee of the City has a confirmed reasonable suspicion to believe an employee is under the influence of alcohol or controlled substances, or is using illegal drugs, the employee in question will be asked to submit to discovery testing including, breath tests, urinalysis and/or a blood screen to identify any involvement with alcohol or controlled substances.

An employee who refuses to submit to discovery testing for alcohol and/or controlled substances shall be conclusively presumed to be under the influence for the purpose of administering this Article.

For the purpose of administering this Article the following definition of reasonable suspicion is provided:

(1) Management personnel conclude through objective observation, investigation and evaluation that an employee is under the influence or impaired by the use of alcohol, drugs and/or controlled substances:

(2) Where an employee is involved in an accident due to the action, inaction or inattention of the employee;

(3) Where the City receives reliable information based upon personal knowledge of an individual, including but not limited to other employees of the City, the medical community, or law enforcement personnel, of involvement by the employee with alcohol and/or controlled substances.

Under the influence - The following cutoff levels shall be used for the initial screening of specimens to determine whether they are negative for these drugs or classes of drugs:

(ng/ml)	Test Level
Amphetamines	1000
Barbiturates	300
Benzodiazepines	300
Cannabinoids	100
Cocaine metabolites	300
Methadone	300
Methaqualone	300
Opiates (Codeine)	300
Opiates (Morphine)	300
Phencyclidine (PCP)	25
Propoxyphene	300
Level of the positive result for ethyl alcohol	0.04 gm/dl

Illegal Drugs - are defined as all forms of narcotics, depressants, stimulants, and hallucinogens which sale, purchase, transfer, or unauthorized use or possession is prohibited by law.

Over-the-Counter Drugs - are those which are generally available without a prescription and are limited to those drugs which are capable of impairing the judgment of an employee to safely perform the employee's duties.

Prescription Drugs - are defined as those drugs which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

17.4 TESTING PROCEDURE

If an employee is required to submit to a drug test, the following procedure shall be followed:

The employee shall be given an opportunity to confer with a Union representative if one is readily available and the employee has requested said conference.

The employee shall be given an opportunity to explain the reasons for the employee's condition, such as reaction to a prescribed drug, fatigue, exposure to toxic substances, or any other reasons known to employee to the testing administrator. The Employer and a Union representative may be present during this discussion.

The Employer may request urine and/or blood samples.

Urine and blood samples shall be collected at a local laboratory, hospital or medical facility. The Employer shall transport the employee to the collection site. The Employer and/or Union representative may be allowed to accompany the employee to the collection site and observe the bottling and sealing of the specimen. The employee shall not be observed by the Employer when the urine specimen is given, however, the collection may be observed by medical personnel.

All specimen containers and vials and bags used to transport the specimen shall be sealed to safeguard their integrity, in the presence of the Employer, employee and the Union representative (if available) and proper chain-of-custody procedures shall be followed.

The drug tests of the specimen shall be conducted by the same laboratory utilized in the DOT program.

If a specimen tests positive in an immunoassay screen test, the results must be confirmed by a gas chromatography/mass spectrometry (GC/MS) tests. The specimen must show positive results on the GC/MS (gas chromatography/mass spectrometry) confirmatory test to be considered positive.

At the employee's request, a sample of the specimen may be requisitioned and sent to a laboratory chosen by the employee for testing within 24 hours of the test results. The cost of this test will be paid by the employee. Failure to exercise this option may not be considered as evidence in arbitration or other proceeding concerning the drug test or its consequences. The results of this second test shall be provided to the City.

Any attempt to alter or otherwise tamper with the specimen and/or the test shall result in immediate termination.

17.5 RESULTS REPORTING

The employee and the Union shall be informed of the results of all tests and provided with all documentation regarding the tests as soon as the test results are available.

If the results of the drug test are positive and support a conclusion that the employee used an illegal drug or reported to work while under the influence of alcohol and/or controlled

substances, the employee may be subject to discipline including termination. When applicable, additional testing may be required under the City's DOT policy.

ARTICLE 18 - OVERTIME AND STANDBY PAY

- 18.1 Employees who meet the definition of overtime-exempt under Federal and State law are exempt from overtime.
- 18.2 Non-exempt employees who work more than 40 compensable hours in a work week (including regular, vacation or compensatory time) will be paid overtime or granted compensatory time off accrual (if elected by the employee) at the rate of one and one-half hour for every hour worked. Overtime will be paid at the rate of 1.5 times the compensated hours in excess of 40 hours per week. Overtime will be computed to the nearest one-quarter hour.

Work performed beyond 40 hours a week must have prior approval from the department director or manager. All compensatory time shall be scheduled in advance and mutually agreed upon by the supervisor and the employee.

Employees may accrue up to 120 hours of compensatory time with a rolling cap. Employees may carry-over up to forty (40) hours of compensatory time to the following year and will be paid for all other compensatory time at their regular rate of pay on the pay check for the final pay period of the year. Employees working overtime for grant-funded or other third-party reimbursable/billable hours shall be paid overtime only, unless the Department Head agrees in writing to allow compensatory time in advance of the time earned.

The process for requesting and using compensatory time is the same as requesting vacation time. All compensatory time shall be scheduled in advance with prior approval from the supervisor. A leave request/report form is completed and turned into a supervisor for review and approval. Denial of a request to use compensatory time shall be at the sole discretion of the supervisor and therefore can not be grieved as any violation of compensatory rules.

- 18.3 Time and one half shall be paid for all work performed on the employee's first scheduled day off. Double time shall be paid for all work performed by the employee on their second scheduled day off. In the event of a declared emergency, see Article 6.
- 18.4 **CALL-BACK**

Employees called back to work after completing a normal work day at a time other than during their normal work hours will receive a minimum of three (3) hours pay at the overtime rate of 1.5 times regular pay. Any time worked in excess of the three (3) hours will be paid in accordance with this article. An employee required to work up to two (2) hours immediately before or after their normal work hours will not receive the callback

minimum. Remote work required by the Employer, such as a phone call or email, will be paid in increments of 15 minutes at the overtime rate. Scheduled work outside of a normal work day that is planned and scheduled with a minimum of at least eight (8) hours advance notice from the start time of the scheduled work is not a call-back.

18.5 CALL-IN

Employees called to work while they are on paid leave (i.e., vacation) will be allowed to select either overtime or regular time for those hours worked during the time they would normally be at work. This selection must be made with the approval and consent of their supervisor. If overtime is selected, the leave bank will be adjusted. If regular time is selected, the paid leave will be rescheduled for a later time. If the employee is required to work subsequent days, these days will be considered regular work time and any leave will be rescheduled.

18.6 STANDBY

The purpose of standby duty is to be available during off-duty hours. The City, at its option, may invoke standby duty to ensure that qualified personnel are available to respond to emergencies, which may affect public health, safety, and/or welfare.

An employee who is put on standby duty shall be approved as to their qualifications by the department director or his/her designee.

Employees who volunteer for standby duty shall be placed on a weekend/holiday standby schedule, which shall be developed on an annual basis. If there are not sufficient qualified volunteers, the City shall assign qualified employees for standby duty.

Employees shall be compensated for weekend/holiday standby duty. Standby duty shall commence on 5:01 p.m. on the last work day of the work week and shall continue through until the next regularly-scheduled work day. Employees who are assigned such standby duty shall receive additional compensation at the rate of \$2.00 per hour for each hour on standby duty. When an employee is called back to work from a standby status, the employee will be paid according to Section 18.3. There will be no pyramiding of pay due to this article.

ARTICLE 19 - PAY PERIODS/PAYCHECKS

- 19.1 Employees shall be paid twice each month, on the 5th and the 20th. Provided, however, that wages for work performed from December 16th through December 31st for each calendar year shall be paid in accordance with City policy. An employee who leaves City employment for any reason shall be paid all monies due on or before the next regularly scheduled pay date.

- 19.2 Issuance of an early paycheck may be authorized by a department director/manager or his/her designee if an employee is leaving on vacation or to attend school or training for the City. The approved request must be submitted to Payroll two days prior to picking up the paycheck unless an exception is made due to a family emergency.

This check will be available the last working day the employee works prior to leaving. On the date the early check is picked up, the employee must turn in a signed and approved timesheet. The check will be issued, less \$20 of the normal net amount.

ARTICLE 20 - EDUCATION, TRAINING, TUITION REIMBURSEMENT

20.1 EDUCATION AND TRAINING

Employees who attend work-related, educational seminars, conferences, training, as approved by their department director/manager, will receive their regular compensation and in accordance with the Fair Labor Standards Act.

Those employees who incur travel expenses will be reimbursed in accordance with the City Policy addressing Travel Expenses. Overnight travel must be approved by the Department head and/or City Manager.

20.2 TUITION REIMBURSEMENT

Regular-status employees may participate in the City of Puyallup Tuition Reimbursement Program by taking courses or training at accredited colleges or universities. The City's ability to offer tuition reimbursement is subject to the limitations of the City budget, and employees may also be limited to an annual maximum.

Reimbursement shall be only for the actual tuition (cost of the course). Reimbursement will not be provided for books, lab fees, travel expenses, comprehensive student fees, library, parking, student identification card fees, material costs, or any other auxiliary, associated expenses.

An employee must apply for and receive approval from the department director/manager, and the Tuition Reimbursement Committee prior to enrollment in the course(s). Reimbursement shall be paid to a maximum that is charged for a typical course at a state university within the surrounding area.

An employee must complete each course with a grade of "C" or better or a "PASS" in a pass/fail grading system. Upon completing the course, the employee shall submit: 1) a receipt for tuition, and 2) a copy of the grade report showing a 'C' or better or a 'PASS' grade to the Human Resources Department.

Courses are to be taken after working hours. In those cases where courses are not offered during off hours, the department director/manager may arrange a flexible work schedule

for the employee provided the schedule will not interfere with the overall operation and functioning of the department.

In the event where limited funds prevent the City from reimbursing all eligible employees, the following criteria will be followed in determining which applicants shall receive reimbursement (except where specified, order does not indicate priority):

- A. The order in which applications are received by the Human Resources Department, with the earliest received having first priority.
- B. The City's need for the particular knowledge, skill or training for which the applicant is aspiring.
- C. The proposed course will also be evaluated; first, according to how closely it relates to the employee's current position. Second, how closely the course relates to the employee's next higher position within the City.

ARTICLE 21 – INSURANCE

21.1 MEDICAL AND OTHER INSURANCE

Regular-status employees who work 30 hours or more per week and regular-status part-time employees working between 20 and 29 hours per week are eligible to receive the benefits outlined below. For regular-status part-time employees, benefits will be prorated as a percentage of the FTE position (e.g., if the position is 0.50 FTE, the employee will receive health insurance benefits prorated at a 50% premium cost sharing.) The City will provide medical insurance for employees and their dependents in the following manner:

- A. Medical insurance will continue to be provided via the City of Puyallup Healthcare Plan 1, including changes resulting from the Affordable Care Act;
- B. Employee groups currently on Plan 1 will continue to have individual and family deductibles at \$100/\$300 respectively and out-of-pocket maximums for individual and family at \$375/\$1,125 respectively for preferred and \$1,000/\$3,000 respectively for participating/out-of-network;
- C. Employee groups currently on Plan 1 will also have a \$15 co-pay for all visits billed as an office visit;
- D. Co-pay's for prescriptions are \$7 for generic, \$20 for preferred brand, and \$35 for single source brand drugs with no generic or therapeutic category alternative.

Dental and orthodontia insurance will remain unchanged and continue to be provided via City of Puyallup Plan 00010.

Vision insurance will remain unchanged and continue to be provided via City of Puyallup Plan 12267181.

If the medical benefit plans listed in Section 21.1 are scheduled to be modified, the parties will negotiate those scheduled modifications.

21.1.1 WELLNESS PROGRAM

During the term of this Agreement, the Union will participate in the City's Wellness Program that contemplates:

In order to comply with the requirements of the City's Wellness Program, an employee must: (a) submit to a preventive care examination (i.e., annual physical) with biometric screening through his/her healthcare provider, (b) complete an online health assessment, (c) certify that he/she is tobacco free, and (d) certify that he/she has regularly participated in physical activity as defined by the City by December 31 of the prior year. All bargaining unit employees not complying with the requirements of the City's Wellness Program by December 31 and newly hired employees during their first calendar year of employment will, on a monthly basis, contribute premium sharing for medical/pharmacy coverage as follows:

Coverage Level	Monthly Premium Share
Employee Only	10% of the premium for employee only Coverage
Employee & Spouse or Domestic Partner	10% of the premium for Employee & Spouse/DP Coverage
Employee & Child	10% of the premium for Employee & Child Coverage
Family	10% of the premium for Family Coverage

21.1.1.1 Should the City decide to terminate the City's Wellness Program during the term of this Agreement, the parties will meet and bargain the impacts.

21.2 As the Employer establishes healthcare budget rates during the term of this Agreement, if at any time healthcare premium costs meet or exceed 110% of existing rates, both parties agree to re-open Article 21, Section 21.1.

21.3 TERM LIFE INSURANCE

The City will pay the premium for a term policy of life insurance in the amount of \$50,000 for the employee as per plan. The life insurance policy premium for dependent coverage in the amount of \$1,000 shall be paid by the employee.

21.4 LONG-TERM DISABILITY INSURANCE

The City will pay the premium for long-term disability insurance for the employee

21.5 EMPLOYEE ASSISTANCE PROGRAM

The City will pay the premium for an employee assistance plan (EAP) for all regular status employees and eligible dependents.

21.6 The City is willing to provide information on short-term disability insurance to Union members. This may be done through the Ad Hoc Labor/Management Committee. Any premiums for short-term disability insurance would be paid by the employee, not the City. If there is an agreement by the parties to provide short-term disability insurance, any premiums would be paid by the employee.

21.7 HEALTHCARE AND WELLNESS COMMITTEE:

1. The parties agree to participate in the City's Healthcare and Wellness committee. Members from each labor group will sit on this committee along with non-represented employees (to include management). The purposes of the committee shall include:
 - A. Exploring ways to control health care expense;
 - B. Increasing employee education about insurance benefits;
 - C. Seeking employee input into insurance benefits carriers and plan design.
2. The committee cannot negotiate for and/or bind the City or the Union to any decisions or course of action.

ARTICLE 22 - UNIFORMS AND EQUIPMENT

22.1 Employees who are required to wear a City designated uniform shall be provided such uniforms and equipment as designated by the City. Such uniforms and equipment shall remain the property of the City and worn per departmental policies.

22.2 Issued uniforms and equipment damaged as a result of unforeseen circumstances in the line of duty shall be repaired or replaced by the City as required.

22.3 The City will provide, by contract or professional services agreement, uniform cleaning and repair services at the City's expense. The services shall be provided by a local cleaner of the City's choice, but individual employees will be responsible for all pick-ups and deliveries.

22.4 The City will provide all Personal Protective Equipment (PPE) required by the City.

- 22.5 The City will provide a boot reimbursement of up to \$200 every other year to qualified City employees. The reimbursement may be applied towards the purchase of up to two pairs of work boots. The boots shall be worn for City work. The City determines which positions are qualified to receive the reimbursement.

ARTICLE 23 - GRIEVANCE PROCEDURE

- 23.1 Grievance is hereby defined as the question or challenge raised by an employee, the City, or the Union as to the correct interpretation or application of specific provisions of this Agreement. It is the purpose of this clause to provide the City, the employees, and the Union with an orderly and effective means of achieving consideration of any grievance which may arise during the life of this Agreement.

It is the desire of the parties to address grievances informally whenever possible. No later than fourteen (14) calendar days from the date of the alleged occurrence, the employee and/or their designee may discuss the grievance with his/her immediate supervisor (not in the bargaining unit). The supervisor has fourteen (14) calendar days to investigate and respond to the employee. If a resolution is not reached informally, the following steps are agreed upon as the appropriate order of resolution:

23.2 GRIEVANCE PROCEDURES

23.2.1 Step 1 - Written

If a grievance is not processed informally, the grievance will be put in writing and will be presented within fourteen (14) calendar days from the alleged occurrence to the immediate supervisor (not in the bargaining unit). The written grievance will include a statement of the issue, a chronological listing of the pertinent events that took place, the section of the agreement violated and the remedy sought. The immediate supervisor will evaluate the grievance and forward a written decision to the employee within fourteen (14) calendar days.

23.2.2 Step 2 - Department Head

If the employee/Union is not satisfied with the response at Step 1, the employee/Union may present the grievance, within fourteen (14) calendar days, to the department head or his/her designee. The department head or his/her designee will evaluate the grievance and forward a written decision to the employee within fourteen (14) calendar days. All grievances relating to Municipal Court staff shall be initiated at Step 2 and submitted in writing to the Court Administrator.

23.2.3 Step 3 - City Manager

If the Union is not satisfied with the response at Step 2, the employee/Union may present the grievance, within fourteen (14) calendar days, to the City Manager or his/her designee; or for Court staff, the Presiding Judge. The City Manager or his/her designee will evaluate the grievance and forward a written decision to the employee within fourteen (14) calendar days.

The City may initiate a grievance at this step within fourteen (14) calendar days of the alleged occurrence. The Union shall evaluate and respond in writing to the grievance within fourteen (14) calendar days.

23.2.4 Step 4 – Arbitration

If the grievance is not resolved at Step 3, the matter may, within fourteen (14) calendar days after the City Manager or Judge's decision has been rendered, be referred by the Union or the City to the arbitration process. If the matter is not referred to arbitration within this period, it shall be considered resolved at Step 3. An Arbitrator will be selected from a list of seven (7) arbitrators who reside in the Pacific Northwest. Such list to be provided from the American Arbitration Association. The parties will flip a coin to determine the order of striking arbitrators and then strike names until an arbitrator is selected.

The arbitrator's decision shall be final and binding; the arbitrator shall be empowered to render a decision based on the interpretation of the contract only and shall not add or delete from the provisions of this Agreement; and the arbitrator shall render a decision within thirty (30) days of the hearing, unless otherwise agreed upon. Any expenses incidental to arbitration shall be borne equally by the Union and by the City. Expenses incidental to arbitration do not include attorneys' fees nor expert witness fees; each party remains responsible for the cost of preparation and presentation of its own case, including attorneys' fees, regardless of the outcome.

23.2.5 The time limits specifying action may be extended by mutual written consent of the parties.

23.2.6 Any grievance shall be considered resolved at the completion of any step if all the parties are satisfied or if neither party presents the grievance to the next step within the prescribed period of time.

23.2.7 Complaints of unlawful discrimination will not be processed as grievances; such complaints may be pursued by an employee to the appropriate government agency.

ARTICLE 24 - PAST PRACTICES

- 24.1 Mandatory subjects of bargaining which are known by the parties to this agreement and in effect shall remain unchanged unless changed by mutual agreement in accordance with RCW 41.56. The City will provide at least fourteen (14) calendar days' notice to the Union of all changes to mandatory subjects of bargaining prior to implementation of changes.

ARTICLE 25 – DISCIPLINE AND DISCHARGE

- 25.1 Employees shall only be disciplined or discharged for just cause, and shall have the right to have a Union representative present during disciplinary procedures. Discipline shall include the following steps, which will occur in the order listed below, unless the actions of the employee warrant more severe measures:
- Oral reprimand
 - Written reprimand
 - Suspension
 - Termination

ARTICLE 26 - SAVINGS CLAUSE

- 26.1 If any provision of this Agreement or the application of such provision should be rendered or declared invalid by any court of competent jurisdiction or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect. The parties to this Agreement shall meet within a reasonable time to negotiate a substitute provision if necessary.

ARTICLE 27 - ENTIRE AGREEMENT

- 27.1 The Agreement expressed herein in writing constitutes the entire Agreement between the parties and no oral statement shall add to or supersede any of its provisions.
- 27.2 The parties acknowledge that each has had the unlimited right and opportunity to make demands and proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right and opportunity are set forth in this Agreement. This Agreement may only be amended during its term by the parties' mutual agreement in writing.

ARTICLE 28 – SALARIES

28.1 Effective January 1, 2020, employees' wages shall be per Appendix A, which reflects an increase of 100% of the CPI-U, Seattle, Tacoma Bellevue, first half index (i.e., 2.5%), plus a market increase of two and one-half percent (2.5%), for a total increase of five percent (5%). The Police Records Clerk Supervisor and Probation Officer positions shall receive an additional two and one-half percent (2.5%) increase for a total increase of seven and one-half percent (7.5%).

28.2 Effective January 1, 2021, wages will be increased by 100% of the CPI-U, Seattle, Tacoma, Bellevue, first half index with a 1% minimum and 5% maximum.

28.3 Effective January 1, 2022, wages will be increased by 100% of the CPI-U, Seattle, Tacoma, Bellevue, first half index with a 1% minimum and 5% maximum.

28.4 SALARY RANGE PROGRESSION

Employees are generally advanced to the next salary step increment after one year of employment in that position. Employees generally advance to the next step increment successively after one year of employment at the preceding step until reaching the maximum of the range for that job classification. A Personnel Action Form (PAF) must be completed for each increment in the salary range.

28.5 LONGEVITY PAY

All employees with ten (10) or more years of service shall receive an additional \$65.00 per month as longevity pay; employees with fifteen (15) or more years of service shall receive \$90.00 per month as longevity pay; and employees with twenty (20) or more years of service shall receive \$120.00 per month as longevity pay.

28.6 ACTING PAY

Employees assigned by their manager to perform the work of a higher classification for a full work day of eight (8) consecutive hours or longer shall be compensated at the rate of the higher classification. The step assigned shall be at least five percent (5%) higher than their regular rate of pay, not to exceed the maximum of the range.

28.7 SHIFT DIFFERENTIAL PAY

A premium of five (5%) above the employee's base hourly wage shall be paid to an employee for hours worked between 9 p.m. and 5 a.m.

ARTICLE 29 - DURATION

29.1 This Agreement shall be in effect from January 1, 2020, until December 31, 2022.

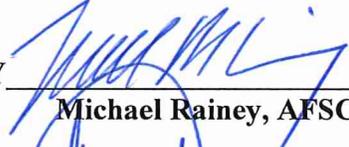
Executed this 25th day of February, 2020.

CITY OF PUYALLUP

BY  _____
Julie Door, Mayor

BY  _____
Steve Kirkelie, Interim City Manager

**LOCAL 1516
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES,
AFL-CIO**

BY  _____
Michael Rainey, AFSCME Representative

BY  _____
Jason Little, Local 1516 President

Approved as to Form:

By:  _____
Joseph Beck, City Attorney

AFSCME 2020 Salary Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Library Aide						2,359.00	2,453.26
Library Assistant Office Assistant I	3,082.96	3,236.98	3,391.02	3,545.10	3,699.20	3,853.30	4,007.28
Office Assistant II Probation Assistant	3,658.04	3,840.44	4,022.82	4,205.24	4,387.64	4,570.08	4,752.36
Court Clerk Library Technician I	3,896.68	4,091.52	4,286.22	4,480.96	4,675.74	4,870.38	5,065.08
Support Specialist	4,119.86	4,325.48	4,531.24	4,738.42	4,944.10	5,149.80	5,355.46
Finance Technician Senior Services Assistant	4,425.08	4,646.36	4,867.60	5,088.80	5,310.06	5,531.32	5,752.58
Library Technician II Lead Court Clerk	4,364.80	4,583.00	4,801.20	5,019.38	5,237.64	5,455.80	5,674.04
Probation Officer ***	4,726.72	4,963.00	5,199.28	5,435.58	5,671.96	5,908.20	6,144.52
Librarian I	5,108.96	5,364.42	5,619.88	5,875.30	6,130.68	6,386.16	6,641.30
Librarian II	5,619.16	5,900.14	6,181.16	6,462.08	6,743.08	7,024.02	7,304.96
Engineering Technician II	4,673.70	4,907.16	5,140.62	5,374.06	5,607.50	5,841.00	6,074.32
Purchasing Agent	4,746.92	4,984.36	5,221.70	5,459.12	5,696.52	5,933.88	6,171.28
Information Systems Technician	5,215.04	5,475.60	5,736.16	5,996.78	6,257.32	6,517.88	6,778.42
Building Inspector I	5,012.08	5,262.88	5,513.70	5,764.50	6,015.36	6,266.20	6,516.88
Building Inspector II Plans Examiner	5,479.68	5,753.40	6,027.06	6,300.76	6,574.46	6,848.18	7,121.70
Senior Building Inspector Senior Plans Examiner	5,851.34	6,143.60	6,435.84	6,728.12	7,020.32	7,312.62	7,604.86
Assistant Building Official	6,297.26	6,578.76	6,872.86	7,180.06	7,501.00	7,836.34	8,186.64
Electronic Technician	5,801.52	6,095.88	6,385.94	6,675.86	6,965.84	7,255.78	7,545.76
Development Engineering Tech Engineering Contract Specialist Engineering Project Inspector Engineering Technician III	5,375.96	5,644.50	5,912.98	6,181.43	6,449.92	6,718.52	6,986.86

Environmental Engineering Technician							
Traffic Engineering Technician							
Transportation Project Coordinator							
Engineering Construction Project Manager Engineering Technician IV	5,730.66	6,017.14	6,303.58	6,590.08	6,876.52	7,163.06	7,449.44
Records Specialist Investigations Support Clerk	4,034.08	4,290.14	4,562.62	4,852.38	5,160.38		
Evidence/Identification Technician	4,524.42	4,811.68	5,117.22	5,442.22	5,787.80		
Records Clerk Supervisor ***	4,283.80	4,647.88	5,042.88	5,471.44	5,936.58		

APPENDIX B

Classification Series

The following classifications are considered to be grouped by series as referenced in Article 15 Reduction in Force, section D:

Series	Classification
I	Building Inspector I, Building Inspector II, Senior Building Inspector
II	Court Clerk, Lead Court Clerk
III	Librarian I, Librarian II
IV	Library Aide, Library Assistant, Library Technician I, Library Technician II
V	Office Assistant I, Office Assistant II
VI	Plans Examiner, Senior Plans Examiner
VII	Probation Assistant, Probation Officer
IX	Records Specialist, Records Clerk Supervisor
X	Engineering Technician III (Development Engineering Technician, Engineering Project Inspector, Engineering Contract Specialist, Environmental Engineering Technician, Traffic Engineering Technician, Transportation Project Coordinator), Engineering Technician IV (Engineering Construction Project Manager)