

AGREEMENT

By and Between

The CITY OF SEATTLE

And

The INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS

LOCAL UNION No. 77

INFORMATION TECHNOLOGY PROFESSIONALS' UNIT

Effective through December 31, 202~~2~~5

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PREAMBLE

This Agreement is made and entered into by and between the City of Seattle (hereinafter called the City) and the International Brotherhood of Electrical Workers Local Union No. 77, (hereinafter called the Union) for the purpose of setting forth the mutual understanding of the parties as to wages, hours and other conditions of employment of those employees for whom the Union has been recognized as the exclusive collective bargaining representative.

For employees covered by this Agreement who work at Seattle Municipal Court, aspects of their employment at Seattle Municipal Court that are related to wages and wage-related benefits are within the legal authority of the Executive. Aspects of employment at Seattle Municipal Court that are not related to wages and wage-related benefits are within the legal authority of Seattle Municipal Court.

ARTICLE 1 – NONDISCRIMINATION

- 1.1 The City and the Union will not discriminate against, or favor, any employee by reason of race, color, sex, marital status, sexual orientation, gender identity, genetic information, political ideology, age, creed, religion, ancestry, national origin, honorably discharged veteran or military status, Union activities, or the presence of any sensory, mental or physical handicap, unless based on a bona fide occupational qualification reasonably necessary to the normal operations of the City.
- 1.2 Whenever words denoting gender are used in this Agreement, they are intended to apply equally to either gender.

ARTICLE 2 – BARGAINING UNIT RECOGNITION

- 2.1 The City hereby recognizes the Union as the exclusive collective bargaining representative of all full-time, regular part-time and temporary **Information Technology Professional A (SCL/Muni Court only)**, **Information Technology Professional B**, **Information Technology Professional C**, **Telecom Installer**, and **Sr Telecom Installer** positions employed by the City of the Seattle in the following Departments: Seattle City Light, Seattle Information Technology Department, Finance & Administrative Services, Seattle Fire Department, Human Services Department, Seattle Municipal Court, Department of Neighborhoods, Seattle Department of Construction and Inspections, Seattle Police Department, Seattle Department of Transportation, Seattle Public Utilities, and City Attorney's Office excluding supervisors, confidential employees, and all other employees.

ARTICLE 3 – UNION DUES AND PAYROLL DEDUCTION

- 3.1 The City agrees to deduct from the paycheck of each employee, who has so authorized it, the regular initiation fee, regular monthly dues, assessments and other fees as certified by the Union. The amounts deducted shall be transmitted monthly to the Union on behalf of the employees involved.
- 3.2 The performance of this function is recognized as a service to the Union by the City and the City shall honor the terms and conditions of each worker’s Union payroll deduction authorization(s) for the purposes of dues deduction only.
- 3.3 The Union agrees to indemnify and hold the City harmless from all claims, demands, suits or other forms of liability that arise against the City for deducting dues from Union members pursuant to this Article, including those that have communicated a desire to revoke a previous deduction authorization, along with all other issues related to the deduction of dues or fees.
- 3.4 The City will provide the Union access to all newly hired employees and/or persons entering the bargaining unit within thirty (30) days of such hire or entry into the bargaining unit.
- 3.5 The Union and a shop steward/member leader will have at least thirty (30) minutes with such individuals during the employee’s normal working hours and at their usual worksite or mutually agreed upon location.
- 3.6 The City will require all new employees to attend a New Employee Orientation (NEO) within thirty (30) days of hire. The NEO will include an at-minimum thirty (30) minute presentation by a Union representative to all employees covered by a collective bargaining agreement. **The City shall provide the Union every month a list of all new and reclassified employees covered by this agreement.**
- 3.7 At least five (5) business days before the date of the NEO, the City shall provide the Union with a list of names of the bargaining unit members attending the Orientation.
- 3.8 New Employee and Change in Employee Status Notification -∴ The City shall supply the Union with the following information on a monthly basis for new employees:
 - a) Name
 - b) Home address
 - c) ~~—~~Personal phone
 - d) Personal email (if a member offers)
 - e) Job classification and title
 - f) ~~–~~ Department and division

- g) —Work location
- h) -Date of hire
- i) —Hourly or salary (FLSA) status
- j) —Compensation rate

- 3.9 Any employee may revoke their authorization for payroll deduction of payments to their Union by written notice to the Union in accordance with the terms and conditions of the Union dues authorization rules.
- 3.10 The Union shall transmit to the City, in writing, by the cutoff date for each payroll period, the name(s) of the Employee(s), as well as Employee ID Number, who have, since the previous payroll cutoff date, provided the Union with a written authorization for payroll deductions, or have changed their prior written authorization for payroll deductions.
- 3.11 Every effort will be made by the City to end the deductions effective on the first payroll, and not later than the second payroll, after receipt by the City of confirmation from the Union that the terms of the employee's authorization regarding dues deduction revocation have been met.
- 3.12 The City will refer all employee inquiries or communications regarding union dues to the Union. The City may answer any employee inquiry about process or timing of payroll deductions.
- 3.13 Issues arising over the interpretation, application, or enforceability of the provisions of this Article shall be addressed during the parties Labor Management Committee meeting and shall not be subject to the grievance procedure set forth in t this collective bargaining agreement.

ARTICLE 4 – MANAGEMENT RIGHTS

- 4.1 The right to hire, determine qualifications, promote, discharge for just cause, improve efficiency, determine work schedules and location of Department headquarters are examples of management prerogatives. The City retains its right to manage and operate its departments except as may be limited by the express provisions of this Agreement.
- 4.2 Delivery of municipal services in the most efficient, effective and courteous manner is of paramount importance to the City and, as such, maximized productivity is recognized to be an obligation of employees covered by this Agreement. In order to achieve this goal, the parties hereby recognize the City’s right to determine the methods, processes and means of providing municipal services, to increase or diminish the size of the workforce, to increase, diminish or change municipal equipment, including the introduction of any and all new, improved or automated methods, technology or equipment, the assignment of employees to specific jobs within the bargaining unit, the right to temporarily assign employees to specific jobs or positions outside the bargaining unit, and the right to determine appropriate work out-of-class assignments.
- 4.3 The City will make every effort to utilize its employees to perform all work, but the City reserves the right to contract out for work under the following guidelines: (1) required expertise is not available within the City work force, or ~~(2) the contract will result in cost savings to the City,~~ or (3) the occurrence of peak loads above the work force capacity.
- ~~a)~~ Determination as to (1) ~~or~~-(2) ~~or~~-(3)-above shall be made by the appointing authority or designee involved, and their determination shall be final, binding and not subject to the grievance procedure; provided, however, the Union shall be provided notice at least fifteen (15) calendar days prior to execution of any contract expected to exceed the competitive solicitation threshold as set by SMC 20.50.030 (consultant contracts) and 20.60.101 (purchased services), except in exigent circumstances.
- ~~a)~~
- ~~b)~~ The appointing authority or designee shall make available to the Union upon request (1) a description of the services to be so performed, and (2) the factual basis supporting the reasons for such action.
- ~~b)~~
- c) The Union may grieve contracting out of work as described in this Article if such contract involves work normally performed by the employees covered by this Agreement.
- 4.4 The Union recognizes the City’s right to establish and/or revise performance evaluation systems. Such systems may be used to determine acceptable performance levels, prepare work schedules and measure the performance of employees. In establishing new and/or revising existing performance evaluation systems, the City shall meet prior to implementation with the Labor Management Committee to jointly discuss such performance standards. The City agrees that performance standards shall be reasonable.

4.5 ~~_____~~The City and the Union agree that the above statement of management rights is for illustrative purposes only and is not to be construed as restrictive or interpreted so as to exclude those prerogatives not mentioned which are inherent to management.

ARTICLE 5 – TEMPORARY EMPLOYMENT

5.1 Temporary Employment:- The City employs temporary workers to supplement the regular workforce on an interim, less than half-time, short-term or term-limited basis. A temporary worker is not covered by the classified (civil) service, is not guaranteed a minimum number of hours of work and is not limited in the number of hours they may work.

5.2 A temporary assignment is defined as one of the following types:

a) “Interim assignment of up to one (1) year to a vacant regular position (Position Vacancy)” to perform work associated with a regularly budgeted position that is temporarily vacant and has no incumbent.

⇒

b) “Interim assignment for short-term replacement of a regularly appointed employee (Incumbent Absence)” of up to one (1) year to perform work associated with a regularly budgeted position when the incumbent is temporarily absent.

⇒

c) “Less than half-time assignment” for seasonal, on-call, intermittent or regularly scheduled work that may be ongoing or recur from year to year but does not exceed one thousand forty (1,040) hours per year except as provided by Personnel Rule 11.

⇒

d) “Short-term assignment” of up to one (1) year to perform work in response to emergency or unplanned needs such as peak workload, special project, or other short-term work that does not recur and does not continue from year to year.

⇒

e) “Term-limited assignment” to perform time-limited work of more than one (1) but not more than three (3) years for:

—i) Special time-limited project work that is clearly outside the routine work performed in —the department and that requires skills and qualifications that are not typically used by —the department; or

—ii) Replacement of a regularly appointed employee who is assigned to special time-limited —project work.

—iii) Replacement of a regularly appointed employee whose absence of longer than one (1) —year is due to disability time loss, military leave of absence, or authorized leave of —absence for medical reasons.

5.3 Temporary employees shall be exempt from all provisions of this Agreement except:

5.4

- a) This Section, 5.3;
- b) Article 1 – Nondiscrimination
- c) Article 3 – Union Membership and Dues
- d) Article 7 – Grievance Procedure
- e) **Article 15.2 – Bereavement (Only employees in less than halftime assignments defined in rule 5.2(c) shall be exempt)**
- f) Section 18.1 – Hours of Work
- g) Section 18.2 – Alternative Work Schedules
- h) Section 18.3 – Overtime
- i) Section 18.10 - Shift Differential (effective 1/1/2020)
- j) Section 18.9 - Overtime Meal Compensation (effective 1/1/2020)
- k) Article 19 – Wages
- l) For those temporary employees who are receiving benefits rather than premium pay:
Section 14.21 – Industrial Illness or Injury
- m) For temporary employees in term-limited assignments: Section 18.6 – Standby

Provided however, temporary employees shall be covered by the Grievance Procedure for purposes of adjudicating grievances relating to Sections identified within this Section.

- 5.4 Terms of employment for temporary employees shall be governed by the provisions of City of Seattle Personnel Rule 11, Seattle Municipal Codes 4.20.055 and 4.24.010. Where the provisions in Personnel Rule 11 or these Code sections do not conflict with the expressed provisions identified in this Article, Personnel Rule 11 and the Codes shall apply.
- 5.5 Appeals for conversion of temporary assignments as provided under Personnel Rule 11.12 may be brought using the appeal process provided therein, *or* at Step 3 of the grievance procedure as outlined in Section 7.2 of this Agreement. Any such review shall be limited to the matters appealable under Personnel Rule 11. A temporary assignment conversion may be appealed using only one of these options.
- 5.6 Temporary employees covered by this agreement are eligible to apply for all positions advertised internally.
- 5.7. A temporary employee who has worked in excess of five hundred twenty (520) regular hours and who is appointed to a regular position without a voluntary break in service greater than thirty (30) days shall have their time worked counted for purposes of salary step placement (where appropriate).

ARTICLE 6 – JOINT LABOR MANAGEMENT COMMITTEE

- 6.1 The purpose of the Joint Labor-Management Committee is to promote systematic labor-management cooperation between the Union and the City and its employees, and to provide a forum for communication and collaboration on matters of general concern to the Union and management.
- 6.2 The labor management committees do not waive or diminish Management rights and do not waive or diminish Union rights of grievance or bargaining. The parties recognize that the JLMCs may not be able to resolve every issue.
- 6.3 The parties agree that the labor management committees shall meet periodically, and that each committee shall be comprised of representatives from management and the Union.
- 6.4 The responsibility for chairing meetings shall alternate each meeting between the Union and Management. The chairperson shall function as a facilitator of committee deliberations.
- 6.5 Summary minutes shall be taken during each meeting by a designated note taker, assigned by the hosting party, and shall consist of the topics discussed and the disposition of each. The minutes shall be prepared by the hosting party in electronic format and distributed via email at least two (2) weeks in advance of the next regularly scheduled meeting for approval by the committee at that meeting. **A copy of the minutes shall be distributed by the union to its members once the minutes are approved.**
- 6.6 Additional meetings may be called upon request of either party to discuss contract or non-contract issues affecting employees covered by this agreement. Subjects for discussion at labor management meetings during the term of this agreement shall be agreed by the parties.
- 6.7 The parties agree that talent development will be a standing agenda item on the Joint Labor Management Committee.

ARTICLE 7 – GRIEVANCE PROCEDURE

7.1 Recognizing that the terms of the Agreement may be subject to different interpretations, both the City and the Union should have recourse to an orderly means of resolving grievances. The following outline of procedure by which grievances shall be processed is written as for a grievance of the Union against the City, but it is understood that the steps are similar for a grievance of the City against the Union.

7.2 A grievance is defined as any dispute between the parties and/or any employee concerning the interpretation, application, claim of breach or violation of the terms and conditions addressed in this Agreement.

Step 1: As the initial step, the grievance shall be verbally presented by the Union Steward to the employee's immediate supervisor within twenty (20) business days of the grievable incident. **If requested by a shop steward or union representative, the Parties will convene a meeting.** The immediate supervisor shall provide a verbal response within ten (10) business days after being notified of the grievance.

Step 2: If no settlement is arrived at in Step 1, the grievance may be referred in writing by the employee or the Steward to the Business Manager of the Union. If the Business Manager decides that the grievance should be forwarded to the appointing authority (or designee), the Business Manager shall submit it in writing, with a copy to the City Director of Labor Relations, within ten (10) business days after the Supervisor's verbal response in Step 1. The grievance should set forth the following:

- a) A statement of the nature of the grievance and the facts upon which it is based.
- b) The remedy or correction desired.
- c) The Section or Sections of the Agreement relied upon as being applicable thereto.

When a grievance is so presented, the department and Union shall schedule a meeting to discuss the grievance within ten (10) business days. The department shall reply in writing within ten (10) business days from the date of the meeting. Should the parties agree to forego such a meeting, the department shall, within ten (10) business days from the grievance being so presented, investigate and reply to the Union in writing.

Step 3: If no settlement is arrived at in Step 2, the grievance shall be submitted in writing within ten (10) business days after the Step 2 answer, to the Director of Labor Relations, with a copy to the appropriate appointing authority. The Director of Labor Relations, or their designee, shall investigate the grievance and, ~~if deemed appropriate,~~ they shall convene a meeting between the appropriate parties within ten (10) business days. They shall thereafter make a confidential recommendation to the affected appointing authority who shall in turn give the Union a **detailed**

answer in writing ten (10) business days after receipt of the grievance or the meeting between the parties.

Step 4: If the difference or complaint is not settled in Step 3, either of the signatory parties to this Agreement may submit the grievance to binding arbitration. Within twenty (20) days of the Union's receipt of the City's Step 3 response or the expiration of the City's time frame for responding at Step 3, the Union shall file a Demand for Arbitration with the City Director of Labor Relations.

Mediation can be requested at Step 4 in the same manner as outlined below. The grievance must be submitted to binding arbitration and processed within the time frame specified in Step 4 after receipt of notification from the ADR Coordinator that the grievance was not resolved in mediation. The City and the Union may, through mutual agreement, submit the issue to mediation/arbitration with a mediator/arbitrator selected by the parties.

After the Demand for Arbitration is filed, the City and the Union will select, by mutual agreement, an arbitrator to hear the parties' dispute. In the event the parties are unable to agree upon an arbitrator, the arbitrator shall be selected by alternately striking names from a list of five (5) arbitrators supplied by FMCS or the American Arbitration Association.

Demands for arbitration will be accompanied by the following information:

- a) Question or questions at issue.
- b) Identification of Section(s) of the Agreement allegedly violated.
- c) Statement of facts.
- d) Position of employee or employees.
- e) Remedy sought.

The parties agree to abide by the award made in connection with any arbitral difference. There will be no suspension of work, slow down or curtailment of services while any difference is in process of adjustment or arbitration.

In connection with any arbitration proceeding held pursuant to this Agreement, it is understood as follows:

a) The arbitrator shall have no power to render a decision that will add to, subtract from or alter, change or modify the terms of this Agreement, and the arbitrator's power shall be limited to interpretation or application of the express terms of this Agreement, and all other matters shall be excluded from arbitration.

~~a)~~
b) The decision of the arbitrator shall be final, conclusive and binding upon the City, the Union, and the employee(s) involved.

~~b)~~

- c) The cost of the arbitrator shall be borne equally by the City and the Union, and each party shall bear the cost of presenting its own case.
- ↔
- d) The arbitrator's decision shall be made in writing and shall be issued to the parties within thirty (30) days after the case is submitted to the arbitrator.

Nothing herein shall be construed as preventing the City and Union from settling by mutual agreement, prior to final award, any grievance submitted to arbitration herein.

7.3 With Mediation

At the time the aggrieved employee and/or the Union submits a grievance to the department, the Union, the aggrieved employee or the department may submit a written request for voluntary mediation assistance, with a copy to the **Office of the Employee Ombud (OEO)**~~Alternative Dispute Resolution (ADR) Coordinator~~, the City Director of Labor Relations and the Union representative. All parties affected must agree with using the mediation process.

If the ~~OEO~~**ADR** Coordinator determines that the case is in line with the protocols and procedures of the ~~OEO~~**ADR** process, within fifteen (15) business days from receipt of the request for voluntary mediation assistance, the ~~OEO~~**ADR** Coordinator or his/her designee will schedule a mediation conference and make the necessary arrangements for the selection of a mediator(s). The mediator(s) will serve as an impartial third party who will encourage and facilitate a resolution to the dispute. The mediation conference(s) will be confidential and will include the parties.

The Union representative and a Labor Negotiator from City Labor Relations will attend the mediation conference(s). Other persons may attend with the permission of the mediator(s) and both parties. If the parties agree to settle the matter, the mediator(s) will assist in drafting a settlement agreement, which the parties shall sign. An executed copy of the settlement agreement shall be provided to the parties, with either a copy of the agreement, or a signed statement of the disposition of the grievance, submitted to the City Director of Labor Relations and the Union. The relevant terms of the settlement agreement shall be provided by the parties to the department's designated officials who need to assist in implementing the agreement. If the grievance is not settled within ten (10) business days of the initial mediation conference date, the City Director of Labor Relations, the appropriate management representative and the Union representative shall be so informed by the ~~OEO~~**ADR** Coordinator.

The parties to a mediation shall have no power through a settlement agreement to add to, subtract from, alter, change, or modify the terms of the collective bargaining agreement or to create a precedent regarding the interpretation of the collective bargaining agreement, or to apply the settlement agreement to any circumstance beyond the dispute applicable to said settlement agreement.

If the grievance is not resolved through mediation, the department shall convene a meeting

within ten (10) business days after receipt of the notification that the grievance was not resolved through mediation between the aggrieved employee, Union Representative, appropriate management representatives, and departmental labor relations officer. The City Director of Labor Relations or their designee may attend said meeting. Within ten (10) business days after the meeting, the department shall forward a reply to the Union.

- 7.4 Grievances processed through Step 3 shall be heard during normal City working hours. Employees involved in such grievance meetings during their working hours shall be allowed to do so without suffering a loss in pay. No more than one (1) Shop Steward and the grievant shall attend the grievance meeting, except with prior approval of the City.
- 7.5 Any time limits stipulated in the grievance procedure may be extended for the stated periods of time by the appropriate parties by mutual agreement, in writing.
- 7.6 When a grievance is of a general nature, it will not be necessary that the Union list the names of the aggrieved employees.
- 7.7 Arbitration awards or grievance settlements shall not be retroactive beyond the date of occurrence or non-occurrence upon which the grievance is based, that date being twenty (20) business days prior to the initial filing of the grievance.
- 7.8 Reclassification Grievances: - A reclassification grievance will be initially submitted by the Union in writing to the Director of Labor Relations, with a copy to the Department. The Union will identify in the grievance letter the name(s) of the grievant(s), their current job classification, and the proposed job classification. The Union will include with the grievance letter a Position Description Questionnaire (PDQ) completed and signed by the grievant(s). At the time of the initial filing, if the PDQ is not submitted, the Union will have sixty (60) business days to submit the PDQ to Labor Relations.

After initial submittal of the grievance, the procedure will be as follows:

1. The Director of Labor Relations, or designee, will notify the Union of such receipt and will provide a date (not to exceed six (6) months from the date of receipt of the PDQ signed by the grievant(s)) when a proposed classification determination report responding to the grievance will be sent to the Union. The Director of Labor Relations, or designee, will provide notice to the Union when, due to unforeseen delays, the time for the classification review will exceed the six (6) month period.
2. The appointing authority, upon receipt of the proposed classification determination report from the Director of Labor Relations, or designee, will respond to the grievance in writing.
3. If the grievance is not resolved, the Union may, within twenty (20) business days of the date the grievance response is received, submit to the Director of Labor Relations a letter designating one of the following processes for final resolution:

- a) The Union may submit the grievance to binding arbitration per Section 1 (Step 4);
or
- ↔
- b) The Union may request the classification determination be reviewed by the Classification Appeals Board, consisting of two members of the Classification/Compensation Unit, one human resource professional and one information technology professional from an unaffected department. The Classification Appeals Board will, whenever possible, within ten (10) business days of receipt of the request, arrange a hearing and, when possible, convene the hearing within thirty (30) business days. The Board will make a recommendation to the Seattle Human Resources Director within forty-five (45) business days of the appeal hearing. The Director of Labor Relations, or designee, will respond to the Union after receipt of the Seattle Human Resources Director's determination. If the Seattle Human Resources Director affirms the Classification Board recommendation, that decision shall be final and binding and not subject to further appeal. If the Seattle Human Resources Director does not affirm the Classification Appeals Board recommendation within fifteen (15) business days, the Union may submit the grievance to arbitration per Section 1, Step 4.-

7.9 Property Interest Discipline Grievance

- A. The burden of proof in disciplinary procedures shall be upon the City.
- B. Where an appointing authority or their designee imposes or intends to impose property level discipline a preliminary notice of discipline shall be given to the employee. This preliminary notice of discipline shall contain (a) charges; (b) general description of the alleged acts and/or conduct upon which the charge is based and (c) the penalty to be imposed. A copy of the preliminary notice of discipline shall be concurrently provided to the local Union office. Upon request of the Union, the City shall provide a complete copy of the investigation files in advance of any Loudermill hearing requested in advance of issuing the formal discipline. The Union may also request a meeting to review the investigation file with the City's investigator. And Labor Relations. Both requests must be made timely, may not unduly delay the City's disciplinary processes.

ARTICLE 8 – DISCIPLINE

- 8.1 The City may suspend, demote or discharge an employee for just cause.
- 8.2 The parties agree that in their respective roles primary emphasis shall be placed on preventing situations requiring disciplinary actions through effective employee-management relations. The primary objective of discipline shall be to correct and rehabilitate, not to punish or penalize. To this end, in order of increasing severity, the disciplinary actions which the City may take against an employee include:
- A. Verbal warning
 - B. Written reprimand
 - C. Suspension
 - D. Demotion
 - E. Termination

Which disciplinary action is taken depends upon circumstances, including the seriousness of the affected employee's misconduct, and such other just cause considerations as the appointing authority deems relevant.

- 8.3 Provided the employee has received no further or addition discipline in the intervening period, a verbal warning or written reprimand may not be used for progressive discipline after two (2) years other than to show notice of any rule or policy at issue.
- 8.4 Discipline that arises as a result of a violation of workplace policies of City Personnel Rules regarding harassment, discrimination, retaliation, or workplace violence, shall not be subject to 8.3.
- 8.5 In cases of suspension, demotion or discharge, the specified charges shall be furnished to the Union and the employee in writing.
- 8.6 The Union/employee covered by this Agreement must, upon initiating an appeal relating to disciplinary action, use either the grievance procedure contained herein or pertinent procedures regarding disciplinary appeals to the Civil Service Commission. Under no circumstances may the Union/employee use both the contract grievance procedure and Civil Service Commission procedures relative to the same disciplinary action.
- 8.7 The appointing authority may suspend, demote or discharge a probationary employee without just cause.

ARTICLE 9 – UNION REPRESENTATIVES

- 9.1 The authorized representatives of the Union signatory to this Agreement shall be allowed admission at any reasonable time to the employees' worksites for the purpose of conducting investigations into matters relating to this Agreement and will first make their presence known to the management.
- 9.2 Employees elected or appointed to office with IBEW Local 77 which requires a part or all of their time shall submit a request for leave to their respective appointing authority. The terms and conditions of such leave shall be subject to agreement by the appointing authority, the employee and/or the Union. Such terms may not conflict with City policy or ordinance.
- 9.3 The Business Manager and/or Representatives shall have the right to appoint a Steward at any location where employees are working under the terms of this Agreement. Immediately after appointment, the City shall be furnished with the names of Stewards so appointed. The Steward shall see that the provisions of this Agreement are observed, and shall be allowed reasonable time to perform these duties during regular working hours without suffering a loss in pay. This shall not include processing grievances at Step 4 of the grievance procedure set forth in Article 7 of this Agreement. Shop stewards will not countermand legal and ethical orders or directions from City officials or change working conditions. The City will not dismiss or otherwise discriminate against an employee for making a complaint or giving evidence with respect to alleged violation of any provision of the Agreement.

ARTICLE 10 – WORK STOPPAGE

- 10.1 The public interest in the efficient and uninterrupted performance of all City Services being paramount, the City and the Union to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. Specifically, the Union shall not cause or condone, and employees covered by this Agreement shall not cause or engage in, any work stoppage, strike, slowdown, or other interference with City functions during the term of this agreement.
- 10.2 The Union, and its officers and representatives shall, in good faith, use every reasonable effort to terminate such unauthorized action.

ARTICLE 11 – SAFETY STANDARDS and SAFETY COMMITTEE

- 11.1 Employees shall perform their work in a competent and safe manner, and in accordance with the State of Washington Safety Codes, where applicable. Where higher standards are specified by the City than called for by state codes, City standards shall prevail.
- 11.2 The City shall provide safe working conditions in accordance with W.I.S.H.A. and O.S.H.A standards.
- 11.3 The employee has the duty and privilege of immediately reporting unsafe working conditions to their supervisor. The City recognizes that employees also have the right, in compliance with State and/or Federal laws, to report unsafe working conditions directly to the Washington State Department of Labor and Industries.
- 11.4 Each union member who is appointed as a floor warden or member of a Safety Committee may be assigned to attend departmental safety meetings and perform related activities pertinent to their work location.
- 11.5 Safety Committee: - Local 77 shall be notified in advance and included in any processes that are used by City Departments to determine employee membership on all departmental, divisional, and sectional Safety Committees. Union notification and engagement protocols will be facilitated through departmental labor management committees.

ARTICLE 12 – HOLIDAYS

12.1 The following days or days in lieu thereof shall be considered as paid holidays:

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	Third Monday in January
President's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Indigenous Peoples Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	First Friday after Thanksgiving Day
Christmas	December 25
Two Personal Holidays	(0 – 9 Years of Service)
Four Personal Holidays	(After Completion of 18,720 regular Hours*)

Commented [S5(1)]: Duplicative to below.

*Employees who have ~~either~~ completed eighteen thousand seven hundred twenty (18,720) hours or more on regular pay status ~~or~~

a) ~~Are accruing vacation at a rate of .0615 or greater on or before December 31st of the previous year~~ shall receive two (2) additional personal holidays for a total of four (4) personal holidays to be added to their leave balance in the first full pay period in January of each subsequent year.

12.2 An employee must be on pay status on the regularly scheduled workday immediately preceding or immediately following a holiday to be entitled to holiday pay.

12.3 Employees, including those on alternate work schedules, shall receive eight (8) hours pay per holiday (except as identified in 12.2, 12.4 and 12.5). Employees working an alternate work schedule during a holiday work week are permitted to make scheduling or pay status adjustments as follows:

a) ~~With supervisory approval~~ two (2) weeks' notice, employees on a 4/40 or 9/80 schedule may revert to a 5-day/40 hour schedule for the work week or pay period, respectively, in which the holiday falls; SCADA employees may do so with supervisory approval.

b) Employees may use vacation or compensatory time to supplement the 8-hour holiday pay to achieve full pay for the work week without making other scheduling adjustments, or at the employee's discretion, be unpaid.

- c) By mutual agreement, pre-arranged between the employee and their supervisor, employees may work beyond their normally scheduled workday hours to make up holiday hours. These holiday make-up hours will not be counted as overtime and must be worked during the workweek in which the holiday falls. In the event that a request for a modified holiday work week schedule cannot be accommodated, such denial shall not be arbitrary or capricious.
- 12.4 Part-time hourly employees shall receive holiday pay pro-rated based on their work schedule. If their schedule regularly fluctuates, or changes for at least thirty (30) days prior to the holiday, the holiday benefit shall be based on the average straight-time hours compensated during the pay period immediately prior to the pay period in which the holiday falls.
- 12.5 New employees and employees returning from unpaid leave starting work the day after a holiday shall not be entitled to pay for the holiday preceding their first day of work; provided, that short authorized absences of four (4) days or less shall not be considered in the application of the preceding portion of this Section, and provided further, that no combination of circumstances whereby two (2) holidays are affected by the foregoing provision may result in payment for more than one (1) of such holidays.
- 12.6 Employees who work less than a full calendar year shall be entitled only to those holidays, Monday to Friday inclusive, which fall within their work period. Employees quitting work or discharged for cause shall not be entitled to pay for holidays following their last day of work.
- 12.7 Holidays falling on Saturday or Sunday shall be recognized and paid on those actual days for employees regularly scheduled to work those days. Payment will be made only once for any holiday. An hourly employee whose normal day off falls on an officially observed holiday shall receive another day off, with pay, during the same workweek in which the holiday occurs.
- 12.8 New employees shall be entitled to use the personal holidays as referenced in Section 12.1 of this Article during the calendar year of hire.
- 12.9 Employees may take their personal holidays at any time with supervisory approval.
- 12.10 Personal holidays cannot be carried over from year to year, nor can they be cashed out if not used by the end of the calendar year.
- 12.11 An employee who is prevented from using their floating holiday(s) by the end of the calendar year due to business reasons (e.g. as when a vacation restriction is in effect) may, at the discretion of the appointing authority or designated management representative, be allowed to convert an equivalent number of vacation hours used during the same calendar year to personal holiday.

ARTICLE 13 – VACATION

- 13.1 Annual vacations with pay shall be granted to eligible employees computed at the rate shown in Section 13.3 for each hour on regular pay status as shown on the payroll, pro-rated for part-time _____ employees.
- 13.2 "Regular pay status" is defined as regular straight-time hours of work plus paid time off such as vacation time, holiday time off, compensatory time and sick leave.
- 13.3 Effective sixty (60) calendar days after full ratification of this replacement contract, the above table shall be superseded and replaced with the following vacation accrual rate table:

Accrual Years/Hours	Vacation Days	Hours per Year	Maximum Hours
Year 0-3 / 0-6,240	12	96	192
Year 4-7 / 6,241-14,560	16	128	256
Year 8-13 / 14,561-27,040	20	160	320
Year 14-18 / 27,041-37,440	23	184	368
Year 19 / 37,440 -39,520	24	192	384
Year 20 / 39,521-41,600	25	200	400
Year 21 / 41,601 – 43,680	26	208	416
Year 22 / 43,681 – 45,760	27	216	432
Year 23 / 45,761 – 47,840	28	224	448
Year 24 / 47,841 – 49,920	29	232	464
Year 25+ - 49,921+	30	240	480

The vacation accrual rate shall be determined in accordance with the rates set forth in Column No. 1. Column No. 2 depicts the corresponding equivalent annual vacation for a regular full-time employee. Column No. 3 depicts the maximum number of vacation hours that can be accrued and accumulated by an employee at any time.

<u>COLUMN NO. 1</u>		<u>COLUMN NO. 2</u>			<u>COLUMN NO. 3</u>
<u>ACCRUAL RATE</u>		<u>EQUIVALENT ANNUAL VACATION FOR FULL-TIME EMPLOYEE</u>			<u>MAXIMUM VACATION BALANCE</u>
<i>Correct table</i>					
<u>Hours on Regular Pay Status</u>	<u>Vacation Earned Per Hour</u>	<u>Years of Service</u>	<u>Working Days Per Year</u>	<u>Working Hours Per Year</u>	<u>Maximum Hours</u>
0 through 08320	0460	0 through 4	12	(96)	192
08321 through 18720	0577		15		
18721 through 29120	0615	5 through 9	16	(120)	240
29121 through 39520	0692		18		
39521 through 41600	0769	10 through 14	20	(128)	256
41601 through 43680	0807		21		
43681 through 45760	0846	15 through 19	22	(144)	288
45761 through 47840	0885		23		
47841 through 49920	0923	20	24	(160)	320
49921 through 52000	0961		25		
52001 through 54080	1000	21	26	(168)	336
54081 through 56160	1038		27		
56161 through 58240	1076	22	28	(176)	352
58241 through 60320	1115		29		
60321 and over	1153	23	30	(184)	368
		24		(192)	384
		25		(200)	400
		26		(208)	416
		27		(216)	432
		28		(224)	448
		29		(232)	464
		30		(240)	480

13.4 An employee who is eligible for vacation benefits shall accrue vacation from the date of entering City service or the date upon which the employee became eligible and may accumulate a vacation balance which shall never exceed at any time two (2) times the number of annual vacation hours for which the employee is currently eligible. Accrual and accumulation of vacation time shall cease at the time an employee's vacation balance reaches the maximum balance allowed and shall not resume until the employee's vacation balance is below the maximum allowed.

- 13.5 New employees may, with department approval, use accumulated vacation with pay after completing one thousand forty (1,040) hours on regular pay status. Effective December 25, 2019, the requirement that the employee must complete one thousand forty (1,040) hours on regular pay status prior to using vacation time ends.
- 13.6 When an employee must cancel a scheduled an approved vacation at the request of management and is not able to reschedule and use vacation prior to attaining his or her maximum allowance, the appointing authority, or designee, may allow the employee to exceed the maximum allowance and continue to accrue vacation for up to three (3) months. If an employee is not approved to take vacation during that three (3)-month period, management will meet with the employee and the Union to discuss options for mitigating any loss of vacation hours due to business needs.
- 13.7 An employee who is receiving disability compensation pursuant to SMC Chapter 4.44 continues to accrue vacation and may exceed their maximum allowance until the employee ceases to receive such compensation. If the employee does not return to work when their disability compensation eligibility ends, the employee shall run out their vacation balance. If the employee returns to regular pay status with a vacation balance that exceeds the maximum allowance, they shall have three (3) months from the date of return to reduce the balance, during which they shall continue to accrue vacation.
- 13.8 The minimum vacation allowance to be taken by an employee shall be one (1) hour.
- 13.9 An employee who leaves the City service for any reason after more than six (6) months of service shall be paid in a lump sum for any unused vacation the employee has previously accrued.
- 13.10 Upon the death of an employee in active service, pay shall be allowed for any vacation earned in the preceding year and in the current year and not taken prior to the death of such employee.
- 13.11 Where an employee has exhausted their sick leave balance, the employee may use vacation for further leave for medical reasons, subject to verification by the employee's medical care provider and approval of the appointing authority or his or her designee. Where the terms of this Section are in conflict with Ordinance 116761 (Family and Medical Leave) as it exists or may be hereafter modified, the Ordinance shall apply.
- 13.12 The designated Management representative shall arrange vacation time for employees on such schedules as will least interfere with the functions of the work unit, but which accommodates the desires of the employee to the greatest degree feasible.
- 13.13 Employees with prior regular City service who are regularly appointed to positions within the City shall begin accruing vacation at the rate which was applicable upon their most recent separation from regular City service.

ARTICLE 14 – SICK LEAVE, VEBA, INDUSTRIAL INJURY/ILLNESS

- 14.1 Employees accumulate sick leave credit from the date of appointment to City service and are eligible to use sick leave for a qualifying reason after thirty (30) calendar days of employment. Employees covered by this Agreement shall accumulate sick leave credit at the rate of .046 hours for each hour on regular pay status as shown on the payroll, but not more than forty (40) hours per week. However, if an employee’s overall accrual rate falls below the accrual rate required by Seattle Municipal Code 14.16, the employee shall be credited with sick leave hours so that the employee's total sick leave earned per calendar year meets the minimum accrual requirements of Seattle Municipal Code 14.16.
- 14.2 Employees may accumulate sick leave with no maximum balance.
- 14.3 An employee may use accumulated sick leave if the employee must be absent from work because of:
- a) An absence resulting from an employee’s mental or physical illness, injury, or health condition; to accommodate the employee’s need for medical diagnosis, care, treatment of a mental or physical illness, injury, or health condition, or preventive care; or as otherwise required by Seattle Municipal Code Chapter 14.16 and other applicable laws such as RCW 49.46.210; or
 - b) To allow the employee to provide care for an eligible family member as defined by Seattle Municipal Code Chapter 4.24.005 with a mental or physical illness, injury, or health condition; or care for a family member who needs preventative medical care, or as otherwise required by Seattle Municipal Code Chapter 14.16 and other applicable laws such as RCW 49.46.210; or
 - c) When the employee’s place of business has been closed by order of a public official for any health-related reason, or when an employee’s or child’s school or place of care has been closed for such reason, or as otherwise required by Seattle Municipal Code Chapter 14.16 and other applicable laws such as RCW 49.46.210; or
 - d) The non-medical care of a newborn child of the employee or the employee's spouse or domestic partner; or
 - e) The non-medical care of a dependent child placed with the employee or the employee's spouse or domestic partner for purposes of adoption, including any time away from work prior to or following placement of the child to satisfy legal or regulatory requirements for the adoption.

Sick leave used for the purposes contemplated by Article 14.3.d and 14.1.e must end before the first anniversary of the child’s birth or placement.

Abuse of paid sick leave or use of paid sick leave not for an authorized purpose shall be grounds for discipline up to and including dismissal. In accordance with Article 8 of this collective bargaining agreement.

- 14.4 An appointing authority, or designated management representative, may approve sick leave payment for an employee as long as the employee:
- a) Makes prompt notification;
 - b) Claims use of sick leave time using the appropriate method(s);
 - c) Reports sick leave in minimum increments of fifteen (15) minutes;
 - d) Limits claims to the actual amount of time lost due to illness or disability or for the reasons described in Sections 14.3,
- ✚
- e) ~~Provides~~ Provides medical certification of the job-related need for sick leave for absences of more than ~~four (4) days.~~
- 14.5 Employees are not eligible to receive paid sick leave when suspended or on leave without pay, when laid off, or otherwise not on regular pay status. If an employee is injured or becomes ill while on paid vacation or compensatory time off, the employee shall provide notice prior to the beginning of the shift that they would have worked that the employee is requesting to replace vacation and/or compensatory time off with sick leave. In the event the employee is unable to provide notice prior to the beginning of the shift due to being incapacitated the employee will provide notice as soon as possible.
- 14.6 Rate of Pay for Sick Leave Used ~~÷~~ - An employee who uses paid sick leave shall be compensated at the straight-time rate of pay as required by the Seattle Municipal Code 14.16, and other applicable laws, such as RCW 49.46.210. For example, an employee who misses a scheduled night shift associated with a graveyard premium pay would receive the premium for those hours missed due to sick leave.
- 14.7 Rate of Pay for Sick Leave Used to Cover Missed Overtime ~~÷~~ - An employee may use paid sick leave for scheduled overtime shifts missed due to a qualifying reason as provided in Section 14.3. Payment for the missed shifts shall be at the employee's regular straight-time rate of pay.
- 14.8 Return-to-Work Verification ~~÷~~ - An employee returning to work after an absence of more than four (4) consecutive days requiring sick leave may be required to provide certification from their health care provider that the employee is able to perform the essential functions of the job with or without accommodation.
- 14.9 An employee who takes sick leave for a family and medical leave-qualifying condition shall comply with the notification, certification and release protocols of the Family and

Medical Leave Program. The employee's properly certified absence shall be accorded the protections of family and medical leave as long as it is for a condition that qualifies for both family and medical leave and sick leave.

- 14.10 Regular or benefits eligible temporary employees who are reinstated or rehired within 12 months of separation in the same or another department after any separation, including dismissal for cause, resignation, or quitting, shall have unused accrued sick leave reinstated as required by Seattle Municipal Code 14.16 and other applicable laws, such as RCW 49.46.210.
- 14.11 An employee who has been granted a sabbatical leave may elect to take a lump sum cash-out of any or all of their unused sick leave balance in excess of two hundred and forty (240) hours at the rate of one (1) hour's pay for every four (4) hours of accumulated and unused sick leave. The employee forfeits all four (4) hours exchanged for each one (1) hour of pay. The employee must exercise this option at the beginning of their sabbatical leave.
- 14.12 Sick leave that is cashed out is paid at the rate of pay in effect for the employee's primary job classification or title at the time of the cash-out.
- 14.13 All employees who are included in the City's sick leave plan are eligible to participate as a recipient or donor in the Sick Leave Transfer Program, if the affected employee meets the eligibility conditions specified in Personnel Rule 7.7.5.
- 14.14 An employee may, with supervisory approval, participate as a non-compensated donor in a City-sponsored blood drive without deduction of pay or paid leave. Such participation may not exceed three (3) hours per occurrence for travel, actual donation and reasonable recuperation time. In order to qualify for time off under this Article, the employee must provide their name and department to the blood bank representative for verification of their participation by the appointing authority.
- 14.15 VEBA Benefit: - Each bargaining unit will conduct a vote to determine whether to participate in a Health Reimbursement Account (HRA) Voluntary Employee Benefits Association (VEBA) to provide post-retirement medical expense benefits to members who retire from City service.

Contributions from Unused Paid Time off at Retirement

- A. Eligibility-to-Retire Requirements:
 1. 5-9 years of service and are age 62 or older,
 2. 10-19 years of service and are age 57 or older,
 3. 20-29 years of service and are age 52 or older, or
 4. 30 years of service and are any age
- B. The city will provide each bargaining unit with a list of its members who are expected to meet any of the criteria in paragraph A above as of 12/31/2021.

C. If the members of the bargaining unit who have met the criteria described in paragraph A above vote to require VEBA contributions from unused paid time off, then all members of the bargaining unit who are deemed eligible to retire and those who will become eligible during the life cycle of this contract shall, as elected by the voting members of the bargaining unit:

1. Contribute 35% of their unused sick leave balance into the VEBA upon retirement; or
2. Contribute 50% of their unused vacation leave balance into the VEBA upon retirement; or
3. Contribute both 35% of their unused sick leave balance and 50% of their unused vacation leave balance upon retirement.

Following any required VEBA contribution from a member's unused sick leave, the remaining balance will be forfeited; members may not contribute any portion of their unused sick leave balance to the City of Seattle Voluntary Deferred Compensation Plan or receive cash.

D. If the members of the bargaining unit who have satisfied the eligibility-to- retire requirements described in paragraph A above do not vote to require VEBA contributions from unused sick leave, members may either:

1. Transfer 35% of their unused sick leave balance to the City of Seattle Voluntary Deferred Compensation Plan, subject to the terms of the Plan and applicable law; or
2. Cash out their unused sick leave balance at 25% to be paid on their final paycheck.

In either case, the remaining balance of the member's unused sick leave will be forfeited.

Contributions from Employee Wages

If the bargaining unit votes to require VEBA contributions from employee wages, then all members of the bargaining unit shall, as elected by the bargaining unit as to all of its members, make a mandatory employee contribution of one of the amounts listed below into the VEBA while employed by the City:

- ~~3.~~ 1. \$25 per month
- ~~2.~~ 2. \$50 per month.
- ~~4.~~

The City assumes no responsibility for the tax consequences of any VEBA contributions made by or on behalf of any member. Each union that elects to require VEBA contributions for the benefit of its members assumes sole responsibility for insuring that the VEBA complies with all applicable laws, including, without limitation, the Internal Revenue

Code, and agrees to indemnify and hold the City harmless for any taxes, penalties and any other costs and expenses resulting from such contributions.

Members are not eligible to deposit their sick leave cash out into their deferred compensation account or receive cash.

If the eligible-to-rotate members of the bargaining unit vote to reject the VEBA, all members of the bargaining unit who retire from City service shall be ineligible to place their sick leave balance into a VEBA account. Instead, these members shall have two choices:

1. Members can transfer their sick leave balance at 35% and deposit those dollars into their deferred compensation account. The annual limits for the deferred compensation contributions as set by the IRS would apply; or
2. Members can cash out their sick leave balance at 25% and receive the dollars as cash on their final paycheck.

14.16 Sabbatical Leave and VEBA: - Members of a bargaining unit that votes to accept the VEBA and who meet the eligible-to-rotate criteria are not eligible to cash out their sick leave at 25% as a part of their sabbatical benefit. Members who do not meet the eligible-to-rotate criteria may cash out their sick leave at 25% in accordance with the sabbatical benefit.

14.17 Industrial Injury or Illness:

- a) Any employee who is disabled in the discharge of their duties, and if such disablement results in absence from their regular duties, shall be compensated, except as otherwise hereinafter provided, in the amount of eighty percent (80%) of the employee's normal hourly rate of pay, not to exceed two hundred and sixty one (261) regularly scheduled workdays counted from the first regularly scheduled workday after the day of the on-the-job injury; provided, the disability sustained must qualify the employee for benefits under State Industrial Insurance and Medical Aid Acts. **If an employee is moved to the State Industrial Insurance after 261 days, the department shall notify the union.**
- b) Whenever an employee is injured on the job and compelled to seek immediate medical treatment, the employee shall be compensated in full for the remaining part of the day of injury without effect to their sick leave or vacation account. Scheduled workdays falling within only the first three (3) calendar days following the day of injury shall be compensable through accrued sick leave. Any earned vacation may be used in a like manner after sick leave is exhausted, provided that, if neither accrued sick leave nor accrued vacation is available, the employee shall be placed on no pay status for these three (3) days. If the period of disability extends beyond fourteen (14) calendar days, then (1) any accrued sick leave or vacation leave utilized that results in absence from their regular duties (up to a maximum of eighty percent [80%] of the employee's normal hourly rate of pay per day) shall be reinstated by Industrial Insurance or (2) if no sick leave or vacation leave was available to the employee at that time, then the employee

shall thereafter be compensated for the three (3) calendar days at the eighty percent (80%) compensation rate described in Section 14.21a.

- c) In no circumstances will the amount paid under these provisions exceed an employee's gross pay minus mandatory deductions. This provision shall become effective when SMC 4.44, Disability Compensation, is revised to incorporate this limit.
- d) ~~Employees must meet the standards listed in SMC 4.44.020 to be eligible for the benefit amount provided herein, which exceeds the rate required to be paid by state law, hereinafter referred to as supplemental benefits. These standards require that employees: (1) comply with all Department of Labor and Industries rules and regulations and related City of Seattle and employing department policies and procedures; (2) respond, be available for, and attend medical appointments and treatments and meetings related to rehabilitation, and work hardening, conditioning or other treatment arranged by the City and authorized by the attending physician; (3) accept modified or alternative duty assigned by supervisors when released to perform such duty by the attending physician; (4) attend all meetings scheduled by the City of Seattle Workers' Compensation unit or employing department concerning the employee's status or claim when properly notified at least five (5) working days in advance of such meeting, unless other medical treatment conflicts with the meeting and the employee provides twenty-four (24) hours' notice of such meeting or examination.~~

The City will provide a copy of the eligibility requirements to employees when they file a workers' compensation claim. If records indicate two (2) no-shows, supplemental benefits may be terminated no sooner than seven (7) days after notification to the employee. The City's action is subject to the grievance procedure.

- e) ~~Such compensation shall be authorized by the Seattle Human Resources Director or designee with the advice of the employee's appointing authority on request from the employee, supported by satisfactory evidence of medical treatment of the illness or injury giving rise to the employee's claim for compensation under SMC 4.44, as now or hereinafter amended.~~
- f) Compensation for holidays and earned vacation falling within a period of absence due to such disability shall be at the normal rate of pay but such days shall not be considered as regularly scheduled workdays as applied to the time limitations set forth within Section 14.21a. Disabled employees affected by the provisions of SMC 4.44 shall continue to accrue vacation and sick leave as though actively employed during the period set forth within Section 14.21a).
- g) Any employee eligible for the benefits provided by SMC 4.44.020 whose disability prevents them from performing their regular duties but, in the judgment of their physician could perform duties of a less strenuous nature, shall be employed at their normal rate of pay in such other suitable duties as the appointing authority shall direct, with the approval of such employee's physician, until the Seattle Human Resources

Director requests closure of such employee's claim pursuant to SMC 4.44, as now or hereinafter amended.

- h) Sick leave shall not be used for any disability herein described except as allowed in Section 14.21b.
- i) The afore-referenced disability compensation shall be understood to be in lieu of State Industrial Insurance Compensation and Medical Aid.
- j) Appeals of any denials under this Article shall be made through the Department of Labor ~~and~~ Industries as prescribed in Title 51 RCW.

ARTICLE 15 – LEAVES OF ABSENCE

15.1 -Unpaid Leave

- a) A leave of absence without pay for a period not exceeding sixty (60) consecutive days may be granted by the appointing authority of a department.
- b) A request for an unpaid leave of absence longer than sixty (60) days may be granted by the appointing authority, with notice to the Seattle Human Resources Director.
- c) All requests for unpaid leaves of absence under this provision are to be made in writing as far in advance as possible, stating all pertinent details and the amount of time requested. At the expiration of such authorized leave, the employee shall resume their same class of work; however, standing and service credit shall be frozen at the commencement of the unpaid leave of absence and shall not continue to accrue until the employee returns from said leave.

15.2 Bereavement Leave: - All employees covered by this Agreement are allowed forty (40) hours off without salary deduction for bereavement purposes in the event of the death of any relative. Bereavement leave may be used in full day increments or increments of one (1) hour, at the employee's discretion. Bereavement leave must be used within one (1) year; employees may submit for exceptions to this within thirty (30) days (requests that come in after the 30 days will be considered) of the death if they know they will need longer than one (1) year to use leave for that event. This benefit is prorated for less-than-full time employees.

For purposes of this Section, "relative" is defined as any person related to the employee by blood, marriage, adoption, fostering, guardianship, in loco parentis, or domestic partnership.

~~Regular employees covered by this Agreement shall be allowed five (5) days off without salary deduction for bereavement purposes in the event of the death of any close relative.~~

~~In like circumstances and upon like application the appointing authority or designee may authorize bereavement leave in the event of the death of a relative other than a close relative, not to exceed five (5) days chargeable to the sick leave account of an employee. For purposes of this Section, the term "close relative" shall mean the spouse or domestic partner, child, mother, stepmother, father, stepfather, brother, sister, grandchild, grandfather or grandmother of the employee or spouse or domestic partner, an employee's legal guardian, ward or any person over whom the employee has legal custody, and the term "relative other than a close relative" shall mean the uncle, aunt, cousin, niece, nephew, or the spouse or domestic partner of the brother, sister, child or grandchild of the employee or spouse or domestic partner; or the uncle, aunt, cousin, niece, nephew, spouse or domestic partner of the brother or sister of the spouse or domestic partner of such employee.~~

15.3 Emergency Leave: - One (1) day leave per Agreement year without loss of pay may be taken with the approval of the employee's supervisor and/or appointing authority when it is necessary that the employee be off work in the event of a serious illness or accident of a member of the immediate family or when it is necessary that the employee be off work in the event of an unforeseen occurrence with respect to the employee's household (e.g., fire or flood or ongoing loss of power) that necessitates action on the part of the employee. The emergency leave benefit must also be available to the member in the event of inclement weather or natural disaster within the City limits or within the city or county in which the member resides that makes it impossible or unsafe for the member to physically commute to their normal work site at the start of their normal shift.

The "household" is defined as the physical aspects of the employee's residence, or vehicle. The immediate family is limited to the spouse or domestic partner, children, parents or grandparents of the employee.

A. The "day" of emergency leave may be used for separate incidents, in one (1) hour increments. The total hours compensated under this provision, however, shall not exceed eight (8) in a contract year.

15.4 Sabbatical Leave: - Regular employees covered by this Agreement shall be eligible for sabbatical leave under the terms of Personnel Rule 7.4.

15.5 Family and Medical Leave: - Employees who meet the eligibility requirements of the Seattle Municipal Code, Chapter 4.26, "Family and Medical Leave," or the federal Family and Medical Leave Act, may take leave to care for themselves and qualified dependents.

15.6 Military Leave: - A bargaining unit member in the Reserves, National Guard, or Air National Guard who is deployed on extended unpaid military leave of absence and whose military pay (plus adjustments) is less than one hundred percent (100%) of their base pay as a City employee shall receive the difference between one hundred percent (100%) of their City base pay and their military pay (plus adjustments). City base pay shall include every part of wages except overtime.

The City will comply with the requirements of RCW 73.16 and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as amended, with respect to unpaid leave of absence and return rights for employees who leave City Service to serve in the Armed Forces of the United States. Military leave for such employees shall be administered in accordance with City Personnel Rule 7.9, Ordinance 124664 and SMC 4.20.180, as amended.

A bargaining unit member who is ordered to active military duty by the United States government and who has exhausted their annual paid military leave benefit and is on unpaid military leave of absence shall be eligible to retain the medical, dental and vision services coverage and optional insurance coverage for the member's eligible dependents provided as a benefit of employment with the City of Seattle, at the same level and under the same

conditions as though the member was in the City's employ, pursuant to program guidelines and procedures developed by the Seattle Human Resources Director and pursuant to the City's administrative contracts and insurance policies. Optional insurance includes but is not necessarily limited to Group Term Life (Basic and Supplemental), Long Term Disability, and Accidental Death and Dismemberment. Eligibility for coverage shall be effective for the duration of the employee's active deployment.

- 15.7 Paid Parental Leave: - Employees who meet the eligibility requirements of the Seattle Municipal Code Chapter 4.27, "Paid Parental Leave," may take leave for bonding with their new child.

**ARTICLE 16 – MEDICAL, DENTAL, VISION CARE,
LONG-TERM DISABILITY AND LIFE INSURANCE**

- 16.1 Medical, Dental and Vision Care: - The City shall provide medical, dental and vision plans (Standard, Kaiser Deductible, Aetna Traditional, Aetna Preventive and Washington Delta Dental of Washington as self-insured plans, and Dental Health Services and Vision Services Plan) for all regular employees (and eligible dependents) represented by unions that are a party to the Memorandum of Agreement established to govern the plans. Said plans, changes thereto and premiums shall be established through the Labor-Management Health Care Committee in accordance with the provisions of the Memorandum of Agreement established by the parties to govern the functioning of said Committee.
- 16.2 For calendar years ~~2019, 2020, 2021, and 2022~~ **2023, 2024 and 2025** the City shall pay up to one hundred seven percent (107%) of the average City cost of medical, dental, and vision premiums over the prior calendar year for employees whose health care benefits are governed by the Labor-Management Health Care Committee. Costs above 107% shall be covered by the Rate Stabilization Reserve dollars and once the reserves are exhausted, the City shall pay eighty-five percent (85%) of the excess costs in healthcare and the employees shall pay fifteen percent (15%) of the excess costs in healthcare.
- 16.3 Employees who retire and are under the age of sixty-five (65) shall be eligible to enroll in retiree medical plans that are experience-rated with active employees.
- 16.4 Long Term Disability: - The Employer shall provide a Long Term Disability (LTD) insurance program for all eligible employees for occupational and non-occupational accidents or illnesses. The Employer shall pay the full monthly premium cost of a base plan with a ninety (90)-day elimination period, which insures sixty percent (60%) of the employee's first Six Hundred Sixty-seven Dollar (\$667) base monthly wage. Employees may purchase through payroll deduction, an optional buy-up plan with a ninety (90)-day elimination period, which insures sixty percent (60%) of the remainder of the employee's base monthly wage (up to a maximum of \$8,333.00 per month). Benefits may be reduced by the employee's income from other sources as set forth within the plan description. The provisions of the plan shall be further and more fully defined in the plan description issued by the Standard Insurance Company.
- 16.5 During the term of this Agreement, the City may, at its discretion, change or eliminate the insurance carrier for any long-term disability benefits covered by this Section and provide an alternative plan either through self-insurance or another insurance carrier; however, the long-term disability benefit level shall remain substantially the same.

- 16.6 The maximum monthly premium cost to the Employer shall be no more than the monthly premium rates established for calendar year 2019~~20~~22 for the base plan; provided, further, such cost shall not exceed the maximum limitation on the Employer's premium obligation per calendar year as set forth within Section 16.2.
- 16.7 Life Insurance: - The City shall offer a voluntary Group Term Life Insurance option to eligible employees. The employee shall pay sixty percent (60%) of the monthly premium and the City shall pay forty percent (40%) of the monthly premium at a premium rate established by the City and the carrier. Premium rebates received by the City from the voluntary Group Term Life Insurance option shall be administered as provided for below.
- 16.8 Commencing with the signing of this Agreement, future premium rebates shall be divided so that forty percent (40%) can be used by the City to pay for the City's share of the monthly premiums, and sixty percent (60%) shall be used for benefit of employees participating in the Group Term Life Insurance Plan in terms of benefit improvements to pay the employee's share of the monthly premiums or for life insurance purposes otherwise negotiated.
- 16.9 The City will offer an option for employees to purchase additional life insurance coverage for themselves and/or their families.
- 16.10 New regular employees will be eligible for benefits the first month following the date of hire (or immediately, if hired on the first working day of the month).

ARTICLE 17 – RETIREMENT

- 17.1 Pursuant to Ordinance No. 78444 as amended, employees shall be covered by the Seattle City Employees Retirement System (SCERS).
- 17.2 Effective January 1, 2017, consistent with Ordinance No. 78444 as amended, the City shall implement a defined benefit retirement plan, SCERS II, for employees hired on or after January 1, 2017.

ARTICLE 18 – HOURS OF WORK AND OVERTIME

- 18.1 Hours of Work - Eight (8) hours shall constitute a normal day's work, and five (5) consecutive days a normal work week.
- a) Employees covered by this Agreement shall be provided a fifteen (15) minute paid rest period during each half of their workday.
 - b) Employees covered by this Agreement shall be provided an unpaid meal break of not less than thirty (30) minutes, and no more than sixty (60) minutes.
 - c) Fourteen (14) calendar days' notice shall be provided to employees when changes to employees' regular schedules are made by management. 'Schedule change' shall mean a change from a normal schedule as described in 18.1, above, to an alternative work schedule (see Section 18.2), or vice versa; OR a change in the scheduled days of work within a work week (e.g. from Monday-Friday, to Tuesday-Saturday work week).
 - d) Five (5) calendar days' advance notice shall be afforded employees covered by this Agreement when shift changes are required by their supervisor. For shift changes required as a result of circumstances not reasonably anticipated, such as in an emergency, the City will provide notice to employees as soon as possible.
- 18.2 Alternative Work Schedules - Notwithstanding Section 18.1, above, the City may, upon notice to the Union, approve four (4)-day/forty (40)-hour or nine (9)-day/eighty (80)-hour alternative work schedules for employees covered by this bargaining agreement subject to such terms and conditions established by each department. In administering alternative work schedules, the following working conditions shall prevail:
- a) Employee participation shall be on a voluntary basis.
 - b) Vacation benefits shall be accrued and expended on an hourly basis.
 - c) Sick leave benefits shall be accrued and expended on an hourly basis.
 - d) Holidays shall be granted in accordance with Article 12 of this Agreement.
- 18.3 Overtime:
- a) Overtime work must be assigned. Only the appointing authority or a designated management representative shall authorize employees to work more than forty (40) hours in a workweek.
 - b) All work performed in excess of forty (40) hours in any work week shall be considered as overtime.

- ↪
- c) Overtime shall be compensated at the rate of one and a half (1½) times the employee's regular straight-time hourly rate of pay.
- d) Employees may make necessary adjustment, when approved by the City, in their normal daily work hours to fulfill their normal job responsibilities within forty (40) hours per week; provided, however, employees shall not be expected by the City to work in excess of forty (40) hours per work week without overtime compensation.
- ↪
- e) Employees shall report actual hours worked each workday on their bi-weekly timesheets.

18.4 Premium Pay for Holidays:

- a) An employee whose normal work schedule does not include work on an officially recognized holiday but who, with fourteen (14) calendar days advance notice, is required to work on the holiday shall receive their straight-time rate of pay for working on the holiday and, in addition, shall receive premium pay at the rate of one and a half (1½) times their straight-time rate of pay for actual hours worked on the holiday. Where fourteen (14) calendar days advance notice is not given, the employee shall receive premium pay at the rate of two (2) times their straight-time rate of pay for actual hours worked on the holiday. There shall be no pyramiding of holiday hours and an employee can only receive a maximum of 3 times the employees' hourly rate of pay. As an example: holiday +overtime (either 1.5 or 2 times the employees' hourly rate of pay) as referenced in Appendix A.
- ↪
- b) An employee whose normal work schedule includes work on an officially recognized holiday shall receive their straight-time rate of pay for working on the holiday. In addition, he or she shall receive 1½ times their straight-time rate of pay for hours worked on the holiday.
- ↪
- c) An employee who works on an officially recognized holiday may, at the discretion of the appointing authority or designated management representative, be allowed to take another day off in lieu of the holiday, as long as such day off falls during the same work week as the holiday. The hours worked on the holiday shall be compensated at the employee's straight-time rate of pay, except that any hours over 40 in the workweek shall be paid at the overtime rate of pay.

18.5 Compensatory Time Off: - By mutual agreement of the affected employee and the appointing authority or designated management representative, an hourly employee may receive compensatory time off in lieu of wages for overtime hours worked. Use of compensatory time off requires supervisory approval.

- a) Compensatory time off shall be earned at the same rate as overtime wages, as provided in this Article.
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- b) Employees may accumulate up to eighty (80) hours of compensatory time off, **or the limit of the department they are working in whichever is greater per year with a maximum of two hundred forty (240) hours.**
- c) Compensatory time off balances must be cashed out upon separation of employment from the City.
⊕
- d) At the discretion of the appointing authority, an employee who transfers from another employing unit may be allowed to transfer their compensatory time off balance, up to a maximum of eighty (80) hours. Any compensatory time balances in excess of eighty (80) hours shall be cashed out.
⊕
- e) If the receiving department does not agree to the transfer of compensatory time balances, the employing unit in which the employee accumulated the balance shall cash it out.

18.6 Standby ~~:-~~ Standby duty is for the purpose of responding to business needs that arise outside of employees' regular working schedules.

- a) When an employee covered by this Agreement is placed on standby duty by the City, the employee shall remain available to respond to emergency calls and must respond as directed by the designated management representative.
⊕
- b) Employees who are placed on standby duty shall be paid at the rate of ten percent (10%) of their regular straight-time hourly rate of pay for all hours so assigned.
⊕
- c) When an employee assigned to standby duty responds and performs the work required, standby pay shall be discontinued for the actual hours on work duty and the employee shall be paid at the overtime rate of pay for all time spent performing such duties.
⊕
- d) Where standby is required, work units shall maintain quarterly standby schedules so that affected employees have adequate notice of when they are scheduled to be on assigned standby duty. Such schedules will be made available to employees fourteen (14) calendar days in advance. Employees may, with management concurrence, exchange assigned standby shifts in advance of a scheduled standby assignment. To the extent possible, such exchanges shall not result in inequitable distribution of standby among employees.
⊕
- e) Notwithstanding (d), above, the City may assign employees to standby duty without prior notice where unforeseen circumstances require a specific response or skillset. In such circumstances, the City may request an employee remain available to respond for a specified time period, and the provisions of Sections 18.6(b) and 18.6(c) shall apply.
⊕
- f) An employee may use paid sick leave to be compensated for eligible sick leave absences from scheduled standby duties.
⊕

g) Employee on standby shall initially receive a minimum of sixteen (16) hours (or adjusted for alternative work schedules) of standby pay on workdays and 24 hours of standby pay on weekends and holidays when assigned to standby. When an employee is paged or called after normal work hours they shall receive a minimum of two (2) hours of overtime at the applicable overtime rate and standby compensation will stop while on paid status. Each additional hour worked beyond the minimum of two (2) hours shall be paid appropriate hourly rate of pay.

h) An employee who is called back from standby within two (2) hours from the starting time of their next regularly scheduled work shift shall be compensated at the overtime rate of pay for only those hours immediately preceding the start of their next regularly scheduled work shift, and the standby provision requiring a two hour minimum of overtime pay shall not apply.

18.7 Call Back: - A call back is defined as a situation in which an employee has left the work premises and is contacted to report to a designated work location after the end of their normal workday, or on a scheduled day off, in response to unplanned or unforeseen circumstances requiring the employee's performance of work outside of their normally scheduled working hours.

a) Compensation for a call back shall commence at the time the employee arrives at the designated work location.

b) Employees who respond to a call back shall receive a minimum of two (2) hours of overtime pay at one and a half (1½) times their regular straight-time hourly rate of pay. Each additional hour worked on the call back shall be paid at one and a half (1½) times the employee's regular straight-time hourly rate of pay.

c) An employee who is called back within two (2) hours from the starting time of their next regularly scheduled work shift shall be compensated at the overtime rate of pay for only those hours immediately preceding the start of their next regularly scheduled work shift, and the call back provision shall not apply.

d) Existing practices with regard to compensation for call back within the Radio Communications group at the Seattle IT Department, and the SCADA unit at Seattle Public Utilities, shall continue for the term of this Agreement.

18.8 Remote Response: - Remote response is defined as a situation in which an employee is contacted to respond after the end of their normal workday, or on a scheduled day off, due to unplanned or unforeseen circumstances, but such response does not require the employee to report to a designated work location. Remote Response occurs when an employee accepts or returns a call or message, or logs into a City device or system, for the purpose of responding as requested by the City.

a) Employees who provide Remote Response shall receive a minimum of two (2) hour of overtime pay at one and a half (1½) times their regular straight-time hourly rate of pay.

If the total duration of the work exceeds two (2) hours, overtime will be paid for the actual time spent performing such duties.

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- b) Employees who respond within two (2) hours from the starting time of their next regularly scheduled work shift shall be compensated at the overtime rate of pay for only those hours immediately preceding the start of their next regularly scheduled work shift, and the remote response provision shall not apply.

18.9 Overtime Meal Compensation

- a) Eligibility: - When an employee is specifically directed by the City to work two (2) hours or longer on the end of their normal work shift of not less than eight (8) hours, or otherwise works under circumstances for which meal reimbursement is authorized per Ordinance 111768, and the employee purchases a meal away from their place of residence as a result of such additional hours of work, the employee shall be reimbursed for the of such meal in accordance with Ordinance 111768.

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- b) Reimbursement: - The employee must furnish the City with a dated receipt for said meal no later than the beginning of their next regular shift. Otherwise, the employee shall be paid a maximum of Twenty dollars (\$20.00) in lieu of reimbursement for the meal. The City shall not reimburse for the cost of alcoholic beverages.

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- c) In lieu of any meal compensation as set forth within this Section, the City may, at its discretion, provide a meal.

18.10 Shift Differential: - Effective ~~July 27th, 2015,~~ **January 1, 2023**, an employee who is scheduled to work not less than four (4) hours of their regular work shift during the evening (swing) shift or night (graveyard) shift shall receive the following shift premiums for scheduled hours which fall within those shifts.

<u>SWING SHIFT</u>	<u>GRAVEYARD SHIFT</u>
\$0.80 1.25 per hour	\$0.80 1.75 per hour

~~Effective December 25, 2019, an employee who is scheduled to work not less than four (4) hours of their regular work shift during the evening (swing) shift or night (graveyard) shift shall receive the following shift premiums for scheduled hours which fall within those shifts.~~

<u>SWING SHIFT</u>	<u>GRAVEYARD SHIFT</u>
\$1.00 per hour	\$1.50 per hour

Shift definition shall be governed by department practice.

With the exception of eligible sick leave, the above shift premium shall not apply to any paid leave time. The shift differential will be paid to employees working overtime only if

they work four (4) or more consecutive hours on the extra shift, in which case it will be paid for all hours of overtime work for that shift.

ARTICLE 19 – WAGES

19.1 The classifications of employees covered under this Agreement and the corresponding rates of —pay are set forth in Schedule A, which is attached hereto and made a part of this Agreement. ~~The —Consumer Price Index shall be provided to the union no later than August 1st of each year.~~

~~Effective December 26, 2018~~ January 1, 2023, employees' base wages will be increased by 0.52% plus 100% of the annual average growth rate of the bi-monthly Seattle-Tacoma-Bellevue Area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the period June 2016 through June 2017 to the period June 2017 through June 2018, minimum 1.5%, maximum 4%. Such wage increases are reflected in Schedule A wage rates, Year 1. ~~one hundred percent (100%) of the percentage increase in the Seattle-Tacoma-Bellevue area Consumer Price Index for June 2021 over the same index for June 2022; provided, however, said percentage increase shall not be less than two percent (2%). The index used shall be the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), All Items, Revised Series (1982-84 = 100), covering the period June 2021 — June 2022 as published by the Bureau of Labor Statistics. The resulting percentage increase shall be rounded to the nearest tenth (10th) of a percent.~~

~~19.3 — Effective January 1, 2024~~ December 25, 2019, employees base wages will be increased by 1.0% plus 100% of the annual average growth rate of the bi-monthly Seattle-Tacoma-Bellevue Area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the period June 2017 through June 2018 to the period June 2018 through June 2019, minimum 1.5%, maximum 4%. ~~and shall be computed to reflect a percentage increase equivalent to one hundred percent (100%) of the percentage increase in the Seattle-Tacoma-Bellevue area Consumer Price Index for June 2022 over the same index for June 2023; provided, however, said percentage increase shall not be less than two percent (2%). The index used shall be the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), All Items, Revised Series (1982-84 = 100), covering the period June 2022 — June 2023 as published by the Bureau of Labor Statistics. The resulting percentage increase shall be rounded to the nearest tenth (10th) of a percent.~~
~~Such wage increases are reflected in Schedule A wage rates, Year 2.~~

~~19.4 — Effective January 6, 2021~~ 1, 2025, employees base wages will be increased by 1.0% plus 100% of the annual average growth rate of the bi-monthly Seattle-Tacoma-Bellevue Area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the period June 2018 through June 2019 to the period June 2019 through June 2020, minimum 1.5%, maximum 4%. ~~shall be computed to reflect a percentage increase equivalent to one hundred percent (100%) of the percentage increase in the Seattle-Tacoma-Bellevue area Consumer Price Index for June 2023 over the same index for June 2024; provided, however, said percentage increase shall not be less than two percent (2%). The index used shall be the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-~~

~~W), All Items, Revised Series (1982-84=100), covering the period June 2023—June 2024 as published by the Bureau of Labor Statistics. The resulting percentage increase shall be rounded to the nearest tenth (10th) of a percent.~~

~~19.5 Effective January 5, 2022, employees base wages will be increased by 100% of the annual average growth rate of the bi-monthly Seattle-Tacoma-Bellevue Area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the period June 2019 through June 2020 to the period June 2020 through June 2021, minimum 1.5%, maximum 4%.~~

19.2 Effective January 4, 2023, employees' base wages will be increased by five percent (5%).

19.2.1 Effective January 4, 2023, employees will receive an additional bargained wage adjustment of one percent (1%).

19.3 Effective January 3, 2024, employees base wages will be increased by four and one half percent (4.5%).

19.3.1 Effective January 3, 2024, employees will receive an additional bargained wage adjustment of one half percent (.5%).

19.4 Effective January 14, 2025, employees base wages will be increased by one hundred percent (100%) of the annual average growth rate of the bi-monthly Seattle-Tacoma-Bellevue area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the period June 2022 ~~overthrough~~ June 2023 to the period June 2023 ~~overthrough~~ June 2024. However, this percentage increase shall not be less than two percent (2%) nor shall it exceed four percent (4.0%).

~~9.5 Effective January 10, 2026, employees base wages will be increased one hundred percent (100%) of the annual average growth rate of the bi-monthly Seattle-Tacoma-Bellevue area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the period June 2023 through June 2024 to the period June 2024 through June 2025. However, this percentage increase shall not be less than two percent (2%) nor shall it exceed four percent (4.0%). After calculating new base wage for 2026 using the formula above, the base wage will have an additional one point zero percent (1.0%) added, the total not to exceed five percent (5%).~~

19.568 ~~Wage Study:~~ - The City is in the process of conducting a wage study. Any adjustments to wages agreed to as a result of the study shall be effective no earlier than January 1, 2017.

19.679 ~~Washington State Paid Family and Medical Leave Premiums:~~ - Employees will pay the employee portion of the required premium [listed as the WA Paid Family Leave Tax and the WA Paid Medical Leave Tax on an employee's paystub] of the Washington State Paid Family and Medical Leave Program effective December 25, 2019.

ARTICLE 20 – PROBATION AND TRIAL SERVICE

The following definitions apply to this Article:

Probationary Period: - A twelve (12)-month period of employment following an employee's initial regular appointment within the Civil Service to a position. The probationary period is an extension of the selection process during which time an employee is required to demonstrate their ability to perform the job for which the employee was hired.

Regular Appointment: - The authorized appointment of an individual to a position in the Civil Service.

Trial Service Period: - A twelve (12)-month trial period of employment of a regular employee, beginning with the effective date of a subsequent regular appointment from one classification to a different classification through promotion or transfer to a classification in which the employee has not successfully completed a probationary or trial service period, or rehire from a Reversion/Recall List to a department other than that from which the employee was laid off.

Regular Employee: - An employee who has successfully completed a twelve (12)-month probationary period and has had no subsequent break in service as occasioned by quit, resignation, discharge for just cause, or retirement.

Revert: - To return an employee who has not successfully completed their trial service period to a vacant position in the same class and former department (if applicable) from which they were appointed.

Reversion/Recall List: - If no such vacancy exists to which an employee may revert, they will be removed from the payroll and their name placed on a Reversion/Recall List for the class/department from which they were removed.

20.1 **Probationary Period**: - ——— Upon initial appointment to a position in the classified service, an employee must complete a twelve (12)-month probationary period. The probationary period shall provide the department with the opportunity to observe a new employee's work, to train and aid the new employee in adjustment to the position, and to terminate any employee whose work performance fails to meet the required standards.

20.2 Occasional absences due to illness, vacations, jury duty and military leave shall not result in an extension of the probationary period but, upon approval of the Seattle Human Resources Director, an employee's probationary period may be extended so as to attain the equivalent of a full twelve (12) months of actual service where there are numerous or extended absences.

For employees of Municipal Court, occasional absences due to illness, vacations, jury duty and military leave shall not result in an extension of the probationary period but, upon approval of the Presiding Judge, an employee's probationary period may be extended so as

to attain the equivalent of a full twelve (12) months of actual service where there are numerous or extended absences. Notice of the decision to extend the probationary period will be filed with the Seattle Human Resources Director.

- 20.3 Probationary Dismissal: - An employee who is dismissed during their probationary period shall be given five (5) working days' advance notice in writing. However, if the department believes the best interest of the City requires the immediate dismissal of the probationary employee, written notice of only one (1) full working day prior to the effective date of the dismissal shall be required.
- 20.4 An employee dismissed during their probationary period shall not have the right to appeal the dismissal. If advance notice of the dismissal is not given, as provided in 20.3, above, the employee may enter an appeal for up to five (5) days' pay, which they would have received had the required notice been given. If such a claim is sustained, the employee shall be entitled to the appropriate payment of wages, but shall not be entitled to reinstatement.
- 20.5 Trial Service: --An employee who has satisfactorily completed a probationary period and is subsequently promoted or transferred to a position in another classification shall serve a twelve (12)-month trial service period in the subsequent position. The trial service period shall provide the department with the opportunity to observe the employee's work, to train and aid the employee in adjustment to the position, and to revert such an employee with or without just cause.
- 20.6 Employees who have been reverted during the trial service period shall not have the right to appeal.
- 20.7 An employee's trial service period may be extended up to three (3) additional months by written mutual agreement between the department and employee, subject to approval by the Seattle Human Resources Director prior to expiration of the trial service period.
- 20.8 Reversion to Former Position:
- a) An employee who has been appointed from one classification to another classification within the same or different department and who fails to satisfactorily complete the trial service period shall be reverted to a vacant position within the former department (if applicable) and classification from which they were appointed. Where no such vacancy exists, such employee shall be given fifteen (15) calendar days' written notice prior to being placed on a Reversion/Recall List for their former department and former classification and prior to being removed from the payroll.
 - b) The names of regular employees who have been reverted for purposes of re-employment in their former department shall be placed on the Reversion/Recall List for the same classification from which they were promoted or transferred for a period of one (1) year from the date of reversion.

- c) If a vacancy is to be filled in a department and a valid Reversion/Recall List for the classification for that vacancy contains the name(s) of eligible employees who have been removed from the payroll from that classification and from that department, such employees shall be reinstated in order of their length of service in that classification. The employee who has the most service in that classification shall be the first reinstated.
- d) An employee whose name is on a valid Reversion/Recall List for a specific job classification who accepts employment with the City in that same job classification shall have their name removed from the Reversion/Recall List. Refusal to accept placement from a Reversion/Recall List to a position the same, or essentially the same, as that which the employee previously held shall cause an employee's name to be removed from the Reversion/Recall List, which shall terminate rights to reemployment under this Reversion/Recall List provision.
- e) A reverted employee shall be paid at the step of the range that they normally would have received had they not been promoted or transferred.

20.9 Subsequent aAppointments:

- a) If a probationary employee is subsequently appointed in the same classification from one department to another, the receiving department may, with approval of the Seattle Human Resources Director, require that a complete twelve (12)-month probationary period be served in that department. If a regular employee or an employee who is serving a trial service period is subsequently appointed in the same classification from one department to another, the receiving department may, with the approval of the Seattle Human Resources Director, require that a twelve (12)-month trial service period be served in that department.
- b) If a probationary employee is subsequently appointed to a different classification in the same or different department, the employee shall serve a complete twelve (12)-month probationary period in the new classification, not to exceed a total of twenty-four (24) months of probationary employment. If a regular employee is subsequently appointed to a different classification in the same or different department, the employee shall serve a complete twelve (12)-month trial service period in the new classification.
- c) Within the same department, if a regular employee is appointed from a lower classification for which he or she is serving a trial service period to a higher classification in a closely related field, the trial service period for both classifications shall overlap. The employee shall complete the term of the original trial service period and be given regular status in the lower classification, and then serve out the remainder of the twelve (12)-month trial service period in the higher classification.
- d) Within the same department, if a probationary employee is regularly appointed from a lower classification to a higher classification in a closely related field, the probationary period and the new trial service period for the higher classification shall overlap. The employee shall complete the term of the original probationary period and be given

regular standing in the lower classification and then serve out the remainder of the twelve (12)-month trial service period in the higher classification.

20.10 Nothing in this Article shall be construed as being in conflict with the provisions of Article 21.

ARTICLE 21 – TRANSFER AND REDUCTION

21.1 Transfer:

- A. Intradepartmental Transfers - ~~:-~~ An employee may request to transfer to a vacant position in the same classification or with the same maximum pay rate within the department where the employee is working.
- i. If the employee transfers to a position in the same classification, their status shall remain the same as it was immediately before the transfer.
 - ii. If the employee transfers to a position in a different classification and has completed a twelve (12)-month probationary period, the employee must serve a trial service period. If the employee transfers to a position in a different classification and has not completed a twelve (12)-month probationary period, they must complete a probationary period consistent with Section 20.1.
- B. Interdepartmental Transfers: - Transfer to a position in a different department shall be treated as a selection process. The Seattle Human Resources Director may waive advertisement for transfer between departments to avoid layoff as a result of reorganization or job rotation or for the reasonable accommodation of a qualified individual under the Americans with Disabilities Act or the Washington State Law Against Discrimination.
- i. If a probationary employee is subsequently appointed in the same classification from one department to another the receiving department may, with the approval of the Seattle Human Resources Director, require that a twelve (12)-month probationary period be served in that department.
 - ii. If an employee who is serving a trial service period is subsequently appointed in the same classification from one department to another, the receiving department may, with the approval of the Seattle Human Resources Director, require that a twelve (12)-month trial service period be served in that department.
 - iii. If a regular employee is subsequently appointed in the same classification from one department to another, the employee shall retain their regular status in the new position and is not required to serve a trial service period, unless the appointment was a reinstatement after layoff.

21.2 Reduction:

- a) A regularly appointed employee may reduce or be reduced to a vacant position in a lower classification in the same department with the approval of the appointing

authority their designated management representative. No selection process is required; however, the employee must be able to demonstrate that he or she meets the minimum qualifications for the lower classification.

- b) An employee so reduced must successfully complete a probationary period only if the employee has not completed an initial probationary period. An employee so reduced shall not serve a trial service period.
- c) Upon showing that the reason for a reduction no longer exists, and the employee is qualified, the appointing authority or the appointing authority's designated management representative may return an employee to an available vacant position in the former class within the same department. No selection process is required. The employee's status in the higher class shall be the same as it was immediately prior to the reduction.
- d) Reduction to a position in another department shall be treated as a selection process, and a twelve (12)-month trial service may be required where the employee has not previously had standing in the lower classification. The Seattle Human Resources Director may waive advertisement for reduction to a position in another department to avoid layoff as a result of reorganization or job rotation, or for the reasonable accommodation of a qualified individual under the Americans with Disabilities Act or the Washington State Law Against Discrimination.

21.3 Demotion:

- a) An employee may be demoted by the appointing authority to a vacant position in a lower classification in the same department for disciplinary reasons. The employee must meet the minimum qualifications for the lower classification.
- b) An employee so demoted must successfully complete a probationary period only if the employee has not completed an initial probationary period. An employee so demoted shall not serve a trial service period.
- c) A demoted employee has no right of return to the class from which the employee was demoted, but may apply for other vacancies within the classification at a later date.

ARTICLE 22 – LAYOFF AND SENIORITY

22.1 A condition of layoff exists when an employing unit must abrogate or unfund a position of employment in the classified service, and there are no vacant funded positions in the classification or title within the employing unit.

A management-initiated reduction in scheduled work hours shall not constitute a layoff unless the reduction is to less than twenty (20) hours per workweek. When management reduces an employee's scheduled work hours, the employee shall be entitled to participate in layoff referral programs as provided in Section 22.11 of this Agreement.

22.2 **Order of Layoff:**

a) Within an employing unit, in a given classification affected by layoff, the order of layoff of employees shall be as follows:

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1. Probationary employees;
2. Trial service employees who cannot be reverted in accordance with Section 20.8;
3. Regular employees

b) Temporary workers shall be separated prior to the layoff of any probationary, trial service, or regular employee in the same employing unit and classification or title. Among probationary or trial service employees, order of layoff shall be at the discretion of the appointing authority.

c) Among regular employees, order of layoff shall be in the order of seniority; the employee with the least seniority being laid off first.

22.3 **Out-of-Order Layoff:** - Upon a showing by the appointing authority that the operating needs of an employing unit require such action, the Seattle Human Resources Director may authorize an exception to the normal order of layoff and the retention in active employment of any employee who has some critically necessary special experience, training or skill.

If the Seattle Human Resources Director approves the retention of the least senior employee, the more senior employee shall be allowed to bump the next least senior employee, continuing in sequential order as necessary until the Seattle Human Resources Director determines that the more senior employee has the required skills to satisfactorily perform the work of the position within a reasonable period of time.

22.4 **Bumping:**

1) Within the same employing unit, any regular employee subject to being laid off may displace the employee who has least seniority in the displacing employee's classification.

- 2) The least-senior regular employee or trial service employee who cannot be reverted in accordance with Section 20.8 who is laid off or is displaced may displace the employee having the least seniority in the next lower classification in the same classification series when (1) the displacing employee has had an appointment to such lower classification, and (2) the employee to be sequentially displaced has less seniority than the displacing employee.

22.5 Reinstatement:

- a) The Seattle Human Resources Director shall establish and maintain for twelve (12) months following layoff a reinstatement list for any classification or title from which employees covered under this Agreement have been laid off, and shall provide it to any employing unit that has a position vacancy in a classification for which a reinstatement list exists.
- b) The appointing authority shall appoint an employee from the reinstatement list to fill the available position.
- c) If there is more than one eligible employee on the reinstatement list for a particular classification, the appointing authority shall conduct a selection process and appoint from among all eligible employees.
- d) The appointing authority may refuse to appoint an eligible employee from a reinstatement list only with the Seattle Human Resources Director's concurrence that the employee is not qualified for the available position. The employee shall remain eligible for reinstatement for the term of the list.

e) An employee who is reinstated shall:

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1. Be placed at the salary step in effect at the time of the employee's layoff.
2. Have their seniority in the classification, from the time of original appointment to the classification to the time of layoff, restored.
3. Have their accumulated and unused sick leave balance restored.
4. Earn vacation at the accrual rate that was in effect at the time of their layoff. The employee need not satisfy the 6-month eligibility waiting period for vacation use if he or she previously satisfied that requirement.

~~5.~~ If the employee closed their account with the City Employees' Retirement System upon layoff, be eligible to redeposit in the City Employees' Retirement Fund an amount equal to that which he or she withdrew, plus interest, subject to any rules established by the Retirement Board.

5.

¶ 6. An employee who refuses an offer of employment shall be removed from the reinstatement list unless his or her continued eligibility is approved by the Seattle Human Resources Director.

¶ 7. An employee who accepts appointment to a position in a classification or title other than that to which the employee has reinstatement rights shall be removed from the reinstatement list.

22.6 Rehire: - An employee who accepts appointment to a position in a classification or title other than that from which he or she was laid off within twelve (12) months following layoff shall:

- a) Have their salary placement calculated as in transfer, reduction or promotion, depending upon whether the maximum step of the new salary range is the same, lower or higher than the maximum wage of the range associated with the classification or title from which the employee was laid off.
- b) Complete a probationary or trial service period, as appropriate, in the new classification or title. Seniority in the classification or title shall begin to accrue upon completion of the probationary or trial service period. If the employee has prior standing in the classification or title, this requirement does not apply.
- c) Have their accumulated and unused sick leave balance restored.
- d) Earn vacation at the accrual rate that was in effect at the time of the employee's layoff, with combined service counting toward progression to the next increment in accrual rate. The employee need not satisfy the 6-month eligibility waiting period for vacation use if he or she previously satisfied that requirement.
- e) If the employee closed their account with the City Employees' Retirement System upon layoff, be eligible to redeposit in the City Employees' Retirement Fund an amount equal to that which he or she withdrew, plus interest, subject to any rules established by the Retirement Board.

22.7 An employee who is not reinstated or rehired within twelve (12) months of layoff shall be considered to have been separated from City employment.

22.8 An employee who is rehired more than twelve (12) months following layoff shall not be considered to have been reinstated. The employee shall be treated as a new hire except for purposes of vacation accrual and use, and eligibility to redeposit in the City Employees' Retirement Fund an amount equal to that which he or she withdrew, plus interest, subject to any rules established by the Retirement Board.

22.9 Voluntary Layoff:

- a) When a condition of layoff exists within an employing unit, an employee in the affected classification who would not be subject to layoff in a normal order of layoff may make a written request to the appointing authority to be laid off in lieu of the least senior employee in the classification.
- b) The appointing authority may approve a request for voluntary layoff as long as it mitigates the need for another layoff in the classification.
- c) An employee who elects a voluntary layoff as described herein shall be subject to all terms and conditions of layoff and shall be eligible for participation in referral and reinstatement programs.

22.10 Seniority - For purposes of layoff, seniority shall mean a regular employee's length of continuous service, based on total straight-time regular pay hours, in their present classification and all higher classifications since original appointment to the present classification.

- a) After completion of the probationary period, service credit for purposes of seniority will be given for the length of continuous service in the employee's present classification and all higher classifications since original regular appointment to the present classification. Unpaid absences for active duty training or mobilization with the United States Armed Forces shall not be deducted from an employee's seniority.
- b) In case of a tie among employees with equal seniority in the affected classification, any employee who qualifies for veterans' preference shall be retained over an employee who does not qualify for veterans' preference. Where ties continue to exist after application of veterans' preference, order of layoff shall be at the discretion of the appointing authority.

22.11 Referral Programs: - The Seattle Human Resources Director may establish programs for the referral of employees who have been informally or formally notified of pending layoff, a reduced work schedule, or who have been laid off, to appropriate employment positions.

- a) The appointing authority or a designated management representative shall certify employee eligibility to participate in referral programs by submitting an official nomination to the Seattle Human Resources Director.
- b) Each employee who participates in a referral program shall be responsible for meeting all the terms and conditions of participation.
- c) The Seattle Human Resources Director may refer eligible employees to positions that have a maximum pay rate that is equivalent to or lower than the maximum pay rate associated with the position from which the employee will be or has been laid off, or has had their work schedule reduced.

Eligibility for participation in a referral program ends twelve (12) months after actual layoff or reduction in scheduled work hours by management.

ARTICLE 23 – WORK OUTSIDE OF CLASSIFICATION

- 23.1 Employees who are temporarily assigned by the appointing authority, or designee, to perform the normal ongoing duties and accept responsibility of a position when the duties of the higher position are clearly outside of the scope of an employee’s regular duties for a period of four (4) consecutive hours or longer, shall receive an adjustment in pay to reflect the newly assigned duties.
- 23.2 The rate of pay associated with the out of class opportunity shall be established prior to the offering of the assignment.
- a) When the out of class assignment is to a title in the Step Progression Pay Program, the employee shall receive the step associated with the higher-paying title which provides an increase closest to but not less than four percent (4%), not to exceed the maximum pay rate of the higher-paying title, while performing out-of-class duties.
 - b) When the out-of-class assignment is to a title in a discretionary pay program, the employee shall be paid using the out-of-class job codes and pay structures established for the program. The appointing authority may approve a pay increase larger than four percent (4%) when a higher pay rate is appropriate for the duties assigned.
- 23.3 The City shall have the sole authority to direct its supervisors as to when to assign employees to a higher classification. Employees must meet the minimum qualifications of the higher class and must have demonstrated, or be able to demonstrate, their ability to perform the duties of the class or assignment.
- 23.4 If an employee is assigned by the appointing authority or designee, pursuant to this Article, to perform the duties of a higher classification on a continuous basis in excess of sixty (60) calendar days, they thereafter, while still assigned at the higher level, will be compensated for vacation and holidays at the rate of the assigned higher classification. Eligible use of sick leave during the term of the assignment shall be paid at the out of class rate.
- 23.5 Out-of-class shall be formally assigned in advance of the out-of-class opportunity created in normal operating conditions. Where the work is not authorized in advance, it is the responsibility of the proper authority to determine immediately how to accomplish the duties that would otherwise constitute an out-of-class. Any employee may request that this determination be made. The employee will not carry out any duty of the higher-level position when such duty is not also a duty of their own position, if the employee is not formally assigned to perform the duties on an out-of-class basis.
- 23.6 No employee may assume the duties of the higher-paid position without being formally assigned to do so, except in a bona fide emergency. When an employee has assumed an out-of-class role in a bona fide emergency, the individual may apply to their appointing

authority for retroactive payment of out-of-class pay. The decision of the appointing authority as to whether the duties were performed and whether performance thereof was appropriate shall be final.

23.7 Employees covered by this Agreement may be temporarily assigned to perform the duties of a lower classification without a reduction in pay.

23.8 The City may work employees out-of-class across bargaining unit jurisdictions for a period not to exceed six (6) continuous months. The six (6)-month period may be exceeded under the following circumstances:

- a) a hiring freeze exists and vacancies cannot be filled;
- b) extended industrial or off-the-job injury or disability;
- c) a position is scheduled for abrogation; or
- d) a position is encumbered (an assignment in lieu of a layoff).

When such circumstances require that an out-of-class assignment be extended beyond six (6) months, the City shall notify the Union. After nine (9) months, the Union must concur with any additional extension of the assignment. The Union will consider all requests on a good faith basis.

ARTICLE 24 – GENERAL CONDITIONS

- 24.1 **Personnel Files:** - Materials to be placed into an employee's personnel file relating to job performance or workplace conduct or any other material that may have an adverse effect on the employee's employment shall be reasonable and accurate and brought to their attention with copies provided to the employee upon request. Files maintained by supervisors regarding an employee are considered part of the employee's personnel file and subject to the requirements of state law, RCW 49.12.240, RCW 49.12.250 and RCW 49.12.260, and any provisions of this Agreement applicable to personnel files, including allowing employee access to such files.
- 24.2 **Employee File Review:** - When an employee covered by this Agreement makes a request to examine their personnel file, they shall be allowed to do so within ten (10) business days. The employee will review the personnel file in the department Human Resources office, in the presence of a Human Resources representative or designated supervisor. Employees who disagree with material included in their personnel file will be permitted to insert a statement relating to the disagreement in their personnel file.
- 24.3 **Performance Standards:** - Any performance standards used to measure the performance of employees shall be reasonable and applied equitably.
- 24.4 **Correction of Job Performance:** - It is the employee's responsibility to correct unsatisfactory job performance or behavioral problems interfering with the ability to perform the job, and failure to do so will result in disciplinary action commensurate with the lack of satisfactory performance or degree of infraction. The employee's appointing authority may hold such disciplinary action in abeyance if the employee agrees:
- a) To meet with or advise the Employee Assistance Program Coordinator of the employee's preferred course of treatment; and
 - b) To follow through on a course of action, treatment or counseling recommended and/or accepted by the Employee Assistance Program Coordinator; and
 - c) To have such follow-through verified by the Employee Assistance Program Coordinator to the employee's appointing authority or designee.

If the employee fails to follow through as recommended and does not correct their job performance or behavioral problems that interfere with the ability to perform the job, the discipline will be imposed as recommended.

- 24.5 **Voluntary Disclosure:** - The employee who appears to have a substance abuse, behavioral, or other problem that is affecting job performance or interfering with the ability to do the job, shall be encouraged to seek information, counseling, or assistance through private sources that they may be aware of or sources available through the City's Employee Assistance Program. Employees are encouraged to make use of such sources on a self-

referral basis and supervisors will assist in maintaining confidentiality. No employee's job security will be placed in jeopardy as a result of seeking and following through with corrective treatment, counseling or advice.

24.6 Employee Assistance Program (EAP): - During the term of the Agreement, the City agrees to meet with the Union to discuss updating, modifying or enhancing EAPs.

24.7 Off-Duty Activities: - The off-duty activities of employees shall not be cause for disciplinary action unless said activities are a conflict of interest or are detrimental to the employee's work performance or the program or image of the agency.

24.8 Personnel Rules Amendments: - Except for the adoption of Emergency Rules, at least fourteen (14) days prior to adoption of amendments to the City Personnel Rules, the Seattle Human Resources Director shall notify the Union of the proposed changes for purposes of allowing the Union to comment thereupon as provided in Section 3 of Ordinance 102228.

24.9 Correction of Payroll Errors:

a) In the event it is determined there has been an error in an employee's paycheck, an underpayment shall be corrected within two (2) pay periods. Upon a showing by the employee that the underpayment causes an economic hardship, the City will prepare a manual check within two (2) business days, to correct the underpayment.

b) — Upon written notice, an overpayment shall be corrected as follows:

-If the overpayment involved only one (1) paycheck:

- By payroll deductions spread over two (2) pay periods; or
- By payments from the employee spread over two (2) pay periods.

c) If the overpayment involved multiple paychecks: By a repayment schedule through payroll deduction not to exceed twenty-six (26) pay periods in duration, with a minimum payroll deduction of not less than Twenty-five Dollars (\$25) per pay period.

d) If an employee separates from the City service before an overpayment is repaid: Any remaining amount due the City will be deducted from the employee's final paycheck(s).

e) By other means as may be mutually agreed between the City and the employee. The Union representative may participate in this process at the request of the involved employee. All parties will communicate/cooperate in resolving these issues.

24.10 Public Employment Programs: - As part of its public responsibility, the City may participate in or establish public employment programs to provide employment and/or training for and/or service to the City by various segments of its citizenry. Such programs may result in individuals performing work for the City that is considered bargaining unit work pursuant to RCW 41.56. Such programs have included and may include youth

training and/or employment programs, adult training and/or employment programs, vocational rehabilitation programs, work study and student intern programs, court-ordered community service programs, volunteer programs and other programs with similar purposes. Some examples of such programs already in effect include Summer Youth Employment Program (SYEP), Youth Employment Training Program (YETP), Work Study, Adopt-a-Park, Seattle Conservation Corps, and court-ordered Community Service. Individuals working for the City pursuant to such programs shall be exempt from all provisions of this Agreement.

The City shall have the right to implement new public employment programs or expand its current programs beyond what exists as of the signature date of this Agreement, but where such implementation or expansion involves bargaining unit work and results in a significant departure from existing practice, the City shall give thirty (30) days' advance written notice to the Union of such and upon receipt of a written request from the Union thereafter, the City shall engage in discussions with the Union on concerns raised by the Union. Notwithstanding any provision to the contrary, the expanded use of individuals under such a public employment program that involves the performance of bargaining unit work within a given City department, beyond what has traditionally existed shall not be the cause of (1) a layoff of regular employees covered by this Agreement, or (2) the abrogation of a regular budgeted full-time position covered by this Agreement that recently had been occupied by a regular full-time employee that performed the specific bargaining unit work now being or about to be performed by an individual under one of the City's public employment programs.

- 24.11 Public Disclosure Requests: - The City shall promptly notify the affected employee and the Union when the City receives a public disclosure request that seeks personal identifying information of an employee such as birthdate, social security number, home address, home phone number. The City shall not disclose information that is exempt from public disclosure. This Section shall be exempt from Article 7, Grievance Procedure.
- 24.12 Mileage Reimbursement :- An employee who is required by the City to provide a personal automobile for use in City business shall be reimbursed for such use at the current rate per mile recognized as a deductible expense by the United States Internal Revenue Service Code for a privately-owned automobile used for business purposes.
- 24.13 Temporary Work at Other than Regular Location: - Employees who are temporarily assigned to work at a location other than their regular place of employment shall receive additional compensation equivalent to two (2) hours regular base rate of pay for each night of required absence from their residence. This payment shall not apply to training.
- 24.14 Meal Reimbursement while on Travel Status: - An employee shall be reimbursed for meals while on travel status at the federal per diem rate. An employee will not be required to submit receipts for meals and may retain any unspent portion of an advance cash allowance for meals.

24.15 Training:

The City and the Union agree training and employee talent development is beneficial to the City and the employees. Talent development, needs may be identified by the City and/or by the employees. The City will work with employees on talent development plans. The City and the Union **is** are committed to working to address **these** training needs within available resources.

A. The City shall provide the necessary training to employees covered under this Agreement to effectively perform assigned job responsibilities, and to meet ongoing or anticipated business needs

B. Available training resources shall be allocated in the following order: business needs and career development within the City of Seattle. Employees are integral partners in managing their career development.

24.16 Bulletin Boards: --The City shall provide bulletin board space for the use of the Union in areas accessible to the members of the bargaining unit. However, such space shall not be used for notices that are political in nature. All material posted shall be the responsibility of the shop steward(s) assigned to the worksite and shall be clearly identified as IBEW Local 77 material. A copy of all material to be posted will be provided to the appropriate departmental Labor Relations Officer, Human Resources Manager or other designated representative prior to posting.

24.17 Transit Subsidy: - The City shall provide a transit subsidy benefit consistent with SMC 4.20.370.

24.18 Notice of Temporary Change in Position: - When a temporary change in position is required by management, employees shall receive written notice of the anticipated amount of time the employee will be assigned for the temporary change. If there is a need to extend the amount of time required by the employee to remain in the temporary position the City shall provide 14 days' notice of the extension and upon request by the Union, the City will meet in good faith and discuss the reason for the extension.

24.19 Employees shall be given the tools, equipment, physical access and on-line permissions to perform their assigned work. It is the sole discretion of management to determine what tools, equipment, physical access, and on-line permissions are required to perform the assigned work. **Employees shall not be disciplined for performance resulting from not being provided the tools, equipment, physical access, and online permissions.**

24.20 City Parking Rates: (City proposal) Effective January 1, 2020, the City proposes to increase the Commute Trip Reduction ("CTR") parking benefit cost to the employee from \$7.00 to \$10.00.

24.21 Seattle Information Technology Department will provide a minimum of 400 Pluralsight (or like talent development site) licenses that will be available to employees during the term of this agreement. If the department decides to discontinue using Pluralsight (or a like talent development site) license the department will fund an Information Technology talent development fund in the amount of \$100,000 for each year that the Department does not provide the licenses. This amount will be administered in consultation with the Labor Management Committee. In the event of an economic downturn that could lead to layoffs, the parties will discuss the continuation of this fund. ~~This section expires with the collective bargaining agreement.~~

~~24.224 Boot Allowance: - Employees in the following units shall be allowed a \$200.00 per year boot allowance. This allowance shall be paid on the first check in April of each year: SCADA, Radio Shop and Cabling Infrastructure team and any other applicable groups.~~

~~24.235 Clothing Allowance: - For employees required to wear Fire Resistant (FR) Clothing, they shall receive the same amount as the intermittent wear allowances for FR clothing per Local 77 electrical workers contract Unit 100 per the current U-100 agreement.~~

~~24.235.1 - All employees will be provided with all necessary PPE including hard hats, eye protection, etc. Upon request, employees in the radio shop, fiber installation, cabling infrastructure, telephone engineering groups or any other employees doing similar work will also be provided with coveralls and gloves and any clothing necessary to complete their work with minimal wear to their own clothing.~~

~~24.246 Job Postings: - All job postings for bargaining unit positions shall include a notice of union representation (yes/no) and include union affiliation. Job posting shall include the salary range. Job postings shall include both job classification and working title. The union shall be allowed to contest a job posting they feel should be represented.~~

~~24.257 Residency: - Employees shall be required to live within 3 hours of their normal work location.~~

~~24.2630 - The City agrees to collaborate with the union on working titles to be entered into the City's HRIS system upon completion of the Talent Modernization Project is completed.~~

ARTICLE 25 – ITP-A WORKING RULES

25.1 The Parties agree to exclude the following Articles and Sections of the contract from applying to the Information and Technology Professional A Bargaining Unit:

- A._Section 5.3-Temporary Employees (Not applicable)
- B. Article 8-Discipline (Just Cause)
- C._Section 21.1.B-Interdepartmental Transfers

25.2 Executive Leave

- A. Eligible full-time employees shall receive thirty-two (32) hours of paid executive leave annually. Eligible part-time employees shall receive executive leave proportionate to their part-time status annually. For example, a 75% employee shall receive 75% of thirty-two hours, or twenty-four (24) hours annually.
- B. Executive Leave is prorated for employees who become eligible following the first full pay period in January at the rate of one (1) day of executive leave for each calendar quarter the employee is employed during the first full pay period of the quarter.
- C. Employees must use executive leave in increments of eight (8) hours. Part-time employees must use executive leave in increments equivalent to the length of their normal workday.
- D. Executive leave has no cash value and cannot be cashed out or carried over from year to year.

25.3 Merit Leave

- A. The appointing authority or designee may annually award eligible full-time employees a maximum of forty-eight (48) hours of paid merit leave in recognition of exceptional job performance.
- B. The appointing authority or designee may annually award eligible part-time employees paid merit leave proportionate to their part-time status in recognition of exceptional job performance. For example, a 75% employee may receive up to 75% of forty-eight (48) hours, or thirty-six (36) hours annually.
- C. Employees may be awarded up to forty-eight (48) hours of merit leave regardless of his or her length of service in a given year. Part-time employees may be granted up to their prorated maximum regardless of his or her length of service in a given year.

- D. Merit leave is awarded in December in recognition of the current year's performance. Employees may use the current year's award beginning in January of the year following the year of the award.
- E. Employees must use merit leave in increments of eight (8) hours. Part-time employees must use merit leave in increments equivalent to the length of their normal workday.
- F. Merit leave has no cash value and cannot be cashed out or carried over from year to year.
- G. Employees who have not met performance expectations shall not be eligible for merit leave for the following year.
~~G.~~
- H. Merit leave shall be awarded to individual employees in accordance with Appendix A.5 of this agreement.

25.4 Occasional Absences of Less than Four Hours

Eligible salaried employees shall fulfill their professional responsibilities with no expectation of overtime compensation. The appointing authority shall allow them discretion in structuring their workday to ensure that they can fulfill those responsibilities. Eligible salaried employees shall not be required to use their paid leave balances for occasional absences of four hours or less during a work day, and shall be paid their regular salaries despite such absences. Eligible salaried employees shall notify their supervisors in advance of such absences and shall schedule such absences to cause the least impact on their work units. Such absences shall not interfere with the employee's ability to produce his or her expected work outcomes.

ARTICLE 26 – TELECOMMUTING

- 26.1 Nothing in this Article abridges the Employer's rights enumerated within this Agreement.
- 26.2 Telecommuting is an arrangement in which an employee's job duties may be performed at an alternative worksite, such as the employee's residence or a satellite office located closer to the employee's residence than the primary worksite where the employee is regularly assigned.
- 26.3 Telecommuting is recognized by the City and its employees as a practical, feasible and durable work alternative when it benefits the City of Seattle in one (1) or more of the following ways:
- A. Maintains and enhances the delivery and resilience of City services;
 - B. Improves employee effectiveness, productivity and morale;
 - C. Maximizes utilization of City of Seattle office facilities;
 - D. Reduces absenteeism;
 - E. Promotes employee health and wellness, including ergonomic health;
 - F. Improves employee recruitment and retention;
 - G. Improves air quality and reduce traffic congestion;
 - H. Enhances the working life and opportunities of persons with disabilities; and
 - I. Other reasons as defined by the appointing authority.
- 26.4 Telecommuting Agreement – Telecommuting is encouraged but not mandated for employees, including temporary employees. Each bargaining unit member will have the opportunity to request a telecommuting agreement. The bargaining unit member must submit the request in writing to the City.

The City and the bargaining unit member will evaluate the feasibility of a request through an interactive process consistent with Personnel Rule 9.2 -Telecommuting. The City will consider all information provided by the bargaining unit member, including but not limited to health and safety, childcare, elder care and other family care, equity and transportation needs when making a decision on whether to grant a request.

When reporting to a primary worksite is required by an “in-office” weekly minimum policy, four hours work shall constitute an “in office” shift and the minimums may be met based on an average within a pay period. “In office” will include field work such as, but not limited to, inspections, public meetings, trainings, events and work at City designated facilities, provided the employee is in paid status and performing work on behalf of the City.

The employee shall report to the employing unit's primary worksite for public-facing services when so directed. The employee shall take reasonable precautions to protect City owned equipment, if any, from theft, damage, or misuse. It remains the employer's responsibility to insure equipment used for approved telecommuting purposes.

The decision of whether or not to grant a telecommuting agreement must be stated in writing and must include the reason(s) for the denial or approval, and provided to the employee. Supervisors will add information about telecommuting agreement eligibility to position descriptions and job postings. Working relationship between supervisor and employee, negative performance reviews and/or employee disciplinary history unrelated to telecommuting may not be considered as the sole basis for denial of a telecommuting agreement request unless the City has documented a nexus between the performance/discipline and the remote work request.

Denied telecommuting agreement requests will be reported to the Union. The bargaining unit member will have the opportunity to request a reconsideration of a denial to the Appointing Authority or designee.

Changes to Agreed Telecommuting Agreements – Bargaining unit members approved for telecommuting acknowledge and recognize that business and/or employee needs arise that may necessitate a temporary deviation from an approved telecommuting agreement. The City or employee shall provide as much advance notice as possible. Alternative deviations may be considered and such deviations, whenever possible, should be infrequent.

The terms and conditions of individual telecommuting agreement shall be set forth in completed and signed remote work agreements with a copy provided to the Union.

- 26.5 The City or the bargaining unit member may initiate a telecommuting agreement, in writing, with a minimum advance notice of thirty (30) calendar days. When the City terminates a Telecommuting Agreement, the employee must receive written notification stating the reason(s) for the termination. Upon receiving written notification of termination, the employee may appeal the termination of the schedule to the department head. The employee may have a union representation during an appeal meeting.

ARTICLE 27 – SAVINGS CLAUSE

- 27.1 If an article of this Agreement or any addendum thereto is held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with, or enforcement of, any article is 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 for the purpose of arriving at a mutually satisfactory replacement for such article.
- 27.2 If the City Charter is modified during the term of this Agreement and any modifications thereof conflict with an express provision of this Agreement, the parties shall enter into immediate discussions, and negotiations, if necessary, for the purpose of arriving at a mutually satisfactory replacement for such article.

ARTICLE 28 – SUBORDINATION OF AGREEMENT

- 28.1 It is understood that the parties hereto and the employees of the City are governed by the provisions of applicable federal law, City Charter, and state law. When any provisions thereof are in conflict with or are different from the provisions of this Agreement, the provisions of said federal law, City Charter, or state law are paramount and shall prevail.
- 28.2 It is also understood that the parties hereto and the employees of the City are governed by applicable City Ordinances and said Ordinances are paramount except where they conflict with the express provisions of this Agreement.

ARTICLE 29 – TERM OF AGREEMENT

- 29.1 This Agreement shall become effective upon execution by both parties and shall remain in effect through December 31, 2022~~5~~. Written notice of intent to terminate or modify this Agreement must be served by the requesting party at least ninety (90), but not more than one hundred twenty (120), days prior to December 31, 2022~~5~~. Any modifications requested by either party must be submitted to the other party no later than sixty (60) days prior to the expiration date of this Agreement, and any modifications requested at a later date shall not be subject to negotiations unless mutually agreed upon by both parties.
- 29.2 During the term of this Agreement, the City and the Union agree to enter into bargaining on impacts associated with the following:
- a) Continuation of the 2020 increased Transit Subsidy;
 - b) A wage study to be conducted in the event that the Talent Modernization Project is not completed. Implementation of the Affordable Care Act (ACA).
 - ~~b) Changes arising from or related to the Washington Paid Family and Medical Leave Program (Title 50A RCW) including, but not limited to, changes to the City's current paid leave benefit which may arise as a result of final rulemaking from the State of Washington.~~
 - ~~e) Modifications to Personnel Rule 10.3.3 to include current employees in the City's criminal — background check policy.~~

Signed this _____ day of _____,
2019~~2~~43.

IBEW LOCAL UNION NO. 77

CITY OF SEATTLE
Executed Under Authority of

Ordinance No.: _____

Steven Kovac, Business Representative

Bruce Harrell, Mayor City of Seattle

Sascha Sprinkle, Labor Negotiator City of Seattle

SCHEDULE A – WAGE RATES
UPDATE TO INCLUDE WAGES AND TELECOM TITLES

A 1.1 Wage rates for ~~2023 Years 1~~ and ~~20242~~ for classifications covered under this Agreement shall be _____ as follows:

Effective January 4, 2023:

ITP-A	\$55.03/hr - \$82.55/hr
ITP-B	\$48.19/hr - \$72.33/hr
ITP-C	\$42.14/hr - \$63.21/hr

	Step 1	Step 2	Step 3	Step 4	Step 5
Telecom Syst Installer	37.82	39.23	40.77	42.31	43.94
Telecom Syst Installer, Senior	44.36	46.16	47.88	49.88	-

Effective January 3, 2024:

ITP-A	\$57.79/hr - \$86.70/hr
ITP-B	\$50.61/hr - \$75.96/hr
ITP-C	\$44.26/hr - \$66.38/hr

	Step 1	Step 2	Step 3	Step 4	Step 5
Telecom Syst Installer	39.72	41.20	42.81	44.44	46.14
Telecom Syst Installer, Senior	46.59	48.48	50.29	52.38	-

	<u>Year 1</u> Effective December 26, 2018	<u>Year 2</u> Effective December 25, 2019
Information Technology Professional C	\$36.19 - \$54.27	\$37.49 - \$ 56.23
Information Technology Professional B	\$41.39 - \$62.11	\$42.88 - \$64.34

IBEW Local 77, Information Technology Professionals' Unit CBA
Effective through December 31, 2025

~~A.1.2 Effective January 6, 2021, employees base wages will be increased by 1.0% plus 100% of the annual average growth rate of the bi-monthly Seattle-Tacoma-Bellevue Area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the period June 2018 through June 2019 to the period June 2019 through June 2020, minimum 1.5%, maximum 4%.~~

~~A.1.3 Effective January 5, 2022, employees base wages will be increased by 100% of the annual average growth rate of the bi-monthly Seattle-Tacoma-Bellevue Area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the period June 2019 through June 2020 to the period June 2020 through June 2021, minimum 1.5%, maximum 4%.~~

~~A.1.2~~ For 2025 wages, refer to Article 19.4.

APPENDIX A

1. The Parties agree the intent of the language in Article 12 and Article 18, section 18.4 is that an employee can receive up to a maximum of 3 times the employee hourly rate and that there will be no pyramiding of holiday hours. As an example: Holiday pay + overtime pay (either 1.5 or 2 times the employee hourly rate).
2. The Parties agree the proper holiday payroll time card coding for the employees is the outlined below and that this timecard coding reflects the intent of the collective bargaining agreement contract language as outlined in Article 12 and Article 18.

Example #1 – Employee works 4 hours (with 14 days’ notice) on a holiday

Earn Code (Ern Cd)	Date: i.e. 9/3/18
HA_ _____ City Holiday Pay	8
Overtime Pay (1.5X)	4

Example #2 – Employee works 4 hours (without 14 days’ notice) on a holiday

Earn Code (Ern Cd)	Date: i.e. 7/4/18
HA_ _____ City Holiday Pay	8
Overtime Pay (2X)	4

Example #3 – Employee does not work on the holiday; employee is on call for 24 hours

Earn Code (Ern Cd)	Date: i.e. 9/3/18
HA_ _____ City Holiday Pay	8
_____ Standby Pay	24

Example #4 – Employee works 4 hours (with 14 days’ notice and told they are going to work 4 hours on the holiday) and is assigned on call for 20 additional hours on the holiday.

Earn Code (Ern Cd)	Date: i.e. 9/3/18
HA City Holiday Pay	8
Overtime Pay (1.5)	4
Standby Pay	20

Example #5 – Employee who is assigned on call (with 14 days’ notice) but is not told a specific time to report to work

Earn Code (Ern Cd)	Date: i.e. 9/3/18
HA —City Holiday Pay	8
Overtime Pay (2.0)	4
-Standby Pay	20

3. The Parties agree the intent of the language in Article 18, specifically, Sections 18.6, 18.7 and 18.8, Below are examples.

Example 1. - Overtime coincident to the end of the scheduled workday. This situation occurs where a manager asks an employee to stay late to finish an assignment. The employee accepts the overtime assignment and works beyond the normal 8.0 hours (or per alternative work schedule agreement). The employee records actual overtime worked, in fifteen-minute increments, in their timesheet at a 1.5 hourly overtime rate. Figure 1 below illustrates this example. The green block in the figure 1 represents actual overtime worked.

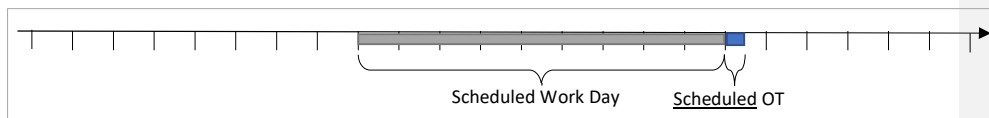


Figure 1. Example 1 Illustrated

Example 2. - Overtime after the scheduled workday. This situation occurs where the employee from example 1 prefers and the manager agrees that the employee returns home after the scheduled workday and performs the work remotely (this is for the work requested at the time and not to pyramid with other overtime work). The employee performs the work as scheduled. The employee records actual overtime worked, in fifteen-minute increments, in their timesheet at a 1.5 hourly overtime rate. Figure 2 below illustrates this example.

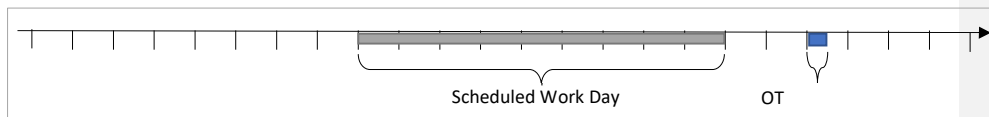


Figure 2. Example 2 Illustrated

Example 3. - Scheduled overtime after the scheduled workday but delayed (Section 18.6 and 18.7). This situation occurs where an employee is assigned scheduled work as part of an after-hours deployment by their manager. The employee's work is scheduled to start at a defined stage in the deployment plan. The employee learns that the start time of their scheduled work is delayed. After the delay the employee completes their work. The employee records standby time at the 0.1 hourly rate from the scheduled start of the overtime work until the actual start of overtime work, then records two hour minimum call back, if the total duration of the work exceeds two (2) hours, overtime will be paid for the actual time spent performing such duties. Employees who respond within two (2) hours from the starting time of their next regularly scheduled work shift shall be compensated at the overtime rate of pay for only those hours immediately preceding the start of their next regularly scheduled work shift, and the remote response provision shall not apply.

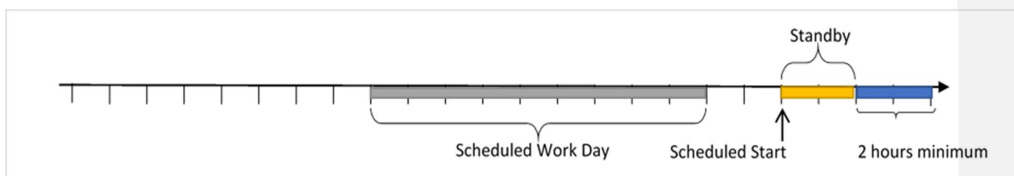


Figure 3. Illustrates this example. The yellow block in figure 3 represents the delay, waiting to begin overtime work; and, the blue block represents the two (2) hour minimum e-Earned.