



Kittitas County Human Resources

205 W 5th Ave Suite 107 • Ellensburg, WA 98926

Phone: (509) 962-7082 • Fax: (509) 962-7083

Website: www.co.kittitas.wa.us • Email: hr@co.kittitas.wa.us

MEMORANDUM OF UNDERSTANDING **BETWEEN KITTITAS COUNTY AND AFSCME LOCAL 792-CH** **RECOGNIZING THE RESTRUCTURE OF FAIR AND WSU EXTENSION OFFICE STAFF**

This Memorandum of Understanding ("MOU") is entered into between Kittitas County and Washington State Council of County and City Employees, AFSCME Local 792-CH, for the purpose of establishing the following:

Upon completion of the Armory remodel, a building owned by Kittitas County, the following departments will move to that location: Fair, WSU Extension, and Noxious Weed. As a result of the shared space, the opportunity to restructure office staff was presented. Adding to the opportunity, the Fair Bookkeeper retired, leaving a vacancy that could not remain empty. The position was reclassified to Office Manager, and would assume the primary financial duties for all three departments. In recognition of the added financial responsibilities, and to bring the position in line with the Fair Program Assistant and similar positions in other departments, the wage was adjusted as follows, and implemented February 1, 2012:

Fair Office Manager						
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$2,622	\$2,681	\$2,741	\$2,802	\$2,865	\$2,929	\$2,994

Because the shared space could lead to shared resources, the Board of County Commissioners determined that staffing would be reduced by one person.

The Fair and WSU departments worked together to try to utilize current staff to fill the reclassified position; however, that did not work, and the Fair department posted the Office Manager position and selected a candidate through a competitive process.

Because staffing was to be reduced by one, the WSU department had to combine their two office positions. This meant a layoff for the least senior person, per the Collective Bargaining Agreement, and the creation of a blended job description for the remaining employee. Office Manager and Office Assistant duties were combined, with the exception of the financial duties that were shifted to the Fair Office Manager. The new blend was re-titled to WSU Extension Assistant, and a new wage scale was chosen that adjusted for the reduction in financial responsibility but also accounted for the increase in workload due to the loss of a staff person. The wage scale is as follows, using the 1/1/12 rates, and will become effective April 1, 2012:

WSU Extension Assistant						
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$2,403	\$2,457	\$2,512	\$2,569	\$2,627	\$2,686	\$2,746



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The Union was kept informed and actively participated in the changes indicated herein. This MOU acknowledges the reclassified job titles and the respective wages assigned as of the implementation dates indicated above, and will remain in effect for the duration of the current Collective Bargaining Agreement, with the intention of being adopted in the next Collective Bargaining Agreement.

By acceptance and signature below, both parties agree that these solutions were reached through mutual understanding.

DATED this 17th day of April, 2012.

FOR THE UNION:


Tom Cash, Staff Representative


Dora Van Epps, President, Local 792-CH


FOR THE EMPLOYER:


Alan Crankovich, Chairman


Obie O'Brien, Vice Chairman


Paul Jewell, Commissioner



attest:

Chairman of the Board