

# **COLLECTIVE BARGAINING AGREEMENT**

*Between*

**KITTITAS COUNTY  
BOARD OF COUNTY COMMISSIONERS,  
Assessor, Auditor, Clerk, Treasurer,  
Upper & Lower County District Court, and Superior Court**

*And*

**COUNCIL 2  
Washington State Council of County and City Employees  
Representing LOCAL 792CH  
American Federation of State  
County and Municipal Employees, AFL-CIO**

**January 1, 2011 – December 31, 2013**

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**PREAMBLE**

This Agreement is made pursuant to the provisions of RCW 41.56, by and between KITTITAS COUNTY ASSESSOR, AUDITOR, BOARD OF COMMISSIONERS, CLERK, TREASURER, UPPER AND LOWER COUNTY DISTRICT COURTS AND SUPERIOR COURT, hereinafter referred to as the Employers, and Council 2, Washington State Council of County and City Employees, Local 792CH, hereinafter referred to as the Union.

The parties hereto desire to establish the standards of hours of labor, rates of pay, and other conditions under which the covered employees shall work for the Employers, and desire to regulate the mutual relations between the parties hereto during the term of the Agreement.

It is being specifically understood and agreed that all provisions herein are subject to existing laws, and if any provision is held or found to be in conflict with the law relating thereto, said provision shall be void and shall not bind either of the parties thereto.

**ARTICLE I - RECOGNITION**

The Employer recognizes the Union as the certified exclusive bargaining representative for all regular full-time, regular part-time, and limited part-time employees in the departments and positions listed in the Appendices and Addendums to this agreement for the purpose of collectively bargaining with respect to wages, hours and working conditions.

EXCLUDED from the unit are all elected officials, confidential employees, supervisors, as defined by RCW 41.56.030, and any other employee classification not listed above.

**ARTICLE II - MEMBERSHIP**

It shall be a condition of employment that all employees of the Employer covered by this Agreement who are members of the Union in good standing on the effective date of the Agreement shall remain members in good standing and those who are not members on the effective date of the Agreement shall, on the thirtieth day following the effective date of the Agreement, become and remain members in good standing in the Union.

It shall also be a condition of employment that all employees covered by this Agreement and hired on or after its effective date shall, on the thirtieth day following the beginning of such employment become and remain members in good standing in the Union.

Payment shall be by payroll deduction and the aggregate amount rendered to the Washington State Council of County and City Employees, Post Office Box 750, Everett, Washington, 98206-0750.

However, any employee of the Employer who, for bona fide religious tenets or teaching of a church or religious body of which such employee is a member, may claim exemption as provided in RCW 41.56.122. In accordance with that statute, such employee shall pay an amount of money equivalent to regular Union dues and initiation fee to a non-religious charity or to another charitable organization mutually agreed upon by the public employee affected and the bargaining representative to which such public employee would otherwise pay the dues and initiation fee. The public employee shall furnish written proof that such payment has been made. If the public employee and the bargaining representative do not reach agreement on such matter, the Washington State Public Employment Relations Commission (PERC) shall designate the charitable organization.

### **ARTICLE III – TYPES OF EMPLOYMENT**

- 3.1 Regular Employee: All employees working full-time, part-time, or limited part-time, other than temporary, who have successfully completed a probationary period of six (6) months.
- 3.2 Full-Time Employee: An employee hired in a regular position working forty (40) hours per week on a regular basis.
- 3.3 Part-Time Employee: An employee hired in a regular position but working less than forty (40) hours per work week. A regular part-time employee working twenty (20) or more hours per work week shall be entitled to pro-rated insurance benefits, sick leave, vacation, and paid holidays. The calculation for pro-ration shall be based upon the number of hours worked per week divided by the number of hours in a full working week for the position.
- 3.4 Limited Part-Time Employee: An employee hired in a regular position but working less than twenty (20) hours per week on a regular basis. A regular limited part-time employee is entitled to retirement benefits, but not insurance benefits, leave benefits, or paid holidays; they are paid on an hourly basis and will receive their paychecks on the 5<sup>th</sup> of each month..
- 3.5 Probationary Employee: An employee hired to fill a regular position as defined in Section 3.2, 3.3, or 3.4, who has completed less than the initial six (6) month period of continuous employment. During the probationary period the employee shall be on a trial basis and may be discharged for any reason without recourse to the grievance or arbitration process.

- 3.6 Seasonal Employee: An employee hired to fill a position either as full-time or part-time temporary employee not to exceed six (6) months duration in a twelve (12) month period. A Seasonal employee who works more than one (1) month in the same position shall not be covered by the terms of this agreement except entry level on the salary schedule. No Seasonal employee shall work more than six (6) months in a twelve (12) month period.

Temporary employees will not be used to supplant or avoid filling bargaining unit positions.

#### **ARTICLE IV – MANAGEMENT RIGHTS**

The Union recognizes the prerogative of the Employer to operate and manage its affairs in all respects in accordance with its responsibilities, lawful powers and legal authority. All matters not expressly covered by the language of this Agreement shall be administered by the Employer as the Employer may determine.

Affairs of the Employer concerning such prerogative include but are not limited to the following matters:

- (a) The right to establish lawful work rules and procedures.
- (b) The right to schedule work and overtime work, as well as the methods and processes by which said work is to be performed in a manner most advantageous to the Employer and consistent with the requirements of the public interest.
- (c) The right to hire, transfer, or promote employees as deemed necessary by the Employer.
- (d) The right to discipline, suspend, or terminate an employee.
- (e) The right to determine the size and composition of the work force and to assign employees to work locations and shifts.
- (f) The parties understand that incidental duties connected with operations, not enumerated in job descriptions, shall, nevertheless be performed by the employee when requested by a supervisor.
- (g) The right to take whatever actions as may be necessary to carry out Employer services in emergencies. The Employer shall be the sole determiner of an emergency.

- (h) Any employee within the bargaining unit who may feel himself/herself aggrieved by the exercise of any of the Management Rights specified hereinabove, or any other claimed prerogative, may seek his/her remedy by the grievance procedure provided in this Agreement.

Nothing in this Agreement shall be interpreted to detract or circumscribe the trust emplaced in the officials, in this case, the Board of Kittitas County Commissioners and other affected elected or appointed officials, and the rights and duties owed thereby to the electorate in conformity with the statutes.

#### **ARTICLE V – CONDITIONS AND DURATION OF AGREEMENT**

This Agreement shall be in full force and effect for the period commencing on the first day of January, 2011, and terminating on the 31st day of December, 2013. It is understood and agreed that the terms of this Agreement may be amended or modified by mutual written agreement of the Employer and the Union.

#### **ARTICLE VI – NEGOTIATIONS AND/OR LABOR-MANAGEMENT MEETINGS**

- 6.1 Either party of this Agreement may elect for itself such negotiator or negotiators for purposes of carrying on conferences and negotiations under the provisions of law as such party may determine. No consent from either party shall be required in order to name such negotiator or negotiators. It is understood and agreed that the employees shall name no more than four (4) individuals including one (1) from maintenance within the bargaining unit to serve as negotiators at no loss of pay or benefits. It is further agreed that this Agreement recognizes the inclusion of a professional negotiator or negotiators from the Washington State Council of County and City Employees staff, normally the Area Representative.
- 6.2 The purpose of labor-management meetings is to promote and encourage harmonious relations, cooperation and understanding between the Employer and its employees. In order to accomplish these goals, a labor-management committee shall be established consisting of up to two (2) Union members chosen by the Union and up to two (2) management members chosen by the Employer.
- 6.3 Labor-management committee recommendations for resolution of matters shall not contradict, add to or otherwise modify the terms and conditions of this agreement between the County and the Union. The purpose of the labor-management committee is to approach matters on a problem-solving basis. If any of the recommendations are intended to potentially modify the labor

agreement, then those recommendations shall be forwarded to the area representative for the Union and the County's Labor Attorney.

- 6.4 All parties agree and recognize that the right to schedule Union negotiations and/or Union-Management meetings outside of business hours is retained by management. All parties further recognize the intention of management to schedule these meetings accordingly. Meetings shall be scheduled not later than twenty (20) working days from the date of a request to meet by either party to this agreement. Requests shall be in writing and shall contain the items and topics at issue. The timeline may be waived by mutual agreement of both parties.
- 6.5 When Union negotiations and/or Union-Management meetings are scheduled and conducted during normal work hours, those employees serving in their designated capacity as Union representatives have been and will continue to be compensated at their regular rate of pay and benefits with no requirement to use personal accrued leave.

#### **ARTICLE VII – TIME TABLE**

The parties agree that a target schedule for conferences and negotiations to be carried on by the parties during the final year of the existing Agreement with respect to a successor Agreement is as follows:

- (a) Submission of Union recommendations to Employer on or about August 15.
- (b) Submission of Employer's answer by September 10.
- (c) Negotiations (if required) to begin by September 15.

#### **ARTICLE VIII – SUBORDINATE TO STATUTES**

This Agreement shall in all respects, wherever the same may be applicable herein, be subject and subordinate to the ordinances of the County, regulations within its statutory jurisdiction, and shall further be subject and subordinate to the statutes of the State of Washington, provided, however, no changes in wages, hours or working conditions shall be made by County resolution without consent of the Union.

**ARTICLE IX – GRIEVANCE PROCEDURE**

- 9.1 The parties hereto recognize the need for fairness and justice in the adjudication of employee and/or County grievances and enter into this Agreement in a cooperative spirit to adjust such actions promptly and fairly at the lowest level possible. If, however, a grievance cannot be resolved through normal means, the grievance will be settled as hereinafter provided.
- 9.2 A grievance is defined as a dispute involving the interpretation, application or alleged violation of any provision of this Agreement.
- 9.3 Through the procedure as set forth in this Article, a grievance may be presented by an employee or the County.
- 9.4 County Grievance: A grievance brought by the County must be initiated at Step 2 of Section 9.8 of this Article.
- 9.5 Grievances may be heard at any time where practical and feasible.
- 9.6 The parties agree that the time limitations provided are essential to the prompt and orderly resolution of any grievance, and that each will abide by the time limitations, unless an extension of time is mutually agreed to in writing. The Employer or his designee and the employee or his/her representative may extend the time limits by mutual agreement in writing.
- 9.7 No grievances, other than grievances initiated by the County, shall be valid unless said grievance is submitted at Step 1, within ten (10) working days from its occurrence or when the employee or Union knew or reasonably should have known of the event giving rise to the grievance. If a grievance is not presented within ten (10) working days from its occurrence or when the employee or Union knew or reasonably should have known of the event giving rise to the grievance, said grievance shall be waived and forever lost. If a grievance is not appealed to the next step within the specified time limit or an agreed extension thereof, it shall be considered waived and forever lost.
- 9.8 The grievance procedure shall be as follows:
- Step 1:** The grievance shall be presented in written form to the employee's elected official or department head within ten (10) working days from its occurrence or when the employee or Union knew or reasonably should have known of the event giving rise to the grievance. Thereafter, the department head or elected official shall respond in writing to the aggrieved employee within ten (10) working days after receipt of the grievance.



A grievance filed by the County against the Union must be initiated at this step, in written form to the Union President or Council 2 Staff Representative, within ten (10) working days after County Management knew or reasonably should have known of the event giving rise to the grievance. Thereafter, the Union or Staff Representative shall respond in writing to the County within ten (10) working days after receipt of the grievance.

**Step 2:** If the grievance is not resolved to the satisfaction of the concerned parties at Step 1, the following will occur:

- (a) For issues that involve wages and/or benefits, or issues that involve working conditions within a department managed by an appointed Department Head: Within ten (10) working days of the response in Step 1 above, the grievance, in written form, shall be presented to the Board of County Commissioners. The parties shall arrange a meeting between the aggrieved employee and/or the Union Representatives and the Board and County representatives within ten (10) working days for resolution of the issue. The Board of County Commissioners shall issue their written decision within ten (10) working days of the meeting referenced hereinabove.
- (b) For issues that involve hiring, firing, discipline or working conditions within an Office managed by an independently Elected Official: Within ten (10) working days of the response in Step 1 above, the grievance, in written form, shall be presented to the Board of County Commissioners with a copy to the Elected Official. The Board and the aggrieved employee and/or Union Representative and County representatives shall arrange a meeting within ten (10) working days for resolution of the issue. The Board of County Commissioners shall issue their decision in writing to the aggrieved employee, Union, and Elected Official within ten (10) working days of the meeting referenced in this Subsection (b). The decision of the Board of County Commissioners shall be non-binding, with final written determination issued by the Elected Official to the aggrieved employee, Union, and Commissioners within ten (10) working days of the BOCC response.

**Step 3:**

- (a) Final and Binding Arbitration: If the grievance has not been resolved at Step 2, the Union or the County may refer the dispute to final and binding arbitration.
- (b) Notice - Time Limitation: The Union or the County shall notify the other in writing by certified mail of submission to arbitration within ten (10) working days after receipt of the Step 2 response.

- (c) The Union and the Employer will attempt to select an arbitrator. In the event the parties do not agree on an arbitrator, then either party may request that the Public Employment Relations Commission (PERC) submit a list of ten (10) names. Upon receipt of the ten (10) names the parties shall flip a coin to determine who will strike the first name, following which each will alternatively strike one of the names submitted until only one name remains. This person will serve as the arbitrator subject to the following provisions.
- (d) Decision - Time Limit:
  - (i) The arbitrator will meet and hear the matter at the earliest possible date after being selected. After completion of the hearing, a decision shall be entered within thirty (30) calendar days, unless an extension of time is agreed upon as provided for herein.
  - (ii) Any decision by the arbitrator shall be binding on each party.
- (e) Limitations, Scope and Power of Arbitrator:
  - (i) The arbitrator shall not have the authority to add to, subtract from, alter, change or modify the provisions of this Agreement.
  - (ii) The power of the arbitrator shall be limited to interpretation of or application of the terms of this Agreement or to determine whether there has been a violation of the terms of this Agreement by either the Employer or the Union.
  - (iii) The arbitrator shall consider and decide only the question or issue raised at Step 1, as determined by the step where the grievance was first initiated, and said arbitrator shall not have the authority to consider additions, variations and/or subsequent grievances beyond the grievance submitted at Step 1.
  - (iv) In conducting the hearing, the arbitrator shall have the power to administer oaths, issue subpoenas, receive relevant evidence, compel the production of books and papers relevant to the hearing, and question witnesses.
- (f) Arbitration Award - Damages - Expenses:

- (i) Arbitration awards shall not be made beyond the date of the occurrence upon which the grievance is based, that date being ten (10) working days or less prior to the initial filing of the grievance.
- (ii) The arbitrator will retain jurisdiction of the grievance until such time as the award has been complied with in full.
- (iii) The arbitrator shall not have authority to award punitive damages. Punitive damages do not include an award for lost wages, or lost benefits.
- (iv) In the event that either party evaluates and determines that the arbitration award was made beyond the jurisdiction of the arbitrator or that said arbitration award was clearly erroneous or that said arbitration award was arbitrary, capricious and unreasonable in light of the evidence presented, then and in that event said award may be appealed to Superior Court. Said appeal shall be taken by either party within sixty (60) calendar days from the date of receipt of the written decision of the arbitrator.
- (v) Each party hereto shall pay the expenses of their own representatives, attorneys, witnesses, and other costs associated with the presentation of their case and as well as one-half the expense of the arbitrator.

#### **ARTICLE X – HOURS OF WORK - OVERTIME**

- 10.1 Workday/Workweek: A normal working day is 8:00 a.m. to 5:00 p.m. for employees assigned the eight (8) hour day, forty (40) hour work week schedule, with a one (1) hour unpaid, duty-free lunch period. The normal workdays in a work week are Monday through Friday, inclusive, except for those employees of the Solid Waste Department who may be assigned to a normal workweek of Tuesday through Saturday, inclusive as well as a one half-hour (1/2) unpaid, duty-free lunch period.

No employee shall be required to work more than five (5) consecutive hours without a meal period of at least thirty (30) minutes. The meal period will commence no less than two (2) hours, nor more than five (5) hours, from the beginning of the shift.

- 10.2 Employees may not be scheduled outside work hours identified within contract language on an ongoing basis unless it is mutually agreeable to both the

employee and the Department Head/Elected Official. These exceptions may vary from the daily schedule identified in 10.1 to create a non-traditional forty (40) hour workweek. Regardless of the schedule agreed to, a day will be considered eight (8) hours for the holiday/leave payment or accruals based upon "a day".

- 10.3 An alternate work schedule may be granted at the discretion of the Employer. The work schedule will alternate. One calendar week the schedule will be four (4) nine (9) hour workdays, Monday through Thursday. The alternate calendar week the schedule will be four (4) nine (9) hour workdays, Monday through Thursday, and one (1) eight (8) hour workday, Friday. When a holiday falls on a nine (9) hour workday, the holiday will be paid at eight (8) hours; the employee will be required to utilize banked vacation or compensatory leave to make up the extra hour. If no leave is available, the hour may be reported as leave without pay, subject to the leave without pay provisions.
- 10.4 An employee will be entitled to overtime if the employee has actually worked in excess of forty (40) hours in a work week. By agreement of the Department Head/Elected Official, the employee may elect to receive such overtime either on the basis of time and one-half (1-1/2) paid or time and one-half (1-1/2) compensatory time off. No employee may earn more than forty (40) hours of compensatory time off during each year of this Agreement. All compensatory time will be used or cashed out by November 30 of each year of this Agreement. No compensatory time may be accumulated in the month of December. Once the forty (40) hours of compensatory time is used it can not be replenished during the calendar year.
- 10.5 For the purpose of computing an employee's base hourly rate, employees working an eight (8) hour day shall be computed by dividing the monthly rate by one hundred seventy-three point thirty-three (173.33) hours; and regular part-time employees shall be computed by multiplying the hourly rate times the number of hours worked.
- 10.6 Employees' work schedules will provide for a fifteen (15) minute rest period during each one-half (1/2) shift. The rest period shall be scheduled at the middle of each one-half (1/2) shift whenever feasible; however, no employee will be required to work more than three (3) hours without a rest period. Employees who for any reason work beyond their scheduled shift regular quitting time or into the next shift shall be granted the required rest and meal periods for their extended shift.
- 10.7 The Employer will provide a separate area within the Courthouse for employees' lunch and rest periods.

- 10.8 Time Worked: Vacations, sick leave, holidays, jury duty, military leave, emergency leave, medical leave, maternity leave and/or other leaves of absence shall not constitute time worked for the purpose of calculating overtime.

#### **ARTICLE XI – HOLIDAYS**

- 11.1 The following legal paid holidays shall be recognized:

New Year's Day - First day in January  
Martin Luther King Jr. Day - Third Monday in January  
President's Day - Third Monday in February  
Memorial Day - Last Monday in May  
Independence Day - Fourth of July  
Labor Day - First Monday in September  
Veteran's Day - 11th Day in November  
Thanksgiving Day - Fourth Thursday in November  
Day after Thanksgiving Day - Fourth Friday in November  
Christmas Day - December 25th  
One Floating Holiday

and any day proclaimed a legal holiday by Governor's proclamation. Whenever a legal holiday falls on Saturday, the preceding Friday shall be observed as the holiday and whenever such holiday falls on Sunday, the following Monday shall be observed as the holiday.

For each recognized holiday in this Section that is worked by employees of Kittitas County Solid Waste, the Employer will choose the preceding or following workday as the legal holiday.

For Scale House Attendant employees with a Tuesday through Saturday workweek, if the holiday falls on a Sunday or Monday, the following Tuesday shall be the alternate day off.

For each recognized holiday of this Section that is worked by employees of the Kittitas County Fair and Maintenance Department, said employees shall receive an alternate paid day off in lieu of the holiday worked. Said day off shall be taken within thirty (30) days following the holiday worked.

- 11.2 Whenever a holiday falls within a period when an employee is on vacation leave, vacation leave will not be reduced for the date designated as a holiday.

- 11.3 Compensation for the above-named holidays shall include regular part-time employees computed on a pro-rated basis, but it will not include limited part-time employees.
- 11.4 It is recognized that the holidays may vary somewhat in the office of the Kittitas County Clerk in that the Clerk's days of work are set by the Superior Court Judges.
- 11.5 If December 24 falls on a regular working day, the Courthouse shall be closed one-half (1/2) day commencing at noon. If the Courthouse is closed on December 24, either because it falls on a weekend or because Christmas falls on a Saturday, then and in that event, there will be no half (1/2) day closure on any other date.

For Scale House Attendant employees with a Tuesday through Saturday workweek, when Christmas Eve falls on a Friday, the Employer will choose to close the Scale House at Noon, or grant four (4) hours of leave for Christmas Eve holiday on another day within the same work week. When Christmas Eve falls on a Monday, there will be no holiday pay or additional one-half (1/2) day off.

#### **ARTICLE XII - SENIORITY**

- 12.1 Subject to the provisions set forth in this article, seniority shall prevail between qualified employees when vacancies or new jobs occur. Seniority means an employee's length of continuous service within the bargaining unit since the employee's last date of hire.
- 12.2 An employee hired to fill a regular position of employment shall be on a probationary status for a period of six (6) months before becoming a regular employee. During the probationary period the employee shall be on a trial basis, during which period he/she may be discharged for any reason without recourse to the grievance or arbitration procedure.

New employees shall be added to the seniority list six (6) months after their date of hire.

- 12.3 Seniority shall terminate by discharge from service or by voluntarily leaving the service. In cases of vacancies or the creating of new jobs or during cases of curtailment, seniority shall apply so that employees with the greatest length of service shall be given preference according to their qualifications. The term qualifications is defined as the combination of attributes required by the department head and listed in the job posting.

- 12.4 Seniority status shall be maintained during approved leave of absence.
- 12.5 All provisions of seniority bidding shall apply equally to employees of the County clerical unit.
- 12.6 Temporary employees are not entitled to seniority. Time worked as a temporary employee does not count as continuous service with the County.
- 12.7 Anniversary Date: For the purposes of vacation, longevity, and applicable sick leave payout, the anniversary date shall be the last date of hire with the County. For the purpose of annual step increases, the anniversary date shall be the date the employee started their current position (the "position date"). For anniversary dates occurring between the 1st and 15th day of the month, any Step increase will be effective on the first day of that month; for anniversary dates occurring between the 16th and final day of the month, any Step increase will be effective on the first day of the next month.

#### **ARTICLE XIII – LAYOFF/RECALL**

- 13.1 In the event it becomes necessary to lay off any employee or employees, such layoff shall be by department or office. The least senior employee (as defined in section 12.1) shall be the first employee subject to layoff, provided the remaining employees are qualified and able to perform the work. Employees will be given a twenty (20) working day notice when possible, prior to the effective date of layoff.

Employees receiving a layoff notice shall be offered the following options:

- (1) Be placed on a recall list for the department or division they are leaving;
- (2) Interview for any open position in another department covered by this agreement, if the employee meets the minimum and/or special requirements/qualifications, training or skills required for the position. If the employee is selected after the interview process the employee will be a probationary employee as defined in Sections 3.5 and 12.2 of this agreement.

Any employee(s) laid off shall be eligible for reinstatement for a period of one (1) year. No new employee(s) shall be hired within the affected department until available and qualified employees on a recall list have been offered re-employment in the reverse order of layoff.

To be eligible for re-employment, a laid off employee shall maintain a current address with the employer, and shall be eligible for re-employment only for the

period of one (1) year subsequent to the layoff. An offer of re-employment shall be in writing and sent by registered or certified mail to the employee at the address provided by the employee. An employee shall have ten (10) calendar days from the date of mailing to give notice of accepting or rejecting re-employment. Failure to respond, or rejection of re-employment, will result in removal from the recall list.

Should the employee accept re-employment, they may take another ten (10) calendar days from acceptance before they are required to return to work. Failure to be available for work within ten (10) calendar days may result in withdrawal of the re-employment offer and forfeiture of all recall rights under this Section.

- 13.2 In the event the recall list shall become exhausted, the Employer then has the right to step up persons with less than six (6) months of service or hire a new employee for the position involved.

#### **ARTICLE XIV - VACATIONS**

- 14.1 Vacation leave with full pay shall accrue in the following manner:

	<u>8 hrs. full-time</u>
0 through 6 months	0 hrs
7 through 12 months	4 hrs
13 months through 7 years	10 hrs
8 through 15 years	13 hrs
16+ years	17 hrs

- 14.2 Vacation leave may be accumulated to a maximum total of two hundred forty (240) hours for employees assigned to a forty (40) hour workweek. The maximum is pro-rated for regular part-time employees.

An employee reaching the maximum total accumulated vacation leave may take currently accrued vacation leave; provided, however, employees may not carry over more than of the maximum accumulated vacation leave beyond December 31 of any given year; provided further, that no employee shall be paid for more than the maximum total of accrued vacation at any time.

- 14.3 During the first six (6) months of employment, no employee shall be allowed vacation leave, nor shall leave be accrued. However, upon completion of six (6) months of employment, the employee shall earn vacation at the appropriate rate each subsequent month.



- 14.4 Upon termination or death, all unused accrued vacation days, to the maximum total stated in 14.2 shall be paid to the employee or his/her estate.
- 14.5 All accumulated vacation leave, to the maximum total stated in 14.2, is allowed when an employee leaves employment of Kittitas County for any reason, provided that a written notice is submitted at least fourteen (14) calendar days prior to termination of employment.
- 14.6 Employees referred to in this section whose employment is terminated by their death, reduction in force, dismissal, retirement or by resignation, and who have accumulated vacation leave, to the maximum total stated in 14.2, as specified in this section, shall be paid therefore under the contract of employment or to their estate if they are deceased, or if the employee in case of voluntary resignation has submitted adequate notice of termination.
- 14.7 Annual leave is computed according to the anniversary date of hire.
- 14.8 Annual leave may be taken in a minimum of one-quarter (1/4) hour increments.
- 14.9 Upon termination of employment, the accrual of annual leave will be prorated for the month of departure to the effective date of termination.

#### **ARTICLE XV – SICK LEAVE**

- 15.1 Use of Sick Leave for illness or injury may be allowed all employees for any of the following reasons:
  - (1) Because of, and during illness or injury incapacitating the employee to perform his duties or by having a scheduled appointment with a licensed person, pertaining to all matters of health, as governed by the State of Washington.
  - (2) By reason of exposure to contagious disease during such period as his attendance on duty would jeopardize the health of fellow workers or the public (upon request, a doctor's certificate shall be furnished by the employee documenting exposure to contagious disease), or
  - (3) Because of illness in the immediate family requiring the attendance of the employee.

For the purpose of subsection (3) above, "immediate family" shall include only persons related by blood or marriage, guardianship or legal adoption in degree of consanguinity of wife, husband, parent,

grandparent, brother, sister, child or grandchild of the employee and other relatives residing in the employee's household.

- 15.2 Any employee who for any reason must take sick leave shall as soon as possible notify his immediate supervisor, department head, or elected official.
- 15.3 Sick leave is earned by a full-time employee of Kittitas County at the rate of eight (8) hours per month for an employee assigned to a forty (40) hour workweek for each month of completed service. Accrual of sick leave is pro-rated for regular part-time employees. Probationary employees may use sick leave as defined in this Article. There is no accrual of sick leave for regular limited part-time employees.
- 15.4 Sick leave may be used in a minimum of one-quarter (1/4) hour increments.
- 15.5 Sick leave is accumulative to a maximum total of one thousand one hundred twenty (1,120) hours for an employee assigned to a forty (40) hour workweek, after which time, if not taken, shall lapse month by month. That is, an employee at no time can have more than the maximum total of sick leave due. The accrual maximum is pro-rated for regular part-time employees.
- 15.6 Use of sick leave for maternity purposes shall be allowed as required by Federal and State law, and as applicable under the terms of this Article.
- 15.7 As of December 31, 1987, employees previously hired had their sick leave accumulation identified and recorded. Those employees hired prior to December 31, 1987, upon retirement or layoff due to reduction in force, or upon the death of the employee (payable to the estate), shall receive twenty-five percent (25%) of accumulated sick leave, not to exceed twenty-five percent (25%) of the employee's accumulation as of December 31, 1987. Provided further, those employees hired prior to December 31, 1987, whose accumulations are reduced below the recorded accumulation as of December 31, 1987, shall only receive twenty-five percent (25%) of the reduced accumulation.
- 15.8 Except as provided in 15.7, above, any and all accumulated sick leave earned subsequent to December 31, 1987, shall have no pay off value. Employees shall receive no cash pay out upon separation from employment at Kittitas County.
- 15.9 Upon termination of employment, the accrual of sick leave for employees hired prior to December 31, 1987 will be prorated for the month of departure to the effective date of termination.

15.10 Adjustment for Workers Compensation

- A. For a period of absence from work due to injury or occupational disease resulting from County employment, the employee shall file an application for workman's compensation in accordance with State law.
- B. If the employee has accumulated sick leave credit, the County shall pay the difference between his time loss compensation and his full regular salary.
- C. Should an employee receive workman's compensation for time loss and also receive sick leave compensation, the sick leave accrual will be reduced by the total number of hours on sick leave minus the number of hours at the hourly rate paid from a workman's compensation fund, to the nearest half day. In the event of overpayment, the employee is obligated to return such overpayment to the County.
- D. Until eligibility for workman's compensation is determined by the Department of Labor and Industries, the County shall grant access to available sick leave for the first three (3) days, provided that the employee shall return any subsequent overpayment to the County.
- E. Should any employee apply for time loss compensation and the claim is then or later denied, sick leave and annual leave may be used for the absence in accordance with other provisions of this rule.
- F. Nothing herein pertains to permanent disability award.
- G. If an employee has no sick leave accumulated, annual leave may be substituted for sick leave.

**ARTICLE XVI – BEREAVEMENT LEAVE**

- 16.1 Paid Bereavement Leave shall be limited to three (3) days in any one instance. The Employer may grant additional days, not to exceed five (5) days, if the death of an immediate family member occurs out of state. Immediate family includes only persons related by blood or marriage or legal adoption in the degree of consanguinity of wife, husband, parent, grandparent, brother, sister, child or grandchild of the employee and other relatives residing in the employee's household. It is understood that this leave is granted separate and apart from vacation, compensatory and/or sick leave.

**ARTICLE XVII – HEALTH AND WELFARE**

17.1 The Employer participates in an insurance trust with the Washington Counties Insurance Fund, which provides a choice of major medical, dental, vision, and basic life insurance plans for employees of the County.

17.1.1 Effective January 1, 2011, the Employer agrees to contribute \$675.46 per employee per month for benefit premiums and contributions to be used to purchase employee healthcare coverage (medical, dental, vision, and basic life) through the Washington Counties Insurance Fund. Any monies not required for employee healthcare coverage may be designated by the employee to purchase dependent healthcare coverage (medical, dental, vision, and basic life) through the Washington Counties Insurance Fund.

17.1.2 Effective January 1, 2012, the employer agrees to contribute the set dollar amount determined to be the baseline for the 2012 budget by the Board of County Commissioners. It is agreed that this amount will be equivalent to the amount granted to non-bargained employees including elected officials, and not lower than the 2011 contribution of \$675.46.

17.1.3 Effective January 1, 2013, the employer agrees to contribute the set dollar amount determined to be the baseline for the 2013 budget by the Board of County Commissioners. It is agreed that this amount will be equivalent to the amount granted to non-bargained employees including elected officials, and not lower than the 2011 contribution of \$675.46.

Purchase of employee healthcare coverage is mandatory in all areas offered through the Washington Counties Insurance Fund (medical, dental, vision, and basic life), except that employee medical coverage may be waived in compliance with plan rules when the employee can document existing alternate medical coverage and sign a Waiver of Coverage Form. Should the WCIF no longer allow waiver of coverage, employees will be required to enroll in a medical plan through the County. Purchase of dependent healthcare coverage is optional.

The County contribution may be directed into any cafeteria qualified plan adopted by the County during the length of the contract. Any monies remaining after being applied to mandatory employee coverage and optional dependent coverage shall be contributed to an HRA VEBA program. All dependent healthcare premium must be paid prior to contributing to VEBA.

A Health Reimbursement Arrangement (HRA) is one type of Voluntary Employees' Beneficiary Association (VEBA) plan allowed under the Internal Revenue Code. HRA VEBA is a pre-retirement and post-retirement health

reimbursement account. Participants may submit claims for health-related expenses and premiums that qualify under IRS regulations.

- 17.2 Provision 16.1 is contingent upon the continued availability of the specific coverage programs through the Washington Counties Insurance Fund.
- 17.3 The Employer agrees to retain the Social Security benefits during the life of this Agreement.

#### **ARTICLE XVIII - WAGES**

- 18.1 Wages shall be paid in accordance with the Courthouse Classification and Salary Schedule, set forth in Appendix "A" attached hereto and incorporated herein by this reference.
- A. Effective January 1, 2011, all wage scales will be increased by one percent (1%).
  - B. Effective July 1, 2011, all wage scales will be increased by one percent (1%).
  - C. Effective January 1, 2012, all wage scales will be increased by one percent (1%).
  - D. Effective July 1, 2012, all wage scales will be increased by one percent (1%).
  - E. Effective January 1, 2013, all wage scales will be increased by one and one-half percent (1.5%).
  - F. Effective July 1, 2013, all wage scales will be increased by one and one-half percent (1.5%).

#### **ARTICLE XIX – EMPLOYEE PERFORMANCE EVALUATIONS**

Management and the Union recognize that employee job performance evaluations are productive and useful tools for both parties. The following are guidelines to be used during employee performance evaluations:

- 19.1 Department Heads or elected officials and immediate supervisors will perform employee performance evaluations.

- 19.2 Evaluations may be requested by either management or employees but at a minimum will be given once yearly on or about the employee's anniversary of position date (as defined in section 12.7).
- 19.3 Change to job description and evaluation formats will be communicated with the Union Representative for comment and input.
- 19.4 Union members retain all rights under the contract during the employee performance evaluation process.
- 19.5 Employees receiving evaluation ratings indicating the employee does not "meet expectations" will be provided a written plan of improvement including specific timelines for expected improvement to "satisfactory" or above ratings. Failure to meet the terms of the plan of improvement may result in disciplinary action or termination of employment.
- 19.6 Job descriptions will be reviewed at the time of evaluations.

#### **ARTICLE XX - DISCIPLINE**

- 20.1 The Employer may orally reprimand, written reprimand, suspend and/or discharge or terminate an employee for just cause.
- 20.2 The disciplinary actions which the Employer may take against an employee include the following:
  - (a) Oral reprimand
  - (b) Written reprimand
  - (c) Suspension without pay
  - (d) Discharge or termination

Which disciplinary action is taken depends upon the seriousness of the affected employee's conduct as determined by the Employer. The above enumerated disciplinary actions may be implemented without regard to the order indicated hereinabove.

In other words, the Employer may implement disciplinary action by way of a written reprimand coupled with a suspension or the Employer may determine misconduct is of such a serious nature as to warrant a different combination of disciplinary actions.

- 20.3 The Employer may discharge or terminate an employee for just cause. The Employer shall make available the specified charges in writing at least one (1) calendar day prior to the effective date of the action, unless Section 4 of this article is applicable.
- 20.4 When the Employer determines that circumstances are such that retention of the employee will likely result in disruption of County programs, damage to or loss of County property or be injurious to the County employee, fellow employees or the services provided by the County, the Employer may discharge, terminate or suspend the employee immediately. In such cases, the specified charges shall be made available to the employee in writing by the County not later than three (3) working days after the action became effective.
- 20.5 The Employer may suspend an employee for just cause as specified in this article. An employee may not be suspended for more than ninety (90) working days.
- 20.6 In cases of suspension, unless Section 4 is applicable as determined by the Employer, the specified charges and duration, where applicable, of the action shall be made available to the employee in writing by the County at the time the action became or becomes effective.
- 20.7 The time limitations relating to notification of disciplinary action are only for employee notification purposes and shall not affect the validity of disciplinary action taken by the Employer. In other words, if the County is unable to provide notification in strict adherence to the notification times expressed in subsections hereinabove, said inability shall not affect the validity or effectiveness of any type of disciplinary action against an employee.
- 20.8 Probationary employees may be discharged or terminated at any time without just cause.
- 20.9 Copies of action taken by the Employer shall be forwarded to the area representative with the exception of oral reprimands. Notations of oral reprimands shall be permitted in the personnel file that bear the employee's signature, to confirm that the employee knows the document is being placed in their file.
- 20.10 References to disciplinary actions in personnel file shall remain in the file in accordance with the following provisions:
- A. Written reprimand shall remain in the personnel file for a period of twenty-four (24) months, at which time the employee may request the written reprimand be removed. However, if another written reprimand occurs within that twenty-four (24) month period, then both written reprimands

shall remain in the personnel file for another twenty-four (24) month period from the date of the last written reprimand, at which time the employee may request removal. Removal of the documents shall be granted upon mutual agreement between the Union and the Employer.

- B. If the disciplinary action is that of a suspension, the written references to the suspension shall remain in the personnel file for a period of twenty-four (24) months, at which time the employee may request the suspension references be removed. However, if another instance of suspension occurs within twenty-four (24) months from the date of the first suspension, then said references to both suspensions shall remain in the personnel file indefinitely.

#### **ARTICLE XXI – MILITARY LEAVE, JURY LEAVE, AND LEAVE OF ABSENCE**

- 21.1 Every employee covered by this agreement who is a member of the Washington National Guard or of the army, navy, air force, coast guard, or marine corps reserve of the United States, or of any organized reserve or armed forces of the United States shall be entitled to, and shall be granted, military leave of absence from employment for a period not exceeding twenty-one (21) days during each year beginning October 1st and ending the following September 30th. Such leave shall be granted in order that the person may report for active duty, when called, or take part in active training duty in such manner and at such time as he or she may be ordered to active duty or active training duty. Such military leave of absence shall be in addition to any vacation or sick leave to which the employee might otherwise be entitled, and shall not involve any loss of efficiency rating, privileges, or pay. During the period of military leave, the employee shall receive from the Employer the employee's regular rate of pay for their permanent classification. A copy of the orders will be attached to the employee's timesheet.
- 21.2 Any employee who is called for jury duty shall receive from the County the difference between his regular pay and the compensation received for jury duty for the actual time he is required to be absent from work because of such jury duty. Any such absence shall not be counted as accumulated sick leave or annual leave.
- 21.3 Seniority status shall be maintained during approved leaves of absence.
- 21.4 Accrued vacation leave, comp time, and personal holidays shall be used before any unpaid leave of absence can be authorized. Accrued sick leave shall only be used prior to authorizing an unpaid leave of absence in situations identified as acceptable uses under article XV of this Agreement.



- 21.5 Authorized unpaid leaves of absence shall not interrupt prior or continuous employment; however, the employee shall not be credited with earning annual leave, sick leave, holiday pay, or any other benefits during the period of authorized unpaid leave of absence. Unpaid leaves of absence will extend the probationary period of employment.
- 21.6 Subject to the terms, conditions, and limitations of the applicable plans, health insurance premiums will not be paid by Kittitas County during the course of unpaid leave of absence except as provided under FMLA and State law. Premium benefits paid by Kittitas County will be prorated to the percentage of hours actually worked. The employee will be responsible for the difference between the county-paid prorated cost and the full premium amount.

#### **ARTICLE XXII – JOB CLASSIFICATION**

- 22.1 Employees shall be compensated in accordance with the job grade and salary step chart contained in Appendix "A", incorporated herein by reference. In the event that a new position is created, the Employer and the Union will meet to negotiate the appropriate classification and rate of pay.
- 22.2 New employees will normally start at Step 1 of the job classification. The Employer may recognize previous training and experience by starting a newly hired employee at a higher rate within the salary schedule. Employees will progress through the pay scale based upon years of service and subsequent evaluations.
- 22.3 Where an employee is assigned to work in a higher classification for more than eighty (80) hours, said employee shall be paid at the rate of pay for the higher classification that he/she would be paid if he/she were promoted to that position for all hours so worked beyond the first eighty-(80) hours. Temporary work change in job classification at a higher grade level shall not be compensated at the higher level. Employees shall be paid at their regular rate of pay. Such temporary change shall not exceed eighty (80) hours and shall be construed as a learning period.
- 22.4 Promotion - An employee may be promoted to a higher grade when the employee's qualifications are commensurate with the requirements of such higher grade and a vacancy exists or a new position has been classified.
- 22.5 Pay Rate Upon Promotion – An employee who is promoted shall be paid at the step in the new pay range which represents at least a one step increase over the rate of pay received immediately prior to the promotion, provided that such increase does not exceed the maximum step of the new pay range.

22.5.1 Pay Rate Upon Bump Back From Promotion – An employee who bumps back per section 23.2 shall receive the same step in the lower pay range as held before promotion, provided that adjustments shall be made to take into account any step increases which would have occurred had the employee not been promoted.

22.5.2 Pay Rate Upon Transfer – An employee who transfers from one position to another within the same class or from one position in a different class that is assigned the same pay range shall continue to receive the same rate of pay as before the transfer.

### **ARTICLE XXIII – OPEN POSITIONS/PROMOTIONS**

23.1 When a position in the bargaining unit becomes open or a new position is created, it shall be posted on the Human Resource Department bulletin board and in e-mail notices in accordance with section 23.4 and may be advertised to the public.

- a. All regular employees covered by this Agreement shall be eligible to bid for the position by filling out an application for the position;
- b. If two (2) or more applicants for the position are equally qualified and able to perform the work, first preference shall be given to regular employees of the bargaining unit who presently work in the department and/or office affected;
- c. Should no applicant for the position currently work in the department and/or office affected and two (2) or more applicants for the position are equally qualified and able to perform the work, preference shall be given to the most senior employee in the bargaining unit.
- d. In the event that a regular employee accepts the open or new position, the first forty-five (45) working days shall be a trial service period. The employee may elect to revert to their previously held position during the trial service period.

The Employing Official shall make the final determination as to whether or not an employee fails to meet the job standards within the trial service period. The Employing Official may return an employee to their previous position at any time during the trial service period if the Employing Official determines that said employee is not capable of meeting the job standards or properly performing the work.

- 23.2 In the event a promoted employee fails in the trial period at the new position, that employee has the right to “bump back” to the employee’s former position. The employee “bumped” has the right to “bump” to the position previously held, provided that in each instance of “bumping” the employee had completed a probationary period in the position the employee seeks to regain.
- 23.3 New employees shall serve a six (6) month probationary period, whether or not such employee is qualified to continue to hold the position shall be determined at the sole discretion of the elected official or department head in whose department such employee is employed. The employee may be terminated.
- 23.4 The posting announcement shall contain at a minimum the following information:
- 1) The department where the opening exists;
  - 2) Classification specifications;
  - 3) Job title;
  - 4) Salary range and entry level;
  - 5) Date of posting;
  - 6) Last day applications will be received;
  - 7) Qualifications required for the position, i.e., education, training, skills, experience.

#### **ARTICLE XXIV - LONGEVITY**

Longevity pay, in addition to wages, shall be paid as follows:

After 7 years employment	\$35.00 per month
After 10 years employment	\$45.00 per month
After 15 years employment	\$55.00 per month
After 20 years employment	\$70.00 per month
After 25 years employment	\$85.00 per month

#### **ARTICLE XXV – DRUG TESTING**

- 25.1 Purpose - The County has a strong commitment to provide a safe work environment for its employees and to establish programs promoting high standards of employee health and safety. Consistent with that commitment, this Agreement establishes prohibitions regarding alcohol and controlled substances and the right of the County to screen or test employees to determine the presence of alcohol and/or controlled substances.

25.2 Prohibition Regarding Alcohol and/or Controlled Substances.

- (a) The unauthorized use, sale, transfer or possession of alcohol, drugs, controlled substances and/or "mood altering" substances (except the possession or use of prescribed medication, verifiable by a current, properly issued prescription) during work hours (including meal and rest periods), on County property, in County vehicles, or in personal vehicles while conducting County business is prohibited. Violation of this section of the Agreement is just and sufficient cause for immediate discharge.
- (b) Reporting for work or becoming intoxicated during working hours through the use of alcohol, drugs (including prescribed medication), controlled substances and/or "mood altering" substances is prohibited. Violation of this section of the Agreement will result in disciplinary action which may include discharge.
- (c) An employee utilizing prescribed and/or "over-the-counter" medication(s) that could adversely affect job safety or performance must immediately report that fact to the employee's supervisor. Knowledge of cautions and warnings printed on the medication container label are the sole responsibility of the employee. Consultation with the employee's attending physician, concerning the affects a substance may have on that employee, may be appropriate.

In the event the employee does notify the Employer immediately upon reporting to work of the fact that such medication is being or will be taken, but does not immediately submit a physician's release, the Employer may determine that the effects of any over-the-counter or prescribed medication may, under the circumstances, impair the employee's ability to safely, properly, and effectively perform the employee's duties and may decline to permit the employee to work until the effects of the medication subside to an acceptable level.

In cases where the employee is instructed by the Employer to remain off work due to the possible side-effects of over-the-counter or prescription medication, the employee may utilize earned, but unused, sick leave benefits in accordance with the terms of this Agreement.

Violation of this section of the Agreement will result in disciplinary action which may include discharge.

25.3 Current Employee Substance Abuse Testing. The applicable substance abuse testing procedures outlined below will be initiated if one (1) of the following events occur:

- (a) Management personnel concludes through objective observation, investigation and evaluation that an employee is under the influence or impaired by the use of alcohol, drugs and/or controlled substances and this conclusion is confirmed by another supervisor, elected official or department head.
- (b) Where an employee is involved in any accident due to the action, inaction or inattention of the employee;
- (c) Where the County receives reliable information based upon personal knowledge of an individual, such as other employees of the County, the medical community, law enforcement personnel, residents of the County, of involvement by the employee with alcohol and/or controlled substances.

All relevant facts pertaining to an investigation conducted pursuant to the above provisions will be documented in writing and preserved for future reference by the County and the Union. There shall be no across the board or random drug testing of employees.

#### 25.4 Substance Abuse Testing Procedures.

- (a) Before requesting an employee to undergo drug or alcohol testing, the County shall provide the employee with a written form containing reference to the following information:
  - (1) The employee has been provided a copy of the Drug Testing Policy set forth in this Agreement.
  - (2) The employee is given the opportunity to indicate the use of any drugs, including over-the-counter or prescription medication currently being used and/or recently taken.
  - (3) The Employer will set forth facts pertaining to the reason for requesting the drug and/or alcohol test and a written copy be given to the employee if in accordance with the testing facilities procedures.
- (b) The Employer will transport the suspected employee to a pre-determined testing facility.
- (c) The employee will be requested to submit to the testing procedures. The employee has the right to refuse to submit to the tests; however, refusal to submit to the tests will be grounds for discharge.

- (d) The employee will provide a urine sample, a blood sample or breath sample for testing for controlled substance or alcohol.

Collection of the specimens will be under the direction of qualified medical or law enforcement personnel. Collection of the specimens will take place as soon as possible following the observation, accident or incident. The employee will cooperate fully in the collection of the specimens. Employee tampering with the specimens or refusal to submit to the test within a reasonable period of time will result in discharge. If the employee is physically unable to provide a urine sample, a blood sample will be drawn and analyzed by the laboratory. However, within twenty-four (24) hours following the drawing of the blood sample, the employee will submit to a urine test. If the employee fails to provide the urine sample within a twenty-four (24) hour time frame, that action will result in disciplinary measures which may include discharge.

- (e) After collection of the specimens, the employee will be transported to the employee's residence or other safe location. The employee will be suspended from work with pay until the test results become available and are evaluated.
- (f) All specimens will be forwarded to laboratories meeting state or federal guidelines to conduct such tests. Strict adherence to the chain of custody requirements will be followed during the transportation of the specimen to the laboratory. The laboratory will analyze the specimen. The laboratory will perform initial screening, and if positive results occur, confirmatory tests on the specimen. The confirmatory test shall be the GC/MS test. The laboratory shall maintain the specimen in accordance with state or federal guidelines.

The laboratory will communicate the test results to the Department Head or elected official. The Department Head or elected official will evaluate those results, and confer with the Commissioners to determine the County's course of action. Within five (5) working days after receipt of a test result report, the Employer shall inform the employee in writing of the results.

- (g) Test results will be kept confidential in a secure file within the Human Resource Department but separate from the regular personnel files. Access to the file will be extremely restricted--only the County Commissioners, Human Resources staff, and Department Head or Elected Official. All records will be treated in the most confidential fashion by the County and the Union. Disclosures, without employee consent, may occur when:

- (1) The information is compelled by law or judicial or administrative process.

- (2) The information has been placed at issue in a formal dispute between the Employer and the prospective employee.
- (3) The information is needed by medical personnel for the diagnosis or treatment of a patient who is unable to authorize disclosure.
- (h) All costs associated with substance abuse testing, other than an independent analysis requested by the employee, will be paid by the Employer.
- (i) Should analysis of the specimens indicate a negative level of a substance in an employee's system, the employee will be reinstated to the employee's former position.
- (j) Should analysis of the specimens indicate a positive level of a substance in an employee's system, the Employer shall meet with the employee within five (5) days of the receipt of the result for the purpose of advising the employee of the result, and to provide the employee the opportunity for response to any potential disciplinary proceedings. The employee's response may include the following:
  - (1) The employee will have the right to submit further information relative to the test results.
  - (2) The employee may request a confirmatory re-test of the original sample at the employee's own expense.
  - (3) The employee may request a confirmatory re-test be conducted at a different certified laboratory, with the same drug or alcohol threshold detection levels as used in the original test. If the confirmatory re-test does not confirm the original positive test result, a third test shall be employed on the same specimen and the result of the third test shall be final. The cost of the third test shall be equally divided between the Employer and employee.
- (k) Should analysis of the specimens described in Section (d) of this Agreement indicate a positive level of the substance in an employee's system, the County will have the following options:
  - (1) Provide the employee an opportunity to enter into a Last Chance Agreement. Included in the Last Chance Agreement, the employee will be evaluated by a qualified drug/alcohol counselor to determine the extent of the employee's chemical dependency. If, in the opinion of the counselor, the employee requires rehabilitation services, the employee

will be placed on a non-paid leave-of-absence for a period not to exceed ninety (90) days and enroll and complete a certified alcohol and/or drug rehabilitation program. An employee must use accumulated sick leave and vacation during this ninety (90) day period prior to being granted unpaid leave. If the employee successfully enrolls and completes the program within ninety (90) days the employee will be reinstated to the employee's former position. The County reserves the right of concurrence on the selection of the rehabilitation counselor, facility and program content. Cost of the rehabilitation program will be paid by the employee or medical insurance provider (within contractual limitation). The employer will be provided semi-weekly written progress reports from the employee's counselor during the entire treatment program. The employee will be reinstated to the employee's former position when the following conditions have been met:

- a. The employee has successfully completed the treatment program; and
- b. The attending counselor has formally released the employee to return to work; and
- c. The employee agrees to submit to a substance abuse test. In addition to any testing done as part of the rehabilitation program, during the next twelve (12) months following reinstatement, the employee consents to be tested up to four (4) times for the presence of alcohol, drugs and/or controlled substances at any time, on a random basis notwithstanding any other provisions of this Agreement to the contrary. Any subsequent violation of this Agreement will be grounds for immediate discharge; or

(2) Discharge the employee.

25.5 Self-Recognized Substance Abuse. Employees with a substance abuse problem must immediately notify their supervisor of their condition. For evaluation purposes, a substance abuse test may be appropriate. If, in the opinion of a qualified drug/alcohol counselor, the employee requires rehabilitation services, the employee will have an option to enroll in a rehabilitation program and be subjected to the guidelines as outlined in Section 26.4 (I)(1) above. Any employee who complies with the above requirements prior to a violation of this policy shall be immediately granted leave without pay in accordance with Section 26.4 (I)(1) above.

25.6 Employer Conducted Searches. The County reserves the right to conduct searches of County property, vehicles or equipment at any time or place. Failure



to cooperate with these procedures, without just cause, will be grounds for discharge.

#### **ARTICLE XXVI – FAMILY AND MEDICAL LEAVE**

Under the terms of The Family and Medical Leave Act of 1993 (FMLA), Title 29, Part 825 of the Code of Regulations, employees may request leave without pay under the following conditions:

1. For the birth of a son or daughter, and to care for the newborn child;
2. For placement with the employee of a son or daughter for adoption or foster care;
3. To care for the employee's spouse, son, daughter or parent with a serious health condition; and,
4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job.

Consistent with FMLA and adopted regulations, employees are entitled to request leave without pay for up to twelve (12) weeks within a twelve (12) month period.

The twelve (12) month period is a rolling 12-month period measured backward from the date taken and continuous with each additional leave day taken.

The Employer will require the employee to first use and exhaust all paid leave available to the employee as part of any Family and Medical Leave.

All requests for leave and any other notices regarding Family and Medical Leave shall be in writing.

This Article shall be consistent with the FMLA and adopted regulations, and is not intended to expand upon the rights set forth in said Act or regulations.

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IN WITNESS WHEREOF, the parties have caused this Agreement to be signed this 19<sup>th</sup> day of Jan., 2011, by their duly constituted and legal representatives as follows:


  
\_\_\_\_\_  
President,  
Local 792CH

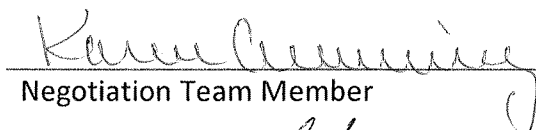
  
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Chairman,  
Board of County Commissioners

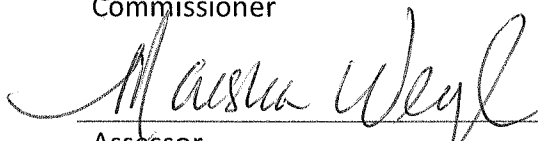
  
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Negotiation Team Member

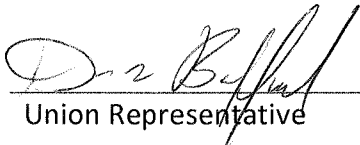
  
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Commissioner

  
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Negotiation Team Member

  
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Commissioner

  
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Negotiation Team Member

  
\_\_\_\_\_  
Assessor


  
\_\_\_\_\_  
Union Representative

  
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Auditor

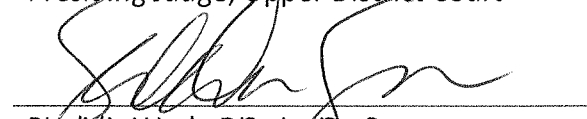
  
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Clerk

  
\_\_\_\_\_  
Treasurer

  
\_\_\_\_\_  
Presiding Judge, Lower District Court

  
\_\_\_\_\_  
Presiding Judge, Upper District Court

  
\_\_\_\_\_  
Presiding Judge, Superior Court

**APPENDIX "A"**  
***Effective 01/01/11***

<b>Assessor's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Real Property Deputy	\$2,248	\$2,297	\$2,347	\$2,398	\$2,450	\$2,503	\$2,558
Data Processor	\$2,570	\$2,627	\$2,685	\$2,744	\$2,805	\$2,867	\$2,930
Personal Property Deputy	\$2,892	\$2,956	\$3,021	\$3,088	\$3,156	\$3,226	\$3,297
Sr. Citizen Deputy	\$2,570	\$2,627	\$2,685	\$2,744	\$2,805	\$2,867	\$2,930
Cadastral Technician	\$3,105	\$3,174	\$3,244	\$3,316	\$3,389	\$3,464	\$3,540
<b>Auditor's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Deputy	\$2,142	\$2,189	\$2,237	\$2,286	\$2,336	\$2,387	\$2,439
Records Deputy I	\$2,142	\$2,189	\$2,237	\$2,286	\$2,336	\$2,387	\$2,439
Elections Deputy	\$2,570	\$2,627	\$2,685	\$2,744	\$2,805	\$2,867	\$2,930
Licensing Deputy I	\$2,570	\$2,627	\$2,685	\$2,744	\$2,805	\$2,867	\$2,930
Licensing Deputy II	\$2,677	\$2,736	\$2,797	\$2,859	\$2,922	\$2,987	\$3,053
Accounting Assistant	\$2,462	\$2,517	\$2,573	\$2,630	\$2,688	\$2,748	\$2,809
Records Deputy II	\$2,570	\$2,627	\$2,685	\$2,744	\$2,805	\$2,867	\$2,930
Accounting Technician	\$2,892	\$2,956	\$3,021	\$3,088	\$3,156	\$3,226	\$3,297
Accountant	\$3,212	\$3,283	\$3,356	\$3,430	\$3,506	\$3,583	\$3,662
<b>Clerk's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Deputy	\$2,142	\$2,189	\$2,237	\$2,286	\$2,336	\$2,387	\$2,439
Deputy Clerk	\$2,570	\$2,627	\$2,685	\$2,744	\$2,805	\$2,867	\$2,930
<b>Community Development</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,248	\$2,297	\$2,347	\$2,398	\$2,450	\$2,503	\$2,558
<b>District Court</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Legal Process Assistant I	\$2,142	\$2,189	\$2,237	\$2,286	\$2,336	\$2,387	\$2,439
Legal Process Assistant II	\$2,355	\$2,407	\$2,460	\$2,515	\$2,571	\$2,628	\$2,686
Legal Process Assistant III	\$2,570	\$2,627	\$2,685	\$2,744	\$2,805	\$2,867	\$2,930
Probation Assistant	\$2,570	\$2,627	\$2,685	\$2,744	\$2,805	\$2,867	\$2,930
Legal Process Coordinator	\$2,677	\$2,736	\$2,797	\$2,859	\$2,922	\$2,987	\$3,053
Assistant Judicial Administrator	\$2,892	\$2,956	\$3,021	\$3,088	\$3,156	\$3,226	\$3,297
<b>Fairgrounds Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Bookkeeper	\$2,355	\$2,407	\$2,460	\$2,515	\$2,571	\$2,628	\$2,686
Program Assistant	\$2,570	\$2,627	\$2,685	\$2,744	\$2,805	\$2,867	\$2,930
<b>Probation Services</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,248	\$2,297	\$2,347	\$2,398	\$2,450	\$2,503	\$2,558
Office Manager	\$2,570	\$2,627	\$2,685	\$2,744	\$2,805	\$2,867	\$2,930
<b>Public Health</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Accountant	\$3,212	\$3,283	\$3,356	\$3,430	\$3,506	\$3,583	\$3,662
<b>Public Works</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Receptionist	\$2,142	\$2,189	\$2,237	\$2,286	\$2,336	\$2,387	\$2,439
Accounting Assistant	\$2,462	\$2,517	\$2,573	\$2,630	\$2,688	\$2,748	\$2,809

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Technical Secretary	\$2,462	\$2,517	\$2,573	\$2,630	\$2,688	\$2,748	\$2,809
Accountant	\$3,212	\$3,283	\$3,356	\$3,430	\$3,506	\$3,583	\$3,662
<b>Solid Waste</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Scale House Attendant I	\$2,248	\$2,297	\$2,347	\$2,398	\$2,450	\$2,503	\$2,558
Scale House Attendant II	\$2,355	\$2,407	\$2,460	\$2,515	\$2,571	\$2,628	\$2,686
Solid Waste Assistant	\$2,462	\$2,517	\$2,573	\$2,630	\$2,688	\$2,748	\$2,809
<b>Treasurer's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Tax Collection Deputy	\$2,248	\$2,297	\$2,347	\$2,398	\$2,450	\$2,503	\$2,558
Tax Roll Deputy	\$2,248	\$2,297	\$2,347	\$2,398	\$2,450	\$2,503	\$2,558
Tax/ULID Deputy	\$2,570	\$2,627	\$2,685	\$2,744	\$2,805	\$2,867	\$2,930
Tax/Warrant Deputy	\$2,570	\$2,627	\$2,685	\$2,744	\$2,805	\$2,867	\$2,930
Revenue Account Deputy	\$2,892	\$2,956	\$3,021	\$3,088	\$3,156	\$3,226	\$3,297
<b>WSU Extension</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,248	\$2,297	\$2,347	\$2,398	\$2,450	\$2,503	\$2,558
Office Manager	\$2,462	\$2,517	\$2,573	\$2,630	\$2,688	\$2,748	\$2,809

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**APPENDIX "A"**  
**Effective 07/01/2011**

<b>Assessor's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Real Property Deputy	\$2,270	\$2,319	\$2,369	\$2,420	\$2,472	\$2,525	\$2,580
Data Processor	\$2,596	\$2,654	\$2,713	\$2,773	\$2,835	\$2,898	\$2,962
Personal Property Deputy	\$2,921	\$2,986	\$3,052	\$3,120	\$3,189	\$3,260	\$3,332
Sr. Citizen Deputy	\$2,596	\$2,654	\$2,713	\$2,773	\$2,835	\$2,898	\$2,962
Cadastral Technician	\$3,136	\$3,206	\$3,277	\$3,350	\$3,424	\$3,500	\$3,577
<b>Auditor's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Deputy	\$2,163	\$2,210	\$2,258	\$2,307	\$2,357	\$2,408	\$2,460
Records Deputy I	\$2,163	\$2,210	\$2,258	\$2,307	\$2,357	\$2,408	\$2,460
Elections Deputy	\$2,596	\$2,654	\$2,713	\$2,773	\$2,835	\$2,898	\$2,962
Licensing Deputy I	\$2,596	\$2,654	\$2,713	\$2,773	\$2,835	\$2,898	\$2,962
Licensing Deputy II	\$2,704	\$2,764	\$2,826	\$2,889	\$2,953	\$3,019	\$3,086
Accounting Assistant	\$2,487	\$2,543	\$2,600	\$2,658	\$2,717	\$2,778	\$2,840
Records Deputy II	\$2,596	\$2,654	\$2,713	\$2,773	\$2,835	\$2,898	\$2,962
Accounting Technician	\$2,921	\$2,986	\$3,052	\$3,120	\$3,189	\$3,260	\$3,332
Accountant	\$3,244	\$3,316	\$3,390	\$3,465	\$3,542	\$3,620	\$3,700
<b>Clerk's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Deputy	\$2,163	\$2,210	\$2,258	\$2,307	\$2,357	\$2,408	\$2,460
Deputy Clerk	\$2,596	\$2,654	\$2,713	\$2,773	\$2,835	\$2,898	\$2,962
<b>Community Development</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,270	\$2,319	\$2,369	\$2,420	\$2,472	\$2,525	\$2,580
<b>District Court</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Legal Process Assistant I	\$2,163	\$2,210	\$2,258	\$2,307	\$2,357	\$2,408	\$2,460
Legal Process Assistant II	\$2,379	\$2,432	\$2,486	\$2,542	\$2,599	\$2,657	\$2,716
Legal Process Assistant III	\$2,596	\$2,654	\$2,713	\$2,773	\$2,835	\$2,898	\$2,962
Probation Assistant	\$2,596	\$2,654	\$2,713	\$2,773	\$2,835	\$2,898	\$2,962
Legal Process Coordinator	\$2,704	\$2,764	\$2,826	\$2,889	\$2,953	\$3,019	\$3,086
Assistant Judicial Administrator	\$2,921	\$2,986	\$3,052	\$3,120	\$3,189	\$3,260	\$3,332
<b>Fairgrounds Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Bookkeeper	\$2,379	\$2,432	\$2,486	\$2,542	\$2,599	\$2,657	\$2,716
Program Assistant	\$2,596	\$2,654	\$2,713	\$2,773	\$2,835	\$2,898	\$2,962
<b>Probation Services</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,270	\$2,319	\$2,369	\$2,420	\$2,472	\$2,525	\$2,580
Office Manager	\$2,596	\$2,654	\$2,713	\$2,773	\$2,835	\$2,898	\$2,962
<b>Public Health</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Accountant	\$3,244	\$3,316	\$3,390	\$3,465	\$3,542	\$3,620	\$3,700
<b>Public Works</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Receptionist	\$2,163	\$2,210	\$2,258	\$2,307	\$2,357	\$2,408	\$2,460
Accounting Assistant	\$2,487	\$2,543	\$2,600	\$2,658	\$2,717	\$2,778	\$2,840
Technical Secretary	\$2,487	\$2,543	\$2,600	\$2,658	\$2,717	\$2,778	\$2,840

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Accountant	\$3,244	\$3,316	\$3,390	\$3,465	\$3,542	\$3,620	\$3,700
<b>Solid Waste</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Scale House Attendant I	\$2,270	\$2,319	\$2,369	\$2,420	\$2,472	\$2,525	\$2,580
Scale House Attendant II	\$2,379	\$2,432	\$2,486	\$2,542	\$2,599	\$2,657	\$2,716
Solid Waste Assistant	\$2,487	\$2,543	\$2,600	\$2,658	\$2,717	\$2,778	\$2,840
<b>Treasurer's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Tax Collection Deputy	\$2,270	\$2,319	\$2,369	\$2,420	\$2,472	\$2,525	\$2,580
Tax Roll Deputy	\$2,270	\$2,319	\$2,369	\$2,420	\$2,472	\$2,525	\$2,580
Tax/ULID Deputy	\$2,596	\$2,654	\$2,713	\$2,773	\$2,835	\$2,898	\$2,962
Tax/Warrant Deputy	\$2,596	\$2,654	\$2,713	\$2,773	\$2,835	\$2,898	\$2,962
Revenue Account Deputy	\$2,921	\$2,986	\$3,052	\$3,120	\$3,189	\$3,260	\$3,332
<b>WSU Extension</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,270	\$2,319	\$2,369	\$2,420	\$2,472	\$2,525	\$2,580
Office Manager	\$2,487	\$2,543	\$2,600	\$2,658	\$2,717	\$2,778	\$2,840

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**APPENDIX "A"**  
***Effective 01/01/2012***

<b>Assessor's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Real Property Deputy	\$2,293	\$2,342	\$2,392	\$2,443	\$2,495	\$2,548	\$2,604
Data Processor	\$2,622	\$2,681	\$2,741	\$2,802	\$2,865	\$2,929	\$2,994
Personal Property Deputy	\$2,950	\$3,016	\$3,083	\$3,152	\$3,222	\$3,294	\$3,367
Sr. Citizen Deputy	\$2,622	\$2,681	\$2,741	\$2,802	\$2,865	\$2,929	\$2,994
Cadastral Technician	\$3,167	\$3,238	\$3,310	\$3,384	\$3,459	\$3,536	\$3,614
<b>Auditor's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Deputy	\$2,185	\$2,232	\$2,280	\$2,329	\$2,379	\$2,430	\$2,482
Records Deputy I	\$2,185	\$2,232	\$2,280	\$2,329	\$2,379	\$2,430	\$2,482
Elections Deputy	\$2,622	\$2,681	\$2,741	\$2,802	\$2,865	\$2,929	\$2,994
Licensing Deputy I	\$2,622	\$2,681	\$2,741	\$2,802	\$2,865	\$2,929	\$2,994
Licensing Deputy II	\$2,731	\$2,792	\$2,855	\$2,919	\$2,984	\$3,051	\$3,119
Accounting Assistant	\$2,512	\$2,569	\$2,627	\$2,686	\$2,746	\$2,808	\$2,871
Records Deputy II	\$2,622	\$2,681	\$2,741	\$2,802	\$2,865	\$2,929	\$2,994
Accounting Technician	\$2,950	\$3,016	\$3,083	\$3,152	\$3,222	\$3,294	\$3,367
Accountant	\$3,276	\$3,349	\$3,424	\$3,500	\$3,578	\$3,657	\$3,738
<b>Clerk's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Deputy	\$2,185	\$2,232	\$2,280	\$2,329	\$2,379	\$2,430	\$2,482
Deputy Clerk	\$2,622	\$2,681	\$2,741	\$2,802	\$2,865	\$2,929	\$2,994
<b>Community Development</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,293	\$2,342	\$2,392	\$2,443	\$2,495	\$2,548	\$2,604
<b>District Court</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Legal Process Assistant I	\$2,185	\$2,232	\$2,280	\$2,329	\$2,379	\$2,430	\$2,482
Legal Process Assistant II	\$2,403	\$2,457	\$2,512	\$2,569	\$2,627	\$2,686	\$2,746
Legal Process Assistant III	\$2,622	\$2,681	\$2,741	\$2,802	\$2,865	\$2,929	\$2,994
Probation Assistant	\$2,622	\$2,681	\$2,741	\$2,802	\$2,865	\$2,929	\$2,994
Legal Process Coordinator	\$2,731	\$2,792	\$2,855	\$2,919	\$2,984	\$3,051	\$3,119
Assistant Judicial Administrator	\$2,950	\$3,016	\$3,083	\$3,152	\$3,222	\$3,294	\$3,367
<b>Fairgrounds Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Bookkeeper	\$2,403	\$2,457	\$2,512	\$2,569	\$2,627	\$2,686	\$2,746
Program Assistant	\$2,622	\$2,681	\$2,741	\$2,802	\$2,865	\$2,929	\$2,994
<b>Probation Services</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,293	\$2,342	\$2,392	\$2,443	\$2,495	\$2,548	\$2,604
Office Manager	\$2,622	\$2,681	\$2,741	\$2,802	\$2,865	\$2,929	\$2,994
<b>Public Health</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Accountant	\$3,276	\$3,349	\$3,424	\$3,500	\$3,578	\$3,657	\$3,738
<b>Public Works</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Receptionist	\$2,185	\$2,232	\$2,280	\$2,329	\$2,379	\$2,430	\$2,482
Accounting Assistant	\$2,512	\$2,569	\$2,627	\$2,686	\$2,746	\$2,808	\$2,871
Technical Secretary	\$2,512	\$2,569	\$2,627	\$2,686	\$2,746	\$2,808	\$2,871

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Accountant	\$3,276	\$3,349	\$3,424	\$3,500	\$3,578	\$3,657	\$3,738
<b>Solid Waste</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Scale House Attendant I	\$2,293	\$2,342	\$2,392	\$2,443	\$2,495	\$2,548	\$2,604
Scale House Attendant II	\$2,403	\$2,457	\$2,512	\$2,569	\$2,627	\$2,686	\$2,746
Solid Waste Assistant	\$2,512	\$2,569	\$2,627	\$2,686	\$2,746	\$2,808	\$2,871
<b>Treasurer's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Tax Collection Deputy	\$2,293	\$2,342	\$2,392	\$2,443	\$2,495	\$2,548	\$2,604
Tax Roll Deputy	\$2,293	\$2,342	\$2,392	\$2,443	\$2,495	\$2,548	\$2,604
Tax/ULID Deputy	\$2,622	\$2,681	\$2,741	\$2,802	\$2,865	\$2,929	\$2,994
Tax/Warrant Deputy	\$2,622	\$2,681	\$2,741	\$2,802	\$2,865	\$2,929	\$2,994
Revenue Account Deputy	\$2,950	\$3,016	\$3,083	\$3,152	\$3,222	\$3,294	\$3,367
<b>WSU Extension</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,293	\$2,342	\$2,392	\$2,443	\$2,495	\$2,548	\$2,604
Office Manager	\$2,512	\$2,569	\$2,627	\$2,686	\$2,746	\$2,808	\$2,871

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**APPENDIX "A"**  
**Effective 07/01/2012**

<b>Assessor's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Real Property Deputy	\$2,316	\$2,365	\$2,415	\$2,466	\$2,518	\$2,571	\$2,628
Data Processor	\$2,648	\$2,708	\$2,769	\$2,831	\$2,895	\$2,960	\$3,026
Personal Property Deputy	\$2,980	\$3,047	\$3,115	\$3,185	\$3,256	\$3,329	\$3,403
Sr. Citizen Deputy	\$2,648	\$2,708	\$2,769	\$2,831	\$2,895	\$2,960	\$3,026
Cadastral Technician	\$3,199	\$3,271	\$3,344	\$3,419	\$3,495	\$3,573	\$3,652
<b>Auditor's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Deputy	\$2,207	\$2,254	\$2,302	\$2,351	\$2,401	\$2,452	\$2,504
Records Deputy I	\$2,207	\$2,254	\$2,302	\$2,351	\$2,401	\$2,452	\$2,504
Elections Deputy	\$2,648	\$2,708	\$2,769	\$2,831	\$2,895	\$2,960	\$3,026
Licensing Deputy I	\$2,648	\$2,708	\$2,769	\$2,831	\$2,895	\$2,960	\$3,026
Licensing Deputy II	\$2,758	\$2,820	\$2,884	\$2,949	\$3,015	\$3,083	\$3,152
Accounting Assistant	\$2,537	\$2,595	\$2,654	\$2,714	\$2,775	\$2,838	\$2,902
Records Deputy II	\$2,648	\$2,708	\$2,769	\$2,831	\$2,895	\$2,960	\$3,026
Accounting Technician	\$2,980	\$3,047	\$3,115	\$3,185	\$3,256	\$3,329	\$3,403
Accountant	\$3,309	\$3,383	\$3,459	\$3,536	\$3,615	\$3,695	\$3,777
<b>Clerk's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Deputy	\$2,207	\$2,254	\$2,302	\$2,351	\$2,401	\$2,452	\$2,504
Deputy Clerk	\$2,648	\$2,708	\$2,769	\$2,831	\$2,895	\$2,960	\$3,026
<b>Community Development</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,316	\$2,365	\$2,415	\$2,466	\$2,518	\$2,571	\$2,628
<b>District Court</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Legal Process Assistant I	\$2,207	\$2,254	\$2,302	\$2,351	\$2,401	\$2,452	\$2,504
Legal Process Assistant II	\$2,427	\$2,482	\$2,538	\$2,596	\$2,655	\$2,715	\$2,776
Legal Process Assistant III	\$2,648	\$2,708	\$2,769	\$2,831	\$2,895	\$2,960	\$3,026
Probation Assistant	\$2,648	\$2,708	\$2,769	\$2,831	\$2,895	\$2,960	\$3,026
Legal Process Coordinator	\$2,758	\$2,820	\$2,884	\$2,949	\$3,015	\$3,083	\$3,152
Assistant Judicial Administrator	\$2,980	\$3,047	\$3,115	\$3,185	\$3,256	\$3,329	\$3,403
<b>Fairgrounds Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Bookkeeper	\$2,427	\$2,482	\$2,538	\$2,596	\$2,655	\$2,715	\$2,776
Program Assistant	\$2,648	\$2,708	\$2,769	\$2,831	\$2,895	\$2,960	\$3,026
<b>Probation Services</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,316	\$2,365	\$2,415	\$2,466	\$2,518	\$2,571	\$2,628
Office Manager	\$2,648	\$2,708	\$2,769	\$2,831	\$2,895	\$2,960	\$3,026
<b>Public Health</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Accountant	\$3,309	\$3,383	\$3,459	\$3,536	\$3,615	\$3,695	\$3,777
<b>Public Works</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Receptionist	\$2,207	\$2,254	\$2,302	\$2,351	\$2,401	\$2,452	\$2,504
Accounting Assistant	\$2,537	\$2,595	\$2,654	\$2,714	\$2,775	\$2,838	\$2,902
Technical Secretary	\$2,537	\$2,595	\$2,654	\$2,714	\$2,775	\$2,838	\$2,902

792-CH COURTHOUSE UNION

Accountant	\$3,309	\$3,383	\$3,459	\$3,536	\$3,615	\$3,695	\$3,777
<b>Solid Waste</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Scale House Attendant I	\$2,316	\$2,365	\$2,415	\$2,466	\$2,518	\$2,571	\$2,628
Scale House Attendant II	\$2,427	\$2,482	\$2,538	\$2,596	\$2,655	\$2,715	\$2,776
Solid Waste Assistant	\$2,537	\$2,595	\$2,654	\$2,714	\$2,775	\$2,838	\$2,902
<b>Treasurer's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Tax Collection Deputy	\$2,316	\$2,365	\$2,415	\$2,466	\$2,518	\$2,571	\$2,628
Tax Roll Deputy	\$2,316	\$2,365	\$2,415	\$2,466	\$2,518	\$2,571	\$2,628
Tax/ULID Deputy	\$2,648	\$2,708	\$2,769	\$2,831	\$2,895	\$2,960	\$3,026
Tax/Warrant Deputy	\$2,648	\$2,708	\$2,769	\$2,831	\$2,895	\$2,960	\$3,026
Revenue Account Deputy	\$2,980	\$3,047	\$3,115	\$3,185	\$3,256	\$3,329	\$3,403
<b>WSU Extension</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,316	\$2,365	\$2,415	\$2,466	\$2,518	\$2,571	\$2,628
Office Manager	\$2,537	\$2,595	\$2,654	\$2,714	\$2,775	\$2,838	\$2,902

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**APPENDIX "A"**  
***Effective 01/01/2013***

<b>Assessor's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Real Property Deputy	\$2,351	\$2,401	\$2,452	\$2,504	\$2,557	\$2,611	\$2,669
Data Processor	\$2,688	\$2,749	\$2,811	\$2,874	\$2,939	\$3,005	\$3,072
Personal Property Deputy	\$3,025	\$3,093	\$3,162	\$3,233	\$3,305	\$3,379	\$3,454
Sr. Citizen Deputy	\$2,688	\$2,749	\$2,811	\$2,874	\$2,939	\$3,005	\$3,072
Cadastral Technician	\$3,247	\$3,320	\$3,394	\$3,470	\$3,547	\$3,626	\$3,706
<b>Auditor's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Deputy	\$2,240	\$2,288	\$2,337	\$2,387	\$2,438	\$2,490	\$2,543
Records Deputy I	\$2,240	\$2,288	\$2,337	\$2,387	\$2,438	\$2,490	\$2,543
Elections Deputy	\$2,688	\$2,749	\$2,811	\$2,874	\$2,939	\$3,005	\$3,072
Licensing Deputy I	\$2,688	\$2,749	\$2,811	\$2,874	\$2,939	\$3,005	\$3,072
Licensing Deputy II	\$2,799	\$2,862	\$2,927	\$2,993	\$3,060	\$3,129	\$3,199
Accounting Assistant	\$2,575	\$2,634	\$2,694	\$2,755	\$2,817	\$2,881	\$2,946
Records Deputy II	\$2,688	\$2,749	\$2,811	\$2,874	\$2,939	\$3,005	\$3,072
Accounting Technician	\$3,025	\$3,093	\$3,162	\$3,233	\$3,305	\$3,379	\$3,454
Accountant	\$3,359	\$3,434	\$3,511	\$3,589	\$3,669	\$3,750	\$3,833
<b>Clerk's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Deputy	\$2,240	\$2,288	\$2,337	\$2,387	\$2,438	\$2,490	\$2,543
Deputy Clerk	\$2,688	\$2,749	\$2,811	\$2,874	\$2,939	\$3,005	\$3,072
<b>Community Development</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,351	\$2,401	\$2,452	\$2,504	\$2,557	\$2,611	\$2,669
<b>District Court</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Legal Process Assistant I	\$2,240	\$2,288	\$2,337	\$2,387	\$2,438	\$2,490	\$2,543
Legal Process Assistant II	\$2,463	\$2,519	\$2,576	\$2,635	\$2,695	\$2,756	\$2,818
Legal Process Assistant III	\$2,688	\$2,749	\$2,811	\$2,874	\$2,939	\$3,005	\$3,072
Probation Assistant	\$2,688	\$2,749	\$2,811	\$2,874	\$2,939	\$3,005	\$3,072
Legal Process Coordinator	\$2,799	\$2,862	\$2,927	\$2,993	\$3,060	\$3,129	\$3,199
Assistant Judicial Administrator	\$3,025	\$3,093	\$3,162	\$3,233	\$3,305	\$3,379	\$3,454
<b>Fairgrounds Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Bookkeeper	\$2,463	\$2,519	\$2,576	\$2,635	\$2,695	\$2,756	\$2,818
Program Assistant	\$2,688	\$2,749	\$2,811	\$2,874	\$2,939	\$3,005	\$3,072
<b>Probation Services</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,351	\$2,401	\$2,452	\$2,504	\$2,557	\$2,611	\$2,669
Office Manager	\$2,688	\$2,749	\$2,811	\$2,874	\$2,939	\$3,005	\$3,072
<b>Public Health</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Accountant	\$3,359	\$3,434	\$3,511	\$3,589	\$3,669	\$3,750	\$3,833
<b>Public Works</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Receptionist	\$2,240	\$2,288	\$2,337	\$2,387	\$2,438	\$2,490	\$2,543
Accounting Assistant	\$2,575	\$2,634	\$2,694	\$2,755	\$2,817	\$2,881	\$2,946
Technical Secretary	\$2,575	\$2,634	\$2,694	\$2,755	\$2,817	\$2,881	\$2,946

792-CH COURTHOUSE UNION

Accountant	\$3,359	\$3,434	\$3,511	\$3,589	\$3,669	\$3,750	\$3,833
<b>Solid Waste</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Scale House Attendant I	\$2,351	\$2,401	\$2,452	\$2,504	\$2,557	\$2,611	\$2,669
Scale House Attendant II	\$2,463	\$2,519	\$2,576	\$2,635	\$2,695	\$2,756	\$2,818
Solid Waste Assistant	\$2,575	\$2,634	\$2,694	\$2,755	\$2,817	\$2,881	\$2,946
<b>Treasurer's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Tax Collection Deputy	\$2,351	\$2,401	\$2,452	\$2,504	\$2,557	\$2,611	\$2,669
Tax Roll Deputy	\$2,351	\$2,401	\$2,452	\$2,504	\$2,557	\$2,611	\$2,669
Tax/ULID Deputy	\$2,688	\$2,749	\$2,811	\$2,874	\$2,939	\$3,005	\$3,072
Tax/Warrant Deputy	\$2,688	\$2,749	\$2,811	\$2,874	\$2,939	\$3,005	\$3,072
Revenue Account Deputy	\$3,025	\$3,093	\$3,162	\$3,233	\$3,305	\$3,379	\$3,454
<b>WSU Extension</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,351	\$2,401	\$2,452	\$2,504	\$2,557	\$2,611	\$2,669
Office Manager	\$2,575	\$2,634	\$2,694	\$2,755	\$2,817	\$2,881	\$2,946

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**APPENDIX "A"**  
***Effective 07/01/2013***

<b>Assessor's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Real Property Deputy	\$2,386	\$2,437	\$2,489	\$2,542	\$2,596	\$2,651	\$2,710
Data Processor	\$2,728	\$2,790	\$2,853	\$2,917	\$2,983	\$3,050	\$3,118
Personal Property Deputy	\$3,070	\$3,139	\$3,219	\$3,281	\$3,354	\$3,429	\$3,505
Sr. Citizen Deputy	\$2,728	\$2,790	\$2,853	\$2,917	\$2,983	\$3,050	\$3,118
Cadastral Technician	\$3,296	\$3,370	\$3,445	\$3,522	\$3,600	\$3,680	\$3,761
<b>Auditor's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Deputy	\$2,274	\$2,323	\$2,373	\$2,424	\$2,476	\$2,529	\$2,583
Records Deputy I	\$2,274	\$2,323	\$2,373	\$2,424	\$2,476	\$2,529	\$2,583
Elections Deputy	\$2,728	\$2,790	\$2,853	\$2,917	\$2,983	\$3,050	\$3,118
Licensing Deputy I	\$2,728	\$2,790	\$2,853	\$2,917	\$2,983	\$3,050	\$3,118
Licensing Deputy II	\$2,841	\$2,905	\$2,971	\$3,038	\$3,106	\$3,176	\$3,247
Accounting Assistant	\$2,614	\$2,674	\$2,735	\$2,797	\$2,860	\$2,925	\$2,991
Records Deputy II	\$2,728	\$2,790	\$2,853	\$2,917	\$2,983	\$3,050	\$3,118
Accounting Technician	\$3,070	\$3,139	\$3,219	\$3,281	\$3,354	\$3,429	\$3,505
Accountant	\$3,409	\$3,485	\$3,563	\$3,642	\$3,723	\$3,805	\$3,889
<b>Clerk's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Deputy	\$2,274	\$2,323	\$2,373	\$2,424	\$2,476	\$2,529	\$2,583
Deputy Clerk	\$2,728	\$2,790	\$2,853	\$2,917	\$2,983	\$3,050	\$3,118
<b>Community Development</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,386	\$2,437	\$2,489	\$2,542	\$2,596	\$2,651	\$2,710
<b>District Court</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Legal Process Assistant I	\$2,274	\$2,323	\$2,373	\$2,424	\$2,476	\$2,529	\$2,583
Legal Process Assistant II	\$2,500	\$2,557	\$2,615	\$2,675	\$2,736	\$2,798	\$2,861
Legal Process Assistant III	\$2,728	\$2,790	\$2,853	\$2,917	\$2,983	\$3,050	\$3,118
Probation Assistant	\$2,728	\$2,790	\$2,853	\$2,917	\$2,983	\$3,050	\$3,118
Legal Process Coordinator	\$2,841	\$2,905	\$2,971	\$3,038	\$3,106	\$3,176	\$3,247
Assistant Judicial Administrator	\$3,070	\$3,139	\$3,219	\$3,281	\$3,354	\$3,429	\$3,505
<b>Fairgrounds Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Bookkeeper	\$2,500	\$2,557	\$2,615	\$2,675	\$2,736	\$2,798	\$2,861
Program Assistant	\$2,728	\$2,790	\$2,853	\$2,917	\$2,983	\$3,050	\$3,118
<b>Probation Services</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,386	\$2,437	\$2,489	\$2,542	\$2,596	\$2,651	\$2,710
Office Manager	\$2,728	\$2,790	\$2,853	\$2,917	\$2,983	\$3,050	\$3,118
<b>Public Health</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Accountant	\$3,409	\$3,485	\$3,563	\$3,642	\$3,723	\$3,805	\$3,889
<b>Public Works</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Receptionist	\$2,274	\$2,323	\$2,373	\$2,424	\$2,476	\$2,529	\$2,583
Accounting Assistant	\$2,614	\$2,674	\$2,735	\$2,797	\$2,860	\$2,925	\$2,991
Technical Secretary	\$2,614	\$2,674	\$2,735	\$2,797	\$2,860	\$2,925	\$2,991

792-CH COURTHOUSE UNION

Accountant	\$3,409	\$3,485	\$3,563	\$3,642	\$3,723	\$3,805	\$3,889
<b>Solid Waste</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Scale House Attendant I	\$2,386	\$2,437	\$2,489	\$2,542	\$2,596	\$2,651	\$2,710
Scale House Attendant II	\$2,500	\$2,557	\$2,615	\$2,675	\$2,736	\$2,798	\$2,861
Solid Waste Assistant	\$2,614	\$2,674	\$2,735	\$2,797	\$2,860	\$2,925	\$2,991
<b>Treasurer's Office</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Tax Collection Deputy	\$2,386	\$2,437	\$2,489	\$2,542	\$2,596	\$2,651	\$2,710
Tax Roll Deputy	\$2,386	\$2,437	\$2,489	\$2,542	\$2,596	\$2,651	\$2,710
Tax/ULID Deputy	\$2,728	\$2,790	\$2,853	\$2,917	\$2,983	\$3,050	\$3,118
Tax/Warrant Deputy	\$2,728	\$2,790	\$2,853	\$2,917	\$2,983	\$3,050	\$3,118
Revenue Account Deputy	\$3,070	\$3,139	\$3,219	\$3,281	\$3,354	\$3,429	\$3,505
<b>WSU Extension</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Office Assistant	\$2,386	\$2,437	\$2,489	\$2,542	\$2,596	\$2,651	\$2,710
Office Manager	\$2,614	\$2,674	\$2,735	\$2,797	\$2,860	\$2,925	\$2,991

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**CUSTODIAL/MAINTENANCE**

ADDENDUM  
TO  
792-CH AGREEMENT

**ARTICLE I-RECOGNITION**

- 1.1 The County recognizes the Union as the exclusive bargaining representative for all regular full-time, regular part-time, and regular limited part-time Custodial/Maintenance employees of Kittitas County identified in Article III of this Addendum. Excluded from the unit are all elected officials, confidential employees and supervisors, as defined by RCW 41.56.030, as well as any other employee classifications not listed.
- 1.2 The County and the Union agree that all Articles and Appendix agreed to in this addendum will be subject to and enforced by ARTICLE X GRIEVANCE PROCEDURE of the 792-CH Agreement.
- 1.3 The Employees covered by this Addendum shall be subject to the terms and conditions of the 792-CH Agreement unless such subject matter is addressed in this addendum. Items so agreed to in this Addendum will control over those in 792-CH Agreement.

**ARTICLE II- HOURS OF WORK - OVERTIME**

- 2.1 The regular workweek for the employees covered by this agreement shall not be more than forty (40) hours per week from Sunday through Saturday. A normal workday shall be from 7:30 a.m. to 4:00 p.m. The Employer may institute a schedule of four (4) ten (10) hour workdays; however, the employer agrees to provide fifteen (15) calendar days notice prior to the commencement of four (4) ten (10) hour workdays. The normal workweek for eight (8) hour workdays shall be five (5) consecutive days, Monday through Friday. The normal workweek for ten (10) hour workdays shall be four (4) consecutive days, Monday through Thursday. One-half (1/2) or one (1) hour shall be allotted for lunch. No employee shall be required to work more than five (5) consecutive hours without a meal period of at least thirty (30) minutes. The meal period will commence no less than two (2) hours, nor more than five (5) hours, from the beginning of the shift.

All hours worked in excess of eight (8) hours or ten (10) hours as applicable in any one (1) day shall be compensated at one and one-half times (1 ½) the regular

rate of pay. One-half (1/2) or one (1) hour shall be allotted for lunch. Employees will have the option of receiving overtime payment at the rate of one and one-half (1 ½) times for overtime hours worked or by mutual agreement between the department head and the employee may request compensatory time off at one and one-half (1 1/2) times rate in lieu of cash payment. No employee may accumulate more than forty (40) hours of compensatory time off during each year of this agreement. All compensation time will be used or cashed out by November 30 of each year of this Agreement. No compensatory time may be accumulated in the month of December. Once the 40 hours of compensatory time is used, it can not be replenished during the calendar year.

- 2.2 Employees' work schedules will provide for a fifteen (15) minute rest period during each one-half (1/2) shift. The rest period shall be scheduled at the middle of each one-half (1/2) shift whenever feasible; however, no employee will be required to work more than three (3) hours without a rest period. Employees who for any reason work beyond their scheduled shift or into the next shift shall be granted the required rest and meal periods for their extended shift.
- 2.3 Any employee who is called back to work outside the normal shift shall be compensated for a minimum of four (4) hours of overtime at the rate of one and one-half (1 ½) times the normal rate of pay.

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**ARTICLE III CLASSIFICATION AND WAGE SCALE**

Effective January 1, 2011

<b><u>JOB TITLE</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>	<b><u>7</u></b>
Program Support Technician	\$ 13.74	\$ 14.04	\$ 14.35	\$ 14.67	\$ 14.99	\$ 15.33	\$ 15.67
Building/Grounds Custodian	\$ 2,381	\$ 2,434	\$ 2,488	\$ 2,543	\$ 2,599	\$ 2,657	\$ 2,716
Maintenance Technician I	\$ 2,761	\$ 2,822	\$ 2,884	\$ 2,948	\$ 3,013	\$ 3,080	\$ 3,148
Maintenance Technician II	\$ 2,870	\$ 2,934	\$ 2,999	\$ 3,065	\$ 3,133	\$ 3,202	\$ 3,273
AssistanceMaintenance Supervisor	\$ 3,140	\$ 3,209	\$ 3,280	\$ 3,352	\$ 3,426	\$ 3,502	\$ 3,579

**ARTICLE III CLASSIFICATION AND WAGE SCALE**

Effective July 1, 2011

<b><u>JOB TITLE</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>	<b><u>7</u></b>
Program Support Technician	\$ 13.88	\$ 14.19	\$ 14.50	\$ 14.83	\$ 15.16	\$ 15.50	\$ 15.84
Building/Grounds Custodian	\$ 2,405	\$ 2,459	\$ 2,514	\$ 2,570	\$ 2,627	\$ 2,686	\$ 2,746
Maintenance Technician I	\$ 2,789	\$ 2,851	\$ 2,914	\$ 2,979	\$ 3,045	\$ 3,113	\$ 3,182
Maintenance Technician II	\$ 2,899	\$ 2,964	\$ 3,030	\$ 3,097	\$ 3,166	\$ 3,236	\$ 3,308
AssistanceMaintenance Supervisor	\$ 3,171	\$ 3,241	\$ 3,313	\$ 3,386	\$ 3,461	\$ 3,538	\$ 3,616

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**ARTICLE III CLASSIFICATION AND WAGE SCALE**

Effective January 1, 2012

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Program Support Technician	\$ 14.01	\$ 14.33	\$ 14.65	\$ 14.98	\$ 15.32	\$ 15.66	\$ 16.02
Building/Grounds Custodian	\$ 2,429	\$ 2,484	\$ 2,540	\$ 2,597	\$ 2,655	\$ 2,715	\$ 2,776
Maintenance Technician I	\$ 2,817	\$ 2,880	\$ 2,944	\$ 3,010	\$ 3,077	\$ 3,146	\$ 3,216
Maintenance Technician II	\$ 2,928	\$ 2,994	\$ 3,061	\$ 3,129	\$ 3,199	\$ 3,270	\$ 3,343
AssistanceMaintenance Supervisor	\$ 3,203	\$ 3,274	\$ 3,347	\$ 3,421	\$ 3,497	\$ 3,575	\$ 3,654

**ARTICLE III CLASSIFICATION AND WAGE SCALE**

Effective July 1, 2012

<b><u>JOB TITLE</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>	<b><u>7</u></b>
Program Support Technician	\$ 14.15	\$ 14.48	\$ 14.80	\$ 15.14	\$ 15.48	\$ 15.83	\$ 16.19
Building/Grounds Custodian	\$ 2,453	\$ 2,509	\$ 2,566	\$ 2,624	\$ 2,683	\$ 2,744	\$ 2,806
Maintenance Technician I	\$ 2,845	\$ 2,909	\$ 2,974	\$ 3,041	\$ 3,109	\$ 3,179	\$ 3,250
Maintenance Technician II	\$ 2,957	\$ 3,024	\$ 3,092	\$ 3,161	\$ 3,232	\$ 3,304	\$ 3,378
AssistanceMaintenance Supervisor	\$ 3,235	\$ 3,307	\$ 3,381	\$ 3,456	\$ 3,533	\$ 3,612	\$ 3,692

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**ARTICLE III CLASSIFICATION AND WAGE SCALE**

Effective January 1, 2013

<b><u>JOB TITLE</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>	<b><u>7</u></b>
Program Support Technician	\$ 14.37	\$ 14.69	\$ 15.03	\$ 15.37	\$ 15.72	\$ 16.07	\$ 16.44
Building/Grounds Custodian	\$ 2,490	\$ 2,547	\$ 2,605	\$ 2,664	\$ 2,724	\$ 2,786	\$ 2,849
Maintenance Technician I	\$ 2,888	\$ 2,953	\$ 3,019	\$ 3,087	\$ 3,156	\$ 3,227	\$ 3,299
Maintenance Technician II	\$ 3,001	\$ 3,069	\$ 3,138	\$ 3,208	\$ 3,280	\$ 3,353	\$ 3,428
AssistanceMaintenance Supervisor	\$ 3,284	\$ 3,357	\$ 3,432	\$ 3,508	\$ 3,586	\$ 3,666	\$ 3,747

**ARTICLE III CLASSIFICATION AND WAGE SCALE**

Effective July 1, 2013

<b><u>JOB TITLE</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>	<b><u>7</u></b>
Program Support Technician	\$ 14.58	\$ 14.91	\$ 15.25	\$ 15.60	\$ 15.95	\$ 16.32	\$ 16.68
Building/Grounds Custodian	\$ 2,527	\$ 2,585	\$ 2,644	\$ 2,704	\$ 2,765	\$ 2,828	\$ 2,892
Maintenance Technician I	\$ 2,931	\$ 2,997	\$ 3,064	\$ 3,133	\$ 3,203	\$ 3,275	\$ 3,348
Maintenance Technician II	\$ 3,046	\$ 3,115	\$ 3,185	\$ 3,256	\$ 3,329	\$ 3,403	\$ 3,479
AssistanceMaintenance Supervisor	\$ 3,333	\$ 3,407	\$ 3,483	\$ 3,560	\$ 3,639	\$ 3,720	\$ 3,802

Longevity pay, in addition to wages, will be paid according to the following schedule:

After 5 years employment	\$ 52.00 per month
After 7 years employment	\$ 64.00 per month
After 10 years employment	\$ 73.00 per month
After 15 years employment	\$ 80.00 per month
After 20 years employment	\$ 90.00 per month
After 25 years employment	\$101.00 per month