



**2009-2011**

**COLLECTIVE BARGAINING AGREEMENT  
BY AND BETWEEN**

**THE STATE OF WASHINGTON  
ON BEHALF OF WESTERN WASHINGTON  
UNIVERSITY**

**AND**

**PUBLIC SCHOOL EMPLOYEES**

**EFFECTIVE  
JULY 1, 2009 THROUGH JUNE 30, 2011**





**PUBLIC SCHOOL EMPLOYEES  
WESTERN WASHINGTON UNIVERSITY  
2009-2011**

<b>ARTICLE</b>	<b>TITLE</b>	<b>PAGE</b>
	<b>PREAMBLE</b>	
<b>ARTICLE 1</b>	<b>UNION RECOGNITION</b>	<b>1</b>
<b>ARTICLE 2</b>	<b>UNION MEMBERSHIP AND DUES DEDUCTION</b>	<b>1</b>
2.1	Membership Reports	1
2.2	Membership Movement Reports	2
2.3	Union Membership	2
2.4	Employer Indemnification	3
2.4	Membership Financial Reports	3
2.6	Removal from the Bargaining Unit	3
<b>ARTICLE 3</b>	<b>RIGHTS OF THE UNION</b>	<b>3</b>
3.1	Collective Bargaining	3
3.2	Disciplinary Notification	4
3.3	Employer Facilities and Equipment Use	4
3.4	Bulletin Boards	4
3.5	Intra-Employer Communication Services	4
3.6	Supplies and Equipment	4
3.7	University Access	4
3.8	Attendance at Meetings	4
<b>ARTICLE 4</b>	<b>PSE EMPLOYEE REPRESENTATIVES</b>	<b>5</b>
4.1	Representative Designation	5
4.2	Representative Release Time	5
4.3	Unreasonable Use of Time	5
4.4	Time Off for Union Activities	5
<b>ARTICLE 5</b>	<b>RIGHTS OF THE EMPLOYEE</b>	<b>6</b>
5.1	Off-duty Conduct	6
5.2	Outside Employment	6
5.3	Notification of Charges	6
5.4	False Complaints	6
5.5	Right to Union Representation	6
5.6	Treatment of Employees	6
5.7	Workplace Harassment and Violence	7
<b>ARTICLE 6</b>	<b>LEGAL DEFENSE</b>	<b>7</b>
6.1	Defense by the Employer	7

ARTICLE	TITLE	PAGE
6.2	Cooperation with Defense	7
<b>ARTICLE 7</b>	<b>REASONABLE ACCOMMODATION OF EMPLOYEES WITH DISABILITIES</b>	<b>7</b>
7.1	Reasonable Accommodation Laws	7
7.2	Requesting Accommodation	7
7.3	Determining Accommodation	7
7.4	Disability Separation	8
<b>ARTICLE 8</b>	<b>NON-DISCRIMINATION AND AFFIRMATIVE ACTION</b>	<b>8</b>
8.1	Compliance with State and Federal Law	8
8.2	Non-Discrimination	8
8.3	Review Processes Available to Employees	8
<b>ARTICLE 9</b>	<b>COMMITTEE MEMBERSHIP</b>	<b>9</b>
9.1	University Committees	9
9.2	Release Time for Committees	9
<b>ARTICLE 10</b>	<b>LABOR/MANAGEMENT COMMITTEE</b>	<b>9</b>
10.1	Purpose and Scope	9
10.2	Representation	9
10.3	Release Time and Meeting Expenses	9
10.4	Scheduling of Meetings	9
10.5	Other Communications	10
10.6	Agreements	10
<b>ARTICLE 11</b>	<b>MANAGEMENT RIGHTS</b>	<b>10</b>
<b>ARTICLE 12</b>	<b>HOURS OF WORK</b>	<b>11</b>
12.1	Workweek	11
12.2	Work Schedule	11
12.3	Flex Schedules	12
12.4	Schedule Changes	12
12.5	Meeting Notice	12
<b>ARTICLE 13</b>	<b>TELEWORK</b>	<b>12</b>
13.1	Telecommuting	12
<b>ARTICLE 14</b>	<b>BREAKS AND MEAL PERIODS</b>	<b>13</b>
14.1	Deviation from Regulations	13
14.2	Rest Breaks	13
14.3	Meal Period	13

<b>ARTICLE</b>	<b>TITLE</b>	<b>PAGE</b>
<b>ARTICLE 15</b>	<b>OVERTIME AND CALLBACK</b>	<b>13</b>
15.1	Overtime Notification and Award	13
15.2	Overtime Computation	13
15.3	Additional Pay for Part-time Employees	14
15.4	Overtime/Compensatory Time Authorization	14
15.5	Callback Pay	14
15.6	Compensatory Time	14
15.7	Positive Time Reporting	15
<b>ARTICLE 16</b>	<b>SUSPENDED OPERATIONS AND INCLEMENT WEATHER</b>	<b>15</b>
16.1	Suspended Operations	15
16.2	Inclement Weather	15
<b>ARTICLE 17</b>	<b>HOLIDAYS</b>	<b>16</b>
17.1	Paid Holidays	16
17.2	Holiday Pay	16
17.3	Eligibility for Holiday Pay	16
17.4	Hours Worked on a Holiday	16
17.5	Alternate Schedules	16
17.6	Holiday Observance	17
17.7	Personal Holidays	17
17.8	Winter Break Day	17
<b>ARTICLE 18</b>	<b>VACATION LEAVE</b>	<b>18</b>
18.1	Vacation Accrual	18
18.2	Maximum Vacation Accrual	19
18.3	Use and Scheduling of Vacation	19
18.4	Transfer of Vacation	19
18.5	Cash Out of Vacation	19
18.6	Family Care	19
18.7	Family Military Leave	20
18.8	Domestic Violence Leave	20
<b>ARTICLE 19</b>	<b>SICK LEAVE</b>	<b>20</b>
19.1	Sick Leave Accrual	20
19.2	Uses of Accrued Sick Leave	20
19.3	Annual Sick Leave Cash Out	21
19.4	Sick Leave Notification and Verification	21
19.5	Sick Leave Cash Out Upon Retirement or Death	22
19.6	Coordination of Benefits	22
<b>ARTICLE 20</b>	<b>SHARED LEAVE/UNIFORMED SERVICE SHARED LEAVE POOL</b>	<b>22</b>
20.13	Uniformed Service Shared Leave Pool	26

<b>ARTICLE</b>	<b>TITLE</b>	<b>PAGE</b>
<b>ARTICLE 21</b>	<b>FAMILY MEDICAL LEAVE</b>	<b>29</b>
21.1	Family Medical Leave	29
21.2	Maternity Related Disability Leave	29
21.3	Parental Leave	29
<b>ARTICLE 22</b>	<b>LEAVE WITHOUT PAY</b>	<b>29</b>
22.1	Purposes	29
22.4	Conditions Applicable to Leaves	30
22.5	Use of Paid Leave	30
22.6	Cancellation of Leave	30
22.7	Benefits During Leave	31
22.8	Reinstatement	31
22.9	Military Leave	31
22.10	Educational Leave	31
22.11	Child and Elder Care Emergencies	31
22.12	Governmental Service Leave	31
22.13	Citizen Volunteer or Community Service Leave	31
22.14	Formal Collective Bargaining Leave	31
22.15	Volunteer Firefighting Leave	32
22.16	Spousal Deployment Leave	32
22.17	Domestic Violence Leave	32
<b>ARTICLE 23</b>	<b>MILITARY LEAVE</b>	<b>32</b>
23.1	Military Leave	32
23.2	Military Service Physical Examination	32
23.3	Military Leave of Absence	32
23.4	Copy of Employee Orders	33
23.5	Return from Military Service	33
23.6	Spousal Deployment Leave	33
<b>ARTICLE 24</b>	<b>MISCELLANEOUS PAID LEAVES</b>	<b>33</b>
<b>ARTICLE 25</b>	<b>COMPENSATION</b>	<b>35</b>
25.1	General Service Pay Range Assignments	35
25.2	“N1” Pay Range Assignments	35
25.10	Promotional Pay	36
25.11	Shift Differential	36
25.12	Voluntary Separation Incentives	36
<b>ARTICLE 26</b>	<b>HEALTH CARE BENEFITS AMOUNTS</b>	<b>37</b>
26.3	Wellness	37
<b>ARTICLE 27</b>	<b>VACANCIES AND POSITION ALLOCATIONS</b>	<b>37</b>
27.1	Vacancies	37

<b>ARTICLE</b>	<b>TITLE</b>	<b>PAGE</b>
27.2	Position Changes	37
27.3	Recall from Layoff	37
27.4	Filling Vacant Positions from Internal Transfer List	38
27.5	Posting of Vacant Positions	38
27.6	Filling Posted Vacant Positions	38
<b>ARTICLE 28</b>	<b>TYPES OF APPOINTMENTS</b>	<b>38</b>
28.1	Full-time Appointments	38
28.2	Part-time Appointments	38
28.3	Cyclic Appointments	39
28.4	Project Positions	39
28.5	Higher Level Duties	39
<b>ARTICLE 29</b>	<b>CLASSIFICATION AND RECLASSIFICATION</b>	<b>40</b>
29.1	Policy	40
29.2	Classification	40
29.3	Classification Plan Revisions	40
29.4	Allocation Review Process	40
<b>ARTICLE 30</b>	<b>PROBATION AND TRIAL SERVICE</b>	<b>41</b>
30.1	Probationary Period	41
30.2	Trial Service Period	41
30.3	Permanent Status	42
30.4	Reallocations – Higher Salary Range Maximum	42
30.5	Reallocations – Equal Salary Range Maximum	43
30.6	Reallocations – Lower Salary Range Maximum	43
<b>ARTICLE 31</b>	<b>SENIORITY</b>	<b>43</b>
31.1	Seniority Defined	43
31.2	Longevity Defined	43
31.3	Establishing Seniority and Longevity	43
31.4	Unit Wide Seniority	43
31.5	Adjustment of Seniority Date	43
31.6	Losing Seniority	44
31.7	Seniority Ties	44
31.8	Seniority Preferences, Strict Seniority	44
31.9	Layoff Seniority Rights	44
31.10	Veterans Layoff Credits	45
<b>ARTICLE 32</b>	<b>REDUCTION IN FORCE/LAYOFF</b>	<b>45</b>
32.1	Reduction in Force	45
32.2	Employee Notifications	45
32.3	Probationary Employees	45
32.4	Layoff Options	45

ARTICLE	TITLE	PAGE
32.5	Project Employee Layoff Rights	46
32.6	Layoff Lists	46
32.7	Reinstatement of Benefits Following Layoff	47
<b>ARTICLE 33</b>	<b>TEMPORARY APPOINTMENTS</b>	<b>47</b>
33.1	Temporary Appointments	47
33.2	Compensation	47
33.3	Overtime-Eligible Employees Hours of Work and Overtime	47
33.4	Release Time for Interviews	48
33.5	Medical Appointment/Absence	48
33.6	Probationary Period Credit	48
33.7	Other Provisions	48
33.8	Grievance	48
<b>ARTICLE 34</b>	<b>PERFORMANCE EVALUATIONS</b>	<b>49</b>
34.1	Overview	49
34.2	Probationary Period Progress Evaluation	49
34.3	Evaluation Form	49
34.4	Performance Evaluations	49
34.5	Performance Issues	50
34.6	Unsatisfactory Level of Performance	50
<b>ARTICLE 35</b>	<b>PERSONNEL FILES</b>	<b>50</b>
35.1	Maintenance of Personnel Files	50
35.2	Employee Right to Review	50
35.3	Copies of Personnel File Material	50
35.4	Written Rebuttals	50
35.5	Removal of Material	51
35.6	Public Disclosure	51
35.7	Supervisor Working Files	51
35.8	Medical Information Files	51
<b>ARTICLE 36</b>	<b>DISCIPLINE AND DISCHARGE</b>	<b>52</b>
36.1	Cause for Discipline	52
36.2	Progressive Discipline	52
36.3	Investigations	52
36.4	Pre-Disciplinary Procedure	53
36.5	Job Abandonment	53
36.6	Grievance of Discipline or Discharge	54
<b>ARTICLE 37</b>	<b>GRIEVANCE PROCEDURE</b>	<b>54</b>
37.2	Grievance Defined	54
37.3	Time Limits	54

<b>ARTICLE</b>	<b>TITLE</b>	<b>PAGE</b>
37.4	Filing a Grievance	54
37.5	Informal Discussion	54
37.6	Process	55
37.7	Removal of Documents	57
37.8	No Retaliation	57
<b>ARTICLE 38</b>	<b>JOB CONTRACTING</b>	<b>57</b>
38.1	Contracting for Services	57
<b>ARTICLE 39</b>	<b>TRAINING AND DEVELOPMENT</b>	<b>57</b>
39.1	Development and Training Program	57
39.2	Employee Requests for Training	57
39.3	Approved Training Time and Expenses	58
39.4	Tuition Waiver Program	58
<b>ARTICLE 40</b>	<b>LICENSURE AND CERTIFICATION</b>	<b>58</b>
40.1	License and Certification Fees	58
40.2	Continuing Education for Required Licenses and Certifications	58
<b>ARTICLE 41</b>	<b>AUTHORIZED PER DIEM AND MILEAGE</b>	<b>58</b>
41.1	Reimbursement for Per Diem	58
41.2	Use of Personal Vehicle	58
<b>ARTICLE 42</b>	<b>PARKING AND TRANSPORTATION</b>	<b>59</b>
42.3	2009 – 2011 Parking Rates	59
<b>ARTICLE 43</b>	<b>EMPLOYEE ASSISTANCE</b>	<b>59</b>
43.1	Employee Assistance Program	59
<b>ARTICLE 44</b>	<b>CHILDCARE</b>	<b>59</b>
44.1	Childcare	59
<b>ARTICLE 45</b>	<b>UNIFORMS AND EQUIPMENT</b>	<b>60</b>
45.1	Cost of Uniform or Safety Equipment	60
45.5	Cost of Tools or Equipment	60
<b>ARTICLE 46</b>	<b>HEALTH AND SAFETY</b>	<b>60</b>
46.1	Responsibility for Safety	60
46.2	Unsafe Assignments	61
46.3	Unsafe Work Areas	61
46.4	Hazardous Materials	61
46.5	Safety Training	61
46.6	Facilities	61

<b>ARTICLE</b>	<b>TITLE</b>	<b>PAGE</b>
46.7	Smoking Policy	61
46.8	Disputes Regarding Safety Issues	62
<b>ARTICLE 47</b>	<b>VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION (VEBA)</b>	<b>62</b>
47.1	Maintenance of VEBA Plan	62
<b>ARTICLE 48</b>	<b>SCOPE OF AGREEMENT</b>	<b>62</b>
48.5	Bargaining Regarding Changes to Mandatory Subjects	62
<b>ARTICLE 49</b>	<b>NO STRIKE/NO LOCKOUT</b>	<b>63</b>
49.1	No Strike, Slowdown, Work Stoppage or Lockout	63
<b>ARTICLE 50</b>	<b>TERM OF AGREEMENT</b>	<b>63</b>
50.1	Term and Duration	63

## **APPENDICES**

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<b>APPENDIX A</b> Bargaining Units Represented by the Public School Employees of Washington	<b>A-1</b>
<b>APPENDIX B</b> Flexible Schedules	<b>A-4</b>
<b>APPENDIX C</b> General Service Salary Schedule – Effective July 1, 2009 through June 30, 2011	<b>A-5</b>
<b>APPENDIX D</b> N1 Range Salary Schedule – Effective July 1, 2009 through June 30, 2011	<b>A-13</b>



## **PREAMBLE**

This Agreement is made and entered into by the State of Washington, referred to as the “State,” on behalf of Western Washington University (WWU), referred to as the “Employer” and the Public School Employees of Washington (PSE), referred to as the “PSE”.

The parties agree that it has been and will continue to be in their mutual interest:

- To promote constructive attitudes of understanding and cooperation in employee-management relations;
- To promote fair and reasonable working conditions;
- To promote efficiency and productivity in the performance of the work and the accomplishment of Employer’s programs;
- To promote procedures and methods to promptly and fairly adjust differences and misunderstandings between the Employer and the employee;
- To encourage an environment of cooperation, support of the university’s mission and goals, and harmony between PSE, the Employer, and employees for the benefit of all.

All the employees covered by this agreement are an integral part of the University administration.

The Preamble will not be subject to the grievance process.



## **ARTICLE 1**

### **UNION RECOGNITION**

- 1.1 The State and the Employer recognize the Union as the sole and exclusive bargaining representative for the employees described in Appendix A.
- 1.2 The Agreement covers the employees in the bargaining units described in Appendix A, entitled “Bargaining Units Represented by the Public Schools Employees at Western Washington University,” but does not cover any statutorily-excluded positions or any positions excluded in Appendix A. The titles of the jobs listed in Appendix A are listed for descriptive purposes only.
- 1.3 If the Public Employment Relations Commission certifies the Union as the exclusive bargaining representative during the term of this Agreement for an RCW 41.80 bargaining unit at Western Washington University, the terms of this agreement will apply.
- 1.4 The Employer agrees not to enter into any agreement or contract with the employee, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement. Any such agreement shall be null and void.

## **ARTICLE 2**

### **UNION MEMBERSHIP AND DUES DEDUCTION**

#### **2.1 Membership Reports**

A. Each month the Employer shall provide PSE with electronic access to or a report in an electronic format of the following data, for employees in the bargaining unit:

1. unique employee ID number (W#)
2. name (parsed)
3. home mailing address
4. appointment length
5. classification code and title
6. position number
7. salary range
8. salary step
9. gross salary
10. appointment percent
11. seniority date (time spent in unit)
12. longevity date (adjusted service date)
13. dues or fee rate
14. deduction code type
15. work unit (department)
16. work phone number
17. assigned building and room number
18. mail stop and

19. WWU e-mail address
20. employee pay status

The PSE will maintain the confidentiality of all employees' mailing addresses.

## **2.2 Membership Movement Reports**

When an employee enters, moves laterally to a different classification, promotes within, or leaves the bargaining unit, a copy of the Personnel Action Form will be sent to PSE upon finalization. Upon request, a copy of the Position Questionnaire/Position Review form will be provided.

## **2.3 Union Membership**

All employees covered by this Agreement will, as a condition of employment, either become members of the PSE and pay membership dues or, as non-members, pay a fair share representation fee as described below, no later than the 30th day following the effective date of this Agreement or the beginning of their employment. If an employee fails to meet the conditions outlined below, the PSE will notify the Employer and inform the employee that his or her employment may be terminated.

All employees subject to this Agreement, who are hired or transferred into the bargaining unit at a time subsequent to the effective date of this Agreement, shall, as a condition of employment, become members in good standing of PSE within thirty (30) days of the hire date. Such employees shall then maintain membership in PSE in good standing during the period of this Agreement.

In the event an employee fails to meet the requirements set forth in Section 2.3, or 2.3.A., PSE shall request that the Employer dismiss the employee for non-compliance. The Employer will give twenty-one (21) calendar days notice of termination to the affected employee. If the employee has not authorized payroll deduction of union dues or the representation fee and made arrangements to pay any back fees owing by the end of the twenty-one (21) calendar days, the employee will be terminated.

### **A. Religious Exception**

Nothing contained in this Agreement shall require union membership of employees who object to such membership based upon bona fide religious tenets or the teachings of a church or religious body of which such employee is a member. Such employee shall pay an amount equivalent to normal dues to a nonreligious charity mutually agreed upon by the employee and PSE. This payment will be made through payroll deduction. If the employee and PSE cannot agree on such matter, it shall be resolved by the Public Employment Relations Commission.

B. Dues Deduction and Remittance

The Employer shall deduct PSE dues or service charges from the pay of any employee who authorizes such deductions in writing. The Employer shall transmit all such funds deducted to the Treasurer of the Public School Employees of Washington on a semi-monthly basis. The Employer agrees to submit a report semi-monthly along with its remittance of dues identifying each employee by name, employee number, position number, gross salary, and dues amount remitted.

C. Local Dues

The Employer shall deduct PSE local chapter dues separately and remit all such funds to the local PSE chapter treasurer on a semi-monthly basis.

**2.4 Employer Indemnification**

The Employer shall be held harmless by PSE and employees for compliance with this Article and any issues related to the deduction of dues and fees.

**2.5 Membership Financial Reports**

Each payroll period the Employer will provide PSE with electronic access to or a report in an electronic format of the following data, for employees in the bargaining units. This report shall include individual's pay status, gross pay, hours worked, union dues pay status (agency fee, religious objector) any dues and fees deducted. PSE will maintain the confidentiality of any provided information.

**2.6 Removal from the Bargaining Unit**

The Employer will provide to PSE, on a monthly basis, the names and addresses of all employees who are promoted/transferred out of the bargaining unit; who are on leave without pay; who are seasonal or cyclic; who have resigned, terminated, retired, etc. This information will be provided to PSE via an electronic format mutually agreed to by the parties.

**ARTICLE 3  
RIGHTS OF THE UNION**

**3.1 Collective Bargaining**

PSE has the right and responsibility to represent the interests of all employees, to present its views to the Employer on matters of concern either orally or in writing, and to enter collective negotiations with the objective of reaching an agreement applicable to all employees within the bargaining unit. The Employer shall notify PSE of any proposed policy change that affects wages, hours or other terms and conditions of employment. The parties recognize that policies and procedures encompassing mandatory subjects of bargaining may come to their attention outside the scope of this paragraph. Agreement to this paragraph does not constitute a waiver of any lawful right to negotiate over any such mandatory subject.

### **3.2 Disciplinary Notification**

PSE shall promptly be notified by the Employer of disciplinary actions against any employee. PSE is entitled to have an observer at hearings conducted by the Employer and to make known PSE's views concerning the case.

### **3.3 Employer Facilities and Equipment Use**

PSE may use Employer facilities, on a space available basis, for the purpose of holding union meetings and conducting union business subject to University policies and procedures and payment of published rental charges, if any.

### **3.4 Bulletin Boards**

The Parties agree to meet and consider the development and implementation of electronic bulletin boards linked to the WWU Labor Relations web site. This effort will commence within thirty (30) days of the effective date of this agreement. If the parties cannot reach mutual agreement on electronic bulletin boards the Employer will provide physical bulletin boards or space to PSE for Union Communication. Materials posted either electronically or physically will be appropriate to the workplace, politically non-partisan, in compliance with state ethics laws and officially identified as PSE literature. PSE communications may not be posted in any other location on the campus.

### **3.5 Intra-Employer Communication Services**

The president of PSE's local chapter and PSE's employee representatives will be permitted to use the Employer's communications systems, including Campus Mail Services and email, consistent with the provisions of Washington State law to communicate as needed with all bargaining unit employees about matters concerning the administration of the Agreement or collective bargaining in accordance with the established policies and procedures of the University. The Employer further grants to PSE the use of campus duplicating services, including self-operated machines, at the rate charged to other campus users.

### **3.6 Supplies and Equipment**

PSE and its membership will not use state-purchased supplies to conduct union business or representational activities. This does not preclude the use of the telephone for representational activities if there is no cost to the Employer, the call is brief in duration and it does not disrupt or distract from institution business.

### **3.7 University Access**

Representatives of PSE, upon making their presence known to the Employer, shall have access to the Employer's premises during business hours; provided that conferences or meetings between employees and PSE representatives will not interfere with the Employer's operations.

### **3.8 Attendance at Meetings**

With supervisor approval, which will not be unreasonably withheld, employees will be allowed to flex their work schedule to attend PSE local meetings that occur during the

employees' normal work time; provided that local meetings generally will be conducted between 12:00 p.m. to 1:00 p.m. or after 5:00 p.m.

- 3.9** The Employer agrees to provide each employee entering the bargaining unit(s) with an informational packet provided by PSE which describes its representation programs and includes a membership application. PSE shall be allowed no less than thirty (30) minutes to meet with new employees on matters concerning the rights of employees and the role of PSE as the exclusive bargaining representative.

## **ARTICLE 4**

### **PSE EMPLOYEE REPRESENTATIVES**

**4.1 Representative Designation**

The Employer recognizes PSE's right to designate bargaining unit members, who shall be known as PSE representatives, to assist bargaining unit members in contract administration matters, including the processing and investigation of grievances. Under special circumstances, with written notification, the President of PSE's local chapter may appoint a designee representative.

PSE will provide the Director of Human Resources (or designee) with a written list of the current PSE representatives within thirty (30) days of appointment.

**4.2 Representative Release Time**

PSE representatives who are processing or investigating grievances in accordance with the grievance procedure of this agreement, or otherwise assisting or consulting with bargaining unit members or Employer officials in legitimate matters of contract administration, shall be released from work for reasonable periods of time without loss in pay to undertake such activities on the Employer's property. PSE representatives are expected to coordinate release time with their supervisors.

**4.3 Unreasonable Use of Time**

In the event the Employer determines that the amount of work time used by any PSE representative on grievances or other authorized union activities is unreasonable, or is preventing the employee from completing his or her assigned duties, the parties will meet to discuss a resolution for the excess use of time before any disciplinary action is taken.

**4.4 Time Off for Union Activities**

PSE-designated employees may be allowed time off without pay to attend union-sponsored meetings, training sessions, conferences, and conventions. The employee's time off will not interfere with the operating needs of the institution as determined by management. If the absence is approved, the employees may use accumulated compensatory time or vacation leave instead of leave without pay.

## **ARTICLE 5**

### **RIGHTS OF THE EMPLOYEE**

#### **5.1 Off-duty Conduct**

Employees shall not be disciplined for off-duty conduct absent a clear and convincing nexus between the conduct and the employee's on-duty responsibilities.

#### **5.2 Outside Employment**

Outside employment is permissible if it does not interfere, compete or conflict with the Employer's job requirements and provided it does not hinder the employee's ability to meet the responsibilities and demands of his or her Employer-required work. Employees are expected to notify their supervisors and/or Dean/Director before taking on additional outside employment and, if requested, provide written information about the prospective outside employment.

#### **5.3 Notification of Charges**

Prior to any final Employer decision or recommendation regarding disciplinary action, employees shall be advised in writing of charges or complaints against them that the Employer reasonably believes could result in disciplinary or other adverse action, and shall be allowed to respond to such charges.

#### **5.4 False Complaints**

If an employee is the subject of more than one (1) false complaint from the same individual, the matter will be evaluated by the Human Resources Department, with the assistance of the University Police Department and/or Employee Assistance Program as appropriate, and a determination will be made whether the repeated complaints indicate a possible personal security threat to the employee, requiring disclosure to the employee.

#### **5.5 Right to Union Representation**

A member of the bargaining unit has the right to union representation on matters that involve actual or potential disciplinary actions. It is the member's responsibility to notify management that a union representative will be present if the member feels that he or she requires union representation at a meeting with his or her supervisor or other levels of management.

#### **5.6 Treatment of Employees**

The employee has the right to a workplace free from harassment, intimidation or other threatening behavior. Employees who believe they have experienced harassment, intimidation or threatening behavior are encouraged to report their concern to their immediate supervisor. If the immediate supervisor is the source of the workplace harassment, intimidation or other threatening behavior, the incident should be reported to the Human Resources Director or designee, or to other responsible Employer officials in accord with the Employer's harassment and workplace violence policies.

**5.7 Workplace Harassment and Violence**

The Employer prohibits harassment, violence or threats of violence in the workplace, and will maintain and enforce policies prohibiting workplace harassment and violence. The Employer will provide channels for employees to report concerns regarding workplace harassment or violence, and will promptly investigate concerns or complaints raised. Affected employees will be notified of the outcome of any such investigation, and any actions taken by the Employer as a result.

**ARTICLE 6  
LEGAL DEFENSE**

**6.1 Defense by the Employer**

Subject to approval of the Employer and the Attorney General of the State of Washington, claims, suits or proceedings against an employee for good faith actions or omissions arising out of his or her ordinary course and scope of duties for the Employer shall be defended by, and at the expense of, the Employer.

**6.2 Cooperation with Defense**

The employee and the Employer must cooperate fully with the office of the Attorney General in furnishing any documents, depositions or other assistance necessary for the defense of the action.

**ARTICLE 7  
REASONABLE ACCOMMODATION OF EMPLOYEES WITH DISABILITIES**

**7.1 Reasonable Accommodation Laws**

All parties will comply with all relevant federal and state laws, regulations, executive orders, and with the provisions of Employer policy in providing reasonable accommodation to qualified individuals with disabilities.

**7.2 Requesting Accommodation**

An employee who believes that he or she suffers a disability and requires a reasonable accommodation to perform the essential functions of his or her position may request such an accommodation from the Employer's Employee Relations Unit. Employees requesting accommodation have a duty to cooperate with the Employer in discussing the need for and possible form of any accommodation. The Employer may require supporting medical documentation with any request for accommodation, and may require the employee to obtain a second medical opinion at the expense of the Employer. Medical information related to an accommodation disclosed to the Employer will be kept confidential and disclosed on a need-to-know basis, as provided in Article 35, Personnel Files of this agreement.

**7.3 Determining Accommodation**

The Employer will determine whether an employee is eligible for a reasonable accommodation, and the final form of any accommodation to be provided.

#### **7.4 Disability Separation**

Every option to reasonably accommodate an employee's disability shall be considered, including a move to an alternate vacant position for which the employee is qualified. If the Employer determines that an employee's disability cannot be reasonably accommodated, the employee will be separated from service due to disability. Prior to any final decision regarding a disability separation, the Employer will notify the employee of its determination and provide the employee with an opportunity to discuss the disability separation. Disability separation is not a disciplinary action.

### **ARTICLE 8**

#### **NON-DISCRIMINATION AND AFFIRMATIVE ACTION**

##### **8.1 Compliance with State and Federal Law**

The parties acknowledge their mutual support for equal employment opportunity and their commitment to abide by all state and federal laws regarding nondiscrimination and affirmative action in the workplace. Both parties agree that nothing in this agreement will prevent the implementation of an approved affirmative action plan.

##### **8.2 Non-Discrimination**

Neither the Employer nor PSE shall discriminate against any employee on the basis of age, sex, national origin, military status, status as an honorably discharged veteran, disabled veteran or Vietnam era veteran, race, color, creed, religion, sensory, mental or physical disability, sexual orientation, marital status or union membership. Bona fide occupational qualifications based on the above traits do not violate this section.

##### **8.3 Review Processes Available to Employees**

The Employer and PSE agree it is important that employees who feel they have been the subject of discrimination address these issues and seek resolution. Employees are encouraged to discuss such issues with their supervisor or other management staff, PSE, or file a letter of complaint to initiate the Discrimination Complaint Procedure within the institution. In those cases where an employee files a grievance and an internal discrimination complaint regarding the alleged discrimination, the grievance process will be suspended until such time as the discrimination investigation has been completed. Other avenues available to employees are through the Human Rights Commission (HUM), or the Equal Employment Opportunity Commission (EEOC). Employees who file an HUM or EEOC complaint will not initiate or pursue grievances over the discrimination allegation(s). If after filing a grievance an employee chooses to file a complaint with the HUM or EEOC, the grievance regarding the alleged discrimination will be considered withdrawn.

**ARTICLE 9**  
**COMMITTEE MEMBERSHIP**

**9.1 University Committees**

PSE will be notified of any Employer committee that includes, or is intended to include, bargaining unit representation, and will be accorded the opportunity to name a representative of the bargaining units to such committee.

**9.2 Release Time for Committees**

PSE representatives to Employer committees will be released from duties without loss of pay to engage in the normal activities of such committees, subject to the reasonable needs of the Employer and each employee's particular work assignment. Permission for such release time shall not be unreasonably withheld.

**ARTICLE 10**  
**LABOR/MANAGEMENT COMMITTEE**

**10.1 Purpose and Scope**

The Employer and PSE will maintain a Labor/Management Committee to provide a forum for communication between the parties and to promote constructive labor/management relations. Committee meetings will be used for discussions only. The committee will have no authority to conduct any negotiations or modify the provisions of this agreement. Pending individual grievances and grievance issues will not be discussed in the Labor/Management Committee meetings.

**10.2 Representation**

The Labor-Management Committee will consist of up to six (6) bargaining unit employees selected by PSE, a PSE staff representative and up to four (4) representatives selected by the Employer.

**10.3 Release Time and Meeting Expenses**

The Employer will release employee representatives for time spent in committee meetings, provided the absence of the employees will not disrupt operations. Employees will be released without loss in pay. Time spent by employees attending committee meetings outside their scheduled work time will not be considered time worked and will not result in additional compensation.

**10.4 Scheduling of Meetings**

Either party may request a meeting of the Labor/Management Committee by sending a written communication to the other party including a description of the issue(s) to be addressed. When possible, PSE requests will include a list of meeting representatives to facilitate scheduling. The meeting will be scheduled at a mutually acceptable time and place. The committee will normally meet every month, unless there is mutual agreement for more or less frequent meetings.

**10.5 Other Communications**

Nothing in this Article shall preclude the parties from discussing issues of mutual concern outside the context of the Labor/Management Committee.

**10.6 Agreements**

Any action item agreements reached at a Labor/Management Committee meeting shall be placed on a list and signed jointly by the Director of Human Resources or designee and the bargaining unit representative before the meeting adjourns. No later than seven (7) calendar days after the meeting is concluded more complicated agreements reached will be reduced to writing and forwarded to PSE for signature.

**ARTICLE 11  
MANAGEMENT RIGHTS**

**11.1** The Employer reserves the right to manage its affairs in accord with its lawful mandate, and retains all management powers and authority recognized by law and not specifically abridged, delegated or modified by the terms of this Agreement.

**11.2** The sole and exclusive rights of the Employer include, but are not limited to, the rights to:

- A. Plan, direct and control all operations and services of the Employer, including its mission, strategic direction, service levels, staffing levels and resource requirements.
- B. Develop, interpret, amend and enforce written policies, procedures, and rules governing the workplace.
- C. Determine the methods, means, and organization by which Employer operations and services shall be undertaken and accomplished.
- D. Discipline or discharge probationary employees as it deems appropriate, and discipline or discharge employees who have completed probation for cause.
- E. Assign work, schedule the hours of work, alter work schedules, and authorize overtime.
- F. Establish the duties and responsibilities of employees, including the development and alteration of job descriptions.
- G. Establish and implement policies and procedures for evaluating the performance of employees.
- H. Plan and implement any reductions in force, including the identification of the specific position(s) or job classifications affected by a reduction in force.

- I. Recruit, hire and promote employees based on standards established by the Employer.
- J. Determine the need for additional training, and assign employees to complete any such training.
- K. Perform all other functions not expressly limited by this Agreement.

**11.3** Except limited by this Article and as established in this Agreement, the parties acknowledge their obligation to bargain regarding matters affecting wages, hours and working conditions as permitted by RCW 41.80.020.

## **ARTICLE 12 HOURS OF WORK**

### **12.1 Workweek**

Unless otherwise specified for particular employees or groups of employees, the workweek, for purposes of determining overtime eligibility, shall commence at 12:01 a.m. on Monday and end at 12:00 a.m. on Sunday. Employees will not be regularly scheduled to work more than forty (40) hours in a workweek.

### **12.2 Work Schedule**

The Employer will assign each position to one of the following work schedule designations:

A. Regular Schedules

Regular schedules consist of five (5) consecutively and uniformly scheduled eight (8) hour days in a seven (7) day period. Uniformly scheduled is defined as a daily repetition of the same working hours and a weekly repetition of the same working days.

B. Alternate Schedules

Alternate schedules consist of workweeks and/or work shifts of different lengths. Alternate schedules may be assigned to meet business and customer service needs. For full-time employees, alternate schedules will consist of forty (40) hours of work, with at least two (2) consecutive days off, in a seven (7) day period.

C. Employee-Requested Schedule Changes

An employee's workweek and work schedule may be changed at the employee's request and with the Employer's approval, provided the Employer's business and customer service needs are met and no overtime expense is incurred.

D. Emergency Schedule Changes

The Employer may adjust an employee's workweek and/or work schedule without prior notice in emergencies or extraordinary unforeseen operation needs.

**12.3 Flex Schedules (Applies to PTE Bargaining Unit only)**

Flexible schedules include variable daily starting and ending times based on agreement between the employee and his or her supervisor or on operational need. Employees may work a flexible schedule by mutual agreement with their supervisor. In addition, the University may assign a flexible schedule to employees working in the classifications designated in Appendix B, based upon operational need. In the event the University determines that operational needs require assigning a flexible schedule to additional positions or classifications, the University will provide notice to PSE and, if requested, meet and confer regarding the assignment. Employees may request a written explanation of any decision denying a request to work a flex schedule.

The parties agree that this provision will not carry forward after the term of this Agreement unless by mutual consent of the parties.

**12.4 Schedule Changes**

The Employer may temporarily change an employee’s schedule:

- A. By providing written notice to the employee at least seven (7) calendar days in advance of any change. The day notice is given is considered the first day of the notice period; or
- B. By providing less than seven (7) calendar days notice if the Employer permits the employee, at his or her option, to work all hours in his or her original schedule in addition to the modified schedule. In the event the employee elects to work additional hours under this subsection, such additional hours will be compensated in accord with the provisions of Article 15, Overtime & Callback.

Employees will be notified of permanent schedule changes in writing at least fourteen (14) calendar days in advance of any change. The day notification is given will be considered the first day of notice.

**12.5 Meeting Notice**

Employees shall be given two (2) working days notice of mandatory meetings scheduled outside of their normal working hours.

**ARTICLE 13  
TELEWORK**

**13.1 Telecommuting**

Telecommuting opportunities shall be arranged in accordance with applicable policies and administrative regulations (see Executive Order 01-03 and Western Washington University Policy U-5415.01 – Telecommuting).

**ARTICLE 14**  
**BREAKS AND MEAL PERIODS**

**14.1 Deviation from Regulations**

The meal and rest breaks for employees established by this Agreement vary from and supersede the meal and rest breaks required by WAC 296-126-092.

**14.2 Rest Breaks**

Employees shall receive an uninterrupted fifteen (15) minute paid rest break for each four (4) hours of work.

**14.3 Meal Period**

Employees shall receive a minimum of thirty (30) minutes for a meal during any shift of five (5) or more hours. Meal periods are not paid work time. Employees shall be relieved of all work during that time. If an employee's meal period is interrupted by a work related demand, the employee will be permitted to complete the unpaid meal period at a time within the same workweek mutually agreed between the employee and the employee's supervisor, or will be paid for the time worked during the meal period.

**ARTICLE 15**  
**OVERTIME AND CALLBACK**

**15.1 Overtime Notification and Award**

Every reasonable effort shall be made to provide employees with advance notice of overtime needs. Where there are multiple employees qualified to complete an overtime assignment, overtime opportunities and requirements will be rotated among such qualified employees on an equitable basis.

**15.2 Overtime Computation**

A. Bargaining Unit D

Overtime shall be compensated at the rate of one and one-half (1-1/2) times the employee's regular rate of pay for all hours worked beyond forty (40) in a workweek. For purposes of calculating overtime eligibility, all hours spent performing assigned duties, holidays and other paid leave will be considered hours worked. Leave without pay, additional compensation for time worked on a holiday and bonus pay for callback do not constitute hours worked. There shall be no duplication or pyramiding of overtime.

B. Professional and Technical Employees Bargaining Unit

Overtime shall be compensated at the rate of one and one-half (1-1/2) times the employee's regular rate of pay for:

1. All hours worked beyond the daily schedule of employees assigned to regular or alternate schedules;

2. All hours worked beyond forty (40) hours in a workweek; and
3. All hours worked by employees assigned to regular or alternative schedules on their scheduled day off.

An exception to 15.2 B 1 above may be approved by mutual agreement of the employee and Employer. Such approval will be documented in writing.

For purposes of calculating overtime eligibility, all hours spent performing assigned duties, holidays and other paid leave will be considered hours worked. Leave without pay, additional compensation for time worked on a holiday and bonus pay for callback do not constitute hours worked. There shall be no duplication or pyramiding of overtime.

### **15.3 Additional Pay for Part-time Employees**

Part-time employees assigned to work hours beyond their regularly scheduled hours will receive additional pay at their regular hourly rate for such hours up to a total of forty (40) hours in a workweek. Hours worked beyond forty (40) in a workweek shall be considered overtime.

### **15.4 Overtime/Compensatory Time Authorization**

Employees may not work overtime/compensatory time unless authorized by the employee's supervisor. Working overtime without authorization may result in disciplinary action(s).

### **15.5 Callback Pay**

When an employee has left the institution grounds and is called to return to the work station outside of regularly scheduled hours, he or she shall receive two (2) hours bonus pay at the employee's regular rate of pay in addition to pay for time actually worked. Time worked beginning no more than two (2) hours immediately prior to an employee's regular shift does not constitute callback, provided notice of at least eight (8) hours has been given. An employee on standby status called to return to the work station does not qualify for callback pay.

### **15.6 Compensatory Time**

Compensatory time shall accrue at the rate of one and one-half (1-1/2) times for each overtime hour worked.

Compensatory time off must be scheduled in advance with the approval of the employee's supervisor. No employee will accumulate more than one hundred twenty (120) hours of compensatory time in lieu of cash overtime. Employees who are requested to perform overtime work will be offered the choice, prior to performing the duties, of accepting a cash overtime payment or the accrual of compensatory time in lieu of cash payment. Supervisors will not attempt to influence employee choice. Accrued compensatory leave above sixty (60) hours must be used or converted to pay at the conclusion of each fiscal year (currently June 30). Employees may not be compelled to use compensatory leave.

Existing compensatory time balances above sixty (60) hours will be used as leave by July 1, 2010, or converted to pay. Employees may not be compelled to use compensatory leave. Employees who currently are credited with compensatory leave balances of more than one hundred twenty (120) hours are not eligible to accumulate additional compensatory leave beyond one hundred twenty (120) hours. Upon termination of employment employees shall be cashed out for all accrued compensatory time.

**15.7 Positive Time Reporting**

Employees will accurately report time worked in accordance with a positive time keeping process. The Employer will first consult with PSE prior to determining the positive timekeeping process. The PSE may request to bargain in accordance with Article 48, Scope of Agreement.

**ARTICLE 16**  
**SUSPENDED OPERATIONS AND INCLEMENT WEATHER**

**16.1 Suspended Operations**

In the event that the Employer suspends operations, employees not required to work shall be governed by the following provisions:

- A. If the Employer suspends operations after the employee's work shift has begun, the employee will be paid for the remainder of their shift.
- B. Employees who miss paid time due to a suspended operations closure shall be allowed to take accrued compensatory time, vacation leave, personal holiday time or unpaid time for the work hours missed. Employees taking unpaid leave may work additional hours during the ninety (90) day period following the suspension of operations to make up the amount of pay lost.
- C. PSE will be notified of proposed changes to the Employer's suspended operations procedures.

**16.2 Inclement Weather**

Bargaining unit employees who are unable to report to work because of inclement weather may charge the time to: vacation, personal holiday, accrued compensatory time, leave without pay, or any accrued sick leave up to a maximum of three (3) days in any calendar year. Employees who take leave without pay on their last work day preceding a holiday due to inclement weather will not be deemed ineligible for holiday pay because of such leave. Employees reporting to work less than two (2) hours late, or leaving less than two (2) hours early due to inclement weather shall not have their pay reduced as a result, and will not have to charge their accrued leave time for such late arrival/early departure.

## **ARTICLE 17 HOLIDAYS**

### **17.1 Paid Holidays**

The following days are paid holidays for all eligible employees:

New Year's Day	January 1
Martin Luther King's birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
The day immediately after Thanksgiving	
Christmas Day	December 25
Personal Holiday	
Winter Break Day	To be used after the end of Fall Quarter and before the beginning of Winter Quarter

When a holiday falls on a Saturday, the Friday before will be the holiday. When a holiday falls on a Sunday, the following Monday will be the holiday.

### **17.2 Holiday Pay**

Eligible full-time employees will receive eight (8) hours of pay at their straight time rate for each holiday. Part-time employees will receive holiday pay on the same prorated basis that their monthly schedule bears to full-time employment

### **17.3 Eligibility for Holiday Pay**

Employees are eligible for holiday pay if they are in paid status on the regular business day preceding the holiday. In addition, cyclic employees who are scheduled to work less than a full month in a month in which a holiday falls will receive pay for the holiday if they were in paid status on their last scheduled work day preceding the holiday. Employees whose employment is terminated immediately prior to a holiday are not entitled to holiday pay.

### **17.4 Hours Worked on a Holiday**

In addition to holiday pay described in Section 17.2, employees required to work on a holiday will receive the pay at their overtime rate for all hours worked on the holiday.

### **17.5 Alternate Schedules**

Employees working alternate schedules who are normally scheduled to work more than eight (8) hours on a day observed as a holiday may use vacation leave, compensatory time or leave without pay to make up the difference between the employee's normally scheduled shift and the eight (8) hours of holiday pay.

## **17.6 Holiday Observance**

- A. When a holiday falls on the employee's scheduled workday, that day will be considered the holiday. When a holiday falls on the employee's scheduled day off, he or she shall receive the equivalent time off.
- B. An employee whose scheduled shift begins on one calendar day and ends on the next calendar day will observe the holiday on the shift that begins on the holiday.

## **17.7 Personal Holidays**

An employee may choose one (1) workday as a personal holiday during each calendar year if the employee has been continuously employed by the Employer for more than four (4) months.

- A. Personal Holiday Hours  
Full-time employees shall receive eight (8) hours off for a personal holiday. Part-time employees shall receive hours off on the same prorated basis their monthly schedule bears to full-time employment.
- B. Selection of Personal Days  
Employees shall be permitted to take their selected day as their personal holiday if:
  - 1. The employee has given at least fourteen (14) calendar days' written notice to his or her supervisor; provided that the supervisor, at his or her discretion, may permit a shorter notice period.
  - 2. The number of employees choosing a specific day off does not interfere with the Employer's operations or require the Employer to incur overtime.
- C. Use of Personal Holiday  
Personal holidays may not be carried over into the next calendar year, however, if the selected personal holiday was denied due to the Employer's operations, the employee may use the personal holiday by March 31 of the next year (giving them up to three (3) months).
- D. Donation of Personal Holidays  
Part or all of a personal holiday may be donated to another employee for shared leave as provided in Article 20, Shared Leave. Any remaining portion of a personal holiday must be taken as one (1) absence.

## **17.8 Winter Break Day**

Employees who have been continuously employed by the Employer for more than four (4) months, prior to the end of the Fall Quarter, will be entitled to an additional day of paid leave to be used between the end of Fall Quarter and the beginning of Winter Quarter. The day may not be carried forward for use at a later date, may not be donated

through Shared Leave, and will not be cashed out under any circumstances. Except as modified by this section, the provisions of Section 17.7 regarding Personal Holidays will apply to the Winter Break Day.

**ARTICLE 18**  
**VACATION LEAVE**

**18.1 Vacation Accrual**

A. Full-time employees shall accrue vacation at the rates set forth below. Part-time employees shall accrue vacation on a prorated basis.

Full Years of Service	Monthly Accrual Rate	Hours per Year
During the first year of continuous state employment	8 hours	96
During the second year of continuous state employment	8 hours, 40 minutes	104
During the third and fourth year of continuous state employment	9 hours, 20 minutes	112
During the fifth and sixth, years of total state employment	10 hours	120
During the seventh and eighth years of total state employment	10 hours, 40 minutes	128
During the ninth year of total state employment	11 hours, 20 minutes	136
During the tenth year of total state employment	12 hours	144
During the eleventh year of total state employment	12 hours, 40 minutes	152
During the twelfth year of total state employment	13 hours, 20 minutes	160
During the thirteenth year of total state employment	14 hours	168
During the fourteenth year of total state employment	14 hours, 40 minutes	176
During the fifteenth year of total state employment	15 hours, 20 minutes	184
During the sixteenth and succeeding years of total state employment	16 hours	192

B. Vacation hours shall be credited at the end of the month accrued. Employees who are in unpaid status for more than ten (10) working days in a month will not accrue vacation leave during that month.

- C. For purposes of this Section, an employee's years of continuous employment includes employment with any department, agency or institution of the state, excluding employment in the legislative or judicial branches, and employment in a temporary or student position not governed by civil service.

**18.2 Maximum Vacation Accrual**

Employees may accrue vacation up to a maximum of two hundred forty (240) hours. An employee who has reached the maximum accrual level may continue to accrue vacation until his or her next anniversary date, at which time any vacation accrued in addition to the two hundred forty (240) hour maximum accrual will be extinguished. With the written approval of the appropriate Department Head, an employee may accrue more than two hundred forty (240) hours of vacation when he or she is precluded from taking a previously scheduled vacation because of Employer needs. Any such written approval will specify a timeline for the employee to use any excess vacation accrual, after which any excess vacation accrual will be extinguished.

**18.3 Use and Scheduling of Vacation**

- A. Employees may not take vacation until they have successfully completed the probationary period.
- B. At their election, employees may use vacation in place of or in addition to sick leave for any of the purposes described in Article 19, Sick Leave. Employees using vacation for this purpose will provide their supervisor notice of their absence as described in Article 19.4.
- C. Except as provided in Section B above, vacation leave must be scheduled with the advance approval of the employee's supervisor. To the extent permitted by operational needs, leave shall be scheduled in accordance with the wishes of the employee in any amount up to the total vacation accrual.

**18.4 Transfer of Vacation**

Employees who transfer from the Employer to another state agency or institution may, at their election, transfer their accrued but unused vacation.

**18.5 Cash Out of Vacation**

Except for employees who elect to transfer vacation as provided in Section 18.4, upon termination employees shall be paid for their accrued but unused vacation hours at their regular rate of pay.

**18.6 Family Care**

Employees may use vacation leave for care of family members as required by the Family Care Act, WAC 296-130.

**18.7 Family Military Leave**

Employees may use vacation leave for leave as required by the Family Military Leave Act, RCW 49.77.

**18.8 Domestic Violence Leave**

Employees may use vacation leave for leave as required by the Domestic Violence Leave Act, RCW 49.76.

**ARTICLE 19  
SICK LEAVE**

**19.1 Sick Leave Accrual**

Full-time employees shall accrue sick leave at the rate of eight (8) hours for each completed month of service. Part-time employees shall accrue sick leave on a prorated basis according to the percentage their monthly schedule bears to full-time employment. Employees who are in unpaid status for more than ten (10) working days in a month will not accrue sick leave during that month. Employees may accrue an unlimited amount of sick leave.

**19.2 Uses of Accrued Sick Leave**

A. Accrued sick leave may be used for the following reasons:

1. An employee's own illness, injury or disability.
2. A period of quarantine following the exposure to a contagious disease during the period when attendance on duty would jeopardize the health of others.
3. The need to care for a child under eighteen (18) years of age, or an older child incapable of self-care, with a health condition requiring treatment or supervision or any person to whom the employee stands in the relationship of guardian/ward.
4. The need to care for the employee's spouse, domestic partner, parent, parent-in-law, grandparent, adult child, grandchild or sibling with a serious health condition or emergency condition.

For purposes of this section, a domestic partnership is composed of two (2) unmarried adults who are living together in a committed family relationship and have reciprocal duties to, and provide financial support for, one another.

- a. A domestic partnership will be recognized by the University thirty (30) calendar days following the date upon which the employee submits to Human Resources a declaration signed by both partners.

- b. The Employer will not accept a declaration documenting a new domestic partnership until thirty (30) calendar days have passed since the employee notified Human Resources of the termination of a prior domestic partnership.
5. Medical, dental or optical appointments for the employee or other family member where the employee's presence is required, provided that employees must make reasonable efforts to schedule such appointments at times when they will least interfere with scheduled workdays.
  6. Bereavement leave in addition to leave provided by this Agreement, if such use is approved in advance by the employee's department head.
  7. Leave for Family Military Leave as required by RCW 49.77.
  8. Leave for Domestic Violence Leave as required by RCW 49.76.
  9. Qualifying absences for Family and Medical Leave;
  10. Care of family members as required by the Family Care Act WAC 296-130.
  11. Other circumstances if authorized by the Human Resources Director or designee.
  12. When an employee is unable to report to work due to inclement weather in accordance with Article 16, Suspended Operations and Inclement Weather.

**19.3 Annual Sick Leave Cash Out**

In January following any year in which an employee reaches a minimum accrual of four hundred eighty (480) hours of sick leave, the employee may receive cash at the employee's straight time rate for any sick leave hours accumulated during the prior calendar year; provided that employees will not be permitted to reduce their sick leave balances below four hundred eighty (480) hours through sick leave cash out. Sick leave will be cashed out at a rate of one (1) hour's pay for each four (4) hours of sick leave. Hours cashed out will be deducted from the employee's sick leave balance.

**19.4 Sick Leave Notification and Verification**

Employees must notify their supervisor as soon as reasonably possible when they will be absent due to illness or injury. For absences of three (3) or more consecutive days or where there is a reason to suspect sick leave abuse, the Employer may require the employee to present a physician's certificate verifying the need for sick leave before leave is authorized.

### **19.5 Sick Leave Cash Out Upon Retirement or Death**

Upon retirement or death, an employee or the employee's estate will receive cash at the employee's straight-time hourly rate for all sick leave hours. Sick leave will be cashed out at a rate of one (1) hour's pay for each four (4) hours of sick leave. If the bargaining unit elects to place in effect a VEBA plan as provided by this Agreement, employees cashing out sick leave upon retirement shall receive the proceeds in the form of a contribution to their VEBA account.

### **19.6 Coordination of Benefits**

Employees who are absent due to illness or injury covered by workers' compensation benefits may use accrued sick leave to make up the difference between the employee's regular salary and the amount received in workers' compensation benefits, taking into account the tax-free nature of workers' compensation benefits.

## **ARTICLE 20**

### **SHARED LEAVE/UNIFORMED SERVICE SHARED LEAVE POOL**

**20.1** State employees may donate vacation leave, sick leave, or personal holidays to a fellow state employee who has been called to service in the uniformed service, who is responding to a state of emergency anywhere within the United States declared by the federal or any state government, or who is a victim of domestic violence, sexual assault, or stalking, or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition, which has caused or is likely to cause the employee to take leave without pay or terminate his or her employment. An employee is eligible to request participation in the shared leave program when the employee is entitled to accrue vacation leave, sick leave, or a personal holiday. For purposes of the state leave sharing program, the following definitions apply:

- A. "Domestic violence" means physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury, or assault, between family or household members as defined in RCW 26.50.010; sexual assault of one family or household member by another family or household member; or stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member.
- B. "Employee" means any employee who is entitled to accrue sick leave or vacation leave and for whom accurate leave records are maintained.
- C. Employee's "relative" is limited to the employee's spouse, child, stepchild, grandchild, grandparent, or parent.
- D. "Household members" are defined as persons who reside in the same home who have reciprocal duties to and do provide financial support for one another. This term will include foster children and legal wards even if they do not live in the

household. The term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune.

- E. “Service in the uniformed services” means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time national guard duty including state-ordered active duty, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty.
- F. “Severe” or “extraordinary” condition is defined as serious or extreme and/or life threatening.
- G. “Sexual assault” has the same meaning as in RCW 70.125.030.
- H. “Stalking” has the same meaning as in RCW 9A.46.110.
- I. “Uniformed services” means the armed forces, the army national guard, and the air national guard of any state, territory, commonwealth, possession, or district when engaged in active duty for training, inactive duty training, full-time national guard duty, state active duty, the commissioned corps of the public health service, the coast guard, and any other category of persons designated by the President of the United States in time of war or national emergency.
- J. “Victim” means a person that domestic violence, sexual assault, or stalking has been committed against as defined in this Section.

**20.2** An employee may be eligible to receive shared leave under the following conditions:

- A. The Employer determines that the employee meets the criteria described in this Section.
- B. For work-related illness or injury, the employee has diligently pursued and been found to be ineligible for benefits under RCW 51.32 if the employee qualifies under Subsection 20.3 A.1.
- C. The employee has abided by Employer policies regarding the use of sick leave if the employee qualifies under Subsection 20.3 A.1 or Subsection 20.3 A.4.
- D. The employee has abided by Employer policies regarding the use of vacation leave and paid military leave if the employee qualifies under Subsection 20.3 A.2.
- E. A state of emergency has been declared anywhere within the United States by the federal or any state government if the employee qualifies under Subsection 20.3 A.3.

- F. Donated leave is transferable between employees in different state agencies or institutions of higher education with the agreement of both heads of state agencies/higher education institutions.

**20.3** An employee may donate vacation leave, sick leave, or personal holiday to another employee only under the following conditions:

- A. The receiving employee:
  - 1. Suffers from, or has a relative or household member suffering from, an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature; or
  - 2. Has been called to service in the uniformed services;
  - 3. Has the needed skills to assist in responding to an emergency or its aftermath and volunteers his or her services to either a governmental agency or to a nonprofit organization engaged in humanitarian relief in the devastated area, and the governmental agency or nonprofit organization accepts the employee's offer of volunteer services; or
  - 4. Is a victim of domestic violence, sexual assault, or stalking.
- B. The illness, injury, impairment, condition, call to service, emergency volunteer service, or consequence of domestic violence, sexual assault, or stalking has caused, or is likely to cause, the receiving employee to:
  - 1. Go on leave without pay status; or
  - 2. Terminate state employment.
- C. The receiving employee's absence and the use of shared leave are justified.
- D. The receiving employee has depleted or will shortly deplete his or her:
  - 1. Vacation leave, sick leave, and personal holiday reserves if the employee qualifies under Subsection 20.3 A.1; or
  - 2. Vacation leave and paid military leave allowed under RCW 38.40.060 if the employee qualifies under Subsection 20.3 A.2; or
  - 3. Vacation leave and personal holiday if the employee qualifies under Subsection 20.3 A.3 or 20.3 A.4.
- E. The Employer permits the leave to be shared with an eligible employee.

- F. The donating employee may donate any amount of vacation leave, provided the donation does not cause the employee's vacation leave balance to fall below eighty (80) hours. For part-time employees, requirements for vacation leave balances will be prorated.
  - G. Employees may not donate excess vacation leave that the donor would not be able to take due to an approaching anniversary date.
  - H. The donating employee may donate any specified amount of sick leave, provided the donation does not cause the employee's sick leave balance to fall below one hundred seventy-six (176) hours after the transfer. For purposes of sick leave donation, a day equals the donor's monthly sick leave accrual.
  - I. The donating employee may donate all or part of a personal holiday. Any portion of a personal holiday that is not used will be returned to the donating employee.
- 20.4** The Employer will determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of two hundred sixty-one (261) days of shared leave during total state employment, except that a non-permanent or on-call employee who is eligible to use accrued leave or personal holiday may not use shared leave beyond the termination date specified in the non-permanent or on-call employee's appointment letter.
- 20.5** The Employer will require the employee to submit, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition when the employee is qualified under Subsection 20.3 A.1. The Employer will require the employee to submit, prior to approval or disapproval, a copy of the military orders verifying the employee's required absence when the employee is qualified for shared leave under Subsection 20.3 A.2. The Employer will require the employee to submit, prior to approval or disapproval, proof of acceptance of an employee's offer to volunteer for either a governmental agency or a nonprofit organization during a declared state of emergency when the employee is qualified for shared leave under Subsection 20.3 A.3. The Employer will require the employee to submit, prior to approval or disapproval, verification of the employee's status as a victim of domestic violence, sexual assault or stalking when the employee is qualified for shared leave under Subsection 20.3 A.4. The Employer will respond in writing to shared leave requests within ten (10) working days of receipt of a properly submitted request.
- 20.6** Any donated leave may only be used by the recipient for the purposes specified in this Section.
- 20.7** The receiving employee will be paid his or her regular rate of pay; therefore, one (1) hour of shared leave may cover more or less than one (1) hour of the recipient's salary. The calculation of the recipient's leave value will be in accordance with Office of Financial Management policies, regulations, and procedures. The dollar value of the leave is

converted from the donor to the recipient. The leave received will be coded as shared leave and be maintained separately from all other leave balances.

- 20.8** All forms of paid leave available for use by the recipient must be used prior to using shared leave when qualified under Subsection 20.3 A.1. All forms of paid leave, except sick leave, available for use by the recipient must be used prior to using shared leave when qualified under Subsection 20.3 A.2, 14.3 A.3, or 20.3 A.4.
- 20.9** Any shared leave not used by the recipient during each incident/occurrence as determined by the Employer will be returned to the donor(s). Before returning unused leave, agency heads or designees will obtain a statement from the receiving employee's doctor verifying the injury or illness is resolved. The shared leave remaining will be divided among the donors on a prorated basis based on the original donated value and returned at its original donor value and reinstated to each donor's appropriate leave balance. The return will be prorated back based on the donor's original donation.
- 20.10** All donated leave must be given voluntarily. No employee will be coerced, threatened, intimidated, or financially induced into donating leave for purposes of this program.
- 20.11** The Employer will maintain records that contain sufficient information to provide for legislative review.
- 20.12** An employee who uses leave that is transferred under this Section will not be required to repay the value of the leave that he or she used.

**20.13 Uniformed Service Shared Leave Pool**

A. Purpose

The uniformed service shared leave pool allows state employees to donate leave to be used as shared leave to fellow state employees called to service in the uniformed services. Employee participation will be voluntary at all times. The Military Department, Department of Personnel and Office of Financial Management administer the pool.

B. Definitions

For purposes of this Subsection 20.13 only, the following definitions apply:

1. "Employee" means any employee who is entitled to accrue sick leave or vacation leave and for whom accurate leave records are maintained.
2. "Military salary" includes base, specialty and other pay, but does not include allowances like the basic allowance for housing.
3. "Monthly salary" includes monthly salary, special pay and shift differential, or the monthly equivalent for hourly employees. "Monthly

salary” does not include overtime pay, callback pay, standby pay or performance bonuses.

4. “Service in the uniformed services” means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time national guard duty including state-ordered active duty, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty.
5. “Uniformed service” means the armed forces, the army national guard, and the air national guard of any state, territory, commonwealth, possession, or district when engaged in active duty for training, inactive duty for training, full-time national guard duty, or state active duty, the commissioned corps of the public health service, the coast guard and any other category of persons designated by the president of the United States in time of war or national emergency.

C. Participation

1. An employee may be eligible to receive leave from the uniformed service shared leave pool under the following conditions:
  - a. The employee is entitled to accrue vacation leave, sick leave, or a personal holiday.
  - b. The employee has been called to service in the uniformed services.
  - c. The call to service has caused, or is likely to cause, the employee to go on leave without pay status or terminate state employment.
  - d. The employee’s absence and the use of shared leave are justified.
  - e. The employee has depleted or will shortly deplete his or her vacation leave and paid military leave allowed under RCW 38.40.060.
  - f. The employee has followed agency rules regarding military leave.

D. An employee may donate vacation leave, sick leave, or all or part of a personal holiday to the uniformed service shared leave pool under the following conditions:

1. The donating employee may donate any amount of vacation leave, provided the donation does not cause the employee’s vacation leave

balance to fall below eighty (80) hours. For part-time employees, requirements for vacation leave balances will be prorated.

2. The donating employee may donate any specified amount of sick leave, provided the donation does not cause the employee's sick leave balance to fall below one hundred seventy-six (176) hours after the transfer.
3. The donating employee may donate all or part of a personal holiday.

E. Process

1. Employees requesting to donate to or receive leave from the uniformed service shared leave pool must follow their agency policies and procedures addressing uniformed service shared leave.
2. Employees requesting to receive leave from the uniformed service shared leave pool must also comply with Military Department procedures for requesting and receiving leave from the uniformed service shared leave pool. Employees requesting leave from the uniformed service shared leave pool should provide to their agency head or designee an earnings statement verifying military salary and orders of service, most current state leave and earnings statement, a completed uniformed service shared leave pool recipient request form, and notification of any change. The employee must also provide copies of earnings statements and orders of service when requested by the Military Department.
3. Shared leave may not be granted unless the pool has sufficient balance to fund the requested leave for the expected term of service.
4. Shared leave, in combination with military salary, will not exceed the level of the employee's state monthly salary. Up to eight (8) hours per month of shared leave may be withdrawn and used to continue coverage under the Public Employees' Benefit Board, regardless of the employee's monthly salary and military salary.
5. The receiving employee continues to be classified as a state employee and receives the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accrued vacation or sick leave.
6. Agencies will investigate any alleged abuse of the uniformed service shared leave pool. If there is a finding of wrongdoing the employee may be required to repay all of the shared leave received from the pool.

- F. This article is not subject to the grievance procedure.

## **ARTICLE 21**

### **FAMILY MEDICAL LEAVE**

#### **21.1 Family Medical Leave**

Employees who have been employed by the state for at least one (1) year, and who worked in state employment at least one thousand two hundred fifty (1250) hours during the twelve (12) month period immediately preceding the commencement of leave, are permitted up to twelve (12) workweeks of Family Medical Leave during any twelve (12) month period for purposes specified by law. Family Medical Leave shall be administered according to the Family Medical Leave Act, 29 U.S.C. § 2601 et seq., and related regulations, 29 CFR § 825 et seq.

#### **21.2 Maternity Related Disability Leave**

Pregnant employees may take unpaid leave for the entire period of any maternity related disability. Such leave may, at the pregnant employee's election, be taken in addition to the twelve (12) week leave to care for a new-born child under the federal Family Medical Leave Act, if the employee is eligible for Family Medical Leave.

While employees remain on paid leave, the Employer will continue providing paid health insurance to the employee on the same basis that those benefits are provided during regular employment.

Once paid leave is exhausted, employees on unpaid maternity-related disability leave may continue their health insurance coverage by paying the full premium cost for that insurance unless covered by FMLA protections.

#### **21.3 Parental Leave**

Employees may request unpaid parental leave for up to six (6) months, including any period of Family Medical Leave pursuant to Section 21.1 for the birth of the employee's child or the placement with the employee of an adopted or foster child. Parental leave must be taken within one (1) year following the child's birth or placement. The Employer may grant a request for parental leave beyond any period of Family Medical Leave.

## **ARTICLE 22**

### **LEAVE WITHOUT PAY**

#### **22.1 Purposes**

In addition to the circumstances specified elsewhere in this Agreement, the Employer, in its discretion, may approve a leave without pay for the reasons specified below. Leaves will be approved in writing by the Human Resources Department, and such approval will specify a date for the employee's return to work.

#### **22.2 Leave without pay will be granted for the following reasons:**

- A. Family and Medical Leave (Article 21)
- B. Compensable work-related injury or illness leave

- C. Military Leave (Article 23)
- D. Volunteer firefighting leave
- E. Spousal Deployment Leave (Article 23)
- F. Domestic violence leave

**22.3** Leave without pay may be granted for the following reasons:

- A. Educational leave
- B. Child or elder care emergencies
- C. Governmental service leave
- D. Citizen volunteer or community service leave
- E. Formal collective bargaining leave
- F. Conditions applicable for leave with pay, or

As otherwise provided for in this Agreement.

**22.4 Conditions Applicable to Leaves**

Employees must submit any request for a leave in writing. Except as required by law, a request for a leave must meet the following conditions:

- A. The employee must have successfully completed twelve (12) months of service;
- B. The employee must have a bona fide intention of returning to work following the leave;
- C. The leave must not interfere with operational needs;
- D. A leave because of an employee's disability will not be granted until the employee has exhausted any available Family Medical Leave; and
- E. Except for leaves approved to permit an employee to complete an educational program or service in the Peace Corps, leaves may not exceed twelve (12) months.

**22.5 Use of Paid Leave**

Except as provided in Section 22.7 below, an employee on an approved leave must exhaust all available sick leave (if available for the purpose of the employee's leave), vacation leave, and personal holiday time before taking unpaid leave; employees who choose to use compensatory time as part of a leave must use any such time prior to taking unpaid leave.

**22.6 Cancellation of Leave**

The Employer may cancel a leave upon a finding that the employee is using the leave for purposes other than those specified at the time of approval, or where there are exigent circumstances requiring the employee's return to work. The Employer will provide

written notice to the employee that a leave has been cancelled, which will set a date for the employee's return to work.

**22.7 Benefits During Leave**

An employee on a leave who uses less than eight (8) hours of paid leave during a month is responsible for paying the entire premium cost (both the Employer and employee shares) of his or her health insurance during an approved leave. Employees who are granted a leave for their own disability may save and use up to thirty-two (32) hours of paid leave at a rate of eight (8) hours per month to remain eligible for paid health insurance.

**22.8 Reinstatement**

Employees returning to work following an approved leave will be returned to the position they held prior to the leave or to another position in the same classification; provided that in the event the employee's position is eliminated during the time the employee is on leave, he or she will be notified and provided a time period in which to exercise any rights available pursuant to Article 32, Reduction in Force/Layoff.

**22.9 Military Leave**

In addition to the twenty-one (21) days of paid leave granted to employees for active duty or active training, unpaid military leave will be granted in accordance with RCW 38.40.060 and applicable federal law. Employees on military leave will be reinstated as provided in RCW 73.16 and applicable federal law.

**22.10 Educational Leave**

Leave without pay may be granted for educational leave for the duration of actual attendance in an educational program.

**22.11 Child and Elder Care Emergencies**

Leave without pay may be granted for child and elder care emergencies. In lieu of leave without pay, compensatory time, exchange time or paid leave may also be used for child and elder care emergencies.

**22.12 Governmental Service Leave**

Leave without pay may be granted for governmental service in the public interest, including but not limited to the U.S. Public Health Service or Peace Corps leave.

**22.13 Citizen Volunteer or Community Service Leave**

Leave without pay may be granted for community volunteerism or service.

**22.14 Formal Collective Bargaining Leave**

Leave without pay may be granted to participate in formal collective bargaining sessions authorized by RCW 41.80.

**22.15 Volunteer Firefighting Leave**

Leave without pay will be granted when an employee who is a volunteer firefighter is called to duty to respond to a fire, natural disaster or medical emergency.

**22.16 Spousal Deployment Leave**

Leave without pay will be granted to an employee whose spouse is on leave from deployment or before and up to deployment, during a period of military conflict. Use of leave without pay, compensatory time vacation leave, sick leave, and all or part of a personal holiday is limited to a combined maximum of fifteen (15) working days per deployment. Employees must provide the Employer with five (5) business days notice after receipt of official notice the employee's spouse will be on leave or of an impending call to active duty.

**22.17 Domestic Violence Leave**

Leave without pay, including intermittent leave, will be granted to an employee who is a victim of domestic violence, sexual assault or stalking. Family members of a victim of domestic violence, sexual assault or stalking will be granted leave without pay to help the victim obtain treatment or seek help. Family member for the purpose of domestic violence leave includes child, spouse, parent, parent-in-law, grandparent or a person the employee is dating. The Employer may require verification from the employee requesting leave in accordance with RCW 49.76.

**ARTICLE 23**  
**MILITARY LEAVE**

**23.1 Military Leave**

Any employee who is a member of a military reserve force of the United States or of the Washington National Guard shall be entitled to military leave with pay not to exceed twenty-one (21) working days during the October 1 through September 30 time period. Such leave will be granted when the employee is ordered to report for active duty, when called, or when ordered to take part in active duty training. Such paid military leave shall be in addition to any compensatory time, vacation or sick leave to which the employee might otherwise be entitled, and shall not involve the reduction of any benefits, performance rating, privileges or pay. During the period of paid military leave, the employee shall receive his or her normal base pay.

**23.2 Military Service Physical Examination**

Employees required to report during working hours for a physical examination to determine physical fitness for military service shall receive full pay for the time required to complete the examination.

**23.3 Military Leave of Absence**

Employees shall be granted a military leave of absence without pay for absence from work for service in the armed forces of the United States or the Washington National Guard. During an unpaid military leave of absence, an employee is entitled to receive:

- A. Retirement benefits and service credit in accord with the provisions of the applicable retirement system.
- B. Health plan coverage at the employee's request and expense for a limited period of time as determined by the Health Care Authority.
- C. Other length of service credits related to employment that would have been granted had the employee not been absent; provided the employee returns to the University at the conclusion of leave in accordance with applicable state and federal laws.
- D. Any additional benefit required by applicable state or federal law.

**23.4 Copy of Employee Orders**

Unless prohibited by military necessity, the Employer shall be provided with a copy of an employee's orders at the time the employee requests military leave.

**23.5 Return from Military Service**

Following release from military service, an employee shall have the right to return to his or her employment as provided by applicable state and federal law.

**23.6 Spousal Deployment Leave**

During a period of military conflict, an employee who is the spouse of a member of the armed forces of the United States, National Guard, or reserves who has been notified of an impending call or order to active duty or has been deployed is entitled to a total of fifteen (15) days of unpaid leave per deployment after the military spouse has been notified of an impending call or order to active duty and before deployment or when the military spouse is on leave from deployment. The employee may choose to use accrued leave in place of leave without pay.

**ARTICLE 24  
MISCELLANEOUS PAID LEAVES**

**24.1** Employees will be allowed paid leave, during scheduled work time:

A. Leave for Childcare Emergencies

Employees who must miss work due to unforeseen childcare emergencies may charge their absence to any accrued paid leave or to unpaid leave under the following conditions. Unpaid leave requests for unforeseen childcare emergencies will go through the Leave Without Pay approval process as defined by Article 22, Leave Without Pay. Employees using leave due to childcare emergencies are not required to obtain advance approval prior to using leave, but must notify their supervisor of their absence as soon as possible prior to the start of their scheduled shift.

- B. Bereavement Leave  
Employees will be granted three (3) days of paid bereavement leave, per occurrence, for the death of the employee's spouse, child, step-child, parent, step-parent, parent-in-law, sibling, step-sibling, grandparent, grandchild, brother and sister-in law or household member. With approval of the employee's supervisor, employees shall be granted accrued sick leave as provided in Article 19, Sick Leave or unpaid leave for bereavement. Employees using accrued vacation leave due to the death of a close personal friend, colleague, or neighbor will not be unduly denied use of vacation leave.
- C. Jury and Witness Leave  
Employees subpoenaed to appear for jury service or as a witness will receive pay at their regular rate of pay for work hours missed because of their required service. Employees must notify their supervisors upon receipt of a subpoena for jury or witness duty, keep their supervisors apprised of the schedule for their jury or witness duties, and report to work when the court schedule permits. Any compensation paid to an employee for jury or witness service, other than reimbursement for expenses, must be paid to the Employer. Employees assigned to work an evening or night shift will be reassigned to a day shift for the duration of the jury or witness service.
- D. Life Giving Procedures  
When approved, employees will receive paid leave, not to exceed three (3) working days in a two (2) year period, for participating in life-giving procedures. "Life-giving procedure" is defined as a medically-supervised procedure involving the testing, sampling, or donation of blood, platelets, organs, fluids, tissues, and other human body components for the purposes of donation, without compensation, to a person or organization for medically necessary treatments. Employees will provide reasonable advance notice and written proof from an accredited medical institution, physician or medical professional that the employee participated in a life-giving procedure. The Employer may take into account program and staffing replacement requirements in scheduling of leave for life-giving procedures.
- E. University-wide Blood Drive  
Employee participation in a University-wide Blood Drive as a donor is considered work time.
- F. Domestic Violence  
Employees may use paid leave, including sick leave or unpaid leave, as necessary to cope with the situation, if the employee is a victim of domestic violence, sexual assault, or stalking.

## **ARTICLE 25 COMPENSATION**

### **25.1 General Service Pay Range Assignments**

- A. Effective July 1, 2009, all salary ranges and steps of the State General Service Salary Schedule effective July 1, 2008 through June 30, 2009 will remain in effect until June 30, 2011, as shown in Compensation Appendix C.
- B. All employees who have been at Step L for five (5) consecutive years or more will progress to Step M of the State General Service Salary Schedule.

### **25.2 “N1” Pay Range Assignments**

Effective July 1, 2009, the State N1 Range Salary Schedule effective July 1, 2008 through June 30, 2009 will remain in effect until June 30, 2011, as shown in Compensation Appendix D.

### **25.3 The Employer may designate a position for special pay in the following circumstances:**

- A. When a unique configuration of work requires skills, duties, or working conditions beyond those typically required of comparable positions;
- B. To alleviate employment problems such as recruitment and/or retention;
- C. When failure to grant special pay could result in retention problems and seriously jeopardize University operations; and
- D. To prevent salary inversion or compression problems with other classes in the same or related series which have been granted special pay.

### **25.4 The University will assign newly hired employees to the appropriate range and step of the salary schedule.**

### **25.5 Employees will receive periodic increases as follows:**

- A. Employees who are hired at the minimum step of the pay range will receive a two (2) step increase to base salary following completion of the probationary period, and an additional two (2) step increase annually thereafter, until they reach the top of the pay range.
- B. Employees who are hired above the minimum step of the salary range will receive a two (2) step increase annually on their hire date until they reach the top of the pay range.

- C. Employees in classes that have pay ranges shorter than a standard range will receive their periodic increases at the same intervals as employees in classes with standard ranges.
- 25.6** Employees who transfer or are reassigned to a position within their class or within their range will retain their current base salary.
- 25.7** Employees who do not successfully complete a trial service period and revert to the class in which the employee most recently held a position, or move to a classification in the same series with a lower salary range, will receive the base salary they received prior to their promotion.
- 25.8** Monthly compensation for part-time employment will be prorated based on the ratio of hours worked to hours required for full-time employment.
- 25.9** Whenever a classified position has a bona fide requirement for regular use of competent skills in more than one language, sign language (AMESLAN), and/or Braille, the University will authorize premium pay of two (2) steps above the level normally assigned for that position; provided that this premium will not apply in those instances where the position is allocated to a class that requires these skills.
- 25.10 Promotional Pay**  
An employee who is promoted to a higher classification shall be paid at the salary step which represents at least a two (2) step increase over the salary received immediately prior to the promotion. The Director of Human Resources may authorize more than a two (2) step increase. All promotional increases must be within the salary range for the class.
- 25.11 Shift Differential**  
Employees assigned to a shift in which a majority of time worked falls between 5:00 p.m. and 7:00 a.m. shall be paid an additional one dollar (\$1.00) per hour for the entire shift. An employee assigned to a shift that qualifies for shift differential pay shall receive the same shift differential for authorized periods of paid leave, or when assigned to a different shift for less than a full workweek.
- 25.12 Voluntary Separation Incentives - Voluntary Retirement Incentives**  
The Employer will have the discretion to participate in a Voluntary Separation Incentive Program or a Voluntary Retirement Incentive Program, if such programs are provided for in the current operating budget. Such participation must be in accordance with the program guidelines adopted by the Department of Personnel and the Department of Retirement Systems, following consultation with the Office of Financial Management. Program incentives or offering of such incentives are not subject to the grievance procedure.

**ARTICLE 26**  
**HEALTH CARE BENEFITS AMOUNTS**

- 26.1** The Employer will contribute an amount equal to eighty-eight percent (88%) of the total weighted average of the health care premium for each bargaining unit employee eligible for insurance each month, as determined by the Public Employees Benefits Board annually for benefits in calendar year 2010 and calendar year 2011, respectively.
- 26.2** The Employer will pay the entire premium costs for each bargaining unit employee for basic life, basic long-term disability and dental insurance coverage.
- 26.3 Wellness**  
To support the statewide goal for a healthy and productive workforce, employees are encouraged to participate in a Health Risk Assessment survey. Employees will be granted work time and may use a state computer to complete the survey.

**ARTICLE 27**  
**VACANCIES AND POSITION ALLOCATIONS**

- 27.1 Vacancies**  
The Employer will determine when a position will be filled, the type of appointment to be used when filling the position, and the skills and abilities necessary to perform the duties of the specific position within a job classification. The Employer may fill a position on a full-time or part-time basis. When filling a vacant position, the Employer will first consider bargaining unit employees on the appropriate internal layoff list who have the required skills and abilities to perform the duties of the position. In the event the position is not filled with a candidate from the internal layoff list, the Employer will consider candidates from the internal transfer list who have the skills and abilities to perform the duties of the position being filled. If no candidate is selected, the Employer will consider all other candidates including employees who are requesting a promotion, voluntary demotion or external candidates.
- 27.2 Position Changes**  
When Human Resources becomes aware of one of the following actions, the Director of Human Resources, or designee, will provide written notification to PSE:
- A. Holding a position in the bargaining unit vacant;
  - B. Reallocation of a bargaining unit position to a lower classification; or
  - C. Removal of a position from the bargaining unit.
- 27.3 Recall from Layoff**  
When filling a position, the Employer will consider all laid-off employees on the appropriate layoff list in seniority order with the required skills and abilities for the specific position. The most senior candidate with the required skills and abilities will be offered the position. PSE will be notified in the event that the layoff list candidate(s) are determined not to be qualified for the position. If there are no names on the internal

layoff list or no laid-off candidates are found to be qualified, the Employer will next consider candidates from the internal transfer list as described in subsection 27.4 below.

**27.4 Filling Vacant Positions from Internal Transfer List**

Employees who wish to transfer to another bargaining unit position within their current job classification or a bargaining unit job classification in which they held permanent status may submit their written request for consideration to the Human Resources Department (HR). When a vacant position becomes available, employees will submit an Employer application and resume to HR. When filling a position where no candidate was appointed from the appropriate layoff list, the Employer will consider qualified candidates from the internal transfer list. Qualified candidates are those employees who have the required skills and abilities to perform the duties of the specific position being filled. The Employer will offer an interview to at least three (3) potentially qualified candidates. If there are fewer than three (3) qualified internal candidates for the position, the Employer will interview all such candidates. A bargaining unit member, who accepts an exempt administrative position and is on the active payroll, may submit a written request to be placed on the internal transfer list for a job classification in which he or she previously held permanent status. Submittal and consideration must occur within one (1) year from the date of leaving the PSE bargaining unit for the exempt administrative position.

**27.5 Posting of Vacant Positions**

Positions that are not filled through placement of employees from the layoff list or internal transfer list will be posted for a period of at least seven (7) calendar days, during which time, internal and external applicants may apply. The posting will include, at a minimum, a description of the work to be performed, the requirements of the position, the rate of pay and the shift.

**27.6 Filling Posted Vacant Positions**

If there are three (3) or more internal PSE applicants wishing to promote or demote into the posted position, the Employer will interview up to three (3) PSE candidates, who have the skills and abilities to perform the duties of the position.

**ARTICLE 28  
TYPES OF APPOINTMENTS**

**28.1 Full-time Appointments**

Full-time appointments are scheduled to work twelve (12) months per year, forty (40) hours per week.

**28.2 Part-time Appointments**

Part-time appointments are scheduled to work at least twenty (20) hours per week but less than twelve (12) months per year and/or less than forty (40) hours per week. Such employees will receive a percentage of the full-time benefit (vacation leave, sick leave, personal holiday, holidays, etc.) based on the percentage their monthly schedule bears to full-time employment.

### **28.3 Cyclic Appointments**

Cyclic leave positions are defined as less than twelve (12) month appointments due to known budgetary restraints or known, recurring periods in the academic calendar when the position is not needed.

#### **A. Cyclic Year Schedules**

At least fifteen (15) calendar days before the start of each annual cycle, a cyclic schedule shall be established in consultation with the affected employee. Incumbents of cyclic year positions will be informed in writing of their scheduled periods of leave without pay in the ensuing annual cycle. Such leave without pay shall not constitute a break in service and shall not be deducted from the employees' length of service in granting periodic increments nor in computing the employees' vacation leave accrual rate.

#### **B. Additional Work for Cyclic Employees**

When additional work is required of a cyclic year position during a period for which the position was scheduled for leave without pay, the temporary work will be offered to the incumbent first, then to available bargaining unit members by seniority. The incumbent will be allowed at least three (3) working days in which to accept or decline the offer.

### **28.4 Project Positions**

Project positions are positions of specific duration of six (6) months or longer. The Employer may create project positions in situations where the position is contingent upon state, federal, local, grant or other special funding of specific and time-limited duration, and/or where the work to be performed by the position is project-based and of a time-limited nature. The Employer will notify employees at the time of hire of the project nature of the position and the anticipated ending date of the project position.

### **28.5 Higher Level Duties**

The Employer may assign to an employee duties from a higher job classification for a period not to exceed six (6) months. For the duration of such a temporary assignment, the employee shall receive additional compensation equal to five (5) percent of the employee's base wages. In the event an employee is temporarily assigned the full set of duties from a higher job classification, and the lowest step of the pay range for that higher job classification exceeds the employee's base wage by more than five percent (5%), the employee shall be paid at the lowest step of the higher pay range for the duration of the temporary assignment. The Director of Human Resources may authorize, at his or her discretion, an increase of the base salary up to a total of fifteen percent (15%). The base salary will not exceed the top of the range.

## **ARTICLE 29**

### **CLASSIFICATION AND RECLASSIFICATION**

#### **29.1 Policy**

Positions shall be allocated to the appropriate classification. Requests to reallocate should be based on a belief that the duties, responsibilities, or qualifications of a position are such that it is inappropriately allocated. Management retains the right to assign work in accordance with the provisions of the management rights clause of this Agreement.

#### **29.2 Classification**

Except as specifically modified by this Article, position classification, position review and reallocation shall be handled in accord with WAC 357.

#### **29.3 Classification Plan Revisions**

- A. Positions will not be reclassified or reallocated in a manner which will remove their duties from the combined PTE & BUD bargaining units except as provided in Article 38, Job Contracting of this Agreement.
- B. The Employer will provide to the PSE, in writing, any proposed changes to the classification plan, including job descriptions for newly created classifications. Upon request of PSE, the Employer will bargain the salary effect(s) of a change to an existing class or newly proposed classification.

#### **29.4 Allocation Review Process**

- A. The department head, or an employee may request that a position be reviewed when the requesting party believes that the basis of its request has become a permanent requirement of the position. A position may not be reviewed more often than once every six (6) months.
- B. The request must be complete and in writing on forms provided by the Employer. Requests may be submitted to Human Resources or to an employee's direct supervisor or department. Any party may submit additional information, including the names of individuals, which the party believes is relevant to the position review.
- C. An employee may request that a PSE representative be present as an observer at meetings with the Employer reviewer scheduled to discuss the request for position review.
- D. The Employer reviewer will investigate the position and issue a written response to the employee or employee representative within sixty (60) calendar days from receipt of forms by Human Resources. A completed request is defined as the employee completing all employee portions of the reclassification forms. The response will include notification of the class and salary assigned when the

position is reallocated, or notification of the reasons the position does not warrant reallocation when the request is not approved.

- E. In the event that an employee is reallocated to a lower classification, he or she will be placed on the layoff list for his or her prior classification.

Following receipt of the Employer's determination, an employee may request reconsideration in accord with the provisions of WAC 357. Employer allocation decisions will not be subject to the grievance procedure.

## **ARTICLE 30**

### **PROBATION AND TRIAL SERVICE**

#### **30.1 Probationary Period**

Following his or her initial appointment into a permanent position, an employee will serve a probationary period of six (6) months. This period is to allow the Employer the opportunity to observe and assess the employee's work and to train and aid the employee in adjusting to the position in order to determine if the employee will be granted permanent status in the position.

- A. The Employer may discipline or discharge a probationary employee at any time during the probationary period, and such action will not be subject to the grievance procedure. However, the employee may request and will receive a review of the separation by the Director of Human Resources or designee. The review request must be submitted to the Director's Office within fourteen (14) days from the effective date of the notice of separation. This request, however, will not act as a suspension of the designated separation date.
- B. If a probationary employee is absent for a cumulative total of more than fifteen (15) days during the probationary period, the Employer will extend the employee's probationary period on a day-for-day basis for the total accumulated number of days on which the employee was absent. Upon mutual agreement between the Employer and PSE, an employee's probationary period may be extended by up to six (6) months.
- C. An employee who transfers or is promoted prior to completing his or her initial probationary period will serve a new probationary period. The length of the new probationary period will be six (6) months, unless adjusted by the appointing authority for time already served in probationary status. In no case, however, will the total probationary period be less than six (6) months.

#### **30.2 Trial Service Period**

Employees with permanent status who are promoted, who voluntarily accept a transfer or demotion into a job classification for which they have not previously attained permanent status will serve a trial service period of six (6) months. This period is to allow the Employer the opportunity to observe and assess the employee's work and to train and aid

the employee in adjusting to the position in order to determine if the employee will be granted permanent status in the position.

- A. If an employee is absent for a cumulative total of more than fifteen (15) days during the trial service period, the Employer will extend the employee's trial service period on a day-for-day basis for the total accumulated number of days on which the employee was absent. Upon mutual agreement between the Employer and PSE, an employee's trial service period may be extended by up to six (6) months.
- B. Prior to a reversion, the Employer will provide written notice that an employee who has not successfully completed his or her trial service period shall be offered an opportunity to revert to a bargaining unit position that is:
  - 1. Vacant or filled with a temporary employee and within a job classification in which the trial service employee previously held permanent status; or
  - 2. Vacant, at or below the trial service employee's previous salary range, and in the same classification series as the position in which the trial service employee previously held permanent status.

In either case, the employee being reverted must have the skills and abilities required for the vacant position.

- C. An employee who has not successfully completed his or her trial service period and who has no reversion options may request to be placed on the layoff list for positions in job classifications where he or she had previously attained permanent status.
- D. Employees involuntarily reverted from trial service will have the right to grieve their reversion to step 2 of the Grievance Procedure.

### **30.3 Permanent Status**

An employee will attain permanent status in a job classification upon his or her successful completion of a probationary or trial service period.

### **30.4 Reallocations - Higher Salary Range Maximum**

If a permanent employee is reallocated into a classification with a higher salary range maximum the employee will retain his or her existing appointment status if the employee has performed the higher level duties for six (6) months and meets the skills and abilities required of the position.

If the reallocation is a result of a change in the duties of the position and the employee has not performed the higher-level duties for at least six (6) months and meets the skills and abilities of the position, the employee will serve a trial service period.

**30.5 Reallocations - Equal Salary Range Maximum**

If an employee meets the skills and abilities requirements of the position, the employee will remain in the position and retain existing appointment status.

**30.6 Reallocations - Lower Salary Range Maximum**

If the employee meets the skills and abilities requirements of the position and chooses to remain in the reallocated position, the employee will retain existing appointment status.

**ARTICLE 31  
SENIORITY**

**31.1 Seniority Defined**

The term “seniority” as used herein shall mean an employee’s rank with respect to other members of the bargaining unit for the application of the personnel preferences described in this Agreement.

**31.2 Longevity Defined**

The term “longevity” as used herein shall mean length of service in a Washington State Civil Service Position, irrespective of bargaining unit seniority.

**31.3 Establishing Seniority and Longevity**

A. Seniority

Employees who were members of PSE bargaining units prior to July 1, 2005, will retain the seniority they have accumulated prior to that date. For employees entering PSE bargaining units after July 1, 2005, the seniority date will be the date the employee commenced regular employment in a Western Washington University (WWU) classified position, after adjustments described in Subsections 31.5 and 31.6. An exempt administrative employee who enters a PSE represented unit will receive seniority credits for the time he or she spent in any prior WWU classified position (s), subject to the adjustments described in Subsections 31.5 and 31.6.

B. Longevity

The longevity date will be the date that the employee first commenced employment in a Washington state civil service position, adjusted as provided in Section 31.5, 31.6 and 31.7.

**31.4 Unit Wide Seniority**

Seniority in the PSE non-supervisory unit and the PSE supervisory unit shall be interchangeable.

**31.5 Adjustment of Seniority Date**

Approved unpaid leave shall not result in a break in service, but will result in adjustment of an employee’s seniority date on a day-for-day basis for each day the employee spends on unpaid leave, except as follows:

- A. Cyclic employees will not have their seniority dates adjusted because of their regularly scheduled period(s) of unpaid leave.
- B. Employees who are receiving time loss benefits through workers' compensation, and who are not augmenting those time loss benefits through use of other paid leave, will not have their seniority date adjusted unless their time in such status exceeds six (6) months.
- C. Employees will maintain their seniority date during a period of unpaid military leave as required by applicable law.

**31.6 Losing Seniority**

Employees who have established seniority will lose their seniority rights in the event of the following occurrences: discharge for cause; resignation amounting to a complete separation from employment with WWU; failure to reasonably comply with the layoff-recall requirements of this Agreement.

**31.7 Seniority Ties**

All seniority ties will be broken by lot. The affected employees will be present when a representative from Human Resources, along with the President of the local PSE chapter or a representative, perform this procedure.

**31.8 Seniority Preferences, Strict Seniority**

The employee with the earliest seniority date (greatest seniority) shall have preferential rights regarding the following personnel actions: shift selection, vacation periods, and special service hours (including overtime and the right to refuse overtime). These rights shall, however, be applicable only within individual departments or job assignments in which bargaining unit members are ordinarily considered to be fungible.

With regards to vacation scheduling, the intent of this subsection is that senior employees have preferential but not absolute rights to vacation requests for days surrounding major holidays. Individual departments may develop and implement reasonable rules to insure an equitable approach to vacation scheduling surrounding major holidays.

**31.9 Layoff Seniority Rights**

Time spent in layoff status will not be considered a break in service if the employee is recalled to work from a layoff list. Upon recall from a layoff list, an employee's seniority date will be adjusted by the period of time the employee spent in layoff status. Employees on layoff status must provide the Employer's Human Resources Department with their current contact information, including mailing address. A copy of each position opening notice (job posting) will be mailed to each bargaining unit member in layoff status.

**31.10 Veterans Layoff Credits**

For the purposes of layoffs, a maximum of five (5) years' credit will be added to the seniority of permanent employees who are veterans or to their unmarried widows or widowers, as provided for in RCW 41.06.133 (13).

**ARTICLE 32  
REDUCTION IN FORCE/LAYOFF**

**32.1 Reduction in Force**

The Employer will determine the basis for, extent, effective date and length of layoffs. A reduction of regularly scheduled hours of a position will be considered a layoff and will permit an employee to exercise layoff rights.

**32.2 Employee Notifications**

A permanent status employee shall receive at least thirty (30) calendar days written notice of layoff, including no less than five (5) working days in which to select placement on layoff list(s) and/or an option in lieu of layoff.

Employees subject to Reduction in Force, having options for continued employment, shall be provided with a copy of the job description for the option position(s) and the name of the immediate supervisor(s).

Employees shall be allowed a reasonable time to review and/or discuss the options with the potential new supervisor(s) and the Director of Human Resources, or designee. In the event there are no options available, the Director of Human Resources, or designee, shall provide the employee with information regarding the layoff list and procedures for recall from it.

**32.3 Probationary Employees**

Employees with permanent status will not be separated from state service through a layoff action without first being offered positions they have the skills and abilities to perform within their current job classification within the layoff unit currently held by probationary employees.

**32.4 Layoff Options**

A. When an employee is designated for layoff the Employer will determine if the employee possesses the required skills and abilities for the position and the comparability of the position. The Employer may require updated information from the employee regarding his or her current skills and abilities. Employees being laid off will be provided one (1) option, in descending order of salary range and one (1) progressively lower level at a time within PSE bargaining units:

1. A funded vacant position for which the employee has the skills and abilities, within his or her current job classification.

2. A funded filled position held by the least senior employee for which the employee has the skills and abilities, within his or her current job classification.
  3. A funded vacant position for which the employee has the skills and abilities, in the lower job classification within the same job classification series.
  4. A funded filled position held by the least senior employee for which the employee has the skills and abilities, in the lower job classification within the same job classification series.
  5. A funded vacant position for which the employee has the skills and abilities, at the same or lower salary range as his or her current permanent position, within a job classification in which the employee has held permanent status.
  6. A funded filled position held by the least senior employee for which the employee has the skills and abilities, at the same or lower salary range as his or her current permanent position, within a job classification in which the employee has held permanent status.
- B. In options 1 and 2 above, if the funded position being offered to an employee scheduled for layoff is less than a comparable position, the designated laid-off employee may accept the offer or be offered an additional option, as specified above.

### **32.5 Project Employee Layoff Rights**

Project employees designated for layoff shall have layoff rights within their project.

### **32.6 Layoff Lists**

- A. Layoff lists for bargaining unit positions shall be kept by each job classification with employees ranked by seniority. The names of permanent employees who have been laid off shall be placed on layoff lists for jobs in which they held permanent status and all lower positions in the class series which the employee was laid off within PSE bargaining units. Additionally, if an employee selects an option to layoff which is not comparable to the job classification held at the time of layoff, as determined by Human Resources, the employee may request placement on the layoff list for the job classification held at the time of layoff. Employees will remain on the layoff list for up to two (2) years. However, an employee who is offered a comparable position and refuses the offer will have his or her name removed from the appropriate layoff list after three (3) refusals.

- B. When a vacancy occurs and where there are names on the appropriate layoff list, the Employer will consider laid-off employees in accordance with Article 27, who have the skills and abilities to perform the duties of the position to be filled.

**32.7 Reinstatement of Benefits Following Layoff**

If an employee accepts appointment into a position from the layoff list, the Employer will pay the employee the salary he or she received prior to layoff unless that salary is greater than the top step of the new range, in which case the employee will be placed at the top step of the new range. An employee appointed from a layoff list shall be credited with sick leave and seniority accrued at the time of layoff.

**ARTICLE 33  
TEMPORARY APPOINTMENTS**

**33.1 Temporary Appointments**

The Employer may make temporary appointments. Individuals in temporary appointments are limited to one thousand fifty (1,050) hours of work in any twelve (12) consecutive month period from the individual's original date of hire.

A. Represented Individuals

Excluding students, individuals in temporary appointments who work between three hundred fifty (350) hours and one thousand fifty (1,050) hours in the past twelve (12) month period, as defined in the Public Employment Relations Commission's (PERC) decisions 9989 and 9990 or as subsequently modified by PERC, who are members of the bargaining units identified in Appendix A represented by PSE, are governed by the specific terms of this Article. Unless identified in Section 33.6, below, no other Articles in this Agreement apply to represented individuals.

B. Non-Represented Individuals

All other individuals, including students, in temporary appointments who work less than one thousand fifty (1,050) hours in the past twelve (12) month period defined above are not covered by this Agreement.

The Employer may petition the Director of the Department of Personnel for approval of exceptions to the one thousand fifty (1,050) hour threshold specified above. The Employer will provide PSE with a copy of the petition.

**33.2 Compensation**

The Employer will continue current practices when determining the compensation for represented individuals.

**33.3 Overtime-Eligible Employees Hours of Work and Overtime**

The Employer will assign the hours of work for overtime-eligible represented individuals. All hours worked in excess of forty (40) hours in a seven (7) day workweek constitutes

overtime. Overtime hours will be compensated at a rate of one and one-half (1-1/2) times the overtime-eligible represented individual's regular rate of pay.

**33.4 Release Time for Interviews**

Paid release time may be granted to represented individuals during the individuals scheduled work hours for the purposes of interviewing for positions within Western Washington University.

**33.5 Medical Appointment/Absence**

The employer may provide a temporary employee with a flexible schedule to accommodate a medical appointment or absence.

**33.6 Probationary Period Credit**

A temporary employee performing the full scope of duties will receive probationary period credit for time worked if hired into the same position and same department.

**33.7 Other Provisions**

The following articles in this Agreement apply to represented individuals:

- A. Childcare;
- B. Union Membership and Checkoff;
- C. Employee Assistance Program;
- D. Scope of Agreement;
- E. Labor/Management Committee;
- F. Management Rights;
- G. Non-discrimination and Affirmative Action;
- H. Parking;
- I. Personnel Files;
- J. Health and Safety;
- K. Term of Agreement;
- L. Authorized Per Diem and Mileage; and
- M. Uniforms and Equipment.

**33.8 Grievance**

For the purposes of this Section, a grievance is defined as an allegation by a represented individual or group of represented individuals that there has been a violation, misapplication, or misinterpretation, of a provision of this Agreement that is applicable to represented individuals.

A. The provisions of Article 37, Grievance Procedure, apply to represented individuals as follows:

- |                   |                          |
|-------------------|--------------------------|
| 37.1              | Applies in its entirety. |
| 37.2              | Does not apply.          |
| 37.3 through 37.5 | Applies in its entirety. |
| 37.6 Step 1       | Applies in its entirety  |
| 37.6 Step 2       | Applies in its entirety  |

The remainder of Article 37, Grievance Procedure, does not apply.

## **ARTICLE 34**

### **PERFORMANCE EVALUATIONS**

#### **34.1 Overview**

Employee work performance will be evaluated during probationary and trial service periods and annually thereafter. Immediate supervisors will meet with employees at the start of their review period to discuss performance expectations. Employees will receive written copies of their performance expectations as well as written notification of any modifications made during the review period.

#### **34.2 Probationary Period Progress Evaluation**

Probationary employees shall receive a performance evaluation to discuss the employee's progress in the job during the probationary period. Immediate supervisors will meet with employees at the start of their review period to discuss performance expectations. Employees will receive a written copy of their performance expectations as well as written notification of any modifications made during the review period.

#### **34.3 Evaluation Form**

As part of the performance evaluation process, employees will be provided with a written performance evaluation on a standard form selected by the Employer, which will include a signature line for the employee to acknowledge receipt of the evaluation and a space to record the employee's comments regarding the evaluation. The completed performance evaluation form, including the employee's comments, will be maintained in the employee's personnel file. A copy of the evaluation will be given to the employee.

#### **34.4 Performance Evaluations**

The evaluation is intended to convey the supervisor's opinion of the employee's performance in relation to the job standards and expectations for the employee's position, including such factors as initiative, job knowledge, follow-through, effectiveness, professionalism, attitude and judgment. Employee performance evaluations shall not be used to initiate personnel actions such as transfers, promotions, or discipline. The specific contents of performance evaluations are not subject to the grievance procedure in Article 37.

**34.5 Performance Issues**

Performance issues should be brought to the attention of the employee at the time the supervisor becomes aware of the issue(s) in order to give the employee the opportunity to address the concern with the supervisor in a timely manner.

**34.6 Unsatisfactory Level of Performance**

All performance evaluations reflecting an unsatisfactory level of performance in one (1) or more categories shall state specific reasons for the unsatisfactory evaluation, and action necessary by the employee to improve the unsatisfactory performance, including any recommended training. The employee's performance in the unsatisfactory category shall be periodically reviewed in a conference with the employee and the immediate supervisor, until such time as the problem causing the unsatisfactory performance review has been resolved. When the immediate supervisor determines that the employee has improved his or her performance to a satisfactory level, a written acknowledgement of that fact will be attached to the evaluation at issue.

**ARTICLE 35  
PERSONNEL FILES**

**35.1 Maintenance of Personnel Files**

The Employer shall maintain in the Human Resources Department one (1) personnel file for each employee. The personnel file shall contain information pertinent to an employee's qualifications, record of employment and other information required for business and legal purposes. Access to and use of information in the employee's personnel file shall be restricted to a business or legal purpose. Materials derived from any unknown sources will be excluded from the personnel file. Performance, corrective action or disciplinary documents relating to the employee that are not included in the official personnel file may not be used as evidence in any grievance arbitration regarding discipline of the employee.

**35.2 Employee Right to Review**

Each employee shall have the right to review the entire contents of his or her personnel file. Such review shall be in the presence of a Human Resources representative during business hours. During the review, an official or representative of PSE may be present, and the employee may initial and photocopy any material in the file. With such authorization as is required by law, a PSE staff representative, or PSE employee representative, may review an employee's file.

**35.3 Copies of Personnel File Material**

Employees shall be provided a copy of all material relating to discipline or performance that is placed in his or her personnel file within five (5) days of its insertion.

**35.4 Written Rebuttals**

An employee may, at any time, submit for inclusion in the personnel file, a written rebuttal or comment regarding materials placed in his or her file.

### **35.5 Removal of Material**

An employee may request that the Director of Human Resources remove or destroy material that he or she believes to be false, frivolous, irrelevant, or to have been improperly included in the file. All adverse material or information related to alleged misconduct that is determined to be false, and all such information in situations where the employee has been fully exonerated of wrong doing, shall be promptly destroyed.

Information may be retained if the employee requests that the information is kept in their file; or the information is related to pending legal action or legal actions may reasonably be expected to result.

### **35.6 Public Disclosure**

When documents contained in a unit employee's official personnel file are subject to a public disclosure request by the general public, other government agencies or any other person under RCW 42.17, the Employer shall take the following actions prior to disclosure:

- A. Promptly notify affected employee(s) of the request.
- B. Provide a copy of the requested document(s) to the affected employee(s), if they so desire.
- C. Provide an opportunity to the affected employee(s), within seventy-two (72) hours of notification, to consult with the Employer on the public disclosure request.
- D. Upon consultation with the Employer, the employee may request an additional five (5) calendar days in which to seek an injunction preventing provision of the documents to the requesting party.

### **35.7 Supervisor Working Files**

Supervisors may keep working files regarding employees. Documents in the supervisor's working file must be dated and may be kept only as long as they have a reasonable bearing on the employee's performance, but in no event longer than two (2) years.

### **35.8 Medical Information Files**

Any health and medical information which is obtained by the Employer must be maintained in a separate, confidential file. Access to this information by the Employer's personnel will be strictly limited to those persons with a legitimate business or legal need to know. Employees will not be requested to sign a general or unlimited waiver of medical confidentiality.

**ARTICLE 36**  
**DISCIPLINE AND DISCHARGE**

**36.1 Cause for Discipline**

All disciplinary actions for employees who have successfully completed their probation period shall be for just cause. The Employer may discipline or discharge an employee during the probation period without recourse to the grievance procedure; provided that employees who are discharged during their probation period shall be entitled upon request to an exit interview during which the employee may ask the Employer to reconsider its decision.

**36.2 Progressive Discipline**

A. Use of Progressive Discipline

Disciplinary action shall be progressive in nature, and may include written reprimand, suspension, reduction in pay, demotion or discharge. The Employer shall tailor discipline to respond to the nature and severity of the offense, as well as the employee's prior disciplinary record. Oral or written corrective action is not discipline.

B. Discipline for Serious Misconduct

Consistent with the principles of progressive discipline, the Employer may suspend, reduce pay, demote or discharge an employee for a first offense in circumstances of serious misconduct.

**36.3 Investigations**

A. Representation

Prior to any investigatory interview or a subsequent meeting to discuss disciplinary action, the affected employee shall be informed that he or she has the right to Union representation. Upon request, the employee shall be permitted a reasonable period of time to arrange for participation of a PSE representative or bargaining unit shop steward, as is appropriate and timely to the situation.

B. Duty to Cooperate

Employees have an obligation to cooperate with investigations conducted by the Employer. Failure to do so may be considered insubordination and may be grounds for discipline.

C. Meetings

Investigatory interviews and other meetings related to disciplinary action shall be conducted on the employee's paid time and, unless the circumstances otherwise require, during an employee's regularly scheduled work time.

D. Administrative Leave

The Employer may, at its discretion, place employees on paid administrative leave during disciplinary investigations. Employees on such paid administrative leave must remain available during their normal hours of work. Paid administrative leave is not discipline and is not subject to the grievance procedure.

**36.4 Pre-Disciplinary Procedure**

If the Employer intends to impose discipline that involves a loss of pay or termination of employment, the following pre-disciplinary procedure shall apply:

A. Notice of Intent to Discipline

The Employer shall inform the employee and PSE of the proposed discipline in writing. The written notice shall describe the event or conduct with sufficient particularity to permit the employee to understand the reason for the proposed discipline and to respond to any charges. The notice will also inform the employee of the right to PSE representation at a Pre-Disciplinary Meeting. The written notice will be furnished directly to the employee during employee's working hours or, if this is not possible, sent by certified mail to the employee's last known address.

B. Request for Information

Upon request, an employee or PSE will be provided with copies of any documents or witness statements upon which the Employer is relying for the proposed disciplinary action. No disciplinary action will be implemented based solely on anonymous charges or complaints.

C. Pre-Disciplinary Meeting

The Employer will schedule a Pre-Disciplinary Meeting to permit the employee to respond to a notice of intent to discipline. At the beginning of any Pre-Disciplinary Meeting, the Employer will describe its proposed discipline and the reasons for issuing the proposed discipline.

D. Disciplinary Decision

No later than fourteen (14) calendar days after the close of the Pre-Disciplinary Meeting, the Employer shall inform the employee and PSE of its decision in writing. The written notice will include the specific cause for any discipline issued, and will inform the employee of his or her right to grieve. If the disciplinary decision involves a suspension or a permanent reduction in pay, the notice will set an effective date for the disciplinary action of at least fifteen (15) calendar days from the date the notice was prepared.

**36.5 Job Abandonment**

An employee who is absent without approval or contact for more than three (3) consecutive workdays will be presumed to have abandoned his or her position, and will be notified in writing of the Employer's intent to terminate his or her employment. The

written notice will provide a reasonable timeline during which the employee may respond to the notice.

**36.6 Grievance of Discipline or Discharge**

Oral or written corrective action may not be challenged through the grievance procedure. Permanent employees may challenge all final discipline or discharge decisions, including terminations due to job abandonment, through the grievance procedure; provided that written reprimands may not be grieved beyond Step 2 of the grievance procedure. However, if an employee receives three (3) or more written reprimands from the same supervisor within a twelve (12) month period; then the third and all subsequent reprimands from the same supervisor will be subject to the full grievance procedure, including arbitration, during the twelve (12) month period following the effective date of the third written reprimand.

**ARTICLE 37**  
**GRIEVANCE PROCEDURE**

**37.1** PSE and the Employer encourage problem resolution between employees and management, and are committed to resolving disputes at the earliest opportunity and at the lowest level possible. The procedure set forth in this Article shall be the exclusive means of resolving grievances.

**37.2 Grievance Defined**

A grievance is a dispute between the Employer and PSE, an employee, or a group of employees as to the interpretation, application or violation of any terms or provisions of this Agreement.

**37.3 Time Limits**

Time limits within the grievance procedure may be waived or extended by the mutual agreement of both parties. If PSE, on behalf of the employee(s), fails to act or respond within the specified time limits, the grievance will be considered waived. If the Employer fails to respond within the specified time limits, the grievance shall proceed to the next step of the grievance procedure.

**37.4 Filing a Grievance**

Grievances may be filed by PSE on behalf of an employee or group of employees. If PSE does so, it will set forth the name of the employee or the names of the group of employees. Employees may be represented by PSE in any meetings scheduled by the Employer to discuss a pending or threatened grievance as provided for in this Article 37.

**37.5 Informal Discussion**

Employees are encouraged to attempt to resolve complaints through informal discussion with their supervisors prior to filing a grievance.

## **37.6 Process**

### **Step 1**

Regardless of the status of any informal discussions between an employee and his or her supervisor, PSE, on behalf of the aggrieved employee(s), shall submit the grievance in writing to the Department Head or designee within twenty-eight (28) calendar days of the events giving rise to the grievance, or the date the employee(s) or PSE knew or could reasonably have been expected to know of such events. The written statement shall include the facts giving rise to the grievance, the section(s) of the Agreement allegedly violated, and the remedy sought. The Department Head or designee shall respond to the grievance in writing within fourteen (14) calendar days of its receipt.

### **Step 2**

Should Step 1 fail to resolve the grievance, PSE shall, within fourteen (14) calendar days after receipt of the Department Head's or designee's response, submit the grievance in writing to the Director of Human Resources. The Director of Human Resources shall respond in writing within fourteen (14) calendar days following receipt of PSE's grievance.

#### **A. Option of Mediation**

Upon mutual agreement, the parties may elect to suspend deadlines on a grievance that has proceeded to Step 2 of the grievance procedure while the matter is submitted to voluntary mediation.

### **Step 3 – Pre-Arbitration Review**

If the grievance is not resolved at Step 2 or mediation, the PSE may file a demand for arbitration (with a copy of the grievance and all responses attached). It will be filed with the Director of the OFM Labor Relations Office (OFM/LRO) within fourteen (14) calendar days of receipt of the Step 2 decision or conclusion of mediation. Within fourteen (14) calendar days of the receipt of the arbitration demand, the OFM/LRO will discuss with the PSE-Legal Department the need to schedule a pre-arbitration review meeting. If agreed, the OFM/LRO Director or designee, the Human Resources Director, and up to two (2) PSE representatives will meet within thirty (30) days to review and attempt to settle the dispute. The grievant may be available for consultation, if necessary.

If the parties are unable to reach an agreement to conduct a pre-arbitration meeting or if the matter is not resolved at a pre-arbitration meeting, the OFM/LRO and the PSE-Legal Department will, within fourteen (14) calendar days, meet and attempt to agree upon an arbitrator. Meetings will be held at a mutually agreeable location. If the parties are unable to reach an agreement on an arbitrator the PSE may, within fourteen (14) calendar days, file a demand to arbitrate the matter with the American Arbitration Association (AAA).

### **Step 4 – Arbitration**

Within fourteen (14) calendar days of the Employer's receipt of PSE's request to arbitrate, the Parties shall confer and attempt to agree on a neutral arbitrator. If unable to reach agreement, PSE shall request a list of eleven (11) arbitrators from the AAA. The

list shall be limited to arbitrators from Washington and/or Oregon. The parties will select an arbitrator from the AAA list according to the voluntary labor arbitration rules of that organization.

- A. The Parties may agree that challenges to the arbitrability of a grievance will be resolved in a proceeding separate from and prior to an arbitration on the merits of the grievance. Within fourteen (14) calendar days following receipt of an arbitrator's decision ruling that a challenged grievance is subject to arbitration, the parties will begin the process described above to select an arbitrator to rule on the merits of the grievance.
- B. The arbitrator shall have no power to render a decision that will add to, subtract from, alter, change, or modify the terms of this Agreement, and his or her power shall be limited to interpretation or application of the express terms of this Agreement.
- C. The Arbitrator shall issue written decision to the parties within thirty (30) days of the close of the hearing or the submission of post-hearing briefs, whichever is later. The decision shall be final, conclusive and binding on the Employer, PSE and the employee(s); provided that the decision does not include action by the arbitrator beyond his or her jurisdiction.
- D. The Arbitrator's award may include back pay to the grievant(s); provided that no such back pay award shall exceed the actual loss to the grievant, and all awards shall be reduced by any replacement compensation received by the employee.
- E. When an employee is subpoenaed as a witness on behalf of PSE in an arbitration case, the employee may appear without loss of pay if he or she appears during his or her work time; provided the testimony given is relevant and related to his or her job function or involves matters he or she has witnessed. Every effort will be made to avoid the presentation of repetitive witnesses.
- F. Except as provided in Section E above, each party shall pay the compensation and expenses (including travel and any per diem expenses) for its own representatives and witnesses, including attorneys' fees. The parties will share equally the costs and expenses of the arbitrator and the cost of a hearing room if the hearing is conducted in a neutral location.
- G. Either party may choose to use a court reporter at an arbitration hearing. If that party purchases a transcript, a copy will be provided to the arbitrator, free of charge. If the other party desires a copy of the transcript, it will pay for one-half (1/2) of the costs of the fee for the court reporter, the original transcript and a copy.

**37.7 Removal of Documents**

Documents relating to disciplinary actions that are later reversed will be removed from the employee's personnel file within ten (10) days and destroyed or given to the employee.

**37.8 No Retaliation**

Employees shall not be disciplined for participating in grievances filed under this Article.

**ARTICLE 38  
JOB CONTRACTING**

**38.1 Contracting for Services**

The Employer may contract for services historically performed by employees only as permitted by RCW 41.06.142 and WAC 236-51, and as authorized by applicable law existing prior to July 1, 2005. This provision includes all functions identified as evolving from historic bargaining unit work due to changing and modernization of technology. During the life of this Agreement, no member of the bargaining unit will be laid off as a result of contracting for services with an outside vendor, unless the duties of a position fall below 0.5 of an FTE. The laid-off employee will be accorded the right of first refusal with respect to his or her former duties on a temporary/casual basis. If PERC establishes a different FTE level as a regular part-time employee, the parties will renegotiate those provisions of this Agreement that are affected.

**38.2** The Employer is a dynamic and growing institution that from time to time must shift resources to accommodate that growth. It is not the intention of the Employer to erode bargaining unit integrity; however, growth needs will occasionally necessitate a redeployment of the workforce and/or reorganization. During the life of this Agreement bargaining unit FTE shall not fall below ninety-five percent (95%) of July 1, 2007 levels. No bargaining unit work will be transferred to administrative exempt employees. The Employer is free to redeploy staff within these parameters without the need for impact bargaining, provided no bargaining unit members are subject to a layoff. Reductions in Force may only occur as prescribed in this Agreement.

**ARTICLE 39  
TRAINING AND DEVELOPMENT**

**39.1 Development and Training Program**

The Employer agrees to establish and maintain a budgeted program related to job and promotional training.

**39.2 Employee Requests for Training**

Employees may submit a request for training to their supervisors. Requests will be considered based on operational needs and budget considerations. An employee whose requests for training are denied will be informed of the reason for the denial. If operational needs prevent the employee from participating in training, the supervisor

shall work with the employee and Human Resources to create a professional development plan.

**39.3 Approved Training Time and Expenses**

Time spent in training approved by the Employer shall be considered work time. Time spent in travel related to training will be compensated in accordance with state and federal law. Travel or other expenses incurred as a result of approved training will be reimbursed in accord with guidelines established by the state Office of Financial Management.

**39.4 Tuition Waiver Program**

The Employer recognizes the value of education in the personal development of employees. To encourage employees who wish to enhance their careers or personal opportunities through education, employees who have completed their probationary period are eligible to participate in the Employer's tuition waiver program as provided in RCW 28B.15.558.

**ARTICLE 40  
LICENSURE AND CERTIFICATION**

**40.1 License and Certification Fees**

If the Employer requires licensure or certification as a requirement of an employee's position, it will pay the cost of obtaining and maintaining that license or certification. Employees may request, and supervisors may authorize, payment of the costs of maintaining a license or certification identified as a preferred qualification for their position.

**40.2 Continuing Education for Required Licenses and Certifications**

Employees will be permitted to use work time to complete continuing education requirements associated with required licensure or certification. With advance supervisory approval, the Employer will pay the costs associated with continuing education requirements.

**ARTICLE 41  
AUTHORIZED PER DIEM AND MILEAGE**

**41.1 Reimbursement for Per Diem**

Per diem expenses and mileage for the performance of official duties shall be in accordance with the maximum allowed by state law and regulations.

**41.2 Use of Personal Vehicle**

Employees who use their personal vehicle for business purposes because an Employer vehicle is not readily available will be reimbursed for mileage and parking fees incurred during such use.

**ARTICLE 42**  
**PARKING AND TRANSPORTATION**

- 42.1** The Employer will continue to encourage but not require employees covered by this Agreement to use alternate means of transportation to commute to and from work in order to reduce traffic congestion, improve air quality and reduce the need for parking.
- 42.2** The Employer may provide trip reduction incentives and other Commute Trip Reduction (CTR) programs consistent with the WWU CTR program and available resources.
- 42.3 2009- 2011 Rates**
- A. Parking rates for the 2009-2011 years shall be established by the Employer based on recommendations from the appropriate Transportation Advisory Group, except that the rates in 2009-2010 will be no more than the rates charged during the 2008-2009 year. For 2010-2011, if, as a result of a recommendation by the Transportation Advisory Group, (with representation from PSE), parking rates are proposed to be increased, the Employer will satisfy its collective bargaining obligation as outlined in Subsection 48.5.
- B. In the event another represented group of university employees, not covered by this Agreement, is permitted to purchase employee-parking permits at a lower rate, the lower rate will automatically be applied to employees covered by this Agreement.

**ARTICLE 43**  
**EMPLOYEE ASSISTANCE**

**43.1 Employee Assistance Program**

The Employer will continue to offer an Employer-paid Employee Assistance Program for all employees covered by this Agreement. This program will be available to any employee covered by this Agreement and his or her immediate family as defined in this Agreement. Employees can request adjustments in their schedule to allow access to the services of the Employee Assistance Program.

**ARTICLE 44**  
**CHILDCARE**

**44.1 Childcare**

The Employer and PSE recognize that family life has a significant impact upon employees' work lives. The Employer agrees to provide bargaining unit employees with access to the Childcare Development Center on the same basis as any non-student in the WWU Community.

**ARTICLE 45**  
**UNIFORMS AND EQUIPMENT**

**45.1 Cost of Uniform or Safety Equipment**

The Employer shall provide and maintain, at no cost to the employee, any uniform or safety equipment required by the Employer, OSHA, WISHA, L&I or other controlling authority.

**45.2** The Employer will provide employees with required safety devices, personal protective equipment and apparel, including safety glasses, hearing protection, gloves, hard hats, and face shields.

**45.3** The Employer will provide an allowance sufficient to purchase safety shoes to those employees required to wear safety shoes. Employees who, for reasons of personal preference, choose a model of safety shoe that costs more than the Employer-provided allowance, must pay any additional cost associated with their choice of shoe.

**45.4** The Employer will make available a cleaning service for cleaning Employer-required safety clothing.

**45.5 Cost of Tools or Equipment**

The Employer shall provide employees, at no cost, all tools and equipment required to perform their duties.

**ARTICLE 46**  
**HEALTH AND SAFETY**

**46.1 Responsibility for Safety**

The Employer, employees and PSE share responsibility for workplace safety.

A. The Employer will provide a work environment that complies with applicable safety standards established by the Washington Industrial Safety and Health Act (WISHA) or other controlling authority.

B. Employees may request through their supervisors an assessment of their position and/or work station to address exposure to hazards, ergonomic issues and/or other safety issues. Such assessments will be conducted by the Employer's Environmental Health and Safety staff. Recommendations for alterations to a job or work station identified during an assessment will be shared in writing with the affected employee, his or her supervisor and PSE.

The Employer shall endeavor to provide proper desks, chairs, and other appropriate equipment for workstations equipped with computers. Employees will be trained in the proper use of equipment to maximize operator comfort and efficiency.

- C. Employees will comply with all safety practices and standards established by the Employer, including rules requiring that employees wear and/or use provided safety devices, personal protective equipment and apparel. Employees must report damaged or missing safety equipment or other potentially unsafe practices or conditions to their supervisor as soon as reasonably possible.
- D. PSE will work cooperatively with the Employer on safety-related matters and encourage employees to work in a safe manner.

#### **46.2 Unsafe Assignments**

An employee who is given an assignment that he or she reasonably believes will be detrimental to his or her health shall immediately notify his or her supervisor. The employee will not be required to perform the alleged unsafe assignment until the matter has been reviewed by Environmental Health and Safety staff, a union representative and the employee's supervisor or a higher level supervisor. The employee will be provided with a signed written report containing the results of the review. If such a review does not resolve the matter, it may be referred to the Director of Environmental Health and Safety or the Department of Labor and Industries for resolution.

#### **46.3 Unsafe Work Areas**

In the event the Employer determines that an employee's work area is unsafe, or that the employee is being or has been exposed to hazardous levels of fumes, chemicals, or other substances the Employer will notify the employee as soon as possible of the potential danger or exposure, and will take the actions appropriate to remedy the unsafe condition.

#### **46.4 Hazardous Materials**

Employees shall be responsible for handling hazardous materials in accordance with all governmental regulations and Employer policies regarding such materials. The Employer shall provide employees with appropriate training regarding hazardous materials used in the employee's work.

#### **46.5 Safety Training**

The Employer will provide employees with appropriate training regarding the identification of hazards they confront as part of their work responsibilities, and the proper way to address or eliminate risks posed by those hazards.

#### **46.6 Facilities**

Adequate lunchrooms, washrooms and toilet facilities will be provided and available for use of employees, regardless of gender. These facilities are not to be used for any other purpose (e.g., storage, office space, etc.) which would render them inadequate.

#### **46.7 Smoking Policy**

Smoking is prohibited within Employer facilities, buildings and vehicles.

**46.8 Disputes Regarding Safety Issues**

Employees may, through PSE, challenge safety issues through the grievance procedure, or through a complaint to the Department of Labor and Industries, but not both.

**ARTICLE 47**

**VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION (VEBA)**

**47.1 Maintenance of VEBA Plan**

The Employer will maintain its Voluntary Employees' Beneficiary Association medical expense plan during the term of this Agreement. All eligible employees who retire during a calendar year will participate in the VEBA plan unless a majority of retirement eligible employees determines through a majority vote that they do not wish to participate in the VEBA plan during that calendar year. Eligibility to vote, and procedures for voting to determine participation in the VEBA plan will be determined according to the Employer's Voluntary Employees' Beneficiary Association medical expense plan procedures.

**ARTICLE 48**

**SCOPE OF AGREEMENT**

**48.1** This Agreement supersedes all provisions of WAC 357 not expressly incorporated by reference in this Agreement.

**48.2** This Agreement supersedes specific provisions of Employer policy with which it conflicts. Absent such a conflict, employees will be subject to all Employer policies.

**48.3** If any article, section, or provision of this Agreement is held unlawful by a court or administrative agency of competent jurisdiction, such holding or judgment shall be confined to the article, section or provision of this Agreement directly specified in the holding or judgment. The remainder of the Agreement shall remain in full force and effect. As soon as practical following any ruling invalidating a provision of this Agreement, the parties will meet to negotiate regarding a substitute provision.

**48.4** This Agreement may be reopened during its term by the mutual agreement of both parties. All requests for reopening negotiations regarding an issue shall be in writing and shall specify items proposed for consideration.

**48.5 Bargaining Regarding Changes to Mandatory Subjects**

A. Except as provided in this Agreement or by applicable law, the Employer will satisfy its collective bargaining obligation before changing a matter that is a mandatory subject. The Employer will notify PSE, with a copy to the Local President and the field representative, of the proposed changes and PSE may request discussions about and/or negotiations on the impact of these changes on employee's working conditions. In the event PSE does not request discussions and/or negotiations within fourteen (14) calendar days, the Employer may

implement the changes without further discussions and/or negotiations. If PSE does request discussions and/or negotiations, the Employer will bargain in good faith until an agreement is reached or the parties reach impasse. Upon mutual agreement, the parties may participate in mediation over unresolved issues. The Employer will not implement its proposed change unless the parties have reached impasse and have completed any agreed to mediation. There may be emergency or mandated conditions that are outside of the Employer's control requiring immediate implementation, in which case the Employer will notify PSE as soon as possible.

- B. The parties will agree to the location and time for the discussions and/or negotiations. Each party is responsible for choosing its own representatives for these activities.

## **ARTICLE 49 NO STRIKE/NO LOCKOUT**

### **49.1 No Strike, Slowdown, Work Stoppage or Lockout**

There shall be no strike, slowdown, work stoppage or lockout of any kind during the term of this Agreement. PSE agrees to take any and all action necessary to direct employees to return to work in the event of action taken in violation of this Section. Participation in any strike, slowdown or other work stoppage shall be grounds for discharge.

## **ARTICLE 50 TERM OF AGREEMENT**

### **50.1 Term and Duration**

The term of this Agreement shall be July 10, 2009 through June 30, 2011; provided that if this Agreement expires while negotiations between the parties are underway for a successor agreement, the terms and conditions of this Agreement will remain in effect until the earlier of the date a successor agreement becomes effective or midnight June 30, 2012.



## **APPENDIX A**

### **BARGAINING UNITS REPRESENTED BY THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON**

#### **BARGAINING UNIT D (BUD)**

Non-supervisory civil service employees of Western Washington University who oversee student workers performing office-clerical and administrative support functions, excluding confidential employees, internal auditors, supervisors, employees in other bargaining units, and employees historically excluded by orders of the Washington Personnel Board and its predecessors.

and

Supervisory civil service employees of Western Washington University who supervise civil service employees performing office-clerical and administrative support functions, excluding confidential employees, internal auditors, non-supervisory employees, employees in other bargaining units, and employees historically excluded by orders of the Washington Personnel Resources Board or its predecessors.

#### **PROFESSIONAL AND TECHNICAL EMPLOYEES BARGAINING UNIT**

All full-time and regular part-time professional and technical employees of Western Washington University, excluding supervisors and employees excluded from the coverage of the state civil service law.

#### **JOB TITLES**

The following job titles are in use as of July 1, 2008. This list is for descriptive purposes only and does not mean that the jobs will continue to exist nor is it intended to be all inclusive or limit the scope of the bargaining units as identified in this Appendix A by excluding new, modified, or overlooked classifications performing duties similar in nature to duties historically performed by members of the bargaining units.

#### **BARGAINING UNIT D:**

##### **JOB TITLE**

Admin Services Manager A  
Admin Services Manager B  
Administrative Assistant 3  
Administrative Assistant 4  
Bookstore Manager Assistant  
Central Services Supervisor 1  
Fiscal Analyst 4  
Fiscal Technician Supervisor  
Grant and Contract Supervisor  
Information Technology Spec 4  
Instruct/Clstrm Support Tech 4

Library/Archives Paraprofessional 4  
Library/Archives Paraprofessional 5  
Office Support Supervisor 1  
Office Support Supervisor 2  
Parking Supervisor 1  
Program Manager A  
Program Manager B  
Program Support Supervisor 1  
Program Support Supervisor 2  
Research Technologist Sup  
Secretary Supervisor  
Speech Path/Audio Spec 3  
Sports Equipment Manager 2

**PROFESSIONAL AND TECHNICAL EMPLOYEES BARGAINING UNIT:**

**JOB TITLE**

Architect 2  
Biomedical Electronics Tech Ld  
Budget Analyst 2  
Budget Analyst 3  
Budget Analyst 4  
Comm/Trade/Econ Dev Spec 2  
Communication Consultant 2  
Communication Consultant 3  
Construction Project Coordinator 2  
Construction Project Coordinator 3  
Early Childhood Program Spec 2  
Early Childhood Program Spec 3  
Engineering Technician Lead  
Facilities Engineer 2  
Facilities Engineer 3  
Facilities Planner 1  
Fire Protection Engineer  
Fiscal Analyst 1  
Fiscal Analyst 2  
Grant and Contract Specialist  
Graphic Designer  
Industrial Hygienist 3  
Information Technology Spec 1  
Information Technology Spec 2  
Information Technology Spec 3  
Instruct/Clstrm Support Tech 2  
Instruct/Clstrm Support Tech 3  
Interior Designer

Library/Archival Professional 3  
Library/Archival Professional 1  
Library/Archives Paraprofessional 3 (Library Material Conservation Specialist)  
Library/Archives Paraprofessional 6  
Licensed Practical Nurse 2  
Management Analyst 3  
Marine Technologist 1  
Mechanical Engineer 3  
Media Engineer B  
Medical Assistant  
Preservation & Museum Spec 2  
Preservation & Museum Spec 3  
Procurement & Supply Spec 1  
Procurement & Supply Spec 3  
Program Specialist 2  
Recreation & Athletics Spec 2  
Registered Nurse 2  
Research Analyst 1  
Research Analyst 2  
Research Analyst 4  
Research Technologist 2  
Research Technologist 3  
Safety Officer 2  
Safety Officer 3  
Sewing & Alterations Spec 3  
Speech Path/Audio Spec 1  
Speech Path/Audio Spec 2  
Stage Manager

## **APPENDIX B**

### **FLEXIBLE SCHEDULES**

The following positions may be required by the University to work a flexible schedule.

Community Trade & Economic Development Specialist

Sewing & Alterations Specialist 3

Stage Manager

**APPENDIX C**  
**General Service Salary Schedule**  
**Effective July 1, 2009 through June 30, 2011**

<b>RANGE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>	<b>STEP K</b>	<b>STEP L</b>	
14	17664	18084	18504	18900	19356	19788	20244	20688	21156	21636	22152	22620	Annual
	1472	1507	1542	1575	1613	1649	1687	1724	1763	1803	1846	1885	Monthly
	8.46	8.66	8.86	9.05	9.27	9.48	9.70	9.91	10.13	10.36	10.61	10.83	Hourly
	0.59	0.61	0.62	0.63	0.65	0.66	0.68	0.69	0.71	0.73	0.74	0.76	Standby
15	18084	18504	18900	19356	19788	20244	20688	21156	21636	22152	22620	23148	Annual
	1507	1542	1575	1613	1649	1687	1724	1763	1803	1846	1885	1929	Monthly
	8.66	8.86	9.05	9.27	9.48	9.70	9.91	10.13	10.36	10.61	10.83	11.09	Hourly
	0.61	0.62	0.63	0.65	0.66	0.68	0.69	0.71	0.73	0.74	0.76	0.78	Standby
16	18504	18900	19356	19788	20244	20688	21156	21636	22152	22620	23148	23700	Annual
	1542	1575	1613	1649	1687	1724	1763	1803	1846	1885	1929	1975	Monthly
	8.86	9.05	9.27	9.48	9.70	9.91	10.13	10.36	10.61	10.83	11.09	11.35	Hourly
	0.62	0.63	0.65	0.66	0.68	0.69	0.71	0.73	0.74	0.76	0.78	0.79	Standby
17	18900	19356	19788	20244	20688	21156	21636	22152	22620	23148	23700	24192	Annual
	1575	1613	1649	1687	1724	1763	1803	1846	1885	1929	1975	2016	Monthly
	9.05	9.27	9.48	9.70	9.91	10.13	10.36	10.61	10.83	11.09	11.35	11.59	Hourly
	0.63	0.65	0.66	0.68	0.69	0.71	0.73	0.74	0.76	0.78	0.79	0.81	Standby
18	19356	19788	20244	20688	21156	21636	22152	22620	23148	23700	24192	24816	Annual
	1613	1649	1687	1724	1763	1803	1846	1885	1929	1975	2016	2068	Monthly
	9.27	9.48	9.70	9.91	10.13	10.36	10.61	10.83	11.09	11.35	11.59	11.89	Hourly
	0.65	0.66	0.68	0.69	0.71	0.73	0.74	0.76	0.78	0.79	0.81	0.83	Standby
19	19788	20244	20688	21156	21636	22152	22620	23148	23700	24192	24816	25356	Annual
	1649	1687	1724	1763	1803	1846	1885	1929	1975	2016	2068	2113	Monthly
	9.48	9.70	9.91	10.13	10.36	10.61	10.83	11.09	11.35	11.59	11.89	12.14	Hourly
	0.66	0.68	0.69	0.71	0.73	0.74	0.76	0.78	0.79	0.81	0.83	0.85	Standby
20	20244	20688	21156	21636	22152	22620	23148	23700	24192	24816	25356	25932	Annual
	1687	1724	1763	1803	1846	1885	1929	1975	2016	2068	2113	2161	Monthly
	9.70	9.91	10.13	10.36	10.61	10.83	11.09	11.35	11.59	11.89	12.14	12.42	Hourly
	0.68	0.69	0.71	0.73	0.74	0.76	0.78	0.79	0.81	0.83	0.85	0.87	Standby
21	20688	21156	21636	22152	22620	23148	23700	24192	24816	25356	25932	26544	Annual
	1724	1763	1803	1846	1885	1929	1975	2016	2068	2113	2161	2212	Monthly
	9.91	10.13	10.36	10.61	10.83	11.09	11.35	11.59	11.89	12.14	12.42	12.71	Hourly
	0.69	0.71	0.73	0.74	0.76	0.78	0.79	0.81	0.83	0.85	0.87	0.89	Standby
22	21156	21636	22152	22620	23148	23700	24192	24816	25356	25932	26544	27192	Annual
	1763	1803	1846	1885	1929	1975	2016	2068	2113	2161	2212	2266	Monthly
	10.13	10.36	10.61	10.83	11.09	11.35	11.59	11.89	12.14	12.42	12.71	13.02	Hourly
	0.71	0.73	0.74	0.76	0.78	0.79	0.81	0.83	0.85	0.87	0.89	0.91	Standby
23	21636	22152	22620	23148	23700	24192	24816	25356	25932	26544	27192	27804	Annual
	1803	1846	1885	1929	1975	2016	2068	2113	2161	2212	2266	2317	Monthly
	10.36	10.61	10.83	11.09	11.35	11.59	11.89	12.14	12.42	12.71	13.02	13.32	Hourly
	0.73	0.74	0.76	0.78	0.79	0.81	0.83	0.85	0.87	0.89	0.91	0.93	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
24	22152	22620	23148	23700	24192	24816	25356	25932	26544	27192	27804	28440	Annual
	1846	1885	1929	1975	2016	2068	2113	2161	2212	2266	2317	2370	Monthly
	10.61	10.83	11.09	11.35	11.59	11.89	12.14	12.42	12.71	13.02	13.32	13.62	Hourly
	0.74	0.76	0.78	0.79	0.81	0.83	0.85	0.87	0.89	0.91	0.93	0.95	Standby
25	22620	23148	23700	24192	24816	25356	25932	26544	27192	27804	28440	29112	Annual
	1885	1929	1975	2016	2068	2113	2161	2212	2266	2317	2370	2426	Monthly
	10.83	11.09	11.35	11.59	11.89	12.14	12.42	12.71	13.02	13.32	13.62	13.94	Hourly
	0.76	0.78	0.79	0.81	0.83	0.85	0.87	0.89	0.91	0.93	0.95	0.98	Standby
26	23148	23700	24192	24816	25356	25932	26544	27192	27804	28440	29112	29784	Annual
	1929	1975	2016	2068	2113	2161	2212	2266	2317	2370	2426	2482	Monthly
	11.09	11.35	11.59	11.89	12.14	12.42	12.71	13.02	13.32	13.62	13.94	14.26	Hourly
	0.78	0.79	0.81	0.83	0.85	0.87	0.89	0.91	0.93	0.95	0.98	1.00	Standby
27	23700	24192	24816	25356	25932	26544	27192	27804	28440	29112	29784	30504	Annual
	1975	2016	2068	2113	2161	2212	2266	2317	2370	2426	2482	2542	Monthly
	11.35	11.59	11.89	12.14	12.42	12.71	13.02	13.32	13.62	13.94	14.26	14.61	Hourly
	0.79	0.81	0.83	0.85	0.87	0.89	0.91	0.93	0.95	0.98	1.00	1.02	Standby
28	24192	24816	25356	25932	26544	27192	27804	28440	29112	29784	30504	31176	Annual
	2016	2068	2113	2161	2212	2266	2317	2370	2426	2482	2542	2598	Monthly
	11.59	11.89	12.14	12.42	12.71	13.02	13.32	13.62	13.94	14.26	14.61	14.93	Hourly
	0.81	0.83	0.85	0.87	0.89	0.91	0.93	0.95	0.98	1.00	1.02	1.05	Standby
29	24816	25356	25932	26544	27192	27804	28440	29112	29784	30504	31176	31956	Annual
	2068	2113	2161	2212	2266	2317	2370	2426	2482	2542	2598	2663	Monthly
	11.89	12.14	12.42	12.71	13.02	13.32	13.62	13.94	14.26	14.61	14.93	15.30	Hourly
	0.83	0.85	0.87	0.89	0.91	0.93	0.95	0.98	1.00	1.02	1.05	1.07	Standby
30	25356	25932	26544	27192	27804	28440	29112	29784	30504	31176	31956	32688	Annual
	2113	2161	2212	2266	2317	2370	2426	2482	2542	2598	2663	2724	Monthly
	12.14	12.42	12.71	13.02	13.32	13.62	13.94	14.26	14.61	14.93	15.30	15.66	Hourly
	0.85	0.87	0.89	0.91	0.93	0.95	0.98	1.00	1.02	1.05	1.07	1.10	Standby
31	25932	26544	27192	27804	28440	29112	29784	30504	31176	31956	32688	33468	Annual
	2161	2212	2266	2317	2370	2426	2482	2542	2598	2663	2724	2789	Monthly
	12.42	12.71	13.02	13.32	13.62	13.94	14.26	14.61	14.93	15.30	15.66	16.03	Hourly
	0.87	0.89	0.91	0.93	0.95	0.98	1.00	1.02	1.05	1.07	1.10	1.12	Standby
32	26544	27192	27804	28440	29112	29784	30504	31176	31956	32688	33468	34260	Annual
	2212	2266	2317	2370	2426	2482	2542	2598	2663	2724	2789	2855	Monthly
	12.71	13.02	13.32	13.62	13.94	14.26	14.61	14.93	15.30	15.66	16.03	16.41	Hourly
	0.89	0.91	0.93	0.95	0.98	1.00	1.02	1.05	1.07	1.10	1.12	1.15	Standby
33	27192	27804	28440	29112	29784	30504	31176	31956	32688	33468	34260	35040	Annual
	2266	2317	2370	2426	2482	2542	2598	2663	2724	2789	2855	2920	Monthly
	13.02	13.32	13.62	13.94	14.26	14.61	14.93	15.30	15.66	16.03	16.41	16.78	Hourly
	0.91	0.93	0.95	0.98	1.00	1.02	1.05	1.07	1.10	1.12	1.15	1.17	Standby
34	27804	28440	29112	29784	30504	31176	31956	32688	33468	34260	35040	35928	Annual
	2317	2370	2426	2482	2542	2598	2663	2724	2789	2855	2920	2994	Monthly
	13.32	13.62	13.94	14.26	14.61	14.93	15.30	15.66	16.03	16.41	16.78	17.21	Hourly
	0.93	0.95	0.98	1.00	1.02	1.05	1.07	1.10	1.12	1.15	1.17	1.20	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
35	28440	29112	29784	30504	31176	31956	32688	33468	34260	35040	35928	36756	Annual
	2370	2426	2482	2542	2598	2663	2724	2789	2855	2920	2994	3063	Monthly
	13.62	13.94	14.26	14.61	14.93	15.30	15.66	16.03	16.41	16.78	17.21	17.60	Hourly
	0.95	0.98	1.00	1.02	1.05	1.07	1.10	1.12	1.15	1.17	1.20	1.23	Standby
36	29112	29784	30504	31176	31956	32688	33468	34260	35040	35928	36756	37620	Annual
	2426	2482	2542	2598	2663	2724	2789	2855	2920	2994	3063	3135	Monthly
	13.94	14.26	14.61	14.93	15.30	15.66	16.03	16.41	16.78	17.21	17.60	18.02	Hourly
	0.98	1.00	1.02	1.05	1.07	1.10	1.12	1.15	1.17	1.20	1.23	1.26	Standby
37	29784	30504	31176	31956	32688	33468	34260	35040	35928	36756	37620	38556	Annual
	2482	2542	2598	2663	2724	2789	2855	2920	2994	3063	3135	3213	Monthly
	14.26	14.61	14.93	15.30	15.66	16.03	16.41	16.78	17.21	17.60	18.02	18.47	Hourly
	1.00	1.02	1.05	1.07	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29	Standby
38	30504	31176	31956	32688	33468	34260	35040	35928	36756	37620	38556	39516	Annual
	2542	2598	2663	2724	2789	2855	2920	2994	3063	3135	3213	3293	Monthly
	14.61	14.93	15.30	15.66	16.03	16.41	16.78	17.21	17.60	18.02	18.47	18.93	Hourly
	1.02	1.05	1.07	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.33	Standby
39	31176	31956	32688	33468	34260	35040	35928	36756	37620	38556	39516	40524	Annual
	2598	2663	2724	2789	2855	2920	2994	3063	3135	3213	3293	3377	Monthly
	14.93	15.30	15.66	16.03	16.41	16.78	17.21	17.60	18.02	18.47	18.93	19.41	Hourly
	1.05	1.07	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.33	1.36	Standby
40	31956	32688	33468	34260	35040	35928	36756	37620	38556	39516	40524	41508	Annual
	2663	2724	2789	2855	2920	2994	3063	3135	3213	3293	3377	3459	Monthly
	15.30	15.66	16.03	16.41	16.78	17.21	17.60	18.02	18.47	18.93	19.41	19.88	Hourly
	1.07	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.33	1.36	1.39	Standby
41	32688	33468	34260	35040	35928	36756	37620	38556	39516	40524	41508	42588	Annual
	2724	2789	2855	2920	2994	3063	3135	3213	3293	3377	3459	3549	Monthly
	15.66	16.03	16.41	16.78	17.21	17.60	18.02	18.47	18.93	19.41	19.88	20.40	Hourly
	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.33	1.36	1.39	1.43	Standby
42	33468	34260	35040	35928	36756	37620	38556	39516	40524	41508	42588	43572	Annual
	2789	2855	2920	2994	3063	3135	3213	3293	3377	3459	3549	3631	Monthly
	16.03	16.41	16.78	17.21	17.60	18.02	18.47	18.93	19.41	19.88	20.40	20.87	Hourly
	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.33	1.36	1.39	1.43	1.46	Standby
43	34260	35040	35928	36756	37620	38556	39516	40524	41508	42588	43572	44712	Annual
	2855	2920	2994	3063	3135	3213	3293	3377	3459	3549	3631	3726	Monthly
	16.41	16.78	17.21	17.60	18.02	18.47	18.93	19.41	19.88	20.40	20.87	21.41	Hourly
	1.15	1.17	1.20	1.23	1.26	1.29	1.33	1.36	1.39	1.43	1.46	1.50	Standby
44	35040	35928	36756	37620	38556	39516	40524	41508	42588	43572	44712	45828	Annual
	2920	2994	3063	3135	3213	3293	3377	3459	3549	3631	3726	3819	Monthly
	16.78	17.21	17.60	18.02	18.47	18.93	19.41	19.88	20.40	20.87	21.41	21.95	Hourly
	1.17	1.20	1.23	1.26	1.29	1.33	1.36	1.39	1.43	1.46	1.50	1.54	Standby
45	35928	36756	37620	38556	39516	40524	41508	42588	43572	44712	45828	47016	Annual
	2994	3063	3135	3213	3293	3377	3459	3549	3631	3726	3819	3918	Monthly
	17.21	17.60	18.02	18.47	18.93	19.41	19.88	20.40	20.87	21.41	21.95	22.52	Hourly
	1.20	1.23	1.26	1.29	1.33	1.36	1.39	1.43	1.46	1.50	1.54	1.58	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
46	36756	37620	38556	39516	40524	41508	42588	43572	44712	45828	47016	48168	Annual
	3063	3135	3213	3293	3377	3459	3549	3631	3726	3819	3918	4014	Monthly
	17.60	18.02	18.47	18.93	19.41	19.88	20.40	20.87	21.41	21.95	22.52	23.07	Hourly
	1.23	1.26	1.29	1.33	1.36	1.39	1.43	1.46	1.50	1.54	1.58	1.61	Standby
47	37620	38556	39516	40524	41508	42588	43572	44712	45828	47016	48168	49368	Annual
	3135	3213	3293	3377	3459	3549	3631	3726	3819	3918	4014	4114	Monthly
	18.02	18.47	18.93	19.41	19.88	20.40	20.87	21.41	21.95	22.52	23.07	23.64	Hourly
	1.26	1.29	1.33	1.36	1.39	1.43	1.46	1.50	1.54	1.58	1.61	1.65	Standby
48	38556	39516	40524	41508	42588	43572	44712	45828	47016	48168	49368	50568	Annual
	3213	3293	3377	3459	3549	3631	3726	3819	3918	4014	4114	4214	Monthly
	18.47	18.93	19.41	19.88	20.40	20.87	21.41	21.95	22.52	23.07	23.64	24.22	Hourly
	1.29	1.33	1.36	1.39	1.43	1.46	1.50	1.54	1.58	1.61	1.65	1.70	Standby
49	39516	40524	41508	42588	43572	44712	45828	47016	48168	49368	50568	51864	Annual
	3293	3377	3459	3549	3631	3726	3819	3918	4014	4114	4214	4322	Monthly
	18.93	19.41	19.88	20.40	20.87	21.41	21.95	22.52	23.07	23.64	24.22	24.84	Hourly
	1.33	1.36	1.39	1.43	1.46	1.50	1.54	1.58	1.61	1.65	1.70	1.74	Standby
50	40524	41508	42588	43572	44712	45828	47016	48168	49368	50568	51864	53148	Annual
	3377	3459	3549	3631	3726	3819	3918	4014	4114	4214	4322	4429	Monthly
	19.41	19.88	20.40	20.87	21.41	21.95	22.52	23.07	23.64	24.22	24.84	25.45	Hourly
	1.36	1.39	1.43	1.46	1.50	1.54	1.58	1.61	1.65	1.70	1.74	1.78	Standby
51	41508	42588	43572	44712	45828	47016	48168	49368	50568	51864	53148	54504	Annual
	3459	3549	3631	3726	3819	3918	4014	4114	4214	4322	4429	4542	Monthly
	19.88	20.40	20.87	21.41	21.95	22.52	23.07	23.64	24.22	24.84	25.45	26.10	Hourly
	1.39	1.43	1.46	1.50	1.54	1.58	1.61	1.65	1.70	1.74	1.78	1.83	Standby
52	42588	43572	44712	45828	47016	48168	49368	50568	51864	53148	54504	55836	Annual
	3549	3631	3726	3819	3918	4014	4114	4214	4322	4429	4542	4653	Monthly
	20.40	20.87	21.41	21.95	22.52	23.07	23.64	24.22	24.84	25.45	26.10	26.74	Hourly
	1.43	1.46	1.50	1.54	1.58	1.61	1.65	1.70	1.74	1.78	1.83	1.87	Standby
53	43572	44712	45828	47016	48168	49368	50568	51864	53148	54504	55836	57240	Annual
	3631	3726	3819	3918	4014	4114	4214	4322	4429	4542	4653	4770	Monthly
	20.87	21.41	21.95	22.52	23.07	23.64	24.22	24.84	25.45	26.10	26.74	27.41	Hourly
	1.46	1.50	1.54	1.58	1.61	1.65	1.70	1.74	1.78	1.83	1.87	1.92	Standby
54	44712	45828	47016	48168	49368	50568	51864	53148	54504	55836	57240	58656	Annual
	3726	3819	3918	4014	4114	4214	4322	4429	4542	4653	4770	4888	Monthly
	21.41	21.95	22.52	23.07	23.64	24.22	24.84	25.45	26.10	26.74	27.41	28.09	Hourly
	1.50	1.54	1.58	1.61	1.65	1.70	1.74	1.78	1.83	1.87	1.92	1.97	Standby
55	45828	47016	48168	49368	50568	51864	53148	54504	55836	57240	58656	60120	Annual
	3819	3918	4014	4114	4214	4322	4429	4542	4653	4770	4888	5010	Monthly
	21.95	22.52	23.07	23.64	24.22	24.84	25.45	26.10	26.74	27.41	28.09	28.79	Hourly
	1.54	1.58	1.61	1.65	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	Standby
56	47016	48168	49368	50568	51864	53148	54504	55836	57240	58656	60120	61632	Annual
	3918	4014	4114	4214	4322	4429	4542	4653	4770	4888	5010	5136	Monthly
	22.52	23.07	23.64	24.22	24.84	25.45	26.10	26.74	27.41	28.09	28.79	29.52	Hourly
	1.58	1.61	1.65	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
57	48168	49368	50568	51864	53148	54504	55836	57240	58656	60120	61632	63192	Annual
	4014	4114	4214	4322	4429	4542	4653	4770	4888	5010	5136	5266	Monthly
	23.07	23.64	24.22	24.84	25.45	26.10	26.74	27.41	28.09	28.79	29.52	30.26	Hourly
	1.61	1.65	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	Standby
58	49368	50568	51864	53148	54504	55836	57240	58656	60120	61632	63192	64740	Annual
	4114	4214	4322	4429	4542	4653	4770	4888	5010	5136	5266	5395	Monthly
	23.64	24.22	24.84	25.45	26.10	26.74	27.41	28.09	28.79	29.52	30.26	31.01	Hourly
	1.65	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	Standby
59	50568	51864	53148	54504	55836	57240	58656	60120	61632	63192	64740	66420	Annual
	4214	4322	4429	4542	4653	4770	4888	5010	5136	5266	5395	5535	Monthly
	24.22	24.84	25.45	26.10	26.74	27.41	28.09	28.79	29.52	30.26	31.01	31.81	Hourly
	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	Standby
60	51864	53148	54504	55836	57240	58656	60120	61632	63192	64740	66420	68016	Annual
	4322	4429	4542	4653	4770	4888	5010	5136	5266	5395	5535	5668	Monthly
	24.84	25.45	26.10	26.74	27.41	28.09	28.79	29.52	30.26	31.01	31.81	32.57	Hourly
	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28	Standby
61	53148	54504	55836	57240	58656	60120	61632	63192	64740	66420	68016	69756	Annual
	4429	4542	4653	4770	4888	5010	5136	5266	5395	5535	5668	5813	Monthly
	25.45	26.10	26.74	27.41	28.09	28.79	29.52	30.26	31.01	31.81	32.57	33.41	Hourly
	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	Standby
62	54504	55836	57240	58656	60120	61632	63192	64740	66420	68016	69756	71496	Annual
	4542	4653	4770	4888	5010	5136	5266	5395	5535	5668	5813	5958	Monthly
	26.10	26.74	27.41	28.09	28.79	29.52	30.26	31.01	31.81	32.57	33.41	34.24	Hourly
	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	Standby
63	55836	57240	58656	60120	61632	63192	64740	66420	68016	69756	71496	73260	Annual
	4653	4770	4888	5010	5136	5266	5395	5535	5668	5813	5958	6105	Monthly
	26.74	27.41	28.09	28.79	29.52	30.26	31.01	31.81	32.57	33.41	34.24	35.09	Hourly
	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	Standby
64	57240	58656	60120	61632	63192	64740	66420	68016	69756	71496	73260	75084	Annual
	4770	4888	5010	5136	5266	5395	5535	5668	5813	5958	6105	6257	Monthly
	27.41	28.09	28.79	29.52	30.26	31.01	31.81	32.57	33.41	34.24	35.09	35.96	Hourly
	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	Standby
65	58656	60120	61632	63192	64740	66420	68016	69756	71496	73260	75084	76992	Annual
	4888	5010	5136	5266	5395	5535	5668	5813	5958	6105	6257	6416	Monthly
	28.09	28.79	29.52	30.26	31.01	31.81	32.57	33.41	34.24	35.09	35.96	36.87	Hourly
	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.58	Standby
66	60120	61632	63192	64740	66420	68016	69756	71496	73260	75084	76992	78900	Annual
	5010	5136	5266	5395	5535	5668	5813	5958	6105	6257	6416	6575	Monthly
	28.79	29.52	30.26	31.01	31.81	32.57	33.41	34.24	35.09	35.96	36.87	37.79	Hourly
	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.58	2.65	Standby
67	61632	63192	64740	66420	68016	69756	71496	73260	75084	76992	78900	80892	Annual
	5136	5266	5395	5535	5668	5813	5958	6105	6257	6416	6575	6741	Monthly
	29.52	30.26	31.01	31.81	32.57	33.41	34.24	35.09	35.96	36.87	37.79	38.74	Hourly
	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.58	2.65	2.71	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
68	63192	64740	66420	68016	69756	71496	73260	75084	76992	78900	80892	82896	Annual
	5266	5395	5535	5668	5813	5958	6105	6257	6416	6575	6741	6908	Monthly
	30.26	31.01	31.81	32.57	33.41	34.24	35.09	35.96	36.87	37.79	38.74	39.70	Hourly
	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.58	2.65	2.71	2.78	Standby
69	64740	66420	68016	69756	71496	73260	75084	76992	78900	80892	82896	84984	Annual
	5395	5535	5668	5813	5958	6105	6257	6416	6575	6741	6908	7082	Monthly
	31.01	31.81	32.57	33.41	34.24	35.09	35.96	36.87	37.79	38.74	39.70	40.70	Hourly
	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.58	2.65	2.71	2.78	2.85	Standby
70	66420	68016	69756	71496	73260	75084	76992	78900	80892	82896	84984	87096	Annual
	5535	5668	5813	5958	6105	6257	6416	6575	6741	6908	7082	7258	Monthly
	31.81	32.57	33.41	34.24	35.09	35.96	36.87	37.79	38.74	39.70	40.70	41.71	Hourly
	2.23	2.28	2.34	2.40	2.46	2.52	2.58	2.65	2.71	2.78	2.85	2.92	Standby
71	68016	69756	71496	73260	75084	76992	78900	80892	82896	84984	87096	89280	Annual
	5668	5813	5958	6105	6257	6416	6575	6741	6908	7082	7258	7440	Monthly
	32.57	33.41	34.24	35.09	35.96	36.87	37.79	38.74	39.70	40.70	41.71	42.76	Hourly
	2.28	2.34	2.40	2.46	2.52	2.58	2.65	2.71	2.78	2.85	2.92	2.99	Standby
72	69756	71496	73260	75084	76992	78900	80892	82896	84984	87096	89280	91524	Annual
	5813	5958	6105	6257	6416	6575	6741	6908	7082	7258	7440	7627	Monthly
	33.41	34.24	35.09	35.96	36.87	37.79	38.74	39.70	40.70	41.71	42.76	43.83	Hourly
	2.34	2.40	2.46	2.52	2.58	2.65	2.71	2.78	2.85	2.92	2.99	3.07	Standby
73	71496	73260	75084	76992	78900	80892	82896	84984	87096	89280	91524	93816	Annual
	5958	6105	6257	6416	6575	6741	6908	7082	7258	7440	7627	7818	Monthly
	34.24	35.09	35.96	36.87	37.79	38.74	39.70	40.70	41.71	42.76	43.83	44.93	Hourly
	2.40	2.46	2.52	2.58	2.65	2.71	2.78	2.85	2.92	2.99	3.07	3.15	Standby
74	73260	75084	76992	78900	80892	82896	84984	87096	89280	91524	93816	96144	Annual
	6105	6257	6416	6575	6741	6908	7082	7258	7440	7627	7818	8012	Monthly
	35.09	35.96	36.87	37.79	38.74	39.70	40.70	41.71	42.76	43.83	44.93	46.05	Hourly
	2.46	2.52	2.58	2.65	2.71	2.78	2.85	2.92	2.99	3.07	3.15	3.22	Standby
75	75084	76992	78900	80892	82896	84984	87096	89280	91524	93816	96144	98580	Annual
	6257	6416	6575	6741	6908	7082	7258	7440	7627	7818	8012	8215	Monthly
	35.96	36.87	37.79	38.74	39.70	40.70	41.71	42.76	43.83	44.93	46.05	47.21	Hourly
	2.52	2.58	2.65	2.71	2.78	2.85	2.92	2.99	3.07	3.15	3.22	3.30	Standby
76	76992	78900	80892	82896	84984	87096	89280	91524	93816	96144	98580	101004	Annual
	6416	6575	6741	6908	7082	7258	7440	7627	7818	8012	8215	8417	Monthly
	36.87	37.79	38.74	39.70	40.70	41.71	42.76	43.83	44.93	46.05	47.21	48.37	Hourly
	2.58	2.65	2.71	2.78	2.85	2.92	2.99	3.07	3.15	3.22	3.30	3.39	Standby
77	78900	80892	82896	84984	87096	89280	91524	93816	96144	98580	101004	103524	Annual
	6575	6741	6908	7082	7258	7440	7627	7818	8012	8215	8417	8627	Monthly
	37.79	38.74	39.70	40.70	41.71	42.76	43.83	44.93	46.05	47.21	48.37	49.58	Hourly
	2.65	2.71	2.78	2.85	2.92	2.99	3.07	3.15	3.22	3.30	3.39	3.47	Standby
78	80892	82896	84984	87096	89280	91524	93816	96144	98580	101004	103524	106128	Annual
	6741	6908	7082	7258	7440	7627	7818	8012	8215	8417	8627	8844	Monthly
	38.74	39.70	40.70	41.71	42.76	43.83	44.93	46.05	47.21	48.37	49.58	50.83	Hourly
	2.71	2.78	2.85	2.92	2.99	3.07	3.15	3.22	3.30	3.39	3.47	3.56	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
79	82896	84984	87096	89280	91524	93816	96144	98580	101004	103524	106128	108792	Annual
	6908	7082	7258	7440	7627	7818	8012	8215	8417	8627	8844	9066	Monthly
	39.70	40.70	41.71	42.76	43.83	44.93	46.05	47.21	48.37	49.58	50.83	52.10	Hourly
	2.78	2.85	2.92	2.99	3.07	3.15	3.22	3.30	3.39	3.47	3.56	3.65	Standby
80	84984	87096	89280	91524	93816	96144	98580	101004	103524	106128	108792	111468	Annual
	7082	7258	7440	7627	7818	8012	8215	8417	8627	8844	9066	9289	Monthly
	40.70	41.71	42.76	43.83	44.93	46.05	47.21	48.37	49.58	50.83	52.10	53.39	Hourly
	2.85	2.92	2.99	3.07	3.15	3.22	3.30	3.39	3.47	3.56	3.65	3.74	Standby
81	87096	89280	91524	93816	96144	98580	101004	103524	106128	108792	111468	114252	Annual
	7258	7440	7627	7818	8012	8215	8417	8627	8844	9066	9289	9521	Monthly
	41.71	42.76	43.83	44.93	46.05	47.21	48.37	49.58	50.83	52.10	53.39	54.72	Hourly
	2.92	2.99	3.07	3.15	3.22	3.30	3.39	3.47	3.56	3.65	3.74	3.83	Standby
82	89280	91524	93816	96144	98580	101004	103524	106128	108792	111468	114252	117132	Annual
	7440	7627	7818	8012	8215	8417	8627	8844	9066	9289	9521	9761	Monthly
	42.76	43.83	44.93	46.05	47.21	48.37	49.58	50.83	52.10	53.39	54.72	56.10	Hourly
	2.99	3.07	3.15	3.22	3.30	3.39	3.47	3.56	3.65	3.74	3.83	3.93	Standby
83	91524	93816	96144	98580	101004	103524	106128	108792	111468	114252	117132	120048	Annual
	7627	7818	8012	8215	8417	8627	8844	9066	9289	9521	9761	10004	Monthly
	43.83	44.93	46.05	47.21	48.37	49.58	50.83	52.10	53.39	54.72	56.10	57.49	Hourly
	3.07	3.15	3.22	3.30	3.39	3.47	3.56	3.65	3.74	3.83	3.93	4.02	Standby
84	93816	96144	98580	101004	103524	106128	108792	111468	114252	117132	120048	123036	Annual
	7818	8012	8215	8417	8627	8844	9066	9289	9521	9761	10004	10253	Monthly
	44.93	46.05	47.21	48.37	49.58	50.83	52.10	53.39	54.72	56.10	57.49	58.93	Hourly
	3.15	3.22	3.30	3.39	3.47	3.56	3.65	3.74	3.83	3.93	4.02	4.13	Standby
85	96144	98580	101004	103524	106128	108792	111468	114252	117132	120048	123036	126156	Annual
	8012	8215	8417	8627	8844	9066	9289	9521	9761	10004	10253	10513	Monthly
	46.05	47.21	48.37	49.58	50.83	52.10	53.39	54.72	56.10	57.49	58.93	60.42	Hourly
	3.22	3.30	3.39	3.47	3.56	3.65	3.74	3.83	3.93	4.02	4.13	4.23	Standby
86	98580	101004	103524	106128	108792	111468	114252	117132	120048	123036	126156	129252	Annual
	8215	8417	8627	8844	9066	9289	9521	9761	10004	10253	10513	10771	Monthly
	47.21	48.37	49.58	50.83	52.10	53.39	54.72	56.10	57.49	58.93	60.42	61.90	Hourly
	3.30	3.39	3.47	3.56	3.65	3.74	3.83	3.93	4.02	4.13	4.23	4.33	Standby
87	101004	103524	106128	108792	111468	114252	117132	120048	123036	126156	129252	132528	Annual
	8417	8627	8844	9066	9289	9521	9761	10004	10253	10513	10771	11044	Monthly
	48.37	49.58	50.83	52.10	53.39	54.72	56.10	57.49	58.93	60.42	61.90	63.47	Hourly
	3.39	3.47	3.56	3.65	3.74	3.83	3.93	4.02	4.13	4.23	4.33	4.44	Standby
88	103524	106128	108792	111468	114252	117132	120048	123036	126156	129252	132528	135864	Annual
	8627	8844	9066	9289	9521	9761	10004	10253	10513	10771	11044	11322	Monthly
	49.58	50.83	52.10	53.39	54.72	56.10	57.49	58.93	60.42	61.90	63.47	65.07	Hourly
	3.47	3.56	3.65	3.74	3.83	3.93	4.02	4.13	4.23	4.33	4.44	4.55	Standby
89	106128	108792	111468	114252	117132	120048	123036	126156	129252	132528	135864	139248	Annual
	8844	9066	9289	9521	9761	10004	10253	10513	10771	11044	11322	11604	Monthly
	50.83	52.10	53.39	54.72	56.10	57.49	58.93	60.42	61.90	63.47	65.07	66.69	Hourly
	3.56	3.65	3.74	3.83	3.93	4.02	4.13	4.23	4.33	4.44	4.55	4.67	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
90	108792	111468	114252	117132	120048	123036	126156	129252	132528	135864	139248	142752	Annual
	9066	9289	9521	9761	10004	10253	10513	10771	11044	11322	11604	11896	Monthly
	52.10	53.39	54.72	56.10	57.49	58.93	60.42	61.90	63.47	65.07	66.69	68.37	Hourly
	3.65	3.74	3.83	3.93	4.02	4.13	4.23	4.33	4.44	4.55	4.67	4.79	Standby
91	111468	114252	117132	120048	123036	126156	129252	132528	135864	139248	142752	146268	Annual
	9289	9521	9761	10004	10253	10513	10771	11044	11322	11604	11896	12189	Monthly
	53.39	54.72	56.10	57.49	58.93	60.42	61.90	63.47	65.07	66.69	68.37	70.05	Hourly
	3.74	3.83	3.93	4.02	4.13	4.23	4.33	4.44	4.55	4.67	4.79	4.90	Standby
92	114252	117132	120048	123036	126156	129252	132528	135864	139248	142752	146268	149952	Annual
	9521	9761	10004	10253	10513	10771	11044	11322	11604	11896	12189	12496	Monthly
	54.72	56.10	57.49	58.93	60.42	61.90	63.47	65.07	66.69	68.37	70.05	71.82	Hourly
	3.83	3.93	4.02	4.13	4.23	4.33	4.44	4.55	4.67	4.79	4.90	5.03	Standby
93	117132	120048	123036	126156	129252	132528	135864	139248	142752	146268	149952	153684	Annual
	9761	10004	10253	10513	10771	11044	11322	11604	11896	12189	12496	12807	Monthly
	56.10	57.49	58.93	60.42	61.90	63.47	65.07	66.69	68.37	70.05	71.82	73.60	Hourly
	3.93	4.02	4.13	4.23	4.33	4.44	4.55	4.67	4.79	4.90	5.03	5.15	Standby
94	120048	123036	126156	129252	132528	135864	139248	142752	146268	149952	153684	157572	Annual
	10004	10253	10513	10771	11044	11322	11604	11896	12189	12496	12807	13131	Monthly
	57.49	58.93	60.42	61.90	63.47	65.07	66.69	68.37	70.05	71.82	73.60	75.47	Hourly
	4.02	4.13	4.23	4.33	4.44	4.55	4.67	4.79	4.90	5.03	5.15	5.28	Standby
95	123036	126156	129252	132528	135864	139248	142752	146268	149952	153684	157572	161472	Annual
	10253	10513	10771	11044	11322	11604	11896	12189	12496	12807	13131	13456	Monthly
	58.93	60.42	61.90	63.47	65.07	66.69	68.37	70.05	71.82	73.60	75.47	77.33	Hourly
	4.13	4.23	4.33	4.44	4.55	4.67	4.79	4.90	5.03	5.15	5.28	5.41	Standby
96	126156	129252	132528	135864	139248	142752	146268	149952	153684	157572	161472	165528	Annual
	10513	10771	11044	11322	11604	11896	12189	12496	12807	13131	13456	13794	Monthly
	60.42	61.90	63.47	65.07	66.69	68.37	70.05	71.82	73.60	75.47	77.33	79.28	Hourly
	4.23	4.33	4.44	4.55	4.67	4.79	4.90	5.03	5.15	5.28	5.41	5.55	Standby
97	129252	132528	135864	139248	142752	146268	149952	153684	157572	161472	165528	169680	Annual
	10771	11044	11322	11604	11896	12189	12496	12807	13131	13456	13794	14140	Monthly
	61.90	63.47	65.07	66.69	68.37	70.05	71.82	73.60	75.47	77.33	79.28	81.26	Hourly
	4.33	4.44	4.55	4.67	4.79	4.90	5.03	5.15	5.28	5.41	5.55	5.69	Standby
98	132528	135864	139248	142752	146268	149952	153684	157572	161472	165528	169680	173928	Annual
	11044	11322	11604	11896	12189	12496	12807	13131	13456	13794	14140	14494	Monthly
	63.47	65.07	66.69	68.37	70.05	71.82	73.60	75.47	77.33	79.28	81.26	83.30	Hourly
	4.44	4.55	4.67	4.79	4.90	5.03	5.15	5.28	5.41	5.55	5.69	5.83	Standby
99	135864	139248	142752	146268	149952	153684	157572	161472	165528	169680	173928	178272	Annual
	11322	11604	11896	12189	12496	12807	13131	13456	13794	14140	14494	14856	Monthly
	65.07	66.69	68.37	70.05	71.82	73.60	75.47	77.33	79.28	81.26	83.30	85.38	Hourly
	4.55	4.67	4.79	4.90	5.03	5.15	5.28	5.41	5.55	5.69	5.83	5.98	Standby

**APPENDIX D**  
**N1 Range Salary Schedule**  
 Effective July 1, 2009 through June 30, 2011

SALARY RANGE	Years of Experience																											
	A	B	C	D	0	F	1	G	H	2	I	J	3	K	L	4	M	5	N	6		7	O	P	8	12	15	18
39E1	33324	34104	34944	35748	36588	37440	38352	39252	40212	41160	42228	43284	44352	45492	46572	47748	48948	50184	51456	52716	Annual							
	2777	2842	2912	2979	3049	3120	3196	3271	3351	3430	3519	3607	3696	3791	3881	3979	4079	4182	4288	4393	Monthly							
	15.96	16.33	16.74	17.12	17.52	17.93	18.37	18.80	19.26	19.71	20.22	20.73	21.24	21.79	22.30	22.87	23.44	24.03	24.64	25.25	Hourly							
	1.12	1.14	1.17	1.20	1.23	1.26	1.29	1.32	1.35	1.38	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77	Standby							
41E1	34944	35748	36588	37440	38352	39252	40212	41160	42228	43284	44352	45492	46572	47748	48948	50184	51456	52716	54036	55368	Annual							
	2912	2979	3049	3120	3196	3271	3351	3430	3519	3607	3696	3791	3881	3979	4079	4182	4288	4393	4503	4614	Monthly							
	16.74	17.12	17.52	17.93	18.37	18.80	19.26	19.71	20.22	20.73	21.24	21.79	22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	Hourly							
	1.17	1.20	1.23	1.26	1.29	1.32	1.35	1.38	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86	Standby							
48E1	41160	42228	43284	44352	45492	46572	47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	Annual							
	3430	3519	3607	3696	3791	3881	3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	Monthly							
	19.71	20.22	20.73	21.24	21.79	22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	Hourly							
	1.38	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	Standby							
45N1	Years of Experience																											
	0	1	2	3	4	5	6	7	8	9	10	12	15	18	20													
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T								
	38352	39252	40212	41160	42228	43284	44352	45492	46572	47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	Annual							
3196	3271	3351	3430	3519	3607	3696	3791	3881	3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	Monthly								
18.37	18.80	19.26	19.71	20.22	20.73	21.24	21.79	22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	Hourly								
1.29	1.32	1.35	1.38	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.90	1.95	2.00	2.05	Standby								
47N1	40212	41160	42228	43284	44352	45492	46572	47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	Annual							
	3351	3430	3519	3607	3696	3791	3881	3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	Monthly							
	19.26	19.71	20.22	20.73	21.24	21.79	22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	Hourly							
	1.35	1.38	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	Standby							

		Years of Experience																								
		0	1	2	3	4	5	6	7	8	9	10	12	15	18	20										
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T					
49N1		42228	43284	44352	45492	46572	47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	Annual				
		3519	3607	3696	3791	3881	3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	Monthly				
		20.22	20.73	21.24	21.79	22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	Hourly				
		1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	Standby				
50N1		43284	44352	45492	46572	47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	Annual				
		3607	3696	3791	3881	3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	Monthly				
		20.73	21.24	21.79	22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	Hourly				
		1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	Standby				
51N1		44352	45492	46572	47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	Annual				
		3696	3791	3881	3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	Monthly				
		21.24	21.79	22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	Hourly				
		1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	Standby				
52N1		45492	46572	47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	Annual				
		3791	3881	3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	Monthly				
		21.79	22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	Hourly				
		1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	Standby				
53N1		46572	47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	Annual				
		3881	3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	Monthly				
		22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	Hourly				
		1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	Standby				
54N1		47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	Annual				
		3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	Monthly				
		22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	Hourly				
		1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	Standby				
55N1		48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	Annual				
		4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	Monthly				
		23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	Hourly				
		1.64	1.68	1.72	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	Standby				

		Years of Experience																								
		0	1	2	3	4	5	6	7	8	9	10	12	15	18	20										
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T					
56N1		50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	Annual				
		4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	Monthly				
		24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	Hourly				
		1.68	1.72	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	Standby				
57N1		51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	Annual				
		4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	Monthly				
		24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	Hourly				
		1.72	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	Standby				
58N1		52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	Annual				
		4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	Monthly				
		25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	Hourly				
		1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.83	Standby				
59N1		54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	86400	Annual				
		4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	7200	Monthly				
		25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	41.38	Hourly				
		1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.83	2.90	Standby				
60N1		55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	86400	88560	Annual				
		4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	7200	7380	Monthly				
		26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	41.38	42.41	Hourly				
		1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.83	2.90	2.97	Standby				
61N1		56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	86400	88560	90780	Annual				
		4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	7200	7380	7565	Monthly				
		27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	41.38	42.41	43.48	Hourly				
		1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.83	2.90	2.97	3.04	Standby				

		Years of Experience																													
		0	1		2		3		4		5		6		7		8		9		10		12		15		18		20		
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T										
62N1		58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	86400	88560	90780	93060	Annual									
		4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	7200	7380	7565	7755	Monthly									
		27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	41.38	42.41	43.48	44.57	Hourly									
		1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.83	2.90	2.97	3.04	3.12	Standby									
63N1		59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	86400	88560	90780	93060	95388	Annual									
		4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	7200	7380	7565	7755	7949	Monthly									
		28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	41.38	42.41	43.48	44.57	45.68	Hourly									
		2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.83	2.90	2.97	3.04	3.12	3.20	Standby									
64N1		61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	86400	88560	90780	93060	95388	97776	Annual									
		5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	7200	7380	7565	7755	7949	8148	Monthly									
		29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	41.38	42.41	43.48	44.57	45.68	46.83	Hourly									
		2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.83	2.90	2.97	3.04	3.12	3.20	3.28	Standby									
65N1		62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	86400	88560	90780	93060	95388	97776	100224	Annual									
		5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	7200	7380	7565	7755	7949	8148	8352	Monthly									
		30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	41.38	42.41	43.48	44.57	45.68	46.83	48.00	Hourly									
		2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.83	2.90	2.97	3.04	3.12	3.20	3.28	3.36	Standby									
66N1		64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	86400	88560	90780	93060	95388	97776	100224	102732	Annual									
		5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	7200	7380	7565	7755	7949	8148	8352	8561	Monthly									
		30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	41.38	42.41	43.48	44.57	45.68	46.83	48.00	49.20	Hourly									
		2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.83	2.90	2.97	3.04	3.12	3.20	3.28	3.36	3.44	Standby									

THE PARTIES, BY THEIR SIGNATURES BELOW, ACCEPT AND AGREE TO THE TERMS AND CONDITIONS OF THIS COLLECTIVE BARGAINING AGREEMENT.

Executed this 10<sup>th</sup> day of July, 2009.

For the Public School Employees of Washington – Western Washington University:

\_\_\_\_\_  
/s/  
Susan Banton  
President – WWU Chapter

For the State of Washington:

\_\_\_\_\_  
/s/  
John Dryer, Chief Negotiator  
OFM Labor Relations Office

For Western Washington University:

\_\_\_\_\_  
/s/  
Chyerl Wolfe-Lee  
Director of Human Resources

