COLLECTIVE BARGAINING AGREEMENT

THE STATE OF WASHINGTON

AND

TEAMSTERS LOCAL UNION 117
VOLUME 2 – DES ONLY

EFFECTIVE
JULY 1, 2019THROUGH JUNE 30, 2021

2019-2021

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TEAMSTERS LOCAL UNION NO. 117 DES
2019-2021

PREAMBLE

ARTICLE 1 RECOGNITION CLAUSE 1

ARTICLE 2 NON-DISCRIMINATION 1

ARTICLE 3 FILLING OF VACANCIES 1

ARTICLE 4 HIRING AND APPOINTMENTS 3

4.1 Filling Positions 3
4.2 Internal Movement – Permanent Employees 3
4.3 Permanent Status 3
4.4 Types of Appointment 3
4.5 Review Periods 5

ARTICLE 5 PERFORMANCE EVALUATION 7

5.1 Objective 7

ARTICLE 6 HOURS OF WORK 8

6.1 Definitions 8
6.2 Determination 8
6.3 Overtime-Eligible Employees 8
6.4 Overtime-Eligible Unpaid Meal Periods 10
6.5 Overtime-Eligible Paid Meal Periods and Rest Periods for Straight Shift Schedules 10
6.6 Overtime-Eligible Rest Periods 10
6.7 Time Reporting 10

ARTICLE 7 OVERTIME 10

7.1 Definitions 10
7.2 Overtime-Eligibility Compensation 11
7.3 General Provisions 12
7.4 Employer's Right to Assign 12
7.5 Compensatory Time for Overtime-Eligible Employees 12

ARTICLE 8 TRAINING AND EMPLOYEE DEVELOPMENT 13

8.6 Master Agreement Training 13
8.7 Tuition Reimbursement 14

ARTICLE 9 LICENSURE AND CERTIFICATION 14

ARTICLE 10 HOLIDAYS 15

10.1 Paid Holidays 15
10.2 Holiday Rules 15
10.3 Personal Holidays 17
10.4 Observance of Holidays 18

ARTICLE 11 VACATION LEAVE 18

11.2 Vacation Leave Credits 18
11.3 Vacation Leave Accrual 18

11.4 Vacation Leave Accrual Rate Schedule 19
11.5 Vacation Leave Usage 19
11.6 Vacation Scheduling for All Other Employees 19
11.7 Family Care 20
11.8 Military Family Leave 20
11.9 Domestic Violence Leave 20
11.10 Vacation Cancellation 20
11.11 Vacation Leave Maximum 20
11.12 Separation 21
ARTICLE 12 SICK LEAVE 21
12.1 Sick Leave Accrual 21
12.2 Sick Leave Use 21
12.3 Use of Compensatory Time, Exchange Time or Vacation Leave for Sick Leave Purposes 23
12.4 Restoration of Vacation Leave 23
12.5 Sick Leave Reporting and Verification 23
12.6 Sick Leave Annual Cash Out 23
12.7 Carry Forward and Transfer 24
12.8 Sick Leave Separation Cash Out 24
12.9 Reemployment 24
ARTICLE 13 SHARED LEAVE 24
ARTICLE 14 FAMILY AND MEDICAL LEAVE - PREGNANCY DISABILITY LEAVE 30
14.9 Parental Leave 32
14.10 Pregnancy Disability Leave 32
ARTICLE 15 SEVERE INCLEMENT WEATHER AND NATURAL DISASTER LEAVE 33
ARTICLE 16 MISCELLANEOUS LEAVE 34
16.2 Jury Duty 35
16.5 Bereavement Leave 35
16.6 Personal Leave 36
16.7 Life-Giving Procedures 36
ARTICLE 17 LEAVE WITHOUT PAY 37
17.2 Limitations 37
17.3 Returning Employee Rights 37
17.4 Military Leave 38
17.5 Educational Leave 38
17.6 Child and Elder Care Emergencies 38
17.7 Seasonal Career Employment 38
17.8 Governmental Service Leave 38
17.9 Volunteer Firefighting Leave 38
17.10 Professional Growth Opportunity 38
17.11 Military Family Leave 38
17.12 Domestic Violence Leave 39

17.13 Loss of a Required License and/or Certification ... 39
17.14 Use of Paid Leave ... 39
ARTICLE 18 SAFETY AND HEALTH ... 39
18.5 Ergonomic Assessments ... 40
18.6 Air Quality Assessments ... 40
ARTICLE 19 UNIFORMS, TOOLS AND EQUIPMENT ... 40
19.1 Uniforms ... 40
19.2 Tools and Equipment ... 40
19.3 Acquisition of New Equipment in DES Printing Plant ... 41
19.4 Taxability ... 41
ARTICLE 20 DRUG AND ALCOHOL FREE WORKPLACE ... 41
20.2 Possession of Alcohol and Illegal Drugs ... 41
20.3 Prescription, Medical Marijuana, and Over-the-Counter Medications ... 42
20.4 Drug and Alcohol Testing – Safety Sensitive Functions ... 42
20.5 Voluntary Request for Assistance ... 42
20.6 Reasonable Suspicion Testing ... 43
20.7 Training ... 44
20.8 Rehabilitation ... 44
ARTICLE 21 TRAVEL ... 44
ARTICLE 22 UNIFORMED SERVICE SHARED LEAVE POOL ... 45
22.1 Purpose ... 45
22.2 Definitions ... 45
22.3 Participation ... 45
22.4 Process ... 46
ARTICLE 23 OFF-DUTY CONDUCT ... 47
23.2 All Employees ... 47
ARTICLE 24 COMMUTE TRIP REDUCTION AND PARKING ... 47
ARTICLE 25 DEFENSE AND INDEMNIFICATION ... 48
25.1 Employee Liability ... 48
ARTICLE 26 DISCIPLINE ... 48
26.1 Just Cause ... 48
26.2 Employee Privacy ... 48
26.3 Forms of Discipline ... 48
26.4 Investigative Process ... 48
26.5 Investigatory Interviews ... 49
26.6 Alternative Assignments ... 49
26.7 Pre-Disciplinary Meetings ... 49
26.8 Notice Prior to Reduction in Pay or Demotion ... 49
26.9 Ability to Grieve Specific Discipline ... 49
26.10 Copy of Disciplinary Action Provided to Union ... 50
ARTICLE 27 GRIEVANCE PROCEDURE ... 50
27.2 Terms and Requirements ... 50
27.3 Filing and Processing ... 51

27.4 Election of Remedies 55
ARTICLE 28 PERSONNEL FILES 55
28.5 Removal of Documents 55
28.6 Supervisory Files 56
ARTICLE 29 REASONABLE ACCOMMODATION AND DISABILITY SEPARATION 56
ARTICLE 30 SENIORITY 57
30.1 Definition 57
30.2 Ties 58
30.3 Semi-Annual Seniority List Posting 58
ARTICLE 31 LAYOFF AND RECALL 59
31.1 Definition 59
31.3 Basis for Layoff 59
31.4 Voluntary Layoff, Leave Without Pay or Reduction in Hours 60
31.5 Permanent, Non-Permanent and Probationary Employees 60
31.6 Temporary Reduction of Work Hours or Layoff – Agency Option 60
31.7 Layoff Units 60
31.8 Skills and Abilities 61
31.9 Formal Options 61
31.10 Informal Options 62
31.11 Notification to Employees With Permanent Status 62
31.12 Moving Expenses 63
31.13 Salary 63
31.14 Transition Review Period 63
31.15 Recall 64
31.16 General Government Transition Pool Program 64
31.17 Seasonal Career Employment 64
ARTICLE 32 MANAGEMENT RIGHTS 65
ARTICLE 33 LABOR/MANAGEMENT COMMUNICATION COMMITTEE 66
33.1 Purpose 66
33.2 Committees 66
ARTICLE 34 UNION ACTIVITIES 67
34.1 Staff Representatives 67
34.2 Union Stewards/Association Representatives 67
34.3 Use of State Facilities, Resources and Equipment 68
34.4 Bulletin Boards 69
34.5 Union Training 69
34.6 Contract Negotiations 69
34.7 Access to New Employees 70
ARTICLE 35 DUES DEDUCTION 70
35.1 Union Dues 70
35.2 Notification 70
35.3 Dues Cancellation 70

37.2 Pay for Performing the Duties of a Higher Classification 76
37.3 Establishing Salaries for New Classifications..... 76
37.4 Periodic Increases..... 76
37.5 Salary Assignment Upon Promotion..... 77
37.6 Salary Increases to Enhance Recruitment and Retention..... 78
37.7 Demotion..... 78
37.8 Transfer 78
37.9 Reassignment 78
37.10 Reversion..... 78
37.11 Elevation..... 78
37.12 Part-Time Employment..... 78
37.13 Callback..... 78
37.14 Shift Premium 79
37.15 Standby..... 81
37.16 Relocation Compensation 81
37.17 Salary Overpayment Recovery..... 82
37.18 Assignment Pay Provisions..... 83
37.19 Medical/Dental Expense Account..... 83
37.20 Dependent Care Salary Reduction Plan 83
37.21 Pretax Health Care Premiums 83
37.22 Voluntary Separation Incentive – Voluntary Retirement Incentives 83
ARTICLE 38 HEALTHCARE BENEFITS AMOUNTS 83
38.3 Wellness 84
38.5 Medical Flexible Spending Arrangement 85
ARTICLE 39 STRIKE AND LOCKOUT PROHIBITION 86
ARTICLE 40 WORK-RELATED INJURY OR ILLNESS 86
40.1 Compensable Work-Related Injury or Illness Leave 86
40.2 General Provisions 86
ARTICLE 41 PRESUMPTION OF RESIGNATION 86
41.1 Unauthorized Absence 86
41.2 Notice of Separation..... 87
41.3 Petition for Reinstatement..... 87
41.4 Grievability..... 87
ARTICLE 42 AGENCY POLICIES 87
ARTICLE 43 ENTIRE AGREEMENT 87
ARTICLE 44 SAVINGS CLAUSE 88
ARTICLE 45 PRINTING OF AGREEMENT 88
ARTICLE 46 DURATION 88

APPENDICES

COMPENSATION APPENDIX A A-1
DES Teamsters G Range Salary Schedule – Effective July 1, 2019
COMPENSATION APPENDIX B A-13
DES Teamsters G Range Salary Schedule – Effective July 1, 2020
COMPENSATION APPENDIX C A-25
Specific Increases
COMPENSATION APPENDIX D……...A-26
Fourteen Dollars and Hour Minimum Wage
COMPENSATION APPENDIX F……...A-27
Compression and Inversion Adjustments for Fourteen Dollars an Hour Minimum Wage

MEMORANDUM OF UNDERSTANDING (MOU)

TEMPORARY LAYOFF OPPORTUNITIES THROUGH THE ESD SHAREDWORK PROGRAM M-1

SIGNATURE PAGE

PREAMBLE

Pursuant to the provisions of RCW 41.06 and 41.80 this Agreement is made and entered into by the State of Washington, referred to as the "Employer," and Teamsters Local Union No. 117, affiliated with the International Brotherhood of Teamsters referred to as the "Union."

ARTICLE 1
RECOGNITION CLAUSE

1.1 This Agreement covers the employees in the bargaining units at the Department of Enterprise Services, specifically, "Non-supervisory Printing and Imaging Services-Bindery," Decision 11342 and "Non-supervisory Printing and Imaging Services-Litho," Decision 11341, but it does not cover any statutorily excluded positions.

ARTICLE 2
NON-DISCRIMINATION

2.1 Under this Agreement, neither party will discriminate against employees on the basis of religion, age, sex, marital status, race, color, genetic information, creed, national origin, political affiliation, military status, status as a veteran who has received an honorable discharge or been discharged with an honorable record, a disabled veteran or Vietnam era veteran, sexual orientation, gender expression, gender identity, any real or perceived sensory, mental or physical disability, or union activities. Bona fide occupational qualifications based on the above traits do not violate this Article.

2.2 Both parties agree that unlawful harassment will not be tolerated.

2.3 Employees who feel they have been the subjects of discrimination are encouraged to discuss such issues with their supervisor or other management staff, or file a complaint in accordance with agency policy. In cases where an employee files both a grievance and an internal complaint regarding the alleged discrimination, the grievance process will be immediately suspended until the internal complaint process has been completed. Following completion of the internal complaint process, the Union may request the grievance process be continued. Such request must be made within seven (7) calendar days or the employee and the Union being notified in writing of the findings of the internal complaint.

2.4 Both parties agree that nothing in the Agreement will prevent the implementation of an approved affirmative action plan.

ARTICLE 3
FILLING OF VACANCIES

3.1 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 that is being filled. If the Employer converts a position which results in it no longer being in the bargaining unit, the Employer will fulfill its obligation to bargain. Only those candidates who have the position-specific skills and abilities required to perform the duties of the vacant position will be referred for further consideration by the employing agency.

3.2 An agency's internal layoff list will consist of employees who have elected to place their name on the layoff list through Article 31, Layoff and Recall, of this Agreement and are confined to each individual agency.

3.3 The statewide layoff list will consist of employees who have elected to place their name on the statewide layoff list in accordance with WAC 357-46-080.

3.4 A promotional candidate is defined as an employee who has completed the probationary period within a permanent appointment and has attained permanent status within the Agency.

3.5 A transfer candidate is defined as an employee in permanent status in the same classification as the vacancy within the Agency.

3.6 A voluntary demotion candidate is defined as an employee in permanent status moving to a class in a lower salary range maximum within the Agency.

3.7 When filling a vacant position with a permanent appointment, candidates will be certified for further consideration in the following manner:

A. The most senior candidate on the Agency's internal layoff list with the required skills and abilities who has indicated an appropriate geographic availability will be appointed to the position.

B. If there are no names on the internal layoff list, the Agency will certify up to twenty (20) candidates for further consideration. Up to seventy-five percent (75%) of those candidates will be statewide layoff, agency promotional, internal transfers, and agency voluntary demotions. All candidates certified must have the position-specific skills and abilities to perform the duties of the position to be filled. If there is a tie for the last position on the certification for either promotional or other candidates, the Agency may consider up to ten (10) additional tied candidates. The Agency may supplement the certification with additional tied candidates and replace other candidates who waive consideration with like candidates from the original pool.

C. Employees in the General Government Transition Pool Program who have the skills and abilities to perform the duties of the vacant position may be considered along with all other candidates who have the skills and abilities to perform the duties of the position.

D. If the certified candidate pool does not contain at least three (3) affirmative action candidates, the Agency may add up to three (3) affirmative action candidates to the names certified for the position.

E. When recruiting for multiple positions, the Agency may add an additional five (5) agency candidates and five (5) other candidates to the certified list for each additional position.

3.8 Whenever the Agency needs to hire additional employees within the bargaining unit, the Employer will notify the Union of the vacancy. The notice to the Union will include the necessary work experience for the vacancy. In the event the Agency appoints an employee into a non-permanent appointment, the Agency will provide the Union notice and the reason if the appointment lasts longer than ninety (90) days.

ARTICLE 4
HIRING AND APPOINTMENTS

4.1 Filling Positions

The Employer will determine when a position will be filled, the recruitment process that will be utilized, 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. Vacancies will first be offered to employees in the classification by seniority provided they meet the skills and abilities of the position. When recruiting for a permanent bargaining unit appointment, the recruitment announcement will be open for a minimum of seven (7) calendar days.

4.2 Internal Movement – Permanent Employees

Prior to certifying candidates in accordance with Article 3, Filling of Vacancies, an Appointing Authority may grant an administrative transfer, voluntary demotion or elevation within an agency as long as the permanent employee has the skills and abilities required to perform the duties of the position. Employees desiring a transfer, voluntary demotion or elevation will initiate a request in writing, and Appointing Authorities will consider these individuals for an opening. Candidates interviewed will be notified of the hiring decision.

4.3 Permanent Status

An employee will attain permanent status in a job classification upon the successful completion of a probationary, trial service or transition review period.

4.4 Types of Appointment

A. Non-Permanent

1. The Employer may make non-permanent appointments. A non-permanent appointee must have the skills and abilities required for the position. When the Employer converts a non-permanent appointment to a permanent appointment, the employee will serve a probationary or trial service period.

2. An employee with permanent status may accept a non-permanent appointment. At least fourteen (14) calendar days prior to accepting the appointment, the employee must notify their current Appointing Authority of the intent to accept a non-permanent appointment. Upon notification of the employee's intent, the employee's permanent agency will notify the employee, in writing, of any return rights to the Agency and the duration of those return rights. At a

minimum, the Agency must provide the employee access to the Agency's internal layoff list. After receipt of this notification the employee may elect to accept or turn down the appointment offer.

3. The Employer may end a non-permanent appointment at any time by giving one (1) working day's notice to the employee, however if practicable, the Employer may provide more than one (1) working day's notice. Non-permanent appointments normally will not exceed twenty-four (24) consecutive months in duration.

B. On-Call Employment

The Employer may fill a position with an on-call appointment where the work is intermittent in nature, is sporadic and it does not fit a particular pattern. The Employer may end on-call employment at any time by giving one (1) day's notice to the employee.

C. In-Training Employment

1. The Employer may designate specific positions, groups of positions, or all positions in a job classification or series as in-training. The Employer will document the training program, including a description and length of the program.

2. A candidate who is initially hired into an in-training position must successfully complete the job requirements of the appointment. The Employer may separate from state service, any employee who has completed the probationary period for an in-training appointment but does not successfully complete the subsequent trial service periods required by the in-training program. Employees who are not successful may be separated at any time with three (3) working days' notice from the Employer.

3. An employee with permanent status who accepts an in-training appointment will serve a trial service period or periods, depending on the requirements of the in-training program. The Employer may revert an employee who does not successfully complete the trial service period or periods at any time with three (3) working days' notice. The employee's reversion right will be to the job classification that the employee held permanent status in prior to the in-training appointment, in accordance with Subsection 4.5 B of this Article.

4. A trial service period may be required for each level of the in-training appointment, or the entire in-training appointment may be designated as the trial service period. The Employer will determine the length of the trial service period or periods to be served by an employee in an in-training appointment.

5. If a trial service period is required for each level of the in-training appointment, the employee will attain permanent status upon successful completion of the training program at each level.

6. If the entire in-training program—meaning all levels within the in-training appointment—is designated as a trial service period, the employee will attain permanent status upon successful completion of the training requirements for the entire in-training program.

D. Terminations during probationary periods, non-permanent appointments, or reversions of trial service periods are not subject to the grievance procedure in Article 27, Grievance Procedure.

4.5 Review Periods

A. Probationary Period

1. Every part-time and full-time employee, following the initial appointment to a permanent position, will serve a probationary period of six (6) consecutive months, which may be extended by the Employer for written, performance-based reasons to no more than twelve (12) consecutive months.

2. The Employer may separate a probationary employee at any time during the probationary period, and such separation will not be subject to the grievance procedure in Article 27. The Employer will provide the employee two (2) working days' notice prior to the effective date of the separation. The day that notification is given is considered the first day of notice. If the Employer fails to provide two (2) working days' notice, the separation will stand and the employee will be entitled to payment of salary for up to two (2) working days, which the employee would have worked had notice been given. Under no circumstances will notice deficiencies result in an employee gaining permanent status. The separation of the probationary employee will not be subject to the grievance procedure.

3. The Employer will extend an employee's probationary period, on a day-for-a-day basis, for any day(s) or hours rounded to equivalent days that the employee is on leave without pay, sick leave or shared leave, except for leave taken for military service.

4. An employee who transfers or is promoted prior to completing the initial probationary period will serve a new probationary period. The length of the new probationary period may be adjusted by the Appointing Authority for time already served in probationary status. In no case, however, will the total probationary period be less than as defined in Subsection A.1, above.

5. If the Employer converts the status of a non-permanent appointment to a permanent appointment, the incumbent employee will serve a probationary period. However, the Employer may credit time worked in a non-permanent appointment toward completion of a probationary period within the same job classification.

B. Trial Service Period

1. Except for those employees in an in-training appointment, all other employees with permanent status who are promoted, or 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) consecutive months. The Employer may extend the trial service period to no more than twelve (12) consecutive months, provided the employee is given written, performance based reasons for the extension. The Employer agrees to notify the employee when it intends to extend the trial service period beyond six (6) months. The employee may choose to notify the union.

2. Any employee serving a trial service period will have the trial service period extended, on a day-for-day basis, for any day(s) that the employee is on leave without pay or shared leave, except for leave taken for military service.

3. An employee serving a trial service period may voluntarily revert to their former position within fifteen (15) days of the appointment, provided that the position has not been filled or an offer has not been made to an applicant. With the Appointing Authority's approval, an employee serving a trial service period may voluntarily revert at any time to a funded permanent position in the same agency that is:

   a. Vacant or filled by a non-permanent employee and is within the employee's previously held job classification.

   b. Vacant or filled by a non-permanent employee at or below the employee's previous salary range.

   The reversion option, if any, will be determined by the Employer using the order listed above. In both (a) and (b) above, the Employer will determine the position the employee may revert to and the employee must have the skills and abilities required for the position.

4. With a minimum three (3) days' written notice by the Employer, an employee who does not successfully complete the trial service period has the right to revert to a position, if available, in the same agency that is:

a. Vacant or filled by a non-permanent employee and is within the employee's previously held job classification; or

b. Vacant or filled by a non-permanent employee at or below the employee's previous salary range.

In both (a) and (b) above, the Employer will determine the position the employee may revert to and the employee must have the skills and abilities required for the position.

5. Any unsuccessful employee who has no reversion options may request that their name be placed on the Agency's internal layoff list and into the General Government Transition Pool Program for positions in job classifications where they had previously attained permanent status.

6. The reversion of employees who are unsuccessful during their trial service period is not subject to the grievance procedure in Article 27, Grievance Procedure.

ARTICLE 5
PERFORMANCE EVALUATION

5.1 Objective

The performance evaluation process gives supervisors an opportunity to discuss performance goals and expectations with their employees, assess and review their performance with regard to those goals and expectations, and provide support to employees in their professional development, so that skills and abilities can be aligned with agency requirements. It is the responsibility of the supervisor to complete the employee's evaluation.

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

B. The performance evaluation process will include, but not be limited to, a performance evaluation on forms used by the Employer, the employee's signature or electronic acknowledgment of the forms, and any comments by the employee. A copy of the performance evaluation will be provided to the employee at the time of the review. If the need arises, the reviewer (typically the second line supervisor) may function as a mediator upon the request of either the supervisor or the employee. The employee has the right to submit a written rebuttal to the content of the evaluation. The completed and

signed/acknowledged performance evaluation forms, including the employee's comments, will be maintained in the employee's personnel file.

C. The evaluation process is subject to the grievance procedure. The specific content of performance evaluations are not subject to the grievance procedure in Article 27, Grievance Procedure.

ARTICLE 6
HOURS OF WORK

6.1 Definitions

A. Full-time Employees
Employees who are scheduled to work an average of forty (40) hours per workweek.

B. Part-time Employees
Employees who are scheduled to work less than an average of forty (40) hours per workweek.

C. Workday
One of seven (7) consecutive, twenty-four (24) hour periods in a workweek.

D. Work Schedules
The number of days and hours an employee is scheduled to work in a workweek as established by the Employer in order to meet business and customer service needs, as long as the work schedules meet federal and state laws.

E. Work Shift
The hours an employee is scheduled to work each workday in a workweek.

F. Workweek
Workweeks will normally begin at 12:00 a.m. on Sunday and end at 12:00 midnight the following Saturday.

6.2 Determination

A. The Employer will designate and comply with the Fair Labor Standards Act regarding whether a position is overtime-eligible or overtime-exempt. The employee and Union will be notified if a change in overtime-eligible status is made to a position.

6.3 Overtime-Eligible Employees

A. Regular Work Schedules
The regular work schedule for overtime-eligible employees will not be more than forty (40) hours in a workweek, as defined above, with starting and ending times as determined by the requirements of the position. Part-time

employees will be paid at their regular rate for all hours worked up to forty (40) hours in the workweek.

B. Alternate Work Schedules

1. Employees may request adjustments to their regular schedule and supervisors will adjust work hours during a workday or workdays during a workweek providing business and customer needs are met and there are no performance or attendance concerns.

2. Workweeks and work shifts of different numbers of hours (including four [4] ten [10] hour shifts) may be established for overtime-eligible employees in order to meet business and customer service needs, as long as the alternate work schedules meet federal and state laws.

3. Previously approved alternate work schedules may be permanently rescinded by the Employer if business and customer service needs are no longer being met, or if performance or attendance concerns occur. In such case, the Employer will provide notice to the employee with written confirmation to follow.

C. Temporary Schedule Changes

Employees' workweeks and/or work schedules may be temporarily changed with prior notice from the Employer. A temporary schedule change is defined as a change lasting thirty (30) calendar days or less. Overtime-eligible employees will receive three (3) calendar days' written notice of any temporary schedule change. The day that notification is given is considered the first day of notice. Adjustments in the hours of work of daily work shifts during a workweek do not constitute a temporary schedule change.

D. Permanent Schedule Changes

Employees' workweeks and work schedules may be permanently changed with prior notice from the Employer. Overtime-eligible employees will receive fourteen (14) calendar days' written notice of a permanent schedule change. The day notification is given is considered the first day of notice. Adjustments in the hours of work of daily work shifts during a workweek do not constitute a permanent schedule change.

E. Emergency Schedule Changes

The Employer may adjust an overtime-eligible employee's workweek and work schedule without prior notice in emergencies. The employee will be paid callback pay in accordance with Article 37, Compensation, and overtime pay as applicable.

F. Employee-Requested Schedule Changes

Overtime-eligible employees' workweeks and work schedules may be changed at the employee's request and with the Employer's approval.

6.4 Overtime-Eligible Unpaid Meal Periods

The Employer and the Union agree to unpaid meal periods that vary from and supersede the unpaid meal period requirements of WAC 296-126-092. Unpaid meal periods for employees working more than five (5) consecutive hours, if entitled, will be a minimum of thirty (30) minutes and will be scheduled as close to the middle of the work shift as possible. When an employee's unpaid meal period is interrupted by work duties, the employee will be allowed to resume the unpaid meal period following the interruption, if possible, to complete the unpaid meal period. In the event an employee is unable to complete the unpaid meal period due to operational necessity, the employee will be entitled to compensation, which will be computed based on the actual number of minutes worked within the unpaid meal period. Meal periods may not be used for late arrival or early departure from work and meal and rest periods will not be combined.

6.5 Overtime-Eligible Paid Meal Periods and Rest Periods for Straight Shift Schedules

The Employer and the Union agree to paid meal periods that vary from and supersede the paid meal period requirements of WAC 296-126-092. Employees working straight shifts will be permitted to eat intermittently as time allows during their shifts while remaining on duty. Paid meal periods and rest periods for employees on straight shifts do not require relief from duty.

6.6 Overtime-Eligible Rest Periods

The Employer and the Union agree to rest periods that vary from and supersede the rest periods required by WAC 296-126-092. Employees will be allowed rest periods of fifteen (15) minutes for each one-half (1/2) shift of four (4) or more hours worked at or near the middle of each one-half (1/2) shift of four (4) or more hours. Rest periods do not require relief from duty. Rest periods may not be used for late arrival or early departure from work and rest and meal periods will not be combined.

6.7 Time Reporting

The Employer may require employees to accurately report time worked in accordance with a positive time reporting process as determined by the Agency.

ARTICLE 7
OVERTIME

7.1 Definitions

A. Overtime

Overtime is defined as time that an overtime-eligible employee:

1. Works in excess of the employee's regular shift or works in excess of forty (40) hours in a workweek.

B. Overtime Rate

In accordance with the applicable wage and hour laws, the overtime rate will be one and one-half (1-1/2) of an employee's regular rate of pay in one tenth (1/10th) hour increments. The regular rate of pay will not include any allowable exclusions.

C. Work

The definition of work, for overtime purposes only, includes:

1. All hours actually spent performing the duties of the assigned job;

2. Travel time required by the Employer during normal work hours from one work site to another or travel time outside the employee's normal work hours to a different work location that is greater than the employee's normal home-to-work travel time;

3. Vacation leave;

4. Sick leave;

5. Compensatory time;

6. Holidays; and

7. Any other paid time not listed below.

D. Work does **not** include:

1. Shared leave;
2. Leave without pay;
3. Additional compensation for time worked on a holiday; and
4. Time compensated as standby, call back, or any other penalty pay.

7.2 Overtime-Eligibility Compensation

Employees who are overtime-eligible will receive compensation under the following circumstances:

A. Full-time employees in the Teamsters Local 117 (Bindery & Litho) bargaining units, who work in excess of the employee's regular shift or work in excess of forty (40) hours in a workweek. In accordance with Article 32, Management Rights, only the Employer has the authority to determine when overtime will be performed.

B. An employee whose workweek is less than forty (40) hours will be paid at their regular rate of pay for all work performed up to forty (40) hours in a

workweek and paid at the overtime rate for authorized work of more than forty (40) hours in a workweek.

C. Overtime Computation:
Computation of overtime will be rounded upward to the nearest one-tenth (1/10th) of an hour.

7.3 General Provisions

A. The Employer will determine whether work will be performed on regular work time or overtime, the number, the skills and abilities of the employees required to perform the work, and the duration of the work. The Employer will first attempt to meet its overtime requirements on a voluntary basis with qualified employees who are currently working. In the event there are not enough employees volunteering to work, the supervisor may require employees to work overtime unless prohibited by law.

B. If an employee was not offered overtime for which they were qualified, the employee will be offered the next available overtime opportunity for which they are qualified. Under no circumstances will an employee be compensated for overtime that was not worked. There will be no pyramiding of overtime.

7.4 Employer's Right to Assign

Nothing in this article precludes the Employer from utilizing an individual to complete a specific assignment or assigning work to an on-call or non-permanent employee prior to assigning overtime.

7.5 Compensatory Time for Overtime-Eligible Employees

A. Compensatory Time Eligibility
The Employer will grant compensatory time in lieu of cash payment for overtime to an overtime-eligible employee, upon agreement between the Employer and the employee. Compensatory time must be granted at the rate of one and one-half (1-1/2) hours of compensatory time for each hour of overtime worked.

B. Maximum Compensatory Time
Employees may accumulate no more than one hundred twenty (120) hours of compensatory time.

C. Compensatory Time Use
Employees must use compensatory time prior to using vacation leave, unless this would result in the loss of their vacation leave or the employee is using vacation leave for Domestic Violence Leave. Employees may use compensatory time for leave as required by the Domestic Violence Leave Act, RCW 49.76. Compensatory time must be used and scheduled in the same manner as vacation leave, as in Article 11, Vacation Leave.

The Employer may schedule an employee to use their compensatory time with seven (7) calendar days' notice.

ARTICLE 8
TRAINING AND EMPLOYEE DEVELOPMENT

8.1 The Employer and the Union recognize the value and benefit of education and training designed to enhance employees' abilities to perform their job duties. Training and employee development opportunities will be provided to employees in accordance with agency policies and available resources.

8.2 Participation in education and/or training programs required by the Employer, including travel, will be compensated as time worked. The Employer will pay for all required training as determined by agency policy.

8.3 The Employer may approve additional professional or technical training and/or education courses. Additional courses will normally include those that will enhance employees' technical proficiency and future performance. When approved, the Agency will pay costs in accordance with agency policy. If an employee's request for training is denied, a reason for the denial shall be provided to the employee.

8.4 The Employer will provide or make available, and the employees will participate in, training approved by management in order to maintain their professional skills, standards and proficiencies as established by the Agency and their profession.

8.5 Employees will not lose work time if approved to attend a professional conference. Travel and other expenses will be reimbursed in accordance with Article 21, Travel, of this Agreement.

8.6 Master Agreement Training

A. The Employer and the Union agree that training for managers, supervisors and union stewards responsible for the day-to-day administration of this Agreement is important. The union will provide training to current union stewards, and the Employer will provide training to managers and supervisors on this Agreement.

B. The Union will present the training to current union stewards within each bargaining unit. The training will last no longer than four (4) hours. The training will be considered time worked for those union stewards who attend the training during their scheduled work shift. Union stewards who attend the training during their non-work hours will not be compensated. The parties will agree on the date, time, number and names of stewards attending each session. The training will be completed by the parties within ninety (90) days of publishing or posting of this Agreement.

8.7 Tuition Reimbursement

A. The Agency may approve full or partial tuition reimbursement, consistent with agency policy and within available resources.

B. The Agency will reimburse eligible employees who provide proof of satisfactory completion of a course that was previously approved for tuition reimbursement.

C. Agency funds expanded for tuition reimbursement will be limited to tuition or registration fees, and will not include textbooks, supplies or other school expenses, except in accordance with agency policy.

D. Absent an agreement to the contrary, when an employee moves to another agency prior to completion of an approved course, the approving agency will retain the obligation for reimbursement if the course is satisfactorily completed. When payment is not made by the approving agency the gaining agency may, at its option, reimburse the employee.

8.8. Apprentice Program

The Employer and the Union agree to explore an apprenticeship program that is conducive to skill growth, cross training and professional advancement. The provisions of Article 33, Labor/Management Communication Committee, will be used to discuss and explore the apprenticeship program.

ARTICLE 9
LICENSURE AND CERTIFICATION

9.1 Employees are expected to update and maintain any license and/or certification that is required as part of the minimum qualifications for their position. Such requirement will be waived if the certification and/or license is not required to be maintained after date of hire. When the position requires any specialized license, including a driver's license, the employee shall be responsible for the cost of the license and/or certification and for all renewal costs.

Employees are required to provide a copy of their required license(s) and/or certification(s) to their Appointing Authority or designee.

9.2 When the Employer requires a new license and/or certification, the Employer will reimburse the employee for the initial cost of the new license and/or certification. Thereafter, the employee shall be responsible for maintaining the license and/or certification. The Employer will reimburse the employee for the renewal costs of licenses and/or certifications not required as a condition of employment upon appointment.

9.3 Employees will notify their Appointing Authority or designee if the license and/or certification has expired, or has been restricted, revoked or suspended, within

twenty-four (24) hours of knowledge of the expiration or prior to their next scheduled shift, whichever occurs first.

9.4 Employees for whom a license and/or certification is required and for whom that license or certification has expired or been restricted, revoked or suspended may be placed on leave without pay, in accordance with Article 17, Leave Without Pay, until the license and/or certification is renewed or restored, whichever comes first and/or disciplined (up to and including termination) in accordance with Article 26, Discipline.

ARTICLE 10
HOLIDAYS

10.1 Paid Holidays

The following days are legal holidays as designated by state statute:

New Year's Day	January 1
Martin Luther King Jr.'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
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Native American Heritage Day	Friday Following the Fourth Thursday in November
Christmas Day	December 25

If the above legal holidays are amended during the term of this Agreement, the amended legal holidays will apply.

10.2 Holiday Rules

The following rules apply to all holidays except the personal holiday:

A. Employees will be paid at a straight-time rate even though they do not work.

B. In addition to Subsection A above, overtime-eligible employees will be paid for the hours actually worked on a holiday at the overtime rate, in accordance with Article 7, Overtime.

C. For full-time or part-time employees with a Monday-through-Friday work schedule:

1. When a holiday falls on a Saturday, the Friday before will be the holiday.

2. When a holiday falls on a Sunday, the following Monday will be the holiday.

D. For full-time or part-time employees who do not have a Monday-through-Friday work schedule:

1. When a holiday falls on the employee's scheduled workday, that day will be considered the holiday.

2. When a holiday falls on the employee's scheduled day off, the Agency will treat the employee's workday before or after as the holiday. An employee may request an alternate day off as their holiday as long as the requested day off falls within the same pay period as the holiday. The Employer may approve or disapprove the request.

E. The holiday for night shift employees whose work schedule begins on one calendar day and ends on the next will be determined by the Agency. It will start either at:

1. The beginning of the scheduled night shift that begins on the holiday; or

2. The beginning of the shift that precedes the holiday.

The decision will be the same for all employees in a facility unless there is agreement to do otherwise between the Agency and one (1) or more affected employees, or with the Union, which will constitute agreement of the employees.

F. Part-time employees who begin employment before and remain employed after the holiday will be compensated in cash or compensatory time for the holiday in an amount proportionate to the time in pay status during the month to that required for full-time employment.

G. A full-time employee who would otherwise be entitled to a holiday but is on leave without pay will receive compensation for the holiday provided they have been in pay status for eighty (80) non-overtime or non-standby hours during the month, not counting the holiday. Compensation for holidays for other than full-time employees during leave without pay will be proportionate to the time in pay status required for full-time employment. All employees must be employed before and after the holiday and for a period of at least twelve (12) calendar days during the month in addition to the holiday.

For example, if an employee is scheduled to start work at 8:00 a.m. on the holiday and scheduled to finish their shift at 8:00 a.m. the following day, they will be treated as working on the holiday. An employee scheduled to

start work at 8:00 a.m. on the day before the holiday and scheduled to finish their shift at 8:00 a.m. on the holiday would be given a designated holiday under Subsection 10.2.D.

10.3 Personal Holidays

An employee may select one (1) workday as a personal holiday during the calendar year if the employee has been or is scheduled to be, continuously employed by the State for more than four (4) months.

A. An employee who is scheduled to work less than six (6) continuous months over a period covering two (2) calendar years will receive only one (1) personal holiday during this period.

B. The Employer will release the employee from work on the day selected as the personal holiday provided:

1. The employee has given at least fourteen (14) calendar days' written notice to the supervisor. However, the employee and supervisor may agree upon less notice; and

2. The number of employees selecting a particular day off does not prevent the Agency from providing continued public service.

C. Personal holidays must be taken during the calendar year or the entitlement to the day will lapse, except that the entitlement will carry over to the following year when an otherwise qualified employee has requested a personal holiday and the request has been denied.

D. Agencies may establish qualifying policies for determining which of the requests for a particular date will or will not be granted when the number of requests for a personal holiday would impair operational necessity. Failure to do so cannot be used as the basis for denial of time off.

E. Part-time employees who are employed during the month in which the personal holiday is taken will be compensated for the personal holiday in an amount proportionate to the time in pay status during the month to that required for full-time employment.

F. A personal holiday for full-time employees will be equivalent to their work shift on the day selected for personal holiday absence.

G. Part or all of a personal holiday may be donated as shared leave in accordance with Article 13, Shared Leave. Any portion of a personal holiday that remains will be taken by the employee in one absence, not to exceed the work shift on the day of the absence, subject to the request and approval as described in Subsections B, C and D above.

H. Upon request, an employee will be approved to use part or all of their personal holiday for:

1. The care of family members in accordance with the Family Care Act and WAC 296-130;

2. Leave as required by the Military Family Act, RCW 49.77; or

3. Leave as required by the Domestic Violence Leave Act RCW 49.76.

Any portion of a personal holiday that remains will be taken by the employee in one (1) absence, not to exceed the work shift on the day of the absence, subject to request and approval as described in Subsections B, C and D above.

10.4 Observance of Holidays

A. When operational necessity requires employees to work on any holiday during legislative session, at the option of the employee, they shall be compensated at their applicable straight time rate and another day off, with pay. The substitute day off shall be at a time that is mutually agreeable to both the employee and the Employer, provided however, the substitute day will be used by the employee prior to the use of vacation time.

B. Employees terminating their employment with the Department shall be entitled to take any unused holiday or receive equivalent cash compensation.

ARTICLE 11
VACATION LEAVE

11.1 Employees will retain and carry forward any eligible and unused vacation leave that was accrued prior to the effective date of this Agreement.

11.2 Vacation Leave Credits

Full-time and part-time employees will be credited with vacation leave accrued monthly, according to the rate schedule and vacation leave accrual below.

11.3 Vacation Leave Accrual

After a full-time employee has been in pay status for eighty (80) non-overtime hours in a calendar month, the employee will accrue vacation leave according to the rate schedule below. Vacation leave accrual for part-time employees will be proportionate to the number of hours the part-time employee is in pay status during the month to that required for full-time employment.

11.4 Vacation Leave Accrual Rate Schedule

Full Years of Service	Hours Per Year
During the first and second years of current continuous employment	One hundred twelve (112)
During the third year of current continuous employment	One hundred twenty (120)
During the fourth year of current continuous employment	One hundred twenty-eight (128)
During the fifth and sixth years of total employment	One hundred thirty-six (136)
During the seventh, eighth, and ninth years of total employment	One hundred forty-four (144)
During the tenth, eleventh, twelfth, thirteenth and fourteenth years of total employment	One hundred sixty (160)
During the fifteenth, sixteenth, seventeenth, eighteenth, and nineteenth years of total employment	One hundred seventy-six (176)
During the twentieth, twenty-first, twenty-second, twenty-third and twenty-fourth years of total employment	One hundred ninety-two (192)
During the twenty-fifth year of total employment and thereafter	Two hundred (200)

11.5 Vacation Leave Usage

A. Vacation leave will be charged by rounding upward to the nearest one-tenth (1/10th) of an hour increments.

B. Employees may request vacation leave at any time on a first come, first served basis; however, posted vacation schedules shall take precedence.

C. Employees will not request or be authorized to take scheduled vacation leave if they will not have accrued sufficient vacation leave credits to cover the absence at the time of the scheduled leave.

11.6 Vacation Scheduling for All Other Employees

A. Employees who desire to take vacation leave at a specific period of time will submit their requests to their supervisor prior to December 15th for the following calendar year. Employees will be granted their requested period of leave by bargaining unit seniority in so far as possible. The supervisor will compile and post the schedule by January 15th. Should Management be required to cancel previously scheduled annual leave due to an emergency, employees so affected will be given top priority for rescheduling. Employees may request additional vacation leave at any time on a first come, first served basis; however, the posted vacation schedule shall take

precedence. The Employer will normally respond to all such requests within fourteen (14) days of the request.

B. An employee who is reassigned or bumped to a new position due to a layoff action will retain their approved vacation schedule.

11.7 Family Care

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

11.8 Military Family Leave

Employees may use vacation leave for leave as required by the Military Family Leave Act, RCW 49.77 and in accordance with Article 17.12.

11.9 Domestic Violence Leave

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

11.10 Vacation Cancellation

A. Employer Initiated

Should the Employer be required to cancel scheduled vacation leave because of an emergency, the affected employee may select new vacation leave from available dates. In addition, in those cases where an employee will not have sufficient leave to cover the absence at the time it commences, the Employer may cancel the approved vacation or authorize leave without pay.

B. Employee Initiated

Employee requested cancellations of scheduled vacation leave must be submitted in writing and is subject to prior approval by the Employer.

11.11 Vacation Leave Maximum

Employees may accumulate maximum vacation balances not to exceed two hundred forty (240) hours. However, there are two (2) exceptions that allow vacation leave to accumulate above the maximum:

A. If an employee's request for vacation leave is denied by the Appointing Authority or designee, and the employee has not exceeded the vacation leave maximum two hundred forty (240) hours, the Appointing Authority may grant an exception to the maximum. If the Appointing Authority grants an exception, the employee's vacation leave maximum will be extended for each month that the Employer must defer the employee's request for vacation leave.

B. An employee may also accumulate vacation leave days in excess of two hundred forty (240) hours as long as the employee uses the excess balance prior to their anniversary date. Any leave in excess of the maximum that is

not deferred in advance of its accrual as described above, will be lost on the employee's anniversary date.

11.12 Separation

Any employee who resigns with adequate notice, retires, is laid-off, or is terminated by the Employer, will be entitled to payment for vacation leave credits. In addition, the estate of a deceased employee will be entitled to payment for vacation leave credits.

ARTICLE 12
SICK LEAVE

12.1 Sick Leave Accrual

After an employee has been in pay status for eighty (80) non-overtime hours in a calendar month, the employee will accrue eight (8) hours of sick leave. A full-time employee in an overtime eligible position who is in pay status for less than eighty (80) non-overtime hours in a calendar month and part-time employees will accrue sick leave proportionate to the number of hours they are in pay status in the calendar month up to a maximum of eight (8) hours in a month.

12.2 Sick Leave Use

Sick leave will be charged by rounding upward to the nearest one-tenth (1/10th) of an hour increments and may be used for the following reasons:

A. A Personal illness, injury or medical disability that prevents the employee from performing their job, or personal medical or dental appointments, and for reasons allowed under RCW 49.46.210.

B. To provide care for family members for illness, injury, and medical or dental appointments as required by the Family Care Act, WAC 296-130 and as allowed under RCW 49.46.210. Family member is defined to include:

1. Child, including biological, adopted, or foster child, stepchild, or for whom the employee stands in loco parentis, is a legal guardian or is de facto parent, regardless of age or dependency status;

2. Biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;

3. Spouse;

4. Registered domestic partner as defined by RCW 26.60;

5. Grandparent;

6. Grandchild;

7. Sibling

C. In accordance with RCW 49.46.210, when an employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason. Health-related reason, as defined in WAC 296-128-600 (8), means a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material. Health-related reason does not include closure for inclement weather.

D. Exposure of the employee to a contagious disease when attendance at work would jeopardize the health of others.

E. Qualified Absence under the Family Medical Leave Act.

F. Disability of the employee due to pregnancy or childbirth.

G. Death of a relative. A relative is defined to include foster child, aunt, uncle, niece, nephew, sibling-in-law, first cousin, and corresponding relatives of employee's spouse, state registered domestic partner as defined by RCW 26.60.020 and 26.60.030, or significant other.

H. Leave for Military Family Leave as required by RCW 49.77 and in accordance with Article 17.12.

I. Leave for Domestic Violence Leave as required by RCW 49.76.

J. Preventative health care appointments of family members or household members, up to one (1) day for each occurrence, when the employee attends the appointment, if arranged in advance with the Employer. A Family member is defined in Subsection 12.2B, and household member is defined as persons who reside in the same home who have reciprocal duties to and do provide financial support for one another. This term does not include persons sharing the same house when the living style is primarily that of a dormitory or commune.

K. To care for a minor/dependent child with a health condition requiring treatment or supervision.

L. When an employee is absent from work to be with member(s) of the employee's household or relatives of the employee, employee's spouse, or state registered domestic partner as defined by RCW 26.60.020 and 26.60.030, who experience an illness or injury, up to five (5) days for each occurrence or as extended by the Employer. Relative is defined in Subsection 12.2.G and household member is defined in 12.2.J.

12.3 Use of Compensatory Time, Exchange Time or Vacation Leave for Sick Leave Purposes

The Employer may allow an employee who has used all of their sick leave to use compensatory time, exchange time or vacation leave for sick leave purposes.

12.4 Restoration of Vacation Leave

In the event an employee is injured or becomes ill while on vacation leave, the employee may submit a written request to use sick leave and have the equivalent amount of vacation leave restored. The supervisor may require a written medical certificate.

12.5 Sick Leave Reporting and Verification

An employee must promptly notify their supervisor on the first day of sick leave and each day after, unless there is mutual agreement to do otherwise. If the employee is in a position where a relief replacement is necessary, the employee will notify their supervisor at least two (2) hours prior to their scheduled time to report to work (excluding leave taken in accordance with the Domestic Violence Leave). If the Employer suspects abuse, the Employer may require a written medical certificate for that sick leave absence. An employee returning to work after any sick leave absence may be required to provide written certification from their health care provider that the employee is able to return to work and perform the essential functions of the job with or without reasonable accommodation.

Medical certification or verification required for employees in overtime-eligible positions shall be in accordance with RCW 49.46.210 and WAC 296-128.

The Employer may not adopt or enforce any policy that counts the use of paid sick leave time as an absence that may lead to or result in discipline against the employee. The Employer may not discriminate or retaliate against an employee for their exercise of any rights under this chapter, including the use of paid sick leave.

12.6 Sick Leave Annual Cash Out

Each January, employees are eligible to receive cash on a one (1) hour for four (4) hours basis for ninety-six (96) hours or less of their accrued sick leave, if:

A. Their sick leave balance at the end of the previous calendar year exceeds four hundred and eighty (480) hours;

B. The converted sick leave hours do not reduce their previous calendar year sick leave balance below four hundred and eighty (480) hours; and

C. They notify their payroll office by January 31st that they would like to convert their sick leave hours earned during the previous calendar year, minus any sick leave hours used during the previous year, to cash.

All converted hours will be deducted from the employee's sick leave balance.

12.7 Carry Forward and Transfer

Employees will be allowed to carry forward, from year to year of service, any unused sick leave allowed under this provision, and will retain and carry forward any unused sick leave accumulated prior to the effective date of this Agreement. When an employee moves from one state agency to another, regardless of status, the employee's accrued sick leave will be transferred to the new agency for the employee's use.

12.8 Sick Leave Separation Cash Out

At the time of retirement from state service or at death, an eligible employee or the employee's estate will receive cash for their total sick leave balance on a one (1) hour for four (4) hours basis. For the purposes of this Section, retirement will not include "vested out of service" employees who leave funds on deposit with the retirement system. In accordance with state and federal law, agencies and employees in bargaining units may agree to form Voluntary Employee Beneficiary Associations (tax-free medical spending accounts) funded by the retiree sick leave cash out described above.

12.9 Reemployment

Former state employees who are re-employed within five (5) years of leaving state service will be granted all unused sick leave credits they had at separation.

ARTICLE 13
SHARED LEAVE

13.1 State employees may donate vacation leave, sick leave, or personal holidays to a fellow state employee who is:

A. Called to service in the uniformed services;

B. Responding to a state of emergency anywhere within the United States declared by the federal or any state government;

C. A victim of domestic violence, sexual assault, or stalking;

D. Suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition;

E. Sick or temporarily disabled because of pregnancy disability; or

F. Taking parental leave to bond with their newborn, adoptive or foster child.

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. Employee means any employee who is entitled to accrue sick leave or vacation leave and for whom accurate leave records are maintained.

B. Employee's relative is limited to the employee's spouse, state registered domestic partner as defined by RCW 26.60.020 and 26.60.030, child, stepchild, sibling, grandchild, grandparent, parent or stepparent.

C. 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.

D. Severe or extraordinary condition is defined as serious or extreme and/or life threatening.

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. 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, 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.

G. “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.

H. “Sexual assault” has the same meaning as in RCW 70.125.030.

I. “Stalking” has the same meaning as in RCW 9A.46.110.

J. “Victim” means a person whom domestic violence, sexual assault, or stalking has been committed against as defined in this Section.

K. “Parental Leave” means leave to bond and care for a newborn child after birth or to bond and care for a child after placement for adoption or childcare, for a period of up to sixteen (16) weeks after the birth or placement.

L. “Pregnancy disability” leave means a pregnancy-related medical condition or miscarriage.

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

A. The employee's Agency Head or designee 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 Section 13.3.

C. The employee has abided by Agency policies regarding the use of sick leave if the employee qualifies under Subsection 13.3 A.1 or Subsection 13.3 A. 4.

D. The employee has abided by Agency policies regarding the use of vacation leave and paid military leave if the employee qualifies under Subsection 13.3 A.2.

E. A state of emergency has been declared anywhere within the United States by the federal government or any state government if the employee qualifies under Subsection 13.3 A.3.

F. Donated leave may be transferred from employees within the same agency, or with the approval of the heads or designees of both state agencies, higher education institutions, or school districts/educational service districts, to an employee of another state agency, higher education institution, or school district/educational district.

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

A. The receiving employee either:

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; or

3. Has the needed skills to assist in responding to an emergency or its aftermath and volunteers their 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; or

5. Is taking parental leave and/or pregnancy disability leave.

B. The illness, injury, impairment, condition, call to service, or emergency volunteer service, or consequence of domestic violence, sexual assault, stalking, parental leave, and/or pregnancy 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:

1. Vacation leave, sick leave, and personal holiday reserves if the employee qualifies under Section 13.3; or

2. Vacation leave and paid military leave allowed under RCW 38.40.060 if the employee qualifies under Section 13.3; or

3. Vacation leave if the employee qualifies under subsection 13.3 A.3; or

4. Personal holiday and compensatory time if the employee qualifies under Subsection 13.3 A.5. The employee under this Subsection can retain in reserve up to forty (40) hours each of vacation leave and sick leave.

E. The Agency Head or designee 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 annual 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.

13.4 The Agency Head will determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of five hundred twenty-two (522) days of shared leave during total state employment. The Employer may authorize leave in excess of five hundred twenty-two (522) days in extraordinary circumstances for an employee qualifying for the program because they are suffering from an illness, injury, impairment or physical or mental condition which is of an extraordinary or severe nature. 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.

13.5 The Agency Head or designee will require the employee to submit, prior to approval or disapproval;

A. 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 Section 13.3 A1

B. A copy of the military orders verifying the employee's required absence when the employee is qualified for shared leave under Section 13.3 A2.

C. 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 Section 13.2 A3.

D. 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 Section 13.3 A4.

E. Verification of child birth or placement of adoption or foster care, or a medical certificate from a licensed health care provider verifying the pregnancy disability when the employee is qualified under Subsection 13.3 A5.

13.6 Any donated leave may only be used by the recipient for the purposes specified in this Section.

13.7 The receiving employee will be paid their 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.

13.8 All forms of paid leave available for use by the recipient must be used prior to using shared leave when qualified under Section 13.3 A1. 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 Section 13.3 A2 or 13.3 A3. For shared leave qualified under Subsection 13.3 A5, the employee is required to deplete their personal holiday and all compensatory time. The employee is also required to deplete vacation leave and sick leave in excess of forty (40) hours in each category.

13.9 Any shared leave no longer needed or not needed at any future time in connection with the original injury or illness or for any other qualifying condition by the recipient as determined by the Agency Head or designee will be returned to the donor(s).

Unused leave may not be returned until one of the following occurs:

A. The Agency Head or designee receives a doctor’s statement verifying the need for shared leave is resolved; or

B. The employee is released to full-time employment; has not received additional medical treatment for their current condition or any other qualifying condition for at least six (6) months; and the employee’s doctor has declined, in writing, the employee’s request for a statement indicating the employee’s condition has been 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.

13.10 If an employee has a need to use shared leave due to the same condition listed in the previously approved request, the Agency Head or designee must approve a new shared leave request for the employee.

13.11 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.

13.12 The Agency will maintain records which contain sufficient information to provide for legislative review.

13.13 An employee who uses leave that is transferred under this Section will not be required to repay the value of the leave that they used.

ARTICLE 14
FAMILY AND MEDICAL LEAVE - PREGNANCY DISABILITY LEAVE

14.1 A. Consistent with the federal Family and Medical Leave Act of 1993 (FMLA) and any amendments thereto and the Washington State Family Leave Act of 2006 (WFLA), an employee who has worked for the state for at least twelve (12) months and for at least one thousand two hundred fifty (1,250) hours during the twelve (12) months prior to the requested leave is entitled to up to twelve (12) workweeks of family medical leave in a twelve (12) month period for any one or more of the following reasons 1-5:

1. Parental leave for the birth and to care for a newborn child, or placement for adoption or foster care of a child and to care for that child;

2. Personal medical leave due to the employee's own serious health condition that requires the employee's absence from work;

3. Family medical leave to care for a spouse, son, daughter, parent, or state registered domestic partner as defined by RCW 26.60.020 and 26.60.030, who suffers from a serious health condition that requires on-site care or supervision by the employee. Because the FMLA does not recognize state registered domestic partners, an absence to care for an employee's state registered domestic partner in accordance with the WFLA will not be counted towards the twelve (12) weeks of FMLA.

4. Family medical leave for a qualifying exigency when the employee's spouse, state registered domestic partner as defined by RCW 26.60.020 and 26.60.030, child of any age, or parent is on active duty or call to active duty status of the Reserves or National Guard for deployment to a foreign country. Qualifying exigencies include attending certain military events, arranging for alternate childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

5. Military Caregiver Leave will be provided to an eligible employee who is the spouse, child of any age, parent or next of kin of a covered service member to take up to twenty-six (26) workweeks of leave in a single twelve (12) month period to care for the covered service member or veteran who is suffering from a serious illness or injury incurred in the line of duty.

During the single twelve (12) month period during which Military Caregiver Leave is taken, the employee may only take a combined total of twenty-six (26) weeks of leave for Military Caregiver Leave and leave taken for the other FMLA qualifying reasons.

The single twelve (12) month period to care for a covered service member begins on the first day the employee takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established for other types of FMLA leave.

B. Entitlement to family medical leave for the care of a newborn child or newly adopted or foster child ends twelve (12) months from the date of birth or the placement of the foster or adopted child.

C. The one thousand two hundred fifty (1,250) hour eligibility requirement noted above does not count paid time off such as time used as vacation leave, sick leave, exchange time, personal holidays, compensatory time off, or shared leave.

14.2 The family medical leave entitlement period will be a rolling twelve (12) month period measured forward from the date an employee begins family medical leave. Each time an employee takes family medical leave during the twelve (12) month period, the leave will be subtracted from the twelve (12) weeks of available leave.

14.3 The Employer will continue the employee's existing employer-paid health insurance, life insurance and disability insurance benefits during the period of leave covered by family medical leave. The employee will be required to pay their share of health insurance, life insurance and disability insurance premiums.

14.4 The Employer has the authority to designate absences that meet the criteria of the family medical leave. The use of any paid or unpaid leave (excluding leave for a work-related illness or injury covered by workers' compensation or assault benefits and compensatory time) for a family medical leave qualifying event will run concurrently with, not in addition to, the use of the family medical leave for that event. Any employee using paid leave for a family medical leave qualifying event must follow the notice and certification requirements relating to family medical leave usage in addition to any notice and certification requirements relating to paid leave.

14.5 The Employer may require certification from the employee's, the family member's, or the covered service member's health care provider for the purpose of qualifying for family medical leave.

14.6 Personal medical leave, serious health condition leave or serious injury or illness leave covered by the family medical leave may be taken intermittently when certified as medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the

Employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

14.7 Upon returning to work after the employee's own family medical leave-qualifying illness, the employee will be required to provide a fitness for duty certificate from a health care provider. Once the employee provides the fitness for duty certification, the agency will not delay the return to work while the agency seeks clarification and authentication from the employee's health care provider.

14.8 The employee will provide the Employer with not less than thirty (30) days' notice before the family medical leave is to begin. If the need for the leave is unforeseeable thirty (30) days in advance, then the employee will provide such notice as is reasonable and practicable.

14.9 Parental Leave

A. Parental leave will be granted to the employee for the purpose of bonding with their newborn, adoptive or foster child. Parental leave may extend up to six (6) months, including time covered by the family medical leave, during the first year after the child's birth or placement. Leave beyond the period covered by family medical leave may only be denied by the Employer due to operational necessity. Such denial may be grieved beginning at the Agency Director step of the grievance procedure in Article 27, Grievance Procedure.

B. Parental leave may be a combination of the employee's accrued vacation leave, sick leave, personal holiday, compensatory time, or leave without pay. Sick leave may only be used for the same time period the employee is approved and using FMLA or WFLA leave for baby bonding purposes.

14.10 Pregnancy Disability Leave

A. Leave for pregnancy or childbirth related disability is in addition to any leave granted under FMLA or WFLA.

B. Pregnancy disability leave will be granted for the period of time that an employee is sick or temporarily disabled because of pregnancy and/or childbirth. An employee must submit a written request for disability leave due to pregnancy and/or childbirth in accordance with agency policy. An employee may be required to submit medical certification or verification for the period of the disability. Such leave due to pregnancy and/or childbirth may be a combination of sick leave, vacation leave, personal holiday, compensatory time, exchange time and leave without pay. The combination and use of paid and unpaid leave will be the choice of the employee.

14.11 The parties recognize that the Department of Labor is working on further defining the recent amendments to FMLA. The Employer and employees will comply with existing and any newly developed federal FMLA regulations, interpretations and/or definitions.

14.12 Washington Family Leave Act (WFLA) effective until December 31, 2019

The parties recognize that WFLA (RCW 49.78) is repealed and is only effective until December 31, 2019; therefore, any references to WFLA or the provisions of WFLA or the provisions of WFLA in this Article expire on December 31, 2019.

14.13 Washington Family Medical Leave Program effective January 1, 2020

The parties recognizethat the Washington State Family and Medical Leave Program (RCW 50A.04) is in effect beginning January 1, 2020 and eligibility for and approval of leave for purposes as described under that Program shall be in accordance with RCW 50A.04. In the event the legislature amends all or part of RCW 50A.04, those ammendments are considered by the the parties to be incorporated herein. In the event the legislature repeals all or part of RCW 50A.04, those provisions that are repealed are considered by the parties to be expired and no longer in effect upon the effective date of their repeal.

ARTICLE 15
SEVERE INCLEMENT WEATHER AND NATURAL DISASTER LEAVE

15.1 If the Employer decides that a state office or work location is non-operational due to severe inclement weather or natural disaster, the following will apply:

A. Non-emergency (or emergency, if applicable) employees may be released with no loss of pay during the disruption of services, to include power outages.

B. Non-emergency (or emergency, if applicable) employees may be reassigned to similar positions at locations within a reasonable driving distance from the non-operational location during the disruption of services.

C. If affected state offices or work locations are reasonably believed to be temporarily non-operational, employees will be allowed to utilize accrued leave for up to four (4) weeks. The employee's leave will be charged in the following order:

1. Any earned compensatory time, or exchange time unless this would result in the loss of their vacation leave;

2. Any accrued vacation leave;

3. Accrued sick leave, up to a maximum of three (3) days in any calendar year;

4. Leave without pay.

D. At the discretion of the Employer, if, after four (4) weeks, the state office or work location is still non-operational, non-emergency employees may be subject to a temporary reduction of work hours or temporary layoff consistent with Section 31.5 of Article 31, Layoff and Recall, of this Agreement.

15.2 If a work location remains fully operational but an employee is unable to report to work or remain at work because of severe inclement weather or a natural disaster, the employee's leave will be charged in the following order:

A. Any earned compensatory time, or exchange time unless this would result in the loss of their vacation leave;

B. Any accrued vacation leave;

C. Any accrued sick leave, up to a maximum of three (3) days in any calendar year; then

D. Leave without pay
Although the types of paid leave will be used in the order listed above, and each type of paid leave will be exhausted before the next is used, employees will be permitted to use leave without pay rather than vacation or sick leave at their request.

15.3 Employees who report to work late due to severe inclement weather or a natural disaster will be allowed up to one (1) hour of paid time (up to two [2] hours for employees who work on McNeil Island). The State may grant additional paid time if deemed reasonable under the circumstances. Section 16.2, Jury Duty, will apply to any additional late time.

ARTICLE 16
MISCELLANEOUS LEAVE

16.1 Subject to the Employer's prior approval, employees will be allowed paid leave, during scheduled work time, for:

A. Examinations or interviews for state employment:
Each employee will be allowed paid leave during their scheduled work hours for examinations and interviews for state employment. Approval cannot be denied for up to four times in a calendar year**,** unless it interferes with the business needs of the agency. Any additional examinations and interviews are subject to the Employer's prior approval. The employer may approve reasonable travel time.

B. Assessment from the Employee Assistance Program (EAP);

C. Life-giving procedures;

D. Jury Duty as outlined in 16.2;

E. To appear in court or administrative hearing, as specifically provided below in Section 16.3;

F. For bereavement leave, as specifically provided below in Section 16.5.

16.2 Jury Duty

Employees will receive paid leave and be allowed to retain any compensation paid to them for their jury duty service. Employees will promptly inform the Employer when notified of a jury duty summons. If selected to be on a jury, employee-requested schedule changes will be approved, to accommodate jury duty service. If employees are released from jury duty and there are more than two (2) hours remaining on their work shift, they may be required to return to work.

16.3 A subpoenaed employee will receive paid leave, during scheduled work time, to appear as a witness in a court or an administrative hearing for work-related cases, unless they:

A. Are a party in the matter and are not represented by the Attorney General's Office of the state of Washington; or

B. Have an economic interest in the matter.

Nothing in this Section will preclude an employee from receiving regular pay, travel expenses and per diem to appear in court or an administrative hearing on behalf of the Employer.

16.4 Employees will not be eligible for per diem or travel expenses under this Article.

16.5 Bereavement Leave

A. An employee is entitled to three (3) days of paid bereavement leave if a family member or household member dies. An employee may request less than three (3) days of bereavement leave.

B. The Employer may require verification of the family member's or household member's death.

C. In addition to paid bereavement leave, the Employer may approve an employee's request to use compensatory time, sick leave, vacation leave, exchange time, their personal holiday or leave without pay for purposes of bereavement and in accordance with this Agreement.

D. For purposes of this sub-article a family member is defined as parent, step-parent, sister, brother, parent-in-law, spouse, state registered domestic partner as defined by RCW 26.60.020 and 26.60.030, grandparent, grandchild, child and stepchild. A household member is defined as persons who reside in the same home who have reciprocal duties to and do provide

financial support for one another. This term does not include persons sharing the same house when the living style is primarily that of a dormitory or commune.

16.6 Personal Leave

A. An employee may choose one (1) workday as a personal leave day per fiscal year during the life of this Agreement if the employee has been continuously employed for more than six (6) months.

B. The Employer will release the employee from work on the day selected for personal leave if:

1. The employee has given at least fourteen (14) calendar days' written notice to their supervisor. However, the supervisor has the discretion to allow a shorter notice period.

2. The number of employees selecting a particular day off does not prevent the Agency from providing continued public service.

3. The employee's use of such a leave day does not require the Employer to incur any costs, such as backfilling for a position with overtime.

C. Personal leave may not be carried over.

D. Part-time and on-call employees who are employed during the month in which the personal leave day is taken will be compensated for the personal leave day in an amount proportionate to the time in pay status during the month to that required for full-time employment.

E. Upon request, an employee will be approved to use part or all of their personal leave day for:

1. The care for family members as required by the Family Care Act, WAC 296-130;

2. Leave as required by the Military Family Leave Act, RCW 49.77 and in accordance with Article 17.12; or

3. Leave as required by the Domestic Violence Leave Act, RCW 49.76.

16.7 Life-Giving Procedures

When approved employees will receive paid leave, not to exceed five (5) 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 other medical professional that the employee participated in a life-giving procedure. Agencies may take into account program and staffing replacement requirements in the scheduling of leave for life-giving procedures.

ARTICLE 17
LEAVE WITHOUT PAY

17.1 Leave without pay will be granted for the following reasons:

A. Family and medical leave-pregnancy disability leave (Article 14);
B. Compensable work-related injury or illness leave;
C. Military leave;
D. Volunteer firefighting leave;
E. Military family leave;
F. Domestic violence leave.

17.2 Limitations

Leave without pay may be limited to no more than twelve (12) months in any consecutive five (5) year period, except for:

A. Compensable work-related injury or illness;

B. Educational leave;

C. Governmental Service Leave;

D. Military;

E. Seasonal career employment leaves;

F. Volunteer fire fighting;

G. Domestic violence leave;

H. Leave authorized in advance by an Appointing Authority as a part of a plan to accommodate a person with a disability; or

I. Leave taken under the provisions of Article 14, Family and Medical Leave.

17.3 Returning Employee Rights

Employees returning from authorized leave without pay will be employed in the same position or if the leave is for an extended period, in another position in the same job classification and the same geographical area, as determined by the Employer, provided that such reemployment is not in conflict with other articles in this Agreement.

17.4 Military Leave

In addition to the twenty-one (21) days of paid leave granted to employees for required military duty or to take part in training, or drills including those in the National Guard or active status, 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. In addition to the twenty-one (21) days, employees called to active military duty will continue to accrue seniority within the state system.

17.5 Educational Leave

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

17.6 Child and Elder Care Emergencies

Leave without pay may be granted for child and elder care emergencies and is limited to a maximum of three (3) days per calendar year. Compensatory time, exchange time or paid leave may also be used for child and elder care emergencies, subject to the limitations above.

17.7 Seasonal Career Employment

Leave without pay may be granted to seasonal career employees during their off-season.

17.8 Governmental Service Leave

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

17.9 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.

17.10 Professional Growth Opportunity

Leave without pay may be granted for an employee to engage in a professional growth opportunity that will demonstrably provide an immediate or future benefit to the agency that grants the leave without pay.

17.11 Military Family Leave

Leave without pay will be granted to an employee whose spouse or state registered domestic partner as defined by RCW 26.60.020 and 26.60.030 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) business days per deployment. Employees must provide the Employer with five (5) business days notice after receipt of official notice that the employee's spouse or state registered domestic partner as defined by RCW 26.60.020 and 26.60.030 will be on leave or of an impending call to active duty.

17.12 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 members for the purpose of domestic violence leave include child, spouse, state registered domestic partner as defined by RCW 26.60.020 and 26.60.030, parent, parent-in-law, grandparent or a person the employee is dating. The Employer may require verification from the employee requesting leave.

17.13 Loss of a Required License and/or Certification

Employees whose license and/or certification has expired may be placed on leave without pay until the license and/or certification is renewed.

17.14 Use of Paid Leave

With the approval of the Appointing Authority, employees will be allowed to utilize accrued sick leave, personal holiday or vacation leave when on authorized leave without pay due to illness or injury.

ARTICLE 18
SAFETY AND HEALTH

18.1 It is to the mutual benefit of the Employer and the employees that safe work practices are followed. The Employer, employee and Union have a significant responsibility for workplace safety and health.

A. The Employer will provide a work environment in accordance with safety standards established by the Washington Industrial Safety and Health Act (WISHA). It is agreed that the WISHA regulations now and hereafter amended will continue to be complied with by both parties.

B. Employees will comply with all safety and health practices and standards established by the Employer and will report unsafe working conditions immediately. The Employer will investigate reported unsafe working conditions and take appropriate action.

C. Employees will contribute to a healthy workplace, including not knowingly exposing co-workers and the public to conditions that would jeopardize their health or the health of others. The Employer may direct employees to use leave in accordance with Article 12, Sick Leave, when employees self-report a contagious health condition.

D. The Union will work cooperatively with the Employer on safety and health related matters and encourage employees to work in a safe manner.

18.2 The Employer will determine and provide the required safety devices, personal protective equipment and apparel, and training necessary for employees to perform their job.

18.3 Each agency will form joint safety committees in accordance with WISHA requirements at each permanent work location where there are eleven (11) or more employees.

18.4 Safety committees will consist of employees selected by the Union and Employer-selected members. The number of employees selected by the Union must equal or exceed the number of Employer-selected members. The number of Union-designated employee representatives on the committee(s) will be proportionate to the number of employees represented by the Union at the permanent work location. Meetings will be conducted in accordance with WAC 296-800-13020. Committee recommendations will be forwarded to the appropriate Appointing Authority for review and action, as necessary. The Appointing Authority or designee will report follow-up action/information to the Safety Committee.

18.5 Ergonomic Assessments

At the request of the employee, the Employer will ensure that an ergonomic assessment of the employee's workstation is completed. Solutions to identified issues will be implemented within available resources.

18.6 Air Quality Assessments

Air quality concerns brought to the Safety Committee will be evaluated and processed in accordance with Article 18.6.

ARTICLE 19
UNIFORMS, TOOLS AND EQUIPMENT

19.1 Uniforms

The Employer may require employees to wear uniforms. Where required, the Employer will determine and provide the uniform, or an equivalent clothing allowance. Employees may be required to return all provided uniform upon separation from employment.

19.2 Tools and Equipment

As established by current practices, the Employer may determine and provide necessary tools, tool allowance, equipment and foul weather gear. The Employer will repair or replace employer-provided tools and equipment if damaged or worn out beyond usefulness in the normal course of business. Employees are accountable for equipment and/or tools assigned to them and will maintain them in a clean and serviceable condition. Employees who misuse, vandalize, lose or damage state property may be subject to disciplinary action. Employees will be required to return all tools, equipment and foul weather gear upon separation from employment.

19.3 Acquisition of New Equipment in DES Printing Plant

Management maintains its right to determine the methods, means, and kinds of work and equipment to perform its production and provide customer service.

A New Equipment Committee is established consisting of two (2) persons mutually selected by the local Union and Management; and two (2) persons mutually selected by the Director of DES or their designee. This Committee shall evaluate all questions related to introducing new equipment or creating significant changes in present equipment and manual tasks raised by the Union. The Committee will make a recommendation to Management within ten (10) full business days after the question has been presented to the Committee.

The Employer agrees to provide sixty (60) days notice to the Union that it will be changing equipment. Management will consider feedback provided but retains the full authority to make the final decision. When practicable, staff will be retrained, trained, or given reasonable time to adapt to a new work process or equipment, evolved equipment, or operation and maintenance of such equipment.

19.4 Taxability

The Employer will comply with applicable IRS regulations regarding taxing of Employer provided items.

ARTICLE 20
DRUG AND ALCOHOL FREE WORKPLACE

20.1 All employees must report to work in a condition fit to perform their assigned duties unimpaired by alcohol or drugs.

20.2 Possession of Alcohol and Illegal Drugs

A. Employees may not use or possess alcohol in state vehicles, on agency premises, or other governmental or private worksites where employees are assigned to conduct official state business except when:

1. The premises are considered residences; or

2. The premises or state vehicles are used for the transportation, purchase, distribution and sale of alcohol pursuant to state law.

B. The use or possession of marijuana by an employee is prohibited in state vehicles, on agency premises, or other governmental or private worksites where employees are assigned to conduct official state business.

C. The unlawful use, possession, delivery, dispensation, distribution, manufacture or sale of drugs, including marijuana, in state vehicles, on agency premises, or on official business is prohibited.

20.3 Prescription, Medical Marijuana, and Over-the-Counter Medications

Employees taking physician-prescribed or over-the-counter medications, including medical marijuana, must notify their supervisor or other designated official of the fact that they are taking a medication and side effects of the medication if there is a substantial likelihood that such medication will affect job safety.

20.4 Drug and Alcohol Testing – Safety Sensitive Functions

A. Employees required to have a Commercial Driver's License (CDL) or to be tested by the United States Coast Guard (USCG), are subject to pre-employment, post-accident, random and reasonable suspicion testing in accordance with the U.S. Department of Transportation Rules, Coast Guard Regulations (46 CFR Part 16) or the Federal Omnibus Transportation Employee Testing Act of 1991. The testing will be conducted in accordance with current agency policy.

B. In addition, employees who perform other safety-sensitive functions are subject to pre-employment, post-accident and reasonable suspicion testing in accordance with agency policy.

1. For employees who perform safety-sensitive functions, a post-accident drug and alcohol test may be conducted when a work-related incident has occurred involving death, serious bodily injury or significant property/environmental damage, or the potential for death, serious injury, or significant property/environmental damage, and when the employee's action(s) or inaction(s) either contributed to the incident or cannot be completely discounted as a contributing factor.

20.5 Voluntary Request for Assistance

A. An employee who requests assistance for a drug or alcohol problem will be afforded an opportunity to seek assistance from the Employee Assistance Program (EAP) or other Agency-recognized assistance program. If the assistance is requested prior to the employee providing a sample pursuant to testing, the employee will not be subject to discharge, unless other circumstances warrant such action.

B. <u>Assessment and Treatment</u>

The employee will be relieved from duty and placed on sick leave, or leave without pay pending completion of any initial chemical dependency assessment and successful completion of any in-patient chemical dependency rehabilitation program certified by the Department of Social and Health Services, Division of Behavioral Health and Recovery (DBHR). If the assessment results in a recommendation for an out-patient treatment program, the employee will enter a return to work agreement before being allowed to return to work. An employee will be discharged if they refuse to participate in or successfully complete any DBHR certified program.

C. Return to Work

Upon return to work after entering an out-patient program or successfully completing an in-patient rehabilitation program, the employee will be subject to random testing for a period of one (1) year. If the employee tests positive for drugs/alcohol during this period the employee will be terminated.

D. Release of Information

Employees participating in such treatment will agree to provide the Employer with a release of medical information sufficient to ensure the employee's compliance with the requirements of the rehabilitation program.

20.6 Reasonable Suspicion Testing

A. Reasonable suspicion testing for alcohol, marijuana or controlled substances may be directed by the Employer for any employee when there is reason to suspect that alcohol, marijuana or controlled substance usage may be adversely affecting the employee's job performance or that the employee may present a danger to the physical safety of the employee or others. Specific objective grounds must be stated in writing that support the reasonable suspicion.

B. Referral

Referral for testing will be made on the basis of specific written objective grounds documented by a supervisor who has completed the training on detecting the signs/symptoms of being affected by controlled substances/alcohol.

C. Testing

1. When reasonable suspicion exists, employees must submit to alcohol, marijuana, and/or controlled substance testing when required by the Employer. A refusal to test is considered the same as a positive test. When an employee is referred for testing, the employee will be removed immediately from duty and transported to the collection site. The cost of reasonable suspicion testing, including the employee's salary will be paid by the Employer.

2. Testing will be conducted in such a way to ensure maximum accuracy and reliability by using the techniques, chain of custody procedures, equipment and laboratory facilities, which have been approved by the U.S. Department of Health and Human Services. All employees notified of a positive controlled substance, marijuana or alcohol test result may request an independent test of their split sample at the employee's expense. If the test result is negative, the Employer will reimburse the employee for the cost of the split sample test.

3. An employee who has a positive alcohol, marijuana, and/or controlled substance test may be subject to disciplinary action, up to and including discharge based on the incident that prompted the testing.

20.7 Training

Training will be made available to managers, supervisors and lead-workers. Each Union may designate one (1) union steward or representative to attend training and provide training materials to the Union. Any additional requests for training will need Appointing Authority approval. The training will include:

A. The elements of the Employer's Drug and Alcohol Free Workplace Program;

B. The effects of drugs and alcohol in the workplace;

C. Behavioral symptoms of being affected by alcohol, marijuana, and/or controlled substances; and

D. Rehabilitation services available.

20.8 Rehabilitation

The Employer may use the results of the drug and alcohol test to require the employee to successfully complete a rehabilitation plan.

ARTICLE 21
TRAVEL

21.1 Employees will be reimbursed for any authorized travel expenses (e.g. mileage, lodging and/or per diem), in accordance with the regulations established by the Office of Financial Management and agency policy. When determining whether or not a hotel stay for an employee who will be in travel status is warranted, the Agency will take into consideration the health and safety of the employee traveling. This may include consideration of hazardous inclement weather, extraordinary number of hours worked, the nature of the work required, and/or other travel-related circumstances which could threaten the safety of the employee.

21.2 Employees shall be notified upon hire of the necessity to use their personal vehicle for state business, if such use is on a regular/frequent basis. The Employer agrees to compensate employees in accordance with OFM regulations for the use of their personal vehicle when authorized in advance by the Appointing Authority or a designee. Employees shall not be required to ride in another employee's personal vehicle.

21.3 Employees with permanently assigned vehicles may be permitted to park the vehicle at their home provided all necessary documentation has been reviewed and approved by the Employer and in accordance with the OFM regulations.

ARTICLE 22
UNIFORMED SERVICE SHARED LEAVE POOL

22.1 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 and OFM administer the pool.

22.2 Definitions

For purposes of this Article only, the following definitions apply:

A. "Employee" means any employee who is entitled to accrue sick leave or vacation leave and for whom accurate leave records are maintained.

B. "Military salary" includes base, specialty and other pay, but does not include allowances like the basic allowance for housing.

C. "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.

D. "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.

E. "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 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.

22.3 Participation

A. An employee may be eligible to receive leave from the uniformed service shared leave pool under the following conditions:

1. The employee is entitled to accrue vacation leave, sick leave, or a personal holiday.

2. The employee has been called to service in the uniformed services.

3. The call to service has caused, or is likely to cause, the employee to go on leave without pay status or terminate state employment.

4. The employee's absence and the use of shared leave are justified.

5. The employee has depleted or will shortly deplete their vacation leave and paid military leave allowed under RCW 38.40.060.

6. The employee has followed Agency rules regarding military leave.

B. 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.

22.4 Process

A. 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.

B. 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.

C. Shared leave may not be granted unless the pool has a sufficient balance to fund the requested leave for the expected term of service.

D. 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 (PEBB), regardless of the employee's monthly salary and military salary.

E. 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.

F. 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.

22.5 This article is not subject to the grievance procedure.

ARTICLE 23
OFF-DUTY CONDUCT

23.1 The off-duty activities of an employee will not be grounds for disciplinary action unless said activities are a conflict of interest as set forth in state law or are detrimental to the employee's work performance or the program of the Agency.

23.2 **All Employees**
Employees will report all arrests and any court-imposed sanctions or conditions that would prevent or negatively affect their ability to perform assigned duties to their Appointing Authority or designee within twenty-four (24) hours or prior to their scheduled work shift or work period, whichever occurs first.

23.3 Employees will notify the Employer prior to engaging in any off-duty employment. Employees may engage in off-duty employment that is in accordance with agency/program policy and will not interfere with the performance of their duties or result in a conflict of interest.

ARTICLE 24
COMMUTE TRIP REDUCTION AND PARKING

24.1 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.

24.2 Agencies may provide commute trip reduction incentives consistent with agency policies and within available resources.

24.3 During the term of this Agreement, agency-administered parking rates charged to employees who work at facilities located off the Capital Campus will not be increased from the facility parking rates in existence as of June 30, 2009.

24.4 The Appointing Authority or designee may approve modified schedules which further trip reduction goals.

ARTICLE 25
DEFENSE AND INDEMNIFICATION

25.1 Employee Liability

In the event an employee becomes a defendant in a civil liability suit arising out of actions taken or not taken in the course of their employment for the state, the employee has the right to request representation and indemnification through their agency in accordance with RCW 4.92.060 and 070 and Agency policy.

ARTICLE 26
DISCIPLINE

26.1 Just Cause

The Employer will not discipline any permanent employee without just cause.

26.2 Employee Privacy

When disciplining an employee, the Employer will make a reasonable effort to protect the privacy of the employee.

26.3 Forms of Discipline

Discipline includes oral and written reprimands, reduction in pay, suspension, demotion, and discharge.

26.4 Investigative Process

A. The Employer has the authority to determine the method and develop appropriate guidelines for conducting investigations and notify the Union of those guidelines.

B. Upon written request of the Union, if an investigation lasts longer than sixty (60) days from the date the employee was notified of the investigation, the Employer will notify the Union of the current status of the investigation (for example: interviews pending, drafting of investigative report, waiting for analysis of data), next steps and anticipated timeframe for completion. The Employer will provide its response to the Union's request for the current status of the investigation at least ten (10) days from the date of request by the union. However, in the event the Employer does not respond to the Union's request for a status of the investigation within ten (10) days, the failure to meet this timeframe will not be a basis for challenging the disciplinary action or precluding admissibility of evidence.

C. At the conclusion of any investigation where the Employer elects not to take disciplinary action, the employee will be provided with a notification when the investigation is completed and that no discipline will be imposed.

26.5 Investigatory Interviews

A. The Employer will notify the employee in advance of an investigatory interview and the nature of the interview.

B. Upon request, an employee has the right to a union representative at an investigatory interview called by the Employer, if the employee reasonably believes discipline could result. An employee may also have a Union representative at a pre-disciplinary meeting. If the requested representative is not reasonably available, the employee will select another representative who is available. Employees seeking representation are responsible for contacting their representative. The role of the representative is to provide assistance and counsel to the employee, rather than serve as an adversary to the investigator. The exercise of rights in this Article must not interfere with the Employer's right to conduct the investigation.

C. Employees have a duty to cooperate with an Agency investigation. Employees retain the rights afforded to them by the Constitution of the United States and the State of Washington, as well as all of the protections of the statutes of Washington and this collective bargaining agreement.

D. The Employer will allow a reasonable break for an employee participating in an investigatory interview.

26.6 Alternative Assignments

An employee placed on an alternate assignment during an investigation will be informed of the general reason(s) for the alternative assignment, unless it would compromise the integrity of the investigation, and will not be prohibited from contacting their Union representative unless there is a conflict of interest, in which case the employee may contact another union representative. This does not preclude the Employer from restricting an employee's access to Agency premises. Upon completion of the investigation process(es), the employee will be notified.

26.7 Pre-Disciplinary Meetings

Prior to imposing discipline, except oral or written reprimands, the Employer will inform the employee and the Union of the reasons for the contemplated discipline and an explanation of the evidence and copies of written documents relied upon to take the action. The employee will be provided an opportunity to respond in writing or in person.

26.8 Notice Prior to Reduction in Pay or Demotion

The Employer will provide an employee with fifteen (15) calendar days' written notice prior to the effective date of the reduction in pay or demotion.

26.9 Ability to Grieve Specific Discipline

The Employer has the authority to impose discipline, which is then subject to the grievance procedure set forth in Article 27, Grievance Procedure. Oral reprimands,

however, may only be processed through the Agency Head step of the grievance procedure.

26.10 Copy of Disciplinary Action Provided to Union

Copies of disciplinary actions, except for oral reprimands, will be sent to the Union at the time it is given to the employee.

ARTICLE 27
GRIEVANCE PROCEDURE

27.1 The purpose of this Article is to provide for an orderly method of resolving disputes over the provisions of this Agreement. Whenever possible, disputes should be resolved informally, at the lowest level. To that end, all supervisors and employees are encouraged to engage in free and open discussions about disputes.

27.2 Terms and Requirements

A. Grievance Definition

A grievance is an allegation by an employee or a group of employees that there has been an act that violates this Agreement which occurred during the term of this Agreement. The term "grievant" as used in this Article includes the term "grievants."

B. Filing a Grievance

Grievances may be filed by the Union on behalf of an employee or on behalf of a group of employees. If the Union does so, it will set forth the name of the employee or the names of the group of employees.

C. Computation of Time

Days are calendar days, and will be counted by excluding the first day and including the last day of timelines. When the last day falls on a Saturday, Sunday or holiday, the last day will be the next day which is not a Saturday, Sunday or holiday. Transmittal of grievances, appeals and responses will be in writing, and timelines will apply to the date of receipt, not the date of postmarking.

D. Failure to Meet Timelines

The time limits in this Article must be strictly adhered to unless mutually modified in writing. Failure by the Union to comply with the timelines will result in the automatic withdrawal of the grievance. Failure by the Employer to comply with the timelines will entitle the Union to move the grievance to the next step of the procedure.

E. Contents

The written grievance must include the following information:

1. The nature of the grievance;

2. All pertinent facts or issues, including date of occurrence, upon which the grievance is based;

3. The specific article and section of the Agreement violated;

4. The specific remedy requested; and

5. The name and signature of the grievant(s) or the Union representative.

F. Modifications
No newly alleged violations may be made after the initial written grievance is filed, except by written mutual agreement.

G. Resolution
If the Employer provides the requested remedy or a mutually agreed-upon alternative, the grievance will be considered resolved and may not be moved to the next step.

H. Withdrawal
A grievance may be withdrawn at any time.

I. Resubmission
If terminated, resolved or withdrawn, a grievance cannot be resubmitted.

J. Pay
Grievants will not lose pay for attending grievance meetings or arbitration hearings held during their work time. Grievants will not be paid for meetings held during their off-duty time.

K. Consolidation
The Employer may consolidate grievances arising out of the same set of facts.

L. Bypass
Any of the steps in this procedure may be bypassed with mutual written consent of the parties involved at the time the bypass is sought.

M. Discipline
Disciplinary grievances will be initiated at the level at which the disputed action was taken.

27.3 Filing and Processing

A. Filing
A grievance must be filed within twenty-one (21) days of the occurrence giving rise to the grievance, or the date the grievant knew or could reasonably have known of the occurrence.

The employee may first discuss the issue with the immediate supervisor in an attempt to informally resolve the issue. The employee may elect to have a union representative or union steward present.

Even when informal discussions occur, the written grievance must be filed no later than the twenty-one (21) days described above.

B. Alternative Resolution Methods

Any time during the grievance process, by mutual consent, the parties may use alternative methods to resolve the dispute. If the parties agree to use alternative methods, the time frames in this Article are suspended. If the selected alternative method does not result in a resolution, the Union may return to the grievance process and the time frames resume. Any expenses and fees of alternative methods will be shared equally by the parties.

C. Processing

Step 1: Appointing Authority or Designee:

If the issue is not resolved informally, the Union may file a written grievance with the employee's supervisor or designee with a copy to the Human Resources Office, within the twenty-one (21) day period described above. The Employer will designate a responsible supervisor, manager or designee who will, upon agreement of the parties, meet or confer by telephone with a Union steward and/or staff representative and the grievant within twenty-one (21) days of receipt of the grievance, and will respond in writing to the Union within fifteen (15) days after the meeting. If the parties cannot agree on the meeting process, the Union may move the grievance to Step 2 of the grievance procedure.

Step 2: Agency Head or Designee:

If the grievance is not resolved at Step 1, the Union may move it to Step 2 by filing the written grievance with the Agency Head, with a copy to the Human Resources Office, within fifteen (15) days of the Union's receipt of the Step 1 decision. Upon agreement of the parties, the Agency Head or designee will meet or confer by telephone with a Union steward and/or staff representative and the grievant within fifteen (15) days of receipt of the Step 1 decision. Management will provide a written response to the Union within fifteen (15) days after the meeting and if the remedies are denied the response will include an explanation.

Step 3: Mediation of Pre-Arbitration Review Meeting:

If the grievance is not resolved at Step 2, the Union may either file a request for mediation with Public Employment Relations Commission (PERC) or file a demand for arbitration with a copy of the grievance and all responses attached.

A. Request for Mediation

The Union may choose to file a request for mediation with PERC in accordance with WAC 391-55-020, with a copy to the OFM State Human Resources Labor Relations Section (LRS) and the agency's Human Resources Office within fifteen (15) days of receipt of the Step 2 decision.

B. Request for Pre-Arbitration Review Meeting (PARM)

As an alternative to requesting mediation, the Union may request a PARM. The PARM shall be filed with the Assistant Director of the LRS and the Agency's Human Resource Office within fifteen (15) days of the Union's receipt of the Step 2 decision. Within fifteen (15) days of the receipt of the arbitration demand, the LRS will either:

1. Schedule a pre-arbitration review meeting with the LRS Assistant Director or designee, an Agency representative, and the Union's representative to review and attempt to settle the dispute. If the matter is not resolved in this pre-arbitration review, within fifteen (15) days of the meeting, the Union may file a demand to arbitrate the dispute with the American Arbitration Association (AAA), Federal Mediation and Conciliation Service (FMCS), or through a mutually agreed upon list of arbitrators or,

2. Notify the Union in writing that no pre-arbitration review meeting will be scheduled. Within fifteen (15) days of receipt of this notice, the Union may file a demand to arbitrate the matter with the AAA, FMCS, or through a mutually agreed upon list of arbitrators.

Step 4: Arbitration:

Filing Demand to Arbitrate

If the grievance is not resolved at Step 3, the Union may file a request for arbitration. The demand to arbitrate the dispute must be filed with the appropriate organization within fifteen (15) days of the mediation session or PARM.

C. Selecting an Arbitrator

The parties will select an arbitrator by mutual agreement or by alternately striking names from the list of arbitrators, and will follow the Labor Arbitration Rules of the AAA unless they agree otherwise in writing.

D. Authority of the Arbitrator

1. The arbitrator will:

   a. Have no authority to add to, subtract from, or modify any of the provisions of this Agreement;

   b. Be limited in their decision to the grievance issue(s) set forth in the original written grievance unless the parties agree to modify it;

   c. Not make any decision that would result in the violation of this Agreement;

2. The arbitrator will hear arguments on and decide issues of arbitrability before the first day of arbitration at a time convenient for the parties, immediately prior to hearing the case on its merits, or as part of the entire hearing and decision-making process. If the issue of arbitrability is argued prior to the first day of arbitration, it may be argued in writing or by telephone, at the discretion of the arbitrator. Although the decision may be made orally, it will be put in writing and provided to the parties.

3. The decision of the arbitrator will be final and binding upon the Union, the Employer and the grievant.

E. Arbitration Costs

1. The expenses and fees of the arbitrator, and the cost (if any) of the hearing room will be shared equally by the parties.

2. If the arbitration hearing is postponed or canceled because of one party, that party will bear the cost of the postponement or cancellation. The costs of any mutually agreed upon postponements or cancellations will be shared equally by the parties.

3. If either party desires a record of the arbitration, a court reporter may be used. 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.

4. Each party is responsible for the costs of its attorneys, representatives, witnesses, travel expenses and any fees. Grievants will be paid for participation in arbitration hearings and may use leave for preparation for and travel to or from arbitration hearings.

27.4 Election of Remedies

Pursuit of a claim before the Equal Employment Opportunity Commission (EEOC), the Human Rights Commission (HRC), or in a judicial or other forum constitutes a waiver of the right to pursue the same claim through arbitration under this Article.

ARTICLE 28
PERSONNEL FILES

28.1 There will be one (1) official personnel file maintained by the Employer for each employee. Additional employee files may include supervisory, attendance, payroll and medical files. The location of personnel files will be determined by the Agency. Medical files will be kept separate and confidential in accordance with state and federal law. An employee will have the right to examine their own personnel file. Written authorization from the employee is required before any representative of the employee will be granted access to the personnel file. The employee and/or representative may not remove any contents; however, an employee may provide a written rebuttal to any information in the file that the employee considers objectionable. The Employer may charge a reasonable fee for copying any materials beyond the first copy requested by the employee or their representative.

28.2 When documents in an employee's personnel, payroll, supervisory, or training file are the subject of a public disclosure request, the Employer will provide the employee a copy of the request at least fourteen (14) calendar days in advance of the intended release date. Upon receipt of any court order or subpoena seeking documents from an employee's personnel file, the Employer will provide the employee with a copy of the order or subpoena at least fourteen (14) calendar days in advance of the intended release date or within a lesser timeframe if directed by the court order or subpoena.

28.3 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 wrongdoing, will be promptly removed from the official personnel file.

28.4 Prior to any document that may be deemed derogatory to the employee being placed into the employee's personnel file, the employee will be provided a copy.

28.5 Removal of Documents

A. Written reprimands and their related documentation will be removed from an employee's personnel file after two (2) years if:

1. Circumstances do not warrant a longer retention period, such as sexual harassment or criminal conduct; and

2. There has been no subsequent discipline; and

3. The employee submits a written request for its removal.

B. Records of disciplinary actions involving reductions-in-pay, suspensions or demotions, and written reprimands not removed after two (2) years, will be removed after five (5) years if:

1. Circumstances do not warrant a longer retention period, such as sexual harassment, or criminal conduct; and

2. There has been no subsequent discipline; and

3. The employee submits a written request for its removal.

C. Nothing in this Section will prevent the Employer and employee from agreeing to an earlier removal date, unless to do so would violate RCW 41.06.450.

D. Any disciplinary actions removed from an employee's personnel file may not be considered for progressive purposes.

28.6 Supervisory Files

Supervisory files will be purged of the previous year's job performance information following the completion of the annual performance evaluation, unless circumstances warrant otherwise. If circumstances warrant retention of a document past an annual performance evaluation, it shall be purged upon the next annual performance evaluation. Employees retain a right to review their supervisory file.

ARTICLE 29
REASONABLE ACCOMMODATION AND DISABILITY SEPARATION

29.1 The Employer and the Union will comply with all relevant federal and state laws, regulations and executive orders providing reasonable accommodations to qualified individuals with disabilities.

29.2 An employee who believes that they suffer a disability and require a reasonable accommodation to perform the essential functions of their position may request such an accommodation by submitting a request to the Agency.

29.3 Employees requesting accommodation must cooperate with the Agency in discussing the need for, and possible form of, any accommodation. The Agency may require supporting medical documentation and may require the employee to obtain a second medical opinion at agency expense. Medical information disclosed to the Agency will be kept confidential.

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

29.5 An employee with permanent status may be separated from service when the Agency determines that the employee is unable to perform the essential functions

of the employee's position due to a mental, sensory, or physical disability, which cannot be reasonably accommodated. Determinations of disability may be made by the Agency based on an employee's written request for disability separation or after obtaining a written statement from a physician or licensed mental health professional. The Agency must make a disability determination within a reasonable amount of time after the submittal of this paperwork. The Agency can require an employee to obtain an independent medical examination at the Agency's expense, including paid time, from a physician or licensed mental health professional of the Agency's choice. Evidence may be requested from the physician or licensed mental health professional regarding the employee's limitations.

An employee may elect to have a second medical examination, at the employee's expense, if the employee disagrees with the results of the Agency's physician's exam. The employee must use approved leave for the second exam. Upon request, the Agency will provide a copy of the documents which were provided to the Agency's examining professional to the employee's selected examining physician The results of this examination will be taken into consideration when making an accommodation or separation determination.

29.6 The Agency may separate an employee when the Agency has medical documentation of the employee's disability and has determined that the employee cannot be reasonably accommodated in any available position, or when the employee requests separation due to disability.

29.7 An employee separated due to disability, will be placed in the General Government Transition Pool Program if the employee submits a written request for reemployment and has met the reemployment requirements of WAC 357-46-090 through 105. Employees participating in the transition pool program shall have no right of appeal within the program.

29.8 Disability separation is not a disciplinary action. An employee who has been separated due to disability may grieve their disability separation in accordance with Article 27, Grievance Procedure, unless separation was at the employee's request. Upon written request, an employee who grieves a disability separation will be provided a copy of the medical information the Agency used to make the disability separation determination.

ARTICLE 30
SENIORITY

30.1 Definition

A. Seniority for full-time employees will be defined as the employee's length of unbroken state service. Seniority for part-time or on-call employees will be based on actual hours worked. Leave without pay of fifteen (15) consecutive calendar days or less will not affect an employee's seniority. When an employee is on leave without pay for more than fifteen (15)

consecutive calendar days, the employee's seniority will not be affected when leave without pay is taken for:

1. Military leave or United States Public Health Services Workers' compensation;

2. Governmental service leave and leave to enter the Peace Corps, not to exceed two (2) years and three (3) months;

3. Educational leave, contingent upon successful completion of the coursework;

4. Reducing the effects of layoff; and/or

5. Compensable work related injury or illness leave.

When an employee is on leave without pay for more than fifteen (15) consecutive calendar days and the absence is not due to one of the reasons listed above, the employee's seniority date will be moved forward to an amount equal to the duration of the leave without pay. Time spent on a temporary layoff or when an employee's work hours are reduced in accordance with Article 31, Layoff and Recall, will not be deducted from the calculation of seniority. Employees who are separated from state service due to layoff and are reemployed within two (2) years of their separation date will not be considered to have a break in service.

B. For the purposes of layoffs and recall, a maximum of five (5) years' credit will be added to the seniority of permanent employees who are veterans or to their surviving spouse, or surviving state registered domestic partners as defined by RCW 26.60.020 and 26.60.030, as provided for in RCW 41.06.133.

30.2 Ties

If two (2) or more employees have the same date, ties will be broken in the following order:

A. Longest continuous time within their current job classification;
B. Longest continuous time with the Agency;
C. Longest continuous time with the State; and
D. By lot.

30.3 Semi-Annual Seniority List Posting

The Employer will prepare and post a seniority list and provide a copy to the Union by April 15th and September 15th of each year. The list will be updated annually and will contain each employee's name, job classification and seniority date. The list will be arranged in descending order of seniority. For the purpose of this posting, the seniority list will not include military service credit. Employees will have thirty

(30) calendar days in which to appeal their seniority date to their Human Resources Office, after which time the date will be presumed correct.

30.4 For purposes of layoff, the Employer will, at least thirty (30) days prior to the layoff or upon request by the Union, provide the Union headquarters with the seniority list adjusted for military service credit without dates specified. The Union will provide the Employer with any known discrepancies in seniority as soon as known. The list will be arranged in descending order of seniority. The parties recognize that the list may change as new information is provided and therefore the parties agree that the list provided to the Union is an unofficial document intended only to supply general information based on DD214(s) on file with the Agency.

ARTICLE 31
LAYOFF AND RECALL

31.1 Definition

Layoff is an Employer-initiated action, taken in accordance with Section 31.3 below, that results in:

A. Separation from service with the Employer,
B. Employment in a class with a lower salary range,
C. Reduction in the work year,
D. Reduction in the number of work hours.

31.2 The Agency will determine the basis for, extent, effective date and the length of layoffs in accordance with the provisions of this Article thirty (30) calendar days prior to any layoff, with the exception of those resulting from subsection 31.6 below, each affected Agency will notify its respective Union of its intent to lay off bargaining unit members. This notice shall include: the anticipated position(s) to be eliminated; an electronic list of the seniority of all bargaining unit employees including employee's job class and program; and a list of all known vacancies.

31.3 Basis for Layoff

Layoffs may occur for any of the following reasons:

A. Lack of funds

B. Lack of work

C. Good faith reorganization

D. Ineligibility to continue in a position that was reallocated

E. Termination of a project

F. Fewer positions available than the number of employees entitled to such positions either by statute or other provision.

31.4 Voluntary Layoff, Leave Without Pay or Reduction in Hours

Appointing authorities may allow an employee to volunteer to be laid off, take leave without pay or reduce their hours of work in order to reduce layoffs. If it is necessary to limit the number of employees in an agency on unpaid leave at the same time, the Appointing Authority will determine who will be granted leave without pay and/or reduction in hours based on seniority if all staffing needs are equal. Employees who volunteer to be laid off may request to participate in the General Government Transition Pool Program and/or have their names placed on the internal layoff list for the job classifications in which they held permanent status.

31.5 Permanent, Non-Permanent and 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 non-permanent and probationary employees. Non-permanent employees will be separated from employment before probationary employees.

31.6 Temporary Reduction of Work Hours or Layoff – Agency Option

A. The Agency may temporarily reduce the work hours of an employee to no less than twenty (20) per week, up to thirty (30) calendar days, due to severe and inclement weather or natural disaster and unanticipated loss of funding, or lack of work. Employees will normally receive notice of seven (7) calendar days of a temporary reduction of work hours.

B. The Agency may temporarily layoff an employee for up to thirty (30) calendar days due to an unanticipated loss of funding, revenue shortfall, lack of work, shortage of material or equipment, or severe and inclement weather or natural disaster. Employees will receive notice of seven (7) calendar days of a temporary layoff.

C. An employee whose work hours are temporarily reduced or who is temporarily laid off will not be entitled to:

1. Be paid any leave balance;
2. Bump to any other position; or
3. Be placed on the internal layoff list.

31.7 Layoff Units

A. A layoff unit is defined as the geographical entity or administrative/ organizational unit in each agency used for determining available options for employees who are being laid off.

B. The layoff unit(s) for each agency covered by this Agreement are described in Appendix B, Layoff Units.

31.8 Skills and Abilities

Skills and abilities are documented criteria found in license/certification requirements, federal and state requirements, position descriptions, bona fide occupational qualifications approved by the Human Rights Commission or recruitment announcements that have been identified prior to the layoff.

For the purposes of layoff, the Agency will use the most current completed position description form (reviewed, approved and signed by the appropriate chain of command) as the primary basis for determining the skills and abilities necessary to perform the duties of the position. Agencies will ensure that position description forms accurately reflect the job duties of the position. The Union may challenge the use of any PDF within the bargaining unit that shows a significant change in the required skills and abilities for the position within three months of the layoff notice.

31.9 Formal Options

A. Employees will be laid off in accordance with seniority, as defined in Article 30, Seniority, among the group of employees with the required skills and abilities as defined in Section 31.8 of this Article. The Agency will determine if the employee possesses the required skills and abilities for the position. Employees being laid off will be provided an option to a comparable position in descending order within the layoff unit. Once an option as described in 1–3 below is available and offered, no further formal option will be provided.

1. A funded vacant position for which the employee has the skills and abilities, within the employee's current job classification. If there are multiple funded vacancies within the layoff unit, the employee(s) will be afforded a choice of vacancies according to seniority and the required skills and abilities.

2. A funded filled position held by the least senior employee for which the employee has the skills and abilities, within the employee's current job classification.

3. A funded vacant position or 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 the employee's current permanent position, within a job classification in which the employee has held permanent status, or, at the employee's written request, to a lower classification within their current job classification series even if the employee has not held permanent status in the lower job classification.

B. For multi-employee layoffs, more than one (1) employee may be offered the same funded, vacant or filled position. In this case, the most senior employee with the skills and abilities who accepts the position will be

appointed. Appointments will be made in descending order of seniority of the employees with the skills and abilities of the position(s).

C. If a job classification in which an employee has previously held status has been abolished or revised, a cross-walk to the class series will be used to identify layoff options. The employee must have the skills and abilities of any identified positions(s).

Options will be provided in descending order of salary range and one (1) progressively lower level at a time. Vacant positions will be offered prior to filled positions.

31.10 Informal Options

An employee being laid off may be offered a funded vacant position to job classifications the employee has not held permanent status within their layoff unit provided the employee meets the skills and abilities required of the position and it is at the same or lower salary range as the position in which the employee currently holds permanent status. The Agency will determine if the employee possesses the required skills and abilities for the position.

An employee may request an informal option to job classifications through the agency's Human Resources Office within five (5) calendar days of receipt of a written notice of a permanent layoff. The award or denial of an informal option is not subject to the grievance procedure.

31.11 Notification to Employees With Permanent Status

A. Except for temporary reduction in work hours and temporary layoffs as provided in Section 31.6, employees with permanent status will receive written notice at least fifteen (15) calendar days before the effective layoff date. The notice will include the basis for the layoff and any options available to the employee. The Union/Association will be provided with a copy of the notice at the same time the employee is notified.

B. Except for temporary reduction in work hours and temporary layoffs as provided in Section 31.6, if the Agency chooses to implement a layoff action without providing fifteen (15) calendar days' notice, the employee will be paid their salary for the days that the employee would have worked had full notice been given.

C. Employees will be provided seven (7) calendar days to accept or decline, in writing, any option provided to them. This time period will run concurrent with the fifteen (15) calendar days' notice provided by the Agency to the employee.

D. The day that notification is given constitutes the first day of notice.

31.12 Moving Expenses

An employee whose layoff option requires an increase of thirty-five (35) additional commute miles and who chooses to move the permanent residence to reduce the commute will be entitled to reimbursement of moving expenses as defined in OFM regulation.

31.13 Salary

Employees appointed to a position as a result of a layoff action will have their salary determined as follows:

A. Transfer or Bump

An employee who accepts a transfer or bumps to another position within their current job classification will retain their current salary.

B. Voluntary Demotion in Lieu of Layoff or Bump to a Lower Position

An employee who voluntarily demotes in lieu of layoff or who bumps to another position with a lower salary range will be paid an amount equal to their current salary provided it is within the salary range of the new position. In those cases where the employee's current salary exceeds the maximum amount of the salary range for the new position, the employee will be compensated at the maximum salary of the new salary range.

C. Appointment from a Layoff List

1. Employees who are appointed from a layoff list to a position with the same salary range from which they were laid off will be paid the amount in which they were compensated when laid off plus any general wage increase or step increase that occurred during the time they were laid off.

2. Employees who are appointed from a layoff list to a position with a lower salary range than the position from which they were laid off will be paid an amount equal to the salary they were receiving at the time they were laid off, provided it is within the salary range of the new position. In those cases where the employee's prior salary exceeds the maximum amount of the salary range for the new position, the employee will be compensated at the maximum salary of the new salary range.

31.14 Transition Review Period

A. The Agency may require an employee to complete a six (6) month transition review period when the employee accepts a layoff option to a job classification in which the employee has:

1. Not held permanent status;

2. Been appointed from the General Government Transition Pool Program;

3. Been appointed from a layoff list.

B. The Agency will have the authority to extend or shorten an employee's review period as long as the extension does not cause the review period to exceed twelve (12) months. In such case, the Employer will provide written notice of the extension to the Union and employee of the basis for an extension. Employees will receive a permanent appointment to the position upon successful completion of the transition review period.

C. The Agency may separate an employee or an employee may voluntarily separate during the transition review period. Upon separation, and at the employee's request, the employee's name will be placed on or returned to the layoff list. The employee will remain on the list until such time as their eligibility expires or the employee has been rehired, whichever occurs first. Separation during, or extension of, the transition review period will not be subject to the grievance procedure in Article 27.

31.15 Recall

A. The Agency will maintain layoff lists for each job classification that will include geographic availability. Permanent employees who are laid off will, at their request, have their name placed on the list for the job classification from which they were laid off and will indicate the geographic areas they are willing to accept employment. Additionally, employees may request to have their name placed on the layoff list for other job classifications in which they have held permanent status. An employee will remain on layoff lists for two (2) years from the effective date of their layoff.

B. When a vacancy occurs within an agency and when there are names on a layoff list, the agency will fill the position in accordance with Article 3, Filling of Vacancies. An employee who is offered a position two (2) times and refuses the offer each time will have their name removed from the layoff list. Once an employee accepts an offer, the employee's name is removed from the layoff list for that classification unless returned to the list in accordance with other sections of this contract.

31.16 General Government Transition Pool Program

Employees who are notified that they are at risk of being laid off or have been laid off may request their names be placed into the General Government Transition Pool Program administered by the Department of Personnel. When a vacancy occurs within an agency, the Agency will consider employees in the General Government Transition Pool Program along with all other candidates, all of whom must have the skills and abilities to perform the duties of a position being filled.

31.17 Seasonal Career Employment

A. Seasonal career employees have layoff rights within their agency to other seasonal career positions within their layoff unit as provided in Appendix

B. Employees will be given no less than two (2) working days' notice of a layoff.

B. Formal options will be determined using the procedure outlined in Section 31.9, above, to other seasonal career positions. Employees separated due to layoffs will be placed on a separate seasonal layoff list for the season in which they were laid off. Employees who have the skills and abilities to perform the duties of the position to be filled will be recalled based on seniority for other seasonal career positions.

ARTICLE 32
MANAGEMENT RIGHTS

32.1 Except as modified by this Agreement and applicable law, the Employer retains all rights of management, including, but not limited to, the right to:

A. Determine the Employer's functions, programs, organizational structure and use of technology;

B. Determine the Employer's budget and size of the Agency's workforce and the financial basis for layoffs;

C. Direct and supervise employees;

D. Take all necessary actions to carry out the mission of the state and its agencies during emergencies;

E. Determine the Employer's mission and strategic plans;

F. Develop, enforce, modify or terminate any policy, procedure, manual or work method associated with the operations of the Employer;

G. Determine or consolidate the location of operations, offices, work sites, including permanently or temporarily moving operations in whole or part to other locations;

H. Establish or modify the workweek, daily work shift, hours of work and days off;

I. Establish work performance standards, which include, but are not limited to, the priority, quality and quantity of work;

J. Establish, allocate, reallocate or abolish positions, and determine the skills and abilities necessary to perform the duties of such positions;

K. Select, hire, assign, reassign, evaluate, retain, promote, demote, transfer, and temporarily or permanently lay off employees;

L. Determine, prioritize and assign work to be performed;

M. Determine the need for and the method of scheduling, assigning, authorizing and approving overtime;

N. Determine training needs, methods of training and employees to be trained;

O. Determine the reasons for and methods by which employees will be laid-off; and

P. Suspend, demote, reduce pay, discharge, and/or take other disciplinary actions.

ARTICLE 33
LABOR/MANAGEMENT COMMUNICATION COMMITTEE

33.1 Purpose

The purpose of the Labor/Management Communication Committees (LMCC) is to provide continuing communication between the parties and to promote constructive labor/management relations.

33.2 Committees

Agency statewide LMCC with each exclusive bargaining representative will be established to discuss and exchange information of a group nature and general interest to both parties.

A. Composition

LMCC will consist of:

1. Up to three (3) employee representatives and up to three (3) Employer representatives.

2. The Employer and Union will be responsible for the selections of their own representatives. Additional paid staff of the Union and the Employer may also attend. If agreed to by both parties, additional representatives may be added.

B. Participation

1. The Union will provide the Employer with the names of their committee members at least ten (10) calendar days in advance of the date of the meeting in order to facilitate the release of employees. The Employer will release employee representatives to attend committee meetings if their absences do not cause a disruption of work.

2. On the day of the Communication Committee Meeting, employees traveling to and from and attending committee meetings during their regularly scheduled work time will have no loss in pay. Travel to

and from, and attendance at meetings during employees' non-work time will not be compensated for or considered as time worked. The Union is responsible for paying any mileage, lodging and/or per diem expenses of employee representatives, unless a state vehicle is available and authorized for employee's use to conduct official state business.

C. Meetings

Committee meetings will be conducted up to four (4) times per year, unless agreed otherwise. All committee meetings will be scheduled on mutually acceptable dates and times.

D. Each party will provide the other with any topics for discussion ten (10) calendar days prior to a scheduled meeting. During the meeting, notes may be taken by either party.

E. Scope of Authority

Committee meetings will be used for discussions and issue resolution only, and the committee will have no authority to conduct any negotiations, bargain collectively or modify any provision of this Agreement. The Employer will inform the Union of changes in policies that affect mandatory subjects and the Union may request bargaining on mandatory topics. Nothing in this Article or any committee's activities will be subject to the grievance procedure in Article 27.

Nothing in this Article will restrict or inhibit the Union's right to demand to bargain on changes to mandatory subjects of bargaining not covered by this Agreement.

ARTICLE 34
UNION ACTIVITIES

34.1 Staff Representatives

A. Within thirty (30) calendar days from the effective date of this Agreement, the Union will provide the Employer with a written list of staff representatives and the geographic jurisdictions for which they are responsible. The Union will provide written notice to the Employer of any changes within thirty (30) calendar days of the changes.

B. Staff representatives will have access to the Employer's offices or facilities in areas designated by the Employer to carry out representational activities. The representatives will notify local management prior to their arrival and will not interrupt the normal operations of the Agency.

34.2 Union Stewards/Association Representatives

All references to "stewards" will also refer to Association Representatives.

A. Within thirty (30) calendar days from the effective date of this Agreement, the Union will provide the Employer with a written list of current Union stewards. The Union will maintain the list. The Employer will not recognize an employee as a Union steward if their name does not appear on the list.

B. Union stewards will be released during their normal working hours to attend meetings scheduled with management within the steward's designated area or facility, for the following representational activities:

1. Grievance meetings, including attempts at informal resolution; and/or

2. Investigatory interviews and pre-disciplinary meetings, in accordance with Article 26, Discipline.

The Union steward will notify and receive approval from their supervisor before attending a meeting. Stewards will receive approval unless there is a compelling reason. Notification will include the approximate amount of time the steward expects the activity to take. Any agency business requiring the employee's immediate attention will be completed prior to attending the meeting. Attendance at meetings during the Union steward's non-work hours will not be considered as time worked. Union stewards may not use state vehicles to travel to and from a work site in order to perform representational activities, unless authorized by the Agency.

C. If the amount of time a Union steward spends performing representational responsibilities is affecting their ability to accomplish assigned duties, the Employer will discuss potential remedies with the employee and the Union.

34.3 Use of State Facilities, Resources and Equipment

A. Meeting Space and Facilities

The Employer's offices and facilities may be used by the Union to hold meetings, subject to agency policy, availability of the space and with prior written authorization from the Employer.

B. Supplies and Equipment

The Union and its membership will not use state-purchased supplies or equipment 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 agency business.

C. E-mail, Fax Machines, the Internet, and Intranets

The Union and its members will not use state-owned or operated e-mail, fax machines, the Internet, or intranets to communicate with one another, except as provided in this agreement. Employees may use state operated e-mail to request Union representation. Union stewards may utilize state owned/operated equipment to communicate with the affected employees

and/or the Employer for the exclusive purpose of administration of this Agreement. Such use will:

1. Result in little or no cost to the Employer;

2. Be brief in duration and frequency;

3. Not interfere with the performance of their official duties;

4. Not distract from the conduct of state business;

5. Not disrupt other state employees and will not obligate other employees to make a personal use of state resources;

6. Not compromise the security or integrity of state information or software; and

7. Not include general communication and/or solicitation with employees.

The Union and its Union stewards will not use the above-referenced state equipment for Union organizing, internal Union business, advocating for or against the Union in an election or any other purpose prohibited by the Executive Ethics Board.

34.4 Bulletin Boards

The Employer will maintain bulletin board(s) or space on existing bulletin boards currently provided to the Union for Union communication. In bargaining units where no bulletin board or space on existing bulletin boards has been provided, the Employer will supply the Union with a board or space. Material posted on the bulletin board will be appropriate to the workplace, politically non-partisan, in compliance with state ethics laws, and identified as union literature. Union communications may not be posted in any other location in the Agency.

34.5 Union Training

The State agrees to release with pay all designated shop stewards and representatives for a bona fide training by the Union regarding labor relations with the State, for two (2) days per fiscal year, provided the absence does not cause a workload coverage issue. The stewards/representatives agree to provide their supervisors with fourteen (14) days' notice of the date of the training.

34.6 Contract Negotiations

Each Union may designate no more than two (2) bargaining unit members who will serve as the negotiation committee and will be allowed to attend up to ten (10) negotiation sessions, agreed upon by the Union and management, without loss of pay. The Union will notify the State of those members who will be designated as the bargaining team.

34.7 Access to New Employees

Within thirty (30) days of an emoloyee's start date, the Employer will provide a Union Representative or Shop Steward access to the employee's regular worksite, for no less than thirty (30) minutes during the employee's regular work hours, to present information about the Union, this Agreement, matters concerning the rights of employees, responsibilities of the Union, and services available to the membership. This presentation may occur during a new employee orientation program provided by the Employer or at another time and location mutually agreed to by the Employer and the Union. The Shop Steward will experience no loss of salary nor will off-shift presentation time be considered as "time worked" for purposes of computing overtime. No employee will be required to attend the presentation given by the Union.

ARTICLE 35
DUES DEDUCTION

35.1 Union Dues

When an employee provides written authorization to the Employer, the Union has the right to have deducted from the employee's salary, an amount equal to the initiation fee deducted in twenty-five ($25.00) increments per pay period, and dues for members and voluntary-non-member financial supporters of the Union. Union payroll deduction authorization cards submitted to the Employer and received by the payroll office by the tenth (10th) day of the month will have deductions beginning on the twenty-fifth (25th) pay date. Payroll deduction authorization cards submitted to the Employer and received by the payroll office by the twenty-fifth (25th) day of the month will have deductions beginning on the tenth (10th) pay date of the next month. The Employer will honor the terms and conditions of each employee's signed payroll deduction authorization card.

35.2 Notification

The Employer will inform new, transferred, promoted, or demoted employees prior to appointment into positions included in the bargaining unit(s) of the Union's exclusive representation status. The Employer will furnish the employees appointed into bargaining unit positions membership materials supplied by the Union. The Employer will inform employees in writing if they are subsequently appointed to a position that is not in a bargaining unit.

35.3 Dues Cancellation

Employees may cancel payroll deduction by written notice to the Employer and the Union in accordance with the terms and conditions of their signed payroll deduction authorization card. The cancellation will become effective on the second payroll after receipt of the confirmation from the Union that the terms of the employee's signed payroll deduction authorization card regarding cancellation have been met.

Teamsters Local 117 will enforce the year-to-year maintenance of dues requirement only for those employees who signed one of the payroll deduction authorization cards entitled:

1. COMMITED TO EACH OTHER – FAMILY. STRENGTH. COMMUNITY";

2. "YOUR VOICE, YOUR UNION Your Membership in Teamsters 117"; or

3. Any card subsequently issued by Teamsters Local 117.

Any emoloyee who signed any earlier card, including the card entitled "PAYROLL DEDUCTION FORM Teamsters Local Union No. 117" will only be required to notify Teamsters Local 117 of their request to cancel their dues deduction, unless the employee has subsequently signed a card listed in 1-3 above. If the Union receives such notification, confirmation will promptly be sent to the Employer that the terms of the employees' signed dues authorization card regarding cancellation have been met.

35.4 Indemnification

The Union and employees agree to indemnify and hold the Employer harmless from all claims, demands, suits or other forms of liability that arise against the Employer for or on account of compliance with this Article and any and all issues related to the deduction of dues and fees. In all such cases, the Employer's reasonable attorney's fees will be paid by the Union.

35.5 Employee Status Reports

A. Each month, the Employer will provide the Union with a report in electronic format of the following data, if maintained by the Employer, for all employees in the bargaining unit:

1. Personnel number
2. Employee name
3. Mailing address
4. Personnel Area Code
5. Personnel Area Title
6. Work phone number (if maintained by the Agency)
7. Job class code
8. Job class title
9. Appointment date
10. Salary range
11. Salary step
12. Part-time percent
13. Seniority date (unbroken state service date)
14. Separation date
15. Gross salary
16. Deduction code
17. Deduction amount

B. Each month, the Employer will provide the Union with a report in electronic format of the following data, if maintained by the Employer, for all employees who enter or leave the bargaining unit or stop or start deductions:

1. Personnel number
2. Employee name
3. Mailing address
4. Personnel Area Code
5. Personnel Area Title
6. Work phone number (if maintained by the Agency)
7. Job class code
8. Job class title
9. Appointment date
10. Salary range
11. Salary step
12. Part-time percent
13. Seniority date (unbroken state service date)
14. Separation date
15. Gross salary
16. Deduction code
17. Deduction amount

C. The Union will maintain the confidentiality of all employee mailing addresses.

35. 6 Voluntary Deductions

A. The Employer agrees to deduct from the wages of any employee who is a member of the Union a DRIVE and/or a Teamsters Legal Defense Fund deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The beginning and/or termination of this deduction will coincide with the payroll cycle. The Employer agrees to remit any deductions made pursuant to this provision to the Union together with a report showing:

1. Employee name
2. Personnel number
3. Amount deducted

B. The parties agree this Section satisfies the Employer's obligations and provides for the deduction authorized under Section 1(6) of RCW 41.04.230.

ARTICLE 36
CLASSIFICATION

36.1 Classification Plan Revisions

A. The Employer will provide to the Union, in writing, any proposed changes to the classification plan including descriptions for newly created classifications. Agency initiated requests will be provided to the Union. The parties may then meet to discuss the assignment of new bargaining unit classes or the reassignment of existing bargaining unit classes to pay ranges.

B. The Employer will assign newly created positions to the appropriate classification within the classification plan.

36.2 Position Review

Employee Initiated Review:

An individual employee who believes that the duties of their position have changed, or that the employee's position is improperly classified may request a review according to the following procedure:

A. The employee and/or the employee's immediate supervisor will complete and sign the appropriate form.

B. The supervisor will then send the completed form to the Agency's Human Resources Office. The Agency's Human Resources Office will review the completed form. A decision regarding appropriate classification will then be made by the Agency.

C. In the event the employee disagrees with the reallocation decision of the Agency, the employee may appeal the decision to the State Human Resources Director within thirty (30) calendar days of being provided the results of a position review or the notice of reallocation. The State Human Resources Director or designee will then make a written determination which will be provided to the employee.

D. The employee or the employer may appeal the determination of the State Human Resources Director or designee to the Washington Personnel Resources Board within thirty (30) calendar days of being provided the written decision of the State Human Resources Director or designee. The appropriate board will render a decision which will be final and binding.

E. The effective date of a reallocation resulting from an employee request for a position review is the date the request was filed with the Agency.

36.3 Effect of Reallocation

A. Reallocation to a Class with a Higher Salary Range Maximum

1. If the employee has performed the higher level duties for at least twelve (12) months and meets the skills and abilities required of the

position, the employee will remain in the position and retain existing appointment status.

2. If the reallocation is the result of a change in the duties of the position and the employee has not performed the higher level duties for at least twelve (12) months, the Employer must give the employee the opportunity to compete for the position if they possesse the required skills and abilities. If the employee is not selected for the position, or does not have the required skills and abilities, the layoff procedure specified in Article 31, Layoff and Recall, of this Agreement applies. If the employee is appointed, they must serve a trial service period.

B. Reallocation to a Class with an Equal Salary Range Maximum

1. If the employee meets the skills and abilities requirements of the position, the employee remains in the position and retains existing appointment status.

2. If the employee does not meet the skills and abilities requirements of the position, the layoff procedure specified in Article 31 of this Agreement applies.

C. Reallocation to a Class with a Lower Salary Range Maximum

1. If the employee meets the skills and abilities requirements of the position and chooses to remain in the reallocated position, the employee retains the existing appointment status and has the right to be placed on the Employer's internal layoff list for the classification occupied prior to the reallocation.

2. If the employee chooses to vacate the position or does not meet the skills and abilities requirements of the position, the layoff procedure specified in Article 31 of this Agreement applies.

36.4 Salary Impact of Reallocation

An employee whose position is reallocated will have their salary determined as follows:

A. Reallocation to a Class with a Higher Salary Range Maximum

Upon appointment to the higher class, the employee's base salary will be increased to a step of the range for the new class that is nearest to five percent (5%) higher than the amount of the pre-promotional step. The Appointing Authority may authorize, at their discretion, an increase of the base salary not to exceed the top of the range.

B. Reallocation to a Class with an Equal Salary Range Maximum

The employee retains their previous base salary.

C. Reallocation to a Class with a Lower Salary Range Maximum
The employee will be paid an amount equal to their current salary until the new salary range equals the employee's pay at the time of reallocation.

36.5 Decisions regarding appropriate classification will go through the appeal process described in this Article and are not subject to the grievance and arbitration procedure specified in this Agreement.

ARTICLE 37
COMPENSATION

37.1 DES Teamsters G Pay Range Assignments

A. Effective July 1, 2019, each classification represented by the Union will continue to be assigned to the same salary range of the DES Teamsters G Range Salary Schedule that it was on June 30, 2019, except as modified by Appendix B and Appendix C. Effective July 1, 2019, each employee will continue to be assigned to the same range and step of the 2017-2019 DES Teamsters G Range Salary Schedule that they were assigned on June 30, 2019, except as modified by Appendix B and Appendix C.

B. Effective July 1, 2019, all ranges and steps of the DES Teamsters G Range Salary Schedule will be increased by three percent (3.0%), as shown in Appendix A. This salary increase is based on the DES Teamsters G Range Salary Schedule in effect on June 30, 2019.

C. Effective July 1, 2020, all salary ranges and steps of the DES Teamsters G Range Salary Schedule will be increased by three percent (3.0%), as shown in Appendix B. This salary increase in based on the DES Teamsters G Range Salary Schedule in effect on June 30, 2020.

D. Fourteen Dollars an Hour Minimum Wage

After B above, effective July 1, 2019, salary ranges twenty-seven (27) through twenty-nine (29) of the General Service Salary Schedule will be eliminated and Step A of the salary range thirty (30) will be increased to fourteen dollars ($14.00) per hour. Employees at salary ranges twenty-nine (29) and below will be assigned to a step in the new range thirty (30) that is nearest to their new salary as of July 1, 2019 as shown in Appendix B.

E. Compression and Inversion Adjustments for Fourteen ($14.00) Dollars an Hour Minimum Wage.

After B above, effective July 1, 2019, impacted job classifications will be increased to a higher salary range due to compression or inversion. Appendix C identifies the impacted job classifications and the salary range for which they will be assigned. Employees will be assigned to a step in

their new range that is nearest to their new salary schedule as of July 1, 2019.

F. Minimum Wages Determined by Local Ordinances

Any employee who has a permanent assigned duty station within a local jurisdiction which has passed an ordinance establishing a minimum wage higher than the minimum wage established in this Agreement will be paid no less than the minimum wage directed by the local ordinance.

G. Employees who are paid above the maximum for their range on the effective date of the increases described in Subsections B and C above will not receive the specified increase to their current pay unless the new range encompasses their current rate of pay.

H. All employees will progress to Step M six (6) years after being assigned to Step L in their permanent salary range. The Employer may increase an employee's step to step M to address issues related to recruitment, retention or other business needs.

37.2 Pay for Performing the Duties of a Higher Classification

A. Employees who are temporarily assigned the full scope of duties and responsibilities for four (4) days or more to a higher level classification whose range is less than six (6) ranges higher than the range of the former class will be notified in writing and will be advanced to a step of the range for the new class that is nearest to five percent (5%) higher than the amount of the pre-promotional step. The increase will become effective on the first day the employee was performing the higher level duties.

B. Employees who are temporarily assigned the full scope of duties and responsibilities for one (1) week or more to a higher level classification whose range is six (6) or more ranges higher than the range of the former class will be notified in writing and will be advanced to a step of the range for the new class that is nearest to ten percent (10%) higher than the amount of the pre-promotional step. The increase will become effective on the first day the employee was performing the higher level duties.

37.3 Establishing Salaries for New Classifications

A. In the event the Employer creates new classifications during the term of this Agreement, the Union may exercise its right to bargain assignment of new bargaining unit classes or the reassignment of existing bargaining unit classes to pay ranges if a change in pay is proposed.

37.4 Periodic Increases

An employee's periodic increment date will be set and remain the same for any period of continuous service in accordance with the following:

A. Employees will receive a two (2) step increase to base salary annually, on their periodic increment date, until they reach the top step of the pay range.

B. Employees who are hired, at the minimum step of their pay range will receive a two (2) step increase to base salary following completion of six (6) months of continuous service and the date they receive that increase will be the employee's periodic increment date. Thereafter, employees will receive a two (2) step increase annually, on their periodic increment date, until they reach the top of the pay range.

C. Employees who are hired, above the minimum step of the pay range will receive a two (2) step increase to base salary following completion of twelve (12) months of continuous service and the date they receive that increase will be the employee's periodic increment date. Thereafter, employees will receive a two (2) step increase annually, on their periodic increment date, until they reach the top of the pay range.

D. Employees who are appointed to another position with a different salary range maximum will retain their periodic increment date and will receive step increases in accordance with paragraphs A-C above.

E. Seasonal career/cyclic employees periodic increment dates will be adjusted for time not worked.

37.5 Salary Assignment Upon Promotion

A. Employees promoted to a position in a class whose range is less than six (6) ranges higher than the range of the former class will be advanced to a step of the range for the new class that is nearest to five percent (5%) higher than the amount of the pre-promotional step. The Appointing Authority may approve an increase beyond this minimum requirement, not to exceed the maximum of the salary range.

B. Employees promoted to a position in a class whose range is six (6) or more ranges higher than the range of the former class will be advanced to a step of the range for the new class that is nearest to ten percent (10%) higher than the amount of the pre-promotional step. The Appointing Authority may approve an increase beyond this minimum requirement, not to exceed the maximum of the salary range.

C. <u>Geographic Adjustments</u>

The appointing authority may authorize more than the step increases specified in Subsections A and B, above, when an employee's promotion requires a change of residence to another geographic area to be within a reasonable commuting distance of the new place of work. Such an increase may not result in a salary greater than the range maximum.

37.6 Salary Increases to Enhance Recruitment and Retention

The Employer may adjust an employee's base salary within their salary range to address issues that are related to recruitment, retention, or other business-related reasons.

37.7 Demotion

An employee who voluntarily demotes to another position with a lower salary range maximum will be placed in the new range at a salary equal to the employee's previous base salary. If the previous base salary exceeds the new range, the employee's base salary will be set equal to the new range maximum.

37.8 Transfer

A transfer is defined as an employee-initiated move of an employee from a position to another position within or between agencies in the same class or a different class with the same salary range maximum. Transferred employees will retain their current base salary.

37.9 Reassignment

Reassignment is defined as an agency–initiated move of an employee within the agency from one position to another in the same class or a different class with the same salary range maximum. Upon reassignment, an employee retains their current base salary.

37.10 Reversion

Reversion is defined as voluntary or involuntary movement of an employee during the trial service period to the class the employee most recently held permanent status in, to a class in the same or lower salary range, or separation placement onto the Employer's internal layoff list. Upon reversion, the base salary the employee was receiving prior to promotion will be reinstated.

37.11 Elevation

Elevation is defined as restoring an employee to the higher classification, with permanent status, which was held prior to being granted a demotion or to a class that is between the current class and the class from which the employee was demoted. Upon elevation, an employee's salary will be determined in the same manner that is provided for promotion in Subsection 37.5, above.

37.12 Part-Time Employment

Monthly compensation for part-time employment will be pro-rated based on the ratio of hours worked to hours required for full-time employment. In the alternative, part-time employees may elect to be paid the appropriate hourly rate for all hours worked.

37.13 Callback

A. Work Preceding or Following a Scheduled Work Shift

Overtime-eligible employees will be notified prior to their scheduled quitting time either to return to work after departing the worksite or to change the starting time of their next scheduled work shift.

1. Lack of such notice for such work will be considered callback and will result in a penalty of three (3) hours of pay at the basic salary in addition to all other compensation due. This penalty will apply to each call.

2. The Employer may cancel a callback notification to work extra hours at any time but cancellation will not waive the penalty cited in this Subsection.

3. These provisions will not apply to the mid-shift interval in a split shift and an employee called back while in standby status.

B. Work on Scheduled Days Off or Holidays

The Employer may assign employees to work on a day off or holiday. Overtime-eligible employees will be notified of such assignments at least prior to the employees' normal quitting times on their second workday preceding the day off or holiday (except Sunday when it is within the assigned work shift).

1. If the Employer does not give such notice, affected employees will receive a penalty payment of three (3) hours pay at the basic salary in addition to all other compensation due them.

2. The Employer may cancel work assigned on a day off or holiday. However, if the Employer does not notify affected employees of such cancellation at least prior to their normal quitting times on their second workday preceding the day off or holiday work assignment, affected employees will receive a penalty payment of three (3) hours pay at the basic salary.

   These provisions will apply to employees on paid leave status.

C. An employee who is receiving standby pay is not entitled to callback penalty pay if required to return to work after departing the worksite or is directed to report to duty prior to the starting time of their next scheduled work shift.

37.14 Shift Premium

A. For purposes of this Section, the following definitions apply:

1. Evening shift is a work shift of eight (8) or more hours which ends at or after 10:00 p.m.

2. Night shift is a work shift of eight (8) or more hours which begins by 3:00 a.m.

B. Effective July 1, 2017, a basic shift premium of one dollar ($1.00) per hour will be paid to full-time employees under the following circumstances:

1. Regularly scheduled evening and night shift employees are entitled to shift premium for all hours worked.

2. Regularly scheduled day shift employees are not entitled to shift premium unless:

a. The employee's regular or temporary scheduled work shift includes hours after 6:00 p.m. and before 6:00 a.m. where no overtime, schedule change pay, or callback compensation is received. Shift premium is paid only for those hours actually worked after 6:00 p.m. and before 6:00 a.m.

b. The employee is temporarily assigned a full evening or night shift where no overtime, schedule change pay, or callback compensation is received. Shift premium is paid only for all evening or night shift hours worked in this circumstance.

3. Employees regularly scheduled to work at least one (1), but not all, evening and/or night shifts are entitled to shift premium for those shifts. Additionally, these employees are entitled to shift premium for all hours adjoining that evening or night shift which are worked.

4. Those employees who work evening and night shift, who are in travel status, will be provided a meal per diem equal to that per diem allotted to day shift workers while in travel status as authorized by OFM regulation.

C. Part-time and on-call employees will be entitled to basic shift premium under the following circumstances:

1. For all assigned hours of work after 6:00 p.m. and before 6:00 a.m.

2. For assigned full evening or night shifts, as defined in Subsection B.2, above.

D. In cases where shift premium hours are regularly scheduled over a year, agencies may pay shift premium at a monthly rate which is equal for all months of the year. Monthly rates will be calculated by dividing twelve (12) into the amount of shift premium an employee would earn in a year if the hourly rules in Subsection B.2 of this Section were applied.

E. When an employee is compensated for working overtime during hours for which shift premium is authorized in this Section, the overtime rate shall be calculated using the “regular rate.”

F. Employees eligible for shift premium for their regularly scheduled shifts will receive the same proportion of shift premium for respective periods of authorized paid leave and for holidays not worked which fall within their regularly scheduled shift.

37.15 Standby

A. An overtime-eligible employee is in standby status while waiting to be engaged to work by the Employer and both of the following conditions exist:

1. The employee is required to be present at a specified location or is immediately available to be contacted. The location may be the employee's home or other specific location, but not a work site away from home. When the standby location is the employee's home, and the home is on the same state property where the employee works, the home is not considered a work site; and

2. The Agency requires the employee to be prepared to report immediately for work if the need arises, although the need might not arise.

B. Standby status will not be concurrent with work time.

C. When the nature of a work assignment confines an employee during off duty hours and that confinement is a normal condition of work in the employee's position, standby compensation is not required merely because the employee is confined.

D. Overtime-eligible employees on standby status will be compensated at a rate of seven percent (7%) of their hourly base salary for time spent in standby status.

E. Overtime-exempt employees, with the exception of those identified in Article 6.2 D, will be compensated twenty-five dollars ($25.00) for each day or portion thereof spent in assigned standby status. A day is defined as a twenty-four (24) hour period beginning on the first hour an employee is assigned standby status.

37.16 Relocation Compensation

A. The Employer may authorize lump sum relocation compensation, within existing budgetary resources, under the following conditions:

1. When it is reasonably necessary that a person make a domiciliary move in accepting a reassignment or appointment; or

2. It is necessary to successfully recruit or retain a qualified candidate or employee who will have to make a domiciliary move in order to accept the position.

B. If the employee receiving the relocation payment terminates or causes termination of their employment with the state within one (1) year of the date of employment, the state will be entitled to reimbursement for the moving costs which have been paid and may withhold such sum as necessary from any amounts due the employee. Termination as a result of layoff or disability separation will not require the employee to repay the relocation compensation.

37.17 Salary Overpayment Recovery

All recovery under this Section shall be limited to a maximum of six (6) months from the date of notification to the employee of the error.

A. When an agency has determined that an employee has been overpaid wages, the agency will provide written notice to the employee, which will include the following items:

1. The amount of the overpayment;
2. The basis for the claim; and
3. The rights of the employee under the terms of this Agreement.

B. Method of Payback

The employee must choose one of the following options for paying back the overpayment:

1. Voluntary wage deduction;
2. Cash; or
3. Check.

The employee will have the option to repay the overpayment over a period of time equal to the number of pay periods during which the overpayment was made, unless a longer period is agreed to by the employee and the Agency.

C. If the employee fails to choose one of the three options described above, within the timeframe specified in the Agency's written notice of overpayment, the Agency will deduct the overpayment owed from the employee's wages. This overpayment recovery will take place over a period of time equal to the number of pay periods during which the overpayment was made.

D. Any overpayment amount still outstanding at separation of employment will be deducted from their final pay.

E. Appeal Rights

Any dispute concerning the occurrence or amount of the overpayment will be resolved through the grievance procedure in Article 27 of this Agreement.

37.18 Assignment Pay Provisions

Assignment pay is a premium added to base salary and is intended to be used only as long as the skills, duties, or circumstances it is based on are in effect.

A. The Employer may grant assignment pay to a position to recognize specialized skill, assigned duties, and/or unique circumstances that exceed the ordinary. The Employer determines which positions qualify for the premium.

37.19 Medical/Dental Expense Account

The Employer agrees to allow insurance eligible employees, covered by this Agreement, to participate in a medical and dental expense reimbursement program to cover co-payments, deductibles and other medical and dental expenses, if employees have such costs, or expenses for services not covered by health or dental insurance on a pretax basis as permitted by federal tax laws or regulations.

37.20 Dependent Care Salary Reduction Plan

The Employer agrees to maintain the current dependent care salary reduction plan that allows eligible employees, covered by this Agreement, the option to participate in a dependent care reimbursement program for work-related dependent care expenses on a pretax basis as permitted by federal tax law or regulation.

37.21 Pretax Health Care Premiums

The Employer agrees to provide eligible employees with the option to pay the employee portion of health premiums on a pretax basis as permitted by federal tax law or regulation.

37.22 Voluntary Separation Incentive – Voluntary Retirement Incentives

Agencies will have the discretion to participate in a Voluntary Separation Incentive Program or a Voluntary Retirement Incentive Program, if such program is provided for in the 2019-2021 operating budget. Such participation must be in accordance with the program guidelines. Program incentives or offering of such incentives are not subject to the grievance procedure.

ARTICLE 38
HEALTHCARE BENEFITS AMOUNTS

38.1 A. For the 2019-2021 biennium, the Employer will contribute an amount equal to eighty-five percent (85%) of the total weighted average of the projected medical premium for each bargaining unit employee eligible for insurance each month, as determined by the Public Employees Benefits Board

(PEBB). The projected medical premium is the weighted average across all plans, across all tiers.

B. The point-of-service costs of the Classic Uniform Medical Plan (deductible, out-of-pocket maximums and co-insurance/co-payment) may not be changed for the purpose of shifting health care costs to plan participants, but may be changed from the 2014 plan under two (2) circumstances:

1. In ways to support value-based benefits designs; and
2. To comply with or manage the impacts of federal mandates.

Value-based benefits designs will:

1. Be designed to achieve higher quality, lower aggregate health care services cost (as opposed to plan costs);

2. Use clinical evidence; and

3. Be the decision of the PEB Board.

C. Article 38.1 (B) will expire June 30,2021.

38.2 A. The Employer will pay the entire premium costs for each bargaining unit employee for basic life, basic long-term disability and dental insurance coverage.

B. If the PEB Board authorizes stand-alone vision insurance coverage, then the Employer will pay the entire premium costs for each bargaining unit employee.

38.3 Wellness

A. To support the statewide goal for a healthy and productive workforce, employees are encouraged to participate in a Well-Being Assessment survey. Employees will be granted work time and may use a state computer to complete the survey.

B. The Coalition of Unions agrees to partner with the Employer to educate their members on the wellness program and encourage participation. Eligible, enrolled subscribers who register for the Smart Health Program and complete the Well-Being Assessment will be eligible to receive a twenty-five dollar ($25) gift certificate each calendar year. In addition, eligible, enrolled subscribers shall have the option to earn an annual one hundred twenty-five dollars ($125.00) or more wellness incentive in the form of reduction in deductible or deposit into the Health Savings Account upon successful completion of required Smart Health Program activities. During the term of this Agreement, the Steering Committee created by Executive Order 13-06 shall make recommendations to the PEBB regarding

changes to the wellness incentive or the elements of the Smart Health Program.

38.4 The PEBB Program shall provide information on the Employer Sponsored Insurance Premium Payment Program on its website and in an open enrollment publication annually.

38.5 Medical Flexible Spending Arrangement

A. During January 2020 and again in January 2021, the Employer will make available two hundred fifty dollars ($250) in a medical flexible spending arrangement (FSA) account for each bargaining unit member represented by a Union in the Coalition described in RCW 41.80.020(3), who meets the criteria in Subsection 38.5 B below.

B. In accordance with IRS regulations and guidance, the Employer FSA funds will be made available for a Coalition bargaining unit employee who:

1. Is occupying a position that has an annual full-time equivalent base salary of fifty thousand four dollars ($50,004) or less on November 1 of the year prior to the year the Employer FSA funds are being made available; and

2. Meets PEBB program eligibility requirements to receive the employer contribution for PEBB medical benefits on January 1 of the plan year in which the Employer FSA funds are made available, is not enrolled in a high-deductible health plan, and does not waive enrollment in a PEBB medical plan except to be covered as a dependent on another PEBB non-high deductible health plan.

3. Hourly employees' annual base salary shall be the base hourly rate multiplied by two thousand eighty-eight (2088).

4. Base salary excludes overtime, shift differential and all other premiums or payments.

C. A medical FSA will be established for all employees eligible under this Section who do not otherwise have one. An employee who is eligible for Employer FSA funds may decline this benefit but cannot receive cash in lieu of this benefit.

D. The provisions of the State's salary reduction plan will apply. In the event that a federal tax that takes into account contributions to a FSA is imposed on PEBB health plans, this provision will automatically terminate. The parties agree to meet and negotiate over the termination of this benefit.

ARTICLE 39
STRIKE AND LOCKOUT PROHIBITION

39.1 Strikes, slowdowns, work stoppages or any other interference with the performance of work by the employees are prohibited.

39.2 The Employer may discharge and/or discipline any employee who violates Section 39.1, above. No employee shall be entitled to pay and/or benefits for the period in which they engaged in any strike, slowdown or work stoppage.

39.3 Nothing contained herein shall preclude the Employer from obtaining judicial restraint and damages in the event of a violation of this Article.

39.4 No lockout of employees shall be instituted by the Employer.

ARTICLE 40
WORK-RELATED INJURY OR ILLNESS

40.1 Compensable Work-Related Injury or Illness Leave

An employee who sustains a work-related illness or injury that is compensable under the state workers' compensation law may select time-loss compensation exclusively or leave payments in addition to time-loss compensation. Employees who take vacation leave, sick leave or compensatory time during a period in which they receive time-loss compensation will receive full vacation leave, sick leave or compensatory time pay in addition to any time-loss payments, unless the employee is receiving assault benefit compensation equal to full pay.

40.2 General Provisions

Employees will not be required to use Family and Medical Leave for work-related illness or injuries covered by workers' compensation or assault benefits. Notwithstanding Section 17.1, the Employer may separate an employee in accordance with Article 29, Reasonable Accommodation and Disability Separation.

40.3 Return to Work

The Employer will follow the provisions of WAC 357-19-505 through 535 and agency policy related to a return-to-work program.

ARTICLE 41
PRESUMPTION OF RESIGNATION

41.1 Unauthorized Absence

When an employee has been absent without authorized leave and has failed to contact the Employer for a period of three (3) consecutive working days, the employee is presumed to have resigned from their position. The Employer will make reasonable attempts to contact the employee in order to determine the reason for the absence.

41.2 Notice of Separation

When an employee is presumed to have resigned from their position, the Employer will separate the employee by sending a separation notice to the employee by certified mail to the last known address of the employee.

41.3 Petition for Reinstatement

An employee who has received a separation notice may petition the Employer in writing to consider reinstatement. The employee must provide proof that the absence was involuntary or unavoidable. The petition must be received by the Employer or postmarked within fourteen (14) calendar days after the separation notice was deposited in the United States mail. The Appointing Authority may extend the time for an employee to respond due to extenuating circumstances beyond the employee's control. The Employer must respond in writing to an employee's petition for reinstatement within seven (7) calendar days of receipt of the employee's petition.

41.4 Grievability

Denial of a petition for reinstatement may be processed only through the Agency Head step of the grievance procedure in Article 27.

ARTICLE 42
AGENCY POLICIES

42.1 The Employer agrees, prior to making any change in written Agency policy that is a mandatory subject of bargaining not otherwise covered by this Agreement, to notify the Union and satisfy our collective bargaining obligation in accordance with Article 43.5 of this agreement.

42.2 Agencies will provide to the Union any policies or updates to existing policies affecting the represented employees at least fourteen (14) calendar days prior to implementation.

ARTICLE 43
ENTIRE AGREEMENT

43.1 This Agreement constitutes the entire agreement and any past practice or past agreement between the parties prior to July 1, 2005 is null and void, unless specifically preserved in this Agreement.

43.2 With regard to WAC 357, this Agreement preempts all subjects addressed, in whole or in part, by its provisions.

43.3 This Agreement supersedes specific provisions of Agency policies with which it conflicts.

43.4 During the negotiations of the Agreement, each party had the opportunity to make demands and proposals with respect to any subject or matter appropriate for

collective bargaining. Therefore, each party voluntarily and unqualifiedly waives the right and will not be obligated to bargain collectively, during the term of this Agreement, with respect to any subject matter specifically referred to or covered in this Agreement.

43.5 The Employer will satisfy its collective bargaining obligation before changing a matter that is a mandatory subject. The Employer will notify the Union of these changes and the Union may request discussions about and/or negotiations within the notice period. In the event the Union does not request discussions and/or negotiations within the notice period, the Employer may implement the changes without further discussions and/or negotiations. There may be emergency conditions that are outside the Employer's control requiring immediate implementation, in which case the Employer will notify the Union as soon as possible.

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

ARTICLE 44
SAVINGS CLAUSE

44.1 If any court or administrative agency of competent jurisdiction finds any article, section or portion of this Agreement to be unlawful or invalid, the remainder of the Agreement will remain in full force and effect. If such a finding is made, the parties agree to make themselves available to negotiate a substitute for the invalid article, section or portion.

ARTICLE 45
PRINTING OF AGREEMENT

The Employer and the Union will share the cost of printing this Agreement. The Employer will distribute one (1) copy of this Agreement to each current and new Union employee. The Employer will also post the Agreement electronically.

ARTICLE 46
DURATION

46.1 All provisions of this Agreement will become effective July 1, 2019, and will remain in full force and effect through June 30, 2021.

46.2 If this Agreement expires while negotiations between the Union and Employer are underway for a successor agreement, the terms and conditions of this Agreement shall remain in full force and effect for one (1) year from the expiration date. Thereafter, the Employer may unilaterally implement according to law.

46.3 Either party may request negotiations of a successor Agreement by notifying the other party in writing no sooner than January 1, 2020, and no later than January 31, 2020. In the event that such notice is given, negotiations will begin at a time agreed upon by the parties.

COMPENSATION APPENDIX A

DES Teamsters G Range Salary Schedule
Effective July 1, 2019 through June 30, 2020

SALARY 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	STEP M*
30	Annual	29472	30144	30840	31584	32280	33012	33816	34584	35412	36192	37116	37944	38844
	Monthly	2456	2512	2570	2632	2690	2751	2818	2882	2951	3016	3093	3162	3237
	Hourly	14.11	14.44	14.77	15.13	15.46	15.81	16.20	16.56	16.96	17.33	17.78	18.17	18.60
	Standby	0.99	1.01	1.03	1.06	1.08	1.11	1.13	1.16	1.19	1.21	1.24	1.27	1.30
31	Annual	30144	30840	31584	32280	33012	33816	34584	35412	36192	37116	37944	38844	39792
	Monthly	2512	2570	2632	2690	2751	2818	2882	2951	3016	3093	3162	3237	3316
	Hourly	14.44	14.77	15.13	15.46	15.81	16.20	16.56	16.96	17.33	17.78	18.17	18.60	19.06
	Standby	1.01	1.03	1.06	1.08	1.11	1.13	1.16	1.19	1.21	1.24	1.27	1.30	1.33
32	Annual	30840	31584	32280	33012	33816	34584	35412	36192	37116	37944	38844	39792	40692
	Monthly	2570	2632	2690	2751	2818	2882	2951	3016	3093	3162	3237	3316	3391
	Hourly	14.77	15.13	15.46	15.81	16.20	16.56	16.96	17.33	17.78	18.17	18.60	19.06	19.49
	Standby	1.03	1.06	1.08	1.11	1.13	1.16	1.19	1.21	1.24	1.27	1.30	1.33	1.36
33	Annual	31584	32280	33012	33816	34584	35412	36192	37116	37944	38844	39792	40692	41712
	Monthly	2632	2690	2751	2818	2882	2951	3016	3093	3162	3237	3316	3391	3476
	Hourly	15.13	15.46	15.81	16.20	16.56	16.96	17.33	17.78	18.17	18.60	19.06	19.49	19.98
	Standby	1.06	1.08	1.11	1.13	1.16	1.19	1.21	1.24	1.27	1.30	1.33	1.36	1.40
34	Annual	32280	33012	33816	34584	35412	36192	37116	37944	38844	39792	40692	41712	42684
	Monthly	2690	2751	2818	2882	2951	3016	3093	3162	3237	3316	3391	3476	3557
	Hourly	15.46	15.81	16.20	16.56	16.96	17.33	17.78	18.17	18.60	19.06	19.49	19.98	20.44
	Standby	1.08	1.11	1.13	1.16	1.19	1.21	1.24	1.27	1.30	1.33	1.36	1.40	1.43
35	Annual	33012	33816	34584	35412	36192	37116	37944	38844	39792	40692	41712	42684	43680
	Monthly	2751	2818	2882	2951	3016	3093	3162	3237	3316	3391	3476	3557	3640
	Hourly	15.81	16.20	16.56	16.96	17.33	17.78	18.17	18.60	19.06	19.49	19.98	20.44	20.92
	Standby	1.11	1.13	1.16	1.19	1.21	1.24	1.27	1.30	1.33	1.36	1.40	1.43	1.46
36	Annual	33816	34584	35412	36192	37116	37944	38844	39792	40692	41712	42684	43680	44760
	Monthly	2818	2882	2951	3016	3093	3162	3237	3316	3391	3476	3557	3640	3730
	Hourly	16.20	16.56	16.96	17.33	17.78	18.17	18.60	19.06	19.49	19.98	20.44	20.92	21.44
	Standby	1.13	1.16	1.19	1.21	1.24	1.27	1.30	1.33	1.36	1.40	1.43	1.46	1.50

Standby rate is equal to 7% of the hourly rate
*All employees will progress to Step M six (6) years after being assigned to Step L in their permanent salary range

DES Teamsters G Range Salary Schedule
Effective July 1, 2019 through June 30, 2020

SALARY 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	STEP M*
37	Annual	34584	35412	36192	37116	37944	38844	39792	40692	41712	42684	43680	44760	45876
	Monthly	2882	2951	3016	3093	3162	3237	3316	3391	3476	3557	3640	3730	3823
	Hourly	16.56	16.96	17.33	17.78	18.17	18.60	19.06	19.49	19.98	20.44	20.92	21.44	21.97
	Standby	1.16	1.19	1.21	1.24	1.27	1.30	1.33	1.36	1.40	1.43	1.46	1.50	1.54
38	Annual	35412	36192	37116	37944	38844	39792	40692	41712	42684	43680	44760	45876	47040
	Monthly	2951	3016	3093	3162	3237	3316	3391	3476	3557	3640	3730	3823	3920
	Hourly	16.96	17.33	17.78	18.17	18.60	19.06	19.49	19.98	20.44	20.92	21.44	21.97	22.53
	Standby	1.19	1.21	1.24	1.27	1.30	1.33	1.36	1.40	1.43	1.46	1.50	1.54	1.58
39	Annual	36192	37116	37944	38844	39792	40692	41712	42684	43680	44760	45876	47040	48180
	Monthly	3016	3093	3162	3237	3316	3391	3476	3557	3640	3730	3823	3920	4015
	Hourly	17.33	17.78	18.17	18.60	19.06	19.49	19.98	20.44	20.92	21.44	21.97	22.53	23.07
	Standby	1.21	1.24	1.27	1.30	1.33	1.36	1.40	1.43	1.46	1.50	1.54	1.58	1.62
40	Annual	37116	37944	38844	39792	40692	41712	42684	43680	44760	45876	47040	48180	49440
	Monthly	3093	3162	3237	3316	3391	3476	3557	3640	3730	3823	3920	4015	4120
	Hourly	17.78	18.17	18.60	19.06	19.49	19.98	20.44	20.92	21.44	21.97	22.53	23.07	23.68
	Standby	1.24	1.27	1.30	1.33	1.36	1.40	1.43	1.46	1.50	1.54	1.58	1.62	1.66
41	Annual	37944	38844	39792	40692	41712	42684	43680	44760	45876	47040	48180	49440	50592
	Monthly	3162	3237	3316	3391	3476	3557	3640	3730	3823	3920	4015	4120	4216
	Hourly	18.17	18.60	19.06	19.49	19.98	20.44	20.92	21.44	21.97	22.53	23.07	23.68	24.23
	Standby	1.27	1.30	1.33	1.36	1.40	1.43	1.46	1.50	1.54	1.58	1.62	1.66	1.70
42	Annual	38844	39792	40692	41712	42684	43680	44760	45876	47040	48180	49440	50592	51912
	Monthly	3237	3316	3391	3476	3557	3640	3730	3823	3920	4015	4120	4216	4326
	Hourly	18.60	19.06	19.49	19.98	20.44	20.92	21.44	21.97	22.53	23.07	23.68	24.23	24.86
	Standby	1.30	1.33	1.36	1.40	1.43	1.46	1.50	1.54	1.58	1.62	1.66	1.70	1.74
43	Annual	39792	40692	41712	42684	43680	44760	45876	47040	48180	49440	50592	51912	53208
	Monthly	3316	3391	3476	3557	3640	3730	3823	3920	4015	4120	4216	4326	4434
	Hourly	19.06	19.49	19.98	20.44	20.92	21.44	21.97	22.53	23.07	23.68	24.23	24.86	25.48
	Standby	1.33	1.36	1.40	1.43	1.46	1.50	1.54	1.58	1.62	1.66	1.70	1.74	1.78
44	Annual	40692	41712	42684	43680	44760	45876	47040	48180	49440	50592	51912	53208	54600
	Monthly	3391	3476	3557	3640	3730	3823	3920	4015	4120	4216	4326	4434	4550
	Hourly	19.49	19.98	20.44	20.92	21.44	21.97	22.53	23.07	23.68	24.23	24.86	25.48	26.15
	Standby	1.36	1.40	1.43	1.46	1.50	1.54	1.58	1.62	1.66	1.70	1.74	1.78	1.83

Standby rate is equal to 7% of the hourly rate
*All employees will progress to Step M six (6) years after being assigned to Step L in their permanent salary range

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SALARY 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	STEP M*
45	Annual	41712	42684	43680	44760	45876	47040	48180	49440	50592	51912	53208	54600	55920
	Monthly	3476	3557	3640	3730	3823	3920	4015	4120	4216	4326	4434	4550	4660
	Hourly	19.98	20.44	20.92	21.44	21.97	22.53	23.07	23.68	24.23	24.86	25.48	26.15	26.78
	Standby	1.40	1.43	1.46	1.50	1.54	1.58	1.62	1.66	1.70	1.74	1.78	1.83	1.87
46	Annual	42684	43680	44760	45876	47040	48180	49440	50592	51912	53208	54600	55920	57300
	Monthly	3557	3640	3730	3823	3920	4015	4120	4216	4326	4434	4550	4660	4775
	Hourly	20.44	20.92	21.44	21.97	22.53	23.07	23.68	24.23	24.86	25.48	26.15	26.78	27.44
	Standby	1.43	1.46	1.50	1.54	1.58	1.62	1.66	1.70	1.74	1.78	1.83	1.87	1.92
47	Annual	43680	44760	45876	47040	48180	49440	50592	51912	53208	54600	55920	57300	58692
	Monthly	3640	3730	3823	3920	4015	4120	4216	4326	4434	4550	4660	4775	4891
	Hourly	20.92	21.44	21.97	22.53	23.07	23.68	24.23	24.86	25.48	26.15	26.78	27.44	28.11
	Standby	1.46	1.50	1.54	1.58	1.62	1.66	1.70	1.74	1.78	1.83	1.87	1.92	1.97
48	Annual	44760	45876	47040	48180	49440	50592	51912	53208	54600	55920	57300	58692	60228
	Monthly	3730	3823	3920	4015	4120	4216	4326	4434	4550	4660	4775	4891	5019
	Hourly	21.44	21.97	22.53	23.07	23.68	24.23	24.86	25.48	26.15	26.78	27.44	28.11	28.84
	Standby	1.50	1.54	1.58	1.62	1.66	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02
49	Annual	45876	47040	48180	49440	50592	51912	53208	54600	55920	57300	58692	60228	61704
	Monthly	3823	3920	4015	4120	4216	4326	4434	4550	4660	4775	4891	5019	5142
	Hourly	21.97	22.53	23.07	23.68	24.23	24.86	25.48	26.15	26.78	27.44	28.11	28.84	29.55
	Standby	1.54	1.58	1.62	1.66	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07
50	Annual	47040	48180	49440	50592	51912	53208	54600	55920	57300	58692	60228	61704	63264
	Monthly	3920	4015	4120	4216	4326	4434	4550	4660	4775	4891	5019	5142	5272
	Hourly	22.53	23.07	23.68	24.23	24.86	25.48	26.15	26.78	27.44	28.11	28.84	29.55	30.30
	Standby	1.58	1.62	1.66	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12
51	Annual	48180	49440	50592	51912	53208	54600	55920	57300	58692	60228	61704	63264	64824
	Monthly	4015	4120	4216	4326	4434	4550	4660	4775	4891	5019	5142	5272	5402
	Hourly	23.07	23.68	24.23	24.86	25.48	26.15	26.78	27.44	28.11	28.84	29.55	30.30	31.05
	Standby	1.62	1.66	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17
52	Annual	49440	50592	51912	53208	54600	55920	57300	58692	60228	61704	63264	64824	66444
	Monthly	4120	4216	4326	4434	4550	4660	4775	4891	5019	5142	5272	5402	5537
	Hourly	23.68	24.23	24.86	25.48	26.15	26.78	27.44	28.11	28.84	29.55	30.30	31.05	31.82
	Standby	1.66	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23

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DES Teamsters G Range Salary Schedule
Effective July 1, 2019 through June 30, 2020

SALARY 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	STEP M*
53	Annual	50592	51912	53208	54600	55920	57300	58692	60228	61704	63264	64824	66444	68100
	Monthly	4216	4326	4434	4550	4660	4775	4891	5019	5142	5272	5402	5537	5675
	Hourly	24.23	24.86	25.48	26.15	26.78	27.44	28.11	28.84	29.55	30.30	31.05	31.82	32.61
	Standby	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28
54	Annual	51912	53208	54600	55920	57300	58692	60228	61704	63264	64824	66444	68100	69792
	Monthly	4326	4434	4550	4660	4775	4891	5019	5142	5272	5402	5537	5675	5816
	Hourly	24.86	25.48	26.15	26.78	27.44	28.11	28.84	29.55	30.30	31.05	31.82	32.61	33.43
	Standby	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34
55	Annual	53208	54600	55920	57300	58692	60228	61704	63264	64824	66444	68100	69792	71556
	Monthly	4434	4550	4660	4775	4891	5019	5142	5272	5402	5537	5675	5816	5963
	Hourly	25.48	26.15	26.78	27.44	28.11	28.84	29.55	30.30	31.05	31.82	32.61	33.43	34.27
	Standby	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40
56	Annual	54600	55920	57300	58692	60228	61704	63264	64824	66444	68100	69792	71556	73368
	Monthly	4550	4660	4775	4891	5019	5142	5272	5402	5537	5675	5816	5963	6114
	Hourly	26.15	26.78	27.44	28.11	28.84	29.55	30.30	31.05	31.82	32.61	33.43	34.27	35.14
	Standby	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46
57	Annual	55920	57300	58692	60228	61704	63264	64824	66444	68100	69792	71556	73368	75156
	Monthly	4660	4775	4891	5019	5142	5272	5402	5537	5675	5816	5963	6114	6263
	Hourly	26.78	27.44	28.11	28.84	29.55	30.30	31.05	31.82	32.61	33.43	34.27	35.14	35.99
	Standby	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52
58	Annual	57300	58692	60228	61704	63264	64824	66444	68100	69792	71556	73368	75156	77112
	Monthly	4775	4891	5019	5142	5272	5402	5537	5675	5816	5963	6114	6263	6426
	Hourly	27.44	28.11	28.84	29.55	30.30	31.05	31.82	32.61	33.43	34.27	35.14	35.99	36.93
	Standby	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.59
59	Annual	58692	60228	61704	63264	64824	66444	68100	69792	71556	73368	75156	77112	78960
	Monthly	4891	5019	5142	5272	5402	5537	5675	5816	5963	6114	6263	6426	6580
	Hourly	28.11	28.84	29.55	30.30	31.05	31.82	32.61	33.43	34.27	35.14	35.99	36.93	37.82
	Standby	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.59	2.65
60	Annual	60228	61704	63264	64824	66444	68100	69792	71556	73368	75156	77112	78960	80976
	Monthly	5019	5142	5272	5402	5537	5675	5816	5963	6114	6263	6426	6580	6748
	Hourly	28.84	29.55	30.30	31.05	31.82	32.61	33.43	34.27	35.14	35.99	36.93	37.82	38.78
	Standby	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.59	2.65	2.71

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DES Teamsters G Range Salary Schedule
Effective July 1, 2019 through June 30, 2020

SALARY 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	STEP M*
61	Annual	61704	63264	64824	66444	68100	69792	71556	73368	75156	77112	78960	80976	83028
	Monthly	5142	5272	5402	5537	5675	5816	5963	6114	6263	6426	6580	6748	6919
	Hourly	29.55	30.30	31.05	31.82	32.61	33.43	34.27	35.14	35.99	36.93	37.82	38.78	39.76
	Standby	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.59	2.65	2.71	2.78
62	Annual	63264	64824	66444	68100	69792	71556	73368	75156	77112	78960	80976	83028	85056
	Monthly	5272	5402	5537	5675	5816	5963	6114	6263	6426	6580	6748	6919	7088
	Hourly	30.30	31.05	31.82	32.61	33.43	34.27	35.14	35.99	36.93	37.82	38.78	39.76	40.74
	Standby	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.59	2.65	2.71	2.78	2.85
63	Annual	64824	66444	68100	69792	71556	73368	75156	77112	78960	80976	83028	85056	87192
	Monthly	5402	5537	5675	5816	5963	6114	6263	6426	6580	6748	6919	7088	7266
	Hourly	31.05	31.82	32.61	33.43	34.27	35.14	35.99	36.93	37.82	38.78	39.76	40.74	41.76
	Standby	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.59	2.65	2.71	2.78	2.85	2.92
64	Annual	66444	68100	69792	71556	73368	75156	77112	78960	80976	83028	85056	87192	89376
	Monthly	5537	5675	5816	5963	6114	6263	6426	6580	6748	6919	7088	7266	7448
	Hourly	31.82	32.61	33.43	34.27	35.14	35.99	36.93	37.82	38.78	39.76	40.74	41.76	42.80
	Standby	2.23	2.28	2.34	2.40	2.46	2.52	2.59	2.65	2.71	2.78	2.85	2.92	3.00
65	Annual	68100	69792	71556	73368	75156	77112	78960	80976	83028	85056	87192	89376	91584
	Monthly	5675	5816	5963	6114	6263	6426	6580	6748	6919	7088	7266	7448	7632
	Hourly	32.61	33.43	34.27	35.14	35.99	36.93	37.82	38.78	39.76	40.74	41.76	42.80	43.86
	Standby	2.28	2.34	2.40	2.46	2.52	2.59	2.65	2.71	2.78	2.85	2.92	3.00	3.07
66	Annual	69792	71556	73368	75156	77112	78960	80976	83028	85056	87192	89376	91584	93912
	Monthly	5816	5963	6114	6263	6426	6580	6748	6919	7088	7266	7448	7632	7826
	Hourly	33.43	34.27	35.14	35.99	36.93	37.82	38.78	39.76	40.74	41.76	42.80	43.86	44.98
	Standby	2.34	2.40	2.46	2.52	2.59	2.65	2.71	2.78	2.85	2.92	3.00	3.07	3.15
67	Annual	71556	73368	75156	77112	78960	80976	83028	85056	87192	89376	91584	93912	96252
	Monthly	5963	6114	6263	6426	6580	6748	6919	7088	7266	7448	7632	7826	8021
	Hourly	34.27	35.14	35.99	36.93	37.82	38.78	39.76	40.74	41.76	42.80	43.86	44.98	46.10
	Standby	2.40	2.46	2.52	2.59	2.65	2.71	2.78	2.85	2.92	3.00	3.07	3.15	3.23
68	Annual	73368	75156	77112	78960	80976	83028	85056	87192	89376	91584	93912	96252	98652
	Monthly	6114	6263	6426	6580	6748	6919	7088	7266	7448	7632	7826	8021	8221
	Hourly	35.14	35.99	36.93	37.82	38.78	39.76	40.74	41.76	42.80	43.86	44.98	46.10	47.25
	Standby	2.46	2.52	2.59	2.65	2.71	2.78	2.85	2.92	3.00	3.07	3.15	3.23	3.31

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DES Teamsters G Range Salary Schedule
Effective July 1, 2019 through June 30, 2020

SALARY 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	STEP M*
69	Annual	75156	77112	78960	80976	83028	85056	87192	89376	91584	93912	96252	98652	101100
	Monthly	6263	6426	6580	6748	6919	7088	7266	7448	7632	7826	8021	8221	8425
	Hourly	35.99	36.93	37.82	38.78	39.76	40.74	41.76	42.80	43.86	44.98	46.10	47.25	48.42
	Standby	2.52	2.59	2.65	2.71	2.78	2.85	2.92	3.00	3.07	3.15	3.23	3.31	3.39
70	Annual	77112	78960	80976	83028	85056	87192	89376	91584	93912	96252	98652	101100	103656
	Monthly	6426	6580	6748	6919	7088	7266	7448	7632	7826	8021	8221	8425	8638
	Hourly	36.93	37.82	38.78	39.76	40.74	41.76	42.80	43.86	44.98	46.10	47.25	48.42	49.64
	Standby	2.59	2.65	2.71	2.78	2.85	2.92	3.00	3.07	3.15	3.23	3.31	3.39	3.48
71	Annual	78960	80976	83028	85056	87192	89376	91584	93912	96252	98652	101100	103656	106260
	Monthly	6580	6748	6919	7088	7266	7448	7632	7826	8021	8221	8425	8638	8855
	Hourly	37.82	38.78	39.76	40.74	41.76	42.80	43.86	44.98	46.10	47.25	48.42	49.64	50.89
	Standby	2.65	2.71	2.78	2.85	2.92	3.00	3.07	3.15	3.23	3.31	3.39	3.48	3.56
72	Annual	80976	83028	85056	87192	89376	91584	93912	96252	98652	101100	103656	106260	108924
	Monthly	6748	6919	7088	7266	7448	7632	7826	8021	8221	8425	8638	8855	9077
	Hourly	38.78	39.76	40.74	41.76	42.80	43.86	44.98	46.10	47.25	48.42	49.64	50.89	52.17
	Standby	2.71	2.78	2.85	2.92	3.00	3.07	3.15	3.23	3.31	3.39	3.48	3.56	3.65
73	Annual	83028	85056	87192	89376	91584	93912	96252	98652	101100	103656	106260	108924	111612
	Monthly	6919	7088	7266	7448	7632	7826	8021	8221	8425	8638	8855	9077	9301
	Hourly	39.76	40.74	41.76	42.80	43.86	44.98	46.10	47.25	48.42	49.64	50.89	52.17	53.45
	Standby	2.78	2.85	2.92	3.00	3.07	3.15	3.23	3.31	3.39	3.48	3.56	3.65	3.74
74	Annual	85056	87192	89376	91584	93912	96252	98652	101100	103656	106260	108924	111612	114456
	Monthly	7088	7266	7448	7632	7826	8021	8221	8425	8638	8855	9077	9301	9538
	Hourly	40.74	41.76	42.80	43.86	44.98	46.10	47.25	48.42	49.64	50.89	52.17	53.45	54.82
	Standby	2.85	2.92	3.00	3.07	3.15	3.23	3.31	3.39	3.48	3.56	3.65	3.74	3.84
75	Annual	87192	89376	91584	93912	96252	98652	101100	103656	106260	108924	111612	114456	117276
	Monthly	7266	7448	7632	7826	8021	8221	8425	8638	8855	9077	9301	9538	9773
	Hourly	41.76	42.80	43.86	44.98	46.10	47.25	48.42	49.64	50.89	52.17	53.45	54.82	56.17
	Standby	2.92	3.00	3.07	3.15	3.23	3.31	3.39	3.48	3.56	3.65	3.74	3.84	3.93
76	Annual	89376	91584	93912	96252	98652	101100	103656	106260	108924	111612	114456	117276	120204
	Monthly	7448	7632	7826	8021	8221	8425	8638	8855	9077	9301	9538	9773	10017
	Hourly	42.80	43.86	44.98	46.10	47.25	48.42	49.64	50.89	52.17	53.45	54.82	56.17	57.57
	Standby	3.00	3.07	3.15	3.23	3.31	3.39	3.48	3.56	3.65	3.74	3.84	3.93	4.03

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Effective July 1, 2019 through June 30, 2020

SALARY 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	STEP M*
77	Annual	91584	93912	96252	98652	101100	103656	106260	108924	111612	114456	117276	120204	123204
	Monthly	7632	7826	8021	8221	8425	8638	8855	9077	9301	9538	9773	10017	10267
	Hourly	43.86	44.98	46.10	47.25	48.42	49.64	50.89	52.17	53.45	54.82	56.17	57.57	59.01
	Standby	3.07	3.15	3.23	3.31	3.39	3.48	3.56	3.65	3.74	3.84	3.93	4.03	4.13
78	Annual	93912	96252	98652	101100	103656	106260	108924	111612	114456	117276	120204	123204	126300
	Monthly	7826	8021	8221	8425	8638	8855	9077	9301	9538	9773	10017	10267	10525
	Hourly	44.98	46.10	47.25	48.42	49.64	50.89	52.17	53.45	54.82	56.17	57.57	59.01	60.49
	Standby	3.15	3.23	3.31	3.39	3.48	3.56	3.65	3.74	3.84	3.93	4.03	4.13	4.23
79	Annual	96252	98652	101100	103656	106260	108924	111612	114456	117276	120204	123204	126300	129396
	Monthly	8021	8221	8425	8638	8855	9077	9301	9538	9773	10017	10267	10525	10783
	Hourly	46.10	47.25	48.42	49.64	50.89	52.17	53.45	54.82	56.17	57.57	59.01	60.49	61.97
	Standby	3.23	3.31	3.39	3.48	3.56	3.65	3.74	3.84	3.93	4.03	4.13	4.23	4.34
80	Annual	98652	101100	103656	106260	108924	111612	114456	117276	120204	123204	126300	129396	132636
	Monthly	8221	8425	8638	8855	9077	9301	9538	9773	10017	10267	10525	10783	11053
	Hourly	47.25	48.42	49.64	50.89	52.17	53.45	54.82	56.17	57.57	59.01	60.49	61.97	63.52
	Standby	3.31	3.39	3.48	3.56	3.65	3.74	3.84	3.93	4.03	4.13	4.23	4.34	4.45
81	Annual	101100	103656	106260	108924	111612	114456	117276	120204	123204	126300	129396	132636	135996
	Monthly	8425	8638	8855	9077	9301	9538	9773	10017	10267	10525	10783	11053	11333
	Hourly	48.42	49.64	50.89	52.17	53.45	54.82	56.17	57.57	59.01	60.49	61.97	63.52	65.13
	Standby	3.39	3.48	3.56	3.65	3.74	3.84	3.93	4.03	4.13	4.23	4.34	4.45	4.56
82	Annual	103656	106260	108924	111612	114456	117276	120204	123204	126300	129396	132636	135996	139380
	Monthly	8638	8855	9077	9301	9538	9773	10017	10267	10525	10783	11053	11333	11615
	Hourly	49.64	50.89	52.17	53.45	54.82	56.17	57.57	59.01	60.49	61.97	63.52	65.13	66.75
	Standby	3.48	3.56	3.65	3.74	3.84	3.93	4.03	4.13	4.23	4.34	4.45	4.56	4.67
83	Annual	106260	108924	111612	114456	117276	120204	123204	126300	129396	132636	135996	139380	142860
	Monthly	8855	9077	9301	9538	9773	10017	10267	10525	10783	11053	11333	11615	11905
	Hourly	50.89	52.17	53.45	54.82	56.17	57.57	59.01	60.49	61.97	63.52	65.13	66.75	68.42
	Standby	3.56	3.65	3.74	3.84	3.93	4.03	4.13	4.23	4.34	4.45	4.56	4.67	4.79
84	Annual	108924	111612	114456	117276	120204	123204	126300	129396	132636	135996	139380	142860	146448
	Monthly	9077	9301	9538	9773	10017	10267	10525	10783	11053	11333	11615	11905	12204
	Hourly	52.17	53.45	54.82	56.17	57.57	59.01	60.49	61.97	63.52	65.13	66.75	68.42	70.14
	Standby	3.65	3.74	3.84	3.93	4.03	4.13	4.23	4.34	4.45	4.56	4.67	4.79	4.91

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DES Teamsters G Range Salary Schedule
Effective July 1, 2019 through June 30, 2020

SALARY 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	STEP M*
85	Annual	111612	114456	117276	120204	123204	126300	129396	132636	135996	139380	142860	146448	150048
	Monthly	9301	9538	9773	10017	10267	10525	10783	11053	11333	11615	11905	12204	12504
	Hourly	53.45	54.82	56.17	57.57	59.01	60.49	61.97	63.52	65.13	66.75	68.42	70.14	71.86
	Standby	3.74	3.84	3.93	4.03	4.13	4.23	4.34	4.45	4.56	4.67	4.79	4.91	5.03
86	Annual	114456	117276	120204	123204	126300	129396	132636	135996	139380	142860	146448	150048	153852
	Monthly	9538	9773	10017	10267	10525	10783	11053	11333	11615	11905	12204	12504	12821
	Hourly	54.82	56.17	57.57	59.01	60.49	61.97	63.52	65.13	66.75	68.42	70.14	71.86	73.68
	Standby	3.84	3.93	4.03	4.13	4.23	4.34	4.45	4.56	4.67	4.79	4.91	5.03	5.16
87	Annual	117276	120204	123204	126300	129396	132636	135996	139380	142860	146448	150048	153852	157752
	Monthly	9773	10017	10267	10525	10783	11053	11333	11615	11905	12204	12504	12821	13146
	Hourly	56.17	57.57	59.01	60.49	61.97	63.52	65.13	66.75	68.42	70.14	71.86	73.68	75.55
	Standby	3.93	4.03	4.13	4.23	4.34	4.45	4.56	4.67	4.79	4.91	5.03	5.16	5.29
88	Annual	120204	123204	126300	129396	132636	135996	139380	142860	146448	150048	153852	157752	161652
	Monthly	10017	10267	10525	10783	11053	11333	11615	11905	12204	12504	12821	13146	13471
	Hourly	57.57	59.01	60.49	61.97	63.52	65.13	66.75	68.42	70.14	71.86	73.68	75.55	77.42
	Standby	4.03	4.13	4.23	4.34	4.45	4.56	4.67	4.79	4.91	5.03	5.16	5.29	5.42
89	Annual	123204	126300	129396	132636	135996	139380	142860	146448	150048	153852	157752	161652	165732
	Monthly	10267	10525	10783	11053	11333	11615	11905	12204	12504	12821	13146	13471	13811
	Hourly	59.01	60.49	61.97	63.52	65.13	66.75	68.42	70.14	71.86	73.68	75.55	77.42	79.37
	Standby	4.13	4.23	4.34	4.45	4.56	4.67	4.79	4.91	5.03	5.16	5.29	5.42	5.56
90	Annual	126300	129396	132636	135996	139380	142860	146448	150048	153852	157752	161652	165732	169812
	Monthly	10525	10783	11053	11333	11615	11905	12204	12504	12821	13146	13471	13811	14151
	Hourly	60.49	61.97	63.52	65.13	66.75	68.42	70.14	71.86	73.68	75.55	77.42	79.37	81.33
	Standby	4.23	4.34	4.45	4.56	4.67	4.79	4.91	5.03	5.16	5.29	5.42	5.56	5.69
91	Annual	129396	132636	135996	139380	142860	146448	150048	153852	157752	161652	165732	169812	174096
	Monthly	10783	11053	11333	11615	11905	12204	12504	12821	13146	13471	13811	14151	14508
	Hourly	61.97	63.52	65.13	66.75	68.42	70.14	71.86	73.68	75.55	77.42	79.37	81.33	83.38
	Standby	4.34	4.45	4.56	4.67	4.79	4.91	5.03	5.16	5.29	5.42	5.56	5.69	5.84
92	Annual	132636	135996	139380	142860	146448	150048	153852	157752	161652	165732	169812	174096	178428
	Monthly	11053	11333	11615	11905	12204	12504	12821	13146	13471	13811	14151	14508	14869
	Hourly	63.52	65.13	66.75	68.42	70.14	71.86	73.68	75.55	77.42	79.37	81.33	83.38	85.45
	Standby	4.45	4.56	4.67	4.79	4.91	5.03	5.16	5.29	5.42	5.56	5.69	5.84	5.98

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Effective July 1, 2019 through June 30, 2020

SALARY 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	STEP M*
93	Annual	135996	139380	142860	146448	150048	153852	157752	161652	165732	169812	174096	178428	182952
	Monthly	11333	11615	11905	12204	12504	12821	13146	13471	13811	14151	14508	14869	15246
	Hourly	65.13	66.75	68.42	70.14	71.86	73.68	75.55	77.42	79.37	81.33	83.38	85.45	87.62
	Standby	4.56	4.67	4.79	4.91	5.03	5.16	5.29	5.42	5.56	5.69	5.84	5.98	6.13
94	Annual	139380	142860	146448	150048	153852	157752	161652	165732	169812	174096	178428	182952	187476
	Monthly	11615	11905	12204	12504	12821	13146	13471	13811	14151	14508	14869	15246	15623
	Hourly	66.75	68.42	70.14	71.86	73.68	75.55	77.42	79.37	81.33	83.38	85.45	87.62	89.79
	Standby	4.67	4.79	4.91	5.03	5.16	5.29	5.42	5.56	5.69	5.84	5.98	6.13	6.29
95	Annual	142860	146448	150048	153852	157752	161652	165732	169812	174096	178428	182952	187476	192180
	Monthly	11905	12204	12504	12821	13146	13471	13811	14151	14508	14869	15246	15623	16015
	Hourly	68.42	70.14	71.86	73.68	75.55	77.42	79.37	81.33	83.38	85.45	87.62	89.79	92.04
	Standby	4.79	4.91	5.03	5.16	5.29	5.42	5.56	5.69	5.84	5.98	6.13	6.29	6.44
96	Annual	146448	150048	153852	157752	161652	165732	169812	174096	178428	182952	187476	192180	196992
	Monthly	12204	12504	12821	13146	13471	13811	14151	14508	14869	15246	15623	16015	16416
	Hourly	70.14	71.86	73.68	75.55	77.42	79.37	81.33	83.38	85.45	87.62	89.79	92.04	94.34
	Standby	4.91	5.03	5.16	5.29	5.42	5.56	5.69	5.84	5.98	6.13	6.29	6.44	6.60
97	Annual	150048	153852	157752	161652	165732	169812	174096	178428	182952	187476	192180	196992	201924
	Monthly	12504	12821	13146	13471	13811	14151	14508	14869	15246	15623	16015	16416	16827
	Hourly	71.86	73.68	75.55	77.42	79.37	81.33	83.38	85.45	87.62	89.79	92.04	94.34	96.71
	Standby	5.03	5.16	5.29	5.42	5.56	5.69	5.84	5.98	6.13	6.29	6.44	6.60	6.77
98	Annual	153852	157752	161652	165732	169812	174096	178428	182952	187476	192180	196992	201924	206976
	Monthly	12821	13146	13471	13811	14151	14508	14869	15246	15623	16015	16416	16827	17248
	Hourly	73.68	75.55	77.42	79.37	81.33	83.38	85.45	87.62	89.79	92.04	94.34	96.71	99.13
	Standby	5.16	5.29	5.42	5.56	5.69	5.84	5.98	6.13	6.29	6.44	6.60	6.77	6.94
99	Annual	157752	161652	165732	169812	174096	178428	182952	187476	192180	196992	201924	206976	212148
	Monthly	13146	13471	13811	14151	14508	14869	15246	15623	16015	16416	16827	17248	17679
	Hourly	75.55	77.42	79.37	81.33	83.38	85.45	87.62	89.79	92.04	94.34	96.71	99.13	101.60
	Standby	5.29	5.42	5.56	5.69	5.84	5.98	6.13	6.29	6.44	6.60	6.77	6.94	7.11
100	Annual	161652	165732	169812	174096	178428	182952	187476	192180	196992	201924	206976	212148	217452
	Monthly	13471	13811	14151	14508	14869	15246	15623	16015	16416	16827	17248	17679	18121
	Hourly	77.42	79.37	81.33	83.38	85.45	87.62	89.79	92.04	94.34	96.71	99.13	101.60	104.14
	Standby	5.42	5.56	5.69	5.84	5.98	6.13	6.29	6.44	6.60	6.77	6.94	7.11	7.29

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DES Teamsters G Range Salary Schedule
Effective July 1, 2019 through June 30, 2020

SALARY 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	STEP M*
101	Annual	165732	169812	174096	178428	182952	187476	192180	196992	201924	206976	212148	217452	222888
	Monthly	13811	14151	14508	14869	15246	15623	16015	16416	16827	17248	17679	18121	18574
	Hourly	79.37	81.33	83.38	85.45	87.62	89.79	92.04	94.34	96.71	99.13	101.60	104.14	106.75
	Standby	5.56	5.69	5.84	5.98	6.13	6.29	6.44	6.60	6.77	6.94	7.11	7.29	7.47
102	Annual	169812	174096	178428	182952	187476	192180	196992	201924	206976	212148	217452	222888	228444
	Monthly	14151	14508	14869	15246	15623	16015	16416	16827	17248	17679	18121	18574	19037
	Hourly	81.33	83.38	85.45	87.62	89.79	92.04	94.34	96.71	99.13	101.60	104.14	106.75	109.41
	Standby	5.69	5.84	5.98	6.13	6.29	6.44	6.60	6.77	6.94	7.11	7.29	7.47	7.66
103	Annual	174096	178428	182952	187476	192180	196992	201924	206976	212148	217452	222888	228444	234156
	Monthly	14508	14869	15246	15623	16015	16416	16827	17248	17679	18121	18574	19037	19513
	Hourly	83.38	85.45	87.62	89.79	92.04	94.34	96.71	99.13	101.60	104.14	106.75	109.41	112.14
	Standby	5.84	5.98	6.13	6.29	6.44	6.60	6.77	6.94	7.11	7.29	7.47	7.66	7.85
104	Annual	178428	182952	187476	192180	196992	201924	206976	212148	217452	222888	228444	234156	240036
	Monthly	14869	15246	15623	16015	16416	16827	17248	17679	18121	18574	19037	19513	20003
	Hourly	85.45	87.62	89.79	92.04	94.34	96.71	99.13	101.60	104.14	106.75	109.41	112.14	114.96
	Standby	5.98	6.13	6.29	6.44	6.60	6.77	6.94	7.11	7.29	7.47	7.66	7.85	8.05
105	Annual	182952	187476	192180	196992	201924	206976	212148	217452	222888	228444	234156	240036	246024
	Monthly	15246	15623	16015	16416	16827	17248	17679	18121	18574	19037	19513	20003	20502
	Hourly	87.62	89.79	92.04	94.34	96.71	99.13	101.60	104.14	106.75	109.41	112.14	114.96	117.83
	Standby	6.13	6.29	6.44	6.60	6.77	6.94	7.11	7.29	7.47	7.66	7.85	8.05	8.25
106	Annual	187476	192180	196992	201924	206976	212148	217452	222888	228444	234156	240036	246024	252168
	Monthly	15623	16015	16416	16827	17248	17679	18121	18574	19037	19513	20003	20502	21014
	Hourly	89.79	92.04	94.34	96.71	99.13	101.60	104.14	106.75	109.41	112.14	114.96	117.83	120.77
	Standby	6.29	6.44	6.60	6.77	6.94	7.11	7.29	7.47	7.66	7.85	8.05	8.25	8.45
107	Annual	192180	196992	201924	206976	212148	217452	222888	228444	234156	240036	246024	252168	258468
	Monthly	16015	16416	16827	17248	17679	18121	18574	19037	19513	20003	20502	21014	21539
	Hourly	92.04	94.34	96.71	99.13	101.60	104.14	106.75	109.41	112.14	114.96	117.83	120.77	123.79
	Standby	6.44	6.60	6.77	6.94	7.11	7.29	7.47	7.66	7.85	8.05	8.25	8.45	8.67
108	Annual	196992	201924	206976	212148	217452	222888	228444	234156	240036	246024	252168	258468	264948
	Monthly	16416	16827	17248	17679	18121	18574	19037	19513	20003	20502	21014	21539	22079
	Hourly	94.34	96.71	99.13	101.60	104.14	106.75	109.41	112.14	114.96	117.83	120.77	123.79	126.89
	Standby	6.60	6.77	6.94	7.11	7.29	7.47	7.66	7.85	8.05	8.25	8.45	8.67	8.88

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Effective July 1, 2019 through June 30, 2020

SALARY 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	STEP M*
109	Annual	201924	206976	212148	217452	222888	228444	234156	240036	246024	252168	258468	264948	271560
	Monthly	16827	17248	17679	18121	18574	19037	19513	20003	20502	21014	21539	22079	22630
	Hourly	96.71	99.13	101.60	104.14	106.75	109.41	112.14	114.96	117.83	120.77	123.79	126.89	130.06
	Standby	6.77	6.94	7.11	7.29	7.47	7.66	7.85	8.05	8.25	8.45	8.67	8.88	9.10
110	Annual	206976	212148	217452	222888	228444	234156	240036	246024	252168	258468	264948	271560	278364
	Monthly	17248	17679	18121	18574	19037	19513	20003	20502	21014	21539	22079	22630	23197
	Hourly	99.13	101.60	104.14	106.75	109.41	112.14	114.96	117.83	120.77	123.79	126.89	130.06	133.32
	Standby	6.94	7.11	7.29	7.47	7.66	7.85	8.05	8.25	8.45	8.67	8.88	9.10	9.33
111	Annual	212148	217452	222888	228444	234156	240036	246024	252168	258468	264948	271560	278364	285324
	Monthly	17679	18121	18574	19037	19513	20003	20502	21014	21539	22079	22630	23197	23777
	Hourly	101.60	104.14	106.75	109.41	112.14	114.96	117.83	120.77	123.79	126.89	130.06	133.32	136.65
	Standby	7.11	7.29	7.47	7.66	7.85	8.05	8.25	8.45	8.67	8.88	9.10	9.33	9.57
112	Annual	217452	222888	228444	234156	240036	246024	252168	258468	264948	271560	278364	285324	292452
	Monthly	18121	18574	19037	19513	20003	20502	21014	21539	22079	22630	23197	23777	24371
	Hourly	104.14	106.75	109.41	112.14	114.96	117.83	120.77	123.79	126.89	130.06	133.32	136.65	140.06
	Standby	7.29	7.47	7.66	7.85	8.05	8.25	8.45	8.67	8.88	9.10	9.33	9.57	9.80
113	Annual	222888	228444	234156	240036	246024	252168	258468	264948	271560	278364	285324	292452	299772
	Monthly	18574	19037	19513	20003	20502	21014	21539	22079	22630	23197	23777	24371	24981
	Hourly	106.75	109.41	112.14	114.96	117.83	120.77	123.79	126.89	130.06	133.32	136.65	140.06	143.57
	Standby	7.47	7.66	7.85	8.05	8.25	8.45	8.67	8.88	9.10	9.33	9.57	9.80	10.05
114	Annual	228444	234156	240036	246024	252168	258468	264948	271560	278364	285324	292452	299772	307260
	Monthly	19037	19513	20003	20502	21014	21539	22079	22630	23197	23777	24371	24981	25605
	Hourly	109.41	112.14	114.96	117.83	120.77	123.79	126.89	130.06	133.32	136.65	140.06	143.57	147.16
	Standby	7.66	7.85	8.05	8.25	8.45	8.67	8.88	9.10	9.33	9.57	9.80	10.05	10.30
115	Annual	234156	240036	246024	252168	258468	264948	271560	278364	285324	292452	299772	307260	314940
	Monthly	19513	20003	20502	21014	21539	22079	22630	23197	23777	24371	24981	25605	26245
	Hourly	112.14	114.96	117.83	120.77	123.79	126.89	130.06	133.32	136.65	140.06	143.57	147.16	150.83
	Standby	7.85	8.05	8.25	8.45	8.67	8.88	9.10	9.33	9.57	9.80	10.05	10.30	10.56
116	Annual	240036	246024	252168	258468	264948	271560	278364	285324	292452	299772	307260	314940	322812
	Monthly	20003	20502	21014	21539	22079	22630	23197	23777	24371	24981	25605	26245	26901
	Hourly	114.96	117.83	120.77	123.79	126.89	130.06	133.32	136.65	140.06	143.57	147.16	150.83	154.60
	Standby	8.05	8.25	8.45	8.67	8.88	9.10	9.33	9.57	9.80	10.05	10.30	10.56	10.82

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Effective July 1, 2019 through June 30, 2020

SALARY 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	STEP M*
117	Annual	246024	252168	258468	264948	271560	278364	285324	292452	299772	307260	314940	322812	330888
	Monthly	20502	21014	21539	22079	22630	23197	23777	24371	24981	25605	26245	26901	27574
	Hourly	117.83	120.77	123.79	126.89	130.06	133.32	136.65	140.06	143.57	147.16	150.83	154.60	158.47
	Standby	8.25	8.45	8.67	8.88	9.10	9.33	9.57	9.80	10.05	10.30	10.56	10.82	11.09
118	Annual	252168	258468	264948	271560	278364	285324	292452	299772	307260	314940	322812	330888	339144
	Monthly	21014	21539	22079	22630	23197	23777	24371	24981	25605	26245	26901	27574	28262
	Hourly	120.77	123.79	126.89	130.06	133.32	136.65	140.06	143.57	147.16	150.83	154.60	158.47	162.43
	Standby	8.45	8.67	8.88	9.10	9.33	9.57	9.80	10.05	10.30	10.56	10.82	11.09	11.37
119	Annual	258468	264948	271560	278364	285324	292452	299772	307260	314940	322812	330888	339144	347628
	Monthly	21539	22079	22630	23197	23777	24371	24981	25605	26245	26901	27574	28262	28969
	Hourly	123.79	126.89	130.06	133.32	136.65	140.06	143.57	147.16	150.83	154.60	158.47	162.43	166.49
	Standby	8.67	8.88	9.10	9.33	9.57	9.80	10.05	10.30	10.56	10.82	11.09	11.37	11.65
120	Annual	264948	271560	278364	285324	292452	299772	307260	314940	322812	330888	339144	347628	356316
	Monthly	22079	22630	23197	23777	24371	24981	25605	26245	26901	27574	28262	28969	29693
	Hourly	126.89	130.06	133.32	136.65	140.06	143.57	147.16	150.83	154.60	158.47	162.43	166.49	170.65
	Standby	8.88	9.10	9.33	9.57	9.80	10.05	10.30	10.56	10.82	11.09	11.37	11.65	11.95

Standby rate is equal to 7% of the hourly rate
*All employees will progress to Step M six (6) years after being assigned to Step L in their permanent salary range

COMPENSATION APPENDIX B

DES Teamsters G Range Salary Schedule
Effective July 1, 2020 through June 30, 2021

SALARY 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	STEP M*
30	Annual	30360	31044	31764	32532	33252	34008	34836	35616	36480	37272	38232	39084	40008
	Monthly	2530	2587	2647	2711	2771	2834	2903	2968	3040	3106	3186	3257	3334
	Hourly	14.54	14.87	15.21	15.58	15.93	16.29	16.68	17.06	17.47	17.85	18.31	18.72	19.16
	Standby	1.02	1.04	1.06	1.09	1.11	1.14	1.17	1.19	1.22	1.25	1.28	1.31	1.34
31	Annual	31044	31764	32532	33252	34008	34836	35616	36480	37272	38232	39084	40008	40980
	Monthly	2587	2647	2711	2771	2834	2903	2968	3040	3106	3186	3257	3334	3415
	Hourly	14.87	15.21	15.58	15.93	16.29	16.68	17.06	17.47	17.85	18.31	18.72	19.16	19.63
	Standby	1.04	1.06	1.09	1.11	1.14	1.17	1.19	1.22	1.25	1.28	1.31	1.34	1.37
32	Annual	31764	32532	33252	34008	34836	35616	36480	37272	38232	39084	40008	40980	41916
	Monthly	2647	2711	2771	2834	2903	2968	3040	3106	3186	3257	3334	3415	3493
	Hourly	15.21	15.58	15.93	16.29	16.68	17.06	17.47	17.85	18.31	18.72	19.16	19.63	20.07
	Standby	1.06	1.09	1.11	1.14	1.17	1.19	1.22	1.25	1.28	1.31	1.34	1.37	1.41
33	Annual	32532	33252	34008	34836	35616	36480	37272	38232	39084	40008	40980	41916	42960
	Monthly	2711	2771	2834	2903	2968	3040	3106	3186	3257	3334	3415	3493	3580
	Hourly	15.58	15.93	16.29	16.68	17.06	17.47	17.85	18.31	18.72	19.16	19.63	20.07	20.57
	Standby	1.09	1.11	1.14	1.17	1.19	1.22	1.25	1.28	1.31	1.34	1.37	1.41	1.44
34	Annual	33252	34008	34836	35616	36480	37272	38232	39084	40008	40980	41916	42960	43968
	Monthly	2771	2834	2903	2968	3040	3106	3186	3257	3334	3415	3493	3580	3664
	Hourly	15.93	16.29	16.68	17.06	17.47	17.85	18.31	18.72	19.16	19.63	20.07	20.57	21.06
	Standby	1.11	1.14	1.17	1.19	1.22	1.25	1.28	1.31	1.34	1.37	1.41	1.44	1.47
35	Annual	34008	34836	35616	36480	37272	38232	39084	40008	40980	41916	42960	43968	44988
	Monthly	2834	2903	2968	3040	3106	3186	3257	3334	3415	3493	3580	3664	3749
	Hourly	16.29	16.68	17.06	17.47	17.85	18.31	18.72	19.16	19.63	20.07	20.57	21.06	21.55
	Standby	1.14	1.17	1.19	1.22	1.25	1.28	1.31	1.34	1.37	1.41	1.44	1.47	1.51
36	Annual	34836	35616	36480	37272	38232	39084	40008	40980	41916	42960	43968	44988	46104
	Monthly	2903	2968	3040	3106	3186	3257	3334	3415	3493	3580	3664	3749	3842
	Hourly	16.68	17.06	17.47	17.85	18.31	18.72	19.16	19.63	20.07	20.57	21.06	21.55	22.08
	Standby	1.17	1.19	1.22	1.25	1.28	1.31	1.34	1.37	1.41	1.44	1.47	1.51	1.55

Standby rate is equal to 7% of the hourly rate
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DES Teamsters G Range Salary Schedule
Effective July 1, 2020 through June 30, 2021

SALARY 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	STEP M*
37	Annual	35616	36480	37272	38232	39084	40008	40980	41916	42960	43968	44988	46104	47256
	Monthly	2968	3040	3106	3186	3257	3334	3415	3493	3580	3664	3749	3842	3938
	Hourly	17.06	17.47	17.85	18.31	18.72	19.16	19.63	20.07	20.57	21.06	21.55	22.08	22.63
	Standby	1.19	1.22	1.25	1.28	1.31	1.34	1.37	1.41	1.44	1.47	1.51	1.55	1.58
38	Annual	36480	37272	38232	39084	40008	40980	41916	42960	43968	44988	46104	47256	48456
	Monthly	3040	3106	3186	3257	3334	3415	3493	3580	3664	3749	3842	3938	4038
	Hourly	17.47	17.85	18.31	18.72	19.16	19.63	20.07	20.57	21.06	21.55	22.08	22.63	23.21
	Standby	1.22	1.25	1.28	1.31	1.34	1.37	1.41	1.44	1.47	1.51	1.55	1.58	1.62
39	Annual	37272	38232	39084	40008	40980	41916	42960	43968	44988	46104	47256	48456	49620
	Monthly	3106	3186	3257	3334	3415	3493	3580	3664	3749	3842	3938	4038	4135
	Hourly	17.85	18.31	18.72	19.16	19.63	20.07	20.57	21.06	21.55	22.08	22.63	23.21	23.76
	Standby	1.25	1.28	1.31	1.34	1.37	1.41	1.44	1.47	1.51	1.55	1.58	1.62	1.66
40	Annual	38232	39084	40008	40980	41916	42960	43968	44988	46104	47256	48456	49620	50928
	Monthly	3186	3257	3334	3415	3493	3580	3664	3749	3842	3938	4038	4135	4244
	Hourly	18.31	18.72	19.16	19.63	20.07	20.57	21.06	21.55	22.08	22.63	23.21	23.76	24.39
	Standby	1.28	1.31	1.34	1.37	1.41	1.44	1.47	1.51	1.55	1.58	1.62	1.66	1.71
41	Annual	39084	40008	40980	41916	42960	43968	44988	46104	47256	48456	49620	50928	52104
	Monthly	3257	3334	3415	3493	3580	3664	3749	3842	3938	4038	4135	4244	4342
	Hourly	18.72	19.16	19.63	20.07	20.57	21.06	21.55	22.08	22.63	23.21	23.76	24.39	24.95
	Standby	1.31	1.34	1.37	1.41	1.44	1.47	1.51	1.55	1.58	1.62	1.66	1.71	1.75
42	Annual	40008	40980	41916	42960	43968	44988	46104	47256	48456	49620	50928	52104	53472
	Monthly	3334	3415	3493	3580	3664	3749	3842	3938	4038	4135	4244	4342	4456
	Hourly	19.16	19.63	20.07	20.57	21.06	21.55	22.08	22.63	23.21	23.76	24.39	24.95	25.61
	Standby	1.34	1.37	1.41	1.44	1.47	1.51	1.55	1.58	1.62	1.66	1.71	1.75	1.79
43	Annual	40980	41916	42960	43968	44988	46104	47256	48456	49620	50928	52104	53472	54804
	Monthly	3415	3493	3580	3664	3749	3842	3938	4038	4135	4244	4342	4456	4567
	Hourly	19.63	20.07	20.57	21.06	21.55	22.08	22.63	23.21	23.76	24.39	24.95	25.61	26.25
	Standby	1.37	1.41	1.44	1.47	1.51	1.55	1.58	1.62	1.66	1.71	1.75	1.79	1.84
44	Annual	41916	42960	43968	44988	46104	47256	48456	49620	50928	52104	53472	54804	56244
	Monthly	3493	3580	3664	3749	3842	3938	4038	4135	4244	4342	4456	4567	4687
	Hourly	20.07	20.57	21.06	21.55	22.08	22.63	23.21	23.76	24.39	24.95	25.61	26.25	26.94
	Standby	1.41	1.44	1.47	1.51	1.55	1.58	1.62	1.66	1.71	1.75	1.79	1.84	1.89

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DES Teamsters G Range Salary Schedule
Effective July 1, 2020 through June 30, 2021

SALARY 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	STEP M*
45	Annual	42960	43968	44988	46104	47256	48456	49620	50928	52104	53472	54804	56244	57600
	Monthly	3580	3664	3749	3842	3938	4038	4135	4244	4342	4456	4567	4687	4800
	Hourly	20.57	21.06	21.55	22.08	22.63	23.21	23.76	24.39	24.95	25.61	26.25	26.94	27.59
	Standby	1.44	1.47	1.51	1.55	1.58	1.62	1.66	1.71	1.75	1.79	1.84	1.89	1.93
46	Annual	43968	44988	46104	47256	48456	49620	50928	52104	53472	54804	56244	57600	59016
	Monthly	3664	3749	3842	3938	4038	4135	4244	4342	4456	4567	4687	4800	4918
	Hourly	21.06	21.55	22.08	22.63	23.21	23.76	24.39	24.95	25.61	26.25	26.94	27.59	28.26
	Standby	1.47	1.51	1.55	1.58	1.62	1.66	1.71	1.75	1.79	1.84	1.89	1.93	1.98
47	Annual	44988	46104	47256	48456	49620	50928	52104	53472	54804	56244	57600	59016	60456
	Monthly	3749	3842	3938	4038	4135	4244	4342	4456	4567	4687	4800	4918	5038
	Hourly	21.55	22.08	22.63	23.21	23.76	24.39	24.95	25.61	26.25	26.94	27.59	28.26	28.95
	Standby	1.51	1.55	1.58	1.62	1.66	1.71	1.75	1.79	1.84	1.89	1.93	1.98	2.03
48	Annual	46104	47256	48456	49620	50928	52104	53472	54804	56244	57600	59016	60456	62040
	Monthly	3842	3938	4038	4135	4244	4342	4456	4567	4687	4800	4918	5038	5170
	Hourly	22.08	22.63	23.21	23.76	24.39	24.95	25.61	26.25	26.94	27.59	28.26	28.95	29.71
	Standby	1.55	1.58	1.62	1.66	1.71	1.75	1.79	1.84	1.89	1.93	1.98	2.03	2.08
49	Annual	47256	48456	49620	50928	52104	53472	54804	56244	57600	59016	60456	62040	63552
	Monthly	3938	4038	4135	4244	4342	4456	4567	4687	4800	4918	5038	5170	5296
	Hourly	22.63	23.21	23.76	24.39	24.95	25.61	26.25	26.94	27.59	28.26	28.95	29.71	30.44
	Standby	1.58	1.62	1.66	1.71	1.75	1.79	1.84	1.89	1.93	1.98	2.03	2.08	2.13
50	Annual	48456	49620	50928	52104	53472	54804	56244	57600	59016	60456	62040	63552	65160
	Monthly	4038	4135	4244	4342	4456	4567	4687	4800	4918	5038	5170	5296	5430
	Hourly	23.21	23.76	24.39	24.95	25.61	26.25	26.94	27.59	28.26	28.95	29.71	30.44	31.21
	Standby	1.62	1.66	1.71	1.75	1.79	1.84	1.89	1.93	1.98	2.03	2.08	2.13	2.18
51	Annual	49620	50928	52104	53472	54804	56244	57600	59016	60456	62040	63552	65160	66768
	Monthly	4135	4244	4342	4456	4567	4687	4800	4918	5038	5170	5296	5430	5564
	Hourly	23.76	24.39	24.95	25.61	26.25	26.94	27.59	28.26	28.95	29.71	30.44	31.21	31.98
	Standby	1.66	1.71	1.75	1.79	1.84	1.89	1.93	1.98	2.03	2.08	2.13	2.18	2.24
52	Annual	50928	52104	53472	54804	56244	57600	59016	60456	62040	63552	65160	66768	68436
	Monthly	4244	4342	4456	4567	4687	4800	4918	5038	5170	5296	5430	5564	5703
	Hourly	24.39	24.95	25.61	26.25	26.94	27.59	28.26	28.95	29.71	30.44	31.21	31.98	32.78
	Standby	1.71	1.75	1.79	1.84	1.89	1.93	1.98	2.03	2.08	2.13	2.18	2.24	2.29

Standby rate is equal to 7% of the hourly rate
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DES Teamsters G Range Salary Schedule
Effective July 1, 2020 through June 30, 2021

SALARY 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	STEP M*
53	Annual	52104	53472	54804	56244	57600	59016	60456	62040	63552	65160	66768	68436	70140
	Monthly	4342	4456	4567	4687	4800	4918	5038	5170	5296	5430	5564	5703	5845
	Hourly	24.95	25.61	26.25	26.94	27.59	28.26	28.95	29.71	30.44	31.21	31.98	32.78	33.59
	Standby	1.75	1.79	1.84	1.89	1.93	1.98	2.03	2.08	2.13	2.18	2.24	2.29	2.35
54	Annual	53472	54804	56244	57600	59016	60456	62040	63552	65160	66768	68436	70140	71880
	Monthly	4456	4567	4687	4800	4918	5038	5170	5296	5430	5564	5703	5845	5990
	Hourly	25.61	26.25	26.94	27.59	28.26	28.95	29.71	30.44	31.21	31.98	32.78	33.59	34.43
	Standby	1.79	1.84	1.89	1.93	1.98	2.03	2.08	2.13	2.18	2.24	2.29	2.35	2.41
55	Annual	54804	56244	57600	59016	60456	62040	63552	65160	66768	68436	70140	71880	73704
	Monthly	4567	4687	4800	4918	5038	5170	5296	5430	5564	5703	5845	5990	6142
	Hourly	26.25	26.94	27.59	28.26	28.95	29.71	30.44	31.21	31.98	32.78	33.59	34.43	35.30
	Standby	1.84	1.89	1.93	1.98	2.03	2.08	2.13	2.18	2.24	2.29	2.35	2.41	2.47
56	Annual	56244	57600	59016	60456	62040	63552	65160	66768	68436	70140	71880	73704	75564
	Monthly	4687	4800	4918	5038	5170	5296	5430	5564	5703	5845	5990	6142	6297
	Hourly	26.94	27.59	28.26	28.95	29.71	30.44	31.21	31.98	32.78	33.59	34.43	35.30	36.19
	Standby	1.89	1.93	1.98	2.03	2.08	2.13	2.18	2.24	2.29	2.35	2.41	2.47	2.53
57	Annual	57600	59016	60456	62040	63552	65160	66768	68436	70140	71880	73704	75564	77412
	Monthly	4800	4918	5038	5170	5296	5430	5564	5703	5845	5990	6142	6297	6451
	Hourly	27.59	28.26	28.95	29.71	30.44	31.21	31.98	32.78	33.59	34.43	35.30	36.19	37.07
	Standby	1.93	1.98	2.03	2.08	2.13	2.18	2.24	2.29	2.35	2.41	2.47	2.53	2.60
58	Annual	59016	60456	62040	63552	65160	66768	68436	70140	71880	73704	75564	77412	79428
	Monthly	4918	5038	5170	5296	5430	5564	5703	5845	5990	6142	6297	6451	6619
	Hourly	28.26	28.95	29.71	30.44	31.21	31.98	32.78	33.59	34.43	35.30	36.19	37.07	38.04
	Standby	1.98	2.03	2.08	2.13	2.18	2.24	2.29	2.35	2.41	2.47	2.53	2.60	2.66
59	Annual	60456	62040	63552	65160	66768	68436	70140	71880	73704	75564	77412	79428	81324
	Monthly	5038	5170	5296	5430	5564	5703	5845	5990	6142	6297	6451	6619	6777
	Hourly	28.95	29.71	30.44	31.21	31.98	32.78	33.59	34.43	35.30	36.19	37.07	38.04	38.95
	Standby	2.03	2.08	2.13	2.18	2.24	2.29	2.35	2.41	2.47	2.53	2.60	2.66	2.73
60	Annual	62040	63552	65160	66768	68436	70140	71880	73704	75564	77412	79428	81324	83400
	Monthly	5170	5296	5430	5564	5703	5845	5990	6142	6297	6451	6619	6777	6950
	Hourly	29.71	30.44	31.21	31.98	32.78	33.59	34.43	35.30	36.19	37.07	38.04	38.95	39.94
	Standby	2.08	2.13	2.18	2.24	2.29	2.35	2.41	2.47	2.53	2.60	2.66	2.73	2.80

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DES Teamsters G Range Salary Schedule
Effective July 1, 2020 through June 30, 2021

SALARY 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	STEP M*
61	Annual	63552	65160	66768	68436	70140	71880	73704	75564	77412	79428	81324	83400	85524
	Monthly	5296	5430	5564	5703	5845	5990	6142	6297	6451	6619	6777	6950	7127
	Hourly	30.44	31.21	31.98	32.78	33.59	34.43	35.30	36.19	37.07	38.04	38.95	39.94	40.96
	Standby	2.13	2.18	2.24	2.29	2.35	2.41	2.47	2.53	2.60	2.66	2.73	2.80	2.87
62	Annual	65160	66768	68436	70140	71880	73704	75564	77412	79428	81324	83400	85524	87612
	Monthly	5430	5564	5703	5845	5990	6142	6297	6451	6619	6777	6950	7127	7301
	Hourly	31.21	31.98	32.78	33.59	34.43	35.30	36.19	37.07	38.04	38.95	39.94	40.96	41.96
	Standby	2.18	2.24	2.29	2.35	2.41	2.47	2.53	2.60	2.66	2.73	2.80	2.87	2.94
63	Annual	66768	68436	70140	71880	73704	75564	77412	79428	81324	83400	85524	87612	89808
	Monthly	5564	5703	5845	5990	6142	6297	6451	6619	6777	6950	7127	7301	7484
	Hourly	31.98	32.78	33.59	34.43	35.30	36.19	37.07	38.04	38.95	39.94	40.96	41.96	43.01
	Standby	2.24	2.29	2.35	2.41	2.47	2.53	2.60	2.66	2.73	2.80	2.87	2.94	3.01
64	Annual	68436	70140	71880	73704	75564	77412	79428	81324	83400	85524	87612	89808	92052
	Monthly	5703	5845	5990	6142	6297	6451	6619	6777	6950	7127	7301	7484	7671
	Hourly	32.78	33.59	34.43	35.30	36.19	37.07	38.04	38.95	39.94	40.96	41.96	43.01	44.09
	Standby	2.29	2.35	2.41	2.47	2.53	2.60	2.66	2.73	2.80	2.87	2.94	3.01	3.09
65	Annual	70140	71880	73704	75564	77412	79428	81324	83400	85524	87612	89808	92052	94332
	Monthly	5845	5990	6142	6297	6451	6619	6777	6950	7127	7301	7484	7671	7861
	Hourly	33.59	34.43	35.30	36.19	37.07	38.04	38.95	39.94	40.96	41.96	43.01	44.09	45.18
	Standby	2.35	2.41	2.47	2.53	2.60	2.66	2.73	2.80	2.87	2.94	3.01	3.09	3.16
66	Annual	71880	73704	75564	77412	79428	81324	83400	85524	87612	89808	92052	94332	96732
	Monthly	5990	6142	6297	6451	6619	6777	6950	7127	7301	7484	7671	7861	8061
	Hourly	34.43	35.30	36.19	37.07	38.04	38.95	39.94	40.96	41.96	43.01	44.09	45.18	46.33
	Standby	2.41	2.47	2.53	2.60	2.66	2.73	2.80	2.87	2.94	3.01	3.09	3.16	3.24
67	Annual	73704	75564	77412	79428	81324	83400	85524	87612	89808	92052	94332	96732	99144
	Monthly	6142	6297	6451	6619	6777	6950	7127	7301	7484	7671	7861	8061	8262
	Hourly	35.30	36.19	37.07	38.04	38.95	39.94	40.96	41.96	43.01	44.09	45.18	46.33	47.48
	Standby	2.47	2.53	2.60	2.66	2.73	2.80	2.87	2.94	3.01	3.09	3.16	3.24	3.32
68	Annual	75564	77412	79428	81324	83400	85524	87612	89808	92052	94332	96732	99144	101616
	Monthly	6297	6451	6619	6777	6950	7127	7301	7484	7671	7861	8061	8262	8468
	Hourly	36.19	37.07	38.04	38.95	39.94	40.96	41.96	43.01	44.09	45.18	46.33	47.48	48.67
	Standby	2.53	2.60	2.66	2.73	2.80	2.87	2.94	3.01	3.09	3.16	3.24	3.32	3.41

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DES Teamsters G Range Salary Schedule
Effective July 1, 2020 through June 30, 2021

SALARY 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	STEP M*
69	Annual	77412	79428	81324	83400	85524	87612	89808	92052	94332	96732	99144	101616	104136
	Monthly	6451	6619	6777	6950	7127	7301	7484	7671	7861	8061	8262	8468	8678
	Hourly	37.07	38.04	38.95	39.94	40.96	41.96	43.01	44.09	45.18	46.33	47.48	48.67	49.87
	Standby	2.60	2.66	2.73	2.80	2.87	2.94	3.01	3.09	3.16	3.24	3.32	3.41	3.49
70	Annual	79428	81324	83400	85524	87612	89808	92052	94332	96732	99144	101616	104136	106764
	Monthly	6619	6777	6950	7127	7301	7484	7671	7861	8061	8262	8468	8678	8897
	Hourly	38.04	38.95	39.94	40.96	41.96	43.01	44.09	45.18	46.33	47.48	48.67	49.87	51.13
	Standby	2.66	2.73	2.80	2.87	2.94	3.01	3.09	3.16	3.24	3.32	3.41	3.49	3.58
71	Annual	81324	83400	85524	87612	89808	92052	94332	96732	99144	101616	104136	106764	109452
	Monthly	6777	6950	7127	7301	7484	7671	7861	8061	8262	8468	8678	8897	9121
	Hourly	38.95	39.94	40.96	41.96	43.01	44.09	45.18	46.33	47.48	48.67	49.87	51.13	52.42
	Standby	2.73	2.80	2.87	2.94	3.01	3.09	3.16	3.24	3.32	3.41	3.49	3.58	3.67
72	Annual	83400	85524	87612	89808	92052	94332	96732	99144	101616	104136	106764	109452	112188
	Monthly	6950	7127	7301	7484	7671	7861	8061	8262	8468	8678	8897	9121	9349
	Hourly	39.94	40.96	41.96	43.01	44.09	45.18	46.33	47.48	48.67	49.87	51.13	52.42	53.73
	Standby	2.80	2.87	2.94	3.01	3.09	3.16	3.24	3.32	3.41	3.49	3.58	3.67	3.76
73	Annual	85524	87612	89808	92052	94332	96732	99144	101616	104136	106764	109452	112188	114960
	Monthly	7127	7301	7484	7671	7861	8061	8262	8468	8678	8897	9121	9349	9580
	Hourly	40.96	41.96	43.01	44.09	45.18	46.33	47.48	48.67	49.87	51.13	52.42	53.73	55.06
	Standby	2.87	2.94	3.01	3.09	3.16	3.24	3.32	3.41	3.49	3.58	3.67	3.76	3.85
74	Annual	87612	89808	92052	94332	96732	99144	101616	104136	106764	109452	112188	114960	117888
	Monthly	7301	7484	7671	7861	8061	8262	8468	8678	8897	9121	9349	9580	9824
	Hourly	41.96	43.01	44.09	45.18	46.33	47.48	48.67	49.87	51.13	52.42	53.73	55.06	56.46
	Standby	2.94	3.01	3.09	3.16	3.24	3.32	3.41	3.49	3.58	3.67	3.76	3.85	3.95
75	Annual	89808	92052	94332	96732	99144	101616	104136	106764	109452	112188	114960	117888	120792
	Monthly	7484	7671	7861	8061	8262	8468	8678	8897	9121	9349	9580	9824	10066
	Hourly	43.01	44.09	45.18	46.33	47.48	48.67	49.87	51.13	52.42	53.73	55.06	56.46	57.85
	Standby	3.01	3.09	3.16	3.24	3.32	3.41	3.49	3.58	3.67	3.76	3.85	3.95	4.05
76	Annual	92052	94332	96732	99144	101616	104136	106764	109452	112188	114960	117888	120792	123816
	Monthly	7671	7861	8061	8262	8468	8678	8897	9121	9349	9580	9824	10066	10318
	Hourly	44.09	45.18	46.33	47.48	48.67	49.87	51.13	52.42	53.73	55.06	56.46	57.85	59.30
	Standby	3.09	3.16	3.24	3.32	3.41	3.49	3.58	3.67	3.76	3.85	3.95	4.05	4.15

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DES Teamsters G Range Salary Schedule
Effective July 1, 2020 through June 30, 2021

SALARY 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	STEP M*
77	Annual	94332	96732	99144	101616	104136	106764	109452	112188	114960	117888	120792	123816	126900
	Monthly	7861	8061	8262	8468	8678	8897	9121	9349	9580	9824	10066	10318	10575
	Hourly	45.18	46.33	47.48	48.67	49.87	51.13	52.42	53.73	55.06	56.46	57.85	59.30	60.78
	Standby	3.16	3.24	3.32	3.41	3.49	3.58	3.67	3.76	3.85	3.95	4.05	4.15	4.25
78	Annual	96732	99144	101616	104136	106764	109452	112188	114960	117888	120792	123816	126900	130092
	Monthly	8061	8262	8468	8678	8897	9121	9349	9580	9824	10066	10318	10575	10841
	Hourly	46.33	47.48	48.67	49.87	51.13	52.42	53.73	55.06	56.46	57.85	59.30	60.78	62.30
	Standby	3.24	3.32	3.41	3.49	3.58	3.67	3.76	3.85	3.95	4.05	4.15	4.25	4.36
79	Annual	99144	101616	104136	106764	109452	112188	114960	117888	120792	123816	126900	130092	133272
	Monthly	8262	8468	8678	8897	9121	9349	9580	9824	10066	10318	10575	10841	11106
	Hourly	47.48	48.67	49.87	51.13	52.42	53.73	55.06	56.46	57.85	59.30	60.78	62.30	63.83
	Standby	3.32	3.41	3.49	3.58	3.67	3.76	3.85	3.95	4.05	4.15	4.25	4.36	4.47
80	Annual	101616	104136	106764	109452	112188	114960	117888	120792	123816	126900	130092	133272	136620
	Monthly	8468	8678	8897	9121	9349	9580	9824	10066	10318	10575	10841	11106	11385
	Hourly	48.67	49.87	51.13	52.42	53.73	55.06	56.46	57.85	59.30	60.78	62.30	63.83	65.43
	Standby	3.41	3.49	3.58	3.67	3.76	3.85	3.95	4.05	4.15	4.25	4.36	4.47	4.58
81	Annual	104136	106764	109452	112188	114960	117888	120792	123816	126900	130092	133272	136620	140076
	Monthly	8678	8897	9121	9349	9580	9824	10066	10318	10575	10841	11106	11385	11673
	Hourly	49.87	51.13	52.42	53.73	55.06	56.46	57.85	59.30	60.78	62.30	63.83	65.43	67.09
	Standby	3.49	3.58	3.67	3.76	3.85	3.95	4.05	4.15	4.25	4.36	4.47	4.58	4.70
82	Annual	106764	109452	112188	114960	117888	120792	123816	126900	130092	133272	136620	140076	143556
	Monthly	8897	9121	9349	9580	9824	10066	10318	10575	10841	11106	11385	11673	11963
	Hourly	51.13	52.42	53.73	55.06	56.46	57.85	59.30	60.78	62.30	63.83	65.43	67.09	68.75
	Standby	3.58	3.67	3.76	3.85	3.95	4.05	4.15	4.25	4.36	4.47	4.58	4.70	4.81
83	Annual	109452	112188	114960	117888	120792	123816	126900	130092	133272	136620	140076	143556	147144
	Monthly	9121	9349	9580	9824	10066	10318	10575	10841	11106	11385	11673	11963	12262
	Hourly	52.42	53.73	55.06	56.46	57.85	59.30	60.78	62.30	63.83	65.43	67.09	68.75	70.47
	Standby	3.67	3.76	3.85	3.95	4.05	4.15	4.25	4.36	4.47	4.58	4.70	4.81	4.93
84	Annual	112188	114960	117888	120792	123816	126900	130092	133272	136620	140076	143556	147144	150840
	Monthly	9349	9580	9824	10066	10318	10575	10841	11106	11385	11673	11963	12262	12570
	Hourly	53.73	55.06	56.46	57.85	59.30	60.78	62.30	63.83	65.43	67.09	68.75	70.47	72.24
	Standby	3.76	3.85	3.95	4.05	4.15	4.25	4.36	4.47	4.58	4.70	4.81	4.93	5.06

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DES Teamsters G Range Salary Schedule
Effective July 1, 2020 through June 30, 2021

SALARY 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	STEP M*
85	Annual	114960	117888	120792	123816	126900	130092	133272	136620	140076	143556	147144	150840	154548
	Monthly	9580	9824	10066	10318	10575	10841	11106	11385	11673	11963	12262	12570	12879
	Hourly	55.06	56.46	57.85	59.30	60.78	62.30	63.83	65.43	67.09	68.75	70.47	72.24	74.02
	Standby	3.85	3.95	4.05	4.15	4.25	4.36	4.47	4.58	4.70	4.81	4.93	5.06	5.18
86	Annual	117888	120792	123816	126900	130092	133272	136620	140076	143556	147144	150840	154548	158472
	Monthly	9824	10066	10318	10575	10841	11106	11385	11673	11963	12262	12570	12879	13206
	Hourly	56.46	57.85	59.30	60.78	62.30	63.83	65.43	67.09	68.75	70.47	72.24	74.02	75.90
	Standby	3.95	4.05	4.15	4.25	4.36	4.47	4.58	4.70	4.81	4.93	5.06	5.18	5.31
87	Annual	120792	123816	126900	130092	133272	136620	140076	143556	147144	150840	154548	158472	162480
	Monthly	10066	10318	10575	10841	11106	11385	11673	11963	12262	12570	12879	13206	13540
	Hourly	57.85	59.30	60.78	62.30	63.83	65.43	67.09	68.75	70.47	72.24	74.02	75.90	77.82
	Standby	4.05	4.15	4.25	4.36	4.47	4.58	4.70	4.81	4.93	5.06	5.18	5.31	5.45
88	Annual	123816	126900	130092	133272	136620	140076	143556	147144	150840	154548	158472	162480	166500
	Monthly	10318	10575	10841	11106	11385	11673	11963	12262	12570	12879	13206	13540	13875
	Hourly	59.30	60.78	62.30	63.83	65.43	67.09	68.75	70.47	72.24	74.02	75.90	77.82	79.74
	Standby	4.15	4.25	4.36	4.47	4.58	4.70	4.81	4.93	5.06	5.18	5.31	5.45	5.58
89	Annual	126900	130092	133272	136620	140076	143556	147144	150840	154548	158472	162480	166500	170700
	Monthly	10575	10841	11106	11385	11673	11963	12262	12570	12879	13206	13540	13875	14225
	Hourly	60.78	62.30	63.83	65.43	67.09	68.75	70.47	72.24	74.02	75.90	77.82	79.74	81.75
	Standby	4.25	4.36	4.47	4.58	4.70	4.81	4.93	5.06	5.18	5.31	5.45	5.58	5.72
90	Annual	130092	133272	136620	140076	143556	147144	150840	154548	158472	162480	166500	170700	174912
	Monthly	10841	11106	11385	11673	11963	12262	12570	12879	13206	13540	13875	14225	14576
	Hourly	62.30	63.83	65.43	67.09	68.75	70.47	72.24	74.02	75.90	77.82	79.74	81.75	83.77
	Standby	4.36	4.47	4.58	4.70	4.81	4.93	5.06	5.18	5.31	5.45	5.58	5.72	5.86
91	Annual	133272	136620	140076	143556	147144	150840	154548	158472	162480	166500	170700	174912	179316
	Monthly	11106	11385	11673	11963	12262	12570	12879	13206	13540	13875	14225	14576	14943
	Hourly	63.83	65.43	67.09	68.75	70.47	72.24	74.02	75.90	77.82	79.74	81.75	83.77	85.88
	Standby	4.47	4.58	4.70	4.81	4.93	5.06	5.18	5.31	5.45	5.58	5.72	5.86	6.01
92	Annual	136620	140076	143556	147144	150840	154548	158472	162480	166500	170700	174912	179316	183780
	Monthly	11385	11673	11963	12262	12570	12879	13206	13540	13875	14225	14576	14943	15315
	Hourly	65.43	67.09	68.75	70.47	72.24	74.02	75.90	77.82	79.74	81.75	83.77	85.88	88.02
	Standby	4.58	4.70	4.81	4.93	5.06	5.18	5.31	5.45	5.58	5.72	5.86	6.01	6.16

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Effective July 1, 2020 through June 30, 2021

SALARY 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	STEP M*
93	Annual	140076	143556	147144	150840	154548	158472	162480	166500	170700	174912	179316	183780	188436
	Monthly	11673	11963	12262	12570	12879	13206	13540	13875	14225	14576	14943	15315	15703
	Hourly	67.09	68.75	70.47	72.24	74.02	75.90	77.82	79.74	81.75	83.77	85.88	88.02	90.25
	Standby	4.70	4.81	4.93	5.06	5.18	5.31	5.45	5.58	5.72	5.86	6.01	6.16	6.32
94	Annual	143556	147144	150840	154548	158472	162480	166500	170700	174912	179316	183780	188436	193104
	Monthly	11963	12262	12570	12879	13206	13540	13875	14225	14576	14943	15315	15703	16092
	Hourly	68.75	70.47	72.24	74.02	75.90	77.82	79.74	81.75	83.77	85.88	88.02	90.25	92.48
	Standby	4.81	4.93	5.06	5.18	5.31	5.45	5.58	5.72	5.86	6.01	6.16	6.32	6.47
95	Annual	147144	150840	154548	158472	162480	166500	170700	174912	179316	183780	188436	193104	197940
	Monthly	12262	12570	12879	13206	13540	13875	14225	14576	14943	15315	15703	16092	16495
	Hourly	70.47	72.24	74.02	75.90	77.82	79.74	81.75	83.77	85.88	88.02	90.25	92.48	94.80
	Standby	4.93	5.06	5.18	5.31	5.45	5.58	5.72	5.86	6.01	6.16	6.32	6.47	6.64
96	Annual	150840	154548	158472	162480	166500	170700	174912	179316	183780	188436	193104	197940	202896
	Monthly	12570	12879	13206	13540	13875	14225	14576	14943	15315	15703	16092	16495	16908
	Hourly	72.24	74.02	75.90	77.82	79.74	81.75	83.77	85.88	88.02	90.25	92.48	94.80	97.17
	Standby	5.06	5.18	5.31	5.45	5.58	5.72	5.86	6.01	6.16	6.32	6.47	6.64	6.80
97	Annual	154548	158472	162480	166500	170700	174912	179316	183780	188436	193104	197940	202896	207984
	Monthly	12879	13206	13540	13875	14225	14576	14943	15315	15703	16092	16495	16908	17332
	Hourly	74.02	75.90	77.82	79.74	81.75	83.77	85.88	88.02	90.25	92.48	94.80	97.17	99.61
	Standby	5.18	5.31	5.45	5.58	5.72	5.86	6.01	6.16	6.32	6.47	6.64	6.80	6.97
98	Annual	158472	162480	166500	170700	174912	179316	183780	188436	193104	197940	202896	207984	213180
	Monthly	13206	13540	13875	14225	14576	14943	15315	15703	16092	16495	16908	17332	17765
	Hourly	75.90	77.82	79.74	81.75	83.77	85.88	88.02	90.25	92.48	94.80	97.17	99.61	102.10
	Standby	5.31	5.45	5.58	5.72	5.86	6.01	6.16	6.32	6.47	6.64	6.80	6.97	7.15
99	Annual	162480	166500	170700	174912	179316	183780	188436	193104	197940	202896	207984	213180	218508
	Monthly	13540	13875	14225	14576	14943	15315	15703	16092	16495	16908	17332	17765	18209
	Hourly	77.82	79.74	81.75	83.77	85.88	88.02	90.25	92.48	94.80	97.17	99.61	102.10	104.65
	Standby	5.45	5.58	5.72	5.86	6.01	6.16	6.32	6.47	6.64	6.80	6.97	7.15	7.33
100	Annual	166500	170700	174912	179316	183780	188436	193104	197940	202896	207984	213180	218508	223980
	Monthly	13875	14225	14576	14943	15315	15703	16092	16495	16908	17332	17765	18209	18665
	Hourly	79.74	81.75	83.77	85.88	88.02	90.25	92.48	94.80	97.17	99.61	102.10	104.65	107.27
	Standby	5.58	5.72	5.86	6.01	6.16	6.32	6.47	6.64	6.80	6.97	7.15	7.33	7.51

Standby rate is equal to 7% of the hourly rate
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DES Teamsters G Range Salary Schedule
Effective July 1, 2020 through June 30, 2021

SALARY 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	STEP M*
101	Annual	170700	174912	179316	183780	188436	193104	197940	202896	207984	213180	218508	223980	229572
	Monthly	14225	14576	14943	15315	15703	16092	16495	16908	17332	17765	18209	18665	19131
	Hourly	81.75	83.77	85.88	88.02	90.25	92.48	94.80	97.17	99.61	102.10	104.65	107.27	109.95
	Standby	5.72	5.86	6.01	6.16	6.32	6.47	6.64	6.80	6.97	7.15	7.33	7.51	7.70
102	Annual	174912	179316	183780	188436	193104	197940	202896	207984	213180	218508	223980	229572	235296
	Monthly	14576	14943	15315	15703	16092	16495	16908	17332	17765	18209	18665	19131	19608
	Hourly	83.77	85.88	88.02	90.25	92.48	94.80	97.17	99.61	102.10	104.65	107.27	109.95	112.69
	Standby	5.86	6.01	6.16	6.32	6.47	6.64	6.80	6.97	7.15	7.33	7.51	7.70	7.89
103	Annual	179316	183780	188436	193104	197940	202896	207984	213180	218508	223980	229572	235296	241176
	Monthly	14943	15315	15703	16092	16495	16908	17332	17765	18209	18665	19131	19608	20098
	Hourly	85.88	88.02	90.25	92.48	94.80	97.17	99.61	102.10	104.65	107.27	109.95	112.69	115.51
	Standby	6.01	6.16	6.32	6.47	6.64	6.80	6.97	7.15	7.33	7.51	7.70	7.89	8.09
104	Annual	183780	188436	193104	197940	202896	207984	213180	218508	223980	229572	235296	241176	247236
	Monthly	15315	15703	16092	16495	16908	17332	17765	18209	18665	19131	19608	20098	20603
	Hourly	88.02	90.25	92.48	94.80	97.17	99.61	102.10	104.65	107.27	109.95	112.69	115.51	118.41
	Standby	6.16	6.32	6.47	6.64	6.80	6.97	7.15	7.33	7.51	7.70	7.89	8.09	8.29
105	Annual	188436	193104	197940	202896	207984	213180	218508	223980	229572	235296	241176	247236	253404
	Monthly	15703	16092	16495	16908	17332	17765	18209	18665	19131	19608	20098	20603	21117
	Hourly	90.25	92.48	94.80	97.17	99.61	102.10	104.65	107.27	109.95	112.69	115.51	118.41	121.36
	Standby	6.32	6.47	6.64	6.80	6.97	7.15	7.33	7.51	7.70	7.89	8.09	8.29	8.50
106	Annual	193104	197940	202896	207984	213180	218508	223980	229572	235296	241176	247236	253404	259728
	Monthly	16092	16495	16908	17332	17765	18209	18665	19131	19608	20098	20603	21117	21644
	Hourly	92.48	94.80	97.17	99.61	102.10	104.65	107.27	109.95	112.69	115.51	118.41	121.36	124.39
	Standby	6.47	6.64	6.80	6.97	7.15	7.33	7.51	7.70	7.89	8.09	8.29	8.50	8.71
107	Annual	197940	202896	207984	213180	218508	223980	229572	235296	241176	247236	253404	259728	266220
	Monthly	16495	16908	17332	17765	18209	18665	19131	19608	20098	20603	21117	21644	22185
	Hourly	94.80	97.17	99.61	102.10	104.65	107.27	109.95	112.69	115.51	118.41	121.36	124.39	127.50
	Standby	6.64	6.80	6.97	7.15	7.33	7.51	7.70	7.89	8.09	8.29	8.50	8.71	8.93
108	Annual	202896	207984	213180	218508	223980	229572	235296	241176	247236	253404	259728	266220	272892
	Monthly	16908	17332	17765	18209	18665	19131	19608	20098	20603	21117	21644	22185	22741
	Hourly	97.17	99.61	102.10	104.65	107.27	109.95	112.69	115.51	118.41	121.36	124.39	127.50	130.70
	Standby	6.80	6.97	7.15	7.33	7.51	7.70	7.89	8.09	8.29	8.50	8.71	8.93	9.15

Standby rate is equal to 7% of the hourly rate
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DES Teamsters G Range Salary Schedule
Effective July 1, 2020 through June 30, 2021

SALARY 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	STEP M*
109	Annual	207984	213180	218508	223980	229572	235296	241176	247236	253404	259728	266220	272892	279708
	Monthly	17332	17765	18209	18665	19131	19608	20098	20603	21117	21644	22185	22741	23309
	Hourly	99.61	102.10	104.65	107.27	109.95	112.69	115.51	118.41	121.36	124.39	127.50	130.70	133.96
	Standby	6.97	7.15	7.33	7.51	7.70	7.89	8.09	8.29	8.50	8.71	8.93	9.15	9.38
110	Annual	213180	218508	223980	229572	235296	241176	247236	253404	259728	266220	272892	279708	286716
	Monthly	17765	18209	18665	19131	19608	20098	20603	21117	21644	22185	22741	23309	23893
	Hourly	102.10	104.65	107.27	109.95	112.69	115.51	118.41	121.36	124.39	127.50	130.70	133.96	137.32
	Standby	7.15	7.33	7.51	7.70	7.89	8.09	8.29	8.50	8.71	8.93	9.15	9.38	9.61
111	Annual	218508	223980	229572	235296	241176	247236	253404	259728	266220	272892	279708	286716	293880
	Monthly	18209	18665	19131	19608	20098	20603	21117	21644	22185	22741	23309	23893	24490
	Hourly	104.65	107.27	109.95	112.69	115.51	118.41	121.36	124.39	127.50	130.70	133.96	137.32	140.75
	Standby	7.33	7.51	7.70	7.89	8.09	8.29	8.50	8.71	8.93	9.15	9.38	9.61	9.85
112	Annual	223980	229572	235296	241176	247236	253404	259728	266220	272892	279708	286716	293880	301224
	Monthly	18665	19131	19608	20098	20603	21117	21644	22185	22741	23309	23893	24490	25102
	Hourly	107.27	109.95	112.69	115.51	118.41	121.36	124.39	127.50	130.70	133.96	137.32	140.75	144.26
	Standby	7.51	7.70	7.89	8.09	8.29	8.50	8.71	8.93	9.15	9.38	9.61	9.85	10.10
113	Annual	229572	235296	241176	247236	253404	259728	266220	272892	279708	286716	293880	301224	308760
	Monthly	19131	19608	20098	20603	21117	21644	22185	22741	23309	23893	24490	25102	25730
	Hourly	109.95	112.69	115.51	118.41	121.36	124.39	127.50	130.70	133.96	137.32	140.75	144.26	147.87
	Standby	7.70	7.89	8.09	8.29	8.50	8.71	8.93	9.15	9.38	9.61	9.85	10.10	10.35
114	Annual	235296	241176	247236	253404	259728	266220	272892	279708	286716	293880	301224	308760	316476
	Monthly	19608	20098	20603	21117	21644	22185	22741	23309	23893	24490	25102	25730	26373
	Hourly	112.69	115.51	118.41	121.36	124.39	127.50	130.70	133.96	137.32	140.75	144.26	147.87	151.57
	Standby	7.89	8.09	8.29	8.50	8.71	8.93	9.15	9.38	9.61	9.85	10.10	10.35	10.61
115	Annual	241176	247236	253404	259728	266220	272892	279708	286716	293880	301224	308760	316476	324384
	Monthly	20098	20603	21117	21644	22185	22741	23309	23893	24490	25102	25730	26373	27032
	Hourly	115.51	118.41	121.36	124.39	127.50	130.70	133.96	137.32	140.75	144.26	147.87	151.57	155.36
	Standby	8.09	8.29	8.50	8.71	8.93	9.15	9.38	9.61	9.85	10.10	10.35	10.61	10.87
116	Annual	247236	253404	259728	266220	272892	279708	286716	293880	301224	308760	316476	324384	332496
	Monthly	20603	21117	21644	22185	22741	23309	23893	24490	25102	25730	26373	27032	27708
	Hourly	118.41	121.36	124.39	127.50	130.70	133.96	137.32	140.75	144.26	147.87	151.57	155.36	159.24
	Standby	8.29	8.50	8.71	8.93	9.15	9.38	9.61	9.85	10.10	10.35	10.61	10.87	11.15

Standby rate is equal to 7% of the hourly rate
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SALARY 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	STEP M*
117	Annual	253404	259728	266220	272892	279708	286716	293880	301224	308760	316476	324384	332496	340812
	Monthly	21117	21644	22185	22741	23309	23893	24490	25102	25730	26373	27032	27708	28401
	Hourly	121.36	124.39	127.50	130.70	133.96	137.32	140.75	144.26	147.87	151.57	155.36	159.24	163.22
	Standby	8.50	8.71	8.93	9.15	9.38	9.61	9.85	10.10	10.35	10.61	10.87	11.15	11.43
118	Annual	259728	266220	272892	279708	286716	293880	301224	308760	316476	324384	332496	340812	349320
	Monthly	21644	22185	22741	23309	23893	24490	25102	25730	26373	27032	27708	28401	29110
	Hourly	124.39	127.50	130.70	133.96	137.32	140.75	144.26	147.87	151.57	155.36	159.24	163.22	167.30
	Standby	8.71	8.93	9.15	9.38	9.61	9.85	10.10	10.35	10.61	10.87	11.15	11.43	11.71
119	Annual	266220	272892	279708	286716	293880	301224	308760	316476	324384	332496	340812	349320	358056
	Monthly	22185	22741	23309	23893	24490	25102	25730	26373	27032	27708	28401	29110	29838
	Hourly	127.50	130.70	133.96	137.32	140.75	144.26	147.87	151.57	155.36	159.24	163.22	167.30	171.48
	Standby	8.93	9.15	9.38	9.61	9.85	10.10	10.35	10.61	10.87	11.15	11.43	11.71	12.00
120	Annual	272892	279708	286716	293880	301224	308760	316476	324384	332496	340812	349320	358056	367008
	Monthly	22741	23309	23893	24490	25102	25730	26373	27032	27708	28401	29110	29838	30584
	Hourly	130.70	133.96	137.32	140.75	144.26	147.87	151.57	155.36	159.24	163.22	167.30	171.48	175.77
	Standby	9.15	9.38	9.61	9.85	10.10	10.35	10.61	10.87	11.15	11.43	11.71	12.00	12.30

Standby rate is equal to 7% of the hourly rate
*All employees will progress to Step M six (6) years after being assigned to Step L in their permanent salary range

APPENDIX C

SPECIFIC INCREASES

Class Code	Class Title	Current Range	New Range
206Q	Envelope Operator	30G	31G

APPENDIX D

FOURTEEN DOLLARS AN HOUR MINIMUM WAGE

Class Code	Class Title	Current Range	New Range
205E	Printing & Duplication Specialist 1	27G	30G
205F	Printing & Duplication Specialist 2	29G	32G
117I	Warehouse Operator 1*	29G	32G
206N	Bindery Specialist 1	27G	31G

*A two (2) range base pay increase is recommended for the Warehouse Operator 1 – 4 job classification series as part of agency request class packages. Minimum wage analysis resulted in a one (1) range increase in addition to the other recommendation, for an overall change from a range 29G to 32 G.

APPENDIX F

COMPRESSION AND INVERSION ADJUSTMENTS FOR

FOURTEEN DOLLARS AN HOUR MINIMUM WAGE

Class Code	Class Title	Current Range	New Range
206O	Bindery Specialist 2	34G	35G

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES
AND
TEAMSTERS LOCAL 117

Temporary Layoff Opportunities Within the Department of Enterprise Services Through the ESD SharedWork Program to Address Budget Issues

Section 1 - Scope of application and employee considerations
Subject to and without modification of the Collective Bargaining Agreement dated as of July 1, 2019, the parties agree that to address the unanticipated loss of funding resulting from the COVID-19 global pandemic, the Washington State Department of Enterprise Services ("Employer") will use the process set out below to furlough bargaining unit employees.

Furloughed employees who participate in the ESD SharedWork Program up through July 25, 2020, may qualify to receive additional unemployment assistance for each week they are in temporary layoff status and are receiving unemployment compensation. To assist employees who are subject to the temporary layoffs outlined in this MOU, the Employer agrees to work with the Employment Security Department to arrange for educational guidance and assistance with the application process for the SharedWork program and assistance with applying for unemployment benefits for which they may be eligible. During the term of this MOU some employee performance measures may require consideration for an adjustment proportionate to the number of workdays spent in temporary layoff status.

Section 2 - Voluntary furlough option
Effective immediately, agencies will apply for participation in the SharedWork program and begin soliciting volunteers for temporary layoffs for a minimum of one day per week for all eligible employees. Employee requests for voluntary furloughs will be contingent upon Employer approval and granted based on seniority as set forth in Article 31.4 of the Collective Bargaining Agreement.

Section 3 - Employer-directed furloughs through July 25, 2020
The Employer will designate one day per week to furlough eligible positions beginning no later than June 28, 2020 and continuing through July 25, 2020. This initial requirement for each eligible employee to be furloughed one day per week will cease on July 25, 2020.

Section 4 -Employer-directed furloughs from August I, 2020 through November 30, 2020.
Beginning August I, 2020, the Employer may designate ongoing furloughs of I day per month through November 30, 2020, subject to the terms set forth in the Collective Bargaining Agreement. Adjustments may be made based on budget outlook and other

budget factors as they become known and the Employer will satisfy bargaining obligations where applicable.

Section 5
Subject to the terms set forth in the Collective Bargaining Agreement, when administering the assignment of Employer-directed furloughs the employer will strive to identify the largest employee pool possible in order to spread the burden of salary reductions over the widest population while also taking into consideration the operational and service delivery requirements of the agencies.

The parties agree that - should additional furloughs beyond the days set out above be required - Employer shall provide notice of its intent to do so and will satisfy its bargaining obligations. In addition to the provisions outlined above, the parties agree to continued discussions on or after July I, 2020 to identify options to address budget issues during the next biennium.

Dated June 25, 2020

For the Employer	For the Union
Tanya Aho, Lead Negotiator	John Sceacy, Secretary-Treasurer

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

Executed this 1st day of July, 2019.

For Teamsters Local Union No. 117 DES:

/s/

John Scearcy
Secretary-Treasurer

For the State of Washington:

/s/

Jay Inslee
Governor

/s/

Diane Lutz, Section Chief
OFM/SHR, Labor Relations Section

/s/

Tanya Aho, Lead Negotiator
OFM/SHR, Labor Relations Section