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# **COLLECTIVE BARGAINING AGREEMENT**



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**THE STATE OF WASHINGTON**

**AND**

**WASHINGTON PUBLIC EMPLOYEES  
ASSOCIATION HIGHER EDUCATION**

**EFFECTIVE**

**JULY 1, 2013 THROUGH JUNE 30, 2015**



**2013-2015**

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**WASHINGTON PUBLIC EMPLOYEES ASSOCIATION  
HIGHER EDUCATION  
2013-2015**

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## **PREAMBLE**

This Agreement is entered into by the State of Washington, referred to as the “State,” on behalf of each separate Community College District, referred to as the “Employer,” and the Washington Public Employees Association/UFCW Local 365, referred to as the “Union.” It is the intent of the parties to specify wages, hours and other terms and conditions of employment in accordance with [RCW 41.80](#).

The following are the Community College Districts:

Bellevue College

Cascadia Community College

Clark College

Columbia Basin College

Edmonds Community College

Grays Harbor College

Highline Community College

Olympic College

Pierce College District

Skagit Valley College

Tacoma Community College

Walla Walla Community College

Wenatchee Valley College



## **ARTICLE 1**

### **UNION RECOGNITION**

- 1.1** The State and the Employer recognize the Union as the exclusive bargaining representative for the employees described in Appendix A.
- 1.2** This Agreement covers the employees in the bargaining units described in Appendix A, entitled “Bargaining Units Represented by the Washington Public Employees Association,” but does not cover any statutorily-excluded positions, or any positions excluded in Appendix A. The titles of the jobs listed in Appendix A are listed for descriptive purposes only.
- 1.3** If the Public Employment Relations Commission (PERC) certifies the Union as the exclusive bargaining representative during the term of this Agreement for a bargaining unit covered by [RCW 41.80](#) in any of the Employer’s Community College Districts, the terms of this Agreement will apply.

## **ARTICLE 2**

### **NON-DISCRIMINATION**

- 2.1** Under this Agreement, discrimination against employees on the basis of religion, age, gender, sex, marital status, race, color, creed, national origin, political affiliation, military status, status as an honorably discharged veteran, a disabled veteran or Vietnam era veteran, sexual orientation, or the presence of any sensory, mental or physical disability, genetic information, or because of the participation or lack of participation in union activities is prohibited, and no unlawful harassment will be tolerated.
- 2.2** Employees who feel they have been the subjects of unlawful discrimination, harassment or hostile work environment are encouraged to bring such issues to the attention of their supervisor or the Human Resources Office, or to file a complaint in accordance with college/district policy. In cases where an employee files both a grievance and an internal complaint regarding the same alleged discrimination, harassment or a hostile work environment, the grievance will be suspended until the internal complaint process has been completed.
- 2.3** Both parties agree that nothing in this Agreement will prevent the implementation of an approved affirmative action plan.
- 2.4** Both parties agree that nothing in this Agreement will prevent an employee from filing a complaint with the Washington State Human Rights Commission, Office of Civil Rights, or the Equal Employment Opportunities Commission.
- 2.5** The Employer agrees to provide training and the Union agrees to support and encourage participation in training to positively accept the diversity that exists in the workplace and to understand as well as to prevent all forms of discrimination.

## **ARTICLE 3 WORKPLACE BEHAVIOR**

- 3.1** Inappropriate workplace behavior by employees, supervisors and/or managers will not be tolerated. If an employee and/or the employee's union representative believes the employee has been subjected to inappropriate behavior, the employee and/or the employee's representative is encouraged to report this behavior to the employee's supervisor and/or the Human Resources Office. Inappropriate workplace reports will be identified as such. The Employer will investigate the reported behavior and take appropriate action as necessary. The employee and/or union representative will be notified upon conclusion of the investigation. Upon request, the Employer will provide the employee and the union representative with a copy of the investigation report, pursuant to the Public Records Act, RCW 42.56.
- 3.2** The Employer and the Union will jointly develop training materials regarding inappropriate workplace behavior through the local labor management committee for dissemination to managers, supervisors and employees. Supervisors, managers, Human Resource Office staff, and shop stewards will receive training on processing inappropriate workplace behavior reports.
- 3.3** The procedural aspects of this Article are subject to Step 2 of the grievance procedure only. No other grievance steps apply.

## **ARTICLE 4 HIRING AND APPOINTMENTS**

### **4.1 Filling Positions**

- A. The Employer will determine when a position will be filled, the type of appointment to be used when filling the position, and the skills and abilities necessary to perform the duties of the specific position within a job classification. The Employer can fill a position on a full-time or part-time basis. When filling positions, the Employer will consider employees on the appropriate layoff list and the most senior candidate on the internal layoff list with the required skills and abilities who had indicated an appropriate geographic availability will be appointed to the position. If there are no names on the internal layoff list, the Employer will consider internal promotional candidates and employees who are requesting a transfer or voluntary demotion prior to considering other candidates. In all cases consideration will be limited to employees who have the skills and abilities required for the position. Positions will be posted for at least ten (10) calendar days.
- B. An internal promotional candidate is an employee who applies for appointment with his or her college/district to a class with a higher salary range maximum.

- C. A transfer candidate is an employee who applies for appointment with his or her college/district to a position in the same class or to a different class with the same salary range maximum.
- D. A voluntary demotion candidate is an employee who applies for appointment with his or her college/district to a class with a lower salary range maximum.

#### **4.2 Types of Appointment**

##### **A. Regular Employment**

The Employer may fill a position with a regular employment appointment for positions scheduled to work twelve (12) months per year.

##### **B. Cyclic Year Employment**

The Employer may fill a position with a cyclic year appointment for positions scheduled to work less than twelve (12) full months each year, due to known, recurring periods in the annual cycle when the position is not needed. At least fifteen (15) calendar days before the start of each annual cycle, incumbents of cyclic year positions will be informed, in writing, of their scheduled periods of leave without pay in the ensuing cycle. Such periods of leave without pay will not constitute a break in service.

##### **C. Project Employment**

1. The Employer may appoint employees into project positions for which employment is contingent upon state, federal, local, grant, or other special funding of specific and/or of time-limited duration. The Employer will notify the employees, in writing, of the expected end date of the project employment.
2. Employees who enter into project employment without previously attaining permanent status will serve a probationary period. Employees will gain permanent status upon successful completion of their probationary period.

Project employees with permanent status will serve a trial service period when they:

- a. Promote to another job classification within the project; or
  - b. Transfer or voluntarily demote within the project to another job classification in which they have not attained permanent status.
3. The Employer may consider project employees with permanent status for transfer, voluntary demotion, or promotion to non-project positions. Project employees will serve a trial service period upon

transfer, voluntary demotion, or promotion to a non-project position.

4. When the Employer converts a project appointment into a permanent appointment, the employee will serve a probationary or trial service period.
5. The layoff and recall rights of project employees will be in accordance with the provisions in [Article 36](#), Layoff and Recall.

D. 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 classified 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 prior written 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. The employee's reversion right will be to the job classification that the employee held permanent status in prior to his or her in-training appointment, in accordance with [Subsections 4.5.B.3](#) and [4.5.B.4](#) of this Article.

The in-training separation of an employee will not be subject to the grievance procedure in [Article 30](#).

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.

#### **4.3 Employee Status**

A. Classified Service

An employee will attain permanent status in the classified service upon completion of a probationary review period. For positions designated in-training, Subsection 4.2 D will govern when permanent status is attained.

B. Job Classification

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

#### **4.4 Certification of Applicants**

The Employer will determine the number of applicants to be certified to the hiring official for consideration. All employees on the internal layoff list for the classification, and all promotional, transfer and voluntary demotion candidates, who have the skills and abilities to perform the duties of the position will be certified and will be considered by the Employer, prior to consideration of other candidates.

#### **4.5 Review Periods**

A. Probationary Period

1. All employees, including part-time or full-time, will serve a probationary period of six (6) months following his or her initial appointment to a permanent or project position. The Employer may extend the probationary period for an individual employee or for all employees in a class as long as the extension does not cause the total period to exceed twelve (12) months.
2. The Employer may separate a probationary employee at any time during the probationary period, whether or not the Employer has evaluated the probationary employee. Probationary separation will not be subject to the grievance procedure in [Article 30](#).
3. The Employer will extend an employee's probationary period, on a day-for-a-day basis, for any day(s) that the employee is on leave without pay or shared leave, except for leave taken for military service.
4. An employee who transfers or is promoted prior to completing his or her initial probationary period will serve a new probationary period. The length of the new probationary period will be in accordance with Subsection 4.5.A.1, unless adjusted by the

Employer for time already served in probationary status. However, in no case will the total probationary period be less than six (6) months.

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 for an individual employee or for all employees in a class as long as the extension does not cause the total trial service period to exceed twelve (12) consecutive months. Employees in an in-training appointment will follow the provisions outlined in Subsection 4.2 D.
2. An employee serving a trial service period will have his or her trial service period extended, on a day-for-a-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. With prior written notice by the Employer, all employees that have not successfully completed a trial service period may be offered an opportunity to revert to a position in the same institution that is:
  - a. Vacant and is within the trial service employee's previously held job classification; or
  - b. Vacant at or below the employee's previous salary range.

In either case, the employee being reverted must have the skills and abilities required for the vacant position. If the employee has not attained permanent status in the job classification of the vacant position, the employee will be required to complete a trial service period.
4. An employee who has no reversion options or does not revert to the classification he or she held prior to the trial service period may request the Human Resources Office to place his or her name on the layoff list for positions in job classifications where he or she had previously attained permanent status.
5. An employee serving a trial service period may voluntarily revert to his or her former position within fifteen (15) calendar days after the appointment, provided that the position has not been filled or an offer has not been made to an applicant. The Employer may consider requests after the fifteen (15) day period. After fifteen (15) days and at the discretion of the Employer, an employee

serving a trial service period may voluntarily revert at any time to a vacant position in the same college/district that is:

- a. Within the employee's previously held job classification; or
- b. At or below the employee's previous salary range.

If the employee has not attained permanent status in the job classification, the employee will be required to complete a trial service period.

The reversion of employees who are unsuccessful during their trial service period is not subject to the grievance procedure in [Article 30](#).

C. Transition Review Period

In accordance with [Article 36](#), Layoff and Recall, the Employer may require an employee to complete a transition review period.

## **ARTICLE 5 TEMPORARY APPOINTMENTS**

### **5.1 Application of Article**

This Article applies only to members of the bargaining units identified in Appendix B represented by the Union.

### **5.2 Temporary Appointments**

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

A. Represented Individuals

Excluding students, individuals in temporary appointments who work between three hundred fifty (350) hours and one thousand fifty (1,050) hours in the twelve (12) consecutive month period defined above who are members of the bargaining units identified in Appendix B represented by the Union, are governed by the specific terms of this Article. Unless identified in Section 5.8, below, no other Articles in this Agreement apply to represented individuals.

B. Non-Represented Individuals

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

The Employer may petition the Director of the Office of the HR Director for approval of exceptions to the one thousand fifty (1,050) hour threshold specified above.

### **5.3 Compensation**

- A. The Employer will continue current practices regarding salary assignments for represented individuals.
- B. All represented individuals earning a salary that is equal to the state minimum wage will have their salaries adjusted each January in accordance with the state minimum wage act.

### **5.4 Hours of Work and Overtime**

The Employer will assign the hours of work for represented individuals. All hours worked in excess of forty (40) hours in a seven (7) day workweek by overtime-eligible represented individuals constitutes overtime. Overtime hours for overtime-eligible represented individuals will be compensated at a rate of one and one-half (1-1/2) times the represented individual's regular rate of pay.

### **5.5 Release Time for Interviews**

Release time may be granted to represented individuals for the purposes of interviewing for positions within the employee's college.

### **5.6 Suspended Operations**

If the Employer determines that public health, property or safety is jeopardized and it is advisable due to emergency conditions to suspend the operation of all or any portion of the institution, the following will govern represented individuals:

- A. When prior notice has not been given, represented individuals released until further notice after reporting to work will be compensated for hours worked on the first day of suspended operations.
- B. Represented individuals who are not required to work during suspended operations may request and will be granted a schedule change during his or her workweek, unless the Employer deems that the work that would have been performed cannot be performed due to business or customer service needs.
- C. Represented individuals who are required to work during suspended operations will receive their regular hourly rate for work performed during the period of suspended operation. Overtime worked during the suspended operations will be compensated in accordance with Section 5.3, above.

### **5.7 Remedial Action**

- A. If a represented individual has worked more than one thousand fifty (1,050) hours in the twelve (12) month period defined above, he or she may request remedial action from the Director of the Office of the HR

Director in accordance with [WAC 357-49](#). Following the director's review of the remedial action request, an individual may file exceptions to the director's decision in accordance with [WAC 357](#).

- B. Remedial action is not subject to the provisions of the grievance procedure.

### **5.8 Reasonable Accommodation**

Sections 34.1 through 34.6 of [Article 34](#), Light Duty, Reasonable Accommodation and Disability Separation, apply to represented individuals.

### **5.9 Other Provisions**

The following articles in this Agreement apply to represented individuals:

- A. [Article 1](#), Union Recognition;
- B. [Article 2](#), Non-Discrimination;
- C. [Article 9](#), Training and Employee Development;
- D. [Article 10](#), Licensing and Certification;
- E. [Article 20](#), Commute Trip Reduction and Parking;
- F. [Article 21](#), Safety and Health;
- G. [Article 23](#), Uniforms, Tools and Equipment;
- H. [Article 24](#), Drug and Alcohol Free Workplace;
- I. [Article 25](#), Electronic Monitoring of Employee Activity;
- J. [Article 26](#), Relocation/Use of Vehicles/Travel;
- K. [Article 27](#), Use of Electronic Devices and Equipment;
- L. [Article 30](#), Grievance Procedure, only for the provisions of this Agreement that are applicable to represented employees;
- M. [Article 31](#), General Conditions and Benefits;
- N. [Article 32](#), Legal Liability;
- O. [Article 33](#), Personnel Files;
- P. [Article 37](#), Management Rights;
- R. [Article 38](#), Labor/Management Communication Committee;

- S. [Article 39](#), Union Activities;
- T. [Article 45](#), Strikes;
- U. [Article 46](#), Entire Agreement;
- V. [Article 47](#), Savings;
- W. [Article 48](#), Printing of Agreement; and
- X. [Article 49](#), Duration.

## **ARTICLE 6**

### **PERFORMANCE EVALUATION**

#### **6.1 Objective**

The performance evaluation process is designed to provide supervisors and employees an opportunity to discuss and record performance planning, feedback and performance outcomes. Supervisors and employees will discuss how the employee's position aligns with the college's mission and goals and the Employer's job requirements.

#### **6.2 Evaluation Process**

- A. Employee work performance will be evaluated during probationary, trial service and transition periods and at least annually thereafter, at a time that allows for adequate application of the process. Supervisors will meet with employees at the start of their review period to discuss performance expectations. Employees will receive copies of their performance expectations as well as notification of any modifications made during the review period. Written notification will normally be given to a probationary or trial service employee whose work performance is determined to be unsatisfactory. If the probationary or trial service deficiency is substantial, the Employer may separate the probationary employee or revert the trial service employee at any time.
- B. The Employer will use the Performance and Development Plan (PDP) developed by the Office of the State HR Director. A copy of the performance evaluation will be provided to the employee at the time of the review. The original performance evaluation forms, including the employee's comments, will be maintained in the employee's personnel file.
- C. If a supervisor has had less than ninety (90) calendar days to observe the employee's performance, the employee may request a joint review with the previous supervisor (if still employed with the college). If the previous supervisor is no longer employed with the college, the employee

may request a consultation with other managers with knowledge of the employee's performance.

- D. The performance evaluation procedure may be grieved; however, the content of the evaluation is not subject to the grievance procedure in [Article 30](#).
- E. Performance evaluations will not be used to initiate personnel actions such as transfer, promotion, or discipline.

### **6.3 PDP Training**

Training on performance evaluations will be provided to managers, supervisors and employees.

## **ARTICLE 7 HOURS OF WORK**

### **7.1 Definitions**

- A. Full-time Employees  
Employees who are scheduled to work forty (40) hours per workweek.
- B. Overtime-Eligible Employees  
Employees who are covered by the overtime provisions of state and federal law.
- C. Overtime-Exempt Employees  
Employees who are not covered by the overtime provisions of state and federal law.
- D. Part-time Employees  
Employees who are scheduled to work less than forty (40) hours per workweek.
- E. Work Schedules  
Workweeks and work shifts of different numbers of hours may be established by the Employer in order to meet business and customer service needs, as long as the work schedules meet federal and state laws.
- F. Work Shift  
The hours an employee is scheduled to work each workday in a workweek.
- G. Workday  
One (1) of seven (7) consecutive, twenty-four (24) hours periods in a workweek.

H. Workweek

A regularly re-occurring period of one hundred sixty eight (168) hours consisting of seven (7) consecutive twenty-four (24) hour periods. Workweeks for employees will normally begin at 12:01 a.m. Sunday and end at 12:00 midnight the following Saturday or as otherwise designated by the appointing authority or his or her designee. If there is a change in their workweek, employees will be given written notification by the appointing authority or his or her designee.

**7.2 Position Designation**

In accordance with the Fair Labor Standards Act (FLSA) and state law, the Employer will determine whether a position is overtime-eligible or overtime-exempt. Overtime-eligible and overtime-exempt employees will be informed of their status as such at the time of appointment. If there is a change in the overtime eligibility designation for an employee's position, the Employer will provide the employee with written notification of the change with a copy to the Union.

**7.3 Overtime-Eligible Positions--Schedules**

A. Regular Work Schedules

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

B. Alternate Work Schedules

Workweeks and work shifts of different numbers of hours may be established for overtime-eligible employees by the Employer in order to meet business and customer service needs, as long as the alternate work schedules meet federal and state requirements. Prior to assigning employees to alternate work schedules, the Employer will seek volunteers with the necessary skills and abilities who are qualified to perform such assignments. If more than one (1) volunteer has the necessary skills and abilities and is qualified to perform such assignments, seniority will be the determining factor in making the assignment.

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 twenty-one (21) calendar days or less. Overtime-eligible employees will receive seven (7) calendar days' written notice of any temporary schedule change. The day that notification is given is considered the first day of notice.

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.

E. Emergency Schedule Changes

The Employer may adjust an overtime-eligible employee's workweek and work schedule without prior notice in emergencies or unforeseen operational needs. Employees affected by emergency schedule changes will be allowed de minimis time to make necessary arrangements.

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, provided the Employer's business and customer service needs are met and no overtime expense is incurred.

G. Off-Duty Phone Calls

An off-duty overtime-eligible employee will be compensated in six (6) minute increments for receiving and/or responding to work related phone calls.

**7.4 Overtime-Eligible Unpaid Meal Periods**

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, taking into account the Employer's work requirements and the employee's wishes. When an employee's unpaid meal period is interrupted by work duties, the employee will be allowed to resume his or her 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.

**7.5 Overtime-Eligible Unpaid Meal Periods Outside of the Normal Workday**

The Employer and the Union agree that employees working three (3) or more hours longer than a normal workday will be allowed at least one (1) thirty (30) minute meal period.

**7.6 Overtime-Eligible Paid Meal 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 not receive a paid meal period, but will be permitted to eat intermittently as time allows during their shifts while remaining on duty. Meal periods for employees on straight shifts do not require relief from duty.

**7.7 Overtime-Eligible Rest Periods**

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, taking into account the Employer's work requirements and the employee's wishes. Rest periods do not require relief from duty. Where the nature of the work allows employees to take intermittent rest periods equivalent to fifteen (15) minutes for each one half (1/2) shift, scheduled rest periods are not required. Rest periods may not be used for late arrival or early departure from work and rest and meal periods will not be combined.

**7.8 Overtime-Eligible Employees – Positive Time Reporting**

Overtime-eligible employees will accurately report time worked in accordance with a positive time reporting process as determined by each Employer.

**7.9 Overtime-Exempt Employees**

Overtime-exempt employees are not covered by federal or state overtime laws. Compensation is based on the premise that overtime-exempt employees are expected to work as many hours as necessary to provide the public services for which they were hired. These employees are accountable for their work product, and for meeting the objectives of the institution for which they work. The Employer's policy for all overtime-exempt employees is as follows:

- A. The Employer determines the products, services, and standards which must be met by overtime-exempt employees.
- B. Overtime-exempt employees are expected to work as many hours as necessary to accomplish their assignments or fulfill their responsibilities and must respond to directions from management to complete work assignments by specific deadlines. Full-time overtime-exempt employees are expected to work a minimum of forty (40) hours in a workweek and part-time overtime-exempt employees are expected to work proportionate hours. Overtime-exempt employees may be required to work specific hours to provide services, when deemed necessary by the Employer.
- C. The salary paid to overtime-exempt employees is full compensation for all hours worked.
- D. Overtime-exempt employees are not authorized to receive any form of overtime compensation, formal or informal.
- E. The appointing authority or his or her designee may approve overtime exempt employee absences with pay for extraordinary or excessive hours worked, without charging leave.
- F. If they give prior notice and receive the Employer's concurrence, overtime-exempt employees may alter their work hours. Employees are responsible for keeping management apprised of their schedules and their whereabouts.

- G. Prior approval from the Employer for the use of paid or unpaid leave for absences of two (2) or more hours is required, except for unanticipated sick leave.

## **ARTICLE 8 OVERTIME**

### **8.1 Definitions**

- A. Overtime  
Overtime is defined as time that an overtime-eligible employee works in excess of forty (40) hours per 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. The regular rate of pay will not include any allowable exclusions.
- C. Work  
For overtime purposes, work is the time actually spent performing the duties assigned in addition to time during which an employee is excused from work for holidays, sick leave, vacations or compensatory time.
- D. Work does not include:
  - 1. Shared leave;
  - 2. Leave without pay;
  - 3. Additional compensation for time worked on a holiday; or
  - 4. Time compensated as standby, callback, or any other penalty pay.

### **8.2 Overtime Eligibility and Compensation**

Employees are eligible for overtime compensation under the following circumstances:

- A. Overtime-eligible employees who have prior approval and work more than forty (40) hours in a workweek will be compensated at the overtime rate.
- B. An employee whose workweek is less than forty (40) hours will be paid at his or her 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.

### **8.3 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 on duty. In

the event there are not enough employees volunteering to work, the supervisor may require employees to work overtime.

- B. If an employee was not offered overtime for which he or she was qualified, the employee will be offered the next available overtime opportunity for which he or she is qualified. Under no circumstances will an employee be compensated for overtime that was not worked. There will be no pyramiding of overtime.

#### **8.4 Compensatory Time for Overtime-Eligible Employees**

- A. Compensatory Time Eligibility

Compensatory time off may be earned in lieu of cash only when an institution and the employee agree. 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 sixty (160) 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 his or her vacation leave or the employee is using vacation leave for Domestic Violence Leave. Compensatory time must be used and scheduled in the same manner as vacation leave, as in [Article 12](#), Vacation Leave. Employees may use compensatory time for leave as required by the Domestic Violence Leave Act, [RCW 49.76](#). The Employer may schedule an employee to use his or her compensatory time with seven (7) calendar days' notice.

- D. Compensatory Time Cash Out

All compensatory time must be used by June 30th of each year. If compensatory time balances are not scheduled to be used by the employee by April of each year, the supervisor will contact the employee to review his or her schedule. The employee's compensatory time balance will be cashed out every June 30th or when the employee:

1. Leaves state service for any reason;
2. Transfers to a position in their institution with different funding sources; or
3. Transfers to another state agency.

## **ARTICLE 9**

### **TRAINING AND EMPLOYEE DEVELOPMENT**

- 9.1** The Employer and the Union recognize the value and benefit of education and training designed to enhance an employee's ability to perform his or her job duties. Training and employee development opportunities will be provided to employees in accordance with current institution policies and available resources.
- 9.2** The Employer will continue to provide release time to each employee to participate in training and development activities consistent with the Employer's training and development policies.
- 9.3** An employee may communicate his or her education and skill development training desires annually through the PDP process.
- 9.4** An employee who wishes to use tuition fee waiver will be allowed to do so in accordance with Employer policy. Employees who wish to enroll in courses at other higher education institutions will abide by the policies of those institutions.
- 9.5** The Employer will make reasonable attempts to schedule employer-required training during an employee's regular work schedule. Attendance at employer-required training will be considered time worked and the Employer will pay the registration costs. Travel associated with training will be paid in accordance with applicable wage and hour laws and OFM travel regulations.
- 9.6 Master Agreement Training**
- A. The Employer and the Union agree that training for managers, supervisors and shop stewards responsible for the day-to-day administration of this Agreement is important. The Union will provide training to current shop stewards, and the Employer will provide training to managers and supervisors on this Agreement.
- B. The Union will present the training to current shop stewards within each bargaining unit. The shop stewards will be released with pay on one (1) occasion for up to two (2) hours to attend the training. The training will be considered time worked for those shop stewards who attend the training during their scheduled work shift. The Employer may approve leave in accordance with [Article 39.8](#) for additional time for those shop stewards who attend the training during their scheduled work shift. Shop 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 shop stewards attending each session.
- C. Upon mutual agreement, the Employer and the Union will provide joint training on the provisions of the contract to members of the bargaining unit. Each party shall be responsible for naming their own trainer.

**9.7 New Employees**

When a college/district hires a new employee, the Employer will provide each new employee with an orientation package provided by the Union.

**ARTICLE 10  
LICENSING AND CERTIFICATION**

**10.1** The Employer will continue its current practices related to licensure and certification or comply with 10.2, 10.3 and 10.4 below, whichever provides the greater benefit to the employee.

**10.2 Conditions of Employment**

When a license and/or certification is required as a part of the qualifications for a position prior to the appointment of an employee into the affected position, the employee will be responsible for the initial cost of the license and/or certification. Thereafter, the employee will be responsible for maintaining the license and/or certification and for all renewal costs.

**10.3 Outside Entity Requirements**

When an outside entity, e.g. by state regulation or local ordinance, requires a new license and/or certification following the appointment of the employee into the affected position, the Employer will reimburse the employee for the initial cost of the new license and/or certification. Thereafter, the employee will be responsible for maintaining the license and/or certification and for all renewal costs.

**10.4 Employer Convenience**

When a license and/or certification is not required by an outside entity and the Employer, for its own convenience, requires a new license and/or certification following the appointment of the employee into the affected position, the Employer will reimburse the employee for the initial cost of the new license and/or certification. Thereafter, the Employer will continue to pay for maintaining the license and/or certification and for all renewal costs.

**10.5** Employees will notify their appointing authority or designee if their work-related license and/or certification has expired, or has been restricted, revoked or suspended within twenty-four (24) hours of expiration, restriction, revocation or suspension, or prior to their next scheduled shift, whichever occurs first.

## **ARTICLE 11 HOLIDAYS**

### **11.1 Paid Holidays**

The following days are paid holidays for all eligible classified employees:

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
The day immediately after Thanksgiving	
Christmas Day	December 25
Personal Holiday	

### **11.2 Observance of Holidays**

The Board of Trustees for each institution of higher education may establish calendars that observe holidays on dates other than those listed above.

### **11.3 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, employees will be paid for the hours actually worked on a holiday at the overtime rate.
- C. Permanent and probationary employees working twelve (12) month schedules or cyclic year position employees who work full monthly schedules throughout their work year will receive holiday pay if they were in pay status on their regular, scheduled work day preceding the holiday.
- D. Cyclic year employees scheduled to work less than full monthly schedules qualify for holiday compensation if they work or are in pay status on their last regularly scheduled working day preceding the holiday. Cyclic year employees will be entitled to the number of paid hours on a holiday on the same proportional basis that their appointment bears to a full-time appointment.
- E. Permanent and probationary employees will receive pay equivalent to the employee's work shift on the holiday.

- F. For operational convenience or necessity, the Employer, with prior notice, may switch groups of employees from an alternate work schedule to a regular work schedule during the week of a holiday.
- G. When a holiday falls on the employee's scheduled workday, that day will be considered the holiday.
- H. When a holiday falls on the employee's scheduled day off, he or she will receive an alternate day off.
- I. When a holiday falls on a Saturday, the Friday before will be the holiday. When a holiday falls on a Sunday, the following Monday will be the holiday.
- J. The holiday for night shift employees whose schedule begins on one calendar day and ends on the next calendar day will be determined by the institution. 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 calendar holiday.

#### **11.4 Personal Holidays**

An employee may choose one (1) workday as a personal holiday during each calendar year if the employee has been continuously employed by the State of Washington and/or the institution 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 institution will release the employee from work on the day selected as the personal holiday if:
  - 1. The employee has given at least fourteen (14) calendar days' written notice to the supervisor. However, the supervisor has the discretion to allow a shorter notice period.
  - 2. The number of employees choosing a specific day off allows an institution to continue its work efficiently and not incur overtime.
- C. Personal holidays may not be carried over to the next calendar year except when an eligible employee's request to take his or her personal holiday has been denied or canceled. The employee will attempt to reschedule his or her personal holiday during the balance of the calendar year. If he or she is unable to reschedule the day, it will be carried over to the next calendar year.

- D. Institutions may adopt eligibility policies to determine which requests for particular dates will be granted if all requests cannot be granted.
- E. Personal holidays are pro-rated for less than full-time employees.
- F. The pay for a full-time employee's personal holiday is eight (8) hours.
- G. Part or all of a personal holiday may be donated to another employee for shared leave as provided in [RCW 41.04.665](#). Any remaining portions of a personal holiday must be taken as one (1) absence, not to exceed the work shift on the day of absence.
- H. Part or all of a personal holiday may be used for:
  1. The care of 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 19.12](#); or
  3. Leave as required by the Domestic Violence Leave Act, [RCW 49.76](#).

Any remaining portions of a personal holiday must be taken as one (1) absence, not to exceed the work shift on the day of absence.

## **ARTICLE 12**

### **VACATION LEAVE**

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

**12.2 Vacation Leave Credits**

After six (6) months of continuous state employment, permanent full-time and less than full-time employees will be credited with vacation leave they accrued during the previous six (6) continuous months, according to the rate schedule and vacation leave accrual below. Thereafter, full-time and part-time employees will be credited with vacation leave accrued monthly, according to the rate schedule and vacation leave accrual below.

**12.3 Vacation Leave Accrual**

Full-time employees will accrue vacation leave according to the rate schedule below under the following conditions:

- A. Employees working less than full-time schedules will accrue vacation leave on the same proportional basis that their appointment bears to a full time appointment.

- B. The scheduled period of cyclic year position leave without pay will not be deducted for purposes of computing the rate of vacation leave accrual for cyclic employees.
- C. Vacation leave will not accrue during leave without pay which exceeds ten (10) working days in any calendar month, nor will credit be given toward the rate of vacation leave accrual except during military leave without pay.
- D. Vacation leave accruals for the prior calendar month will be credited and available for employee use the first of the next calendar month.
- E. Employment in positions not accruing leave is not credited for continuous or total state employment.

**12.4 Vacation Leave Accrual Rate Schedule**

<b>Full Years of Service</b>	<b>Monthly Rates</b>	<b>Hours Per Year</b>
During the first year of continuous state employment	8 hrs	Ninety-six (96)
During the second year of continuous state employment	8 hrs, 40 mins	One hundred four (104)
During the third and fourth year of continuous state employment	9 hrs, 20 mins	One hundred twelve (112)
During the fifth, sixth and seventh year of total state employment	10 hrs	One hundred twenty (120)
During the eighth, ninth and tenth year of total state employment	10 hrs, 40 mins	One hundred twenty-eight (128)
During the eleventh year of total state employment	11 hrs, 20 mins	One hundred thirty-six (136)
During the twelfth year of total state employment	12 hrs	One hundred forty-four (144)
During the thirteenth year of total state employment	12 hrs, 40 mins	One hundred fifty-two (152)
During the fourteenth year of total state employment	13 hrs, 20 mins	One hundred sixty (160)

During the fifteenth year of total state employment	14 hrs	One hundred sixty-eight (168)
During the sixteenth and succeeding years of total state employment	14 hrs, 40 mins	One hundred seventy-six (176)

**12.5 Vacation Scheduling for 24/7 Operations**

Vacation requests will be considered on a first come, first served basis. In the event that two (2) or more employees request the same vacation period, the supervisor may limit the number of people who may take vacation leave at one time due to business needs and work requirements.

**12.6 Vacation Scheduling for All Employees**

- A. Vacation leave will be charged in the amount actually used by the employee.
- B. When considering requests for vacation leave, the Employer will take into account the desires of the employee but may require that leave be taken at a time convenient to the Employer.
- C. Employees will not request or be authorized to take scheduled vacation leave if they will not have sufficient vacation leave to cover such absence at the time the leave will commence.
- D. Vacation leave will be approved or denied within ten (10) calendar days of the request. If the leave is denied, a reason will be provided in writing.

**12.7 Family Care**

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

**12.8 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 19.12](#).

**12.9 Domestic Violence Leave**

Employees may use vacation leave for leave as required by the Domestic Violence Leave Act, [RCW 49.76](#).

**12.10 Use of Vacation Leave for Sick Leave Purposes**

The Employer may allow an employee who has used all of his or her sick leave to use vacation leave for sick leave purposes as provided in [Article 13.2](#) A. An employee who has used all of his or her sick leave may use vacation leave for sick leave purposes as provided in [Article 13.2](#) B – H.

### **12.11 Emergency Childcare**

Employees may use vacation leave for childcare emergencies after the employee has exhausted all of his or her accrued compensatory time. Use of vacation leave and sick leave for emergency childcare is limited to a combined maximum of four (4) days per calendar year.

### **12.12 Vacation Cancellation**

- A. Should the Employer be required to cancel scheduled vacation leave because of an emergency or exceptional business needs, affected employees may select new vacation leave from available dates. In the event the affected employee has incurred non-refundable, out of pocket, vacation expense, the employee may be reimbursed by the Employer.
- B. In those cases where an employee will not have sufficient vacation leave to cover the absence at the time it is scheduled to commence, the Employer may cancel the approved vacation leave or authorize leave without pay. Should the Employer cancel the vacation leave due to insufficient vacation leave, the affected employee will not be reimbursed for any vacation expenses.

### **12.13 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 Employer, and the employee is close to the vacation leave maximum, the institution will grant an extension for each month that the institution 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 his or her 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.

### **12.14 Separation**

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

## **ARTICLE 13 SICK LEAVE**

### **13.1 Sick Leave Accrual**

Employees will accrue eight (8) hours of sick leave per month under the following conditions:

- A. Employees working less than a full-time schedule will accrue sick leave credit on the same proportional basis that their employment schedule bears to a full-time schedule.
- B. Sick leave credit will not accrue during leave without pay which exceeds ten (10) working days in a calendar month.
- C. Sick leave accruals for the prior calendar month will be credited and available for employee use the first of the next calendar month.

### **13.2 Sick Leave Use**

Sick leave may be used for:

- A. A personal illness, injury or medical disability that prevents the employee from performing his or her job, or personal medical or dental appointments.
- B. Care of family members as required by the State Family Care Act, [WAC 296-130](#).
- C. A death of any relative that requires the employee's absence from work. Relatives are defined for this purpose as spouse, domestic partner, significant other, son, daughter, grandchild, foster child, son-in-law, daughter-in-law, grandparent, parent, brother, sister, aunt, uncle, niece, nephew, first cousin, brother-in-law, sister-in-law and corresponding relatives of employee's spouse, domestic partner or significant other.
- D. Childcare emergencies after the employee has exhausted all his or her accrued compensatory time. Use of sick leave and vacation leave for emergency childcare is limited to a combined maximum of four (4) days per calendar year.
- E. To care for a child under the age of eighteen (18) with a health condition that requires treatment or supervision, or to make arrangements for extended care.
- F. For family members' medical, dental or optical appointments when the presence of the employee is required, if arranged in advance with the Employer.

G. Leave for Military Family Leave Act as required by [RCW 49.77](#) and in accordance with [Article 19.12](#).

H. Leave for Domestic Violence Leave Act as required by [RCW 49.76](#).

### **13.3 Use of Compensatory Time or Vacation Leave for Sick Leave Purposes**

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

### **13.4 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.

### **13.5 Sick Leave Reporting and Verification**

A. An employee must promptly notify his or her supervisor on the first day of sick leave and each day after, unless there is mutual agreement to do otherwise. If an employee is in a position where a relief replacement is necessary if they are absent, he or she will notify the supervisor at least two (2) hours prior to the scheduled time to report to work (excluding leave taken for emergencies in accordance with the Domestic Violence Leave Act).

B. The Employer may require a written medical certificate for any sick leave absence explaining the nature of the illness or absence in circumstances where the Employer suspects an abuse of sick leave. When a medical certificate is required, the Employer will state reasons for suspicion of sick leave abuse.

C. An employee returning to work after any sick leave absence may be required to provide the Human Resource Office with written certification from his or her 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.

### **13.6 Sick Leave Annual Cash Out**

Each January, an employee is eligible to receive cash on a one (1) hour for four (4) hours basis for ninety six (96) hours or less of his or her accrued sick leave, if:

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

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

C. The employee notifies his or her payroll office by January 31st that he or she would like to convert 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.

**13.7 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 his or her compensable 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.

**13.8 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 14  
SHARED LEAVE**

**14.1 Shared Leave**

The purpose of the leave sharing program is to permit state employees, at no significantly increased cost to the state for providing leave, to come to the aid of another state employee who has been called to service in the uniformed services, who is responding to a state of emergency anywhere within the United States declared by the federal or any state government, who is a victim of domestic violence, sexual assault, or stalking, or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate his or her employment. For purposes of the leave sharing program, the following definitions apply:

- A. "Domestic violence" means physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury, or assault, between family or household members as defined in [RCW 26.50.010](#); sexual assault of one family or household member by another family or household member; or stalking as defined in [RCW 9A.46.110](#) of one family or household member by another family or household member.
- B. "Employee" means any employee who is entitled to accrue sick leave or vacation leave and for whom accurate leave records are maintained.
- C. "Employee's relative" normally will be limited to the employee's spouse, state registered domestic partner as defined by [RCWs 26.60.020](#) and [26.60.030](#), child, stepchild, grandchild, grandparent, or parent.
- D. "Household members" is defined as persons who reside in the same home who have reciprocal duties to and/or do provide financial support for one

another. This term will include, but is not limited to, foster children and legal wards. The term does not include persons sharing the same general house when the living style is primarily that of a dormitory or commune.

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

#### **14.2 Shared Leave Receipt**

- A. The Employer may permit an employee to receive shared leave if the employee meets any of the following criteria:
  - 1. The employee 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;
  - 2. The employee has been called to service in the uniformed services;
  - 3. A state of emergency has been declared anywhere within the United States by the federal or any state government and the employee has the needed skills to assist in responding to an emergency or its aftermath and volunteers his or her services to either a governmental agency or to a nonprofit organization engaged in humanitarian relief in the devastated area, and the governmental agency or nonprofit organization accepts the employee's offer of volunteer services; or

4. The employee is a victim of domestic violence, sexual assault, or stalking.
- B. The illness, injury, impairment, condition, call to service, emergency volunteer service, or consequence of domestic violence, sexual assault, or stalking has caused, or is likely to cause, the employee to:
    1. Go on leave without pay status; or
    2. Terminate state employment.
  - C. The employee's absence and the use of shared leave are justified.
  - D. The employee has depleted or will shortly deplete his or her:
    1. Vacation leave, sick leave and personal holiday if the employee qualifies under 14.2 A.1; or
    2. Vacation leave and paid military leave allowed under [RCW 38.40.060](#), if the employee qualifies under 14.2 A.2; or
    3. Vacation leave and personal holiday if the employee qualifies under 14.2 A. 3 or 14.2 A. 4.
  - E. The employee has abided by the Employer's rules regarding:
    1. Sick leave use if the employee qualifies under 14.2 A.1 and 14.2 A.4; or
    2. Military leave if the employee qualifies under 14.2 A.2.
  - F. If the injury or illness is work-related and the employee has diligently pursued and been found to be ineligible for benefits under [RCW 51.32](#), and if the employee qualifies under 14.2 A.1.

### **14.3 Shared Leave Use**

- A. The Employer will determine the amount of leave, if any, which an employee may receive. However, an employee will not receive more than five hundred twenty-two (522) days of shared leave, except that, 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 he or she is suffering from an illness, injury, impairment or physical or mental condition which is of an extraordinary or severe nature.
- B. The Employer will require the employee to submit, prior to approval or disapproval:

1. A medical certificate from a licensed physician or health care practitioner verifying the employee's required absence, the description of the medical problem, and expected date of return to work status for shared leave under 14.2 A.1;
  2. A copy of the military orders verifying the employee's required absence for shared leave under 14.2 A.2;
  3. 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 for shared leave under 14.2 A.3; or
  4. Verification of the employee's status as a victim of domestic violence, sexual assault or stalking for shared leave under 14.2 A.4.
- C. The Employer should consider other methods of accommodating the employee's needs such as modified duty, modified hours, flex-time or special assignments in lieu of shared leave usage.
- D. Leave may be transferred from employees of one (1) community college district to an employee of the same community college district or, with the approval of the heads of both state agencies, higher education institutions, school districts or educational service districts, to an employee of another state agency, higher education institution, school district or educational service district.
- E. Vacation, sick leave, or all or part of a personal holiday transferred from a donating employee will be used solely for the purpose stated in this Article.
- F. The receiving employee will be paid his or her regular rate of pay; therefore, the value of one (1) hour of shared leave may cover more or less than one (1) hour of the recipient's salary.
- G. The Employer will respond in writing to shared leave requests within fourteen (14) calendar days of receipt of a properly completed request.

#### **14.4 Leave Donation**

An employee may donate vacation, sick leave, or personal holiday to another employee for purposes of the leave sharing program under the following conditions:

- A. The Employer approves the employee's request to donate a specified amount of vacation to an employee authorized to receive shared leave; and
  1. The full-time employee's request to donate leave will not cause his or her vacation balance to fall below eighty (80) hours. For part

time employees, requirements for vacation balances will be prorated; and

2. Employees may not donate excess vacation leave that they would not be able to take due to an approaching anniversary date, unless an employee's request for vacation leave was denied and the vacation leave was deferred.
- B. The Employer approves the employee's request to donate a specified amount of sick leave to an employee authorized to receive shared leave. The employee's request to donate sick leave will not cause his or her sick leave balance to fall below one hundred seventy-six (176) hours after the transfer.
- C. The Employer approves the employee's request to donate all or part of his or her personal holiday to an employee authorized to receive shared leave.
1. That portion of a personal holiday that is accrued, donated as shared leave, and then returned during the same calendar year to the donating employee, may be taken by the donating employee.
  2. An employee will be allowed to split the personal holiday only when donating a portion of the personal holiday to the shared leave program.
- D. No employee may be intimidated, threatened, or coerced into donating leave for purposes of this program.

#### **14.5 Shared Leave Administration**

- A. The calculation of the recipient's leave value will be in accordance with applicable Office of Financial Management (OFM) policies, regulations, and procedures. The leave received will be coded as shared leave and be maintained separately from all other leave balances. All paid leave accrued must be used prior to using shared leave when the employee qualifies for shared leave under 14.2 A.1. Accrued vacation and paid military leave allowed under [RCW 38.40.060](#) must be used prior to using shared leave for employees qualified under 14.2 A.2. All paid leave, except sick leave, must be used prior to using shared leave when the employee qualifies for shared leave under 14.2 A.3 and 14.2 A.4.
- B. An employee on shared leave will continue to be classified as a state employee and will receive the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accrued vacation or sick leave.
- C. All salary and wage payments made to employees while on leave will be made by the state agency, higher education institution, school district or educational service district employing the person receiving the leave.

- D. Where the Employer has approved the transfer of leave by an employee of one (1) state agency, higher education institution, school district or education service district to an employee of another state agency, higher education institution, school district or education service district, the state agencies, higher education institutions, school district or educational service districts involved will arrange for the transfer of funds and credit for the appropriate value of leave in accordance with OFM policies, regulations, and procedures.
- E. Leave transferred under this Article will not be used in any calculation to determine a state agency's, higher education institution's, school district's or educational service district's allocation of full-time equivalent staff positions.
- F. Any shared leave not used by the recipient will be returned to the donor(s). Before returning unused leave, the Employer will obtain a statement from the receiving employee's doctor verifying the injury or illness is resolved. The remaining shared leave is to be divided on a prorata basis among the donors and reinstated to the respective donors' appropriate leave balances based upon each employee's current salary rate at the time of the reversion. The shared leave returned will be prorated back based on the donor's original donation.
- G. Unused shared leave may not be cashed out but will be returned to the donors per Subsection F.
- H. An employee who uses leave that is transferred under this Article will not be required to repay the value of the leave that he or she used.

**14.6 Grievability**

Denial of shared leave is not subject to the grievance procedure in Article 30.

**ARTICLE 15  
UNIFORMED SERVICE SHARED LEAVE POOL**

**15.1 Purpose**

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

**15.2 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 such as 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.

### **15.3 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 his or her annual leave and paid military leave allowed under [RCW 38.40.060](#).
  - 6. The employee has followed the Employer’s policy 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.

#### **15.4 Process**

- A. Employees requesting to donate to or receive leave from the uniformed service shared leave pool must follow their Employer's 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 the 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 the Employer 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, 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. The Employer will investigate any alleged abuse of the uniformed service shared leave pool and on a finding of wrongdoing, the employee may be required to repay all of the shared leave received from the pool.

15.5 This Article is not subject to the grievance procedure.

## ARTICLE 16 FAMILY AND MEDICAL LEAVE

16.1 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 one or more of the following reasons 1 - 4:

1. The birth of 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 [RCWs 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) workweeks for FMLA; and/or
4. Family medical leave for a qualifying exigency when the employee's spouse, 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.

B. 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 servicemember to take up to twenty-six (26) workweeks of leave in a single twelve (12) month period to care for the covered servicemember or veteran who is suffering from a serious illness or injury 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) workweeks of leave for Military Caregiver Leave and leave taken for other FMLA qualifying reasons.

The single twelve (12) month period to care for a covered servicemember or veteran 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.

- C. 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. Pregnancy disability leave will be granted for the period of time an employee is sick or temporarily disabled because of pregnancy and/or childbirth and will be in addition to any leave granted under family medical leave or Washington state family leave laws.
  - D. The one thousand two hundred fifty (1,250) hour eligibility requirement noted above does not count vacation leave, sick leave, personal holidays, compensatory time off, or shared leave.
- 16.2** The family medical leave entitlement period will be a 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) workweeks of available leave. The Employer will respond in writing to family medical leave requests as soon as practicable but no later than seven (7) calendar days of receipt of a properly completed request.
- 16.3** The Employer will continue the employee's existing employer-paid health insurance benefits during the period of leave covered by family medical leave. The employee will be required to pay his or her share of health care premiums.
- 16.4** 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 work-related illness or injury covered by workers' compensation and compensatory time) for a family medical leave qualifying event will run concurrently with, not in addition to, the use of family medical leave for that event. Any employee using paid leave during 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 the paid leave.
- 16.5** The Employer may require certification from the employee's, family member's, or covered servicemember's health care provider for the purpose of qualifying for family medical leave.
- 16.6** Personal medical leave, serious health condition leave, or serious injury or illness leave covered by 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.

- 16.7** 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.
- 16.8** The employee will provide the Employer with not less than thirty (30) days' notice before 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.
- 16.9** An employee returning from family medical leave will have return rights in accordance with FMLA and WFLA.
- 16.10** Definitions used in this Article will be in accordance with the FMLA and WFLA. The parties recognize that the Department of Labor is working on further defining the amendments to FMLA. The Employer and the employees will comply with existing and any adopted federal FMLA regulations and/or interpretations.

## **ARTICLE 17**

### **SUSPENDED OPERATIONS AND SEVERE INCLEMENT WEATHER**

- 17.1** If the Employer determines that the public health, property or safety is jeopardized and it is advisable due to emergency conditions to suspend the operation of all or any portion of the college/district, the following will govern employees:
  - A. Employees scheduled and not required to work during a late start, an early closure or total suspended operations will have no loss in pay for all late starts, early closures and the first day of total suspended operations.
  - B. The following options will be made available to the affected employees who are not required to work for the balance of the total suspended operations:
    - 1. Vacation leave;
    - 2. Personal holiday;
    - 3. Personal leave;
    - 4. Temporary salary reduction leave;
    - 5. Accrued compensatory time (where applicable);

6. Sick leave, up to a maximum of three (3) days in any calendar year, once all vacation leave, personal holiday, personal leave, temporary salary reduction leave or compensatory time is exhausted or none is available;
  7. Leave without pay; or
  8. Make up lost time through employee-requested schedule changes in accordance with Article 7.3 F and 7.9 E and F.
- C. The Employer will identify the services required during late starts, early closures and total suspended operations and notify employees required to work in accordance with the Employer's suspended operations procedures. Upon request, the Human Resources Office will make the suspended operations written procedures available to an employee.
  - D. Employees required to work during late starts, early closures and total suspended operations will have no loss in pay for late starts, early closures or the first day of total suspended operations and will receive penalty pay of one-half (1/2) times their regular pay for work performed during late starts, early closures and the first day of total suspended operations.
  - E. After the first day of total suspended operations, employees required to work during total suspended operations will receive one and one-half (1-1/2) times their regular pay for work performed during the remaining period of total suspended operations.
  - F. Employees not receiving callback, who are required to work during late starts, early closures and total suspended operations will receive a minimum of two (2) hours of pay for each day worked.
  - G. Any overtime worked during suspended operations will be compensated according to Article 8, Overtime, of this Agreement.
  - H. During suspended operations when there are unsafe driving conditions or other hazards, the Employer may allow off-duty employees to remain at the college/district.
- 17.2** The options listed in Subsection 17.1 B, above, will be made available to employees who report to work late, leave work early or are unable to report to work due to severe inclement weather. In addition, employees may use sick leave for childcare emergencies, if applicable, per Article 13.2 D.

## **ARTICLE 18**

### **MISCELLANEOUS LEAVE**

#### **18.1 Bereavement Leave**

Up to three (3) days of paid bereavement leave will be granted for the death of any family member or household member that requires the employee's absence from work. Family members are defined as mother, father, stepmother, stepfather, sister, brother, mother-in-law, father-in-law, domestic partner's mother, domestic partner's father, husband, wife, domestic partner, grandparent, grandchild, son, daughter, stepchild, and a child in the custody of and residing in the home of an employee. In addition, sick leave may be used for the death of a family member, per [Article 13.2 C](#).

#### **18.2 Family Care Leave**

In accordance with the Washington State Family Care Act, employees may use sick leave, compensatory time, vacation, and/or all or part of a personal holiday to care for a child of the employee with a health condition, or a spouse, state registered domestic partner as defined by [RCWs 26.60.020](#) and [26.60.030](#), parent, parent-in-law, or grandparent who has a serious health condition. Use of such leave must be in accordance with the terms of this Agreement.

#### **18.3 Military Leave**

Employees will be entitled to military leave with pay not to exceed twenty-one (21) working days during each year, beginning October 1st and ending the following September 30th, in order to report for required military duty, when called, or to take part in training or drills including those in the National Guard or state active status.

- A. Such leave will be in addition to any vacation and sick leave to which an employee is entitled and will not result in any reduction of benefits, performance ratings, privileges or pay.
- B. During military leave, the employee will receive the normal base pay. Employees required to appear during working hours for a physical examination to determine physical fitness for military service will receive full pay for the time required to complete the examination.

#### **18.4 Parental Leave**

Parental leave will be granted to a permanent employee because of the birth of a child of the employee and in order to provide care, or because of the placement of a child with the employee for adoption or foster care.

- A. Parental leave will not total more than six (6) months, and will run concurrently with leave granted under [Article 16](#), Family and Medical Leave, and any pregnancy disability leave following the birth or placement of a child.

- B. Requests for parental leave that exceed the provisions of [Article 16](#), Family and Medical Leave, may be denied on the basis of operational necessity.
- C. Parental leave must be taken during the first year following the child's birth or placement of the child with the employee for adoption or foster care.
- D. The employee will submit a written request for parental leave to the Employer and must receive the approval prior to taking parental leave. The employee will provide not less than thirty (30) days' notice, except that if the child's birth or placement requires leave to begin in less than thirty (30) days, the employee will provide notice as is practicable.
- E. Parental leave may be a combination of the employee's accrued vacation leave, sick leave for pregnancy disability or other qualifying events, personal holiday, compensatory time or leave without pay.

The Employer may require employees to exhaust all paid leave prior to using any leave without pay for parental leave, except that the employee will be allowed to use eight (8) hours per month of accrued paid leave during each month of parental leave to provide for continuation of benefits as provided by the Public Employees' Benefits Board. The Employer will designate on which day of each month the eight (8) hours paid leave will be used.

#### **18.5 Pregnancy Disability Leave**

- A. Pregnancy disability leave will be in addition to any leave granted under family medical leave or Washington state family leave laws.
- 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. The length of pregnancy disability leave will be as defined and certified by the employee's licensed health care provider. The employee will provide a copy of such certification to the Employer.

#### **18.6 Temporary Disability Leave**

Temporary disability leave will be granted to a permanent employee who is precluded from performing his or her job duties because of a disability. Temporary disability leave includes a serious health condition of the employee as provided in [Article 16](#), Family and Medical Leave.

- A. Temporary disability leave will not total more than twelve (12) months, and will run concurrently with leave granted under [Article 16](#), Family and Medical Leave.
- B. The temporary disability and recovery period will be as defined and certified by the employee's licensed health care provider. The employee

will provide, in a timely manner, a copy of such certification to the Employer.

The Employer may require employees to exhaust all paid leave prior to using any leave without pay for temporary disability leave, except that the employee will be allowed to use eight (8) hours per month of accrued paid leave during each month of temporary disability leave to provide for continuation of benefits as provided by the Public Employees' Benefits Board. The Employer will designate on which day of each month the eight (8) hours paid leave will be used.

### **18.7 Civil Duty Leave**

- A. Leave of absence with pay will be granted to an employee to serve on jury duty, to serve as a trial witness, or to exercise other subpoenaed civil duties. An employee will be allowed to retain any compensation paid to him or her for his or her jury duty or trial witness service. Specifically, a subpoenaed employee will receive paid leave to appear as a witness in court or an administrative hearing, except as provided in [Article 39.4 A.2.a](#), unless he or she:
1. Is a party to the matter and is not represented by the Attorney General's Office of the State of Washington; or
  2. Has an economic interest in the matter.

Nothing in the Subsection will preclude an employee from being paid to appear in court or an administrative hearing on behalf of the Employer.

- B. An employee will inform the Employer when notified of a jury summons or subpoenaed civil duties and will cooperate in requesting a postponement of jury duty service if warranted by business demands.
- C. An employee whose work shift is other than day shift will be considered to have worked a full work shift for each workday during the period of jury duty or subpoenaed civil duties. If a day shift employee is released from jury duty or subpoenaed civil duties and there are more than two (2) hours remaining on his or her work shift, the employee will call his or her supervisor and may be required to return to work.

### **18.8 Employee Assistance Program**

- A. Leave of absence with pay will be granted to an employee to attend an initial intake and assessment session from an employee assistance program, if it occurs during the employee's scheduled work shift.
- B. The Employer may approve an employee-requested schedule change, use of paid leave or leave without pay to attend any other appointment(s) with an employee assistance program.

### **18.9 Interviews**

- A. Employees will receive leave of absence with pay for interviewing for positions within the employee's college, if scheduled during an employee's scheduled work time.
- B. Employees will receive leave of absence with pay for up to four (4) hours per fiscal year for travel and interviews within the employee's district, if scheduled during an employee's scheduled work time.

### **18.10 Life-Giving Procedures**

When approved, employees will receive leave of absence with pay, 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. Employers may take into account program and staffing replacement requirements in the scheduling of leave for life-giving procedures.

### **18.11 Personal Leave**

- A. An employee may choose one (1) workday as a personal leave day each fiscal year during the life of this Agreement if the employee has been continuously employed by the college/district for more than four (4) months.
- B. The college/district 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 the supervisor. However, the supervisor has the discretion to allow a shorter notice period.
  - 2. The number of employees choosing a specific day off allows a college/district to continue its work efficiently and not incur overtime.
  - 3. For positions requiring backfill, the release from duty will not cause an increase in costs due to the need to provide coverage for the employee's absence.
- C. Personal leave may not be carried over.
- D. Personal leave is pro-rated for less than full-time employees.
- E. The pay for a full-time employee's personal leave day is eight (8) hours.

- F. Upon request, an employee will be approved to use part or all of his or her personal leave day for:
1. The care of 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 19.12](#); or
  3. Leave as required by the Domestic Violence Leave Act, [RCW 49.76](#).
  4. Any remaining portions of a personal leave day must be taken as one (1) absence, not to exceed the work shift on the day of the absence.

## **ARTICLE 19**

### **LEAVE WITHOUT PAY**

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

- A. Family and medical leave (in accordance with [Article 16](#));
- B. Compensable work-related injury or illness leave (in accordance with [Article 22](#));
- C. Military leave;
- D. Cyclic employment;
- E. Suspended operations (in accordance with [Article 17](#));
- F. Pregnancy disability leave (in accordance with [Article 18](#));
- G. Parental leave (in accordance with [Article 18](#));
- H. Temporary disability leave (in accordance with [Article 18](#));
- I. Volunteer firefighting leave;
- J. Military family leave; and/or
- K. Domestic violence leave.

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

- A. Educational leave;
- B. Child or elder care emergencies;

- C. Governmental service leave;
- D. Citizen volunteer or community service leave;
- E. Conditions applicable for leave with pay;
- F. Union activities (in accordance with [Article 39](#)); and/or
- G. As otherwise provided for in this Agreement.

### **19.3 Limitations**

- A. Leave without pay will be no more than twelve (12) months in any consecutive five (5) year period, except for:
  - 1. Compensable work-related injury or illness leave;
  - 2. Educational leave;
  - 3. Governmental service leave;
  - 4. Military leave;
  - 5. Cyclic employment leave;
  - 6. Leave for serious health condition taken under the provisions of the Family and Medical Leave Article;
  - 7. Leave taken voluntarily to reduce the effect of a layoff;
  - 8. Leave authorized in advance by an appointing authority as part of a plan to reasonably accommodate a person of disability;
  - 9. Leave to participate in union activities;
  - 10. Volunteer firefighting leave; and/or
  - 11. Domestic violence leave.
- B. Leave of absence without pay may be extended for an additional twelve (12) months upon signed request of the employee and signed approval of the appointing authority.
- C. Any employee who is on leave without pay for more than twelve (12) months in any consecutive five (5) year period for reasons not listed in A and B above will be considered to have resigned his or her position as provided for in [Article 29](#).

### **19.4 Returning Employee Rights**

Employees returning from authorized leave without pay will be employed in the same position or in another position in the same job classification, as determined by the Employer, provided that such reemployment is not in conflict with other

articles in this Agreement. Prior to the commencement of the leave, the Employer will notify the employee in writing regarding return rights.

**19.5 Military Leave**

In addition to twenty-one (21) working days of paid leave granted to employees for required military duty, training or drills including those in the National Guard, or state 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.

**19.6 Educational Leave**

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

**19.7 Child or Elder Care Emergencies**

Leave without pay, compensatory time or paid leave, may be granted for child or elder care emergencies.

**19.8 Cyclic Employment Leave**

Leave without pay will be granted to cyclic employees during their off-season.

**19.9 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.

**19.10 Citizen Volunteer or Community Service Leave**

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

**19.11 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.

**19.12 Military Family Leave**

In accordance with the Military Family Leave Act, [RCW 49.77](#), leave without pay will be granted to an employee whose spouse or state registered domestic partner as defined by [RCWs 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) working 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's 26.60.020](#) and [26.60.030](#) will be on leave or of an impending call to active duty.

**19.13 Domestic Violence Leave**

In accordance with the Domestic Violence Leave Act, [RCW 49.76](#), leave without pay, including intermittent leave, will be granted to an employee who is a victim

of domestic violence, sexual assault or stalking. Family members of a victim of domestic violence, sexual assault or stalking will be granted leave without pay to help the victim obtain treatment or seek help. Family member for the purpose of domestic violence leave includes child, spouse, state registered domestic partner as defined by [RCWs 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.

- 19.14** Requests for leave without pay will be submitted in writing. The Employer will approve or deny leave without pay requests, in writing, within fourteen (14) calendar days when practicable and will include the reason for denial.

## **ARTICLE 20**

### **COMMUTE TRIP REDUCTION AND PARKING**

- 20.1** The Employer will continue to encourage but not require employees to use alternate means of transportation to commute to and from work consistent with the Commute Trip Reduction law and the needs of the college/district community. Additionally, the Employer agrees to offer low-cost alternative transportation where appropriate and feasible.
- 20.2** The Employer and the Union recognize the value of compressed workweeks, flextime arrangements and telecommuting/telework.
- 20.3** The Employer agrees not to make any changes to current parking conditions for the term of this Agreement unless it first meets its collective bargaining obligation.
- 20.4** **Qualified Pre-Tax Transportation Benefits Plan**  
The Employer agrees to maintain the current qualified pre-tax transportation benefits plan that allows eligible employees to pay for qualified parking and/or public transit on a pre-tax basis as permitted by federal law or regulation.

## **ARTICLE 21**

### **SAFETY AND HEALTH**

- 21.1** The Employer, Employee and Union have a significant shared responsibility for workplace safety and health.
- A. The Employer will abide by safety and health standards in accordance with applicable state and federal law.
  - B. Employees will comply with applicable safety and health practices and standards established by the Employer and the Washington Industrial Safety and Health Act (WISHA).

- C. Employees will contribute to a healthy workplace including not knowingly exposing co-workers, students 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 13](#), Sick Leave when employees self-report contagious health conditions.
  - D. The Union will work cooperatively with the Employer on safety and health related matters and encourage employees to work in a safe manner.
- 21.2** Employees will take an active role in creating a safe and healthy workplace by reporting immediate safety issues to their supervisor(s), following the chain of command, and other safety issues to their safety committee and/or safety officer for review and action, as necessary. The Employer will address reported unsafe working conditions in a timely manner and take appropriate action.
- 21.3** The Employer will determine and provide the required safety devices, personal protective equipment and apparel, which the employees will wear and/or use. If necessary, training will be provided to employees on the safe operation of the equipment prior to use.
- 21.4** Each Employer will form joint safety committees in accordance with WISHA requirements at each work location where there are eleven (11) or more employees. 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.
- 21.5** The Employer and the Union recognize the importance of First Aid and CPR training and as such the Employer will offer First Aid and CPR training.
- 21.6** The Employer encourages employee wellness. The Employer will provide employees access to wellness facilities and resources consistent with other employee groups.

## **ARTICLE 22**

### **WORK-RELATED INJURY OR ILLNESS**

#### **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 sick leave, vacation leave or compensatory time during a period in which they receive time-loss compensation will receive full sick leave, vacation leave or compensatory time pay in addition to any time-loss payments. Leave for a work-related injury, covered by workers' compensation will not run concurrently with the FMLA. Notwithstanding Section 19.1 of [Article 19](#), Leave Without Pay, the Employer may separate an employee in accordance with [Article 34](#), Light Duty, Reasonable Accommodation and Disability Separation.

## **ARTICLE 23**

### **UNIFORMS, TOOLS AND EQUIPMENT**

#### **23.1 Uniforms**

The Employer may require employees to wear uniforms. Where required, the Employer will determine and provide the uniform or an equivalent clothing allowance. The Employer will continue current practices regarding the provision and maintenance of required uniforms, specialized clothing and footwear. The cost of normal wear and tear and loss of required uniforms, specialized clothing and footwear due to workplace conditions is the responsibility of the Employer.

#### **23.2 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 will be responsible for reimbursing the Employer for any provided tool or equipment damaged due to negligence or lost by the employee.

## **ARTICLE 24**

### **DRUG AND ALCOHOL FREE WORKPLACE**

**24.1** All employees must report to work in a condition fit to perform their assigned duties unimpaired by alcohol or drugs. Each institution is required to comply with the Drug-Free Schools and Communities Act (DFSCA) and the Drug-Free Schools and Campuses Regulations in order to be eligible for federal funding.

#### **24.2 Possession of Alcohol and Illegal Drugs**

Employees may not use or possess alcohol while on duty, except when authorized by the institution's policy. The possession or use of illegal drugs is strictly prohibited.

#### **24.3 Prescription and Over-the-Counter Medications**

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

#### **24.4 Drug and Alcohol Testing – Safety Sensitive Functions**

Employees required to have a Commercial Driver's License (CDL) 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 institution policy.

## 24.5 Testing for Reasonable Grounds

A. Reasonable suspicion testing for alcohol or controlled substances may be directed by the Employer for any employee when the Employer has reasonable grounds to suspect that alcohol 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 another. Specific objective grounds must be stated in writing that support the testing. Examples of specific objective grounds include but are not limited to:

1. Physical symptoms consistent with controlled substance and/or alcohol use;
2. Evidence or observation of controlled substance or alcohol use, possession, sale or delivery; or
3. The occurrence of an accident where a trained manager, supervisor or lead worker suspects controlled substance/alcohol usage may have been a factor. Post-accident drug and alcohol testing 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.

B. Referral

Referral for testing will be made on the basis of specific objective grounds documented by a supervisor or manager who has attended the training on detecting the signs/symptoms of being affected by controlled substances/alcohol and verified by another trained supervisor or manager.

C. Testing

When reasonable grounds exist, employees must submit to alcohol 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, he or she 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.

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 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.

- D. Rehabilitation  
The Employer may use a positive drug or alcohol test to require an employee to successfully complete a rehabilitation program.
- E. Discipline  
An employee who has a positive alcohol test and/or a positive controlled substance test may be subject to disciplinary action, up to and including dismissal based on the incident that prompted the testing, including a violation of the drug and alcohol free work place rules.

#### **24.6 Training**

Training will be made available to managers and supervisors. 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 controlled substances and/or alcohol;
- D. Rehabilitation services available; and
- E. Medical confidentiality and HIPAA regulations regarding prescription and over-the-counter medications.

### **ARTICLE 25**

#### **ELECTRONIC MONITORING OF EMPLOYEE ACTIVITY**

**25.1** Except as provided in 25.2, employees generally will not be subjected to electronic monitoring in the workplace without notice by the Employer.

**25.2** Where the Employer has reasonable grounds to suspect that an employee has engaged or is engaging in misconduct, it may use electronic monitoring without prior notice as a part of a specific investigation, provided:

- A. The monitoring is part of a written investigation plan that describes the reason for, duration, and scope of the monitoring;
- B. The monitoring is narrowly tailored to meet the purpose of the investigation; and
- C. The college President/district Chancellor has approved the investigation plan.

**ARTICLE 26**  
**RELOCATION/USE OF VEHICLES/TRAVEL**

- 26.1** The Employer may pay moving expenses for employees affected by employer-initiated actions in accordance with the Office of Financial Management (OFM) State Administrative and Accounting Manual (SAAM), Chapter 60.
- 26.2** Employees are responsible for providing their own transportation between their home and duty station or field site. However the Employer may authorize an employee who resides within a reasonable commuting distance of the employee's duty station or field site to take a personally assigned vehicle home, in accordance with the OFM SAAM, Chapter 12.
- 26.3** Travel time will be considered time worked, when:
- A. It is required by the Employer during normal work hours from one work site to another;
  - B. It occurs prior to normal work hours to a different work location that is greater than the employee's normal home-to-work travel time; or
  - C. The employee is authorized or required to travel away from home overnight and the travel occurs during normal working hours or during corresponding hours on non-working days.
- 26.4** Travel time will not be considered time worked, when:
- A. The employee is commuting between the employee's home and his or her office, work site; or
  - B. When traveling away from home overnight outside of regular working hours or outside of corresponding hours on non-working days when the employee is traveling on an airplane, train, boat, or automobile.

**ARTICLE 27**  
**USE OF ELECTRONIC DEVICES AND EQUIPMENT**

- 27.1** Equipment provided by the Employer for the purpose of conducting business is to be used primarily for such purposes.
- 27.2** De minimis personal use of electronic office equipment is permitted, provided that such use does not interfere with business operations or job performance.
- 27.3** The Employer will reimburse employees for college-required long distance telephone calls. However, business calls should be made on state telephones during working hours.

- 27.4 Employees may make use of their personal electronic devices during work time, provided that such use does not interfere with business operations or job performance.

## **ARTICLE 28**

### **DISCIPLINARY PROCEDURES**

#### **28.1 Representation**

- A. 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. If the requested representative is not reasonably available, the employee will select another representative who is available.
- B. Employees seeking representation are responsible for contacting their representative.
- C. 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 will not interfere with the Employer's right to conduct the investigation.

#### **28.2 Discipline**

- A. Employers will not discipline any permanent employee without just cause.
- B. Discipline includes oral and written reprimands, reductions in pay, suspensions, demotions, and discharges. Oral reprimands will be identified as such. When disciplining an employee, the Employer will make a reasonable effort to protect the privacy of the employee.
- C. All institution policies regarding investigatory procedures related to alleged employee misconduct, are superseded. The Employer has the authority to determine the method of conducting investigations.
- D. The Employer has the authority to impose discipline, which is then subject to the grievance procedure set forth in [Article 30](#). Oral and written reprimands, however, may only be processed through Step 2 of the grievance procedure.
- E. The Employer will provide an employee with fifteen (15) calendar days' written notice prior to the effective date of a reduction in pay or demotion.
- F. The Employer will normally provide an employee with seven (7) calendar days written notice prior to the effective date of a discharge. If the Employer fails to provide seven (7) calendar days notice, the discharge will stand and the employee will be entitled to payment of salary for time

the employee would otherwise have been scheduled to work had seven (7) calendar days notice been given.

However, the Employer may discharge an employee immediately without pay in lieu of the seven (7) calendar days notice period if, in the Employer's determination, the continued employment of the employee during the notice period would jeopardize the good of the college.

### **28.3 Investigations**

- A. Both parties agree that timely resolution of investigations of alleged employee misconduct is critical to maintaining a positive and productive work environment.
- B. Employees are required to fully and truthfully answer all questions during an investigation.
- C. Employees placed on an alternative assignment during an investigation will not be prohibited from contacting their union representative.
- D. The Employer will provide the employee under investigation with a status update of the investigation progress every thirty (30) days until the investigation is complete.

### **28.4 Off-Duty Conduct**

The off-duty activities of an employee may be grounds for disciplinary action if said activities are a conflict of interest as set forth in [RCW 42.52](#), are detrimental to the employee's work performance or the program of the Employer, or otherwise constitutes just cause. Employees will report all arrests and any court-imposed sanctions or conditions that affect their ability to perform assigned duties to the Employer within twenty-four (24) hours or prior to their scheduled work shift, whichever occurs first.

### **28.5 Notice to Employees**

When the Employer is contemplating disciplinary action (reduction in pay, suspension, demotion, and/or discharge) against an employee, the Employer will notify the employee and the Union. Such notice will include the charges against the employee, an explanation of the evidence which forms the basis for the charge, and the action contemplated. The employee has the right to give reasons orally or in writing why the action should not be taken.

### **28.6 Probationary Employees**

Nothing in this Article limits the Employer's right to separate a probationary employee during his or her probationary review period.

### **28.7 Removal of Documents**

- A. Written reprimands will be removed from an employee's personnel file after three (3) years if:

1. Circumstances do not warrant a longer retention period;
  2. There has been no subsequent discipline; and
  3. The employee submits a written request for its removal. If the request is denied, the Employer will notify the employee in writing with the specific reasons for the denial.
- B. Records of disciplinary actions involving reductions in pay, suspension, or demotions, and written reprimands not removed after three (3) years will be removed after five (5) years if:
1. Circumstances do not warrant a longer retention period;
  2. There has been no subsequent discipline; and
  3. The employee submits a written request for its removal. If the request is denied, the Employer will notify the employee in writing with the specific reasons for the denial.
- C. Nothing in this Section will prevent the Employer from agreeing to an earlier removal date, unless to do so would violate [RCW 41.06.450](#).
- D. References in a performance evaluation to a disciplinary document removed pursuant to Subsections 28.7A or B shall be redacted from the performance evaluation at the same time the disciplinary document is removed from the personnel file.

## **ARTICLE 29**

### **RESIGNATION AND ABANDONMENT**

#### **29.1 Voluntary Resignation**

The Employer may permit an employee to withdraw his or her resignation at any time prior to the effective date.

#### **29.2 Unauthorized Absence/Abandonment**

When an employee has been absent without authorized leave and has failed to contact the Employer for a period of three (3) consecutive days, the employee is presumed to have resigned from his or her position. The Employer will make at least two (2) attempts during their regular shift to contact the employee to determine the cause of the absence. Such attempts will include calling the employee at his or her contact phone number and any emergency contacts on file with the Employer.

#### **29.3 Notice of Separation**

When an employee's resignation is presumed in accordance with Section 29.2 above, 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. Such

notice will include information regarding eligibility for continuation of medical benefits.

**29.4 Petition for Reinstatement**

An employee who has received a separation notice in accordance with Section 29.3, above, 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 fifteen (15) calendar days after the separation notice was deposited in the United States mail.

**29.5 Grievability**

Denial of a petition for reinstatement pursuant to Section 29.4 is grievable. The grievance may not be based on information other than that shared with the Employer at the time of the petition for reinstatement.

**ARTICLE 30  
GRIEVANCE PROCEDURE**

**30.1 Terms and Requirements**

The Union and the Employer agree that it is in the best interest of all parties to resolve disputes at the earliest opportunity and at the lowest level. The Union and the Employer encourage problem resolution between employees and management and are committed to assisting in resolution of disputes as soon as possible. In the event a dispute is not resolved in an informal manner, this Article provides a formal process for problem resolution.

A. Grievance Definition

A grievance is an allegation by an employee or a group of employees that there has been a violation, misapplication, or misinterpretation of 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

The time limits in this Article must be strictly adhered to unless mutually modified in writing. 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. Transmittal of grievances, appeals, and responses may be filed by fax or email. Timelines will apply to the date of receipt, not the date of postmarking.

- D. Failure to Meet Timelines  
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 or it will not be processed:
1. The date of the occurrence giving rise to the grievance or the date the grievant knew or could reasonably have known of the occurrence;
  2. The nature of the grievance;
  3. The facts upon which it is based;
  4. The specific Article and Section of the Agreement violated;
  5. The specific remedy requested;
  6. The steps taken to informally resolve the grievance;
  7. The name of the grievant(s) and;
  8. The name and signature of 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 resolved or withdrawn, a grievance cannot be resubmitted.
- J. Pay  
Shop stewards will be provided a reasonable amount of time during their normal working hours to investigate and process grievances through Step 2. Grievants and shop stewards will not lose pay for attending informal dispute resolution meetings, grievance meetings, alternative dispute

resolution sessions, and arbitration hearings held during their scheduled work time. Grievants will not be paid for informal dispute resolution meetings, grievance meetings, alternative dispute resolution sessions, and arbitration hearings held during their off-duty time.

K. Group Grievances

No more than five (5) grievants will be permitted to attend a single grievance meeting.

L. Consolidation

By mutual agreement, either the Employer or the Union may consolidate grievances arising out of the same set of facts.

M. 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.

N. Discipline

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

O. Grievance Files

Written grievances and responses will be maintained separately from the personnel files of the employees.

P. 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. The cost of alternative resolution methods, if any, will be shared equally by the parties.

## **30.2 Filing and Processing**

A. Filing

A grievance must be filed within thirty (30) days of the occurrence giving rise to the grievance, or the date the grievant knew or could reasonably have known of the occurrence.

B. Processing

### **Step 1: Human Resources Office Designee**

If the issue is not resolved informally, the Union may present a written grievance to the Human Resources Office, within the thirty (30) day period described above. The Human Resources Office will designate who will hear the grievance at Step 1. The designee will meet in person or confer by telephone with a shop 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 twenty-one (21) days after the meeting.

**Step 2: President/Chancellor or Designee**

If the grievance is not resolved at Step 1, the Union may move to the next step by filing it with the Human Resources Office, within fifteen (15) days of the Union's receipt of the Step 1 decision. The President/Chancellor or designee will meet in person or confer by telephone with a shop steward or staff representative and the grievant within twenty-one (21) days of receipt of the appeal, and will respond in writing to the Union within twenty-one (21) days after the meeting.

**Step 3: Mediation or Pre-Arbitration Review Meetings (PARM)**

1. Disciplinary Grievances

If the grievance is not resolved at Step 2, the Union may file a request for mediation with the Public Employment Relations Commission (PERC) in accordance with [WAC 391-55-020](#), with a copy to the Office of Financial Management/Labor Relations Division (OFM/LRD) and the Human Resources Office within fifteen (15) days of receipt of the Step 2 decision. In addition to all other filing requirements, the request must include a copy of the grievance and all previous responses.

2. Non-Disciplinary Grievances

If the grievance is not resolved at Step 2, the Union may request a PARM by filing a copy of the grievance and all responses attached to the OFM/LRD and the Human Resources Office within fifteen (15) days of receipt of the Step 2 decision. Within fifteen (15) days of the receipt of all of the required information, the OFM/LRD will either:

- i. Notify the Union in writing that a PARM will be scheduled with the OFM/LRD designee, the College's Human Resource Office representative, and the Union's representative to review and attempt to settle the dispute; or
- ii. Notify the Union in writing that no PARM will be scheduled.

The proceedings of any mediation or PARM will not be reported or recorded in any manner, except for written agreements reached by the parties during the course of the mediation or PARM. Unless they are independently admissible, statements made by or to the mediator, or by or to any party or other participant in the mediation or PARM, may not be:

1. Later introduced as evidence;

2. Made known to an arbitrator or hearings examiner at a hearing; and/or
3. Construed for any purpose as an admission against interest.

**Step 4: Arbitration**

If the matter is not resolved at mediation or a PARM, or the OFM/LRD designee notifies the Union in writing that no PARM will be scheduled, the Union may file a demand for arbitration. The demand to arbitrate the dispute must be filed with the American Arbitration Association (AAA) within fifteen (15) days of the mediation session, PARM, or receipt of the notice that no PARM will be scheduled. Simultaneous with filing, copies of the demand for arbitration will be provided to the Human Resources Office and OFM/LRD.

C. Selecting an Arbitrator

The parties will select an arbitrator by mutual agreement or by alternately striking names supplied by the AAA, 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 his or her decision to the grievance issue(s) set forth in the original written grievance unless the parties agree to modify it;
  - c. Not make any award that provides an employee with compensation greater than would have resulted had there been no violation of this Agreement; and
  - d. Not have the authority to order the Employer to modify his or her staffing levels or to direct staff to work overtime.
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, staff representatives, and all other costs related to the development and presentation of their case. When an employee is subpoenaed as a witness on behalf of the Union in an arbitration case, the employee may appear without loss of pay if he or she appears during his or her work time. Every effort will be made to avoid the presentation of repetitive witnesses. The Union is responsible for paying any travel or per diem expenses for its witnesses, the grievant and the shop steward.
5. If, after the arbitrator issues his or her award, either party files a motion with the arbitrator for reconsideration, the moving party will bear the additional expenses of the arbitrator.

**30.3 Election of Remedies**

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

**ARTICLE 31**  
**GENERAL CONDITIONS AND BENEFITS**

- 31.1** The Employer will provide employee lounge facilities apart from work areas.
- 31.2** The Employer's written Board of Trustee or administrative policies pertaining to employees represented by the Union will be made available to Union staff representatives, shop stewards and employees. The Employer will provide advance notice to the Union of any substantive change to Board of Trustee or administrative policy.

**ARTICLE 32**  
**LEGAL LIABILITY**

- 32.1 Employee Liability**  
If an employee becomes a defendant in a civil liability suit arising out of actions taken or not taken in the course of his or her employment for the state, he or she has the right to request representation and indemnification through his or her Employer according to [RCW 4.92](#).
- 32.2 Personal Property Reimbursement**  
An employee has the right to seek reimbursement for personal property items damaged in the proper performance of his or her duties, and the Employer will process the request in accordance with [RCW 4.92.100](#). Employees are encouraged to take precautions to protect personal property/equipment.

**ARTICLE 33**  
**PERSONNEL FILES**

- 33.1** The Employer will maintain an official personnel file for each employee, showing a record of employment and such other information required for business and legal purposes. The Employer will determine the location of the personnel file and will notify the Union if someone other than the Employer's Human Resource Manager is responsible for the personnel file.
- 33.2** Health and medical information obtained by the Employer will be maintained in a separate, confidential file. The Employer will not require employees to provide information about the health or medical conditions of the employee or the employee's family unless such information is related to the performance of duties within the scope of employment, fitness to hold the employee's position or the providing of benefits requested by the employee.
- 33.3** An employee and/or his or her representative may arrange to examine the employee's personnel file, medical file and/or the file kept by the employee's supervisor during regular business hours upon reasonable notice. Written authorization from the employee is required before any representative of the

employee will be granted access to the personnel file, medical file and/or the file kept by the employee's supervisor. The Employer may charge a reasonable fee for copying any materials beyond the first copy requested by the employee or his or her representative.

- 33.4** Employees will be provided a copy of all adverse material placed in the official personnel file at the time it is placed in the file. The employee or his or her representative may not remove any contents from the file; however, an employee may provide a written rebuttal or refuting documentation to any information in the file that he or she considers objectionable. The parties agree that it is a good practice for an employee to be provided with copies of letters of appreciation and commendation addressed to the Employer. An employee may insert a reasonable amount of job-related material in his or her personnel file that reflects favorably on his or her job performance.
- 33.5** Information in the personnel files will be retained only as long as it has a reasonable bearing on the employee's job performance or upon the efficient and effective management of the District. Adverse material related to alleged employee misconduct that is determined to be false, and all information related to incidents of which the employee has been fully exonerated of wrong doing, will be promptly removed from the personnel file and/or supervisory file. Such information will be maintained in an administrative file, separate and apart from the personnel file and will not be released unless required by judicial order or by applicable laws governing disclosure of public documents.
- 33.6** When documents in an employee's personnel file, supervisory file and/or administrative file are the subject of public disclosure request, subpoena or legal discovery the Employer will provide the employee and the Union with a copy of the request at least seven (7) calendar days in advance of the intended release date, unless otherwise required by law.
- 33.7** The Employer will not release personal information about an employee except as is necessary, or as the law requires.
- 33.8** Supervisors may keep working files of documentation relevant to employee performance. The previous year's job performance documentation will be removed from the supervisor's working file following the completion of a performance evaluation, unless related to issues of an ongoing nature. Upon request, the supervisor will inform the employee if documentation has been retained.

Supervisors who keep employee working files will maintain the files in a manner that protects against unauthorized access or casual observation and in accordance with other governing laws and rules. Employees may view these files per Section 33.3 above, but may not append refutations nor rebuttals to the file.

**ARTICLE 34**  
**LIGHT DUTY, REASONABLE ACCOMMODATION AND DISABILITY**  
**SEPARATION**

- 34.1** The Employer and the Union will comply with all relevant federal and state laws, and regulations regarding the employment of persons with disabilities and will provide reasonable accommodations to qualified individuals with disabilities. Reasonable accommodation may include job restructuring, or modification of the work environment, methods or equipment that make it possible for an employee with a disability to perform the essential functions of a position, or that enables the employee to enjoy the benefits and privileges of employment as are enjoyed by other similarly situated employees without a disability. Reasonable accommodation will be implemented as long as it is medically necessary and does not impose an undue hardship or a direct threat.
- 34.2** Essential functions means the primary job tasks and responsibilities of a position that are fundamental and necessary to accomplish the required outcomes of the position. The term “essential functions” does not include the marginal functions of the position that are incidental to the performance of the primary job functions.
- 34.3** An employee who believes that he or she suffers a disability and requires a reasonable accommodation to perform the essential functions of his or her position may request such an accommodation by submitting a request to the Employer. The Employer will make a good faith effort to provide the employee requesting accommodation with an alternate assignment during the accommodation process, as necessary.
- 34.4** Employees requesting accommodation must cooperate with the Employer in discussing the need for and possible form of any accommodation. The Employer and the employee will enter into an interactive process to discuss the job-related limitations, possible accommodation options, including the employee’s preferences, and the potential effectiveness of each option.
- 34.5** The Employer may require supporting medical documentation and may require the employee to obtain a second medical opinion at Employer expense. Medical information disclosed to the Employer will be kept confidential.
- 34.6** The Employer will determine whether an employee is eligible for a reasonable accommodation and the accommodation to be provided. If more than one (1) option for reasonable accommodation exists, the Employer will decide which option to provide the employee, taking into consideration the employee’s preference. If a reasonable accommodation cannot be provided, the Employer will provide the employee with written notification of such decision.
- 34.7** An employee with permanent status may be separated from service when the Employer 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 Employer based on an employee's written request for disability separation or after obtaining a written statement from a licensed health care professional. The Employer can require an employee to obtain an independent medical examination at Employer expense, from a licensed health care professional of the Employer's choice. Evidence may be requested from the licensed health care professional regarding the employee's limitations.

- 34.8** When the Employer has medical documentation of the employee's disability, has met its obligation to explore accommodation options, including placement in any vacant funded position at the same or lower level of pay and benefits for which the employee qualifies, and has determined that the employee cannot be reasonably accommodated, or the employee requests separation due to disability, the Employer may separate the employee with five (5) calendar days notice. The Employer will provide the Union with a copy of any disability separation letters.
- 34.9** The Employer will inform the employee in writing of the option to apply to return to employment prior to his or her separation due to disability. The Employer will provide assistance to individuals seeking reemployment under this Article for two (2) years. If reemployed, upon successful completion of the employee's probationary period, the time between separation and reemployment will be treated as leave without pay and will not be considered a break in service.
- 34.10** A disability separation is not a disciplinary action. An employee who has been separated due to disability may grieve his or her disability separation only up to the final internal step of the grievance procedure. Disability separation at the employee's request is not subject to the grievance procedure in [Article 30](#).
- 34.11** Light duty may be considered for employees who are temporarily unable to perform the essential duties of their position.

## **ARTICLE 35**

### **SENIORITY**

#### **35.1 Definition**

- A. Seniority for employees will be defined as the employee's length of classified service counted as the number of hours in paid status. All time spent in leave without pay status will be deducted from the calculation of seniority, except when the leave without pay is taken for:
1. Military leave;
  2. Compensable work-related injury or illness leave;
  3. Governmental service leave;
  4. Reducing the effects of layoff;

5. Time between disability separation and post-reemployment completion of probation;
  6. Formal contract negotiations in accordance with [RCW 41.80](#); and/or
  7. Time spent on a temporary layoff or when an employee's work hours are reduced in accordance with [Article 36.5](#), Temporary Layoff.
- B. For the purposes of layoffs, a maximum of five (5) years' credit will be added to the seniority of permanent employees who are veterans or to their surviving spouses or surviving state registered domestic partners as defined by [RCWs 26.60.020](#) and [26.60.030](#), as provided for in [RCW 41.06.133](#).
- C. 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. The time the employee is on the layoff list will be treated as leave without pay.

### **35.2 Ties**

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

- A. Longest continuous time within their current job classification;
- B. Longest continuous time with the institution; and
- C. By lot.

### **35.3 Seniority List**

The Employer will prepare and post a seniority list annually. The list will contain each employee's name, job classification and the total amount of seniority. Employees will have fourteen (14) calendar days in which to appeal their seniority to their Human Resources Office, after which time the seniority list will be presumed correct. A copy of the seniority list will be provided to the Union at the time of posting.

## **ARTICLE 36 LAYOFF AND RECALL**

- 36.1** A. The Employer will determine the basis for, extent, effective date and the length of layoffs in accordance with the provisions of this Article. A layoff is an employer-initiated action that results in:
1. Separation from service;
  2. Employment in a class with a lower salary range maximum;
  3. Reduction in the work year; or

4. Reduction in the number of work hours.
- B. When it is determined that layoffs, other than a temporary layoff, will occur within a layoff unit, the Employer will provide the Union with:
1. As much advance notice as possible, but not less than thirty (30) days' written notice (this time period may run concurrent with the notice period provided by the Employer to the employee);
  2. An opportunity to meet with affected employees prior to the implementation of the layoff; and
3. An invitation to meet under the provisions of the Labor/Management Communication Committee article of this Agreement.
- C. Upon the Union's request, the Employer will discuss impacts to the bargaining unit. The discussion will not serve to delay the onset of a layoff.
- D. The Employer will explore options including the reduction of hourly employees.
- E. For purposes of this Article, days are calendar days, and will be counted by excluding the first day and including the last day of timeliness. 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.

### **36.2 Basis for Layoff**

- A. The reasons for layoff include, but are not limited to, the following:
1. Lack of funds;
  2. Lack of work; or
  3. Organizational change.
- B. Examples of layoff actions due to lack of work may include, but are not limited to:
1. Termination of a project or special employment;
  2. Availability of fewer positions than there are employees entitled to such positions;
  3. Employee's ineligibility to continue in a position following its reallocation to a class with a higher salary range maximum; or
  4. Employee's ineligibility to continue, or choice not to continue, in a position following its reallocation to a class with a lower salary range maximum.

### **36.3 Voluntary Layoff, Leave of Absence or Reduction in Hours**

The Employer may allow an employee to volunteer to be laid off, take an unpaid leave of absence or reduce his or her hours of work in order to reduce layoffs. If it is necessary to limit the number of employees in an institution on unpaid leave at the same time, the Employer will determine who will be granted a leave of absence and/or reduction in hours based upon staffing needs. Employees who volunteer to be laid off may request to have their names placed on the appropriate layoff list for the job classifications in which they held permanent status, regardless of a break in service with the current Employer.

### **36.4 Probationary Employees**

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

### **36.5 Temporary Layoff**

#### **A. Temporary Reduction in Work Hours**

The Employer may temporarily reduce the work hours of an employee to no less than twenty (20) hours per week due to an unanticipated loss of funding, revenue shortfall, lack of work, shortage of material or equipment, or other unexpected or unusual reasons. Employees will normally receive seven (7) days notice of a temporary reduction in hours.

#### **B. Temporary Layoff**

The Employer may temporarily layoff an employee for up to ninety (90) days due to an unanticipated loss of funding, revenue shortfall, lack of work, shortage of material or equipment, or other unexpected or unusual reasons. An employee will normally receive seven (7) days notice of a temporary layoff.

C. The notification will specify the nature and duration of the temporary layoff.

D. An employee who is temporarily laid off will not be entitled to:

1. Be paid any leave balance; except if the layoff is not due to loss of funding or revenue shortfall, upon request, an employee will be paid for accrued vacation leave up to the equivalent of his or her regular work schedule for the duration of the layoff.
2. Bump to any other position; or
3. Be placed on a layoff list.

### **36.6 Layoff Units**

- A. A layoff unit is defined as the entity or administrative/organizational unit within each institution used for determining the available options for employees who are being laid off.
- B. The layoff unit(s) for each institution covered by this Agreement are described in Appendix C.

### **36.7 Options within the Layoff Unit**

- A. Permanent employees will be laid off in accordance with seniority, as defined in [Article 35](#), Seniority, and the skills and abilities of the employee within the layoff unit. The Employer will determine if the employee possesses the required skills and abilities for the position and the comparability of the position. Comparability is defined as having the same FTE appointment. The average number of hours worked in a year for 1.0 FTE equals two thousand eighty-eight (2088) hours. For this Section, a less than comparable position is defined as not less than eighty percent (80%) of the employee's FTE appointment. The Employer may require updated information from the employee regarding his or her skills and abilities. Vacant positions will be offered prior to filled positions. Employees being laid off will be provided one (1) option within the layoff unit:
  - 1. A comparable funded vacant position for which the employee has the skills and abilities, within his or her current job classification.
  - 2. A comparable funded filled position held by the least senior employee for which the employee has the skills and abilities, within his or her current permanent job classification.
  - 3. A less than comparable funded vacant position for which the employee has the skills and abilities and is within his or her current job classification.
  - 4. A less than comparable funded filled position for which the employee has the skills and abilities and is within his or her current permanent classification.
  - 5. A comparable funded vacant position for which the employee has the skills and abilities, at the same or lower salary range as his or her current permanent position, within a job classification in which the employee has held permanent status.
  - 6. A comparable funded filled position held by the least senior employee for which the employee has the skills and abilities, at the same or lower salary range as his or her current permanent position, within a job classification in which the employee has held permanent status.

- B. The layoff unit option will be determined, as specified above, in descending order of salary range and one progressively lower level at a time.
- C. If a job classification in which an employee has previously held status has been abolished or revised, a crosswalk to the class series will be used to identify layoff options at the same or lower salary range as his or her current permanent position.
- D. An employee in a position that is reduced in work year or work hours will have the choice of staying in the reduced position.

### **36.8 Institution-wide Options**

- A. In addition to the layoff unit option offered in Section 36.7 above, permanent employees being laid off will be offered:
  - 1. Up to three (3) institution-wide comparable funded vacant positions within their district provided they meet the skills and abilities required of the position(s) and the positions offered are at the same or lower salary range as the position from which the employee is currently being laid off.
  - 2. If there are no comparable vacant positions, the Employer will offer less than comparable funded vacant positions.
  - 3. If there are no less than comparable vacant positions, the Employer may offer a temporary appointment per [Article 5](#). The award or denial of an informal option to a temporary appointment is not subject to the grievance procedure.
  - 4. The Employer will determine if the employee possesses the required skills and abilities for the position.

### **36.9 Multi-Employee Layoffs**

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

### **36.10 Notification to Permanent Employees**

- A. Except for temporary reduction in work hours and temporary layoffs as provided in Section 36.5, permanent employees will receive written notice at least thirty (30) days before the effective layoff date. Notice will be provided by certified mail or personal delivery. The notice will include:
  - 1. The basis for the layoff;
  - 2. The effective date of the layoff;

3. The employee's layoff unit option and any institution-wide options;
  4. The specific layoff lists for which the employee is entitled to placement;
  5. The date by when an employee must select a layoff option; and
  6. The process, including timelines, by which the employee is entitled to challenge the layoff.
- B. The Union will be provided with a copy of the notice.
- C. Except for temporary reduction in work hours and temporary layoffs as provided in Section 36.5, if the Employer fails to provide thirty (30) days' notice, the employee will be paid his or her salary for the days that he or she would have worked had full notice been given.
- D. Employees will be provided seven (7) days to accept or decline, in writing, any option provided to them. This time period will run concurrent with the thirty (30) days' notice of layoff provided by the Employer to the employee.

### **36.11 Salary**

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

- A. Current Salary Level  
An employee who accepts another position within his or her current salary range will retain his or her current salary.
- B. Lower Salary Level  
An employee who accepts a position with a lower salary range will be paid an amount equal to his or her 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 for which they were compensated when laid off plus any across the board adjustments, including salary survey adjustments, 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.

### **36.12 Transition Review Period**

- A. The Employer will 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 he or she has not held permanent status or has been appointed into a new position from a layoff list. The Employer may extend the transition review period for an individual employee as long as the extension does not cause the total period to exceed twelve (12) months.
- B. The Employer will have the authority to shorten an employee's transition review period. Employees will receive a permanent appointment to the position upon successful completion of the transition review period.
- C. The Employer may separate an employee or an employee may voluntarily separate at any time 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 appropriate layoff list. The employee will remain on the list until such time as his or her eligibility expires or he or she has been rehired. Separation during the transition review period will not be subject to the grievance procedure in [Article 30](#).
- D. An employee may voluntarily separate a maximum of two (2) times as a result of a single layoff action.

### **36.13 Recall**

- A. The Employer will maintain a layoff list for each job classification. Permanent employees who are laid off may have their name placed on the register for the job classification from which they were laid off or bumped. Additionally, employees may request to have their name placed on the layoff list(s) for other job classifications in which they have held permanent status at the same or lower salary ranges, regardless of a break in service with the current Employer. However, employees will not have their names placed on a layoff list if they were demoted for cause from the classifications. An employee's name will remain on the layoff lists for two (2) years from the effective date of his or her layoff.

If the college or district Human Resources Office receives a written request from the employee within thirty (30) days prior to the end of the second year on a layoff list, the employee's name will remain on the layoff list for an additional year, for a total of three (3) years from the effective

date of his or her layoff. This provision will end with the expiration of the 2013-2015 Agreement.

- B. When a vacancy occurs within an institution and where there are names on a layoff list for that classification, the Employer will fill the position with the most senior employee who has the required skills and abilities to perform the duties of the position to be filled in accordance with [Article 4](#), Hiring and Appointments.
- C. Removal from Layoff Lists  
When an employee is appointed from a layoff list, the employee's name will be removed from that job classification's layoff list, as well as from all other layoff lists at the same or lower salary range as the position to which he or she was appointed. An employee will be removed from the appropriate job classification layoff list after he or she waives the appointment to a position for that job classification three (3) times. In addition, an employee will have his or her name removed from all layoff lists upon retirement, resignation or discharge from the Employer.

#### **36.14 Project Employment**

- A. Permanent project employees have layoff rights. Formal options will be determined using the procedure outlined in Section 36.7, above.
- B. Permanent classified employees who left regular classified positions to accept project employment without a break in service have layoff rights within the institution in which they held permanent classified status. The employee's return rights will be to the job classification they last held permanent status in prior to accepting project employment using the procedures in Sections 36.8 and 36.9 above.

### **ARTICLE 37 MANAGEMENT RIGHTS**

- 37.1** The Employer retains all rights of management, which, in addition to all powers, duties and rights established by constitutional provision or statute, will include but not be 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 Employer'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 institutions 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.
- 37.2** The Employer agrees that the exercise of the above rights will be consistent with the provisions of this Agreement.

**ARTICLE 38**  
**LABOR/MANAGEMENT COMMUNICATION COMMITTEE**

**38.1 Purpose**

The Employer and the Union endorse the goal of a constructive and cooperative relationship. To promote and foster such a relationship, Labor/Management Communication Committees will be established. The purpose of the committee(s) is to provide communication between the parties, to share information and concerns and to promote constructive, meaningful and cooperative labor-management relations.

**38.2 Committees**

Either party may propose items for discussion on topics which may include, but are not limited to: administration of this Agreement, changes to applicable law, legislative updates, organizational change, improvement in systems and processes, resolving workplace and service delivery problems, quality of work life for employees, and/or more productive and efficient service delivery.

The committee(s) will meet, discuss, exchange, and consider information of a group nature and general interest to both parties.

A. Composition

Committees will consist of up to four (4) employer representatives, up to four (4) employee representatives and a WPEA/UFCW 365 staff representative. The Employer and Union will be responsible for the selection of their own representatives. 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 seven (7) calendar days in advance of the date of the meeting in order to facilitate the release of employees.
2. Employees attending committee meetings during their work time will have no loss in pay. Attendance at meetings during employees' non-work time will not be compensated nor considered as time worked. Employees attending pre-meetings during their work time will have no loss in pay for up to thirty (30) minutes per committee meeting. Attendance at pre-meetings during the employees' non-work time will not be compensated nor considered as time worked. The Union is responsible for paying any travel or per diem expenses of employee representatives.

C. Meetings

Meetings may be called by either party. Committee meetings will be scheduled on mutually acceptable dates and times. Agenda items will be exchanged prior to the meeting date. Each party may keep written records.

**38.3 Scope of Authority**

Committees established under this Article will be used for discussions only, and the committees will have no authority to conduct any negotiations, bargain collectively or modify any provision of this Agreement. The committees' activities and discussions will not be subject to the grievance procedure in [Article 30](#).

**ARTICLE 39**  
**UNION ACTIVITIES**

**39.1 Representation**

Upon request, employees will have the right to representation at all levels on any matter adversely affecting their conditions of employment. The exercise of this right will not unreasonably delay or postpone a meeting. Except as otherwise specified in this Agreement, representation will not apply to discussions with an employee in the normal course of duty, such as giving instructions, assigning work, informal discussions, delivery of paperwork, staff or work unit meetings, or other routine communications with an employee.

**39.2 Staff Representatives**

- A. The Union will provide the Employer with a written list of staff representatives and the jurisdictions they are responsible for. The Union will provide written notice to the Employer of any changes within thirty (30) calendar days of the changes.
- B. Staff representatives may have access to the Employer's offices or facilities in accordance with college policy to carry out representational activities. The representatives will notify Human Resources prior to their arrival and will not interrupt the normal operations of the institution. In accordance with Section 40.4 below, staff representatives may also meet with bargaining unit employees in non-work areas during the employee's meal periods, rest periods, and before and after his or her shift.

**39.3 Shop Stewards**

- A. The Union will provide the Employer with a written list of current shop stewards and their campus jurisdiction. The Union will maintain the list. The Employer will not recognize an employee as a shop steward if his or her name does not appear on the list.
- B. Shop stewards will be released during their normal working hours to investigate and process grievances in accordance with [Article 30](#),

Grievance Procedure. In addition, shop stewards will be provided reasonable time during their normal working hours to prepare for and attend meetings scheduled by management within the shop stewards' office, facility or geographic jurisdiction within the bargaining unit for the following representational activities:

1. Investigatory interviews and pre-disciplinary meetings, in accordance with [Article 28](#), Disciplinary Procedures, and/or
2. Labor/Management Communication Committees and other committee meetings if such committees have been established by this Agreement.

The shop steward will obtain prior approval from his or her supervisor to prepare for and attend a meeting. Notification will include the approximate amount of time the job representative expects the activity to take. Any college business requiring the employee's immediate attention will be completed prior to attending the meeting. Time spent preparing for and attending meetings during the shop stewards' non-work hours will not be considered as time worked. Shop stewards may not use state vehicles to travel to and from a work site in order to perform representational activities, unless authorized by the college.

- C. If the amount of time a shop steward spends performing representational activities is affecting his or her ability to accomplish assigned duties, the Employer will not continue to release the employee and the Union will be notified, in writing, as to the reason(s).

#### **39.4 Employees**

- A. An employee will be provided a reasonable amount of time during his or her normal working hours to meet with the shop steward and/or staff representative to process his or her grievance. In addition, an employee will be released during his or her normal working hours to prepare for and attend meetings or hearings scheduled by management for the following:

1. Management scheduled investigatory interviews and/or pre disciplinary meetings, in accordance with [Article 28](#), Disciplinary Procedures; and
2. Management scheduled informal grievance resolution meetings, grievance meetings, alternative dispute resolution meetings, mediation sessions and arbitration hearings, in accordance with [Article 30](#), Grievance Procedure.

- a. **Subpoenaed Witnesses in an Arbitration**  
When an employee is subpoenaed as a witness on behalf of the Union in an arbitration case, the employee may appear without loss of pay if he or she appears during his or her

work time, provided the testimony given is related to his or her job function or involves a matter he or she has witnessed, and is relevant to the arbitration case. Every effort will be made to avoid the presentation of repetitive witnesses.

- B. An employee will obtain prior approval from his or her supervisor in order to attend any meeting or hearing during his or her work hours. All requests will include the approximate amount of time the employee expects the activity to take. As determined by the supervisor, any college business requiring the employee's immediate attention must be completed prior to attending a meeting or hearing. Employees will suffer no loss in pay for preparing for or attending management scheduled meetings and hearings that are scheduled during the employee's work time. Time spent preparing for and attending a meeting or hearing during the employee's non-work hours will not be considered as time worked. An employee cannot use a state vehicle to travel to and from a worksite in order to attend a meeting or hearing unless authorized by the college.
- C. If the amount of time an employee spends attending meetings or hearings on behalf of the Union, is affecting his or her ability to accomplish his or her assigned duties, the Employer will not continue to release the employee and the Union will be notified, in writing, as to the reason(s).

### **39.5 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 the Employer's policy, availability of the space and with prior written authorization of 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 institution 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. Employees may use state operated e-mail to request union representation. However, shop stewards may use state owned/operated equipment to communicate with the Union 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; and
6. Not compromise the security or integrity of state information or software.

The Union and its shop 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. Communication that occurs over state-owned equipment is the property of the Employer and may be subject to public disclosure.

- D. Up to one time per month, the college/district human resource director, or designee, with seven (7) calendar days notice, will distribute notifications from the Union by email limited to date, time and location of union sponsored informational meetings, subject to the restrictions in Subsection 39.5C above. Designated union officials will provide notification by submitting it directly to the human resource director or designee, who will distribute the notice within three (3) business days.

### **39.6 Bulletin Boards and Newsstands**

#### **A. 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 adequate bulletin board space in convenient places. Where there are existing bulletin boards for WPEA only, the Employer will replace the Employer's bulletin board with a Union provided bulletin board of a similar size. Material posted on the bulletin board will be appropriate to the workplace, politically non-partisan, in compliance with state ethics law, and identified as union literature. Union communications may not be posted in any other location on the campus.

#### **B. Newsstands**

If requested, The Employer will identify area(s) where Union provided newsstand(s) can be located at each college/district. Union provided newsstand(s) must meet the Employer's campus standards.

### **39.7 Distribution of Material**

A Union-designated employee will have access once per month to his or her worksite for the purposes of distributing Union information to other bargaining unit employees provided:

- A. The employee is on break time or off-duty;
- B. The distribution does not disrupt the Employer's operation;
- C. The distribution will normally occur via desk drops or mailboxes as determined by the Human Resources Manager. In those cases where circumstances do not permit distribution by those methods, an alternative method will be mutually agreed upon; and
- D. The employee notifies the Human Resources Manager in advance of his or her intent to distribute information.

### **39.8 Time Off for Union Activities**

- A. Union-designated employees may be allowed time off without pay to attend union-sponsored meetings, training sessions, negotiations, conferences, and conventions. The employee's time off will not interfere with the operating needs of the institution as determined by management. If the absence is approved, the employees may use accumulated compensatory time, vacation leave or personal holiday in accordance with [Article 11](#), Holidays, instead of leave without pay. However, employees must use compensatory time prior to use of vacation leave, unless the use would result in the loss of vacation leave.
- B. The Union will give the Employer a written list of the names of the employees it is requesting attend the above-listed activities, at least fourteen (14) calendar days prior to the activity.

### **39.9 Board of Trustee Meetings**

The Employer agrees to make the Board of Trustee meeting materials available to the chief shop steward or each college/district.

### **39.10 WPEA HE Master Agreement Negotiations**

- A. Release Time
  - 1. The Employer will approve paid release time for the first six (6) days of formal negotiations for one (1) Union team member, from each institution of higher education listed in the Preamble, who are scheduled to work on the day negotiations are being conducted. For all remaining formal negotiation sessions and travel to and from the sessions, the Employer will approve compensatory time, vacation leave, personal holiday, or leave without pay, or at the discretion of their supervisor, an employee may be allowed to adjust his or her work hours.

2. Paid release time and other negotiations release time listed above will be approved for Union team members provided the absence of the employee during negotiations will not interfere with the operating needs of college/district.
  3. Per diem and travel expenses will be paid by the WPEA for Union team members. No overtime or compensatory time will be incurred as a result of negotiations and/or travel to and from negotiations.
  4. The Union will give the Employer a written list of names of the employees it is requesting attend the above-listed activities at least fourteen (14) calendar days prior to the activity.
- B. Confidentiality/Media Communication  
Bargaining sessions will be closed to the press and the public unless agreed otherwise by the chief spokespersons. No proposals will be placed on the parties' web sites. The parties are not precluded from generally communicating with their respective constituencies about the status of negotiations while they are taking place. There will be no public disclosure or public discussion of the issues being negotiated until resolution or impasse is reached on all issues submitted for negotiations.

## **ARTICLE 40 UNION SECURITY**

### **40.1 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 fees or dues required to be a member of the Union. The Employer will provide payments for all said deductions to the Union at the Union's official headquarters each pay period.

### **40.2 Notification to Employees**

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 recognition and the union security provision. The Employer will furnish the Membership Coordinator of the Union with copies of the employee's appointment notice/letter at the same time it is provided to the employee.

### **40.3 Union Security**

All employees covered by this Agreement will, as a condition of employment, either become members of the Union and pay membership dues or, as non members, pay a fee as described in Subsections A, B, and C below, no later than the 30th day following the effective date of this Agreement or the beginning of their employment. If an employee fails to meet the conditions outlined below, the

Union will notify the Employer and inform the employee that his or her employment may be terminated.

- A. Employees who choose not to become union members must pay to the Union, no later than the 30th day following the beginning of employment, an agency shop fee equal to the amount required to be a member in good standing of the Union.
- B. An employee who does not join the Union based on bona fide religious tenets, or teachings of a church or religious body of which he or she is a member, will make payments to the Union that are equal to its membership dues, less monthly union insurance premiums, if any. These payments will be used for purposes within the program of the Union that are in harmony with the employee's conscience. Such employees will not be members of the Union, but are entitled to all of the representational rights of union members.
- C. The Union will establish a procedure that any employee who makes a request may pay a representation fee equal to a pro rata share of collective bargaining expenses rather than the full membership fee.
- D. If an employee fails to meet the agency shop provisions outlined above, the Union will notify the Employer and inform the employee that his or her employment may be terminated.

**40.4** The Employer agrees to deduct the membership dues, agency shop fee, non association fee, or representation fee from the salary of employees who request such deduction in writing. Such request will be made on a Union payroll deduction authorization card.

**40.5 Dues Cancellation**

An employee may cancel his or her payroll deduction of dues by written notice to the Employer and the Union. The cancellation will become effective on the second payroll after receipt of the notice. However, the cancellation may cause the employee to be terminated, subject to Section 41.3, above.

**40.6 Status Reports**

A. Each month the Employer will provide the Membership Coordinator of the Union with a status report in an electronic format. The Employer may choose to discharge this duty by separately arranging to have a third party provide part or all of the data supplied in the report to the Union. The status report will include the following data, if maintained by the Employer, for employees in the bargaining unit and those who enter or leave the bargaining unit or who start or stop deductions:

- 1. Employee name;
- 2. Permanent address;

3. College;
  4. Home department name;
  5. Job classification code and job title;
  6. Bargaining unit code;
  7. Unique employee system identification number;
  8. Work phone number, if available;
  9. Position number;
  10. Salary range and step;
  11. Job percentage of full;
  12. Gross salary for the month;
  13. Union deduction code(s) and amount(s);
  14. Work county code and name; and
  15. Whether an employee has been appointed to, separated from, or promoted out of the bargaining unit and the effective date of such action.
- B. Information provided pursuant to this Section will be maintained by the Union and the United Food and Commercial Workers International (UFCW) union in confidence according to the law, and in accordance with the Appendix D – Data Sharing Agreement, incorporated herein.
- C. The Union, UFCW and employees will indemnify the Employer and its third party data supplier for any violations of employee privacy committed by the Union pursuant to this Section.
- D. When a bargaining unit position is vacated for at least thirty (30) days, the Employer will inform the Union in writing of its intention to fill the position, leave the position vacant, reallocate the position, or remove the position from the bargaining unit.

#### **40.7 Indemnification**

The Employer and its third party supplier will be held harmless by the Union and employees for compliance with this Article and any issues related to the deduction of dues and fees and any issues related to Employee Status Reports.

## **ARTICLE 41 CLASSIFICATION**

### **41.1 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. Upon request of the Union, the Employer will bargain the effect(s) of a change to an existing class or newly proposed classification.
- B. The Employer will allocate or reallocate positions, including newly created positions, to the appropriate classification within the classification plan. The Employer will notify the Union when a position is being reallocated to a job classification that is excluded from a bargaining unit covered by this Agreement.

### **41.2 Position Review**

The Employer may initiate a position review for a position it believes is improperly classified, and will inform the Union in writing when it has initiated a reallocation process for a bargaining unit position.

An individual employee who believes that his or her position is improperly classified may request a review according to the following procedure:

- A. The employee will complete and sign the appropriate form.
- B. The employee will then send the completed form to the Human Resources Office. The Human Resources Office will review the completed form and make a decision regarding appropriate classification within sixty (60) calendar days of receipt of the request.
- C. In the event the employee disagrees with the reallocation decision of the Employer, he or she may request a review of the decision by the Director of the Office of the State HR Director (OSHRD) in writing with a copy to the Human Resources Office, within thirty (30) calendar days of being provided the results of a position review or the notice of reallocation. The Director of the OSHRD will then make a written determination which will be provided to the employee.
- D. In accordance with the provisions of [WAC 357-52](#), the employee or the Employer may appeal the determination of the Director of the OSHRD to the Washington Personnel Resources Board (WPRB) within thirty (30) calendar days of being provided the written decision of the Director of the OSHRD. The WPRB 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 Human Resources Office.

### **41.3 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 six (6) months and meets the skills and abilities required of the position, the employee will remain in the position and retain his or her 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 six (6) months, the Employer must give the employee the opportunity to compete for the position if he or she possesses the required skills and abilities. The Employer may choose to promote the employee without competition as long as the employee possesses 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 36](#) of this Agreement will apply. If the employee is appointed to the position, he or she must serve a trial service period.

#### **B. Reallocation to a Class With an Equal Salary Range Maximum**

1. If the employee has the skills and abilities required of the position, the employee will remain in the position and retain his or her existing appointment status.
2. If the employee does not meet the skills and abilities required of the position, the layoff procedure specified in [Article 36](#), Layoff and Recall of this Agreement will apply.

#### **C. Reallocation to a Class With a Lower Salary Range Maximum**

1. If the employee has the skills and abilities required of the position and chooses to remain in the reallocated position, the employee will retain his or her existing appointment status and has the right to be placed on the Employer's internal layoff list for the classification the employee held permanent status in prior to the reallocation.
2. If the employee chooses to vacate the position or does not have the skills and abilities required of the position, the layoff procedure specified in [Article 36](#) of this Agreement applies.

#### **41.4 Salary Impact of Reallocation**

An employee whose position is reallocated will have his or her 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 as follows:

Employees promoted to a position in a higher class will be advanced to a step of the range for the new class which is nearest to five percent (5.0%) higher than the amount of the pre-promotional step, or to the entry step of the new range, whichever is higher.

- B. Reallocation to a Class With an Equal Salary Range Maximum  
The employee retains his or her previous base salary, or to the entry step of the new range, whichever is higher.

- C. Reallocation to a Class With a Lower Salary Range Maximum  
The employee will be paid an amount equal to his or her 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 salary he or she was receiving prior to the reallocation downward, until such time as the employee vacates the position or his or her salary falls within the new salary range.

- 41.5** Decisions regarding appropriate classification will not be subject to the grievance and arbitration procedure specified in this Agreement.

## **ARTICLE 42 COMPENSATION**

#### **42.1 General Service Pay Range Assignments**

- A. Effective July 1, 2013, each classification represented by the Union will continue to be assigned to the same salary range of the "State General Service Salary Schedule Effective July 1, 2009 through June 30, 2011" that it was assigned on June 30, 2013. Effective July 1, 2013, each employee will continue to be assigned to the same range and step of the State General Service Salary Schedule that he or she was assigned on June 30, 2013.
- B. Effective July 1, 2013, the "General Service Salary Schedule Effective July 1, 2009 through June 30, 2011" will remain in effect through June 30, 2015 as shown in Appendix E.
- C. All employees will progress to Step M six (6) years after being assigned to Step L in their permanent salary range.

#### **42.2 SP Pay Range Assignments**

- A. Effective July 1, 2013, each classification represented by the Union will continue to be assigned to the same salary range of the “State SP Range Salary Schedule Effective July 1, 2009 through June 30, 2011” that it was assigned on June 30, 2013. Effective July 1, 2013, each employee will continue to be assigned to the same range and step of the State SP Range Salary Schedule that he or she was assigned on June 30, 2013.
- B. Effective July 1, 2013, the “State SP Range Salary Schedule Effective July 1, 2009 through June 30, 2011” will remain in effect through June 30, 2015 as shown in Appendix F.
- C. All employees will progress to Step M six (6) years after being assigned to Step L in their permanent salary range.

#### **42.3 N1 Pay Range Assignments**

- A. Effective July 1, 2013, each classification represented by the Union will continue to be assigned to the same salary range of the “State N1 Range Salary Schedule – Effective July 1, 2009 through June 30, 2011,” that it was assigned on June 30, 2013. Effective July 1, 2013, each employee will continue to be assigned to the same range and step of the State N1 Range Salary Schedule that he or she was assigned on June 30, 2013.
- B. Effective July 1, 2013, the “State N1 Range Salary Schedule – Effective July 1, 2009 through June 30, 2011” will remain in effect through June 30, 2015 as shown in Appendix G.
- C. All employees will progress to Step U six (6) years after being assigned to Step T in their permanent salary range.

#### **42.4 Pay for Performing the Duties of a Higher Classification**

Employees who are temporarily assigned the full scope of duties and responsibilities for more than fifteen (15) calendar days of a higher level classification 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 (5.0%) higher than the amount of the pre-promotional step. The Employer may grant a higher salary increase as provided in 42.7 C.

Time spent performing the duties of a higher classification in accordance with this Section will not be eligible to be counted as time for reallocations in [Article 41.3](#).

#### **42.5 Establishing Salaries for New Employees and New Classifications**

The Employer will assign newly hired employees to the appropriate range and step of the appropriate State Salary Schedules as described in Appendices E, F, and G.

Upon request of the Union, the Employer will bargain the effects of a change to an existing class or newly proposed classification.

A. N1 Ranges

The salary of employees in classes requiring licensure, as a registered nurse or physician's assistant will be governed by the State N1 Range Salary Schedule in accordance with [Article 42.3](#) above.

1. An employee's experience as a registered nurse (RN), physicians assistant (PA) and/or licensed practical nurse (LPN), calculated as follows, will determine the placement of an employee on the proper step within an N1 range:
  - a. RN and PA experience will be credited year for year.
  - b. Up to ten (10) years LPN experience will be credited at the rate of two (2) years LPN experience equals one (1) year of RN or PA experience, for a maximum credit of five (5) years.

**42.6 Periodic Increases**

Periodic increases are provided as follows:

- A. Employees who are hired at the minimum step of the pay range will receive a two (2) step increase to base salary following completion of six (6) months of service, and an additional two (2) step increase annually thereafter, until they reach the top of the pay range.
- B. Employees who are hired above the minimum step of the salary range will receive a two (2) step increase to their base salary following completion of twelve (12) months of service, and an additional two (2) step increase annually thereafter, until they reach the top of the pay range.
- C. Employees in classes that have pay ranges shorter than a standard range will receive their periodic increases at the same intervals as employees in classes with standard ranges, in accordance with Subsections A and B, above.
- D. Employees governed by the State N1 Range Salary Schedule that have reached Step K, will receive a one (1) step increase based on years of experience up to the maximum of the range.
- E. The effective date of the periodic increase will be the first day of the month it is due.
- F. Employees hired before July 1, 2013 will retain their periodic increment date as of June 30, 2013.

**42.7 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 (5.0%) higher than the amount of the pre-promotional step.

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 (10.0%) higher than the amount of the pre-promotional step.

C. Recruitment, Retention, other Business Needs or Geographic Adjustments  
The Employer may authorize more than the step increases specified in Subsections A and B, above, when there are recruitment, retention, or other business needs, as well as when the 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.

D. Promotions for Employees assigned to N1 Ranges

1. Promotional increases for classes requiring licensure as a registered nurse or physicians assistant (N1 ranges) are calculated in the manner described below.

2. An employee who is promoted into or between classes which have pay range N1 will advance to the step in the new range, as shown in the N1 Range Salary Schedule, as described in Section 42.3, which represents the greater of (a), (b) or (c) below.

a. Placement on the step which coincides with the employee's total length of experience as a registered nurse (RN), physicians assistant (PA) and/or licensed practical nurse (LPN). Experience will be credited as follows:

i. RN and PA experience will be credited year for year.

ii. Up to ten (10) years LPN experience will be credited at the rate of two (2) years LPN experience equals one (1) year of RN or PA experience, for a maximum credit of five (5) years.

Or

b. Placement on the step of the new range that is nearest to a minimum of five percent (5.0%) higher than the amount of the pre-promotional step. The appointing authority may authorize more than a five percent (5.0%) increase, but the amount must be on a step within the salary range for the class.

Or

- c. The appointing authority will advance an employee who is promoted under any one or more of the following conditions to the step of the range for the new class that is nearest to a minimum of ten percent (10.0%) higher than the amount of the pre-promotional step. The appointing authority may authorize more than a ten percent (10.0%) increase, but the amount must be on a step within the salary range for the class.
  - i. When the employee is promoted to a class whose base range is six (6) or more ranges higher than the base range of the employee's former class.
  - ii. When the employee is promoted over an intervening class in the same class series.
  - iii. When the employee is promoted from one (1) class series to a higher class in a different series and over an intervening class in the new series, which would have represented a promotion.
  - iv. 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.

#### **42.8 Salary Adjustments**

The Employer may increase an employee's step within the salary range to address issues related to recruitment, retention or other business needs. Such an increase may not result in a salary greater than the range maximum.

#### **42.9 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 his or her 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.

#### **42.10 Transfer**

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

#### **42.11 Reassignment**

Reassignment is defined as an Employer-initiated move of an employee within the college or district from one position to another in the same class or a different

class with the same salary range maximum. Upon reassignment, an employee retains his or her current base salary.

**42.12 Reversion**

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

**42.13 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 Section 42.7, above.

**42.14 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 be paid the appropriate hourly rate for all hours worked.

**42.15 Callback**

- A. When an overtime-eligible employee has left the institution grounds and is called to return to the work station outside of regularly scheduled hours to handle emergency situations that could not be anticipated, he or she will receive three (3) hours penalty pay plus time actually worked. The penalty pay will be compensated at the regular rate; time worked will be in accordance with [Article 7](#), Hours of Work, and [Article 8](#), Overtime.
- B. Time worked by an overtime-eligible employee immediately preceding the regular shift does not constitute callback, provided time worked does not exceed two (2) hours or notice of at least eight (8) hours has been given.
- 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 his or her new scheduled work shift.

**42.16 Shift Premium**

- A. Shift premium for employees assigned to a shift in which a majority of time worked daily or weekly is between 5:00 p.m. and 7:00 a.m. will be sixty-five cents (\$0.65) per hour or one hundred thirteen dollars and ten cents (\$113.10) per month.
- B. Shift premium will be paid for the entire daily or weekly shift, which qualifies under Subsection A above. Shift premium may also be computed

and paid at the above monthly rate for employees permanently assigned to a qualifying afternoon or night shift.

- C. An employee assigned to a shift that qualifies for shift premium pay will receive the same shift premium for authorized periods of paid leave.
- D. When an employee is regularly assigned to an afternoon or evening shift that qualifies for shift premium, the employee will receive shift premium pay during temporary assignment, not to exceed five (5) working days, to a shift that does not qualify for shift premium.

**42.17 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.
  - 2. The Employer 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. Employees on standby status will be compensated at a rate of seven percent (7.0%) of their hourly base salary for time spent in standby status.

**42.18 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 his or her 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.

#### **42.19 Salary Overpayment Recovery**

A. When the Employer has determined that an employee has been overpaid wages, the Employer will provide written notice to the employee that 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 (1) 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. The employee and the Employer may agree to make other repayment arrangements. The payroll deduction to repay the overpayment will not exceed five percent (5.0%) of the employee's disposable earnings in a pay period. However, the Employer and the employee can agree to an amount that is more than the five percent (5.0%).

If the employee fails to choose one (1) of the three (3) options described above within the timeframe specified in the institution's written notice of overpayment, the institution will deduct the overpayment owed from the employee's wages over a period equal to the number of pay periods during which the overpayment was made.

Any overpayment amount still outstanding at separation of employment will be deducted from the earnings of the final pay period.

The Employer agrees not to add interest to the overpayment amount.

C. Appeal Rights

Any dispute concerning the occurrence or amount of the overpayment will be resolved through the grievance procedure in [Article 30](#) of this Agreement. No deduction shall be made from the employee's wages for the duration of the grievance procedure, with the exception of those employees who separate from the Employer during the pendency of the grievance process.

#### **42.20 Special Pay Salary Ranges**

The Director of the Office of the State HR Director may adopt special pay salary ranges for positions based upon pay practices found in private industry or other

governmental units. Current special pay practices at each institution will continue.

**42.21 Assignment Pay**

Assignment pay is a premium added to the base salary and is intended to be used only as long as the skills, duties or circumstances it is based on are in effect. The Employer may grant assignment pay to a position to recognize special skills, assigned duties, and/or unique circumstances that exceed the ordinary. The Employer determines which positions qualify for the premium, as shown in Appendix E.

**42.22 Multilingual/Sign Language/Braille Premium Pay**

Whenever a classified position has a bona fide requirement for regular use of competent skills in more than one (1) language, and/or sign language (AMESLAN), and/or Braille, the Employer will authorize premium pay of two (2) steps above the level normally assigned for that position, except for those instances where the position is allocated to a class that specifies these skills.

**42.23 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 pre-tax basis as permitted by federal tax law or regulation.

**42.24 Pre-Tax Health Care Premiums**

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

**42.25 Medical/Dental Expense Account**

The Employer agrees to continue to allow insurance eligible employees, covered by the 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 pre-tax basis as permitted by federal tax law or regulation.

**42.26 Voluntary Separation Incentives – Voluntary Retirement Incentives**

The Employer will have the discretion to participate in a Voluntary Separation Incentive Program or a Voluntary Retirement Incentive Program, if such programs are provided for in the 2013–2015 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.

#### **42.27 Temporary Salary Reduction (TSR) Leave**

During the 2012-2013 contract, in lieu of reducing the daily work hours of employees as a result of the three percent (3.0%) compensation reduction, the Employer and the Union agreed to establish Temporary Salary Reduction (TSR) leave.

- A. TSR leave has no cash value and balances must be used by July 1, 2013; however, employees may carry forward up to sixteen (16.0) hours of TSR leave that must be used prior to September 1, 2013.
- B. TSR leave must be requested and scheduled in accordance with the vacation leave scheduling requirements of [Article 12](#), Vacation Leave.
- C. This section will expire on September 1, 2013.

### **ARTICLE 43 HEALTHCARE BENEFITS AMOUNTS**

See Appendix K, Health Care Benefits Amounts.

### **ARTICLE 44 VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION (VEBA)**

- 44.1** The Employer will provide to eligible employees covered by this Agreement a medical expense plan that provides for reimbursement of medical expenses. Instead of cash out of sick leave at retirement, the Employer may deposit equivalent funds in a medical expense plan for eligible employees, as authorized by [RCW 41.04.340](#). The medical expense plan must meet the requirements of the Internal Revenue Code.
- 44.2** As a condition of participation, the medical expense plan provided will require that each covered eligible employee sign an agreement with the Employer. The agreement will include the following provisions.
  - A. A provision to hold the Employer harmless should the United States government find that the Employer or the employee is indebted to the United States as a result of:
    - 1. The employee not paying income taxes due on the equivalent funds placed into the plan; or
    - 2. The Employer not withholding or deducting a tax, assessment, or other payment on funds placed into the plan as required by federal law.
  - B. A provision to require each covered eligible employee to forfeit remuneration for accrued sick leave at retirement if the employee is

covered by a medical expense plan and the employee refuses to sign the required agreement.

## **ARTICLE 45 STRIKES**

Nothing in this Agreement permits or grants to any employees the right to strike or refuse to perform his or her official duties.

## **ARTICLE 46 ENTIRE AGREEMENT**

- 46.1** This Agreement constitutes the entire agreement and any past practice or agreement between the parties, whether written or oral, entered into prior to July 1, 2005, is null and void, unless specifically preserved in this Agreement.
- 46.2** With regard to [WAC 357](#), this Agreement preempts all subjects addressed, in whole or in part, by its provisions.
- 46.3** This Agreement supersedes specific provisions of institution policies with which it conflicts.
- 46.4** During the negotiations of the Agreement, each party had the unlimited right and 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 or matter referred to or covered in this Agreement. Nothing herein will be construed as a waiver of the Union's collective bargaining rights with respect to matters that are mandatory subjects under the law.

## **ARTICLE 47 SAVINGS**

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 48 DISTRIBUTION OF AGREEMENT**

The Employer will make this Agreement available on the appropriate Employer websites and provide a copy to the Union in electronic format. The Union will be responsible for the printing and distribution of the Agreement for their membership. The Employer will be responsible for ensuring managers and supervisors have access to the Agreement.

**ARTICLE 49**  
**DURATION**

- 49.1** All provisions of this Agreement will become effective July 1, 2013, and will remain in full force and effect through June 30, 2015.
- 49.2** Either party may request negotiations of a successor Agreement by notifying the other party in writing no sooner than January 1, 2014 and no later than February 28, 2014. Negotiations will begin at a time agreed upon by the parties.

**APPENDIX A**  
**BARGAINING UNITS REPRESENTED BY THE WASHINGTON PUBLIC**  
**EMPLOYEES ASSOCIATION - HIGHER EDUCATION AS OF JUNE 21, 2010**

Bellevue College	Non-Supervisory Classified, excluding custodians, grounds, maintenance, mail carriers and mail service leads	9609
Cascadia CC	Non-Supervisory Classified	8166
Clark College	All Non-Supervisory Classified Supervisory Classified	9194 8388
Columbia Basin College	Non-Supervisory Classified	8985
Edmonds CC	Non-Supervisory Classified Supervisory Classified	8535 8535
Grays Harbor College	Non-Supervisory Classified	8255
Highline CC	Non-Supervisory Classified	RM-122
Olympic College	Non-Supervisory Classified Supervisory Classified	9156-A 8960-D
Pierce College	Non-Supervisory Classified Supervisory Classified	8380 8380
Skagit Valley College	Non-Supervisory Classified Supervisory Classified Non-Supervisory Head Start/ECAP Supervisory Head Start/ECAP	RU-554 RU-554 8001 8677
Tacoma CC	Non-Supervisory custodial/maintenance/grounds	RBUM-143
Walla Walla CC	Non-Supervisory Classified Supervisory Classified	8381 8381
Wenatchee Valley College	Non-Supervisory Classified	RU-524

**APPENDIX B**  
**BARGAINING UNITS WITH REPRESENTED INDIVIDUALS AS OF**  
**AUGUST 11, 2010**

Bellevue College	Non-Supervisory Classified, excluding custodians, grounds, maintenance, mail carriers and mail service leads	9609
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**APPENDIX C**  
**WPEA HIGHER ED-LAYOFF UNITS**

<b><u>College</u></b>	<b><u>Layoff Units</u></b>
Bellevue College	<ol style="list-style-type: none"><li>1. Project Employment</li><li>2. All Other Classified Employees</li></ol>
Cascadia CC	<ol style="list-style-type: none"><li>1. Project Employment</li><li>2. All Other Classified Employees</li></ol>
Clark College	<ol style="list-style-type: none"><li>1. Classified Employees in the Northwest Athletic Association of Community Colleges</li><li>2. Project Employment</li><li>3. All Other Classified Employees</li></ol>
Columbia Basin College	<ol style="list-style-type: none"><li>1. Project Employment</li><li>2. All Non-Supervisory Classified Staff</li></ol>
Edmonds CC	<ol style="list-style-type: none"><li>1. Head Start Employees</li><li>2. Project Employment</li><li>3. All Other Classified Employees, including Corrections Employees</li></ol>
Grays Harbor College	<ol style="list-style-type: none"><li>1. Project Employment</li><li>2. Satellite Campuses</li><li>3. All Other Classified Employees</li><li>4. The Center for Learning Connections</li></ol>
Highline CC	<ol style="list-style-type: none"><li>1. The Community Access/Supported Employment Programs</li><li>2. Project Employment</li><li>3. All Other Classified Employees</li></ol>
Olympic College	<ol style="list-style-type: none"><li>1. Project Employment</li><li>2. All Other Classified Employees</li></ol>
Pierce College	<ol style="list-style-type: none"><li>1. Pierce County Careers Connection</li><li>2. Project Employment</li><li>3. All Other Classified Employees</li></ol>
Skagit Valley College	<ol style="list-style-type: none"><li>1. Project Employment</li><li>2. Head Start/ECEAP</li></ol>

- 3. All Other Classified Employees
- Tacoma CC
- 1. Gig Harbor Campus Employees
  - 2. Project Employment
  - 3. All Other Classified Positions
- Walla Walla CC
- 1. Project Employment
  - 2. Education Program Employees at the Washington State Penitentiary in Walla Walla
  - 3. Clarkston Center Employees
  - 4. Coyote Ridge Corrections Center Employees
  - 5. All Other Classified Employees
- Wenatchee Valley College
- 1. Project Employment
  - 2. All Other Classified Employees

## **APPENDIX D**

### **DATA SHARING AGREEMENT**

This Data Sharing Agreement (DSA) is entered into by and between the Employer and the Union, pursuant to the authority granted by Chapter 39.34 RCW.

This DSA is executed in accordance with the Collective Bargaining Agreement (CBA) by and between the State of Washington and WPEA Higher Education, Article 41 Union Security.

**1. Purpose of the DSA**

The purpose of this DSA is to establish the use, scope and content of data that WPEA needs from the Employer to support its program.

**2. Definitions**

“Data Transmission” refers to the methods and technologies to be used to move a copy of the data between the Employer systems and WPEA systems, networks and/or employee workstations.

“Data Storage” refers to the state data is in when at rest. Data can be stored on off-line devices such as CD’s or on-line on WPEA servers or WPEA employee workstations.

“Data Encryption” refers to ciphers, algorithms or other encoding mechanisms that will encode data to protect its confidentiality. Data encryption can be required during data transmission or data storage depending on the level of protection required for this data.

“Personal Information” means information identifiable to any person, including, but not limited to, information that relates to a person’s name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, drivers license numbers, credit card numbers, any other identifying numbers, and any financial identifiers.

**3. Duration of this DSA**

This DSA will be in effect for the duration of this CBA.

**4. Description of Data to be Shared**

The data as identified in Article 41, Union Security will be extracted from the Employer databases.

**5. Data Encryption**

Production transmission of the above data from the Employer to WPEA will be accomplished over a secure session. At this time the Employer is able to support the following methods:

- A. Standard FTP of a PGP encrypted file (client or server);

- B. Secure Shell (SSH) (client or server);
- C. FTP over SSL (Client only); or
- D. “Secure File Transfer” by Tumbleweed/Valicert (Client Only).

The method of transmission will be chosen based on the capability of WPEA.

**6. Intended Use of Data**

The data provided via this DSA is for the purpose of employee status reporting.

**7. Constraints on use of Data**

This DSA does not constitute a release of the data to any organization, other than as identified in Article 41, Union Security, for discretionary use, but may be accessed only for the purposes described herein. Any ad hoc analyses or other use of the data, not specified in this DSA or CBA, is not permitted without the prior written agreement of the Employer.

The WPEA is not authorized to update or change any data in the employee status reports.

**8. Security of Data**

A. Data Protection

WPEA will take due care and take reasonable precautions to protect the Employer’s data from unauthorized physical and electronic access. WPEA will have in place and comply with information systems security standards, procedures and guidelines based on the common criteria (ten domains), the ISO 17799, CoBit, or similar industry standards. It is recognized and understood that WPEA may be governed by one or more federal regulations, such as Sarbanes-Oxley, HIPAA and others. In addition, WPEA is willing to comply with Washington State RCW 42.17.31922, Personal Information – Notice of Security Breaches, and RCW 19.255.010 Disclosure, Notice – Definitions – Rights Data Security Technology Standards. WPEA will strive to meet or exceed the requirements of the Information Services Board (ISB) policies and standards for data security and access controls to ensure the confidentiality, availability and integrity of all data shared.

B. Data Security Technology Standards

WPEA will be responsible for providing data security technology standards that will ensure acceptable levels of data security as outlined above in 8.A. These data security technology standards will include clear definitions outlining when and where data should be encrypted and by what technologies.

C. IT Data Security Administration

The Employer and WPEA IT Data Security Administrators will exchange specific information relating to technology supporting this DSA. This information will not involve sensitive or confidential internal processes or

practices, but address standard methods and practices of the protection and transfer of sensitive information between entities. The focus of this information exchange is to further define data security methods and technology, including encryption method and tools for the data exchange described above to ensure the Employer and WPEA meet the requirements of this DSA. This exchange will take place and meet with the approval of both parties prior to access of the data.

This documentation will serve to satisfy any potential requirement each agency may have under ISB Security Standards to document the management of secure information.

**9. Non-Disclosure of Data**

Before receiving the data identified above, the WPEA will notify all staff that will have access to the data of the following requirements. This notification will include all IT support staff as well as staff who will use the data. A copy of this notification will be provided to the Employer at the same time it is provided to relevant WPEA staff.

A. Non-Disclosure of Data

1. WPEA staff will not disclose, in whole or in part, the data provided by the Employer to any individual or agency, except as provided by the CBA or as specifically authorized in this DSA. Data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this DSA.
2. WPEA will not access or use the data for any commercial or personal purpose.
3. Any exceptions to these limitations must be approved in writing by the Employer.

B. Penalties for Unauthorized Disclosure of Information

In the event the WPEA fails to comply with any terms of this DSA, the Employer will have the right to take such action as it deems appropriate. The exercise of remedies pursuant to this paragraph will be in addition to all sanctions provided by law, and to legal remedies available to parties injured by unauthorized disclosure.

The WPEA accepts full responsibility and liability for any violations of the DSA.

C. Employee Awareness of Use/Non-Disclosure Requirements

The WPEA will ensure that all staff with access to the data described in this DSA are aware of the use and disclosure requirements of this DSA and will advise new staff of the provisions of this DSA.

**10. Data Confidentiality**

A. Regulations Governing Confidentiality of Data

1. The WPEA acknowledges the confidential nature of the information and agrees that WPEA personnel with access will comply with all laws, regulations and policies that apply to protection of the confidentiality of the data.
2. This data is confidential under state and Federal law, access and use of this information will be limited only to persons whose staff function requires such access.

B. Limited Access to Data (Use as Applicable)

Only WPEA assigned staff will have access to review and maintain data for WPEA.

**11. Oversight**

The WPEA agrees that the Employer, or its designee, will have the right, at any time, to monitor, audit, and review activities and methods in implementing this DSA in order to assure compliance therewith, within the limits of WPEA's technical capabilities.

**12. Governance**

- A. The provisions of this Interagency DSA are severable. If any provision of this DSA is held invalid by any jurisdiction, that invalidity will not affect the other provisions of this Interagency DSA and the invalid provision will be considered modified to conform to the existing law.
- B. In the event of a lawsuit involving this Interagency DSA, venue will be proper only in Thurston County, Washington.

**APPENDIX E**  
**General Service Salary Schedule**  
**Effective July 1, 2013 through June 30, 2015**

<b>RANGE</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>	<b>STEP K</b>	<b>STEP L</b>	<b>STEP M*</b>
18	Annual	19356	19788	20244	20688	21156	21636	22152	22620	23148	23700	24192	24816	25356
	Monthly	1613	1649	1687	1724	1763	1803	1846	1885	1929	1975	2016	2068	2113
	Hourly	9.27	9.48	9.70	9.91	10.13	10.36	10.61	10.83	11.09	11.35	11.59	11.89	12.14
	Standby	0.65	0.66	0.68	0.69	0.71	0.73	0.74	0.76	0.78	0.79	0.81	0.83	0.85
19	Annual	19788	20244	20688	21156	21636	22152	22620	23148	23700	24192	24816	25356	25932
	Monthly	1649	1687	1724	1763	1803	1846	1885	1929	1975	2016	2068	2113	2161
	Hourly	9.48	9.70	9.91	10.13	10.36	10.61	10.83	11.09	11.35	11.59	11.89	12.14	12.42
	Standby	0.66	0.68	0.69	0.71	0.73	0.74	0.76	0.78	0.79	0.81	0.83	0.85	0.87
20	Annual	20244	20688	21156	21636	22152	22620	23148	23700	24192	24816	25356	25932	26544
	Monthly	1687	1724	1763	1803	1846	1885	1929	1975	2016	2068	2113	2161	2212
	Hourly	9.70	9.91	10.13	10.36	10.61	10.83	11.09	11.35	11.59	11.89	12.14	12.42	12.71
	Standby	0.68	0.69	0.71	0.73	0.74	0.76	0.78	0.79	0.81	0.83	0.85	0.87	0.89
21	Annual	20688	21156	21636	22152	22620	23148	23700	24192	24816	25356	25932	26544	27192
	Monthly	1724	1763	1803	1846	1885	1929	1975	2016	2068	2113	2161	2212	2266
	Hourly	9.91	10.13	10.36	10.61	10.83	11.09	11.35	11.59	11.89	12.14	12.42	12.71	13.02
	Standby	0.69	0.71	0.73	0.74	0.76	0.78	0.79	0.81	0.83	0.85	0.87	0.89	0.91
22	Annual	21156	21636	22152	22620	23148	23700	24192	24816	25356	25932	26544	27192	27804
	Monthly	1763	1803	1846	1885	1929	1975	2016	2068	2113	2161	2212	2266	2317
	Hourly	10.13	10.36	10.61	10.83	11.09	11.35	11.59	11.89	12.14	12.42	12.71	13.02	13.32
	Standby	0.71	0.73	0.74	0.76	0.78	0.79	0.81	0.83	0.85	0.87	0.89	0.91	0.93
23	Annual	21636	22152	22620	23148	23700	24192	24816	25356	25932	26544	27192	27804	28440
	Monthly	1803	1846	1885	1929	1975	2016	2068	2113	2161	2212	2266	2317	2370
	Hourly	10.36	10.61	10.83	11.09	11.35	11.59	11.89	12.14	12.42	12.71	13.02	13.32	13.62
	Standby	0.73	0.74	0.76	0.78	0.79	0.81	0.83	0.85	0.87	0.89	0.91	0.93	0.95
24	Annual	22152	22620	23148	23700	24192	24816	25356	25932	26544	27192	27804	28440	29112
	Monthly	1846	1885	1929	1975	2016	2068	2113	2161	2212	2266	2317	2370	2426
	Hourly	10.61	10.83	11.09	11.35	11.59	11.89	12.14	12.42	12.71	13.02	13.32	13.62	13.94
	Standby	0.74	0.76	0.78	0.79	0.81	0.83	0.85	0.87	0.89	0.91	0.93	0.95	0.98
25	Annual	22620	23148	23700	24192	24816	25356	25932	26544	27192	27804	28440	29112	29784
	Monthly	1885	1929	1975	2016	2068	2113	2161	2212	2266	2317	2370	2426	2482
	Hourly	10.83	11.09	11.35	11.59	11.89	12.14	12.42	12.71	13.02	13.32	13.62	13.94	14.26
	Standby	0.76	0.78	0.79	0.81	0.83	0.85	0.87	0.89	0.91	0.93	0.95	0.98	1.00
26	Annual	23148	23700	24192	24816	25356	25932	26544	27192	27804	28440	29112	29784	30504
	Monthly	1929	1975	2016	2068	2113	2161	2212	2266	2317	2370	2426	2482	2542
	Hourly	11.09	11.35	11.59	11.89	12.14	12.42	12.71	13.02	13.32	13.62	13.94	14.26	14.61
	Standby	0.78	0.79	0.81	0.83	0.85	0.87	0.89	0.91	0.93	0.95	0.98	1.00	1.02
27	Annual	23700	24192	24816	25356	25932	26544	27192	27804	28440	29112	29784	30504	31176
	Monthly	1975	2016	2068	2113	2161	2212	2266	2317	2370	2426	2482	2542	2598
	Hourly	11.35	11.59	11.89	12.14	12.42	12.71	13.02	13.32	13.62	13.94	14.26	14.61	14.93
	Standby	0.79	0.81	0.83	0.85	0.87	0.89	0.91	0.93	0.95	0.98	1.00	1.02	1.05

\*All employees will progress to Step M six (6) years after being assigned to Step L in their permanent salary range.

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*
28	Annual	24192	24816	25356	25932	26544	27192	27804	28440	29112	29784	30504	31176	31956
	Monthly	2016	2068	2113	2161	2212	2266	2317	2370	2426	2482	2542	2598	2663
	Hourly	11.59	11.89	12.14	12.42	12.71	13.02	13.32	13.62	13.94	14.26	14.61	14.93	15.30
	Standby	0.81	0.83	0.85	0.87	0.89	0.91	0.93	0.95	0.98	1.00	1.02	1.05	1.07
29	Annual	24816	25356	25932	26544	27192	27804	28440	29112	29784	30504	31176	31956	32688
	Monthly	2068	2113	2161	2212	2266	2317	2370	2426	2482	2542	2598	2663	2724
	Hourly	11.89	12.14	12.42	12.71	13.02	13.32	13.62	13.94	14.26	14.61	14.93	15.30	15.66
	Standby	0.83	0.85	0.87	0.89	0.91	0.93	0.95	0.98	1.00	1.02	1.05	1.07	1.10
30	Annual	25356	25932	26544	27192	27804	28440	29112	29784	30504	31176	31956	32688	33468
	Monthly	2113	2161	2212	2266	2317	2370	2426	2482	2542	2598	2663	2724	2789
	Hourly	12.14	12.42	12.71	13.02	13.32	13.62	13.94	14.26	14.61	14.93	15.30	15.66	16.03
	Standby	0.85	0.87	0.89	0.91	0.93	0.95	0.98	1.00	1.02	1.05	1.07	1.10	1.12
31	Annual	25932	26544	27192	27804	28440	29112	29784	30504	31176	31956	32688	33468	34260
	Monthly	2161	2212	2266	2317	2370	2426	2482	2542	2598	2663	2724	2789	2855
	Hourly	12.42	12.71	13.02	13.32	13.62	13.94	14.26	14.61	14.93	15.30	15.66	16.03	16.41
	Standby	0.87	0.89	0.91	0.93	0.95	0.98	1.00	1.02	1.05	1.07	1.10	1.12	1.15
32	Annual	26544	27192	27804	28440	29112	29784	30504	31176	31956	32688	33468	34260	35040
	Monthly	2212	2266	2317	2370	2426	2482	2542	2598	2663	2724	2789	2855	2920
	Hourly	12.71	13.02	13.32	13.62	13.94	14.26	14.61	14.93	15.30	15.66	16.03	16.41	16.78
	Standby	0.89	0.91	0.93	0.95	0.98	1.00	1.02	1.05	1.07	1.10	1.12	1.15	1.17
33	Annual	27192	27804	28440	29112	29784	30504	31176	31956	32688	33468	34260	35040	35928
	Monthly	2266	2317	2370	2426	2482	2542	2598	2663	2724	2789	2855	2920	2994
	Hourly	13.02	13.32	13.62	13.94	14.26	14.61	14.93	15.30	15.66	16.03	16.41	16.78	17.21
	Standby	0.91	0.93	0.95	0.98	1.00	1.02	1.05	1.07	1.10	1.12	1.15	1.17	1.20
34	Annual	27804	28440	29112	29784	30504	31176	31956	32688	33468	34260	35040	35928	36756
	Monthly	2317	2370	2426	2482	2542	2598	2663	2724	2789	2855	2920	2994	3063
	Hourly	13.32	13.62	13.94	14.26	14.61	14.93	15.30	15.66	16.03	16.41	16.78	17.21	17.60
	Standby	0.93	0.95	0.98	1.00	1.02	1.05	1.07	1.10	1.12	1.15	1.17	1.20	1.23
35	Annual	28440	29112	29784	30504	31176	31956	32688	33468	34260	35040	35928	36756	37620
	Monthly	2370	2426	2482	2542	2598	2663	2724	2789	2855	2920	2994	3063	3135
	Hourly	13.62	13.94	14.26	14.61	14.93	15.30	15.66	16.03	16.41	16.78	17.21	17.60	18.02
	Standby	0.95	0.98	1.00	1.02	1.05	1.07	1.10	1.12	1.15	1.17	1.20	1.23	1.26
36	Annual	29112	29784	30504	31176	31956	32688	33468	34260	35040	35928	36756	37620	38556
	Monthly	2426	2482	2542	2598	2663	2724	2789	2855	2920	2994	3063	3135	3213
	Hourly	13.94	14.26	14.61	14.93	15.30	15.66	16.03	16.41	16.78	17.21	17.60	18.02	18.47
	Standby	0.98	1.00	1.02	1.05	1.07	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29
37	Annual	29784	30504	31176	31956	32688	33468	34260	35040	35928	36756	37620	38556	39516
	Monthly	2482	2542	2598	2663	2724	2789	2855	2920	2994	3063	3135	3213	3293
	Hourly	14.26	14.61	14.93	15.30	15.66	16.03	16.41	16.78	17.21	17.60	18.02	18.47	18.93
	Standby	1.00	1.02	1.05	1.07	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.32
38	Annual	30504	31176	31956	32688	33468	34260	35040	35928	36756	37620	38556	39516	40524
	Monthly	2542	2598	2663	2724	2789	2855	2920	2994	3063	3135	3213	3293	3377
	Hourly	14.61	14.93	15.30	15.66	16.03	16.41	16.78	17.21	17.60	18.02	18.47	18.93	19.41
	Standby	1.02	1.05	1.07	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.32	1.36

\*All employees will progress to Step M six (6) years after being assigned to Step L in their permanent salary range.

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*
39	Annual	31176	31956	32688	33468	34260	35040	35928	36756	37620	38556	39516	40524	41508
	Monthly	2598	2663	2724	2789	2855	2920	2994	3063	3135	3213	3293	3377	3459
	Hourly	14.93	15.30	15.66	16.03	16.41	16.78	17.21	17.60	18.02	18.47	18.93	19.41	19.88
	Standby	1.05	1.07	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.32	1.36	1.39
40	Annual	31956	32688	33468	34260	35040	35928	36756	37620	38556	39516	40524	41508	42588
	Monthly	2663	2724	2789	2855	2920	2994	3063	3135	3213	3293	3377	3459	3549
	Hourly	15.30	15.66	16.03	16.41	16.78	17.21	17.60	18.02	18.47	18.93	19.41	19.88	20.40
	Standby	1.07	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.32	1.36	1.39	1.43
41	Annual	32688	33468	34260	35040	35928	36756	37620	38556	39516	40524	41508	42588	43572
	Monthly	2724	2789	2855	2920	2994	3063	3135	3213	3293	3377	3459	3549	3631
	Hourly	15.66	16.03	16.41	16.78	17.21	17.60	18.02	18.47	18.93	19.41	19.88	20.40	20.87
	Standby	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.32	1.36	1.39	1.43	1.46
42	Annual	33468	34260	35040	35928	36756	37620	38556	39516	40524	41508	42588	43572	44712
	Monthly	2789	2855	2920	2994	3063	3135	3213	3293	3377	3459	3549	3631	3726
	Hourly	16.03	16.41	16.78	17.21	17.60	18.02	18.47	18.93	19.41	19.88	20.40	20.87	21.41
	Standby	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.32	1.36	1.39	1.43	1.46	1.50
43	Annual	34260	35040	35928	36756	37620	38556	39516	40524	41508	42588	43572	44712	45828
	Monthly	2855	2920	2994	3063	3135	3213	3293	3377	3459	3549	3631	3726	3819
	Hourly	16.41	16.78	17.21	17.60	18.02	18.47	18.93	19.41	19.88	20.40	20.87	21.41	21.95
	Standby	1.15	1.17	1.20	1.23	1.26	1.29	1.32	1.36	1.39	1.43	1.46	1.50	1.54
44	Annual	35040	35928	36756	37620	38556	39516	40524	41508	42588	43572	44712	45828	47016
	Monthly	2920	2994	3063	3135	3213	3293	3377	3459	3549	3631	3726	3819	3918
	Hourly	16.78	17.21	17.60	18.02	18.47	18.93	19.41	19.88	20.40	20.87	21.41	21.95	22.52
	Standby	1.17	1.20	1.23	1.26	1.29	1.32	1.36	1.39	1.43	1.46	1.50	1.54	1.58
45	Annual	35928	36756	37620	38556	39516	40524	41508	42588	43572	44712	45828	47016	48168
	Monthly	2994	3063	3135	3213	3293	3377	3459	3549	3631	3726	3819	3918	4014
	Hourly	17.21	17.60	18.02	18.47	18.93	19.41	19.88	20.40	20.87	21.41	21.95	22.52	23.07
	Standby	1.20	1.23	1.26	1.29	1.32	1.36	1.39	1.43	1.46	1.50	1.54	1.58	1.61
46	Annual	36756	37620	38556	39516	40524	41508	42588	43572	44712	45828	47016	48168	49368
	Monthly	3063	3135	3213	3293	3377	3459	3549	3631	3726	3819	3918	4014	4114
	Hourly	17.60	18.02	18.47	18.93	19.41	19.88	20.40	20.87	21.41	21.95	22.52	23.07	23.64
	Standby	1.23	1.26	1.29	1.32	1.36	1.39	1.43	1.46	1.50	1.54	1.58	1.61	1.66
47	Annual	37620	38556	39516	40524	41508	42588	43572	44712	45828	47016	48168	49368	50568
	Monthly	3135	3213	3293	3377	3459	3549	3631	3726	3819	3918	4014	4114	4214
	Hourly	18.02	18.47	18.93	19.41	19.88	20.40	20.87	21.41	21.95	22.52	23.07	23.64	24.22
	Standby	1.26	1.29	1.32	1.36	1.39	1.43	1.46	1.50	1.54	1.58	1.61	1.66	1.70
48	Annual	38556	39516	40524	41508	42588	43572	44712	45828	47016	48168	49368	50568	51864
	Monthly	3213	3293	3377	3459	3549	3631	3726	3819	3918	4014	4114	4214	4322
	Hourly	18.47	18.93	19.41	19.88	20.40	20.87	21.41	21.95	22.52	23.07	23.64	24.22	24.84
	Standby	1.29	1.32	1.36	1.39	1.43	1.46	1.50	1.54	1.58	1.61	1.66	1.70	1.74
49	Annual	39516	40524	41508	42588	43572	44712	45828	47016	48168	49368	50568	51864	53148
	Monthly	3293	3377	3459	3549	3631	3726	3819	3918	4014	4114	4214	4322	4429
	Hourly	18.93	19.41	19.88	20.40	20.87	21.41	21.95	22.52	23.07	23.64	24.22	24.84	25.45
	Standby	1.32	1.36	1.39	1.43	1.46	1.50	1.54	1.58	1.61	1.66	1.70	1.74	1.78

\*All employees will progress to Step M six (6) years after being assigned to Step L in their permanent salary range.

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*
50	Annual	40524	41508	42588	43572	44712	45828	47016	48168	49368	50568	51864	53148	54504
	Monthly	3377	3459	3549	3631	3726	3819	3918	4014	4114	4214	4322	4429	4542
	Hourly	19.41	19.88	20.40	20.87	21.41	21.95	22.52	23.07	23.64	24.22	24.84	25.45	26.10
	Standby	1.36	1.39	1.43	1.46	1.50	1.54	1.58	1.61	1.66	1.70	1.74	1.78	1.83
51	Annual	41508	42588	43572	44712	45828	47016	48168	49368	50568	51864	53148	54504	55836
	Monthly	3459	3549	3631	3726	3819	3918	4014	4114	4214	4322	4429	4542	4653
	Hourly	19.88	20.40	20.87	21.41	21.95	22.52	23.07	23.64	24.22	24.84	25.45	26.10	26.74
	Standby	1.39	1.43	1.46	1.50	1.54	1.58	1.61	1.66	1.70	1.74	1.78	1.83	1.87
52	Annual	42588	43572	44712	45828	47016	48168	49368	50568	51864	53148	54504	55836	57240
	Monthly	3549	3631	3726	3819	3918	4014	4114	4214	4322	4429	4542	4653	4770
	Hourly	20.40	20.87	21.41	21.95	22.52	23.07	23.64	24.22	24.84	25.45	26.10	26.74	27.41
	Standby	1.43	1.46	1.50	1.54	1.58	1.61	1.66	1.70	1.74	1.78	1.83	1.87	1.92
53	Annual	43572	44712	45828	47016	48168	49368	50568	51864	53148	54504	55836	57240	58656
	Monthly	3631	3726	3819	3918	4014	4114	4214	4322	4429	4542	4653	4770	4888
	Hourly	20.87	21.41	21.95	22.52	23.07	23.64	24.22	24.84	25.45	26.10	26.74	27.41	28.09
	Standby	1.46	1.50	1.54	1.58	1.61	1.66	1.70	1.74	1.78	1.83	1.87	1.92	1.97
54	Annual	44712	45828	47016	48168	49368	50568	51864	53148	54504	55836	57240	58656	60120
	Monthly	3726	3819	3918	4014	4114	4214	4322	4429	4542	4653	4770	4888	5010
	Hourly	21.41	21.95	22.52	23.07	23.64	24.22	24.84	25.45	26.10	26.74	27.41	28.09	28.79
	Standby	1.50	1.54	1.58	1.61	1.66	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02
55	Annual	45828	47016	48168	49368	50568	51864	53148	54504	55836	57240	58656	60120	61632
	Monthly	3819	3918	4014	4114	4214	4322	4429	4542	4653	4770	4888	5010	5136
	Hourly	21.95	22.52	23.07	23.64	24.22	24.84	25.45	26.10	26.74	27.41	28.09	28.79	29.52
	Standby	1.54	1.58	1.61	1.66	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07
56	Annual	47016	48168	49368	50568	51864	53148	54504	55836	57240	58656	60120	61632	63192
	Monthly	3918	4014	4114	4214	4322	4429	4542	4653	4770	4888	5010	5136	5266
	Hourly	22.52	23.07	23.64	24.22	24.84	25.45	26.10	26.74	27.41	28.09	28.79	29.52	30.26
	Standby	1.58	1.61	1.66	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12
57	Annual	48168	49368	50568	51864	53148	54504	55836	57240	58656	60120	61632	63192	64740
	Monthly	4014	4114	4214	4322	4429	4542	4653	4770	4888	5010	5136	5266	5395
	Hourly	23.07	23.64	24.22	24.84	25.45	26.10	26.74	27.41	28.09	28.79	29.52	30.26	31.01
	Standby	1.61	1.66	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17
58	Annual	49368	50568	51864	53148	54504	55836	57240	58656	60120	61632	63192	64740	66420
	Monthly	4114	4214	4322	4429	4542	4653	4770	4888	5010	5136	5266	5395	5535
	Hourly	23.64	24.22	24.84	25.45	26.10	26.74	27.41	28.09	28.79	29.52	30.26	31.01	31.81
	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
59	Annual	50568	51864	53148	54504	55836	57240	58656	60120	61632	63192	64740	66420	68016
	Monthly	4214	4322	4429	4542	4653	4770	4888	5010	5136	5266	5395	5535	5668
	Hourly	24.22	24.84	25.45	26.10	26.74	27.41	28.09	28.79	29.52	30.26	31.01	31.81	32.57
	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
60	Annual	51864	53148	54504	55836	57240	58656	60120	61632	63192	64740	66420	68016	69756
	Monthly	4322	4429	4542	4653	4770	4888	5010	5136	5266	5395	5535	5668	5813
	Hourly	24.84	25.45	26.10	26.74	27.41	28.09	28.79	29.52	30.26	31.01	31.81	32.57	33.41
	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

\*All employees will progress to Step M six (6) years after being assigned to Step L in their permanent salary range.

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	53148	54504	55836	57240	58656	60120	61632	63192	64740	66420	68016	69756	71496
	Monthly	4429	4542	4653	4770	4888	5010	5136	5266	5395	5535	5668	5813	5958
	Hourly	25.45	26.10	26.74	27.41	28.09	28.79	29.52	30.26	31.01	31.81	32.57	33.41	34.24
	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
62	Annual	54504	55836	57240	58656	60120	61632	63192	64740	66420	68016	69756	71496	73260
	Monthly	4542	4653	4770	4888	5010	5136	5266	5395	5535	5668	5813	5958	6105
	Hourly	26.10	26.74	27.41	28.09	28.79	29.52	30.26	31.01	31.81	32.57	33.41	34.24	35.09
	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
63	Annual	55836	57240	58656	60120	61632	63192	64740	66420	68016	69756	71496	73260	75084
	Monthly	4653	4770	4888	5010	5136	5266	5395	5535	5668	5813	5958	6105	6257
	Hourly	26.74	27.41	28.09	28.79	29.52	30.26	31.01	31.81	32.57	33.41	34.24	35.09	35.96
	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
64	Annual	57240	58656	60120	61632	63192	64740	66420	68016	69756	71496	73260	75084	76992
	Monthly	4770	4888	5010	5136	5266	5395	5535	5668	5813	5958	6105	6257	6416
	Hourly	27.41	28.09	28.79	29.52	30.26	31.01	31.81	32.57	33.41	34.24	35.09	35.96	36.87
	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	2.58
65	Annual	58656	60120	61632	63192	64740	66420	68016	69756	71496	73260	75084	76992	78900
	Monthly	4888	5010	5136	5266	5395	5535	5668	5813	5958	6105	6257	6416	6575
	Hourly	28.09	28.79	29.52	30.26	31.01	31.81	32.57	33.41	34.24	35.09	35.96	36.87	37.79
	Standby	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.58	2.65
66	Annual	60120	61632	63192	64740	66420	68016	69756	71496	73260	75084	76992	78900	80892
	Monthly	5010	5136	5266	5395	5535	5668	5813	5958	6105	6257	6416	6575	6741
	Hourly	28.79	29.52	30.26	31.01	31.81	32.57	33.41	34.24	35.09	35.96	36.87	37.79	38.74
	Standby	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.58	2.65	2.71
67	Annual	61632	63192	64740	66420	68016	69756	71496	73260	75084	76992	78900	80892	82896
	Monthly	5136	5266	5395	5535	5668	5813	5958	6105	6257	6416	6575	6741	6908
	Hourly	29.52	30.26	31.01	31.81	32.57	33.41	34.24	35.09	35.96	36.87	37.79	38.74	39.70
	Standby	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.58	2.65	2.71	2.78
68	Annual	63192	64740	66420	68016	69756	71496	73260	75084	76992	78900	80892	82896	84984
	Monthly	5266	5395	5535	5668	5813	5958	6105	6257	6416	6575	6741	6908	7082
	Hourly	30.26	31.01	31.81	32.57	33.41	34.24	35.09	35.96	36.87	37.79	38.74	39.70	40.70
	Standby	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.58	2.65	2.71	2.78	2.85
69	Annual	64740	66420	68016	69756	71496	73260	75084	76992	78900	80892	82896	84984	87096
	Monthly	5395	5535	5668	5813	5958	6105	6257	6416	6575	6741	6908	7082	7258
	Hourly	31.01	31.81	32.57	33.41	34.24	35.09	35.96	36.87	37.79	38.74	39.70	40.70	41.71
	Standby	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.58	2.65	2.71	2.78	2.85	2.92
70	Annual	66420	68016	69756	71496	73260	75084	76992	78900	80892	82896	84984	87096	89280
	Monthly	5535	5668	5813	5958	6105	6257	6416	6575	6741	6908	7082	7258	7440
	Hourly	31.81	32.57	33.41	34.24	35.09	35.96	36.87	37.79	38.74	39.70	40.70	41.71	42.76
	Standby	2.23	2.28	2.34	2.40	2.46	2.52	2.58	2.65	2.71	2.78	2.85	2.92	2.99
71	Annual	68016	69756	71496	73260	75084	76992	78900	80892	82896	84984	87096	89280	91524
	Monthly	5668	5813	5958	6105	6257	6416	6575	6741	6908	7082	7258	7440	7627
	Hourly	32.57	33.41	34.24	35.09	35.96	36.87	37.79	38.74	39.70	40.70	41.71	42.76	43.83
	Standby	2.28	2.34	2.40	2.46	2.52	2.58	2.65	2.71	2.78	2.85	2.92	2.99	3.07

\*All employees will progress to Step M six (6) years after being assigned to Step L in their permanent salary range.

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*
72	Annual	69756	71496	73260	75084	76992	78900	80892	82896	84984	87096	89280	91524	93816
	Monthly	5813	5958	6105	6257	6416	6575	6741	6908	7082	7258	7440	7627	7818
	Hourly	33.41	34.24	35.09	35.96	36.87	37.79	38.74	39.70	40.70	41.71	42.76	43.83	44.93
	Standby	2.34	2.40	2.46	2.52	2.58	2.65	2.71	2.78	2.85	2.92	2.99	3.07	3.15
73	Annual	71496	73260	75084	76992	78900	80892	82896	84984	87096	89280	91524	93816	96144
	Monthly	5958	6105	6257	6416	6575	6741	6908	7082	7258	7440	7627	7818	8012
	Hourly	34.24	35.09	35.96	36.87	37.79	38.74	39.70	40.70	41.71	42.76	43.83	44.93	46.05
	Standby	2.40	2.46	2.52	2.58	2.65	2.71	2.78	2.85	2.92	2.99	3.07	3.15	3.22
74	Annual	73260	75084	76992	78900	80892	82896	84984	87096	89280	91524	93816	96144	98580
	Monthly	6105	6257	6416	6575	6741	6908	7082	7258	7440	7627	7818	8012	8215
	Hourly	35.09	35.96	36.87	37.79	38.74	39.70	40.70	41.71	42.76	43.83	44.93	46.05	47.21
	Standby	2.46	2.52	2.58	2.65	2.71	2.78	2.85	2.92	2.99	3.07	3.15	3.22	3.30
75	Annual	75084	76992	78900	80892	82896	84984	87096	89280	91524	93816	96144	98580	101004
	Monthly	6257	6416	6575	6741	6908	7082	7258	7440	7627	7818	8012	8215	8417
	Hourly	35.96	36.87	37.79	38.74	39.70	40.70	41.71	42.76	43.83	44.93	46.05	47.21	48.37
	Standby	2.52	2.58	2.65	2.71	2.78	2.85	2.92	2.99	3.07	3.15	3.22	3.30	3.39
76	Annual	76992	78900	80892	82896	84984	87096	89280	91524	93816	96144	98580	101004	103524
	Monthly	6416	6575	6741	6908	7082	7258	7440	7627	7818	8012	8215	8417	8627
	Hourly	36.87	37.79	38.74	39.70	40.70	41.71	42.76	43.83	44.93	46.05	47.21	48.37	49.58
	Standby	2.58	2.65	2.71	2.78	2.85	2.92	2.99	3.07	3.15	3.22	3.30	3.39	3.47
77	Annual	78900	80892	82896	84984	87096	89280	91524	93816	96144	98580	101004	103524	106128
	Monthly	6575	6741	6908	7082	7258	7440	7627	7818	8012	8215	8417	8627	8844
	Hourly	37.79	38.74	39.70	40.70	41.71	42.76	43.83	44.93	46.05	47.21	48.37	49.58	50.83
	Standby	2.65	2.71	2.78	2.85	2.92	2.99	3.07	3.15	3.22	3.30	3.39	3.47	3.56
78	Annual	80892	82896	84984	87096	89280	91524	93816	96144	98580	101004	103524	106128	108792
	Monthly	6741	6908	7082	7258	7440	7627	7818	8012	8215	8417	8627	8844	9066
	Hourly	38.74	39.70	40.70	41.71	42.76	43.83	44.93	46.05	47.21	48.37	49.58	50.83	52.10
	Standby	2.71	2.78	2.85	2.92	2.99	3.07	3.15	3.22	3.30	3.39	3.47	3.56	3.65
79	Annual	82896	84984	87096	89280	91524	93816	96144	98580	101004	103524	106128	108792	111468
	Monthly	6908	7082	7258	7440	7627	7818	8012	8215	8417	8627	8844	9066	9289
	Hourly	39.70	40.70	41.71	42.76	43.83	44.93	46.05	47.21	48.37	49.58	50.83	52.10	53.39
	Standby	2.78	2.85	2.92	2.99	3.07	3.15	3.22	3.30	3.39	3.47	3.56	3.65	3.74
80	Annual	84984	87096	89280	91524	93816	96144	98580	101004	103524	106128	108792	111468	114252
	Monthly	7082	7258	7440	7627	7818	8012	8215	8417	8627	8844	9066	9289	9521
	Hourly	40.70	41.71	42.76	43.83	44.93	46.05	47.21	48.37	49.58	50.83	52.10	53.39	54.72
	Standby	2.85	2.92	2.99	3.07	3.15	3.22	3.30	3.39	3.47	3.56	3.65	3.74	3.83
81	Annual	87096	89280	91524	93816	96144	98580	101004	103524	106128	108792	111468	114252	117132
	Monthly	7258	7440	7627	7818	8012	8215	8417	8627	8844	9066	9289	9521	9761
	Hourly	41.71	42.76	43.83	44.93	46.05	47.21	48.37	49.58	50.83	52.10	53.39	54.72	56.10
	Standby	2.92	2.99	3.07	3.15	3.22	3.30	3.39	3.47	3.56	3.65	3.74	3.83	3.93
82	Annual	89280	91524	93816	96144	98580	101004	103524	106128	108792	111468	114252	117132	120048
	Monthly	7440	7627	7818	8012	8215	8417	8627	8844	9066	9289	9521	9761	10004
	Hourly	42.76	43.83	44.93	46.05	47.21	48.37	49.58	50.83	52.10	53.39	54.72	56.10	57.49
	Standby	2.99	3.07	3.15	3.22	3.30	3.39	3.47	3.56	3.65	3.74	3.83	3.93	4.02

\*All employees will progress to Step M six (6) years after being assigned to Step L in their permanent salary range.

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*
83	Annual	91524	93816	96144	98580	101004	103524	106128	108792	111468	114252	117132	120048	123036
	Monthly	7627	7818	8012	8215	8417	8627	8844	9066	9289	9521	9761	10004	10253
	Hourly	43.83	44.93	46.05	47.21	48.37	49.58	50.83	52.10	53.39	54.72	56.10	57.49	58.93
	Standby	3.07	3.15	3.22	3.30	3.39	3.47	3.56	3.65	3.74	3.83	3.93	4.02	4.12
84	Annual	93816	96144	98580	101004	103524	106128	108792	111468	114252	117132	120048	123036	126156
	Monthly	7818	8012	8215	8417	8627	8844	9066	9289	9521	9761	10004	10253	10513
	Hourly	44.93	46.05	47.21	48.37	49.58	50.83	52.10	53.39	54.72	56.10	57.49	58.93	60.42
	Standby	3.15	3.22	3.30	3.39	3.47	3.56	3.65	3.74	3.83	3.93	4.02	4.12	4.23
85	Annual	96144	98580	101004	103524	106128	108792	111468	114252	117132	120048	123036	126156	129252
	Monthly	8012	8215	8417	8627	8844	9066	9289	9521	9761	10004	10253	10513	10771
	Hourly	46.05	47.21	48.37	49.58	50.83	52.10	53.39	54.72	56.10	57.49	58.93	60.42	61.90
	Standby	3.22	3.30	3.39	3.47	3.56	3.65	3.74	3.83	3.93	4.02	4.12	4.23	4.33
86	Annual	98580	101004	103524	106128	108792	111468	114252	117132	120048	123036	126156	129252	132528
	Monthly	8215	8417	8627	8844	9066	9289	9521	9761	10004	10253	10513	10771	11044
	Hourly	47.21	48.37	49.58	50.83	52.10	53.39	54.72	56.10	57.49	58.93	60.42	61.90	63.47
	Standby	3.30	3.39	3.47	3.56	3.65	3.74	3.83	3.93	4.02	4.12	4.23	4.33	4.44
87	Annual	101004	103524	106128	108792	111468	114252	117132	120048	123036	126156	129252	132528	135864
	Monthly	8417	8627	8844	9066	9289	9521	9761	10004	10253	10513	10771	11044	11322
	Hourly	48.37	49.58	50.83	52.10	53.39	54.72	56.10	57.49	58.93	60.42	61.90	63.47	65.07
	Standby	3.39	3.47	3.56	3.65	3.74	3.83	3.93	4.02	4.12	4.23	4.33	4.44	4.55
88	Annual	103524	106128	108792	111468	114252	117132	120048	123036	126156	129252	132528	135864	139248
	Monthly	8627	8844	9066	9289	9521	9761	10004	10253	10513	10771	11044	11322	11604
	Hourly	49.58	50.83	52.10	53.39	54.72	56.10	57.49	58.93	60.42	61.90	63.47	65.07	66.69
	Standby	3.47	3.56	3.65	3.74	3.83	3.93	4.02	4.12	4.23	4.33	4.44	4.55	4.67
89	Annual	106128	108792	111468	114252	117132	120048	123036	126156	129252	132528	135864	139248	142752
	Monthly	8844	9066	9289	9521	9761	10004	10253	10513	10771	11044	11322	11604	11896
	Hourly	50.83	52.10	53.39	54.72	56.10	57.49	58.93	60.42	61.90	63.47	65.07	66.69	68.37
	Standby	3.56	3.65	3.74	3.83	3.93	4.02	4.12	4.23	4.33	4.44	4.55	4.67	4.79
90	Annual	108792	111468	114252	117132	120048	123036	126156	129252	132528	135864	139248	142752	146268
	Monthly	9066	9289	9521	9761	10004	10253	10513	10771	11044	11322	11604	11896	12189
	Hourly	52.10	53.39	54.72	56.10	57.49	58.93	60.42	61.90	63.47	65.07	66.69	68.37	70.05
	Standby	3.65	3.74	3.83	3.93	4.02	4.12	4.23	4.33	4.44	4.55	4.67	4.79	4.90
91	Annual	111468	114252	117132	120048	123036	126156	129252	132528	135864	139248	142752	146268	149952
	Monthly	9289	9521	9761	10004	10253	10513	10771	11044	11322	11604	11896	12189	12496
	Hourly	53.39	54.72	56.10	57.49	58.93	60.42	61.90	63.47	65.07	66.69	68.37	70.05	71.82
	Standby	3.74	3.83	3.93	4.02	4.12	4.23	4.33	4.44	4.55	4.67	4.79	4.90	5.03
92	Annual	114252	117132	120048	123036	126156	129252	132528	135864	139248	142752	146268	149952	153684
	Monthly	9521	9761	10004	10253	10513	10771	11044	11322	11604	11896	12189	12496	12807
	Hourly	54.72	56.10	57.49	58.93	60.42	61.90	63.47	65.07	66.69	68.37	70.05	71.82	73.60
	Standby	3.83	3.93	4.02	4.12	4.23	4.33	4.44	4.55	4.67	4.79	4.90	5.03	5.15
93	Annual	117132	120048	123036	126156	129252	132528	135864	139248	142752	146268	149952	153684	157572
	Monthly	9761	10004	10253	10513	10771	11044	11322	11604	11896	12189	12496	12807	13131
	Hourly	56.10	57.49	58.93	60.42	61.90	63.47	65.07	66.69	68.37	70.05	71.82	73.60	75.47
	Standby	3.93	4.02	4.12	4.23	4.33	4.44	4.55	4.67	4.79	4.90	5.03	5.15	5.28

\*All employees will progress to Step M six (6) years after being assigned to Step L in their permanent salary range.

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*
94	Annual	120048	123036	126156	129252	132528	135864	139248	142752	146268	149952	153684	157572	161472
	Monthly	10004	10253	10513	10771	11044	11322	11604	11896	12189	12496	12807	13131	13456
	Hourly	57.49	58.93	60.42	61.90	63.47	65.07	66.69	68.37	70.05	71.82	73.60	75.47	77.33
	Standby	4.02	4.12	4.23	4.33	4.44	4.55	4.67	4.79	4.90	5.03	5.15	5.28	5.41
95	Annual	123036	126156	129252	132528	135864	139248	142752	146268	149952	153684	157572	161472	165528
	Monthly	10253	10513	10771	11044	11322	11604	11896	12189	12496	12807	13131	13456	13794
	Hourly	58.93	60.42	61.90	63.47	65.07	66.69	68.37	70.05	71.82	73.60	75.47	77.33	79.28
	Standby	4.12	4.23	4.33	4.44	4.55	4.67	4.79	4.90	5.03	5.15	5.28	5.41	5.55
96	Annual	126156	129252	132528	135864	139248	142752	146268	149952	153684	157572	161472	165528	169680
	Monthly	10513	10771	11044	11322	11604	11896	12189	12496	12807	13131	13456	13794	14140
	Hourly	60.42	61.90	63.47	65.07	66.69	68.37	70.05	71.82	73.60	75.47	77.33	79.28	81.26
	Standby	4.23	4.33	4.44	4.55	4.67	4.79	4.90	5.03	5.15	5.28	5.41	5.55	5.69
97	Annual	129252	132528	135864	139248	142752	146268	149952	153684	157572	161472	165528	169680	173928
	Monthly	10771	11044	11322	11604	11896	12189	12496	12807	13131	13456	13794	14140	14494
	Hourly	61.90	63.47	65.07	66.69	68.37	70.05	71.82	73.60	75.47	77.33	79.28	81.26	83.30
	Standby	4.33	4.44	4.55	4.67	4.79	4.90	5.03	5.15	5.28	5.41	5.55	5.69	5.83
98	Annual	132528	135864	139248	142752	146268	149952	153684	157572	161472	165528	169680	173928	178272
	Monthly	11044	11322	11604	11896	12189	12496	12807	13131	13456	13794	14140	14494	14856
	Hourly	63.47	65.07	66.69	68.37	70.05	71.82	73.60	75.47	77.33	79.28	81.26	83.30	85.38
	Standby	4.44	4.55	4.67	4.79	4.90	5.03	5.15	5.28	5.41	5.55	5.69	5.83	5.98
99	Annual	135864	139248	142752	146268	149952	153684	157572	161472	165528	169680	173928	178272	182724
	Monthly	11322	11604	11896	12189	12496	12807	13131	13456	13794	14140	14494	14856	15227
	Hourly	65.07	66.69	68.37	70.05	71.82	73.60	75.47	77.33	79.28	81.26	83.30	85.38	87.51
	Standby	4.55	4.67	4.79	4.90	5.03	5.15	5.28	5.41	5.55	5.69	5.83	5.98	6.13

\*All employees will progress to Step M six (6) years after being assigned to Step L in their permanent salary range.

## APPENDIX F

### SP Range Salary Schedule Effective July 1, 2013 through June 30, 2015

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*
35SP	Annual	32592	33336	34116	34944	35736	36600	37452	38316	39228	40140	41136	42108	43116
	Monthly	2716	2778	2843	2912	2978	3050	3121	3193	3269	3345	3428	3509	3593
	Hourly	15.61	15.97	16.34	16.74	17.11	17.53	17.94	18.35	18.79	19.22	19.70	20.17	20.65
	Standby	1.09	1.12	1.14	1.17	1.20	1.23	1.26	1.28	1.32	1.35	1.38	1.41	1.45
36SP	Annual	33336	34116	34944	35736	36600	37452	38316	39228	40140	41136	42108	43116	44184
	Monthly	2778	2843	2912	2978	3050	3121	3193	3269	3345	3428	3509	3593	3682
	Hourly	15.97	16.34	16.74	17.11	17.53	17.94	18.35	18.79	19.22	19.70	20.17	20.65	21.16
	Standby	1.12	1.14	1.17	1.20	1.23	1.26	1.28	1.32	1.35	1.38	1.41	1.45	1.48
37SP	Annual	34116	34944	35736	36600	37452	38316	39228	40140	41136	42108	43116	44184	45276
	Monthly	2843	2912	2978	3050	3121	3193	3269	3345	3428	3509	3593	3682	3773
	Hourly	16.34	16.74	17.11	17.53	17.94	18.35	18.79	19.22	19.70	20.17	20.65	21.16	21.68
	Standby	1.14	1.17	1.20	1.23	1.26	1.28	1.32	1.35	1.38	1.41	1.45	1.48	1.52
38SP	Annual	34944	35736	36600	37452	38316	39228	40140	41136	42108	43116	44184	45276	46416
	Monthly	2912	2978	3050	3121	3193	3269	3345	3428	3509	3593	3682	3773	3868
	Hourly	16.74	17.11	17.53	17.94	18.35	18.79	19.22	19.70	20.17	20.65	21.16	21.68	22.23
	Standby	1.17	1.20	1.23	1.26	1.28	1.32	1.35	1.38	1.41	1.45	1.48	1.52	1.56
40SP	Annual	36600	37452	38316	39228	40140	41136	42108	43116	44184	45276	46416	47556	48768
	Monthly	3050	3121	3193	3269	3345	3428	3509	3593	3682	3773	3868	3963	4064
	Hourly	17.53	17.94	18.35	18.79	19.22	19.70	20.17	20.65	21.16	21.68	22.23	22.78	23.36
	Standby	1.23	1.26	1.28	1.32	1.35	1.38	1.41	1.45	1.48	1.52	1.56	1.59	1.63
41SP	Annual	37452	38316	39228	40140	41136	42108	43116	44184	45276	46416	47556	48768	49956
	Monthly	3121	3193	3269	3345	3428	3509	3593	3682	3773	3868	3963	4064	4163
	Hourly	17.94	18.35	18.79	19.22	19.70	20.17	20.65	21.16	21.68	22.23	22.78	23.36	23.93
	Standby	1.26	1.28	1.32	1.35	1.38	1.41	1.45	1.48	1.52	1.56	1.59	1.63	1.67
42SP	Annual	38316	39228	40140	41136	42108	43116	44184	45276	46416	47556	48768	49956	51228
	Monthly	3193	3269	3345	3428	3509	3593	3682	3773	3868	3963	4064	4163	4269
	Hourly	18.35	18.79	19.22	19.70	20.17	20.65	21.16	21.68	22.23	22.78	23.36	23.93	24.53
	Standby	1.28	1.32	1.35	1.38	1.41	1.45	1.48	1.52	1.56	1.59	1.63	1.67	1.72
45SP	Annual	41136	42108	43116	44184	45276	46416	47556	48768	49956	51228	52488	53820	55188
	Monthly	3428	3509	3593	3682	3773	3868	3963	4064	4163	4269	4374	4485	4599
	Hourly	19.70	20.17	20.65	21.16	21.68	22.23	22.78	23.36	23.93	24.53	25.14	25.78	26.43
	Standby	1.38	1.41	1.45	1.48	1.52	1.56	1.59	1.63	1.67	1.72	1.76	1.80	1.85
46SP	Annual	42108	43116	44184	45276	46416	47556	48768	49956	51228	52488	53820	55188	56520
	Monthly	3509	3593	3682	3773	3868	3963	4064	4163	4269	4374	4485	4599	4710
	Hourly	20.17	20.65	21.16	21.68	22.23	22.78	23.36	23.93	24.53	25.14	25.78	26.43	27.07
	Standby	1.41	1.45	1.48	1.52	1.56	1.59	1.63	1.67	1.72	1.76	1.80	1.85	1.89
48SP	Annual	44184	45276	46416	47556	48768	49956	51228	52488	53820	55188	56520	57924	59400
	Monthly	3682	3773	3868	3963	4064	4163	4269	4374	4485	4599	4710	4827	4950
	Hourly	21.16	21.68	22.23	22.78	23.36	23.93	24.53	25.14	25.78	26.43	27.07	27.74	28.45
	Standby	1.48	1.52	1.56	1.59	1.63	1.67	1.72	1.76	1.80	1.85	1.89	1.94	1.99
49SP	Annual	45276	46416	47556	48768	49956	51228	52488	53820	55188	56520	57924	59400	60876
	Monthly	3773	3868	3963	4064	4163	4269	4374	4485	4599	4710	4827	4950	5073
	Hourly	21.68	22.23	22.78	23.36	23.93	24.53	25.14	25.78	26.43	27.07	27.74	28.45	29.16
	Standby	1.52	1.56	1.59	1.63	1.67	1.72	1.76	1.80	1.85	1.89	1.94	1.99	2.04

\*All employees will progress to Step M six (6) years after being assigned to Step L in their permanent salary range.

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*
50SP	Annual	46416	47556	48768	49956	51228	52488	53820	55188	56520	57924	59400	60876	62436
	Monthly	3868	3963	4064	4163	4269	4374	4485	4599	4710	4827	4950	5073	5203
	Hourly	22.23	22.78	23.36	23.93	24.53	25.14	25.78	26.43	27.07	27.74	28.45	29.16	29.90
	Standby	1.56	1.59	1.63	1.67	1.72	1.76	1.80	1.85	1.89	1.94	1.99	2.04	2.09
53SP	Annual	49956	51228	52488	53820	55188	56520	57924	59400	60876	62436	63972	65568	67176
	Monthly	4163	4269	4374	4485	4599	4710	4827	4950	5073	5203	5331	5464	5598
	Hourly	23.93	24.53	25.14	25.78	26.43	27.07	27.74	28.45	29.16	29.90	30.64	31.40	32.17
	Standby	1.67	1.72	1.76	1.80	1.85	1.89	1.94	1.99	2.04	2.09	2.14	2.20	2.25
57SP	Annual	55188	56520	57924	59400	60876	62436	63972	65568	67176	68880	70584	72348	74160
	Monthly	4599	4710	4827	4950	5073	5203	5331	5464	5598	5740	5882	6029	6180
	Hourly	26.43	27.07	27.74	28.45	29.16	29.90	30.64	31.40	32.17	32.99	33.80	34.65	35.52
	Standby	1.85	1.89	1.94	1.99	2.04	2.09	2.14	2.20	2.25	2.31	2.37	2.43	2.49

\*All employees will progress to Step M six (6) years after being assigned to Step L in their permanent salary range.

**APPENDIX G**  
**N1 Range Salary Schedule**  
 Effective July 1, 2013 through June 30, 2015

RANGE	Years of Experience																							
					0	1	2	3	4	5	6	7	8	12	15	18	20	26						
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U			
39E1	Annual	33324	34104	34944	35748	36588	37440	38352	39252	40212	41160	42228	43284	44352	45492	46572	47748	48948	50184	51456	52716	54036		
	Monthly	2777	2842	2912	2979	3049	3120	3196	3271	3351	3430	3519	3607	3696	3791	3881	3979	4079	4182	4288	4393	4503		
	Hourly	15.96	16.33	16.74	17.12	17.52	17.93	18.37	18.80	19.26	19.71	20.22	20.73	21.24	21.79	22.30	22.87	23.44	24.03	24.64	25.25	25.88		
	Standby	1.12	1.14	1.17	1.20	1.23	1.26	1.29	1.32	1.35	1.38	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.73	1.77	1.81		
41E1	Annual	34944	35748	36588	37440	38352	39252	40212	41160	42228	43284	44352	45492	46572	47748	48948	50184	51456	52716	54036	55368	56808		
	Monthly	2912	2979	3049	3120	3196	3271	3351	3430	3519	3607	3696	3791	3881	3979	4079	4182	4288	4393	4503	4614	4734		
	Hourly	16.74	17.12	17.52	17.93	18.37	18.80	19.26	19.71	20.22	20.73	21.24	21.79	22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21		
	Standby	1.17	1.20	1.23	1.26	1.29	1.32	1.35	1.38	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.73	1.77	1.81	1.86	1.90		
48E1	Annual	41160	42228	43284	44352	45492	46572	47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500		
	Monthly	3430	3519	3607	3696	3791	3881	3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625		
	Hourly	19.71	20.22	20.73	21.24	21.79	22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33		
	Standby	1.38	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.73	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26		
Years of Experience																								
				0	1	2	3	4	5	6	7	8	9	10	12	15	18	20	26					
				A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
45N1	Annual	38352	39252	40212	41160	42228	43284	44352	45492	46572	47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652		
	Monthly	3196	3271	3351	3430	3519	3607	3696	3791	3881	3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221		
	Hourly	18.37	18.80	19.26	19.71	20.22	20.73	21.24	21.79	22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01		
	Standby	1.29	1.32	1.35	1.38	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.73	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10		
47N1	Annual	40212	41160	42228	43284	44352	45492	46572	47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844		
	Monthly	3351	3430	3519	3607	3696	3791	3881	3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487		
	Hourly	19.26	19.71	20.22	20.73	21.24	21.79	22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53		
	Standby	1.35	1.38	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.73	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21		

RANGE		Years of Experience																				
		0	1	2	3	4	5	6	7	8	9	10	12	15	18	20	26					
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
49N1	Annual	42228	43284	44352	45492	46572	47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156
	Monthly	3519	3607	3696	3791	3881	3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763
	Hourly	20.22	20.73	21.24	21.79	22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12
	Standby	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.73	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32
50N1	Annual	43284	44352	45492	46572	47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932
	Monthly	3607	3696	3791	3881	3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911
	Hourly	20.73	21.24	21.79	22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97
	Standby	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.73	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38
51N1	Annual	44352	45492	46572	47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684
	Monthly	3696	3791	3881	3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057
	Hourly	21.24	21.79	22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81
	Standby	1.49	1.53	1.56	1.60	1.64	1.68	1.73	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44
52N1	Annual	45492	46572	47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496
	Monthly	3791	3881	3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208
	Hourly	21.79	22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68
	Standby	1.53	1.56	1.60	1.64	1.68	1.73	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50
53N1	Annual	46572	47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392
	Monthly	3881	3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366
	Hourly	22.30	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59
	Standby	1.56	1.60	1.64	1.68	1.73	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56
54N1	Annual	47748	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252
	Monthly	3979	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521
	Hourly	22.87	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48
	Standby	1.60	1.64	1.68	1.73	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62
55N1	Annual	48948	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208
	Monthly	4079	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684
	Hourly	23.44	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41
	Standby	1.64	1.68	1.73	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69

RANGE		Years of Experience																				
		0	1	2	3	4	5	6	7	8	9	10	12	15	18	20	26					
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
56N1	Annual	50184	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200
	Monthly	4182	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850
	Hourly	24.03	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37
	Standby	1.68	1.73	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76
57N1	Annual	51456	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264
	Monthly	4288	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022
	Hourly	24.64	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36
	Standby	1.73	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.82
58N1	Annual	52716	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	86400
	Monthly	4393	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	7200
	Hourly	25.25	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	41.38
	Standby	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.82	2.90
59N1	Annual	54036	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	86400	88560
	Monthly	4503	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	7200	7380
	Hourly	25.88	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	41.38	42.41
	Standby	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.82	2.90	2.97
60N1	Annual	55368	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	86400	88560	90780
	Monthly	4614	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	7200	7380	7565
	Hourly	26.52	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	41.38	42.41	43.48
	Standby	1.86	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.82	2.90	2.97	3.04
61N1	Annual	56808	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	86400	88560	90780	93060
	Monthly	4734	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	7200	7380	7565	7755
	Hourly	27.21	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	41.38	42.41	43.48	44.57
	Standby	1.90	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.82	2.90	2.97	3.04	3.12

RANGE		Years of Experience																				
		0	1	2	3	4	5	6	7	8	9	10	12	15	18	20	26					
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
62N1	Annual	58188	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	86400	88560	90780	93060	95388
	Monthly	4849	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	7200	7380	7565	7755	7949
	Hourly	27.87	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	41.38	42.41	43.48	44.57	45.68
	Standby	1.95	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.82	2.90	2.97	3.04	3.12	3.20
63N1	Annual	59652	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	86400	88560	90780	93060	95388	97776
	Monthly	4971	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	7200	7380	7565	7755	7949	8148
	Hourly	28.57	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	41.38	42.41	43.48	44.57	45.68	46.83
	Standby	2.00	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.82	2.90	2.97	3.04	3.12	3.20	3.28
64N1	Annual	61152	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	86400	88560	90780	93060	95388	97776	100224
	Monthly	5096	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	7200	7380	7565	7755	7949	8148	8352
	Hourly	29.29	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	41.38	42.41	43.48	44.57	45.68	46.83	48.00
	Standby	2.05	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.82	2.90	2.97	3.04	3.12	3.20	3.28	3.36
65N1	Annual	62652	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	86400	88560	90780	93060	95388	97776	100224	102732
	Monthly	5221	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	7200	7380	7565	7755	7949	8148	8352	8561
	Hourly	30.01	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	41.38	42.41	43.48	44.57	45.68	46.83	48.00	49.20
	Standby	2.10	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.82	2.90	2.97	3.04	3.12	3.20	3.28	3.36	3.44
66N1	Annual	64224	65844	67500	69156	70932	72684	74496	76392	78252	80208	82200	84264	86400	88560	90780	93060	95388	97776	100224	102732	105300
	Monthly	5352	5487	5625	5763	5911	6057	6208	6366	6521	6684	6850	7022	7200	7380	7565	7755	7949	8148	8352	8561	8775
	Hourly	30.76	31.53	32.33	33.12	33.97	34.81	35.68	36.59	37.48	38.41	39.37	40.36	41.38	42.41	43.48	44.57	45.68	46.83	48.00	49.20	50.43
	Standby	2.15	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.62	2.69	2.76	2.82	2.90	2.97	3.04	3.12	3.20	3.28	3.36	3.44	3.53

## APPENDIX H

### General Service Salary Schedule

As provided in the parties' MOU, this salary schedule will not go into effect unless the February 2014 Economic and Revenue Forecast Council (ERFC) forecast for General Fund-State revenues for Fiscal Year 2015 is \$200 million or more than the September 2012 ERFC forecast for General Fund-State revenues for Fiscal Year 2015 as a result of increased economic activity. If this contingency is met, this salary schedule will be effective July 1, 2014 through June 30, 2015.

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
18	Annual	19548	19980	20448	20892	21372	21852	22368	22848	23376	23940	24432	25068	25608
	Monthly	1629	1665	1704	1741	1781	1821	1864	1904	1948	1995	2036	2089	2134
	Hourly	9.36	9.57	9.79	10.01	10.24	10.47	10.71	10.94	11.20	11.47	11.70	12.01	12.26
	Standby	0.66	0.67	0.69	0.70	0.72	0.73	0.75	0.77	0.78	0.80	0.82	0.84	0.86
19	Annual	19980	20448	20892	21372	21852	22368	22848	23376	23940	24432	25068	25608	26196
	Monthly	1665	1704	1741	1781	1821	1864	1904	1948	1995	2036	2089	2134	2183
	Hourly	9.57	9.79	10.01	10.24	10.47	10.71	10.94	11.20	11.47	11.70	12.01	12.26	12.55
	Standby	0.67	0.69	0.70	0.72	0.73	0.75	0.77	0.78	0.80	0.82	0.84	0.86	0.88
20	Annual	20448	20892	21372	21852	22368	22848	23376	23940	24432	25068	25608	26196	26808
	Monthly	1704	1741	1781	1821	1864	1904	1948	1995	2036	2089	2134	2183	2234
	Hourly	9.79	10.01	10.24	10.47	10.71	10.94	11.20	11.47	11.70	12.01	12.26	12.55	12.84
	Standby	0.69	0.70	0.72	0.73	0.75	0.77	0.78	0.80	0.82	0.84	0.86	0.88	0.90
21	Annual	20892	21372	21852	22368	22848	23376	23940	24432	25068	25608	26196	26808	27468
	Monthly	1741	1781	1821	1864	1904	1948	1995	2036	2089	2134	2183	2234	2289
	Hourly	10.01	10.24	10.47	10.71	10.94	11.20	11.47	11.70	12.01	12.26	12.55	12.84	13.16
	Standby	0.70	0.72	0.73	0.75	0.77	0.78	0.80	0.82	0.84	0.86	0.88	0.90	0.92
22	Annual	21372	21852	22368	22848	23376	23940	24432	25068	25608	26196	26808	27468	28080
	Monthly	1781	1821	1864	1904	1948	1995	2036	2089	2134	2183	2234	2289	2340
	Hourly	10.24	10.47	10.71	10.94	11.20	11.47	11.70	12.01	12.26	12.55	12.84	13.16	13.45
	Standby	0.72	0.73	0.75	0.77	0.78	0.80	0.82	0.84	0.86	0.88	0.90	0.92	0.94
23	Annual	21852	22368	22848	23376	23940	24432	25068	25608	26196	26808	27468	28080	28728
	Monthly	1821	1864	1904	1948	1995	2036	2089	2134	2183	2234	2289	2340	2394
	Hourly	10.47	10.71	10.94	11.20	11.47	11.70	12.01	12.26	12.55	12.84	13.16	13.45	13.76
	Standby	0.73	0.75	0.77	0.78	0.80	0.82	0.84	0.86	0.88	0.90	0.92	0.94	0.96
24	Annual	22368	22848	23376	23940	24432	25068	25608	26196	26808	27468	28080	28728	29400
	Monthly	1864	1904	1948	1995	2036	2089	2134	2183	2234	2289	2340	2394	2450
	Hourly	10.71	10.94	11.20	11.47	11.70	12.01	12.26	12.55	12.84	13.16	13.45	13.76	14.08
	Standby	0.75	0.77	0.78	0.80	0.82	0.84	0.86	0.88	0.90	0.92	0.94	0.96	0.99
25	Annual	22848	23376	23940	24432	25068	25608	26196	26808	27468	28080	28728	29400	30084
	Monthly	1904	1948	1995	2036	2089	2134	2183	2234	2289	2340	2394	2450	2507
	Hourly	10.94	11.20	11.47	11.70	12.01	12.26	12.55	12.84	13.16	13.45	13.76	14.08	14.41
	Standby	0.77	0.78	0.80	0.82	0.84	0.86	0.88	0.90	0.92	0.94	0.96	0.99	1.01
26	Annual	23376	23940	24432	25068	25608	26196	26808	27468	28080	28728	29400	30084	30804
	Monthly	1948	1995	2036	2089	2134	2183	2234	2289	2340	2394	2450	2507	2567
	Hourly	11.20	11.47	11.70	12.01	12.26	12.55	12.84	13.16	13.45	13.76	14.08	14.41	14.75
	Standby	0.78	0.80	0.82	0.84	0.86	0.88	0.90	0.92	0.94	0.96	0.99	1.01	1.03
27	Annual	23940	24432	25068	25608	26196	26808	27468	28080	28728	29400	30084	30804	31488
	Monthly	1995	2036	2089	2134	2183	2234	2289	2340	2394	2450	2507	2567	2624
	Hourly	11.47	11.70	12.01	12.26	12.55	12.84	13.16	13.45	13.76	14.08	14.41	14.75	15.08
	Standby	0.80	0.82	0.84	0.86	0.88	0.90	0.92	0.94	0.96	0.99	1.01	1.03	1.06

As provided in the parties' MOU, this salary schedule **will not go into effect unless** the February 2014 Economic and Revenue Forecast Council (ERFC) forecast for General Fund-State revenues for Fiscal Year 2015 is \$200 million or more than the September 2012 ERFC forecast for General Fund-State revenues for Fiscal Year 2015 as a result of increased economic activity. If this contingency is met, this salary schedule will be effective July 1, 2014 through June 30, 2015.

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
28	Annual	24432	25068	25608	26196	26808	27468	28080	28728	29400	30084	30804	31488	32280
	Monthly	2036	2089	2134	2183	2234	2289	2340	2394	2450	2507	2567	2624	2690
	Hourly	11.70	12.01	12.26	12.55	12.84	13.16	13.45	13.76	14.08	14.41	14.75	15.08	15.46
	Standby	0.82	0.84	0.86	0.88	0.90	0.92	0.94	0.96	0.99	1.01	1.03	1.06	1.08
29	Annual	25068	25608	26196	26808	27468	28080	28728	29400	30084	30804	31488	32280	33012
	Monthly	2089	2134	2183	2234	2289	2340	2394	2450	2507	2567	2624	2690	2751
	Hourly	12.01	12.26	12.55	12.84	13.16	13.45	13.76	14.08	14.41	14.75	15.08	15.46	15.81
	Standby	0.84	0.86	0.88	0.90	0.92	0.94	0.96	0.99	1.01	1.03	1.06	1.08	1.11
30	Annual	25608	26196	26808	27468	28080	28728	29400	30084	30804	31488	32280	33012	33804
	Monthly	2134	2183	2234	2289	2340	2394	2450	2507	2567	2624	2690	2751	2817
	Hourly	12.26	12.55	12.84	13.16	13.45	13.76	14.08	14.41	14.75	15.08	15.46	15.81	16.19
	Standby	0.86	0.88	0.90	0.92	0.94	0.96	0.99	1.01	1.03	1.06	1.08	1.11	1.13
31	Annual	26196	26808	27468	28080	28728	29400	30084	30804	31488	32280	33012	33804	34608
	Monthly	2183	2234	2289	2340	2394	2450	2507	2567	2624	2690	2751	2817	2884
	Hourly	12.55	12.84	13.16	13.45	13.76	14.08	14.41	14.75	15.08	15.46	15.81	16.19	16.57
	Standby	0.88	0.90	0.92	0.94	0.96	0.99	1.01	1.03	1.06	1.08	1.11	1.13	1.16
32	Annual	26808	27468	28080	28728	29400	30084	30804	31488	32280	33012	33804	34608	35388
	Monthly	2234	2289	2340	2394	2450	2507	2567	2624	2690	2751	2817	2884	2949
	Hourly	12.84	13.16	13.45	13.76	14.08	14.41	14.75	15.08	15.46	15.81	16.19	16.57	16.95
	Standby	0.90	0.92	0.94	0.96	0.99	1.01	1.03	1.06	1.08	1.11	1.13	1.16	1.19
33	Annual	27468	28080	28728	29400	30084	30804	31488	32280	33012	33804	34608	35388	36288
	Monthly	2289	2340	2394	2450	2507	2567	2624	2690	2751	2817	2884	2949	3024
	Hourly	13.16	13.45	13.76	14.08	14.41	14.75	15.08	15.46	15.81	16.19	16.57	16.95	17.38
	Standby	0.92	0.94	0.96	0.99	1.01	1.03	1.06	1.08	1.11	1.13	1.16	1.19	1.22
34	Annual	28080	28728	29400	30084	30804	31488	32280	33012	33804	34608	35388	36288	37128
	Monthly	2340	2394	2450	2507	2567	2624	2690	2751	2817	2884	2949	3024	3094
	Hourly	13.45	13.76	14.08	14.41	14.75	15.08	15.46	15.81	16.19	16.57	16.95	17.38	17.78
	Standby	0.94	0.96	0.99	1.01	1.03	1.06	1.08	1.11	1.13	1.16	1.19	1.22	1.24
35	Annual	28728	29400	30084	30804	31488	32280	33012	33804	34608	35388	36288	37128	37992
	Monthly	2394	2450	2507	2567	2624	2690	2751	2817	2884	2949	3024	3094	3166
	Hourly	13.76	14.08	14.41	14.75	15.08	15.46	15.81	16.19	16.57	16.95	17.38	17.78	18.20
	Standby	0.96	0.99	1.01	1.03	1.06	1.08	1.11	1.13	1.16	1.19	1.22	1.24	1.27
36	Annual	29400	30084	30804	31488	32280	33012	33804	34608	35388	36288	37128	37992	38940
	Monthly	2450	2507	2567	2624	2690	2751	2817	2884	2949	3024	3094	3166	3245
	Hourly	14.08	14.41	14.75	15.08	15.46	15.81	16.19	16.57	16.95	17.38	17.78	18.20	18.65
	Standby	0.99	1.01	1.03	1.06	1.08	1.11	1.13	1.16	1.19	1.22	1.24	1.27	1.31
37	Annual	30084	30804	31488	32280	33012	33804	34608	35388	36288	37128	37992	38940	39912
	Monthly	2507	2567	2624	2690	2751	2817	2884	2949	3024	3094	3166	3245	3326
	Hourly	14.41	14.75	15.08	15.46	15.81	16.19	16.57	16.95	17.38	17.78	18.20	18.65	19.11
	Standby	1.01	1.03	1.06	1.08	1.11	1.13	1.16	1.19	1.22	1.24	1.27	1.31	1.34

As provided in the parties' MOU, this salary schedule **will not go into effect unless** the February 2014 Economic and Revenue Forecast Council (ERFC) forecast for General Fund-State revenues for Fiscal Year 2015 is \$200 million or more than the September 2012 ERFC forecast for General Fund-State revenues for Fiscal Year 2015 as a result of increased economic activity. If this contingency is met, this salary schedule will be effective July 1, 2014 through June 30, 2015.

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
38	Annual	30804	31488	32280	33012	33804	34608	35388	36288	37128	37992	38940	39912	40932
	Monthly	2567	2624	2690	2751	2817	2884	2949	3024	3094	3166	3245	3326	3411
	Hourly	14.75	15.08	15.46	15.81	16.19	16.57	16.95	17.38	17.78	18.20	18.65	19.11	19.60
	Standby	1.03	1.06	1.08	1.11	1.13	1.16	1.19	1.22	1.24	1.27	1.31	1.34	1.37
39	Annual	31488	32280	33012	33804	34608	35388	36288	37128	37992	38940	39912	40932	41928
	Monthly	2624	2690	2751	2817	2884	2949	3024	3094	3166	3245	3326	3411	3494
	Hourly	15.08	15.46	15.81	16.19	16.57	16.95	17.38	17.78	18.20	18.65	19.11	19.60	20.08
	Standby	1.06	1.08	1.11	1.13	1.16	1.19	1.22	1.24	1.27	1.31	1.34	1.37	1.41
40	Annual	32280	33012	33804	34608	35388	36288	37128	37992	38940	39912	40932	41928	43008
	Monthly	2690	2751	2817	2884	2949	3024	3094	3166	3245	3326	3411	3494	3584
	Hourly	15.46	15.81	16.19	16.57	16.95	17.38	17.78	18.20	18.65	19.11	19.60	20.08	20.60
	Standby	1.08	1.11	1.13	1.16	1.19	1.22	1.24	1.27	1.31	1.34	1.37	1.41	1.44
41	Annual	33012	33804	34608	35388	36288	37128	37992	38940	39912	40932	41928	43008	44004
	Monthly	2751	2817	2884	2949	3024	3094	3166	3245	3326	3411	3494	3584	3667
	Hourly	15.81	16.19	16.57	16.95	17.38	17.78	18.20	18.65	19.11	19.60	20.08	20.60	21.07
	Standby	1.11	1.13	1.16	1.19	1.22	1.24	1.27	1.31	1.34	1.37	1.41	1.44	1.48
42	Annual	33804	34608	35388	36288	37128	37992	38940	39912	40932	41928	43008	44004	45156
	Monthly	2817	2884	2949	3024	3094	3166	3245	3326	3411	3494	3584	3667	3763
	Hourly	16.19	16.57	16.95	17.38	17.78	18.20	18.65	19.11	19.60	20.08	20.60	21.07	21.63
	Standby	1.13	1.16	1.19	1.22	1.24	1.27	1.31	1.34	1.37	1.41	1.44	1.48	1.51
43	Annual	34608	35388	36288	37128	37992	38940	39912	40932	41928	43008	44004	45156	46284
	Monthly	2884	2949	3024	3094	3166	3245	3326	3411	3494	3584	3667	3763	3857
	Hourly	16.57	16.95	17.38	17.78	18.20	18.65	19.11	19.60	20.08	20.60	21.07	21.63	22.17
	Standby	1.16	1.19	1.22	1.24	1.27	1.31	1.34	1.37	1.41	1.44	1.48	1.51	1.55
44	Annual	35388	36288	37128	37992	38940	39912	40932	41928	43008	44004	45156	46284	47484
	Monthly	2949	3024	3094	3166	3245	3326	3411	3494	3584	3667	3763	3857	3957
	Hourly	16.95	17.38	17.78	18.20	18.65	19.11	19.60	20.08	20.60	21.07	21.63	22.17	22.74
	Standby	1.19	1.22	1.24	1.27	1.31	1.34	1.37	1.41	1.44	1.48	1.51	1.55	1.59
45	Annual	36288	37128	37992	38940	39912	40932	41928	43008	44004	45156	46284	47484	48648
	Monthly	3024	3094	3166	3245	3326	3411	3494	3584	3667	3763	3857	3957	4054
	Hourly	17.38	17.78	18.20	18.65	19.11	19.60	20.08	20.60	21.07	21.63	22.17	22.74	23.30
	Standby	1.22	1.24	1.27	1.31	1.34	1.37	1.41	1.44	1.48	1.51	1.55	1.59	1.63
46	Annual	37128	37992	38940	39912	40932	41928	43008	44004	45156	46284	47484	48648	49860
	Monthly	3094	3166	3245	3326	3411	3494	3584	3667	3763	3857	3957	4054	4155
	Hourly	17.78	18.20	18.65	19.11	19.60	20.08	20.60	21.07	21.63	22.17	22.74	23.30	23.88
	Standby	1.24	1.27	1.31	1.34	1.37	1.41	1.44	1.48	1.51	1.55	1.59	1.63	1.67
47	Annual	37992	38940	39912	40932	41928	43008	44004	45156	46284	47484	48648	49860	51072
	Monthly	3166	3245	3326	3411	3494	3584	3667	3763	3857	3957	4054	4155	4256
	Hourly	18.20	18.65	19.11	19.60	20.08	20.60	21.07	21.63	22.17	22.74	23.30	23.88	24.46
	Standby	1.27	1.31	1.34	1.37	1.41	1.44	1.48	1.51	1.55	1.59	1.63	1.67	1.71

As provided in the parties' MOU, this salary schedule **will not go into effect unless** the February 2014 Economic and Revenue Forecast Council (ERFC) forecast for General Fund-State revenues for Fiscal Year 2015 is \$200 million or more than the September 2012 ERFC forecast for General Fund-State revenues for Fiscal Year 2015 as a result of increased economic activity. If this contingency is met, this salary schedule will be effective July 1, 2014 through June 30, 2015.

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
48	Annual	38940	39912	40932	41928	43008	44004	45156	46284	47484	48648	49860	51072	52380
	Monthly	3245	3326	3411	3494	3584	3667	3763	3857	3957	4054	4155	4256	4365
	Hourly	18.65	19.11	19.60	20.08	20.60	21.07	21.63	22.17	22.74	23.30	23.88	24.46	25.09
	Standby	1.31	1.34	1.37	1.41	1.44	1.48	1.51	1.55	1.59	1.63	1.67	1.71	1.76
49	Annual	39912	40932	41928	43008	44004	45156	46284	47484	48648	49860	51072	52380	53676
	Monthly	3326	3411	3494	3584	3667	3763	3857	3957	4054	4155	4256	4365	4473
	Hourly	19.11	19.60	20.08	20.60	21.07	21.63	22.17	22.74	23.30	23.88	24.46	25.09	25.71
	Standby	1.34	1.37	1.41	1.44	1.48	1.51	1.55	1.59	1.63	1.67	1.71	1.76	1.80
50	Annual	40932	41928	43008	44004	45156	46284	47484	48648	49860	51072	52380	53676	55044
	Monthly	3411	3494	3584	3667	3763	3857	3957	4054	4155	4256	4365	4473	4587
	Hourly	19.60	20.08	20.60	21.07	21.63	22.17	22.74	23.30	23.88	24.46	25.09	25.71	26.36
	Standby	1.37	1.41	1.44	1.48	1.51	1.55	1.59	1.63	1.67	1.71	1.76	1.80	1.85
51	Annual	41928	43008	44004	45156	46284	47484	48648	49860	51072	52380	53676	55044	56400
	Monthly	3494	3584	3667	3763	3857	3957	4054	4155	4256	4365	4473	4587	4700
	Hourly	20.08	20.60	21.07	21.63	22.17	22.74	23.30	23.88	24.46	25.09	25.71	26.36	27.01
	Standby	1.41	1.44	1.48	1.51	1.55	1.59	1.63	1.67	1.71	1.76	1.80	1.85	1.89
52	Annual	43008	44004	45156	46284	47484	48648	49860	51072	52380	53676	55044	56400	57816
	Monthly	3584	3667	3763	3857	3957	4054	4155	4256	4365	4473	4587	4700	4818
	Hourly	20.60	21.07	21.63	22.17	22.74	23.30	23.88	24.46	25.09	25.71	26.36	27.01	27.69
	Standby	1.44	1.48	1.51	1.55	1.59	1.63	1.67	1.71	1.76	1.80	1.85	1.89	1.94
53	Annual	44004	45156	46284	47484	48648	49860	51072	52380	53676	55044	56400	57816	59244
	Monthly	3667	3763	3857	3957	4054	4155	4256	4365	4473	4587	4700	4818	4937
	Hourly	21.07	21.63	22.17	22.74	23.30	23.88	24.46	25.09	25.71	26.36	27.01	27.69	28.37
	Standby	1.48	1.51	1.55	1.59	1.63	1.67	1.71	1.76	1.80	1.85	1.89	1.94	1.99
54	Annual	45156	46284	47484	48648	49860	51072	52380	53676	55044	56400	57816	59244	60720
	Monthly	3763	3857	3957	4054	4155	4256	4365	4473	4587	4700	4818	4937	5060
	Hourly	21.63	22.17	22.74	23.30	23.88	24.46	25.09	25.71	26.36	27.01	27.69	28.37	29.08
	Standby	1.51	1.55	1.59	1.63	1.67	1.71	1.76	1.80	1.85	1.89	1.94	1.99	2.04
55	Annual	46284	47484	48648	49860	51072	52380	53676	55044	56400	57816	59244	60720	62244
	Monthly	3857	3957	4054	4155	4256	4365	4473	4587	4700	4818	4937	5060	5187
	Hourly	22.17	22.74	23.30	23.88	24.46	25.09	25.71	26.36	27.01	27.69	28.37	29.08	29.81
	Standby	1.55	1.59	1.63	1.67	1.71	1.76	1.80	1.85	1.89	1.94	1.99	2.04	2.09
56	Annual	47484	48648	49860	51072	52380	53676	55044	56400	57816	59244	60720	62244	63828
	Monthly	3957	4054	4155	4256	4365	4473	4587	4700	4818	4937	5060	5187	5319
	Hourly	22.74	23.30	23.88	24.46	25.09	25.71	26.36	27.01	27.69	28.37	29.08	29.81	30.57
	Standby	1.59	1.63	1.67	1.71	1.76	1.80	1.85	1.89	1.94	1.99	2.04	2.09	2.14
57	Annual	48648	49860	51072	52380	53676	55044	56400	57816	59244	60720	62244	63828	65388
	Monthly	4054	4155	4256	4365	4473	4587	4700	4818	4937	5060	5187	5319	5449
	Hourly	23.30	23.88	24.46	25.09	25.71	26.36	27.01	27.69	28.37	29.08	29.81	30.57	31.32
	Standby	1.63	1.67	1.71	1.76	1.80	1.85	1.89	1.94	1.99	2.04	2.09	2.14	2.19

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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
58	Annual	49860	51072	52380	53676	55044	56400	57816	59244	60720	62244	63828	65388	67080
	Monthly	4155	4256	4365	4473	4587	4700	4818	4937	5060	5187	5319	5449	5590
	Hourly	23.88	24.46	25.09	25.71	26.36	27.01	27.69	28.37	29.08	29.81	30.57	31.32	32.13
	Standby	1.67	1.71	1.76	1.80	1.85	1.89	1.94	1.99	2.04	2.09	2.14	2.19	2.25
59	Annual	51072	52380	53676	55044	56400	57816	59244	60720	62244	63828	65388	67080	68700
	Monthly	4256	4365	4473	4587	4700	4818	4937	5060	5187	5319	5449	5590	5725
	Hourly	24.46	25.09	25.71	26.36	27.01	27.69	28.37	29.08	29.81	30.57	31.32	32.13	32.90
	Standby	1.71	1.76	1.80	1.85	1.89	1.94	1.99	2.04	2.09	2.14	2.19	2.25	2.30
60	Annual	52380	53676	55044	56400	57816	59244	60720	62244	63828	65388	67080	68700	70452
	Monthly	4365	4473	4587	4700	4818	4937	5060	5187	5319	5449	5590	5725	5871
	Hourly	25.09	25.71	26.36	27.01	27.69	28.37	29.08	29.81	30.57	31.32	32.13	32.90	33.74
	Standby	1.76	1.80	1.85	1.89	1.94	1.99	2.04	2.09	2.14	2.19	2.25	2.30	2.36
61	Annual	53676	55044	56400	57816	59244	60720	62244	63828	65388	67080	68700	70452	72216
	Monthly	4473	4587	4700	4818	4937	5060	5187	5319	5449	5590	5725	5871	6018
	Hourly	25.71	26.36	27.01	27.69	28.37	29.08	29.81	30.57	31.32	32.13	32.90	33.74	34.59
	Standby	1.80	1.85	1.89	1.94	1.99	2.04	2.09	2.14	2.19	2.25	2.30	2.36	2.42
62	Annual	55044	56400	57816	59244	60720	62244	63828	65388	67080	68700	70452	72216	73992
	Monthly	4587	4700	4818	4937	5060	5187	5319	5449	5590	5725	5871	6018	6166
	Hourly	26.36	27.01	27.69	28.37	29.08	29.81	30.57	31.32	32.13	32.90	33.74	34.59	35.44
	Standby	1.85	1.89	1.94	1.99	2.04	2.09	2.14	2.19	2.25	2.30	2.36	2.42	2.48
63	Annual	56400	57816	59244	60720	62244	63828	65388	67080	68700	70452	72216	73992	75840
	Monthly	4700	4818	4937	5060	5187	5319	5449	5590	5725	5871	6018	6166	6320
	Hourly	27.01	27.69	28.37	29.08	29.81	30.57	31.32	32.13	32.90	33.74	34.59	35.44	36.32
	Standby	1.89	1.94	1.99	2.04	2.09	2.14	2.19	2.25	2.30	2.36	2.42	2.48	2.54
64	Annual	57816	59244	60720	62244	63828	65388	67080	68700	70452	72216	73992	75840	77760
	Monthly	4818	4937	5060	5187	5319	5449	5590	5725	5871	6018	6166	6320	6480
	Hourly	27.69	28.37	29.08	29.81	30.57	31.32	32.13	32.90	33.74	34.59	35.44	36.32	37.24
	Standby	1.94	1.99	2.04	2.09	2.14	2.19	2.25	2.30	2.36	2.42	2.48	2.54	2.61
65	Annual	59244	60720	62244	63828	65388	67080	68700	70452	72216	73992	75840	77760	79692
	Monthly	4937	5060	5187	5319	5449	5590	5725	5871	6018	6166	6320	6480	6641
	Hourly	28.37	29.08	29.81	30.57	31.32	32.13	32.90	33.74	34.59	35.44	36.32	37.24	38.17
	Standby	1.99	2.04	2.09	2.14	2.19	2.25	2.30	2.36	2.42	2.48	2.54	2.61	2.67
66	Annual	60720	62244	63828	65388	67080	68700	70452	72216	73992	75840	77760	79692	81696
	Monthly	5060	5187	5319	5449	5590	5725	5871	6018	6166	6320	6480	6641	6808
	Hourly	29.08	29.81	30.57	31.32	32.13	32.90	33.74	34.59	35.44	36.32	37.24	38.17	39.13
	Standby	2.04	2.09	2.14	2.19	2.25	2.30	2.36	2.42	2.48	2.54	2.61	2.67	2.74
67	Annual	62244	63828	65388	67080	68700	70452	72216	73992	75840	77760	79692	81696	83724
	Monthly	5187	5319	5449	5590	5725	5871	6018	6166	6320	6480	6641	6808	6977
	Hourly	29.81	30.57	31.32	32.13	32.90	33.74	34.59	35.44	36.32	37.24	38.17	39.13	40.10
	Standby	2.09	2.14	2.19	2.25	2.30	2.36	2.42	2.48	2.54	2.61	2.67	2.74	2.81

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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
68	Annual	63828	65388	67080	68700	70452	72216	73992	75840	77760	79692	81696	83724	85836
	Monthly	5319	5449	5590	5725	5871	6018	6166	6320	6480	6641	6808	6977	7153
	Hourly	30.57	31.32	32.13	32.90	33.74	34.59	35.44	36.32	37.24	38.17	39.13	40.10	41.11
	Standby	2.14	2.19	2.25	2.30	2.36	2.42	2.48	2.54	2.61	2.67	2.74	2.81	2.88
69	Annual	65388	67080	68700	70452	72216	73992	75840	77760	79692	81696	83724	85836	87972
	Monthly	5449	5590	5725	5871	6018	6166	6320	6480	6641	6808	6977	7153	7331
	Hourly	31.32	32.13	32.90	33.74	34.59	35.44	36.32	37.24	38.17	39.13	40.10	41.11	42.13
	Standby	2.19	2.25	2.30	2.36	2.42	2.48	2.54	2.61	2.67	2.74	2.81	2.88	2.95
70	Annual	67080	68700	70452	72216	73992	75840	77760	79692	81696	83724	85836	87972	90168
	Monthly	5590	5725	5871	6018	6166	6320	6480	6641	6808	6977	7153	7331	7514
	Hourly	32.13	32.90	33.74	34.59	35.44	36.32	37.24	38.17	39.13	40.10	41.11	42.13	43.18
	Standby	2.25	2.30	2.36	2.42	2.48	2.54	2.61	2.67	2.74	2.81	2.88	2.95	3.02
71	Annual	68700	70452	72216	73992	75840	77760	79692	81696	83724	85836	87972	90168	92436
	Monthly	5725	5871	6018	6166	6320	6480	6641	6808	6977	7153	7331	7514	7703
	Hourly	32.90	33.74	34.59	35.44	36.32	37.24	38.17	39.13	40.10	41.11	42.13	43.18	44.27
	Standby	2.30	2.36	2.42	2.48	2.54	2.61	2.67	2.74	2.81	2.88	2.95	3.02	3.10
72	Annual	70452	72216	73992	75840	77760	79692	81696	83724	85836	87972	90168	92436	94752
	Monthly	5871	6018	6166	6320	6480	6641	6808	6977	7153	7331	7514	7703	7896
	Hourly	33.74	34.59	35.44	36.32	37.24	38.17	39.13	40.10	41.11	42.13	43.18	44.27	45.38
	Standby	2.36	2.42	2.48	2.54	2.61	2.67	2.74	2.81	2.88	2.95	3.02	3.10	3.18
73	Annual	72216	73992	75840	77760	79692	81696	83724	85836	87972	90168	92436	94752	97104
	Monthly	6018	6166	6320	6480	6641	6808	6977	7153	7331	7514	7703	7896	8092
	Hourly	34.59	35.44	36.32	37.24	38.17	39.13	40.10	41.11	42.13	43.18	44.27	45.38	46.51
	Standby	2.42	2.48	2.54	2.61	2.67	2.74	2.81	2.88	2.95	3.02	3.10	3.18	3.26
74	Annual	73992	75840	77760	79692	81696	83724	85836	87972	90168	92436	94752	97104	99564
	Monthly	6166	6320	6480	6641	6808	6977	7153	7331	7514	7703	7896	8092	8297
	Hourly	35.44	36.32	37.24	38.17	39.13	40.10	41.11	42.13	43.18	44.27	45.38	46.51	47.68
	Standby	2.48	2.54	2.61	2.67	2.74	2.81	2.88	2.95	3.02	3.10	3.18	3.26	3.34
75	Annual	75840	77760	79692	81696	83724	85836	87972	90168	92436	94752	97104	99564	102012
	Monthly	6320	6480	6641	6808	6977	7153	7331	7514	7703	7896	8092	8297	8501
	Hourly	36.32	37.24	38.17	39.13	40.10	41.11	42.13	43.18	44.27	45.38	46.51	47.68	48.86
	Standby	2.54	2.61	2.67	2.74	2.81	2.88	2.95	3.02	3.10	3.18	3.26	3.34	3.42
76	Annual	77760	79692	81696	83724	85836	87972	90168	92436	94752	97104	99564	102012	104556
	Monthly	6480	6641	6808	6977	7153	7331	7514	7703	7896	8092	8297	8501	8713
	Hourly	37.24	38.17	39.13	40.10	41.11	42.13	43.18	44.27	45.38	46.51	47.68	48.86	50.07
	Standby	2.61	2.67	2.74	2.81	2.88	2.95	3.02	3.10	3.18	3.26	3.34	3.42	3.51
77	Annual	79692	81696	83724	85836	87972	90168	92436	94752	97104	99564	102012	104556	107184
	Monthly	6641	6808	6977	7153	7331	7514	7703	7896	8092	8297	8501	8713	8932
	Hourly	38.17	39.13	40.10	41.11	42.13	43.18	44.27	45.38	46.51	47.68	48.86	50.07	51.33
	Standby	2.67	2.74	2.81	2.88	2.95	3.02	3.10	3.18	3.26	3.34	3.42	3.51	3.59

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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
78	Annual	81696	83724	85836	87972	90168	92436	94752	97104	99564	102012	104556	107184	109884
	Monthly	6808	6977	7153	7331	7514	7703	7896	8092	8297	8501	8713	8932	9157
	Hourly	39.13	40.10	41.11	42.13	43.18	44.27	45.38	46.51	47.68	48.86	50.07	51.33	52.63
	Standby	2.74	2.81	2.88	2.95	3.02	3.10	3.18	3.26	3.34	3.42	3.51	3.59	3.68
79	Annual	83724	85836	87972	90168	92436	94752	97104	99564	102012	104556	107184	109884	112584
	Monthly	6977	7153	7331	7514	7703	7896	8092	8297	8501	8713	8932	9157	9382
	Hourly	40.10	41.11	42.13	43.18	44.27	45.38	46.51	47.68	48.86	50.07	51.33	52.63	53.92
	Standby	2.81	2.88	2.95	3.02	3.10	3.18	3.26	3.34	3.42	3.51	3.59	3.68	3.77
80	Annual	85836	87972	90168	92436	94752	97104	99564	102012	104556	107184	109884	112584	115392
	Monthly	7153	7331	7514	7703	7896	8092	8297	8501	8713	8932	9157	9382	9616
	Hourly	41.11	42.13	43.18	44.27	45.38	46.51	47.68	48.86	50.07	51.33	52.63	53.92	55.26
	Standby	2.88	2.95	3.02	3.10	3.18	3.26	3.34	3.42	3.51	3.59	3.68	3.77	3.87
81	Annual	87972	90168	92436	94752	97104	99564	102012	104556	107184	109884	112584	115392	118308
	Monthly	7331	7514	7703	7896	8092	8297	8501	8713	8932	9157	9382	9616	9859
	Hourly	42.13	43.18	44.27	45.38	46.51	47.68	48.86	50.07	51.33	52.63	53.92	55.26	56.66
	Standby	2.95	3.02	3.10	3.18	3.26	3.34	3.42	3.51	3.59	3.68	3.77	3.87	3.97
82	Annual	90168	92436	94752	97104	99564	102012	104556	107184	109884	112584	115392	118308	121248
	Monthly	7514	7703	7896	8092	8297	8501	8713	8932	9157	9382	9616	9859	10104
	Hourly	43.18	44.27	45.38	46.51	47.68	48.86	50.07	51.33	52.63	53.92	55.26	56.66	58.07
	Standby	3.02	3.10	3.18	3.26	3.34	3.42	3.51	3.59	3.68	3.77	3.87	3.97	4.06
83	Annual	92436	94752	97104	99564	102012	104556	107184	109884	112584	115392	118308	121248	124272
	Monthly	7703	7896	8092	8297	8501	8713	8932	9157	9382	9616	9859	10104	10356
	Hourly	44.27	45.38	46.51	47.68	48.86	50.07	51.33	52.63	53.92	55.26	56.66	58.07	59.52
	Standby	3.10	3.18	3.26	3.34	3.42	3.51	3.59	3.68	3.77	3.87	3.97	4.06	4.17
84	Annual	94752	97104	99564	102012	104556	107184	109884	112584	115392	118308	121248	124272	127416
	Monthly	7896	8092	8297	8501	8713	8932	9157	9382	9616	9859	10104	10356	10618
	Hourly	45.38	46.51	47.68	48.86	50.07	51.33	52.63	53.92	55.26	56.66	58.07	59.52	61.02
	Standby	3.18	3.26	3.34	3.42	3.51	3.59	3.68	3.77	3.87	3.97	4.06	4.17	4.27
85	Annual	97104	99564	102012	104556	107184	109884	112584	115392	118308	121248	124272	127416	130548
	Monthly	8092	8297	8501	8713	8932	9157	9382	9616	9859	10104	10356	10618	10879
	Hourly	46.51	47.68	48.86	50.07	51.33	52.63	53.92	55.26	56.66	58.07	59.52	61.02	62.52
	Standby	3.26	3.34	3.42	3.51	3.59	3.68	3.77	3.87	3.97	4.06	4.17	4.27	4.38
86	Annual	99564	102012	104556	107184	109884	112584	115392	118308	121248	124272	127416	130548	133848
	Monthly	8297	8501	8713	8932	9157	9382	9616	9859	10104	10356	10618	10879	11154
	Hourly	47.68	48.86	50.07	51.33	52.63	53.92	55.26	56.66	58.07	59.52	61.02	62.52	64.10
	Standby	3.34	3.42	3.51	3.59	3.68	3.77	3.87	3.97	4.06	4.17	4.27	4.38	4.49
87	Annual	102012	104556	107184	109884	112584	115392	118308	121248	124272	127416	130548	133848	137220
	Monthly	8501	8713	8932	9157	9382	9616	9859	10104	10356	10618	10879	11154	11435
	Hourly	48.86	50.07	51.33	52.63	53.92	55.26	56.66	58.07	59.52	61.02	62.52	64.10	65.72
	Standby	3.42	3.51	3.59	3.68	3.77	3.87	3.97	4.06	4.17	4.27	4.38	4.49	4.60

As provided in the parties' MOU, this salary schedule **will not go into effect unless** the February 2014 Economic and Revenue Forecast Council (ERFC) forecast for General Fund-State revenues for Fiscal Year 2015 is \$200 million or more than the September 2012 ERFC forecast for General Fund-State revenues for Fiscal Year 2015 as a result of increased economic activity. If this contingency is met, this salary schedule will be effective July 1, 2014 through June 30, 2015.

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
88	Annual	104556	107184	109884	112584	115392	118308	121248	124272	127416	130548	133848	137220	140640
	Monthly	8713	8932	9157	9382	9616	9859	10104	10356	10618	10879	11154	11435	11720
	Hourly	50.07	51.33	52.63	53.92	55.26	56.66	58.07	59.52	61.02	62.52	64.10	65.72	67.36
	Standby	3.51	3.59	3.68	3.77	3.87	3.97	4.06	4.17	4.27	4.38	4.49	4.60	4.71
89	Annual	107184	109884	112584	115392	118308	121248	124272	127416	130548	133848	137220	140640	144180
	Monthly	8932	9157	9382	9616	9859	10104	10356	10618	10879	11154	11435	11720	12015
	Hourly	51.33	52.63	53.92	55.26	56.66	58.07	59.52	61.02	62.52	64.10	65.72	67.36	69.05
	Standby	3.59	3.68	3.77	3.87	3.97	4.06	4.17	4.27	4.38	4.49	4.60	4.71	4.83
90	Annual	109884	112584	115392	118308	121248	124272	127416	130548	133848	137220	140640	144180	147732
	Monthly	9157	9382	9616	9859	10104	10356	10618	10879	11154	11435	11720	12015	12311
	Hourly	52.63	53.92	55.26	56.66	58.07	59.52	61.02	62.52	64.10	65.72	67.36	69.05	70.75
	Standby	3.68	3.77	3.87	3.97	4.06	4.17	4.27	4.38	4.49	4.60	4.71	4.83	4.95
91	Annual	112584	115392	118308	121248	124272	127416	130548	133848	137220	140640	144180	147732	151452
	Monthly	9382	9616	9859	10104	10356	10618	10879	11154	11435	11720	12015	12311	12621
	Hourly	53.92	55.26	56.66	58.07	59.52	61.02	62.52	64.10	65.72	67.36	69.05	70.75	72.53
	Standby	3.77	3.87	3.97	4.06	4.17	4.27	4.38	4.49	4.60	4.71	4.83	4.95	5.08
92	Annual	115392	118308	121248	124272	127416	130548	133848	137220	140640	144180	147732	151452	155220
	Monthly	9616	9859	10104	10356	10618	10879	11154	11435	11720	12015	12311	12621	12935
	Hourly	55.26	56.66	58.07	59.52	61.02	62.52	64.10	65.72	67.36	69.05	70.75	72.53	74.34
	Standby	3.87	3.97	4.06	4.17	4.27	4.38	4.49	4.60	4.71	4.83	4.95	5.08	5.20
93	Annual	118308	121248	124272	127416	130548	133848	137220	140640	144180	147732	151452	155220	159144
	Monthly	9859	10104	10356	10618	10879	11154	11435	11720	12015	12311	12621	12935	13262
	Hourly	56.66	58.07	59.52	61.02	62.52	64.10	65.72	67.36	69.05	70.75	72.53	74.34	76.22
	Standby	3.97	4.06	4.17	4.27	4.38	4.49	4.60	4.71	4.83	4.95	5.08	5.20	5.34
94	Annual	121248	124272	127416	130548	133848	137220	140640	144180	147732	151452	155220	159144	163092
	Monthly	10104	10356	10618	10879	11154	11435	11720	12015	12311	12621	12935	13262	13591
	Hourly	58.07	59.52	61.02	62.52	64.10	65.72	67.36	69.05	70.75	72.53	74.34	76.22	78.11
	Standby	4.06	4.17	4.27	4.38	4.49	4.60	4.71	4.83	4.95	5.08	5.20	5.34	5.47
95	Annual	124272	127416	130548	133848	137220	140640	144180	147732	151452	155220	159144	163092	167184
	Monthly	10356	10618	10879	11154	11435	11720	12015	12311	12621	12935	13262	13591	13932
	Hourly	59.52	61.02	62.52	64.10	65.72	67.36	69.05	70.75	72.53	74.34	76.22	78.11	80.07
	Standby	4.17	4.27	4.38	4.49	4.60	4.71	4.83	4.95	5.08	5.20	5.34	5.47	5.60
96	Annual	127416	130548	133848	137220	140640	144180	147732	151452	155220	159144	163092	167184	171372
	Monthly	10618	10879	11154	11435	11720	12015	12311	12621	12935	13262	13591	13932	14281
	Hourly	61.02	62.52	64.10	65.72	67.36	69.05	70.75	72.53	74.34	76.22	78.11	80.07	82.07
	Standby	4.27	4.38	4.49	4.60	4.71	4.83	4.95	5.08	5.20	5.34	5.47	5.60	5.75
97	Annual	130548	133848	137220	140640	144180	147732	151452	155220	159144	163092	167184	171372	175668
	Monthly	10879	11154	11435	11720	12015	12311	12621	12935	13262	13591	13932	14281	14639
	Hourly	62.52	64.10	65.72	67.36	69.05	70.75	72.53	74.34	76.22	78.11	80.07	82.07	84.13
	Standby	4.38	4.49	4.60	4.71	4.83	4.95	5.08	5.20	5.34	5.47	5.60	5.75	5.89

As provided in the parties' MOU, this salary schedule **will not go into effect unless** the February 2014 Economic and Revenue Forecast Council (ERFC) forecast for General Fund-State revenues for Fiscal Year 2015 is \$200 million or more than the September 2012 ERFC forecast for General Fund-State revenues for Fiscal Year 2015 as a result of increased economic activity. If this contingency is met, this salary schedule will be effective July 1, 2014 through June 30, 2015.

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
98	Annual	133848	137220	140640	144180	147732	151452	155220	159144	163092	167184	171372	175668	180060
	Monthly	11154	11435	11720	12015	12311	12621	12935	13262	13591	13932	14281	14639	15005
	Hourly	64.10	65.72	67.36	69.05	70.75	72.53	74.34	76.22	78.11	80.07	82.07	84.13	86.24
	Standby	4.49	4.60	4.71	4.83	4.95	5.08	5.20	5.34	5.47	5.60	5.75	5.89	6.04
99	Annual	137220	140640	144180	147732	151452	155220	159144	163092	167184	171372	175668	180060	184548
	Monthly	11435	11720	12015	12311	12621	12935	13262	13591	13932	14281	14639	15005	15379
	Hourly	65.72	67.36	69.05	70.75	72.53	74.34	76.22	78.11	80.07	82.07	84.13	86.24	88.39
	Standby	4.60	4.71	4.83	4.95	5.08	5.20	5.34	5.47	5.60	5.75	5.89	6.04	6.19

## APPENDIX I

### SP Range Salary Schedule for Represented Employees

As provided in the parties' MOU, this salary schedule will not go into effect unless the February 2014 Economic and Revenue Forecast Council (ERFC) forecast for General Fund-State revenues for Fiscal Year 2015 is \$200 million or more than the September 2012 ERFC forecast for General Fund-State revenues for Fiscal Year 2015 as a result of increased economic activity. If this contingency is met, this salary schedule will be effective July 1, 2014 through June 30, 2015.

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
35SP	Annual	32916	33672	34452	35292	36096	36960	37824	38700	39624	40536	41544	42528	43548
	Monthly	2743	2806	2871	2941	3008	3080	3152	3225	3302	3378	3462	3544	3629
	Hourly	15.76	16.13	16.50	16.90	17.29	17.70	18.11	18.53	18.98	19.41	19.90	20.37	20.86
	Standby	1.10	1.13	1.16	1.18	1.21	1.24	1.27	1.30	1.33	1.36	1.39	1.43	1.46
36SP	Annual	33672	34452	35292	36096	36960	37824	38700	39624	40536	41544	42528	43548	44628
	Monthly	2806	2871	2941	3008	3080	3152	3225	3302	3378	3462	3544	3629	3719
	Hourly	16.13	16.50	16.90	17.29	17.70	18.11	18.53	18.98	19.41	19.90	20.37	20.86	21.37
	Standby	1.13	1.16	1.18	1.21	1.24	1.27	1.30	1.33	1.36	1.39	1.43	1.46	1.50
37SP	Annual	34452	35292	36096	36960	37824	38700	39624	40536	41544	42528	43548	44628	45732
	Monthly	2871	2941	3008	3080	3152	3225	3302	3378	3462	3544	3629	3719	3811
	Hourly	16.50	16.90	17.29	17.70	18.11	18.53	18.98	19.41	19.90	20.37	20.86	21.37	21.90
	Standby	1.16	1.18	1.21	1.24	1.27	1.30	1.33	1.36	1.39	1.43	1.46	1.50	1.53
38SP	Annual	35292	36096	36960	37824	38700	39624	40536	41544	42528	43548	44628	45732	46884
	Monthly	2941	3008	3080	3152	3225	3302	3378	3462	3544	3629	3719	3811	3907
	Hourly	16.90	17.29	17.70	18.11	18.53	18.98	19.41	19.90	20.37	20.86	21.37	21.90	22.45
	Standby	1.18	1.21	1.24	1.27	1.30	1.33	1.36	1.39	1.43	1.46	1.50	1.53	1.57
40SP	Annual	36960	37824	38700	39624	40536	41544	42528	43548	44628	45732	46884	48036	49260
	Monthly	3080	3152	3225	3302	3378	3462	3544	3629	3719	3811	3907	4003	4105
	Hourly	17.70	18.11	18.53	18.98	19.41	19.90	20.37	20.86	21.37	21.90	22.45	23.01	23.59
	Standby	1.24	1.27	1.30	1.33	1.36	1.39	1.43	1.46	1.50	1.53	1.57	1.61	1.65
41SP	Annual	37824	38700	39624	40536	41544	42528	43548	44628	45732	46884	48036	49260	50460
	Monthly	3152	3225	3302	3378	3462	3544	3629	3719	3811	3907	4003	4105	4205
	Hourly	18.11	18.53	18.98	19.41	19.90	20.37	20.86	21.37	21.90	22.45	23.01	23.59	24.17
	Standby	1.27	1.30	1.33	1.36	1.39	1.43	1.46	1.50	1.53	1.57	1.61	1.65	1.69
42SP	Annual	38700	39624	40536	41544	42528	43548	44628	45732	46884	48036	49260	50460	51744
	Monthly	3225	3302	3378	3462	3544	3629	3719	3811	3907	4003	4105	4205	4312
	Hourly	18.53	18.98	19.41	19.90	20.37	20.86	21.37	21.90	22.45	23.01	23.59	24.17	24.78
	Standby	1.30	1.33	1.36	1.39	1.43	1.46	1.50	1.53	1.57	1.61	1.65	1.69	1.73
45SP	Annual	41544	42528	43548	44628	45732	46884	48036	49260	50460	51744	53016	54360	55740
	Monthly	3462	3544	3629	3719	3811	3907	4003	4105	4205	4312	4418	4530	4645
	Hourly	19.90	20.37	20.86	21.37	21.90	22.45	23.01	23.59	24.17	24.78	25.39	26.03	26.70
	Standby	1.39	1.43	1.46	1.50	1.53	1.57	1.61	1.65	1.69	1.73	1.78	1.82	1.87

As provided in the parties' MOU, this salary schedule **will not go into effect unless** the February 2014 Economic and Revenue Forecast Council (ERFC) forecast for General Fund-State revenues for Fiscal Year 2015 is \$200 million or more than the September 2012 ERFC forecast for General Fund-State revenues for Fiscal Year 2015 as a result of increased economic activity. If this contingency is met, this salary schedule will be effective July 1, 2014 through June 30, 2015.

46SP	Annual	42528	43548	44628	45732	46884	48036	49260	50460	51744	53016	54360	55740	57084
	Monthly	3544	3629	3719	3811	3907	4003	4105	4205	4312	4418	4530	4645	4757
	Hourly	20.37	20.86	21.37	21.90	22.45	23.01	23.59	24.17	24.78	25.39	26.03	26.70	27.34
	Standby	1.43	1.46	1.50	1.53	1.57	1.61	1.65	1.69	1.73	1.78	1.82	1.87	1.91
48SP	Annual	44628	45732	46884	48036	49260	50460	51744	53016	54360	55740	57084	58500	60000
	Monthly	3719	3811	3907	4003	4105	4205	4312	4418	4530	4645	4757	4875	5000
	Hourly	21.37	21.90	22.45	23.01	23.59	24.17	24.78	25.39	26.03	26.70	27.34	28.02	28.74
	Standby	1.50	1.53	1.57	1.61	1.65	1.69	1.73	1.78	1.82	1.87	1.91	1.96	2.01
49SP	Annual	45732	46884	48036	49260	50460	51744	53016	54360	55740	57084	58500	60000	61488
	Monthly	3811	3907	4003	4105	4205	4312	4418	4530	4645	4757	4875	5000	5124
	Hourly	21.90	22.45	23.01	23.59	24.17	24.78	25.39	26.03	26.70	27.34	28.02	28.74	29.45
	Standby	1.53	1.57	1.61	1.65	1.69	1.73	1.78	1.82	1.87	1.91	1.96	2.01	2.06
50SP	Annual	46884	48036	49260	50460	51744	53016	54360	55740	57084	58500	60000	61488	63060
	Monthly	3907	4003	4105	4205	4312	4418	4530	4645	4757	4875	5000	5124	5255
	Hourly	22.45	23.01	23.59	24.17	24.78	25.39	26.03	26.70	27.34	28.02	28.74	29.45	30.20
	Standby	1.57	1.61	1.65	1.69	1.73	1.78	1.82	1.87	1.91	1.96	2.01	2.06	2.11
53SP	Annual	50460	51744	53016	54360	55740	57084	58500	60000	61488	63060	64608	66228	67848
	Monthly	4205	4312	4418	4530	4645	4757	4875	5000	5124	5255	5384	5519	5654
	Hourly	24.17	24.78	25.39	26.03	26.70	27.34	28.02	28.74	29.45	30.20	30.94	31.72	32.49
	Standby	1.69	1.73	1.78	1.82	1.87	1.91	1.96	2.01	2.06	2.11	2.17	2.22	2.27
57SP	Annual	55740	57084	58500	60000	61488	63060	64608	66228	67848	69564	71292	73068	74904
	Monthly	4645	4757	4875	5000	5124	5255	5384	5519	5654	5797	5941	6089	6242
	Hourly	26.70	27.34	28.02	28.74	29.45	30.20	30.94	31.72	32.49	33.32	34.14	34.99	35.87
	Standby	1.87	1.91	1.96	2.01	2.06	2.11	2.17	2.22	2.27	2.33	2.39	2.45	2.51

## APPENDIX J

### N1 Range Salary Schedule

As provided in the parties' MOU, this salary schedule **will not go into effect unless** the February 2014 Economic and Revenue Forecast Council (ERFC) forecast for General Fund-State revenues for Fiscal Year 2015 is \$200 million or more than the September 2012 ERFC forecast for General Fund-State revenues for Fiscal Year 2015 as a result of increased economic activity. If this contingency is met, this salary schedule will be effective July 1, 2014 through June 30, 2015.

RANGE		Years of Experience																				
		0	1	2	3	4	5	6	7	8	12	15	18	20	26							
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
39E1	Annual	33660	34440	35292	36108	36948	37812	38736	39648	40620	41568	42648	43716	44796	45948	47040	48228	49440	50688	51972	53244	54576
	Monthly	2805	2870	2941	3009	3079	3151	3228	3304	3385	3464	3554	3643	3733	3829	3920	4019	4120	4224	4331	4437	4548
	Hourly	16.12	16.49	16.90	17.29	17.70	18.11	18.55	18.99	19.45	19.91	20.43	20.94	21.45	22.01	22.53	23.10	23.68	24.28	24.89	25.50	26.14
	Standby	1.13	1.15	1.18	1.21	1.24	1.27	1.30	1.33	1.36	1.39	1.43	1.47	1.50	1.54	1.58	1.62	1.66	1.70	1.74	1.79	1.83
41E1	Annual	35292	36108	36948	37812	38736	39648	40620	41568	42648	43716	44796	45948	47040	48228	49440	50688	51972	53244	54576	55920	57372
	Monthly	2941	3009	3079	3151	3228	3304	3385	3464	3554	3643	3733	3829	3920	4019	4120	4224	4331	4437	4548	4660	4781
	Hourly	16.90	17.29	17.70	18.11	18.55	18.99	19.45	19.91	20.43	20.94	21.45	22.01	22.53	23.10	23.68	24.28	24.89	25.50	26.14	26.78	27.48
	Standby	1.18	1.21	1.24	1.27	1.30	1.33	1.36	1.39	1.43	1.47	1.50	1.54	1.58	1.62	1.66	1.70	1.74	1.79	1.83	1.87	1.92
48E1	Annual	41568	42648	43716	44796	45948	47040	48228	49440	50688	51972	53244	54576	55920	57372	58764	60252	61764	63276	64872	66504	68172
	Monthly	3464	3554	3643	3733	3829	3920	4019	4120	4224	4331	4437	4548	4660	4781	4897	5021	5147	5273	5406	5542	5681
	Hourly	19.91	20.43	20.94	21.45	22.01	22.53	23.10	23.68	24.28	24.89	25.50	26.14	26.78	27.48	28.14	28.86	29.58	30.30	31.07	31.85	32.65
	Standby	1.39	1.43	1.47	1.50	1.54	1.58	1.62	1.66	1.70	1.74	1.79	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.29

RANGE		Years of Experience																				
		0	1	2	3	4	5	6	7	8	9	10	12	15	18	20	26					
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
45N1	Annual	38736	39648	40620	41568	42648	43716	44796	45948	47040	48228	49440	50688	51972	53244	54576	55920	57372	58764	60252	61764	63276
	Monthly	3228	3304	3385	3464	3554	3643	3733	3829	3920	4019	4120	4224	4331	4437	4548	4660	4781	4897	5021	5147	5273
	Hourly	18.55	18.99	19.45	19.91	20.43	20.94	21.45	22.01	22.53	23.10	23.68	24.28	24.89	25.50	26.14	26.78	27.48	28.14	28.86	29.58	30.30
	Standby	1.30	1.33	1.36	1.39	1.43	1.47	1.50	1.54	1.58	1.62	1.66	1.70	1.74	1.79	1.83	1.87	1.92	1.97	2.02	2.07	2.12
47N1	Annual	40620	41568	42648	43716	44796	45948	47040	48228	49440	50688	51972	53244	54576	55920	57372	58764	60252	61764	63276	64872	66504
	Monthly	3385	3464	3554	3643	3733	3829	3920	4019	4120	4224	4331	4437	4548	4660	4781	4897	5021	5147	5273	5406	5542
	Hourly	19.45	19.91	20.43	20.94	21.45	22.01	22.53	23.10	23.68	24.28	24.89	25.50	26.14	26.78	27.48	28.14	28.86	29.58	30.30	31.07	31.85
	Standby	1.36	1.39	1.43	1.47	1.50	1.54	1.58	1.62	1.66	1.70	1.74	1.79	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23

As provided in the parties' MOU, this salary schedule **will not go into effect unless** the February 2014 Economic and Revenue Forecast Council (ERFC) forecast for General Fund-State revenues for Fiscal Year 2015 is \$200 million or more than the September 2012 ERFC forecast for General Fund-State revenues for Fiscal Year 2015 as a result of increased economic activity. If this contingency is met, this salary schedule will be effective July 1, 2014 through June 30, 2015.

RANGE	Years of Experience																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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49N1	Annual	42648	43716	44796	45948	47040	48228	49440	50688	51972	53244	54576	55920	57372	58764	60252	61764	63276	64872	66504	68172	69852	71640	73416	75240	77160	79032	81012	83016	85044	87096	89172	91272	93396	95544	97716	99912	102132	104376	106644	108936	111252	113592	115956	118344	120756	123192	125652	128136	130644	133176	135732	138312	140916	143544	146196	148872	151572	154296	157044	159816	162612	165432	168276	171144	174036	176952	179892	182856	185844	188856	191892	194952	198036	201144	204276	207432	210612	213816	217044	220296	223572	226872	230196	233544	236916	240312	243732	247176	250644	254136	257652	261192	264756	268344	271956	275592	279252	282936	286644	290376	294132	297912	301716	305544	309396	313272	317172	321096	325044	329016	333012	337032	341076	345144	349236	353352	357492	361656	365844	369956	374092	378252	382436	386644	390876	395132	399412	403716	408044	412396	416772	421172	425596	429944	434316	438712	443132	447576	452044	456536	461052	465592	470156	474744	479356	483992	488652	493336	498044	502776	507532	512312	517116	521944	526796	531672	536572	541496	546444	551416	556412	561432	566476	571544	576636	581752	586892	592056	597244	602456	607692	612952	618236	623544	628876	634232	639612	645016	650444	655896	661372	666872	672396	677944	683516	689112	694732	700376	706044	711736	717452	723192	728956	734744	740556	746392	752252	758136	764044	769976	775932	781912	787916	793944	799996	806072	812172	818296	824444	830616	836812	843032	849276	855544	861836	868152	874492	880856	887244	893656	899992	906452	912936	919444	925976	932532	939112	945716	952344	958996	965672	972376	979104	985856	992632	999432	1006256	1013104	1020076	1027072	1034092	1041136	1048204	1055296	1062412	1069552	1076716	1083904	1091116	1098352	1105612	1112896	1120204	1127536	1134892	1142272	1149676	1157104	1164556	1172032	1179532	1187056	1194604	1202176	1209772	1217392	1225036	1232704	1240396	1248112	1255852	1263616	1271404	1279216	1287052	1294912	1302796	1310704	1318636	1326592	1334572	1342576	1350604	1358656	1366732	1374832	1382956	1391104	1399276	1407472	1415692	1423936	1432204	1440496	1448812	1457152	1465516	1473904	1482316	1490752	1499212	1507696	1516204	1524736	1533292	1541872	1550476	1559104	1567756	1576432	1585132	1593856	1602604	1611376	1620172	1628992	1637836	1646704	1655604	1664536	1673492	1682472	1691476	1700504	1709556	1718632	1727732	1736856	1745992	1755152	1764336	1773544	1782776	1792032	1801312	1810616	1819944	1829296	1838672	1848072	1857496	1866944	1876416	1885912	1895432	1904976	1914548	1924144	1933764	1943408	1953076	1962768	1972484	1982224	1991988	2001776	2011588	2021424	2031284	2041168	2051076	2060996	2070936	2080896	2090876	2100876	2110896	2120936	2130996	2141076	2151176	2161296	2171436	2181596	2191776	2201976	2212196	2222436	2232696	2242976	2253276	2263596	2273936	2284296	2294676	2305076	2315496	2325936	2336396	2346876	2357376	2367896	2378436	2388996	2399576	2410176	2420796	2431436	2442096	2452776	2463476	2474196	2484936	2495696	2506476	2517276	2528096	2538936	2549796	2560676	2571576	2582496	2593436	2604396	2615376	2626376	2637396	2648436	2659496	2670576	2681676	2692796	2703936	2715096	2726276	2737476	2748696	2759936	2771196	2782476	2793776	2805096	2816436	2827796	2839176	2850576	2862096	2873636	2885196	2896776	2908376	2919996	2931636	2943296	2954976	2966676	2978396	2990136	3001896	3013676	3025476	3037296	3049136	3060996	3072876	3084776	3096696	3108636	3120596	3132576	3144576	3156596	3168636	3180696	3192776	3204876	3216996	3229136	3241296	3253476	3265676	3277896	3290136	3302396	3314676	3326976	3339296	3351636	3363996	3376376	3388776	3401196	3413636	3426096	3438576	3451076	3463596	3476136	3488696	3501276	3513876	3526496	3539136	3551796	3564476	3577176	3589896	3602636	3615396	3628176	3640976	3653796	3666636	3679496	3692376	3705276	3718196	3731136	3744096	3757076	3770076	3783096	3796136	3809196	3822276	3835376	3848496	3861636	3874796	3887976	3901176	3914396	3927636	3940896	3954176	3967476	3980796	3994136	4007496	4020876	4034276	4047696	4061136	4074596	4088076	4101576	4115096	4128636	4142196	4155776	4169376	4182996	4196636	4210296	4223976	4237676	4251396	4265136	4278896	4292676	4306476	4320296	4334136	4347996	4361876	4375776	4389696	4403636	4417596	4431576	4445576	4459596	4473636	4487696	4501776	4515876	4529996	4544136	4558296	4572476	4586676	4600896	4615136	4629396	4643676	4657976	4672296	4686636	4700996	4715376	4729776	4744196	4758636	4773096	4787576	4802076	4816596	4831136	4845696	4860276	4874876	4889496	4904136	4918796	4933476	4948176	4962896	4977636	4992396	5007176	5021996	5036836	5051696	5066576	5081476	5096396	5111336	5126296	5141276	5156276	5171296	5186336	5201396	5216476	5231576	5246696	5261836	5276996	5292176	5307376	5322596	5337836	5353096	5368376	5383676	5398996	5414336	5429696	5445076	5460476	5475896	5491336	5506796	5522276	5537776	5553296	5568836	5584396	5600076	5615776	5631496	5647236	5662996	5678776	5694576	5710396	5726236	5742096	5757976	5773876	5789796	5805736	5821696	5837676	5853676	5869696	5885736	5901796	5917876	5933976	5950096	5966236	5982396	5998576	6014776	6030996	6047236	6063496	6079776	6096076	6112396	6128736	6145096	6161476	6177876	6194296	6210736	6227196	6243676	6260176	6276696	6293236	6309796	6326376	6342976	6359596	6376236	6392896	6409576	6426276	6442996	6459736	6476496	6493276	6510076	6526896	6543736	6560596	6577476	6594376	6611296	6628236	6645196	6662176	6679176	6696196	6713236	6730296	6747376	6764476	6781596	6798736	6815896	6833076	6850276	6867496	6884736	6901996	6919276	6936576	6953896	6971236	6988596	7005976	7023376	7040796	7058236	7075696	7093176	7110676	7128196	7145736	7163296	7180876	7198476	7216096	7233736	7251396	7269076	7286776	7304496	7322236	7339996	7357776	7375576	7393396	7411236	7429096	7446976	7464876	7482796	7500736	7518696	7536676	7554676	7572696	7590736	7608796	7626876	7644976	7663096	7681236	7699396	7717576	7735776	7753996	7772236	7790496	7808776	7827076	7845396	7863736	7882096	7900476	7918876	7937296	7955736	7974196	7992676	8011176	8029696	8048236	8066796	8085376	8103976	8122596	8141236	8159896	8178576	8197276	8215996	8234736	8253496	8272276	8291076	8309896	8328736	8347596	8366476	8385376	8404296	8423236	8442196	8461176	8480176	8499196	8518236	8537296	8556376	8575476	8594596	8613736	8632896	8652076	8671276	8690496	8709736	8728996	8748276	8767576	8786896	8806236	8825596	8844976	8864376	8883796	8903236	8922696	8942176	8961676	8981196	9000736	9020296	9039876	9059476	9079096	9098736	9118396	9138076	9157776	9177496	9197236	9216996	9236776	9256576	9276396	9296236	9316096	9335976	9355876	9375796	9395736	9415696	9435676	9455676	9475696	9495736	9515796	9535876	9555976	9576096	9596236	9616396	9636576	9656776	9676996	9697236	9717496	9737776	9758076	9778396	9798736	9819096	9839476	9859876	9880296	9900736	9921196	9941676	9962176	9982696	10003236	10023796	10044376	10064976	10085596	10106236	10126896	10147576	10168276	10188996	10209736	10230496	10251276	10272076	10292896	10313736	10334596	10355476	10376376	10397296	10418236	10439196	10460176	10481176	10502196	10523236	10544296	10565376	10586476	10607596	10628736	10649896	10671076	10692276	10713496	10734736	10755996	10777276	10798576	10819896	10841236	10862596	10883976	10905376	10926796	10948236	10969696	10991176	11012676	11034196	11055736	11077296	11098876	11120476	11142096	11163736	11185396	11207076	11228776	11250496	11272236	11293996	11315776	11337576	11359396	11381236	11403096	11424976	11446876	11468796	11490736	11512696	11534676	11556676	11578696	11600736	11622796	11644876	11666976	11689096	11711236	11733396	11755576	11777776	11800096	11822436	11844796	11867176	11889576	11911996	11934436	11956896	11979376	12001876	12024396	12046936	12069496	12092076	12114676	12137296	12159936	12182596	12205276	12227976	12250696	12273436	12296196	12318976	12341776	12364596	12387436	12410296	12433176	12456076	12478996	12501936	12524896	12547876	

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RANGE		Years of Experience																				
		0	1	2	3	4	5	6	7	8	9	10	12	15	18	20	26					
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
56N1	Annual	50688	51972	53244	54576	55920	57372	58764	60252	61764	63276	64872	66504	68172	69852	71640	73416	75240	77160	79032	81012	83028
	Monthly	4224	4331	4437	4548	4660	4781	4897	5021	5147	5273	5406	5542	5681	5821	5970	6118	6270	6430	6586	6751	6919
	Hourly	24.28	24.89	25.50	26.14	26.78	27.48	28.14	28.86	29.58	30.30	31.07	31.85	32.65	33.45	34.31	35.16	36.03	36.95	37.85	38.80	39.76
	Standby	1.70	1.74	1.79	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.29	2.34	2.40	2.46	2.52	2.59	2.65	2.72	2.78
57N1	Annual	51972	53244	54576	55920	57372	58764	60252	61764	63276	64872	66504	68172	69852	71640	73416	75240	77160	79032	81012	83028	85104
	Monthly	4331	4437	4548	4660	4781	4897	5021	5147	5273	5406	5542	5681	5821	5970	6118	6270	6430	6586	6751	6919	7092
	Hourly	24.89	25.50	26.14	26.78	27.48	28.14	28.86	29.58	30.30	31.07	31.85	32.65	33.45	34.31	35.16	36.03	36.95	37.85	38.80	39.76	40.76
	Standby	1.74	1.79	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.29	2.34	2.40	2.46	2.52	2.59	2.65	2.72	2.78	2.85
58N1	Annual	53244	54576	55920	57372	58764	60252	61764	63276	64872	66504	68172	69852	71640	73416	75240	77160	79032	81012	83028	85104	87264
	Monthly	4437	4548	4660	4781	4897	5021	5147	5273	5406	5542	5681	5821	5970	6118	6270	6430	6586	6751	6919	7092	7272
	Hourly	25.50	26.14	26.78	27.48	28.14	28.86	29.58	30.30	31.07	31.85	32.65	33.45	34.31	35.16	36.03	36.95	37.85	38.80	39.76	40.76	41.79
	Standby	1.79	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.29	2.34	2.40	2.46	2.52	2.59	2.65	2.72	2.78	2.85	2.93
59N1	Annual	54576	55920	57372	58764	60252	61764	63276	64872	66504	68172	69852	71640	73416	75240	77160	79032	81012	83028	85104	87264	89448
	Monthly	4548	4660	4781	4897	5021	5147	5273	5406	5542	5681	5821	5970	6118	6270	6430	6586	6751	6919	7092	7272	7454
	Hourly	26.14	26.78	27.48	28.14	28.86	29.58	30.30	31.07	31.85	32.65	33.45	34.31	35.16	36.03	36.95	37.85	38.80	39.76	40.76	41.79	42.84
	Standby	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.29	2.34	2.40	2.46	2.52	2.59	2.65	2.72	2.78	2.85	2.93	3.00
60N1	Annual	55920	57372	58764	60252	61764	63276	64872	66504	68172	69852	71640	73416	75240	77160	79032	81012	83028	85104	87264	89448	91692
	Monthly	4660	4781	4897	5021	5147	5273	5406	5542	5681	5821	5970	6118	6270	6430	6586	6751	6919	7092	7272	7454	7641
	Hourly	26.78	27.48	28.14	28.86	29.58	30.30	31.07	31.85	32.65	33.45	34.31	35.16	36.03	36.95	37.85	38.80	39.76	40.76	41.79	42.84	43.91
	Standby	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.29	2.34	2.40	2.46	2.52	2.59	2.65	2.72	2.78	2.85	2.93	3.00	3.07
61N1	Annual	57372	58764	60252	61764	63276	64872	66504	68172	69852	71640	73416	75240	77160	79032	81012	83028	85104	87264	89448	91692	93996
	Monthly	4781	4897	5021	5147	5273	5406	5542	5681	5821	5970	6118	6270	6430	6586	6751	6919	7092	7272	7454	7641	7833
	Hourly	27.48	28.14	28.86	29.58	30.30	31.07	31.85	32.65	33.45	34.31	35.16	36.03	36.95	37.85	38.80	39.76	40.76	41.79	42.84	43.91	45.02
	Standby	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.29	2.34	2.40	2.46	2.52	2.59	2.65	2.72	2.78	2.85	2.93	3.00	3.07	3.15

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RANGE		Years of Experience																				
		0	1	2	3	4	5	6	7	8	9	10	12	15	18	20	26					
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
62N1	Annual	58764	60252	61764	63276	64872	66504	68172	69852	71640	73416	75240	77160	79032	81012	83028	85104	87264	89448	91692	93996	96336
	Monthly	4897	5021	5147	5273	5406	5542	5681	5821	5970	6118	6270	6430	6586	6751	6919	7092	7272	7454	7641	7833	8028
	Hourly	28.14	28.86	29.58	30.30	31.07	31.85	32.65	33.45	34.31	35.16	36.03	36.95	37.85	38.80	39.76	40.76	41.79	42.84	43.91	45.02	46.14
	Standby	1.97	2.02	2.07	2.12	2.17	2.23	2.29	2.34	2.40	2.46	2.52	2.59	2.65	2.72	2.78	2.85	2.93	3.00	3.07	3.15	3.23
63N1	Annual	60252	61764	63276	64872	66504	68172	69852	71640	73416	75240	77160	79032	81012	83028	85104	87264	89448	91692	93996	96336	98748
	Monthly	5021	5147	5273	5406	5542	5681	5821	5970	6118	6270	6430	6586	6751	6919	7092	7272	7454	7641	7833	8028	8229
	Hourly	28.86	29.58	30.30	31.07	31.85	32.65	33.45	34.31	35.16	36.03	36.95	37.85	38.80	39.76	40.76	41.79	42.84	43.91	45.02	46.14	47.29
	Standby	2.02	2.07	2.12	2.17	2.23	2.29	2.34	2.40	2.46	2.52	2.59	2.65	2.72	2.78	2.85	2.93	3.00	3.07	3.15	3.23	3.31
64N1	Annual	61764	63276	64872	66504	68172	69852	71640	73416	75240	77160	79032	81012	83028	85104	87264	89448	91692	93996	96336	98748	101232
	Monthly	5147	5273	5406	5542	5681	5821	5970	6118	6270	6430	6586	6751	6919	7092	7272	7454	7641	7833	8028	8229	8436
	Hourly	29.58	30.30	31.07	31.85	32.65	33.45	34.31	35.16	36.03	36.95	37.85	38.80	39.76	40.76	41.79	42.84	43.91	45.02	46.14	47.29	48.48
	Standby	2.07	2.12	2.17	2.23	2.29	2.34	2.40	2.46	2.52	2.59	2.65	2.72	2.78	2.85	2.93	3.00	3.07	3.15	3.23	3.31	3.39
65N1	Annual	63276	64872	66504	68172	69852	71640	73416	75240	77160	79032	81012	83028	85104	87264	89448	91692	93996	96336	98748	101232	103764
	Monthly	5273	5406	5542	5681	5821	5970	6118	6270	6430	6586	6751	6919	7092	7272	7454	7641	7833	8028	8229	8436	8647
	Hourly	30.30	31.07	31.85	32.65	33.45	34.31	35.16	36.03	36.95	37.85	38.80	39.76	40.76	41.79	42.84	43.91	45.02	46.14	47.29	48.48	49.70
	Standby	2.12	2.17	2.23	2.29	2.34	2.40	2.46	2.52	2.59	2.65	2.72	2.78	2.85	2.93	3.00	3.07	3.15	3.23	3.31	3.39	3.48
66N1	Annual	64872	66504	68172	69852	71640	73416	75240	77160	79032	81012	83028	85104	87264	89448	91692	93996	96336	98748	101232	103764	106356
	Monthly	5406	5542	5681	5821	5970	6118	6270	6430	6586	6751	6919	7092	7272	7454	7641	7833	8028	8229	8436	8647	8863
	Hourly	31.07	31.85	32.65	33.45	34.31	35.16	36.03	36.95	37.85	38.80	39.76	40.76	41.79	42.84	43.91	45.02	46.14	47.29	48.48	49.70	50.94
	Standby	2.17	2.23	2.29	2.34	2.40	2.46	2.52	2.59	2.65	2.72	2.78	2.85	2.93	3.00	3.07	3.15	3.23	3.31	3.39	3.48	3.57

## APPENDIX K

*At the time of printing this agreement, the parties have not completed negotiations over a health care benefits master collective bargaining agreement for the 2013-2015 biennium. Therefore, pursuant to RCW 41.80.010(7), the terms and conditions of the expired 2011-2013 health care benefits master collective bargaining agreement (printed below) will remain in effect until the effective date of a subsequently negotiated agreement, not to exceed one year from July 1, 2013.*

### **HEALTH BENEFITS AGREEMENT BY AND BETWEEN THE STATE OF WASHINGTON AND THE COALITION OF UNIONS<sup>1</sup>**

#### **HEALTH CARE BENEFITS AMOUNTS**

- I.1** The Employer will contribute an amount equal to eighty-five percent (85%) of the total weighted average of the projected health care premium for each bargaining unit employee eligible for insurance each month, as determined by the Public Employees Benefits Board annually for benefits in calendar year 2012 and calendar year 2013, respectively. The projected health care premium is the weighted average across all plans, across all tiers. The Uniform Medical Plan (deductible, out-of-pocket maximums and co-insurance) in effect for calendar year 2011 will be maintained for the 2011-2013 biennium.
- I.2** The Employer will pay the entire premium costs for each bargaining unit employee for basic life, basic long-term disability and dental insurance coverage.
- I.3** **Wellness**  
To support the statewide goal for a healthy and productive workforce, employees are encouraged to participate in a Health Risk Assessment survey. Employees will be granted work time and may use a state computer to complete the survey.

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<sup>1</sup> The Coalition of Unions comprises all exclusive bargaining representatives subject to RCW 41.80 and RCW 47.64.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE STATE OF WASHINGTON  
AND  
WASHINGTON PUBLIC EMPLOYEES ASSOCIATION  
HIGHER EDUCATION**

The parties agree that if the February 2014 Economic and Revenue Forecast Council (ERFC) forecast for General Fund-State revenues for Fiscal Year 2015 is \$200 million or more than the September 2012 ERFC forecast for General Fund-State revenues for Fiscal Year 2015 as a result of increased economic activity, effective July 1, 2014, all salary ranges and steps of each salary schedule in the parties' 2013-2015 collective bargaining agreement will be increased by one percent (1%) as shown in Appendix H-J. These salary schedules will remain in effect for twelve (12) months and will expire on June 30, 2015. The parties acknowledge that this increase is subject to the Legislature approving the funds necessary to implement this Memorandum of Agreement.

For purposes of this Memorandum of Agreement, "increased economic activity" means additional revenue derived from taxable business and consumer activity and does not include revenue changes from changes in state or federal law or revenue changes characterized by the ERFC as a non-economic change.

DATED September 12, 2012

/s/	9/12/12	/s/	9/28/12
_____	_____	_____	_____
For the Employer	Date	For the Union	Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE STATE OF WASHINGTON  
AND  
WASHINGTON PUBLIC EMPLOYEES ASSOCIATION  
HIGHER EDUCATION**

If, during negotiations for the 2013-2015 biennium, the Employer agrees to a change that results in more favorable treatment regarding across-the-board salary increases for any general government bargaining unit covered under RCW 41.80, then the Employer will apply such treatment to the General Service Salary Schedule, the SP Range Salary Schedule, and the N1 Range Salary Schedule for employees covered by this Agreement. The parties will meet promptly upon request of the Union to negotiate the implementation of that more favorable treatment. Any change in across-the-board salary increases as a result of this MOU is subject to legislative approval.

Dated September 12, 2012

_____ /s/	9/12/12	_____ /s/	9/28/12
For the Employer	Date	For the Union	Date

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

Executed this 1<sup>st</sup> day of July, 2013.

For the Washington Public Employees Association – Higher Education:

\_\_\_\_\_/s/  
Dave Schiel  
President

\_\_\_\_\_/s/  
Antonia Bohan  
Chief Negotiator

For the State of Washington:

\_\_\_\_\_/s/  
Rick Hall, Assistant Director  
OFM Labor Relations Division

\_\_\_\_\_/s/  
Janetta Sheehan, Chief Negotiator  
OFM Labor Relations Division

For Bellevue College:

\_\_\_\_\_/s/  
Dave Rule  
President

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

Executed this 1<sup>st</sup> day of July, 2013.

For the Washington Public Employees Association – Higher Education:

\_\_\_\_\_/s/  
Dave Schiel  
President

\_\_\_\_\_/s/  
Antonia Bohan  
Chief Negotiator

For the State of Washington:

\_\_\_\_\_/s/  
Rick Hall, Assistant Director  
OFM Labor Relations Division

\_\_\_\_\_/s/  
Janetta Sheehan, Chief Negotiator  
OFM Labor Relations Division

For Cascadia College:

\_\_\_\_\_/s/  
Dr. Eric Murray  
President

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

Executed this 1<sup>st</sup> day of July, 2013.

For the Washington Public Employees Association – Higher Education:

\_\_\_\_\_/s/  
Dave Schiel  
President

\_\_\_\_\_/s/  
Antonia Bohan  
Chief Negotiator

For the State of Washington:

\_\_\_\_\_/s/  
Rick Hall, Assistant Director  
OFM Labor Relations Division

\_\_\_\_\_/s/  
Janetta Sheehan, Chief Negotiator  
OFM Labor Relations Division

For Clark College:

\_\_\_\_\_/s/  
Robert K. Knight  
President

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

Executed this 1<sup>st</sup> day of July, 2013.

For the Washington Public Employees Association – Higher Education:

\_\_\_\_\_/s/  
Dave Schiel  
President

\_\_\_\_\_/s/  
Antonia Bohan  
Chief Negotiator

For the State of Washington:

\_\_\_\_\_/s/  
Rick Hall, Assistant Director  
OFM Labor Relations Division

\_\_\_\_\_/s/  
Janetta Sheehan, Chief Negotiator  
OFM Labor Relations Division

For Columbia Basin College:

\_\_\_\_\_/s/  
Dr. Richard W. Cummins  
President

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

Executed this 1<sup>st</sup> day of July, 2013.

For the Washington Public Employees Association – Higher Education:

\_\_\_\_\_/s/  
Dave Schiel  
President

\_\_\_\_\_/s/  
Antonia Bohan  
Chief Negotiator

For the State of Washington:

\_\_\_\_\_/s/  
Rick Hall, Assistant Director  
OFM Labor Relations Division

\_\_\_\_\_/s/  
Janetta Sheehan, Chief Negotiator  
OFM Labor Relations Division

For Edmonds Community College:

\_\_\_\_\_/s/  
Jean Hernandez  
President

\_\_\_\_\_/s/  
Quentin Powers  
Board Chair

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

Executed this 1<sup>st</sup> day of July, 2013.

For the Washington Public Employees Association – Higher Education:

\_\_\_\_\_/s/  
Dave Schiel  
President

\_\_\_\_\_/s/  
Antonia Bohan  
Chief Negotiator

For the State of Washington:

\_\_\_\_\_/s/  
Rick Hall, Assistant Director  
OFM Labor Relations Division

\_\_\_\_\_/s/  
Janetta Sheehan, Chief Negotiator  
OFM Labor Relations Division

For Grays Harbor College:

\_\_\_\_\_/s/  
Dr. Ed Brewster  
President

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

Executed this 1<sup>st</sup> day of July, 2013.

For the Washington Public Employees Association – Higher Education:

\_\_\_\_\_/s/  
Dave Schiel  
President

\_\_\_\_\_/s/  
Antonia Bohan  
Chief Negotiator

For the State of Washington:

\_\_\_\_\_/s/  
Rick Hall, Assistant Director  
OFM Labor Relations Division

\_\_\_\_\_/s/  
Janetta Sheehan, Chief Negotiator  
OFM Labor Relations Division

For Highline Community College:

\_\_\_\_\_/s/  
Jack Bermingham  
President

\_\_\_\_\_/s/  
Dr. Ed Davila  
Board Chair

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

Executed this 1<sup>st</sup> day of July, 2013.

For the Washington Public Employees Association – Higher Education:

\_\_\_\_\_/s/  
Dave Schiel  
President

\_\_\_\_\_/s/  
Antonia Bohan  
Chief Negotiator

For the State of Washington:

\_\_\_\_\_/s/  
Rick Hall, Assistant Director  
OFM Labor Relations Division

\_\_\_\_\_/s/  
Janetta Sheehan, Chief Negotiator  
OFM Labor Relations Division

For Olympic College:

\_\_\_\_\_/s/  
Dr. David C. Mitchell  
President

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

Executed this 1<sup>st</sup> day of July, 2013.

For the Washington Public Employees Association – Higher Education:

\_\_\_\_\_/s/  
Dave Schiel  
President

\_\_\_\_\_/s/  
Antonia Bohan  
Chief Negotiator

For the State of Washington:

\_\_\_\_\_/s/  
Rick Hall, Acting Assistant Director  
OFM Labor Relations Division

\_\_\_\_\_/s/  
Janetta Sheehan, Chief Negotiator  
OFM Labor Relations Division

For Pierce College:

\_\_\_\_\_/s/  
Dr. Michele Johnson  
Chancellor

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

Executed this 1<sup>st</sup> day of July, 2013.

For the Washington Public Employees Association – Higher Education:

\_\_\_\_\_/s/  
Dave Schiel  
President

\_\_\_\_\_/s/  
Antonia Bohan  
Chief Negotiator

For the State of Washington:

\_\_\_\_\_/s/  
Rick Hall, Assistant Director  
OFM Labor Relations Division

\_\_\_\_\_/s/  
Janetta Sheehan, Chief Negotiator  
OFM Labor Relations Division

For Skagit Valley College:

\_\_\_\_\_/s/  
Dr. Thomas A. Keegan  
President

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

Executed this 1<sup>st</sup> day of July, 2013.

For the Washington Public Employees Association – Higher Education:

\_\_\_\_\_/s/  
Dave Schiel  
President

\_\_\_\_\_/s/  
Antonia Bohan  
Chief Negotiator

For the State of Washington:

\_\_\_\_\_/s/  
Rick Hall, Assistant Director  
OFM Labor Relations Division

\_\_\_\_\_/s/  
Janetta Sheehan, Chief Negotiator  
OFM Labor Relations Division

For Tacoma Community College:

\_\_\_\_\_/s/  
Dr. Pamela Transue  
President

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

Executed this 1<sup>st</sup> day of July, 2013.

For the Washington Public Employees Association – Higher Education:

\_\_\_\_\_/s/  
Dave Schiel  
President

\_\_\_\_\_/s/  
Antonia Bohan  
Chief Negotiator

For the State of Washington:

\_\_\_\_\_/s/  
Rick Hall, Assistant Director  
OFM Labor Relations Division

\_\_\_\_\_/s/  
Janetta Sheehan, Chief Negotiator  
OFM Labor Relations Division

For Walla Walla Community College:

\_\_\_\_\_/s/  
Dr. Steven VanAusdle  
President

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

Executed this 1<sup>st</sup> day of July, 2013.

For the Washington Public Employees Association – Higher Education:

\_\_\_\_\_/s/  
Dave Schiel  
President

\_\_\_\_\_/s/  
Antonia Bohan  
Chief Negotiator

For the State of Washington:

\_\_\_\_\_/s/  
Rick Hall, Assistant Director  
OFM Labor Relations Division

\_\_\_\_\_/s/  
Janetta Sheehan, Chief Negotiator  
OFM Labor Relations Division

For Wenatchee Valley College:

\_\_\_\_\_/s/  
Jim Richardson  
President

\_\_\_\_\_/s/  
Jim Tiffany  
Vice-Chair, Board of Trustees

