COLLECTIVE BARGAINING AGREEMENT

THE STATE OF WASHINGTON

AND

WASHINGTON PUBLIC EMPLOYEES ASSOCIATION

EFFECTIVE
JULY 1, 2019 THROUGH JUNE 30, 2021

2019-2021

WASHINGTON PUBLIC EMPLOYEES ASSOCIATION
2019-2021

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PREAMBLE

This Agreement is entered into by the State of Washington, referred to as the "Employer," and the Washington Public Employees Association, Local 365, United Food and Commercial Workers, referred to as the "Union."

It is the intent of the parties to establish employment relations based on mutual respect, provide fair treatment to all employees, promote efficient and cost-effective service delivery to the customers and citizens of the State of Washington, improve the performance results of state government, recognize the value of employees and the work they perform, specify wages, hours, and other terms and conditions of employment, and provide methods for prompt resolution of differences. The Preamble is not subject to the grievance procedure in Article 30.

ARTICLE 1
RECOGNITION CLAUSE

The Employer agrees to recognize the Union as the exclusive bargaining agent for all employees in the bargaining units as so certified by the Public Employment Relations Commission (PERC) for the purpose of establishing wages, hours and conditions of employment.

If PERC certifies the Union as the exclusive representative during the term of this Agreement for a bargaining unit in general government, the terms of this Agreement 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, disabled veteran or Vietnam era veteran, sexual orientation, gender expression, gender identity, any real or perceived sensory, mental or physical disability, genetic information, or because of participation or lack of participation in Union activities is prohibited, and no unlawful harassment will be tolerated.

2.2 Employees who believe they have been the subjects of discrimination, harassment or hostile work environment are encouraged to discuss such issues with their supervisor, management staff, human resources office or file a complaint in accordance with agency policy. In cases where an employee files both a grievance and an internal complaint regarding the same alleged discrimination, harassment or hostile work environment, the grievance will be suspended until the internal complaint process has been completed.

2.3 Internal complaints that rise to the level of an investigation will be investigated and processed in a timely manner. The Employer will determine within thirty (30) days of the receipt of a written complaint, if an investigation is required. The Employer will begin the investigative process within fourteen (14) calendar days from the date it is determined that an investigation is required, and will notify the complaining employee and employee(s) being investigated at that time. After each subsequent thirty (30) day period, the complaining employee and the investigated employee(s), upon request, will receive an update on the status of the investigation. At the conclusion of the investigation, the complaining employee will be provided with a notification that the investigation is complete, and the investigated employee(s) will be provided with both notification that the investigation is complete and information on the investigation outcome.

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

2.5 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.

2.6 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
PROMOTIONS AND VACANCIES

3.1 The Employer will determine when a position will be filled, the type of appointment to be used when filling the position, and the skills and abilities necessary to perform the duties of the specific position within a job classification that is being filled. Only those candidates who have the position-specific skills and abilities required to perform the duties of the vacant position will be referred for further consideration by the employing agency.

3.2 An agency's internal layoff list will consist of employees who have elected to place their name on the layoff list through Article 35, Layoff and Recall, of this Agreement and are confined to each individual agency.

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

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

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

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

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

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

B. If there are no names on the internal layoff list, the agency will certify up to twenty (20) candidates for further consideration. Up to seventy-five percent (75%) of those candidates will be statewide layoff, agency promotional, internal transfers, and agency voluntary demotions. All candidates certified must have the position-specific skills and abilities to perform the duties of

the position to be filled. If there is a tie for the last position on the certification for either promotional or other candidates, the agency may consider up to ten (10) additional tied candidates. The agency may supplement the certification with additional tied candidates and replace other candidates who waive consideration with like candidates from the original pool.

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

D. If the certified candidate pool does not contain at least three (3) affirmative action candidates, the agency may add up to three (3) affirmative action candidates to the names certified for the position. When recruiting for multiple positions, the agency may add an additional five (5) agency candidates and five (5) other candidates to the certified list for each additional position.

ARTICLE 4
HIRING AND APPOINTMENTS

4.1 Recruitment and Application Process

Agencies will determine the recruitment process that will be utilized to fill positions. When recruiting for a bargaining unit position, the recruitment announcement will be posted for a minimum of seven (7) calendar days.

4.2 Permanent Status

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

4.3 Internal Movement – Permanent Employees

Prior to certifying candidates in accordance with Article 3, Section 3.7, an Appointing Authority may grant an administrative transfer, voluntary demotion or elevation within an agency as long as the permanent employee has the skills and abilities required to perform the duties of the position. Employees desiring a transfer, voluntary demotion or elevation will initiate a request in writing and Appointing Authorities will consider these individuals for an opening. Candidates interviewed will be notified of the hiring decision.

4.4 Types of Appointment

A. Non-Permanent

1. The Employer may make non-permanent appointments to fill in for the absence of a permanent employee, during a workload peak, while recruitment is being conducted, to reduce the possible effects of a layoff, or for paid internships or staff development opportunities. Non-permanent appointments will not exceed

eighteen (18) months except when filling in for the absence of a permanent employee. A non-permanent appointee must have the skills and abilities required for the position.

2. A permanent employee who accepts a non-permanent appointment within an agency will have the right to return to their position in the agency or to a position in the permanent classification the employee left at the completion of the non-permanent appointment, provided, that the employee has not left the original non-permanent appointment, unless the original Appointing Authority agrees otherwise. An employee with permanent status may accept a non-permanent appointment to another agency. At least fourteen (14) calendar days prior to accepting the appointment, the employee must notify their current Appointing Authority of the intent to accept a non-permanent appointment. Upon notification of the employee's intent, the employee's permanent agency will notify the employee, in writing, of any return rights to the agency and the duration of those return rights. At a minimum, the agency must provide the employee access to the agency's internal layoff list.

3. The Employer may convert a non-permanent appointment into a permanent appointment if the Employer used a competitive process pursuant to Section 4.1 to fill the non-permanent appointment. In such circumstances, the employee may serve a probationary or trial service period. The Employer must appoint an internal layoff candidate with the required skills and abilities who has indicated an appropriate geographic availability, if one exists, before converting an employee from a non-permanent appointment to a permanent appointment. Time spent in a non-permanent appointment may count towards the probationary or trial service period for the permanent position.

4. The Employer may end a non-permanent appointment at any time by giving one (1) working day's notice to the employee.

B. On-Call Employment

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

C. In-Training Appointment

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 determine and document the training program, including a description and length of the program. The in-training plan must include:

a. The title of the goal class of the in-training plan;

b. The duties and responsibilities of the goal class;

c. The job classes that will be used to reach the goal class; and

d. The skills and abilities that must be acquired by the employee while in-training to the goal class.

The training plan may include any of the following components:

a. On-the job training;

b. Classroom or field instruction;

c. Courses conducted by an educational institution, vocational school, or professional training organization; and/or

d. Written, oral and/or practical examinations(s).

Unless other staffing methods have been exhausted, positions with primary responsibility for supervision will not be designated as in-training positions.

2. A candidate who is initially hired into an in-training position must successfully complete the job requirements of the appointment. The Employer may separate from state service, any employee who has completed the probationary period for an in-training appointment but does not successfully complete the subsequent trial service period(s) required by the in-training program. Employees who are not successful may be separated at any time with one (1) working day's written notice from the Employer. Within seven (7) days of the effective date of a separation, the employee may request a review of the separation by the Director or Secretary of the agency or designee.

3. An employee with permanent status who accepts an in-training appointment will serve a trial service period(s), depending on the requirements of the in-training program. The trial service period and in-training program will run concurrently. The Employer may revert an employee who does not successfully complete the trial service period(s) at any time with two (2) working days' notice. The employee's reversion right will be to the job classification that the employee held permanent status in prior to their in-training appointment, in accordance with Subsection 4.5 B of this Article.

4. A trial service period may be required for each level of the in-training appointment, or the entire in-training appointment may be

designated as the trial service period. The trial service period and in-training program will run concurrently. The Employer will determine the length of the trial service period(s) to be served by an employee in an in-training appointment; however, the cumulative total of the trial service periods for the entire in-training appointment will not exceed thirty-six (36) months.

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

D. 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 of time-limited duration. The Employer will notify the employees, in writing, of the expected ending date of the project employment.

2. Employees who have entered into project employment without previously attaining permanent status will serve a probationary period. Employees will gain permanent project status upon successful completion of their probationary period.

   Employees with permanent project 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 will consider project employees with permanent project status for transfer, voluntary demotion, or promotion to non-project positions. Employees will serve a trial service period upon transfer, voluntary demotion, or promotion to a non-project position in a job classification that the employees have not previously attained permanent status in.

4. The Employer may convert a project appointment into a permanent appointment if the Employer used a competitive process pursuant to

Section 4.1 to fill the project appointment. When the Employer converts a project appointment into a permanent appointment, the employee may be required to serve a probationary or trial service period unless the employee has held the position for six (6) months or more. Time spent in the project appointment may count towards the probationary or trial service period for the permanent position. The Employer must appoint an internal layoff candidate with the required skills and abilities who has indicated an appropriate geographic availability, if one exists, before converting an employee from a project appointment to a permanent appointment.

5. The layoff and recall rights of project employees will be in accordance with the provisions in Article 35, Layoff and Recall.

E. Seasonal Career Employment

1. The Employer may make seasonal career appointments that are cyclical in nature, recur at the same agency at approximately the same time each year, and are anticipated to last for a minimum of five (5) months but are less than twelve (12) months in duration during any consecutive twelve (12) month period.

2. Upon completion of a six (6) or twelve (12) month probationary period (in accordance with Subsection 4.5 A below) completed in consecutive seasons at the same agency, employees in seasonal career employment will assume the rights of employees with permanent status.

3. The layoff and recall rights of seasonal career employees will be in accordance with the provisions in Article 35, Layoff and Recall.

F. The termination of a non-permanent or on-call appointment is not subject to the grievance procedure in Article 30.

4.5 Review Periods

A. Probationary Period

1. Except for those employees in an in-training appointment, every part-time and full-time employee, following an initial appointment to a permanent position, will serve a probationary period of six (6) months performing assigned duties; except that any class for which the probationary period was twelve (12) months on July 1, 2014 and certified employees at the Center for Childhood Deafness and Hearing Loss (CDHHY) and Washington State School for the Blind (WSSB), will continue to have a twelve (12) month probationary period. The Employer may extend the probationary period for an individual employee or for all employees in a classification, as long as the extension does not cause the total period to exceed twelve (12) months. The Employer agrees to notify the Union in writing when it

intends to extend the probationary period of an employee or for all employees in a classification beyond six (6) months. If the extension is based on performance issues, the employee will receive a performance improvement plan.

2. The Employer may separate a probationary employee at any time during the probationary period, and such separation will not be subject to the grievance procedure in Article 30. The Employer must give a minimum of one (1) calendar day's written notice prior to the effective date of separation.

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

4. An employee who transfers or is promoted prior to completing an initial probationary period will serve a new probationary period. The length of the new probationary period will be as in Subsection A.1 above, unless adjusted by the Appointing Authority for time already served in probationary status. In no case, however, will the total probationary period be less than six (6) consecutive months.

5. If the Employer converts the status of a non-permanent appointment to a permanent appointment, the incumbent employee will serve a probationary period. However, the Appointing Authority may credit time worked in the non-permanent appointment toward completion of the probationary period as defined in Subsection A.1 above.

6. With approval of the Employer, an employee who accepts a non-permanent appointment to a higher level position in the same job series while serving an initial probationary period, may resume their probationary period and receive credit for time already served in probationary status if they return to the same position that they vacated.

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) months performing assigned duties. The Employer agrees to comply with the trial service period that the Office of the State Human Resources Director has designated for each classification. An employee moving to a different position within the same job classification that requires different job skills and abilities will serve a trial service period. The Employer may

extend the trial service period for an individual employee or for all employees in the classification, as long as the extension does not cause the total period to exceed twelve (12) months, on a case-by-case basis. The Employer agrees to notify the Union in writing when it intends to extend the trial service period of an employee or for all employees in a classification beyond six (6) months.

2. Any employee serving a trial service period may 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. An employee who is appointed to a different position prior to completing a trial service period will serve a new trial service period. The length of the new trial service period will be in accordance with Subsection 4.5, B 1, unless adjusted by the Appointing Authority for time already served in trial service status. In no case, however, will the total trial service period be less than six (6) consecutive months.

4. An employee serving a trial service period may voluntarily revert to their former permanent position within fifteen (15) days of the appointment, provided that the position has not been filled or an offer has not been made to an applicant. After fifteen (15) days, employees may revert to their former position with Employer approval.

5. With prior written notice by the Employer, all employees failing a trial service period may be offered an opportunity to revert to a position in the same agency, that is:

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

   b. Vacant or filled by a probationary or non-permanent employee 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.

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

7. The reversion of employees who are unsuccessful during their trial service period is not subject to the grievance procedure in Article 30.

4.6 Return-to-Work Initiative Program

Benefits under this program will be applied in accordance with WAC 357-19-525 through 535.

ARTICLE 5
PERFORMANCE EVALUATION

5.1 Objective

The performance evaluation process gives supervisors an opportunity to discuss performance goals with their employees and assess and review their performance with regard to those goals. Supervisors will support employees in their professional development, so that skills and abilities can be aligned with agency requirements. To recognize employee accomplishments and to address performance issues in a timely manner, discussions between the supervisor and employee will occur during the evaluation period. Performance problems will be brought to the attention of the employee to give the employee the opportunity to receive any needed additional training and to correct the problem.

5.2 Evaluation Process

A. Employee work performance will be evaluated prior to the completion of probationary or trial service periods and at least annually thereafter as scheduled by each agency. Evaluations will be conducted in a private setting. Probationary or permanent employees whose work performance is determined to be unsatisfactory must be notified in writing of the deficiency(ies). Unless the deficiency(ies) is (are) substantial, the employee shall be given the opportunity to correct the deficiency(ies) and demonstrate satisfactory performance before it is documented in an evaluation.

B. The performance evaluation process will include, but not be limited to, a written or electronic performance evaluation on the Employee Development and Performance Plan (EDPP) form or the Performance and Development Plan (PDP) form, the employee's signature acknowledging receipt of the forms, and any comments by the employee. A copy of the performance evaluation will be provided to the employee at the time of the review. The employee will have one (1) week after receiving the performance evaluation to review and respond. The original performance evaluation forms, including the employee's comments, will be maintained in the employee's personnel file. Employees will be given copies of their completed evaluation within a reasonable time after insertion into the employee's personnel file.

C. When an employee remains in the same position but has a change in supervisor less than ninety (90) days prior to an employee's performance review, a joint review involving the employee's current supervisor and the

employee's previous supervisor may be conducted. If the previous supervisor is no longer employed with the agency, the employee may request prior to finalizing the evaluation, that the current supervisor consult with another manager who has 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. The Employer will make information on the performance evaluation process readily available to employees and supervisors. An employee may request training in the EDPP or PDP process in accordance with Article 8, Section 8.1.

5.3 For bargaining units at the Washington State Center for Childhood Deafness and Hearing Loss (CDHHY) and Washington School for the Blind (WSSB), evaluations shall be conducted at least bi-annually and normally completed no later than May 15.

ARTICLE 6
HOURS OF WORK

6.1 Definitions

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

B. Law Enforcement Employees:
Employees who work in positions that meet the law enforcement criteria of Section 7 (k) of the Fair Labor Standards Act (FLSA).

C. Part-time Employees:
Employees who are scheduled to work less than forty (40) hours per workweek.

D. Overtime-Eligible Positions:
Employees who work in positions that are assigned duties and responsibilities that meet the criteria for overtime coverage under federal and state law.

E. Overtime-Exempt Positions:
Employees who work in positions that are assigned duties and responsibilities that do not meet the criteria for overtime coverage under federal and state law.

F. Shift Employees:
Overtime-eligible employees who work in positions that normally require shift coverage for more than one (1) work shift.

G. Workday:
One (1) of seven (7) consecutive, twenty-four (24) hour periods in a workweek.

H. 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.

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

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

6.2 Determination

The Employer shall determine whether a position is overtime-eligible or overtime-exempt in accordance with federal and state law. With regard to law enforcement positions, the Employer shall determine if an overtime-eligible position has an extended work period. When the Employer determines that an overtime-eligible position is overtime-exempt, the employee will be notified in writing of the determination.

6.3 Overtime-Eligible Employees (Excluding Law Enforcement Employees)

A. Regular Work Schedules
The regular work schedule for overtime-eligible employees shall 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. An employee may request different starting and ending times. Except Washington State Patrol (WSP), the regular work schedule will normally include two (2) consecutive scheduled days off. The Employer may adjust the regular work schedule with prior notice to the employee as defined in this Article. If the Employer extends an employee's daily work schedule by more than two (2) hours on any given day, the Employer will not adjust another workday or the employee's workweek to avoid the payment of overtime or accrual of compensatory time. This provision will not apply:

1. When an employee requests to adjust their hours within the workweek and works no more than forty (40) hours within that workweek; or

2. To those positions that have an inherent, business, or seasonal need for flexibility to adjust their daily work schedules within the regular workweek to accomplish assigned job duties and responsibilities. When adjusting an employee's work schedule, the Employer will consider an employee's preference as long as the agency can meet business and customer service needs and without causing an additional cost to the agency.

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, if the alternate work schedules meet the requirements of federal and state laws, and do not result in overtime. An employee may request different workweeks and work shifts.

C. Schedule Changes

Employees' workweeks and work schedules may be changed with prior notice from the Employer. Overtime-eligible employees shall receive fourteen (14) calendar days' written notice of a permanent schedule change. Employees shall receive seven (7) calendar days' notice of a temporary schedule change. A temporary schedule change is defined as lasting thirty (30) days or less. The day notification is given is considered the first day of notice. Adjustments in the hours of work of daily work shifts during a workweek do not constitute a schedule change. The Employer may adjust an overtime-eligible employee's daily start and/or end time(s) by two (2) hours.

D. Emergency Schedule Changes

The Employer may adjust an overtime-eligible employee's workweek and work schedule without prior notice in unexpected, serious situations.

E. Employee Requested Schedule Changes

Workweeks and work schedules of overtime-eligible employees not working a shift schedule, as defined by Subsection 6.1 F, 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. Schedule change requests will not be arbitrarily denied.

F. Employee Requested Flexible Work Schedules

The Employer understands the importance of flexible work schedules and positive impact on employee performance and morale. When requested by the employee, schedules may be flexed within the employee's work week

if mutually agreed to between the employee and the Employer. If a request is not approved, the Employer will respond in writing.

6.4 Overtime-Eligible Law Enforcement Employee Work Schedules

The regular work schedule for full-time, overtime-eligible law enforcement employees not receiving assignment pay for an extended work period, shall not be more than one-hundred sixty hours (160) hours in a twenty-eight (28) day period. Work schedules may be changed in accordance with Subsection 6.3 C through E.

6.5 Overtime-Eligible Unpaid Meal Periods

The Employer and the Union agree to unpaid meal periods that vary from and supersede the unpaid meal period requirements of WAC 296-126-092. Unpaid meal periods for employees working more than five (5) consecutive hours, if entitled, will be a minimum of thirty (30) minutes and shall be scheduled as close to the middle of the work shift as possible. When an employee's unpaid meal period is interrupted by work duties, the employee will be allowed to resume their unpaid meal period following the interruption 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 shall 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 shall not be combined. Employees who are required to work more than three (3) hours beyond their regular work day shall be entitled to an additional unpaid meal period of at least thirty (30) minutes.

6.6 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 scheduled meal period, but will be permitted to eat intermittently as time allows during their shifts while remaining on duty. Paid meal periods for employees on straight shifts do not require relief from duty.

6.7 Overtime-Eligible Rest Periods

The Employer and the Union agree to rest periods that vary from and supersede the rest periods required by WAC 296-126-092. Employees shall be allowed rest periods of fifteen (15) minutes for each one-half (½) shift of three (3) or more hours worked at or near the middle of each one-half (½) shift of three (3) or more hours. 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 (½) 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 shall not be combined.

6.8 Positive Time Reporting

Employees will accurately report time worked in accordance with a positive time reporting process as determined by each agency.

6.9 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 agency 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. Overtime-exempt employees may be required to work specific hours to provide services when deemed necessary by the Employer. Such employees will not be required to use vacation leave or exchange time for occasional, infrequent flexing of two (2) hours or less, provided that the employee abides by agency policies regarding the use of sick leave and vacation leave.

C. The salary paid to overtime-exempt employees is full compensation for all hours worked.

D. Employees will consult with their supervisors to adjust their work hours to accommodate the appropriate balance between extended work time and offsetting time off. Where such flexibility does not occur or does not achieve the appropriate balance, and with Appointing Authority or designee approval, overtime-exempt employees will accrue exchange time for extraordinary or excessive hours worked. Exchange time may be accrued at straight time to a maximum of eighty (80) hours. For a Department of Revenue employee whose job causes them to accrue exchange time due to a legislative session, the maximum accrual is one hundred ten (110) hours. Exchange time can be used in lieu of sick leave and vacation leave. Exchange time has no cash value and cannot be transferred between agencies. When an employee accrues forty (40) hours of exchange time, the employee and the Employer will develop a plan within sixty (60) days for the employee to use the accrued exchange time. For an employee whose job causes them to accrue exchange time due to a legislative session, the Employer and the employee will develop a plan for the use of exchange time accrued during a legislative session at the end of the session.

E. At employee request and with Employer approval, alternate work schedules (including both flexible and compressed work schedules) may be established, subject to business and customer service needs. Requests for alternate schedules will not be arbitrarily denied. Employees are responsible for keeping management apprised of their schedules and their whereabouts.

F. Overtime-exempt employees whose employer requires them to work on a holiday will be paid at an additional rate of one and one-half (1½) times the employee's salary for the time worked.

ARTICLE 7
OVERTIME

7.1 Definitions

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

1. Works in excess of forty (40) hours per workweek (excluding law enforcement employees);

2. Works on a holiday;

3. Works in excess of one-hundred sixty (160) hours in a twenty-eight (28) day period and the employee is a law enforcement employee not receiving assignment pay for an extended work period; or

4. Works while on fire duty as specifically defined in Article 41, Compensation.

B. Overtime Rate:
In accordance with the applicable wage and hour laws, the overtime rate will be one and one-half (1½) of an employee's regular rate of pay. The regular rate of pay will not include any allowable exclusions.

C. Work:
The definition of work for overtime purposes only, includes:

1. All hours actually spent performing the duties assigned;
2. Holidays;
3. Sick leave;
4. Vacation leave;
5. Compensatory time; or
6. Any other paid time not listed below.

D. Work does not include:
1. Shared leave;
2. Leave without pay;
3. Additional compensation for time worked on a holiday; or
4. Time compensated as standby, call-back, or any other penalty pay.

7.2 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 shall be compensated at the overtime rate. An employee whose workweek is less than forty (40) hours will be paid at their regular rate of pay for all work performed up to forty (40) hours in a workweek and paid at the overtime rate for authorized work of more than forty (40) hours in a workweek.

B. A part-time overtime-eligible shift employee will be paid at their regular rate of pay for all work performed up to forty (40) hours in a workweek and paid at the overtime rate for authorized work of more than forty (40) hours in a workweek.

C. Overtime-eligible law enforcement employees, not receiving assignment pay for an extended work period, who have prior approval and work more than one-hundred sixty (160) hours in a twenty-eight (28) day period shall be compensated at the overtime rate.

7.3 General Provisions

A. The Employer will determine whether work will be performed on regular work time or overtime, the number, the skills and abilities of the employees required to perform the work, and the duration of the work. The Employer will first attempt to meet its overtime requirements on a voluntary basis with qualified employees who are 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 they were qualified, the employee will be offered the next available overtime opportunity for which they are qualified. Under no circumstances shall an employee be compensated for overtime that was not worked. There will be no pyramiding of overtime.

7.4 Compensatory Time for Overtime-Eligible Employees

A. Compensatory Time Eligibility

At the employee's request and with the Agency's approval compensatory time off may be earned in lieu of cash. Compensatory time must be granted at the rate of one and one-half (1½) hours of compensatory time for each hour of overtime worked.

B. Maximum Compensatory Time

Employees may accumulate no more than two hundred forty (240) hours of compensatory time, or four hundred eighty (480) hours for law enforcement employees or employees engaged in public safety or emergency response activities.

C. Compensatory Time Use

Employees must use compensatory time prior to using vacation leave, unless this would result in the loss of their vacation leave or the employee is using vacation leave for Domestic Violence Leave. Compensatory time must be used and scheduled in the same manner as vacation leave, as in Article 11, Vacation Leave. The employee 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 their accrued 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 shall contact the employee to review their 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 agency with different funding sources; or

3. Transfers to another state agency.

ARTICLE 8
TRAINING

8.1 The Employer and the Union recognize the value and benefit of education and training designed to enhance employee development. The Employer will provide training in accordance with agency policies and available resources.

8.2 Attendance at agency-required training will be considered time worked including travel. Travel time to attend agency required training will be compensated in accordance with the State Administrative and Accounting Manual (SAAM).

8.3 The agency training and development plan must state the Employer's policies and objectives for employee training and development, and such policies must address, at a minimum, the following:

A. Identification of the person responsible for employee training and development;

B. Criteria for employee eligibility;

C. Criteria for determining employees' work status while participating in training and development activities;

D. Criteria for education leave;

E. Tuition reimbursement or fee waiver policy;

F. Mandated training in accordance with state and federal regulations;

G. Entry-level management/supervisory training;

H. Assessment of employee training and development needs;

I. Evaluation of the training and development programs; and

J. Assignments for career development in accordance with WAC 357-34-050.

8.4 The Employer will provide appropriate training on supervision/inmate relations for employees whose duty involves interacting with incarcerated individuals.

8.5 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 on this Agreement to shop stewards, and the Employer will provide training to managers and supervisors.

B. The Union will present the training to Union shop stewards within each bargaining unit. The training will last no longer than four (4) hours. The training will be considered time worked for those Union shop stewards who attend the training during their scheduled work shift. Union 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 the shop stewards attending each session. Travel time and expenses will not be paid by the Employer.

8.6 Tuition Reimbursement

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

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

C. Absent an agreement to the contrary, when an employee moves to another agency prior to completion of an approved course, the employee will no longer be eligible for reimbursement.

8.7 Training Requests

All requests for training, outside the Learning Management System (LMS), will be approved, disapproved, or forwarded by the immediate supervisor within fifteen

(15) calendar days of the submission of the properly completed request. Upon request, the agency will provide a status update within forty-five (45) days. If a request is denied, the Employer will provide a reason for the denial to the employee.

8.8 Training Records

A. Employees may request a copy of their training record. The Employer will provide either a hard copy or electronic access to their training record. If an employee provides documentation to the Employer of work-related training, it will be recorded in the training record or the employee personnel file.

B. At the time of permanent layoff, employees will be provided an opportunity to submit documentation of successfully completed training to be considered.

ARTICLE 9
LICENSURE AND CERTIFICATION

9.1 The Employer and the Union recognize the necessity for bargaining unit employees to maintain appropriate licensure and/or certification to perform the duties of their assigned position.

9.2 Agencies will follow their policies and/or practices related to licensure and certification.

9.3 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 10
HOLIDAYS

10.1 Holidays

The following days are legal holidays as designated by statute:

1. New Year's Day	First day of January
2. Martin Luther King Jr. Day	Third Monday of January
3. President's Day	Third Monday of February
4. Memorial Day	Last Monday of May
5. Independence Day	July 4th
6. Labor Day	First Monday of September
7. Veterans' Day	November 11th
8. Thanksgiving Day	Fourth Thursday of November
9. Native American Heritage Day	Day immediately following the fourth Thursday in November

10. Christmas Day	December 25th
11. Personal Holiday	As provided in Section 10.3 below

10.2 Holiday Rules

The following rules apply to the holidays listed:

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

B. If an employee works on a holiday, they will be paid for the actual hours worked at the straight time rate plus the overtime rate, as outlined in Article 7 Section 7.1 B, Overtime.

C. For full-time employees on a Monday through Friday work schedule:

1. Whenever any holiday falls on a Saturday, the preceding Friday shall be the holiday.

2. Whenever any holiday falls on a Sunday, the following Monday shall be the holiday.

D. For full-time employees not on a Monday through Friday work schedule:

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

2. When a holiday falls on an employee's regularly scheduled day off, the agency will decide whether it will be observed on the employee's work-day before or after the holiday.

3. An employee may request an alternate day off as their holiday as long as the requested day off falls within the same pay period as the holiday. The Employer may approve or deny the request.

E. For employees working a night shift schedule which begins on one (1) calendar day and ends on the next, the holiday shall be determined by the agency to commence either at the start of the scheduled night shift that begins on the calendar holiday, or at the start of the shift that precedes the calendar holiday.

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

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

G. Full-time employees who are employed before the holiday and are in pay status for eighty (80) non-overtime or non-standby hours during the month, not counting the holiday, or are in pay status for the entire work shift preceding the holiday, will receive compensation for the holiday. Employees who resign or are dismissed or separated before a holiday will not be compensated for holidays occurring after the effective date of resignation, dismissal or separation.

10.3 Personal Holiday

A. Each employee may select one (1) personal holiday each calendar year, under the following conditions:

1. The employee has been or is scheduled to be continuously employed by the state for more than four (4) months;

2. The employee has given not less than fourteen (14) calendar days' notice to the supervisor; provided, however, the employee and the supervisor may agree upon an earlier date; and

3. The number of employees selecting a particular day off allows an agency to continue its work efficiently.

B. Entitlement to the holiday will not lapse when denied under Subsection A.3, above.

C. Full-time, alternate work schedule employees shall receive regular pay for each personal holiday.

D. Part-time employees shall be entitled to the number of paid hours on a personal holiday that their monthly schedule bears to a full-time schedule.

E. Part or all of a personal holiday may be donated to another employee for shared leave. 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.

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

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

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

2. Leave as required by the Family Military Leave Act, RCW 49.77 and in accordance with Article 18, Section 18.12; or

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

10.4 Only Section 10.3, Personal Holiday, applies to the bargaining units at the Washington State School for the Blind and Washington State Center for Childhood Deafness and Hearing Loss.

ARTICLE 11
VACATION LEAVE

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

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

11.3 Vacation Leave Accrual
Full-time employees who have been in pay status for eighty (80) non-overtime hours in a calendar month will accrue vacation leave according to the rate schedule below in Section 11.4.

Vacation leave credit earned by part-time employees will be computed and accrued in an amount proportionate to the number of hours the part-time employee is in pay status during the month relative to that required for full-time employment.

11.4 Vacation Leave Accrual Rate Schedule

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

Full Years of Service	Hours Per Year
During the twentieth, twenty-first, twenty-second, twenty-third and twenty-fourth years of total employment	One hundred ninety-two (192)
During the twenty-fifth year of total employment and thereafter	Two hundred (200)

11.5 Vacation Scheduling

A. Vacation leave will be charged in one-tenth (1/10th) of an hour increments.

B. Employees will request vacation leave in advance according to agency procedures. Where circumstances preclude advance requests, supervisors may approve vacation leave retrospectively on a case-by-case basis. When considering requests for vacation leave the employing agency shall give due regard to the needs of the employee but may require that leave be taken when it will least interfere with the work of the agency.

C. Vacation leave for religious observances may be granted to the extent agency or program requirements permit.

D. Employees will not be authorized to take scheduled vacation leave if they do not have sufficient vacation leave credits to cover the absence.

E. When two (2) or more employees request the same vacation days off at the same time and business needs preclude approval of both leave requests, seniority will prevail. The Employer will consider the required skills and abilities needed to meet business and customer service needs. Previously approved leave will not be cancelled in order to grant leave to a senior employee.

F. For the Communications Officer 3 bargaining unit only, vacations may be bid on the basis of first choice and length of time in their current job classification, then second choice and length of time in their current job classification. Ties will be broken in accordance with Article 34, Section 34.1 (C).

11.6 Family Care

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

11.7 Military Family Leave

Employees may use vacation leave as required by the Military Family Leave Act, RCW 49.77 and in accordance with Article 18, Section 18.12.

11.8 Domestic Violence Leave

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

11.9 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, an employee's vacation leave maximum will be extended for each month that the Employer must defer the employee's request for vacation leave.

B. An employee may also accumulate vacation leave days in excess of two hundred forty (240) hours as long as the employee uses the excess balance prior to their anniversary date. Any leave in excess of the maximum that is not deferred in advance of its accrual as described above, will be lost on the employee's anniversary date.

11.10 Separation

Any employee who has been employed for at least six (6) continuous months will be entitled to payment for vacation leave credits when they:

A. Resign with adequate notice;

B. Retire;

C. Are laid-off; or

D. Are terminated by the Employer.

In addition, the estate of a deceased employee will be entitled to payment for vacation leave credits.

11.11 This Article does not apply to the bargaining units at the Washington Center for Childhood Deafness and Hearing Loss and the Washington State School for the Blind.

ARTICLE 12
SICK LEAVE

12.1 Sick Leave Accrual

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

12.2 Sick Leave Use

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

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

B. Care of family members as required by the Family Care Act, WAC 296-130. and to provide care for family members as allowed under RCW49.46.210.

C. Qualifying absences for Family and Medical Leave (Article 15).

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

E. Preventative health care appointments of household members, up to one (1) day for each occurrence, when the employee attends the appointment, if arranged in advance with the Employer.

F. Illness of or household members, up to five (5) days for each occurrence or as extended by the Employer.

G. A death of a relative in cases where the employee is not eligible for bereavement leave under Article 17, or when the employee elects to extend authorized bereavement leave. Sick leave use for bereavement is limited to three (3) days or as extended by the agency for travel. The Employer may require verification.

H. Leave for Military Family Leave as required by RCW 49.77 and in accordance with Article 18, Section 18.12.

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

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

K. Family, Relative and Household Member Defined:

1. Family member is defined as a:

a. Child, including biological, adopted, or foster child, stepchild, or for whom the employee stands in loco parentis,

is a legal guardian or is de facto parent, regardless of age or dependency status;

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

c. Spouse;

d. Registered domestic partner as defined by RCW 26.60;

e. Grandparent;

f. Grandchild; or

g. Sibling

2. Relative is defined as an aunt, uncle, niece, nephew, sibling-in-law, first cousin, and corresponding relatives of the employee's spouse or domestic partner.

3. Household member is defined as persons who reside in the same home who have reciprocal duties to and do provide financial support for one another. This term does not include persons sharing the same house when the living style is primarily that of a dormitory or commune.

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

The Employer will allow an employee to use compensatory time, exchange time, personal holiday, or vacation leave for sick leave purposes in the same manner as the use of accrued sick leave. An employee may be denied the ability to use compensatory time, exchange time, personal holiday, or vacation leave for sick leave purposes if the employee has documented attendance problems. All compensatory time, exchange time, personal holiday, or vacation leave requests for sick leave purposes will indicate that the compensatory time, exchange time, personal holiday, or vacation leave is being requested in lieu of sick leave. For full-time employees a personal holiday must be used in full shift increments. For part-time employees the use of a personal holiday for sick leave purposes will be calculated in accordance with Article 10, Section 10.3 D.

12.4 Restoration of Vacation Leave

When a condition listed in Subsection 12.2 A, above, arises while the employee is on vacation leave, the employee will be granted accrued sick leave, in lieu of the approved vacation leave, provided that the employee requests such leave within fourteen (14) calendar days of their return to work. The equivalent amount of vacation leave will be restored.

12.5 Sick Leave Reporting Certification and Verification

An employee must promptly notify their supervisor on the first day of sick leave and each day after, unless there is mutual agreement to do otherwise. Upon returning to work, the employee shall report the general reason per Section 12.2 for the sick leave. A medical certificate may be required when there is cause to suspect sick leave abuse; to assist agencies in protecting the employee from returning to work too soon following an illness or injury; or to protect fellow employees or clients from contagious illness. The Employer will not require continuous medical verification for longer than seven (7) months as a result of the suspected abuse. A medical certificate must be required if the reason was personal illness and the absence continued for more than ten (10) continuous working days For employees in overtime-eligible positions, medical certification or verification that is required when there is cause to suspect sick leave abuse will be in accordance with RCW 49.46.210 and this Agreement. Medical certification and/or medical verification will be provided to the Human Resources Department.

12.6 Sick Leave Annual Cash Out

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

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

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

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

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

12.7 Sick Leave Separation Cash Out

At the time of death, an eligible employee's estate will receive compensation for their total sick leave balance on a one (1) hour for four (4) hours basis. At the time of retirement from state service, an eligible employee will receive compensation for their sick leave balance on a one (1) hour for four (4) hours basis, which will be forwarded to their Voluntary Employee Beneficiary Association. For the purposes of this Section, retirement will not include "vested out of service" employees who leave funds on deposit with the retirement system.

12.8 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 13
SHARED LEAVE

13.1 Shared Leave

A. The purpose of the state leave sharing program is to permit state employees to donate vacation leave, sick leave, or personal holidays to a fellow state employee who is:

1. Called to service in the uniformed services;

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

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

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

5. Sick or temporarily disabled because of pregnancy disability or for the purpose of parental leave to bond with the employee's newborn, adoptive or foster child.

B. For purposes of the Washington state leave sharing program, the following definitions apply:

1. "Domestic violence" means physical harm, bodily injury, assault, or 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 (1) family or household member by another family or household member; or stalking as defined in RCW 9A.46.110 of one (1) family or household member by another family or household member.

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

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

4. "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 shall include foster children and legal wards even if they do not live in the household. The term does

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

5. "Severe" or "extraordinary" condition as defined in WAC 357-31-395.

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

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

8. "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.

9. "Uniformed services" means the armed forces, the army national guard, and the air national guard of any state, territory, commonwealth, possession, or district when engaged in active duty for training, inactive duty training, full-time national guard duty, state active duty, the commissioned corps of the public health service, the Coast Guard, and any other category of persons designated by the President of the United States in time of war or national emergency.

10. “Victim” means a person that domestic violence, sexual assault, or stalking has been committed against as defined in this Article.

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

12. “Pregnancy disability” means a pregnancy related medical condition or miscarriage.

13.2 Shared Leave Receipt

A. The Employer may permit an employee to receive shared leave if the Agency Head or designee determines that the employee meets the following criteria:

1. Suffers from, or has a relative or household member suffering from, an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature;

2. Has been called to service in the uniformed services;

3. Has the needed skills to assist in responding to an emergency or its aftermath and volunteers their services to either a governmental agency or to a nonprofit organization engaged in humanitarian relief in the devastated area, and the governmental agency or nonprofit organization accepts the employee's offer of volunteer services;

4. Is a victim of domestic violence, sexual assault or stalking;

5. Is sick or temporarily disabled because of pregnancy disability; or

6. For the purpose of parental leave to bond with the employee's newborn, adoptive or foster child.

B. The illness, injury, impairment, condition, call to service, emergency volunteer service or consequence of domestic violence, sexual assault, 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 has depleted or is within forty (40) hours of depleting their:

1. Vacation leave, sick leave and personal holiday reserves if the employee qualifies on Subsection A.1 of this Section;

2. Vacation leave and paid military leave allowed under RCW 38.40.060, if the employee qualifies under Subsection A.2 of this Section; or

3. Vacation leave and personal holiday if the employee qualifies under Subsections A.3 or A.4.

D. The employee has abided by the Employer's rules regarding:

1. Sick leave use if the employee qualifies under Subsections A.1, A.4, A.5 and A.6 of this Section; or

2. Vacation leave and military leave if the employee qualifies under Subsection A.2 of this Section.

E. The employee has diligently pursued and been found to be ineligible for benefits under RCW 51.32 if the employee qualifies under Subsection A.1 of this Section.

F. The Agency Head or designee will also take into consideration budgetary impact in determining whether to approve shared leave or limit the amount of shared leave to be donated.

13.3 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 during total state employment, 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 they are suffering from an illness, injury, impairment or physical or mental condition which is of an extraordinary or severe nature. A non-permanent employee who is eligible to use accrued leave or personal holiday may not use shared leave beyond the termination date specified in the non-permanent employee's appointment letter.

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 the expected date of return-to-work status for shared leave under Subsection 13.2 A.1 and A.5;

2. A copy of the military orders verifying the employee's required absence for shared leave under Subsection 13.2 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 Subsection 13.2 A.3;

4. Verification of the employee's status as a victim of domestic violence, sexual assault or stalking for shared leave under Subsection 13.2 A.4; or

5. Verification of birth or placement for adoption or foster care of a child for shared leave under Subsection 13.2 A.6.

C. To the extent allowed by law, the Employer will maintain the confidentiality of the verifying information unless disclosure is authorized in writing by the employee. Within ten (10) working days, the Employer will acknowledge receipt or request additional information. Response will be in writing.

13.4 Leave Donation

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

A. The Employer approves the employee's request to donate a specified amount of vacation leave to an employee authorized to receive shared leave; and

1. The full-time employee's request to donate leave will not cause their vacation leave balance to fall below eighty (80) hours. For part-time employees, requirements for vacation leave balances will be prorated; and

2. Employees may donate excess vacation leave that they would not be able to take due to an approaching anniversary date.

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 leave will not cause their 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 their 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 when donating a portion of the personal holiday to the shared leave program.

13.5 Shared Leave Administration

A. The receiving employee shall be paid their regular rate of pay; therefore, one (1) hour of shared leave may cover more or less than one (1) hour of the recipient's salary. The calculation of the recipient's leave value shall be in accordance with Office of Financial Management policies, regulations and procedures. The dollar value of the leave is converted from the donor to the recipient. The leave received will be coded as shared leave and be maintained separately from all other leave balances.

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

C. Unused leave in connection with an illness or injury may not be returned until one of the following occurs:

1. The Employer obtains a statement from the receiving employee's doctor verifying the illness or injury is resolved; or

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

D. The shared leave remaining will be divided among the donors on a prorated basis based on the original donated value and returned at its original donor value and reinstated to each donor's appropriate leave balance. The return shall be prorated back based on the donor's original donation.

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

F. All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating leave for purposes of this program.

G. Agencies shall maintain records which contain sufficient information to provide for legislative review.

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

I. All forms of paid leave available for use by the recipient must be used prior to using shared leave when qualified under Subsection 13.2 A.1. All forms of paid leave, except sick leave, available for use by the recipient must be used prior to using shared leave when qualified under Subsections 13.2 A.2, 13.2 A.3, or 13.2 A.4. For shared leave qualified under Subsection 13.2 A.5 or 13.2 A.6 the employee is not required to deplete all of their annual leave and sick leave and can maintain up to forty (40) hours of annual leave and forty (40) hours of sick leave.

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

ARTICLE 14
UNIFORMED SERVICE SHARED LEAVE POOL

14.1 Purpose

The uniformed service shared leave pool was created so that state employees who are called to service in the uniformed services will be able to maintain a level of compensation and employee benefits consistent with the amount they would have

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

14.2 Definitions

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

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

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

C. "Monthly salary" includes monthly salary, special pay and shift differential, or the monthly equivalent for hourly employees. "Monthly salary" does not include overtime pay, callback pay, standby pay or performance bonuses.

D. "Service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time national guard duty including state-ordered active duty, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty.

E. "Uniformed services" means the armed forces, the army national guard, and the air national guard of any state, territory, commonwealth, possession, or district when engaged in active duty for training, inactive duty for training, full-time national guard duty, or state active duty, the commissioned corps of the public health service, the coast guard and any other category of persons designated by the president of the United States in time of war or national emergency.

14.3 Participation

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

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

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

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

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

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

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

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

1. The donating employee may donate any amount of vacation leave, provided the donation does not cause the employee's vacation leave balance to fall below eighty (80) hours. For part-time employees, requirements for vacation leave balances will be prorated.

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

3. The donating employee may donate all or part of a personal holiday.

14.4 Process

A. Employees requesting to donate to or receive leave from the uniformed service shared leave pool must follow their agency policies and procedures addressing uniformed service shared leave.

B. Employees requesting to receive leave from the uniformed service shared leave pool must also comply with Military Department procedures for requesting and receiving leave from the uniformed service shared leave pool. Employees requesting leave from the uniformed service shared leave pool should provide to their Agency Head or designee an earnings statement verifying military salary and orders of service, most current state leave and earnings statement, a completed uniformed service shared leave pool recipient request form, and notification of any change. The employee must also provide copies of earnings statements and orders of service when requested by the Military Department.

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

D. Shared leave, in combination with military salary, will not exceed the level of the employee's state monthly salary. Up to eight (8) hours per month of shared leave may be withdrawn and used to continue coverage under the Public Employees' Benefit Board (PEBB), regardless of the employee's monthly salary and military salary.

E. The receiving employee continues to be classified as a state employee and receives the same treatment in respect to salary, wages, and employee

benefits as the employee would normally receive if using accrued vacation or sick leave.

F. Agencies will investigate any alleged abuse of the uniformed service shared leave pool. If there is a finding of wrongdoing, the employee may be required to repay all of the shared leave received from the pool.

14.5 This Article is not subject to the grievance procedure.

ARTICLE 15
FAMILY MEDICAL LEAVE – PREGNANCY DISABILITY LEAVE

15.1 A. Consistent with the federal Family and Medical Leave Act of 1993 (FMLA) and any amendments thereto, and the Washington Family Leave Act of 2006 (FLA), 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 (1) or more of the following reasons 1-4:

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

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

3. Family medical leave to care for a spouse, son, daughter, parent, or state registered domestic partner as defined by RCWs 49.78.020(7), 26.60.020, and 26.60.030 who suffers from a serious health condition that requires on-site care or supervision by the employee. Because the FMLA does not recognize state registered domestic partners, an absence to care for an employee's state registered domestic partner in accordance with the WFLA will not be counted towards the twelve (12) weeks of FMLA.

4. Family medical leave for a qualifying exigency when the employee's spouse, child of any age, or parent is on active duty or called to active duty status of the Armed Forces, Reserves, or National Guard for deployment to a foreign country. Qualifying exigencies include attending certain military events, arranging for alternate childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

5. Military Caregiver Leave will be provided to an eligible employee who is the spouse, child of any age, parent or next of kin of a covered

service member to take up to twenty-six (26) workweeks of leave in a single twelve (12) month period to care for the covered service member or veteran who is suffering from a serious illness or injury incurred in the line of duty.

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

The single twelve (12) month period to care for a covered service member 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.

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

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

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

15.3 The Employer will continue the employee's benefits as defined by RCW 49.78.020(6) during the period of leave covered by family medical. The employee will be required to pay the employee share of health insurance, life insurance and disability insurance premiums.

15.4 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 for a family medical leave-qualifying event will run concurrently with, not in addition to, the use of the family medical leave for that event. Employees may choose to use appropriate paid leave or leave without pay for absences granted in accordance with the Washington Family Leave Act RCW 49.78. Leave for a work-related injury, covered by workers' compensation or assault benefits, will also run concurrently with the family medical leave. Any employee choosing to substitute 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. An employee, who meets the eligibility requirements listed in Section 15.1, may request family medical leave

run concurrently with absences due to work-related illness or injury covered by workers' compensation, at any time during the absence.

15.5 Parental leave shall be granted to the employee for the purpose of bonding with a newborn, adoptive or foster child. Parental leave may extend up to six (6) months, including time covered by the family medical leave, during the first year after the child's birth or placement. Leave beyond the period covered by the family medical leave may only be denied by the Employer due to operational necessity. Such denial may be grieved beginning at the Agency Head step of the grievance procedure in Article 30.

Parental leave may be a combination of the employee's accrued vacation leave, sick leave, personal holiday, compensatory time, exchange time, or leave without pay.

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

15.7 Leave for a family medical leave-qualifying event 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.

15.8 Upon returning to work after the employee's own family medical leave-qualifying illness, the employee may be required to provide a fitness for duty certificate from a health care provider.

15.9 If the need is foreseeable, the employee shall provide the Employer with not less than thirty (30) days' notice before the family medical leave is to begin. If the need for the leave is unforeseeable thirty (30) days in advance, then the employee shall provide such notice when feasible.

15.10 Following an absence granted for the situations in Subsection 15.1 A of this Article, the employee shall return to the same or equivalent position held prior to the absence as set forth in RCW 49.78.280.

15.11 Pregnancy Disability Leave

A. Leave for pregnancy or childbirth related disabilities is in addition to any leave granted under the FMLA 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. An employee must submit a written request for disability leave due to pregnancy and/or childbirth in accordance with agency policy. An employee may be required to submit medical certification or verification for the period of the disability. Such leave due to pregnancy and/or childbirth may be a combination of sick leave, vacation leave, personal holiday,

compensatory time, exchange time, and leave without pay. The combination and use of paid and unpaid leave will be the choice of the employee.

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

15.13 Washington Family Leave Act (WFLA) effective until December 31, 2019
The parties recognize that the WFLA (RCW 49.78) is repealed and is only effective until December 31, 2019 and therefore any reference to WFLA or the provisions of WFLA in this Article expire December 31, 2019.

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

ARTICLE 16
NON-OPERATIONAL WORKSITES/INABILITY TO REPORT TO WORK

16.1 If the Employer determines that a state office or work location is non-operational for reasons including, but not limited to, inclement weather, natural disasters and health or safety threats, the Employer may take the following actions:

A. Non-emergency employees (as determined by an Agency Head or designee) may be released with no loss of pay during any disruption of services.

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

16.2 Employees who work their normal hours during the disruption will not receive additional compensation.

16.3 If a work location remains fully operational but an employee is unable to report to work or remain at work due to inclement weather, natural disasters, or other reasons as determined by the Employer, the employee's leave will be charged in the following order:

A. Any earned compensatory time or previously accumulated exchange time;
B. Any accrued vacation leave;
C. Up to three (3) days of accrued sick leave per calendar year;
D. Leave without pay.

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

16.4 An Employee who was unable to report to work because of severe inclement weather, conditions caused by severe inclement weather or a natural disaster and is on leave in accordance with Section 16.3 of this Article, will be compensated for the balance of their work shift remaining after the determination that the state office or work location is non-operational and will not be charged leave for that time. An employee who is on approved leave for reasons other than severe inclement weather, conditions caused by severe inclement weather or a natural disaster will not have their leave restored.

16.5 Tardiness due to an employee's inability to report for scheduled work because of inclement weather, natural disasters, safety threats, or other reasons as determined by the Employer will be allowed up to one (1) hour of paid time at the beginning of the workday. Section 16.3 will apply to any additional late time. Employees who are more than one (1) hour late may request to adjust their work schedule in lieu of using leave, in accordance with Article 6, Section 6.3 E.

ARTICLE 17
MISCELLANEOUS LEAVE

17.1 Leave with pay will be allowed during scheduled work time:

A. For participating in life-giving procedures, subject to Section 17.3;

B. When required to report for jury duty service, subject to Section 17.4;

C. To appear in court or an administrative hearing, subject to Section 17.5;

D. For twenty-one (21) days for active duty or active duty training, subject to Section 17.6;

E. For bereavement leave, subject to Section 17.7;

F. To allow an employee to receive an assessment through the Employee Assistance Program, subject to Section 17.8;

G. For examinations or interviews with a state Employer during scheduled work hours subject to Section 17.9.

17.2 Subject to Employer approval, leave with pay may be allowed during scheduled work time for an employee to perform civil duties as a volunteer, including but not limited to firefighting, search and rescue efforts or donating blood.

17.3 Leave for Life-Giving Procedures

Employees will receive paid leave, not to exceed five (5) working days in a two (2) year period, for participating in life-giving procedures, upon approval. "Life-giving procedure" is defined as a medically supervised procedure involving the testing, sampling, or donation of blood, platelets, organs, fluids, tissues, and other human body components for the purposes of donation, without compensation, to a person or organization for medically necessary treatments. Employees will provide reasonable advance notice and written proof from an accredited medical institution, physician or other medical professional that the employee participated in a life-giving procedure. Agencies may take into account program and staffing replacement requirements in the scheduling of leave for life-giving procedures.

17.4 Jury Duty

The Employer may require documentation or verification of jury service. Employees are allowed to keep any compensation they receive for serving as a member of a jury in addition to their regular pay.

17.5 Respond to Subpoena

A subpoenaed employee will receive leave with pay, during scheduled work time, to appear in court or an administrative hearing to testify about a job-related matter unless they are a party in the matter or have an economic interest in the matter. The Employer may grant leave with pay during scheduled work time, when an employee is subpoenaed for other legal proceedings unrelated to the personal and financial matters of the employee. The employee will provide a copy of the subpoena to the Employer when requesting leave.

17.6 Military Leave

In addition to twenty-one (21) days of paid leave granted to employees each year (October 1 through September 30) for required military duty or to take part in 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.

17.7 Bereavement Leave

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

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

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

For purposes of this Section family members are those defined in Article 12, Section 12.2 K.1 and household members are defined in Article 12, Section 12.2 K.3.

D. In the event of the death of an aunt, uncle, niece, nephew, sibling-in-law, child-in-law, great-grandparent, great-grandchild, first cousin, and corresponding relatives of the employee's spouse or domestic partner, the Employer will approve the employee's accrued paid leave for all deaths up to a total of seven (7) days for each calendar year. The Employer may deny leave requested under this provision for the holidays specified in Article 10, Section 10.1, Holidays.

17.8 Employee Assistance Program

When approved, employees will receive paid leave to receive an assessment through the Employee Assistance Program.

17.9 Examinations/Interviews

Employers may limit the number of occurrences or the total amount of paid leave that will be granted to an employee to participate in an interview or take an examination during scheduled work hours. Employers may deny an employee's request to participate in an interview or take an examination during scheduled work hours based upon operational necessity.

17.10 Travel for Miscellaneous Leave

Employees shall not be eligible for per diem, travel time, and/or travel expenses under this Article, except as on a case-by-case basis the Appointing Authority may approve part or all expenses under this Article.

17.11 Except as required in Section 17.12, employees will give reasonable advanced notice for miscellaneous leave request(s).

17.12 Personal Leave

A. Employees 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 for more than four (4) months.

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

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

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

C. The pay of an employee's personal leave day is equivalent to the employee's permanent work shift on the day selected.

D. Personal leave may not be carried over from one (1) fiscal year to the next.

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

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

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

2. Leave as required by the Military Family Leave Act, RCW 49.77 and in accordance with Article 18, Section 18.12; or

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

17.13 Paid Family Leave Act

Effective January 1, 2020, employees may be eligible for paid family and medical leave pursuant to the Washington Family Leave Act, SSB 5975, Ch. 5, Laws of 2017, based upon certain criteria. Employees suffering from a serious health condition or caring for family members with a qualifying condition, or for parents of a newborn child, or a child placed with them through adoption, surrogacy, or foster parenting may qualify for paid leave through the state paid leave program.

ARTICLE 18
LEAVE WITHOUT PAY

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

A. Family medical leave (Article 15);
B. Compensable work-related injury or illness leave;
C. Military leave;
D. Child and elder care emergencies;
E. Volunteer firefighting leave;
F. Military family leave; and
G. Domestic violence leave.

18.2 Leave without pay will be granted for holidays of faith and conscience for up to two (2) days per calendar year provided the employee's absence will not impose an undue hardship on the Employer as defined by Chapter 82-56 WAC or the employee is not necessary to maintain public safety.

18.3 Leave without pay may be granted for the following reasons:

A. Education leave;
B. U.S. Public Health Service and Peace Corps leave;
C. Governmental service leave;
D. Conditions applicable for leave with pay;
E. Seasonal career employment;
F. As otherwise provided for in this Agreement;
G. Citizen volunteer or community service leave;
H. Union activities, pursuant to Article 38;
I. Volunteer firefighting leave, non-emergencies; and
J. Bereavement leave where paid leave under Article 17, Section 17.7 has been exhausted.

18.4 Limitations

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

A. Compensable work-related injury or illness;
B. Educational leave;
C. Governmental service leave;
D. Military leave;
E. Leave taken under the provisions of Article 15, Family Medical Leave;
F. Seasonal career employment leaves;
G. Volunteer firefighting leave;
H. Domestic violence leave;
I. Leave taken voluntarily to reduce the effect of a layoff; or
J. Temporary employment as a Union Officer.

Any employee that is on leave without pay for more than twelve (12) months in any consecutive five (5) year period will be considered to have resigned their position as provided for in Article 29, Presumption of Resignation.

18.5 Returning Employee Rights

Employees returning from authorized leave without pay shall be employed in the same position or in another position in the same job classification and the same geographical area, as determined by the Employer, provided that such reemployment is not in conflict with other articles in this Agreement. The employee and the Employer may enter into a written agreement regarding return rights at the commencement of the leave.

18.6 Educational Leave

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

18.7 Military Leave

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

18.8 Child and Elder Care Emergencies

Leave without pay, compensatory time or paid leave will be granted for child and elder care emergencies and is limited to a maximum of three (3) days per calendar year. Upon mutual agreement between the employee and the Employer, the employee will be granted additional leave without pay for child and elder care emergencies.

18.9 Seasonal Career Employment

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

18.10 Governmental Service Leave

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

18.11 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. Leave without pay may be granted for non-emergencies. Non-emergencies may include training, inspections and public outreach activities.

18.12 Military Family Leave

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 RCWs 26.60.020 and 26.60.030 will be on leave or of an impending call to active duty.

18.13 Domestic Violence Leave

Leave without pay, including intermittent leave, will be granted to an employee who is a victim of domestic violence, sexual assault or stalking. Family members of a victim of domestic violence, sexual assault or stalking will be granted leave

without pay to help the victim obtain treatment or seek help. Family member for the purpose of domestic violence leave includes child, spouse, 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 in accordance with RCW 49.76.

18.14 Requests – Approval and Denial

Requests for leave without pay will be submitted in writing. The Employer will approve or deny leave without pay requests within fourteen (14) calendar days, when practicable.

ARTICLE 19
SAFETY AND HEALTH

19.1 The Employer and the employee have a responsibility for workplace safety and health.

A. The Employer will provide a work environment in accordance with safety standards established by the Washington Industrial Safety and Health Act (WISHA). Reference: http:/www.lni.wa.gov/safety. Safety committees will be established in accordance with Washington Administrative Code. The Safety Officer's name and phone number will be posted on WISHA workplace posters.

B. Employees will comply with all safety and health practices and standards established by WISHA and the Employer. The Employer's standards will not be lower than those established by WISHA.

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

D. Employees will contribute to a healthy workplace, including not knowingly exposing co-workers, students, and the public to contagious conditions that could jeopardize the health of others. The Employer may require employees to use leave when an employee self-reports they have a contagious health condition.

E. Grievances concerning safety conditions are permitted, but will be held in abeyance pending the outcome of any complaint filed with the Washington State Department of Labor and Industries.

19.2 The Employer will determine and provide the required safety devices, personal protective equipment and apparel, and ergonomic equipment that employees will wear and/or use.

A. Employees shall wear or use Employer-provided safety equipment appropriate to the situation when working in an environment for which the safety equipment is required, and employees shall be furnished notice of such safety equipment requirements in writing.

B. Each employee shall be responsible for the safe operation and for the preventative maintenance of all assigned equipment within the resources provided by the Employer.

C. The Employer will provide employees with appropriate orientation and/or training to perform their jobs safely.

19.3 Smoking is prohibited within Employer facilities, buildings and vehicles.

19.4 If the Employer determines there is a valid threat to the health and wellbeing of employees, the Employer will follow its written emergency and/or evacuation procedures.

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

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

In those cases where the Union has attempted to provide Union-designated representatives for a safety committee and has been unable to do so, the Union may contact the agency to request assistance in providing notice of safety committee nominations. If the Union is still unable to provide representatives to the Employer, then the Employer and the Union together will hold an election and will appoint those elected representatives.

19.7 The Employer will follow its practices regarding blood-borne pathogens.

19.8 When an employee(s) worksite is impacted by a critical incident the Employer will provide the employee(s) with an opportunity to receive a critical incident debriefing from the Employee Assistance Program or other sources available to the agency.

19.9 Ergonomic Assessments

At the request of the employee, the Employer will ensure that an ergonomic assessment of the employee's work station is completed by a person trained to

conduct ergonomic assessments. Such employee requests should be made in writing. The Employer will ensure that an ergonomic assessment of the employee's work station is scheduled, or that the employee is provided with the materials and support to conduct a self-assessment of their work station which will be reviewed by a trained person, within thirty (30) business days from the receipt of the request for assessment. The Employer will complete the assessment as soon as operational needs allow, but not later than sixty (60) business days from the date of receipt of the request. Solutions to identified issues/concerns will be implemented within available resources.

19.10 Air Quality Assessments

Air quality concerns brought to the Safety Committee will be evaluated and processed in accordance with Section 19.6.

ARTICLE 20
WILDFIRE SUPPRESSION AND OTHER EMERGENCY DUTY

20.1 The provisions of this Article apply to all Department of Natural Resources (DNR) employees when performing wildfire suppression or other emergency duties under the incident command system.

20.2 Fire Season Work Schedules

While the state's fire season is in effect, work schedules for wildfire suppression personnel may be assigned that are other than Monday through Friday and 8:00 a.m. to 4:30 p.m. Fire season schedules shall provide for equitable rotation if requested by a majority of the affected employees.

20.3 For those employees whose permanent or temporary duty station is a correctional facility, DNR shall establish, by April 15 each year, a priority list for assigning overtime when assignments are not determined by closest forces. Employees may request to drop to the bottom of such priority list for a specified length of time with reasonable notice to their first-line management supervisor. The priority list shall be posted in a place visible to employees.

20.4 Rotational Fire Duty Standby

While the state's fire season is in effect, separate rotational standby schedules may be established for incident command system positions of Division Supervisor, Task Force Leader, and Resource Boss. If established, the rotational schedules will be posted in region and division offices and updated weekly. Actual rotation will not begin or continue except as authorized by the Employer. The Employer will make cellular phones or similar communication devices available to employees if on rotational standby for deployment as a Division Supervisor, Task Force Leader, or Resource Boss.

20.5 Reacting to Fire Potential

When an employee is on duty reacting to fire potential, they will be paid in accordance with Article 41, Section 41.27 A.2.

20.6 Agreement Applies to all Deployments

A. Wildfire suppression working conditions, as specified in this Agreement, are considered usual and customary in any wildfire suppression operation to which the Employer has deployed employees.

B. On all fires, DNR shall designate a knowledgeable agency representative or contact to ensure compliance with provisions of this Agreement. The Employer will not prevent the Union from gaining access to fire camp on any fire where WPEA members are present. A Union representative who visits the fire camp will notify the on-site DNR agency representative upon their arrival at the camp for safety purposes, and the provisions of Article 38, Section 38.2 B will still apply.

20.7 Length of Deployment

A. The Employer retains sole authority to dispatch employees to fires even when dispatched to inter-agency fires.

B. Employees will receive one (1) day of rest and recuperation after ten (10) consecutive days of deployment away from the duty station for wildfire suppression duty. If an employee is unable to be scheduled for the rest and recuperation day during deployment and can continue to work safely, the rest and recuperation day will occur on the first calendar day after returning from fire duty to the employee's regular duty station.

If an employee's deployment for wildfire suppression exceeds twenty-one (21) days, an additional rest and recuperation day will be earned. If the employee was unable to take the first rest and recuperation day after ten (10) consecutive days, both rest and recuperation days will occur beginning the first calendar day after returning from fire duty to the employee's regular duty station.

C. Up to forty-eight (48) hours of travel to and up to forty-eight (48) hours of travel from the fire incident are excluded in calculating the consecutive days of deployment discussed above. During a rest and recuperation period, the employee will be paid eight (8) hours miscellaneous leave (ten [10] hours miscellaneous leave for an employee on a four-ten [4-10] schedule). Rest and recuperation is paid at the employee's straight time hourly rate.

D. When a rest and recuperation period, as discussed above, does not occur because of scheduling considerations before release from fire suppression duty away from an employee's duty station, the employee shall take rest and recuperation miscellaneous leave on the first calendar day after returning from fire duty to the employee's regular duty station.

E. Deployment beyond fourteen (14) consecutive days requires mutual agreement of the employee's Region/Division Manager, the DNR Resource Protection Division Manager, and the employee. Approval to extend fire

duty deployment beyond fourteen (14) consecutive calendar days shall include a provision for scheduling a rest and recuperation period if not already taken at the earliest opportunity consistent with safety and scheduling considerations.

20.8 Normal Rest Periods

When an employee is deployed under the incident command system to wildfire suppression duty, it is normally appropriate to grant a reasonable rest period after twelve (12) hours of fire line duty. Except when precluded by extraordinary circumstances, a rest period is eight (8) or more continuous duty/travel free hours.

20.9 Fit for Duty

As in all other instances, employees while deployed to wildfire suppression and/or other emergency duty under the incident command system are responsible within their means to be physically able to resume their duties at the start of each work shift.

20.10 Fire Camp

A. DNR employees are not required to remain in wildfire base camp during off-duty hours.

B. When a wildfire suppression base camp is established for overnight operation and one-way travel to the nearest community does not unreasonably exceed one (1) hour, the Employer will, except when precluded by extraordinary circumstances, provide for round trip transportation to the nearest community for employees who are off duty.

20.11 Laundry Services

After five (5) consecutive calendar days away from their duty station, employees deployed to emergency duty under the incident command system shall be entitled to laundry services until released from emergency duty. If contracted laundry services are not provided, employees shall be reimbursed for laundry costs incurred pursuant to the Office of Financial Management, State Administrative and Accounting Manual (SAAM), Subsection 10.60.10.

20.12 Return to Normal Duties

A. Upon return to normal duties following release from extended emergency duty under the incident command system, the Employer will provide work for an employee during regular scheduled hours if there is work that the employee can perform safely and productively. If, in the immediate supervisor's judgment, there is not work that the employee can safely and productively perform, the immediate supervisor will direct the employee to go off duty and will notify the employee when scheduled to return to duty. If an employee is directed to rest at the duty station, the directed rest time at the duty station is duty time.

B. If an employee returning from extended emergency duty under the incident command system is directed to go off duty or desires to go off duty, the employee may request to be allowed to delay the start of their normal schedule of regular hours and to make up regular shift hours during the remainder of the workday or during the remainder of the workweek without incurring overtime. The Employer will within reason approve such employee requests. The Union acknowledges there may be circumstances that preclude approving a request. When regular hours are made up during the remainder of the workday or during the remainder of the workweek, the regular hours are paid at the straight time rate. If an employee returning from extended emergency duty under the incident command system requests to use accrued vacation leave, the Employer will within reason approve the employee request.

20.13 Meals

A. All employees involved in fire suppression efforts who are required to remain on duty beyond 7:00 p.m. are entitled to a nutritious meal and to an additional meal for every four (4) hours of continuous work thereafter, unless they are working at their normal worksite and an unpaid meal period is provided. Employees will not stop for a meal just to extend duty beyond 7:00 p.m.

B. In emergency situations, on short notice, when an employee is required to report for duty for three (3) or more hours prior to their normal work shift, each employee is entitled to a nutritious meal.

C. Meal delivery requirements may be flexible to facilitate a hot or a better quality meal at a camp or restaurant (in lieu of a cold lunch) at the option of a majority of the employees involved.

D. The Employer understands the physical aspects for all employees during such fire suppression efforts and agrees to provide meals that meet or exceed the minimum nutritional requirements.

20.14 Sleeping Bags

On a project fire, each employee who remains at the site shall be provided a sleeping bag and a sleeping pad of good quality.

20.15 Inclement Weather Facilities

On a project fire during inclement weather, reasonably warm and dry facilities will be provided as soon as possible for eating and sleeping.

20.16 Shower Facilities

On a project fire, shower facilities including soap shall be made available as soon as possible except when precluded by extraordinary circumstances.

20.17 Work Capacity Testing

The physical fitness levels for wildland fire assignments will be as designated in the National Interagency Incident Management System Wildland Fire Qualification System Guide published by the National Wildfire Coordinating Group (PMS 310-1).

For a wildland fire assignment not included in the National Interagency Incident Management System Wildland Fire Qualification System Guide, the Employer agrees to include the Union in a study of the tasks comprising the assignment and the appropriateness of a physical fitness level designation. The study will include the application of the definitions of arduous, moderate and light physical fitness levels provided in the National Interagency Incident Management System Wildland Fire Qualification System Guide.

Physical fitness levels of employees who are subject to being assigned wildland fire duties will be evaluated using the applicable Work Capacity Test, i.e. arduous, moderate or light, developed by the USDA Forest Service Missoula Technology and Development Center to evaluate a worker's capacity to meet National Wildfire Coordinating Group physical fitness standards.

ARTICLE 21
INMATE CREW SUPERVISION

21.1 Inmate crew size is normally ten (10) inmates. However, after investigation of circumstances brought to the attention of the Employer by an inmate crew supervisor, actions taken by the Employer to ensure the safety of the inmate crew supervisor and the inmate crew members may include adjustment of the crew size on a given day.

21.2 Inmate crew supervisors are responsible for inmates at all times while inmates are under their supervision. Inmate crew supervisors are responsible to immediately report inmate incidents, including inmate flight. Inmate crew supervisors are not responsible for capturing inmates who flee. While in a camp, inmate crew supervisors are to be relieved of supervision of inmates during meal periods.

ARTICLE 22
UNIFORMS, TOOLS AND EQUIPMENT

22.1 Uniforms

The Employer may require employees to wear uniforms. Where required, the Employer will determine and provide uniforms or equivalent clothing allowance.

22.2 Tools and Equipment

As established by current practices, the Employer may determine and provide necessary tools, tool allowance, equipment and foul weather gear. For employees of the Department of Natural Resources (DNR) who work in an environment that the Employer has determined requires high-visibility personal protective

equipment, the Employer will provide a high-visibility vest to be worn over the employee's personal outerwear, or a high-visibility jacket. 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 or lost due to proven negligence by the employee.

22.3 Personal Property Reimbursement

Employees may seek reimbursement for personal property items damaged in the proper performance of their official duties, and the Employer will process requests in accordance with RCW 4.92.100.

ARTICLE 23
DRUG AND ALCOHOL FREE WORKPLACE

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

23.2 Possession of Alcohol and Illegal Drugs

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

1. The premises are considered residences;

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

3. The use or possession is required pursuant to a lawful investigation.

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

1. The premises are considered residences;

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

3. The use or possession is required pursuant to a lawful investigation or dictated by official duties.

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

23.3 Prescription Medications and Medical Marijuana

Employees are responsible for consulting their physician and/or pharmacist as to any limitations on their ability to perform the duties of their position as a result of taking physician-prescribed drugs or medical marijuana. Employees shall report any such limitations to their supervisor or other designated official before resuming their work duties.

23.4 Drug and Alcohol Testing – Safety Sensitive Functions

A. Employees required to have a Commercial Driver's License (CDL) or to be licensed by the United States Coast Guard are subject to post-accident, random and reasonable suspicion testing in accordance with the U.S. Department of Transportation Rules (49 CFR 382 and 383), Coast Guard Regulations (46 CFR Part 16) or the Federal Omnibus Transportation Employee Testing Act of 1991. The testing shall be conducted in accordance with current agency policy.

B. In addition, employees who perform safety-sensitive functions are subject to post-accident, post-firearm shooting incidents, and reasonable suspicion testing. The testing shall be conducted in accordance with agency policy. Safety-sensitive includes positions where an employee is issued a firearm, works with minors or offenders, operates motorized equipment or vehicle(s) used for State business or handles hazardous substances, sells alcohol, dispenses medication or transports clients, students, citizens, patients, residents or offenders.

23.5 Reasonable Suspicion Testing

Reasonable suspicion testing for alcohol or controlled substances may be directed by the Employer for any employee performing safety sensitive functions or any employee of the WSP and LCB when there is reason 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 that support the reasonable suspicion must be stated in writing and will be provided to the employee prior to testing whenever possible. Such written grounds shall be provided to the Union within fourteen (14) calendar days of testing.

23.6 Referral and Testing

A. <u>Referral</u>

Referral for testing will be made on the basis of specific objective grounds documented by a supervisor 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.

B. <u>Testing</u>

A refusal to test is considered the same as a positive test. The cost of testing, including the employee's salary, will be paid by the Employer. When an

employee is referred for testing, they will be removed immediately from duty and transported to the collection site.

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.

23.7 Discipline

An employee who is found to be impaired on the job due to the use of controlled substances or alcohol may be subject to disciplinary action in accordance with existing laws and regulations, but the results of such drug or alcohol test shall provide no independent basis for disciplinary action. The agency may use the results of a drug or alcohol test to require an employee to successfully complete a rehabilitation plan. The rehabilitation plan terms may require the employee to pass all subsequent drug or alcohol tests. In this situation, the results of a subsequent drug or alcohol test may be the basis for disciplinary action.

In the event an employee is found to have used controlled substances or alcohol, the agency shall inform the employee of available assistance through the Employee Assistance Program or other similar program.

23.8 Training

Training will be made available to all 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 24
USE OF PRIVATELY-OWNED AND STATE VEHICLES, COMMUTE TRIP REDUCTION, AND DUTY STATION(S)

24.1 Employees are responsible for providing their own transportation between their home and duty station or field site. The Employer shall make a good faith effort, subject to the agency's operating, business and customer service needs, to meet the commute trip reduction goals identified in RCW 70.94 – Washington Clean Air Act and, where applicable, Executive Order 16-07.

24.2 The Employer may authorize an employee to take a state vehicle home, in accordance with Office of Financial Management regulations. Employees will report their taxable commute to payroll as necessary in order to comply with applicable Internal Revenue Service (IRS) regulations regarding the use of state vehicles.

24.3 Employees shall be notified upon hire of the necessity to use their privately-owned vehicle for state business, if such use is on a regular/frequent basis. The Employer agrees to compensate employees in accordance with agency policy/procedure and OFM regulations for the use of their privately-owned vehicle in the state's interest.

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

24.5 Duty Stations

All bargaining unit employees, except WSP and DOL, will be assigned an official duty station in accordance with OFM travel regulations. If the official duty station is changed, the employee will be given a fifteen (15) day notice, or a shorter notification period may be agreed to. If reassignment of an official duty station results in a commute in excess of thirty (30) miles in addition to the current commute, the employee may exercise their rights under Article 35, Layoff and Recall, unless the reassignment is the result of a disciplinary demotion.

24.6 All Employees with King, Pierce or Snohomish County Duty Stations

A. All benefit eligible bargaining unit employees assigned to an official duty station in King, Pierce or Snohomish Counties will receive a card for travel on public transportation known as a "One Regional Card for All," otherwise known as an ORCA card. Travel via ferry is specifically excluded from this benefit.

B. All benefit eligible bargaining unit employees assigned to an official duty station in King, Pierce or Snohomish Counties that participate in a Van Pool through the ORCA program will be subsidized fifty dollars ($50.00) towards the monthly cost.

ARTICLE 25
OFF-DUTY CONDUCT

25.1 The off-duty activities of an employee may not be grounds for disciplinary action unless said activities are a conflict of interest as set forth in RCW 42.52 or a nexus exists between the employee's activities and employment. Employees shall report all arrests and any court-imposed sanctions or conditions that affect their ability to perform assigned duties to their Appointing Authority within twenty-four (24) hours or prior to their scheduled work shift, whichever occurs first.

25.2 Protected activities will not be grounds for discipline or retaliation.

ARTICLE 26
EMPLOYEE ACTIVITY AND PRIVACY

26.1 The Employer will take all reasonable efforts to maintain the confidentiality of personal information about an employee. Confidential information obtained by the Employer about an employee must not be improperly divulged.

26.2 The Employer will not release confidential personal and/or contact information in any files maintained for employees to third parties, to the extent that disclosure would violate an employee's right to privacy, unless disclosure is at the request of the employee or compelled by law or court order.

26.3 The Employer will promptly notify an employee when the Employer receives a request by a third party, other than law enforcement or court order, to release confidential, personal information about an employee or the Employer proposes to release such information on its own initiative. Notice will be provided to the employee sufficiently in advance of the release of any such information so that, if necessary, the employee may reasonably contest the release of the information.

26.4 Health Care Information
The Employer will not require employees to provide information about the health or medical condition of the employee or the employee's family unless such information is specifically and directly 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. Health and medical information obtained by the Employer will be maintained in a separate, confidential file and access to this information by the Employer's personnel will be limited to those persons with a legitimate business or legal need to know. Employees will not be requested to sign a general or unlimited waiver of medical confidentiality.

26.5 Employees may make de minimis personal use of the Employer's telephones, computers, email system, and facilities in a manner consistent with WAC 292 110-010. De minimis is defined as: there is little or no cost to the state; any use is brief in duration, and is infrequent and is the most effective use of time or resources; the use does not interfere with the performance of the officer's or

employee's official duties; the use does not disrupt or distract from the conduct of state business due to volume or frequency; the use does not disrupt other state employees and does not obligate them to make a personal use of state resources; and the use does not compromise the security or integrity of state property, information, or software.

26.6 Employees may make and receive telephone calls on their personal cell phones, provided this activity does not unreasonably interfere with the performance, safety or productivity of the employee(s) or the agency.

26.7 Employees generally will not be subjected to video monitoring in the workplace without notice by the Employer. Where the Employer has reasonable grounds to believe that an employee is engaging in misconduct, the Employer may use video monitoring without prior notice as part of a specific investigation, provided:

A. The Employer prepares a written investigation plan describing the reason, duration and scope of the investigation; and

B. The video monitoring is narrowly tailored to meet the purpose of the investigation.

ARTICLE 27
RESIDENCY REQUIREMENT – WSP AND LCB

27.1 Applicability

This Article applies only to Washington State Patrol Bargaining Units and Liquor & Cannabis Board (LCB) Enforcement Division Employees.

27.2 WSP and LCB Employees Subject to Emergency Callout but no Assigned State Vehicle

A. Employees who because of the nature of their duties may be subject to emergency callout, will be allowed to live seventy-five (75) miles from their duty station;

B. The Internet program GoogleMaps.com (shortest route) will be the official measurement of the distance from the duty station to the employee's residence. If GoogleMaps.com does not recognize a street name or address, the employee will be responsible for finding the nearest address that GoogleMaps.com does recognize and then driving the remaining distance with their supervisor to determine whether the residence is within the seventy-five (75) mile limitation;

C. The mileage determination on GoogleMaps.com will not contain water (ferry) miles, airline, straight line or any other method of mileage measurement other than all-season maintained streets recognized by GoogleMaps.com. In the case of a new street, the employee will have to get

a determination from their supervisor whether the street meets the definition of an all-season maintained street, road, highway, etc.; and

D. This Section will not affect anyone who has been previously approved for a waiver of the mileage limitations; however, if an individual moves from a previously approved residence, the new residence location must comply with this Article.

27.3 WSP and LCB Enforcement Division Employees with Assigned Take Home Vehicles

Assigned take-home vehicles may only be driven across the state line for official State of Washington business.

A. WSP employees with assigned take-home vehicles shall live within forty-five (45) miles of their assigned district, division, or duty station.

B. Liquor & Cannabis Board (LCB) Enforcement Division Employees with assigned take home vehicles shall live within forty-five (45) miles of their assigned duty station unless otherwise approved in writing by the Chief of Enforcement or designee.

C. The Internet program GoogleMaps.com (fastest route) will be the official measurement of the distance from the division, district or assigned duty station, to the employee's residence. If GoogleMaps.com does not recognize a street name or address, the employee will be responsible for finding the nearest address that GoogleMaps.com does recognize and then driving the remaining distance with their supervisor to determine whether the residence is within the mileage limitations.

D. The mileage determination on GoogleMaps.com will not contain water (ferry) miles, airline, straight line or any other method of mileage measurement other than all-season paved, maintained streets recognized by GoogleMaps.com that are generally open, passable and available to be used by bargaining unit members to travel to and from their division, district or assigned duty station at the beginning and end of each shift for twelve (12) months each year. In the case of a new street, the employee will have to get a determination from their supervisor as to whether the street meets the definition of an all-season, maintained, paved street, road, highway, etc.; and

E. Any employee who decides to take advantage of the terms of this Article will be required to send an Interoffice Communication (IOC) through the chain-of-command, which must be approved in writing by the Bureau Director/Assistant Chief, before moving. The IOC will provide notice of the intent to move to a residence under the terms of this Article, accompanied by a copy of the GoogleMaps.com map showing that the new residence complies with the terms of this Article.

F. This Section will not affect anyone who has been previously approved for a waiver of the mileage limitations; however, if an individual moves from a previously approved residence, the new residence location must comply with this Article.

27.4 WSP and LCB employees will have one-hundred fifty (150) calendar days from the date of appointment to comply with these residency requirements.

ARTICLE 28
DISCIPLINE

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

28.2 Discipline includes oral and written reprimands, reductions in pay, suspensions, demotions, discharges, and reductions in accrued annual leave (overtime exempt employees only), to a maximum of three (3) days per occurrence. Oral reprimands will be identified as such.

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

28.4 Only documentation maintained in the employee's personnel file, or supervisory file, in accordance with Article 32, may be used for the purpose of establishing a history of progressive discipline.

28.5 All agency policies regarding investigatory procedures related to alleged staff misconduct are superseded. The Employer has the authority to determine the method of conducting investigations.

28.6 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. The Employer will inform the employee of the purpose of the investigatory interview.

28.7 Disciplinary investigations will be processed in a timely manner. The Employer will begin the investigative process within fourteen (14) calendar days from the date it is determined that an investigation is required, and will notify the employee(s) being investigated at that time. After each subsequent thirty (30) day period, the employee, upon request, will receive a status update of the investigation. At the conclusion of any investigation where the Employer elects not to take disciplinary action on the employee being investigated, the employee will be provided with a notification that the investigation is completed and that no discipline will be imposed on them. An employee may also have a Union representative at a pre-disciplinary meeting. Pre-disciplinary meetings will be offered prior to imposing reductions in pay, reductions in accrued annual leave, suspensions, demotions and discharges. Employees seeking representation are responsible for contacting their representative.

28.8 Prior to imposing discipline other than reprimands, the Employer will inform the employee in writing of the reasons for contemplating discipline and provide an explanation of the evidence. The Employer will provide the Union with a copy. The employee will be provided an opportunity to respond either at a meeting scheduled by the Employer, or in writing if the employee prefers. A pre-disciplinary meeting with the Employer will be considered time worked.

28.9 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. An employee being suspended or dismissed must be notified in writing no later than one (1) day before the suspension or dismissal takes place.

28.10 The Employer has the authority to impose discipline, which is then subject to the grievance procedure set forth in Article 30. Oral reprimands, however, may be processed only through the Agency Head step of the grievance procedure.

ARTICLE 29
PRESUMPTION OF RESIGNATION

29.1 Unauthorized Absence

When an employee has been absent without authorized leave and has failed to contact the Employer for a period of three (3) consecutive days, the employee is presumed to have resigned from their position. The Employer will make two (2) attempts to contact the employee to determine the cause of the absence, which may include contacting local law enforcement and requesting a welfare check. Except for employees scheduled for overnight shifts, the Employer will attempt to contact the employee once during the first part of the employee's regular shift and once during the latter part of the employee's regular shift. For employees not returning from scheduled vacations, the Employer will call the employee's emergency contact number(s) to attempt to establish the employee's whereabouts.

29.2 Notice of Separation

When an employee is presumed to have resigned from their position, the Employer will separate the employee by sending a separation notice to the employee by certified mail to the last known address of the employee. The Employer will provide a copy of the separation notice to the Union President through certified mail or personal service.

29.3 Petition for Reinstatement

An employee who has received a separation notice may petition the Employer in writing to consider reinstatement. The employee must provide proof that the absence was involuntary or unavoidable. The petition must be received by the Employer or postmarked within ten (10) calendar days after the separation notice was deposited in the United States mail. The Employer must respond in writing to an employee's petition for reinstatement within ten (10) calendar days of receipt of the employee's petition.

29.4 Grievability

Denial of a petition for reinstatement 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 and will only be processed through the Agency Head step of the grievance procedure.

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.

The original document filed electronically shall be mailed to the recipient on the same day the electronic copy is transmitted. In any case, filing by personal delivery to the recipient is acceptable.

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 nature of the grievance;
2. The facts upon which it is based;
3. The date upon which the incident occurred;
4. The specific Article and Section of this Agreement violated;
5. The specific remedy requested;
6. The name of the grievant(s); and
7. 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 the Agency Head level. Grievants and shop stewards will not lose pay for attending scheduled: (1) informal dispute resolution meetings; (2) grievance meetings; (3) alternative dispute resolution sessions; (4) and arbitration hearings held during their scheduled work time. The Employer will work with the Union to schedule meetings during the grievant's normal work schedule. However, if the meeting cannot be accommodated during the grievant's normal work schedule, the grievant will not be paid for informal dispute resolution meetings, grievance meetings, alternative dispute resolution sessions, and arbitration hearings held during their off-duty time. The Employer may allow a shop steward to flex their schedule in order to attend grievance meetings.

K. Group Grievances

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

L. Consolidation

The Employer 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. Any expenses and fees of alternative methods 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, whichever is later. For discipline, disability separation, and layoff grievances, the date the grievant could have reasonably known is the date of notice. This thirty (30) day period will be used to attempt to informally resolve the dispute.

B. Processing

Step 1 – Responsible Supervisor or 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 responsible supervisor, manager or designee will meet or confer by telephone with a Union representative and the grievant within fifteen (15) days of receipt of the grievance, and will respond in writing to the Union within fifteen (15) days after the meeting or conference.

Step 2 – Appointing Authority or Designee: If the grievance is not resolved at Step 1, the Union may move it to the next step by filing it to the Human Resources Office, within fifteen (15) days of the grievant's receipt of the Step 1 decision. The Appointing Authority or designee will meet or confer by telephone with a Union representative and the grievant within

fifteen (15) days of receipt of the appeal and will respond in writing to the Union within fifteen (15) days after the meeting or conference.

Step 3 – Agency Head or Designee: If the grievance is not resolved at Step 2, the Union may move it to the next step by filing it with the Agency Head, with a copy to the Human Resources Office, within fifteen (15) days of the Union's receipt of the Step 2 decision. The Agency Head or designee will meet or confer by telephone with a Union representative and the grievant within fifteen (15) days of receipt of the appeal, and will respond in writing to the Union within fifteen (15) days after the meeting or conference.

Step 4 - Pre-Arbitration Review Meetings: If the grievance is not resolved at Step 3, the Union may file a request for a pre-arbitration review meeting (with a copy of the grievance and all responses attached). It will be filed with OFM State Human Resources Labor Relations (LRS) at labor.relations@ofm.wa.gov and the agency's Human Resources Office within fifteen (15) days of receipt of the Step 3 decision. Within fifteen (15) days of the receipt of the request, the LRS will schedule a pre-arbitration review meeting that will take place within sixty (60) days of receipt of the request, with the LRS designee, the agency's Human Resources Office representative, and the Union's representative to review and attempt to settle the dispute.

If the matter is not resolved in this pre-arbitration review, within thirty (30) days of the meeting, the Union may file a demand to arbitrate the dispute with the American Arbitration Association (AAA).

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

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

   d. Not make any award that provides an employee with compensation greater than would have resulted had there been no violation of this Agreement; and

e. Not have the authority to order the Employer to modify their 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 (1) 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 they appear during their work time. Such subpoenaed witnesses will appear for only the time necessary to participate in the arbitration as required by the parties. Every effort shall 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. Grievants and their witnesses will not be paid for preparation for arbitration hearings, but may use leave for such activities.

30.3 Successor Clause

Grievances filed during the term of the 2019-2021 Agreement will be processed to completion in accordance with the provisions of the 2019-2021 Agreement.

ARTICLE 31
LEGAL DEFENSE

Employee Liability
If bargaining unit employees become defendants in civil liability suits arising out of actions taken or not taken in the course of their employment for the State, they have the right to request representation and indemnification through their agency according to RCW 4.92.060 and .070.

ARTICLE 32
PERSONNEL FILES AND OTHER EMPLOYEE INFORMATION

32.1 There will be one (1) official secure personnel file maintained for each employee by the Employer. The location of personnel files will be determined by the employing agency. All references to "supervisory file" in this Agreement refer to the file kept by the employee's first-line supervisor. Additional employee files may include attendance files, payroll files and medical files.

32.2 An employee may examine their own personnel file, supervisory file, attendance file, payroll file, and medical file. The Employer will provide access as soon as possible, but no later than, fourteen (14) calendar days of a request. Written authorization from the employee is required before any representative of the employee will be granted access to the personnel file. The employee and/or representative may not remove any contents; however, an employee may provide a written rebuttal to any information in the file that they consider objectionable. The Employer may charge a reasonable fee for copying any materials beyond the first copy requested by the employee or their representative. Review of these files will be in the presence of an Employer representative during business hours, unless otherwise arranged. An employee will not be required to take leave to review these files.

32.3 A copy of any material to be placed in an employee's personnel file that might lead to disciplinary action will be provided to the employee. An employee may have documents relevant to their work performance placed in their personnel file.

32.4 Adverse material or information related to alleged misconduct that is determined to be false, and all such information in situations where the employee has been fully exonerated of wrongdoing will be removed from all of the employee's files, except files kept by WSP Office of Professional Standards (OPS). The Employer may retain this information in a legal defense file and will only be used or released when required by regulatory agency (acting in their regulatory capacity), in the defense of an appeal or legal action, or otherwise required by law.

32.5 Medical files will be kept separate and confidential in accordance with state and federal law.

32.6 Immediate supervisors may keep a working file (supervisory file) of documentation relevant to employee performance. The previous year's job performance information will be removed from the supervisor's working file following the completion of the annual performance evaluation, unless circumstances warrant otherwise. Supervisors who keep working files will ensure that they are maintained in a manner that preserves the confidentiality and security of the information consistent with Article 26, Section 26.2.

32.7 Removal of Documents

A. Written reprimands will be removed from an employee's personnel file or WSP Office of Professional Standards 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, or a Union representative with written authorization from the employee, submits a written request for its removal.

B. Records of disciplinary actions involving reductions-in-pay, reductions in accrued annual leave, suspensions, or demotions, and written reprimands not removed after three (3) years will be removed after six (6) years if:

1. Circumstances do not warrant a longer retention period;

2. There has been no subsequent discipline; and

3. The employee, or a Union representative with written authorization from the employee, submits a written request for its removal.

C. Performance Development Plan – Evaluations and Expectations will be removed from an employee's personnel file after five (5) years if:

1. Circumstances do not warrant a longer retention period;

2. There have been no documented performance deficiencies in a subsequent performance evaluation; and

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

D. If the Employer determines that a record will not be removed under subsections A, B and C, above, it will provide the employee with written response indicating that the record remains in the personnel file. The notice will include specific reasons for retaining the record.

E. 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.

ARTICLE 33
FITNESS FOR DUTY/REASONABLE ACCOMMODATION/ DISABILITY SEPARATION

33.1 The Employer will follow state and federal laws and the Washington Administrative Code (WAC) with regard to reasonable accommodation and disability separation. The Employer will provide the Union with a copy of involuntary disability separation letters. The Employer will not disclose medical information to the Union.

33.2 An employee who believes that they require a reasonable accommodation to perform the essential functions of their position may request such an accommodation from the agency's Human Resources Department as well as contact their Union steward for assistance regarding such a request.

33.3 Employees requesting accommodation must cooperate with the Employer in discussing the need for and possible form of any accommodation. The Employer may require supporting medical documentation. Evidence may be requested from the physician or licensed mental health professional regarding the employee's limitations. The Employer will conduct a diligent review and search for possible accommodations within the agency. Medical information disclosed to the Employer will be kept confidential. Upon request, an employee will be provided a copy of their reasonable accommodation information that is maintained by the Employer.

33.4 The Employer will attempt to reasonably accommodate the employee in their current position prior to looking at accommodations in alternative vacant positions.

33.5 Safety Accommodations

A. An employee may request a reasonable safety accommodation if the employee or the employee's family member is a victim of domestic violence, sexual assault or stalking (victim). An employee may be required to show verification of the need for a safety accommodation by providing to the Human Resources Department a police report showing the employee or family member was a victim, a court order protecting or separating the victim from the perpetrator of the act, or other evidence from the court or the prosecuting attorney to support the request. Documentation from an advocate for victims, an attorney, a member of the clergy or a medical or other professional who provides services to such victims may be provided, but it shall retain its confidential or privileged nature of communication pursuant to state law. An employee can also provide a written statement that they or a family member are a victim and in need of the safety accommodation. Verification of the familial relationship to the victim can be in the form of a statement from the employee, a birth certificate, court document, or other similar documentation.

B. A reasonable safety accommodation may include, but is not limited to:

1. A transfer, reassignment, modified schedule, changed work telephone number, changed work email address, changed workstation, installed lock, implemented safety procedure, or any other adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, sexual assault, or stalking.

2. Leave pursuant to Article 13 and Article 18 may be considered a reasonable safety accommodation.

C. The Employer may deny a reasonable safety accommodation request based on an undue hardship, which means an action requiring significant difficulty or expense.

33.6 Pregnancy Accommodations

A. For purposes of this section, "pregnancy" includes the employee's pregnancy and pregnancy-related health conditions.

B. A pregnant employee may request a reasonable accommodation, which may include any of the following:

1. Providing more frequent, longer, or flexible restroom breaks;

2. Modifying a no food or drink policy;

3. Job restructuring, part-time or modified work schedules, reassignment to a vacant position, or acquiring or modifying equipment, devices, or an employee's work station;

4. Providing seating or allowing the employee to sit more frequently if their job requires them to stand;

5. Providing for a temporary transfer to a less strenuous or less hazardous position;

6. Providing assistance with manual labor and limits on lifting;

7. Scheduling flexibility for prenatal visits; and

8. Any further pregnancy accommodation an employee may request, and to which an Employer must give reasonable consideration in consultation with information provided on pregnancy accommodation by the department of labor and industries or the attending health care provider of the employee.

C. The Employer may deny a reasonable pregnancy related accommodation based on undue hardship if the requested accommodation requires

significant difficulty or expense. The Employer may not claim undue hardship for the accommodations listed above in Subsections 33.6.B.1, 2, and 4, or for limits on lifting over seventeen pounds, and the Employer may not request written certification for those same accommodation requests.

D. The Employer will not require a pregnant employee to take leave if another reasonable accommodation can be provided.

E. The Employer, except for the limitations in C above, can require the employee to provide written certification from their treating health care professional regarding the need for a reasonable accommodation.

F. The Employer does not have to create a position for an employee asking for a pregnancy accommodation or transfer a less senior employee, or promote the pregnant employee as part of a reasonable accommodation.

33.7 Disability Separation

A. An employee with permanent status may be separated from service when the agency determines that the employee is unable to perform the essential functions of the employee's position due to a mental, sensory or physical disability, which cannot be reasonably accommodated. Determinations of disability may be made by the agency based on an employee's written request for disability separation or after obtaining a written statement from a physician or licensed mental health professional.

B. The Employer may separate an employee after providing at least fourteen (14) calendar days' written notice when the Employer has medical documentation of the employee's disability and has determined that the employee cannot be reasonably accommodated in any available position. The Employer may immediately separate an employee that requests separation due to disability.

C. An employee separated due to disability will be placed in the General Government Transition Pool Program if they submit a written request for reemployment in accordance with WAC 357-46-090 through 105 and has met the reemployment requirements of WAC 357-19-475.

D. Disability separation is not a disciplinary action. An employee who has been separated because of a disability may grieve their disability separation in accordance with Article 30, Grievance Procedure, unless the separation was at the employee's request.

ARTICLE 34
SENIORITY

34.1 Definition

A. Seniority for full-time employees shall be defined as the employee's length of unbroken state service. Seniority for part-time or intermittent employees shall be based on actual hours worked. All time spent in leave without pay status shall be deducted from the calculation of seniority, except leave without pay of fifteen (15) consecutive calendar days or less will not affect an employee's seniority. When an employee is on leave without pay for more than fifteen (15) consecutive calendar days, the employee's seniority will not be affected when the leave without pay is taken for:

1. Military leave;

2. Workers' compensation;

3. Governmental service leave;

4. Educational leave, contingent upon successful completion of the coursework; and/or

5. Reducing the effects of layoff; or

6. Leave for Union employment in accordance with Sections 38.12 and 38.13 of Article 38, Union Activities.

Time spent on a temporary layoff or when an employees work hours are reduced in accordance with Article 35, Section 35.7, Temporary Reduction of Work Hours or Layoff, shall not be deducted from the calculation of seniority. Employees who are separated from state service due to layoff, and are reemployed within two (2) years of their separation date or within twenty-seven (27) months for the Peace Corps shall not be considered to have a break in service. For purposes of calculating actual hours worked for part-time or on-call employees, forty (40) hours will equal seven (7) days of seniority.

B. For the purposes of layoffs and recall, a maximum of five (5) years' credit will be added to the seniority of permanent employees who are veterans or to their surviving spouse or state registered domestic partner, as provided for in RCW 41.06.133 (1) (m).

C. If two (2) or more employees have the same unbroken state service date, ties shall be broken in the following order:

1. Longest continuous time in the bargaining unit;
2. Longest continuous time within their current job classification;

3. Longest continuous time with the agency; and
4. By lot.

34.2 Seniority Rules for Communications Officer 3 Bargaining Unit
For the Communications Officer 3 (CO 3) Bargaining Unit only: For the purpose of vacation bids, seniority for CO 3s shall be defined in Article 11, Vacation Leave.

34.3 Seniority Rules in Criminal Records Division- Tenprint Unit
For shift bidding, vacations, and entitlement to overtime, seniority for Fingerprint Supervisors will be determined by seniority within the position. If there is a tie in seniority, within the unit will prevail, if there is a tie among unit seniority, then seniority within the Division will prevail. For all other purposes, such as layoffs seniority will be based on length of unbroken service.

ARTICLE 35
LAYOFF AND RECALL

35.1 Definition
Layoff is an Employer-initiated action, taken in accordance with Section 35.4 below, that results in:

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

35.2 The Employer shall determine the basis for, extent, effective date and the length of layoffs in accordance with the provisions of this Article. The Employer agrees to explore opportunities to avoid or minimize layoff, such as transfers, voluntary demotion, voluntary reduced work schedule, or voluntary leave without pay.

35.3 Notification to the Union
The Employer will notify the President of the Union of pending layoffs described in Subsection 35.4 A, B and C at least thirty (30) calendar days prior to the effective date of the reduction in force. Upon request, the Employer will discuss impacts to the bargaining unit with the Union. The discussion will not serve to delay the onset of a layoff unless the Employer elects to do so.

35.4 Basis for Layoff
Layoffs may occur for any of the following reasons:

A. Lack of funds

B. Lack of work

C. Good faith reorganization

D. Ineligibility to continue in a position that was reallocated

E. Termination of a project or end of season

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

35.5 Voluntary Layoff, Leave of Absence or Reduction in Hours

Appointing authorities may allow an employee to volunteer to be laid off, take an unpaid leave of absence or reduce their hours of work in order to reduce layoffs. If it is necessary to limit the number of employees in an agency on unpaid leave at the same time, the Appointing Authority shall 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 participate in the General Government Transition Pool Program and/or have their names placed on the internal layoff list for the job classifications in which they held permanent status regardless of a break in service.

35.6 Non-Permanent and Probationary Employees

Permanent status employees will be offered positions they have the skills and abilities to perform currently occupied by non-permanent and probationary status employees in the same classification in the layoff unit prior to being laid off.

35.7 Temporary Reduction of Work Hours or Layoff – Employer Option

A. The Employer may temporarily reduce the work hours of an employee to no less than twenty (20) hours per week for no more than one-hundred twenty (120) calendar days in a calendar year 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 notice of seven (7) calendar days of a temporary reduction of work hours.

B. The Employer may temporarily layoff an employee for up to thirty (30) calendar days due to an unanticipated loss of funding, revenue shortfall, lack of work, shortage of material or equipment, or other unexpected or unusual reasons. Employees will normally receive notice of seven (7) calendar days of a temporary layoff. Employees may use accrued vacation leave or compensatory time during a period of temporary layoff unless the basis for the layoff includes loss of funding or revenue shortfall.

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

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

D. A temporary reduction of work hours or layoff will not affect an employee's periodic increment date. The Employer shall continue to provide benefits in accordance with Article 42, Health Care Benefit Amounts, and the

employee will continue to accrue vacation leave and sick leave at their normal rate.

35.8 Layoff Units

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

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

35.9 Formal Options

A. Employees with permanent status will be laid off in accordance with seniority, as defined in Article 34, Seniority, and the skills and abilities of the employee. Employees being laid off shall be provided the following options to comparable positions in descending order within the layoff unit:

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

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

3. A funded vacant or filled position held by the least senior employee for which the employee has the skills and abilities, at the same or lower salary range as their current permanent position, within a job classification in which the employee has held permanent status, or to a lower classification within their current job classification series for which the employee has the skills and abilities, even if the employee has not held permanent status in the lower job classification.

Options will be provided in descending order of salary range and one progressively lower level at a time. Vacant positions will be offered prior to filled positions. Part-time employees only have options to part-time positions. Full-time employees only have options to full-time positions.

B. Employees who are laid off may request to have their name placed on the layoff lists for the job classifications in which they have held permanent status.

C. For employees who have transitioned into the IT Professional Structure on July 1, 2019, layoff options within the layoff unit will be determined as follows:

1. a. A funded vacant position within another job family and level at the same salary range for which the employee has the skills and abilities.

   b. A funded vacant position within another job family and level at the same time salary range for which the employee has the skills and abilities.

2. a. A funded filled position held by the least senior employee within their current permanent job family and level for which the employee has the skills and abilities.

   b. A funded filled position held by the least senior employee within another job family and level within the same salary range as their current permanent job family and level for which the employee has the skills and abilities.

3. A funded vacant or filled position held by the least senior employee for which the employee has the skills and abilities, at the same time or lower salary range as their current permanent status or, at the employee's written request, to a lower classification within a job classification within a job classification series that the employee has held permanent status, even if the employee has not held permanent status in the lower job classification.

   Options will be provided in descending order of salary range and one (1) progressively lower level at a time. Vacant positions will be offered prior to filled positions. Part-time employees only have formal option to part-time positions. Full-time employees only have formal options to full-time positions. For employees in the IT Professional Structure hired on or before June 30, 2019, the IT Assessment Form will be one of the tools used to identify available layoff options within the IT Professional Structure.

35.10 Informal Options

Employees being laid off may be offered funded vacant positions within their layoff unit provided they meet the skills and abilities required of the position and it is at the same or lower salary range as the position in which the employee currently holds permanent status.

35.11 Notification to Employees with Permanent Status

A. Except for temporary reduction in work hours and temporary layoffs as provided in Section 35.7, employees with permanent status shall receive written notice at least fifteen (15) calendar days before the effective layoff date. The notice shall include the basis for the layoff and any options available to the employee. The Union shall be provided with a copy of the notice.

B. Except for temporary reduction in work hours and temporary layoffs as provided in Section 35.7, if the Employer chooses to implement a layoff action without providing fifteen (15) calendar days' notice, the employee shall be paid their salary for the days that they would have worked had full notice been given.

C. Employees shall be provided seven (7) calendar days to accept or decline, in writing, any formal option provided to them, unless mutually agreed otherwise. This time period shall run concurrent with the fifteen (15) calendar days' notice provided by the Employer to the employee.

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

35.12 Salary

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

A. Transfer or Bump

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

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

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

C. Appointment from an Internal Layoff List

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

2. Employees who are appointed from an internal layoff list to a position with a lower salary range than the position from which they were laid off shall 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 shall be compensated at the maximum salary of the new salary range.

35.13 Transition Review Period

A. Employees appointed to a comparable position with the same job duties as the position the employee held permanent status in prior to layoff shall not

be required to serve a transition review period. The Employer determines the comparability of the position. The Employer shall require an employee to complete a six (6) month transition review period when the employee accepts a layoff option to a job classification in which the employee has:

1. Not held permanent status;

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

3. Been appointed from an internal layoff list.

B. The Employer may extend a transition review period as long as the extension does not cause the total period to exceed twelve (12) months. 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 during the transition review period. Upon separation, and at the employee's request, the employee's name shall be placed on or returned to the internal layoff list. The employee shall remain on the list until such time as their eligibility expires or they have been rehired.

35.14 Recall

A. The Employer shall maintain an internal layoff list for each job classification. Employees who are laid off may have their name placed on the list for the job classification from which they were laid off or bumped. Additionally, employees may request to have their name placed on the internal layoff list for other job classifications in which they have held permanent status, at the same or lower salary range, regardless of a break in service. An employee will remain on internal layoff lists for two (2) years from the effective date of their layoff.

B. When a vacancy occurs within an agency and when there are names on an internal layoff list, the Employer will consider all of the laid-off employees in accordance with Article 3, Promotions and Vacancies, who have the skills and abilities to perform the duties of the position to be filled. An employee who is offered a position and refuses the offer shall have their name removed from the list.

35.15 General Government Transition Pool Program

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

35.16 Project Employment

A. Project employees have layoff rights within their project. Formal options will be determined using the procedure outlined in Section 35.9, above.

B. Permanent status employees who left regular classified positions to accept project employment without a break in service have layoff rights to the internal layoff list within the agency in which they held permanent status to the job classification they held immediately prior to accepting project employment. If the prior Employer has agreed to return the employee to a position in the previous classification, the employee must provide fourteen (14) calendar days' notice to the prior Employer of their intent to return to a permanent position, unless the employee and prior Employer agree otherwise.

C. Project employees who are separated from state service due to layoff and have not held permanent status in classified service may request their names be placed into the General Government Transition Pool Program. Upon layoff from the project, project employees who entered the project through the competitive process and remain in project status for two (2) years will be eligible to have their names placed on the internal layoff list for the classes in which permanent project status was attained. Bumping options will be limited to the project boundaries.

35.17 Seasonal Career Employment

A. Seasonal career employees have seasonal layoff rights within their agency to other seasonal career positions within their layoff unit as provided in Subsection C below. Employees shall be given no less than fifteen (15) calendar days' notice of a layoff. Layoff notices for DNR seasonal career fire employees will be given to employees at the beginning of each fire season. DNR may extend the fire season with one (1) day's notice due to uncertain weather or fire conditions.

B. Formal options will be determined using the procedure outlined in Section 35.9 above, to other seasonal career positions. Employees separated due to layoffs shall be placed on a separate seasonal internal layoff list for the season in which they were laid off. Employees who have the skills and abilities to perform the duties of the position to be filled shall be recalled based on seniority for other seasonal career positions within the layoff unit.

C. The layoff units for seasonal employees are listed in Appendix A.

ARTICLE 36
MANAGEMENT RIGHTS

36.1 The Employer retains all rights of management, which, in addition to all powers, duties and rights established by constitutional provision or statute, shall 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 agency's workforce and the financial basis for layoffs;

C. Direct and supervise employees;

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

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

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

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

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

I. Establish the method and means by which work performance standards are set, and the performance standards themselves, 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 lay off employees;

L. Determine, prioritize, modify 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, employees to be trained, and training programs to be offered;

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.

36.2 The Employer agrees that the exercise of the above rights shall be consistent with the provisions of this Agreement.

ARTICLE 37
LABOR - MANAGEMENT COMMUNICATION COMMITTEE

37.1 Purpose

The Employer and the Union support the goal of a constructive, respectful and cooperative relationship. To promote and foster such a relationship the parties agree to establish a structure of joint labor-management communication committees, for the sharing of information and concerns.

37.2 Committees

Agency-wide Labor Management Communication Committee

Agency-wide committees shall consist of up to five (5) Employer representatives and up to five (5) employee representatives. Additional paid staff of the Union may also attend. The Employer and the Union will be responsible for the selection of their own representatives. If agreed to by the parties, additional representatives may be added. Committee meetings will be conducted quarterly, unless agreed otherwise or there are no agenda items identified.

37.3 Participation and Process

A. The Union shall provide the Employer with the names of its committee members at least ten (10) calendar days in advance of the date of the meeting in order to facilitate the release of the employees.

B. Employees attending committee meetings during their work time shall have no loss in pay. Attendance at meetings during employee's non-work time will not be compensated for or 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 the travel costs and per diem expenses of employee representatives.

C. Employee representatives will be granted reasonable time during their normal working hours, as determined by the Employer, to travel to and from agency-wide Labor Management Communication Committee (LMCC) meetings. Upon mutual agreement, in lieu of providing work time to travel the Employer may provide employee representatives access to teleconferencing and/or video conferencing.

D. Each party will provide the other with any topics for discussion five (5) calendar days prior to the meeting. Suggested topics may include, but are not limited to, administration of this Agreement, changes to law, legislative updates and/or organizational change. Additional agenda items may be added with mutual agreement.

E. If topics discussed result in follow-up by either party, communications will be provided by the responsible party.

37.4 Scope of Authority

Committee meetings established under this Article will be used for discussions only, and the committee shall have no authority to conduct any negotiations, bargain collectively or modify any provision of this Agreement. The parties are authorized but not required, to document mutual understandings. The committees' activities and discussions shall not be subject to the grievance procedure in Article 30.

ARTICLE 38
UNION ACTIVITIES

38.1 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.

38.2 Staff Representatives

A. Within thirty (30) calendar days from the effective date of this Agreement, the Union will provide the Employer with a written list of staff representatives and the geographic jurisdictions they are responsible for. The Employer will recognize any staff representative on the list. 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 agency policy and this Agreement to carry out representational activities. The representatives will notify local management prior to their arrival and will not interrupt the normal operations of the agency. In accordance with Section 38.4 below, staff representatives may also meet with bargaining unit employees in non-work areas during their meal periods, rest periods, and before and after their shifts.

38.3 Shop Stewards

A. Within thirty (30) calendar days from the effective date of this Agreement, the Union will provide the Employer with a written list of current shop stewards and the office, facility or geographic jurisdiction within the bargaining unit for which they are responsible. The Union will maintain the list. The Employer will not recognize an employee as a shop steward if their name does not appear on the list.

B. Shop stewards will be granted time 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 representatives' 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, Discipline, and/or

2. Labor Management Communication Committees (LMCC) and other committee meetings if such committees have been established by this Agreement.

C. Shop stewards will be allowed reasonable time, as determined by the Employer, to travel to and from management scheduled investigatory interviews, pre-disciplinary meetings, informal grievance resolution meetings, grievance meetings, and alternative dispute resolution meetings conducted during their normal work hours. Time spent traveling during the employee's non-work hours in order to attend the meetings will not be considered time worked. A shop steward may be authorized by their supervisor to adjust their work schedule, take leave without pay, compensatory time, exchange time or vacation leave to travel to and from an arbitration hearing.

D. The shop stewards will obtain prior approval from their supervisor to prepare for and attend a meeting. Notification will include the approximate amount of time the representative expects the activity to take. Any agency business requiring the employee's immediate attention will be completed prior to attending the meeting. With prior notification to the Employer, off-duty stewards will have access to the worksite to perform representational duties as long as the worksite is open and/or operational and there are no other reasons to preclude such access. Time spent preparing for and attending meetings during the shop steward's 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 agency.

E. If the amount of time a shop steward spends performing representational activities is unduly affecting their ability to accomplish assigned duties, the Employer will not continue to release the employee and the Union will be notified in writing regarding the reasons why.

38.4 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 agency's policy, availability of the space and with prior 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 or similar telephonic devices that may be used for persons with disabilities, for representational activities if there is no cost to the Employer, the call is brief in duration and it does not disrupt or distract from agency business.

C. Email, Fax Machines, the Internet, and Intranets

The Union and its members will not use state-owned or operated email, fax machines, the Internet, or intranets to communicate with one another. Employees may use state operated email 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 to include electronic transmittal of grievances and responses in accordance with Article 30, Grievance Procedure. 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.

38.5 Union Informational Meetings

Attendance at Union informational meetings is not considered time worked. Employees may request, and the Employer may approve, an alternate or flex schedule in order to attend a Union meeting, in accordance with Article 6, Section 6.3 E and F. The employee's time off will not interfere with the operating needs of the agency as determined by management. The employees may use accumulated compensatory time, vacation leave, exchange time, or personal holiday in accordance with Article 10, Holidays. However, employees must use

compensatory time prior to their use of vacation leave, unless the use would result in the loss of their vacation leave.

38.6 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. Material posted on the bulletin board will be appropriate to the workplace, politically non-partisan, in compliance with state ethics laws, and identified as Union literature. Union communications may not be posted in any other location in the agency. If requested by the Union, the Employer will identify an area(s) where Union-provided newsstand(s) can be located in each agency.

38.7 Distribution of Material

A Union-designated employee will have access once per month to their 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 employee will provide reasonable advance notice to the Employer's designated representative of their intent to distribute information.

D. The distribution will normally occur via desk drops or mailboxes as determined by the Employer's designated representative. In those cases where circumstances do not permit distribution by those methods, the employee will only distribute information by way of bulletin boards and/or newsstands.

38.8 Time Off for Union Activities

A. Union-designated employees may be allowed time off without pay to attend Union-sponsored meetings, training sessions, conferences, and conventions. The employee's time off will not interfere with the operating needs of the agency as determined by management. If the absence is approved, the employees may use accumulated compensatory time, vacation leave, exchange time, or personal holiday in accordance with Article 10, Holidays, instead of leave without pay. However, employees must use compensatory time prior to their use of vacation leave, unless the use would result in the loss of their 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.

C. The Employer may approve alternate or flex employee work schedules in order for bargaining unit employees to attend labor-management committees, Employer-established committees or meetings which the Employer has requested a Union member to attend in a Union related role.

38.9 WPEA President

A. Leave of Absence

Upon request of the Union, the Employer will grant leave with pay for the WPEA President for the term of their office. The Union will reimburse the Employer for the "fully burdened cost of the position" the Employer incurs as a result of placing the President on leave with pay during the period of absence. The Union will reimburse the agency by the 20th of each month for the previous month.

B. Leave Balances

The President will accrue vacation and sick leave during the period of absence; however, when the President returns to State service, their leave balances will not exceed their leave balances on the date the period of absence commenced. If the President retires or separates from state service at the end of the period of absence, their leave balances will not exceed their leave balances on the date the period of absence commenced. Reporting of leave will be submitted to the agency. All leave requests will be submitted within the required time limits.

C. Return Rights

The President will have the right to return to the same position or in another position in the same job classification and the same geographic area as determined by the Employer, provided such reemployment is not in conflict with other Articles in this Agreement. If the job classification of the position in which the President has return rights to has been abolished or revised, a crosswalk to the class series will be used to identify their return rights. Any layoff as a result of the return will be processed in accordance with Article 35, Layoff and Recall. The employee and the Employer may enter into a written agreement regarding return rights at any time during the leave. The period of leave will not impact the employee's seniority date.

38.10 Access to New Employees

Within ninety (90) days of a new employee's start date the Agency will provide the Union access to the employee's regular worksite for no less than thirty (30) minutes during the employee's regular work hours to present information about the Union and the Collective Bargaining Agreement. This presentation may occur during a new employee orientation provided by the Agency or at another time and location mutually agreed to by the Agency and the Union. No employee will be required to attend the meetings or presentations given by the Union. When an agency provides new employee orientation on-line, the Employer agrees to provide each new bargaining unit employee with an orientation package provided by the Union.

38.11 Master Agreement Negotiations

A. Release Time

The Employer will approve paid release time for the first seven (7) days of formal negotiations for up to eleven (11) Union team members who are scheduled to work on the day negotiations are being conducted. For all remaining formal negotiation sessions, the Employer will approve compensatory time, vacation leave, exchange time or leave without pay. At the discretion of their supervisor an employee may be allowed to adjust their work hours for remaining formal negotiation sessions and for all travel to and from these sessions for Union team members provided the absence of the employee for negotiations does not create significant and unusual coverage issues. Travel time to and from formal negotiation days and caucus days will not be paid by the Employer. Per diem and travel expenses will be paid by WPEA for Union team members. No overtime, compensatory time or exchange time will be incurred as a result of negotiations and/or travel to and from negotiations.

B. Confidentiality/Media Communication

Bargaining sessions will be closed to the press and the public unless agreed otherwise by the parties' 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.

C. Master Agreement Training

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 present the training to Union shop stewards within each bargaining unit. The training will last no longer than four (4) hours. The training will be considered time worked for those Union shop stewards who attend the training during their scheduled work shift. Union 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 the shop stewards attending each session. Travel time and expenses will not be paid by the Employer.

38.12 Temporary Employment with the Union

With thirty (30) calendar days' notice, unless agreed otherwise, employees may be granted leave without pay to accept temporary employment with the Union of a specified duration, not to exceed twelve (12) months, provided the employee's time off will not interfere with the operating needs of the agency. The returning employee will be employed in a position in the same job classification and the same geographical area, as determined by the Employer.

38.13 Temporary Employment as a Union Officer

Leave of Absence: With thirty (30) calendar days' notice, unless agreed otherwise, an employee accepting a position as a Union Officer will be granted leave without pay for up to thirty-six (36) months. As determined by the Employer, the returning employee will be employed in a funded vacant position in the same job classification and the same geographical area provided the employee has the necessary skills and abilities. If there is no funded vacant position available, the employee may request their name be placed on the agency's internal layoff list. The employee may request a different geographical area.

ARTICLE 39
UNION SECURITY

39.1 Union Dues

When the Union provides written notice of an employee's authorization for deduction of membership dues 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.

39.2 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 employees appointed into bargaining unit position with a dues authorization form.

39.3 The Employer agrees to deduct the membership dues or fees from the salary of employees within thirty (30) days of receipt of the written notice from the Union of an employee's authorization to the appropriate agency payroll office.

39.4 Dues Cancellation

An employee may cancel the payroll deduction of dues by written notice to the Union and in accordance with the terms and conditions of their signed membership card. Every effort will be made to make the cancellation effective on the first payroll and not later than the second payroll after receipt of the notice from the Union that the terms of the employee's signed membership card regarding dues deduction cancellation have been met.

39.5 Status Reports

A. No later than the tenth and twenty-fifth of each month, the Employer will provide the Union a report in an electronic format of 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. Name
2. Mailing address

3. Personnel area code and title
4. Organization code and title
5. Work county code and title
6. Work location street (if available)
7. Work location city (if available)
8. Work phone number
9. Work e-mail address (if available)
10. Job class code and job class title
11. Appointment date
12 Bargaining unit code and title
13. Personnel sub-area code and title
14. Employee group and work contract type
15. Personnel number
16. Position number
17. Pay scale group
18. Pay scale level
19. Employment percent
20 Seniority date
21. Unbroken service date
22. Special pay code
23. Salary amount
24. Effective date
25. Action type
26. Action type description
27. Action reason
28. Action reason description
29. Deduction start date
30. Deduction end date
31. Deduction code
32. Deduction amount
33. Overtime eligibility designation
34. Retirement benefit plan

B. Information provided pursuant to this Section will be maintained by the Union in confidence according to the law.

C. The Union will indemnify the Employer for any violations of employee privacy committed by the Union pursuant to this Section.

39.6 Other Voluntary Deductions

A. The Employer agrees to deduct from the wages of any employee who is a member of the Union, a deduction for a WPEA program fund. Written authorization must be requested in writing by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit electronically, on each state payday, any deductions made to the Union together with an electronic report showing:

1. Employee Name
2. Personnel number
3. Amount deducted; and
4. Deduction code

B. The parties agree this section satisfies the Employers obligations and provides for the deduction authorized under RCW 41.04.230.

39.7 Indemnification

The Union and employees agree to indemnify and hold harmless from all claims, demands, suits or other forms of liability that shall arise against the Employer for or on account of compliance with this Article and any issues related to the deduction of dues or fees. Indemnification does not include the Employer's legal costs for representation provided by the Office of the Attorney General.

ARTICLE 40
CLASSIFICATION

For the purposes of this Agreement the term "classification and/or class" is defined as a level of work within the statewide job classification system. Where there is a professional structure that includes a job family and a job level, the combination of the job family and the job level constitutes a class, and a change in job family, job level or both is a change in class.

40.1 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 and/or occupational categories, as determined by the Office of the State Human Resources Director. Upon request of the Union, the Employer will bargain the salary 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.

40.2 Position Review

Employee-Initiated Review

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

A. The employee will complete and sign the appropriate form. Once completed, the employee will send the request to the supervisor for

signature. The employee may also send a copy of the request to the agency's Human Resources Office to be date stamped.

B. The agency Human Resources Office will review the completed form. A decision regarding appropriate classification will then be made by the agency within ninety (90) days from receipt of the request.

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

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

E. The effective date of a reallocation resulting from an employee's request for a position review is the date the request was filed with the agency Human Resources Office.

40.3 Effect of Reallocation

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

1. If an 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 existing appointment status.

2. If a 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 may promote the employee without competition as long as the employee meets the competencies and any other position requirements. The Employer must give the employee the opportunity to compete for the position. If the employee is not selected for the position, or does not have the required skills and abilities, the layoff procedure specified in Article 35, Layoff and Recall, applies. If the employee is appointed, they must serve a trial service period.

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

If an employee meets the skills and abilities requirements of the position, the employee remains in the position and retains existing appointment status. If an employee does not meet the skills and abilities requirements of

the position, the layoff procedure specified in Article 35 of this Agreement applies. The Employer may consider providing an in-training appointment in accordance with Article 4, Section 4.4 C.

C. Reallocation to a Class with a Lower Salary Range Maximum
If an employee meets the skills and abilities requirements of the position and chooses to remain in the reallocated position, the employee retains existing appointment status and has the right to be placed on the Employer's internal layoff list for the classifications that the employee has occupied with permanent status prior to the reallocation and in the General Government Transition Pool Program.

40.4 Salary Impact of Reallocation

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

A. Reallocation to a Class with a Higher Salary Range Maximum
Upon appointment to the higher class, the employee's base salary will be increased as follows:

1. 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, which is nearest to five percent (5%) higher than the amount of the pre-promotional step. At the time of the reallocation, the agency head or designee may authorize an increase of the base salary up to a total of ten percent (10%).

2. 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, which is nearest to ten percent (10%) higher than the amount of the pre-promotional step.

B. Reallocation to a Class with an Equal Salary Range Maximum
The employee retains their previous base salary.

C. Reallocation to a Class with a Lower Salary Range Maximum
The employee will be paid an amount equal to their current salary, 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 continue to be compensated at the salary they were receiving prior to the reallocation downward, until such time as the employee vacates the position or their salary falls within the salary range.

ARTICLE 41
COMPENSATION

*This Article has been updated by an **MOU** dated July 25, 2019.

41.1 Pay Range Assignments

A. Effective July 1, 2019, each classification represented by the Union will continue to be assigned to the same salary range of the "General Service Salary Schedule Effective January 1, 2019 through June 30, 2019" that it was assigned on June 30, 2019, except for the classifications specified in Appendix I and Appendix J. Effective July 1, 2019, each employee will continue to be assigned to the same step of the State Salary Schedule that they were assigned on June 30, 2019, except for the employees in classifications specified in Appendix J.

B. Effective July 1, 2019, all ranges and steps of the "General Service Salary Schedule" will be increased by three percent (3%) as shown in Appendix B. This increase will be based on the salary schedule in effect on June 30, 2019.

C. Effective July 1, 2020, the "General Service Salary Schedule" will be increased by three percent (3%) as shown in Appendix C. This increase will be based upon the salary schedule in effect on June 30, 2020.

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

41.2 "SP" Pay Range Assignments

A. Effective July 1, 2019, each classification represented by the Union will continue to be assigned to the same salary range of the "SP Range Salary Schedule – Effective January 1, 2019 through June 30, 2019" as it was assigned on June 30, 2019, except for those classifications specified in Appendix I and Appendix J. Effective July 1, 2019, each employee will continue to be assigned to the same step of the "SP" Range Salary Schedule that they were assigned on June 30, 2019, except for employees in the classifications specified in Appendix J.

B. Effective July 1, 2019, all salary ranges and steps of the "SP" Range Salary Schedule effective on January 1, 2019 through June 30, 2019 will be increased by three percent (3%) as shown in Appendix D. This increase will be based upon the salary schedule in effect on June 30, 2019.

C. Effective July 1, 2020, the "SP" Range Salary Schedule will be increased by three percent (3%) as shown in Appendix E. This increase will be based upon the salary schedule in effect on June 30, 2020.

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

41.3 "V" Pay Range Assignments

A. Bargaining Units at the Center for Childhood Deafness and Hearing Loss (CDHHY) and Washington State School for the Blind (WSSB) will receive any salary adjustments made to the professional salary schedule in accordance with RCW 72.40.028.

B. Substitute teacher pay rates will be the same rate as the Vancouver School District.

Certificated staff may have their salary paid over a twelve (12) month period. Staff hired after the first scheduled day of school will receive a prorated salary, based on number of working days.

41.4 Recruitment or Retention/Compression or Inversion/Increased Duties and Responsibilities – Inequities

Effective July 1, 2019, targeted job classifications will be assigned to a higher salary range due to documented recruitment or retention difficulties, compression or inversion, increased duties and responsibilities or inequities. Appendix I identifies the impacted job classifications and the salary range for which it will be assigned.

41.5 Fourteen Dollars an Hour Minimum Wage and Compression and Inversion Adjustments

A. After 41.1B and 41.2B, effective July 1, 2019 salary ranges twenty-seven (27) through twenty-nine (29) of the General Service Salary Schedule will be eliminated and Step A of Salary Range 30 will be increased to fourteen dollars ($14.00) per hour. Employees at salary ranges 30 and below will be assigned to a step in the new Range 30 that is nearest to their new salary as of July 1, 2019 as shown in Appendix J.

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

After A above, effective July 1, 2019, impacted job classifications will be increased to a higher salary range due to compression or inversion. Appendix J identifies the impacted job classifications and the salary range to which they will be assigned. Employees will be assigned to a step in their new range that is nearest to their new salary as of July 1, 2019.

C. Minimum Wages Determined by Local Ordinances

Any employee who has a permanent assigned duty station within a local jurisdiction which has passed an ordinance establishing a minimum wage higher than the minimum wage established in this Collective Bargaining

Agreement, will be paid no less than the minimum wage directed by the local ordinance. The Employer will first consider the hourly wage of the employee's base salary plus the King County premium pay (if applicable). If, after this consideration, the employee's salary is still below the local ordinance minimum wage the employee will be placed on a step in the assigned salary range that is equal to or higher than the wage requirement of the local ordinance.

41.6 Pay for Performing the Duties of a Higher Classification

A. Employees who are temporarily assigned the full scope of duties and responsibilities for more than thirty (30) calendar days to a higher level classification whose range is less than fifteen percent (15%) higher than the range of the former class will be notified in writing and will be advanced to a step of the range for the new class that is nearest to five percent (5%) higher than the amount of the pre-promotional step.

B. Employees who are temporarily assigned the full scope of duties and responsibilities for more than thirty (30) calendar days to a higher level classification whose range is fifteen percent (15%) or higher than the range of the former class will be notified in writing and will be advanced to a step of the range for the new class that is nearest to ten percent (10%) higher than the amount of the pre-promotional step.

41.7 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 Schedule.

41.8 Periodic Increases

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

A. All employees' current periodic increment dates are retained.

B. Employees who are hired on or after July 1, 2007, at the minimum step of their pay range will receive a two (2) step increase to base salary following completion of six (6) months of continuous service and the date they receive that increase will be the employee's periodic increment date. Thereafter, employees will receive a two (2) step increase annually, on their periodic increment date, until they reach the top of the pay range.

C. Employees who are hired on or after July 1, 2007, above the minimum step of the pay range will receive a two (2) step increase to base salary following completion of twelve (12) months of continuous service and the date they receive that increase will be the employee's periodic increment date. Thereafter, employees will receive a two (2) step increase annually, on their periodic increment date, until they reach the top of the pay range.

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

E. Except for Department of Natural Resources (DNR), seasonal career/cyclic employees periodic increment dates will be adjusted for time not worked.

F. When a periodic increment date coincides with a promotional date, the periodic increment date will be applied first.

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

41.9 Salary Increases to Enhance Recruitment or Address Retention

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

41.10 Salary Assignment upon Promotion

A. Employees promoted to a position in a class whose range is less than fifteen percent (15%) higher than the range of the former class will be advanced to a step of the range for the new class that is nearest to five percent (5%) higher than the amount of the pre-promotional step. The Appointing Authority may approve an increase beyond this minimum requirement, not to exceed the maximum of that salary range.

B. Employees promoted to a position in a class whose range is fifteen percent (15%) or higher than the range of the former class will be advanced to a step of the range for the new class that is nearest to ten percent (10%) higher than the amount of the pre-promotional step. The Appointing Authority may approve an increase beyond this minimum requirement, not to exceed the maximum of the salary range.

C. Geographic Adjustments

The Appointing Authority may authorize more than the step increases specified in Subsections A and B, above, when an employee's promotion requires a change of residence to another geographic area to be within a reasonable commuting distance of the new place of work. This increase is at the sole discretion of the Appointing Authority and is not subject to the grievance procedure as outlined in Article 30. Such an increase may not result in a salary greater than the range maximum.

41.11 Demotion

An employee who voluntarily demotes to another position with a lower salary range will be placed in the new range at a salary equal to their 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.

41.12 Transfer

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

41.13 Reassignment

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

41.14 Reversion

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

41.15 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, 41.10, above.

41.16 Part-Time Employment

Monthly compensation for part-time employment will be prorated 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.

41.17 Callback

A. Work Preceding or Following a Scheduled Work Shift

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

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

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

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

B. Work on Scheduled Days off or Holidays

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

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

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

These provisions will apply to employees on paid leave status.

41.18 Shift Premium

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

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

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

B. A basic shift premium of one dollar ($1.00) per hour will be paid to full-time employees who are regularly scheduled day shift employees whose regular or temporary scheduled work shift includes hours after 6:00 p.m. and before 6:00 a.m. where no overtime, schedule change pay, or callback compensation is received. Shift premium is paid only for those hours actually worked after 6:00 p.m. and before 6:00 a.m.

C. A basic shift premium of one dollar ($1.00) per hour will be paid to full-time employees under the following circumstances:

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

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

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

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

1. For all assigned hours of work after 6:00 p.m. and before 6:00 a.m., as defined in Subsection 41.18 B above.

2. For assigned full evening or night shifts, as defined in Subsection 41.18 C above.

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

F. When an employee is compensated for working overtime during hours for which shift premium is authorized in this Section, the overtime rate shall be calculated at the rate of one and one-half (1½) times the regular rate and the shift premium combined.

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

41.19 Split Shift

When an employee's assigned work shift is split with a minimum of four (4) intervening hours not worked, the employee will receive the premium rate set in the shift premium rate designated in Subsection 41.18 B. The provisions of Subsections 41.18 D, E and F will apply to employees working split shifts.

41.20 Standby

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

1. The employee is required to be present at a specified location or is immediately available to be contacted. The location may be the

employee's home or other specific location, but not a work site away from home. When the standby location is the employee's home, and the home is on the same state property where the employee works, the home is not considered a work site.

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

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

C. Employees reporting to work while in standby status are not entitled to callback compensation as provided in Section 41.17.

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

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

F. Overtime exempt employees will be compensated twenty-five dollars ($25.00) for each day or portion thereof spent on standby status. A day is defined as a twenty-four (24) period beginning on the first hour an employee is assigned standby status.

G. Employees dispatched to emergency fire duty as defined by RCW 38.52.010 are not eligible for standby pay.

41.21 Relocation Compensation

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

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

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

B. If the employee receiving the relocation payment terminates or causes termination of their employment with the state within one (1) year of the date of employment, the state will be entitled to reimbursement for the moving costs that 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.

41.22 Salary Overpayment Recovery

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

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

B. Method of Payback

1. The employee must choose one (1) of the following options for paying back the overpayment:

   a. Voluntary wage deduction;
   b. Cash; or
   c. Check.

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

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

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. Concurrent with the Union filing a grievance, the Employer, upon written request from the Union, will suspend the recovery of the overpayment until such time a determination regarding the overpayment issue has been reached through the grievance process.

Any overpayment amount still outstanding at separation of employment will be deducted from the employee's final pay.

41.23 Assignment Pay Provisions

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

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

B. Classes approved for assignment pay are identified in Appendix F.

41.24 Dependent Care Salary Reduction Plan

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

41.25 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 pretax basis as permitted by federal tax law or regulation.

41.26 Medical/Dental Expense Account

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

41.27 Voluntary Separation Incentives – Voluntary Retirement Incentives

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

41.28 Fire Duty Compensation – Department of Natural Resources

A. Compensation for Typical Fire Suppression Duties:

Department of Natural Resources (DNR) employees performing fire suppression duties or other emergency duties when they are working under the incident command system will be compensated as follows:

1. While performing emergency work under the incident command system an employee's work is not exempt from the Fair Labor Standards Act. Emergency work performed under the incident command system will be compensated in compliance with federal law and the terms of this Article.

2. For those hours worked under the incident command system, two dollars ($2.00)* is added to an employee's regular rate in lieu of all other forms of additional compensation including, but not limited to call-back, standby, stand down, shift differential, split shift

differential, assignment pay and schedule change, and pay for rest periods less than five (5) hours.

Employees will be paid at one and one-half (1½) times the sum of their regular hourly rate plus two dollars ($2.00)* for those hours worked in excess of forty (40) hours in a workweek as a result of wild fire suppression and/or other emergency duties performed under the incident command system. For purposes of this Subsection, the regular hourly rate does not include any allowable exclusion specified in Section 7.1.D of Article 7, Overtime.

*Note: If any other labor organization representing DNR employees negotiates the same practice but at an amount greater than two dollars ($2.00), then this amount will be increased to equal the greater amount.

B. Compensation When Deployed to a Closed Satellite Camp:
A closed satellite camp means an employee is unable to leave at the end of a work shift. When deployed to a closed satellite camp, employees will be considered on twenty-four (24) hour duty. Pursuant to the Fair Labor Standards Act (FLSA), bona fide meal periods and a bona fide scheduled sleeping period of up to eight (8) hours are excluded from paid time.

When employees are deployed to a closed satellite camp the agency will provide specific items after a twenty-four (24) hour grace period, which commences when the incident command team initially deploys staff to the closed satellite camp. The provisions are a hot catered meal (hot can or Alaska fresh food box), adequate sleeping facilities (this means a sleeping bag and tent), and a sleep period of at least five (5) hours that is not interrupted to perform fire duties. Should the agency not provide these provisions in a closed satellite camp, the employee will be entitled to twenty-four (24) hour pay without excluding bona fide meal or sleep periods until the agency meets its obligation.

C. Article 20, "Wild Fire Suppression and Other Emergency Duty," sets forth additional provisions pertaining to fire duty.

41.29 King County Premium Pay

Employees assigned to a permanent duty station in King County will receive five percent (5%) Premium Pay calculated from their base salary. When an employee is no longer permanently assigned to a King County duty station they will not be eligible for this premium pay.

ARTICLE 42
HEALTH CARE

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

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

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

Value-based benefits designs will:

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

2. Use clinical evidence; and

3. Be the decision of the PEB Board.

C. Section 42.1 (B) will expire June 30, 2021.

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

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

42.3 Wellness

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

B. The Coalition of Unions agrees to partner with the Employer to educate their members on the wellness program and encourage participation. Eligible, enrolled subscribers who register for the Smart Health Program and complete the Well-Being Assessment will be eligible to receive a twenty-five dollar ($25.00) gift certificate each calendar year. In addition, eligible, enrolled subscribers shall have the option to earn an annual one-

hundred twenty-five dollars ($125.00) or more wellness incentive in the form of reduction in deductible or deposit into the Health Savings Account upon successful completion of required Smart Health Program activities. During the term of this Agreement, the Steering Committee created by Executive Order 13-06 shall make recommendations to the PEBB regarding changes to the wellness incentive or the elements of the Smart Health Program.

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

42.5 Medical Flexible Spending Arrangement

A. During January 2020 and again in January 2021, the Employer will make available two hundred fifty dollars ($250.00) in a medical flexible spending arrangement (FSA) account for each bargaining unit member represented by a Union in the Coalition described in RCW 41.80.020(3), who meets criteria in Subsection 42.5B below.

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

1. Is occupying a position that has an annual full-time equivalent base salary of fifty thousand four dollars ($50,004.00) or less on November 1 of the year prior to the year the Employer FSA funds are being made available; and

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

3. Hourly employees' annual base salary shall be the base hourly rate multiplied by two-thousand eighty-eight (2,088).

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

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

D. The provisions of the State's salary reduction plan will apply. In the event that a federal tax that takes into account contributions to a FSA is imposed

on PEBB health plans, this provision will automatically terminate. The parties agree to meet and negotiate over the termination of this benefit.

ARTICLE 43
AVIATION INSURANCE

The Employer agrees to provide insurance as authorized by statute or regulation for employees required to engage in aircraft flights as a condition of their employment in the same manner and amount provided to other employees of the agency.

ARTICLE 44
VOLUNTARY EMPLOYEE BENEFITS ASSOCIATION (VEBA)

44.1 The Employer will provide to eligible employees covered by this Agreement a medical expense plan 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 shall require that each covered eligible employee sign an agreement with the Employer. The agreement shall 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
BARGAINING UNITS AT WASHINGTON STATE CENTER FOR DEAF AND HARD OF HEARING YOUTH (CDHHY) AND WASHINGTON STATE SCHOOL FOR THE BLIND (WSSB)

*This Article has been modified by an **MOU** dated August 12, 2019.
*This Article has been modified by an **MOU** dated June 11, 2020.

45.1 No later than thirty (30) days prior to the end of each school year, the Superintendent will provide WPEA with a draft list of common school closures, beginning and ending dates of the school year, winter and spring vacations and potential make-up days. The make-up days and sequence for use for inclement weather or emergency closure will be provided in the calendar. The Superintendent, or designee, and Union representatives shall make an effort to coordinate other calendar issues to facilitate educationally and fiscally sound calendars. This process should be finalized no later than fifteen (15) days before the end of each school year. The calendar of teacher duty days will not be altered without prior notice and consultation with the Union, except in emergency situations. In emergency situations, bargaining will commence as soon as possible. Outreach staff schedules will be developed by May 31st of each year of this Agreement for the ensuing school year. Schedules may be adjusted during the school year based upon district and/or operational needs.

The Union will be informed prior to May 31st of each year of this Agreement when any of the following changes occur in the school calendar:

A. The beginning date of school changes by more than four (4) days;

B. Any change in normal holiday times or days; or

C. A change in the total number of standard calendar workdays, except in emergency situations.

45.2 The calendar will reflect one (1) pre-service mandatory duty day for classroom setup scheduled in the week preceding the commencement of the academic year.

45.3 Teachers shall not be routinely required and scheduled to provide more than an average of three hundred fifteen (315) minutes of formal student contact instructional time per day, per week. Other mutually determined daily work scheduling shall be developed annually. A minimum of thirty (30) minutes duty-free lunch period daily will be scheduled for each bargaining unit member. Reasonable teacher relief periods will be incorporated into each daily schedule.

45.4 In accordance with Article 6, Section 6.9D and with the supervisor's prior approval, employees in the Bargaining Units at the CDHHY and WSSB will earn exchange time after forty (40) hour work week for:

A. Meetings outside the regular workday; and
B. Activities or events outside the regular workday.

45.5 The previous year's exchange time will be carried over to the current fiscal year but not to subsequent fiscal years; however, due to the inability of employees to use exchange time due to COVID-19 impacts, exchange time accrued and unused as of June 30, 2020, will be carried over until no later than June 30, 2021, even if the exchange time would otherwise have expired. In accordance with Article 6.9 D, exchange time has no cash value and cannot be transferred between agencies.

45.6 The use of exchange time will be pre-approved by the supervisor who will consider date and time of use as it relates to:

A. Student safety;
B. Substitute availability; and
C. Teacher absenteeism in the program.

45.7 All teachers are paid based on a forty hour work week. CDHHY and WSSB on-campus teachers will be required to work on-site for no more than thirty-eight and one-half (38½) hours in a workweek. Outreach staff will continue to set their schedules in order to best meet the needs of the contracted district(s) and the contract requirements. Teachers (both on-campus and Outreach) will be afforded not less than four and one-half (4½) hours each week for prep time during the assigned instructional time periods. Prep time may include lesson planning, reviewing student work, team/collaborative planning and performing other activities essential to teaching. No assigned work, including meetings and trainings, will routinely be scheduled during this time.

45.8 WSSB will make every reasonable effort to limit the caseload of Outreach staff to no more than thirty (30) students per staff.

45.9 Professional development and tuition reimbursement will be in accordance with agency policy.

45.10 Teachers at the Center for Childhood Deafness and Hearing Loss (CDHHY) and the Washington State School for the Blind (WSSB) will be provided four (4) In-Service days each fiscal year during the life of this Agreement. The In-Service days will be scheduled outside the school year and will not be considered as direct service days. The In-Service days may be used for school year preparation, departmental meetings, or training as approved by the Employer. The rate of pay for the In-Service days will be set by the Vancouver School District in accordance with Article 41.3.

ARTICLE 46
STRIKES

Nothing in this Agreement permits or grants to any employee the right to strike or refuse to perform their official duties.

ARTICLE 47
ENTIRE AGREEMENT

47.1 This Agreement constitutes the entire agreement and any past practice or agreement between the parties, whether written or oral, is null and void, unless specifically preserved in this Agreement.

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

47.3 This Agreement supersedes specific provisions of agency policies with which it conflicts.

47.4 During the negotiations of this 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. Nothing herein will be construed as a waiver of the Union's collective bargaining rights with respect to matters that are mandatory subjects/topics under the law.

ARTICLE 48
SAVINGS CLAUSE

48.1 If any court or board of competent jurisdiction finds any Article, Section or portion of this Agreement to be unlawful or invalid, the remainder of this Agreement shall 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. Negotiations will begin within (30) calendar days.

ARTICLE 49
MANDATORY SUBJECTS

49.1 The Employer will satisfy its collective bargaining obligation before changing a matter that is a mandatory subject not covered under this Agreement. The Employer will notify the Union in writing of these changes and the Union may request discussions about and/or negotiations on these changes. The Union will notify the OFM State Human Resources Labor Relations Section (LRS) at labor.relations@ofm.wa.gov, with a copy to the Employer, of any demands to bargain. In the event the Union does not request discussions and/or negotiations within twenty-one (21) calendar days, the Employer may implement the changes without further discussions and/or negotiations. The timeframe for filing a demand to bargain will begin after the Employer has provided written notice to the Union. There may be mandated conditions that are outside of the Employer's control requiring immediate implementation, in which case the Employer will notify the Union as soon as possible.

49.2 Negotiations

A. The parties will agree to the location and time for the discussions and/or negotiations. The Employer and the Union recognize the importance of scheduling these discussions and/or negotiations in an expeditious manner and will schedule negotiations as soon as possible.

B. Each party is responsible for choosing its own representatives for these activities. The Union will provide the Employer with the names of its employee representatives at least four (4) calendar days in advance of the meeting date unless the meeting is scheduled sooner, in which case the Union will notify the Employer as soon as possible.

49.3 Release Time

A. The Employer will approve paid release time for up to two (2) employee representatives who are scheduled to work during the time negotiations are being conducted, provided the absence of the employee will not interfere with the operating needs of the agency. The Employer will approve compensatory time, vacation leave or leave without pay for additional employee representatives provided the absence of the employee will not interfere with the operating needs of the agency.

B. The Employer will approve compensatory time, vacation leave, exchange time or leave without pay for employee representatives to prepare for and to travel to and from negotiations.

C. No overtime or compensatory time will be incurred as a result of negotiations and/or preparation for negotiations.

D. The Union is responsible for paying any travel or per diem of employee representatives. Employee representatives may not use a state vehicle to travel to and from a bargaining session, unless authorized by the agency for business purposes.

ARTICLE 50
EMPLOYEE ASSISTANCE PROGRAM

50.1 The Employee Assistance Program (EAP) within the Department of Enterprise Services (DES) is responsible for the EAP established in accordance with RCW 41.04.700 through 730. Individual employees' participation in the EAP and all individually identifiable information gathered in the process of conducting the program will be held in strict confidence; except that the Employer may be provided with the following information about employees referred by the Employer due to poor job performance:

A. Whether or not the referred employee made an appointment;
B. The date and time the employee arrived and departed;
C. Whether the employee agreed to follow the advice of counselors; and
D. Whether further appointments were scheduled.

50.2 Participation or nonparticipation by any employee in the EAP will not be a factor in any decision affecting an employee's job security, promotional opportunities, disciplinary action, or other employment rights. However, nothing relieves employees from the responsibility of performing their jobs in an acceptable manner.

ARTICLE 51
PRINTING OF AGREEMENT

Each party shall be responsible for the printing and distribution of this Agreement to their respective constituents. The Employer will post this Agreement on the appropriate web sites and provide a copy to the Union in electronic format.

ARTICLE 52
DURATION

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

52.2 Either party may request negotiations of a successor Agreement by notifying the other party in writing no sooner than January 1, 2020, and no later than February 28, 2020. Negotiations will begin at a time agreed upon by the parties.

52.3 The authority to negotiate supplemental agreements or Memoranda of Understanding (MOU) rests within the OFM State Human Resources Labor Relations Section (LRS). In the event the LRS delegates the authority to negotiate supplemental agreements or Memoranda of Understanding to an agency during the term of this Agreement, the following will apply:

A. All supplemental agreements or Memoranda of Understanding will be considered tentative agreements until approved by the LRS; and

B. No supplemental agreements or Memoranda of Understanding may be entered into which conflicts with this Agreement without the approval of the LRS.

APPENDIX A
LAYOFF UNITS

1. Department of Agriculture

Each of the following constitutes a layoff unit.

A. Food Safety Program

The Food Safety Program will constitute a separate layoff unit.

B. Eastern Washington Pesticide Management

Eastern Washington Pesticide Management will constitute a separate layoff unit.

C. Chemical & Hop Laboratory

The Chemical & Hop Laboratory will constitute a single layoff unit.

D. Microbiology Laboratory

The Microbiology Laboratory will constitute a separate layoff unit.

If no option is available within the layoff unit, the unit expands to the agency statewide.

2. Department of Licensing

The Dealer Investigator Bargaining Unit within the Department of Licensing is separated into three (3) units.

Northwest Layoff Unit

Dealer Services Investigator Bargaining Unit staff in King County and counties to the North.

Southwest Layoff Unit

Dealer Services Investigator Bargaining Unit staff in Pierce County and counties to the South.

Eastern Layoff Unit

Dealer Services Investigator Bargaining Unit staff in Eastern Washington counties.

If no option is available within the layoff unit, the unit expands to the agency statewide.

3. Department of Natural Resources

A. For all employees except seasonal career and project the layoff unit is:

1. The region if the position is located in a region; or

2. The Natural Resource Building (NRB) if the position is located in the NRB.

If no option is available within the layoff unit, the unit expands to the agency statewide.

B. For seasonal career employees, the layoff unit is:

1. The district if the position is located in a district; or

2. The region excluding district positions, if the position is located within the region but does not report to a district; or

3. The NRB if the position is located in the NRB.

4. Department of Revenue

Layoff units will be by order as follows:

A. Geographic Regions

The geographic region in which the employee's permanent workstation is located shall be considered the layoff unit. Geographic regions are as follows:

1. Capitol Region
Thurston County.

2. Puget Sound Region
King, Kitsap, Pierce, and Whatcom counties.

3. Southwest/Peninsula Region
Clallam, Clark and Grays Harbor counties.

4. Eastern Washington Region
Benton, Chelan, Spokane, and Yakima counties.

5. Out-of-State Region
Out-of-State auditors residing out of state.

B. Statewide

If no option is available within the geographic region layoff unit, the department statewide shall be considered the layoff unit.

5. Liquor & Cannabis Board

The layoff unit shall first be within a forty (40) mile radius of an employee's duty station. If no options are available the agency statewide shall be considered the layoff unit.

6. Military Department

The agency is designated as the single layoff unit.

7. School for the Blind

Layoff units for the agency will be as follows:

A. On-Campus Layoff Unit

B. Outreach Layoff Unit

C. If no option is available within the layoff units above, the agency statewide shall be considered the layoff unit.

8. Washington State Center for Childhood Deafness and Hearing Loss

Layoff units for the agency will be as follows:

A. On-Campus Layoff Unit

B. Outreach Layoff Unit

C. If no option is available within the layoff units above, the agency statewide shall be considered the layoff unit.

9. Washington State Patrol

The layoff unit shall first be district wide in which the position is located, and if no options are available, then to the agency statewide.

APPENDIX B

General Service Salary Schedule

Effective July 1, 2019 through June 30, 2020

SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
30	Annual	29232	29736	30432	31188	31896	32604	33372	34128	34944	35736	36624	37464	38376
	Monthly	2436	2478	2536	2599	2658	2717	2781	2844	2912	2978	3052	3122	3198
	Hourly	14.00	14.24	14.57	14.94	15.28	15.61	15.98	16.34	16.74	17.11	17.54	17.94	18.38
	Standby	0.98	1.00	1.02	1.05	1.07	1.09	1.12	1.14	1.17	1.20	1.23	1.26	1.29
31	Annual	29736	30432	31188	31896	32604	33372	34128	34944	35736	36624	37464	38376	39264
	Monthly	2478	2536	2599	2658	2717	2781	2844	2912	2978	3052	3122	3198	3272
	Hourly	14.24	14.57	14.94	15.28	15.61	15.98	16.34	16.74	17.11	17.54	17.94	18.38	18.80
	Standby	1.00	1.02	1.05	1.07	1.09	1.12	1.14	1.17	1.20	1.23	1.26	1.29	1.32
32	Annual	30432	31188	31896	32604	33372	34128	34944	35736	36624	37464	38376	39264	40152
	Monthly	2536	2599	2658	2717	2781	2844	2912	2978	3052	3122	3198	3272	3346
	Hourly	14.57	14.94	15.28	15.61	15.98	16.34	16.74	17.11	17.54	17.94	18.38	18.80	19.23
	Standby	1.02	1.05	1.07	1.09	1.12	1.14	1.17	1.20	1.23	1.26	1.29	1.32	1.35
33	Annual	31188	31896	32604	33372	34128	34944	35736	36624	37464	38376	39264	40152	41184
	Monthly	2599	2658	2717	2781	2844	2912	2978	3052	3122	3198	3272	3346	3432
	Hourly	14.94	15.28	15.61	15.98	16.34	16.74	17.11	17.54	17.94	18.38	18.80	19.23	19.72
	Standby	1.05	1.07	1.09	1.12	1.14	1.17	1.20	1.23	1.26	1.29	1.32	1.35	1.38
34	Annual	31896	32604	33372	34128	34944	35736	36624	37464	38376	39264	40152	41184	42132
	Monthly	2658	2717	2781	2844	2912	2978	3052	3122	3198	3272	3346	3432	3511
	Hourly	15.28	15.61	15.98	16.34	16.74	17.11	17.54	17.94	18.38	18.80	19.23	19.72	20.18
	Standby	1.07	1.09	1.12	1.14	1.17	1.20	1.23	1.26	1.29	1.32	1.35	1.38	1.41
35	Annual	32604	33372	34128	34944	35736	36624	37464	38376	39264	40152	41184	42132	43116
	Monthly	2717	2781	2844	2912	2978	3052	3122	3198	3272	3346	3432	3511	3593
	Hourly	15.61	15.98	16.34	16.74	17.11	17.54	17.94	18.38	18.80	19.23	19.72	20.18	20.65
	Standby	1.09	1.12	1.14	1.17	1.20	1.23	1.26	1.29	1.32	1.35	1.38	1.41	1.45
36	Annual	33372	34128	34944	35736	36624	37464	38376	39264	40152	41184	42132	43116	44184
	Monthly	2781	2844	2912	2978	3052	3122	3198	3272	3346	3432	3511	3593	3682
	Hourly	15.98	16.34	16.74	17.11	17.54	17.94	18.38	18.80	19.23	19.72	20.18	20.65	21.16
	Standby	1.12	1.14	1.17	1.20	1.23	1.26	1.29	1.32	1.35	1.38	1.41	1.45	1.48
37	Annual	34128	34944	35736	36624	37464	38376	39264	40152	41184	42132	43116	44184	45288
	Monthly	2844	2912	2978	3052	3122	3198	3272	3346	3432	3511	3593	3682	3774
	Hourly	16.34	16.74	17.11	17.54	17.94	18.38	18.80	19.23	19.72	20.18	20.65	21.16	21.69
	Standby	1.14	1.17	1.20	1.23	1.26	1.29	1.32	1.35	1.38	1.41	1.45	1.48	1.52

Standby rate is equal to 7% of the hourly rate

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

General Service Salary Schedule
Effective July 1, 2019 through June 30, 2020

SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
38	Annual	34944	35736	36624	37464	38376	39264	40152	41184	42132	43116	44184	45288	46452
	Monthly	2912	2978	3052	3122	3198	3272	3346	3432	3511	3593	3682	3774	3871
	Hourly	16.74	17.11	17.54	17.94	18.38	18.80	19.23	19.72	20.18	20.65	21.16	21.69	22.25
	Standby	1.17	1.20	1.23	1.26	1.29	1.32	1.35	1.38	1.41	1.45	1.48	1.52	1.56
39	Annual	35736	36624	37464	38376	39264	40152	41184	42132	43116	44184	45288	46452	47568
	Monthly	2978	3052	3122	3198	3272	3346	3432	3511	3593	3682	3774	3871	3964
	Hourly	17.11	17.54	17.94	18.38	18.80	19.23	19.72	20.18	20.65	21.16	21.69	22.25	22.78
	Standby	1.20	1.23	1.26	1.29	1.32	1.35	1.38	1.41	1.45	1.48	1.52	1.56	1.59
40	Annual	36624	37464	38376	39264	40152	41184	42132	43116	44184	45288	46452	47568	48792
	Monthly	3052	3122	3198	3272	3346	3432	3511	3593	3682	3774	3871	3964	4066
	Hourly	17.54	17.94	18.38	18.80	19.23	19.72	20.18	20.65	21.16	21.69	22.25	22.78	23.37
	Standby	1.23	1.26	1.29	1.32	1.35	1.38	1.41	1.45	1.48	1.52	1.56	1.59	1.64
41	Annual	37464	38376	39264	40152	41184	42132	43116	44184	45288	46452	47568	48792	49932
	Monthly	3122	3198	3272	3346	3432	3511	3593	3682	3774	3871	3964	4066	4161
	Hourly	17.94	18.38	18.80	19.23	19.72	20.18	20.65	21.16	21.69	22.25	22.78	23.37	23.91
	Standby	1.26	1.29	1.32	1.35	1.38	1.41	1.45	1.48	1.52	1.56	1.59	1.64	1.67
42	Annual	38376	39264	40152	41184	42132	43116	44184	45288	46452	47568	48792	49932	51240
	Monthly	3198	3272	3346	3432	3511	3593	3682	3774	3871	3964	4066	4161	4270
	Hourly	18.38	18.80	19.23	19.72	20.18	20.65	21.16	21.69	22.25	22.78	23.37	23.91	24.54
	Standby	1.29	1.32	1.35	1.38	1.41	1.45	1.48	1.52	1.56	1.59	1.64	1.67	1.72
43	Annual	39264	40152	41184	42132	43116	44184	45288	46452	47568	48792	49932	51240	52536
	Monthly	3272	3346	3432	3511	3593	3682	3774	3871	3964	4066	4161	4270	4378
	Hourly	18.80	19.23	19.72	20.18	20.65	21.16	21.69	22.25	22.78	23.37	23.91	24.54	25.16
	Standby	1.32	1.35	1.38	1.41	1.45	1.48	1.52	1.56	1.59	1.64	1.67	1.72	1.76
44	Annual	40152	41184	42132	43116	44184	45288	46452	47568	48792	49932	51240	52536	53904
	Monthly	3346	3432	3511	3593	3682	3774	3871	3964	4066	4161	4270	4378	4492
	Hourly	19.23	19.72	20.18	20.65	21.16	21.69	22.25	22.78	23.37	23.91	24.54	25.16	25.82
	Standby	1.35	1.38	1.41	1.45	1.48	1.52	1.56	1.59	1.64	1.67	1.72	1.76	1.81
45	Annual	41184	42132	43116	44184	45288	46452	47568	48792	49932	51240	52536	53904	55200
	Monthly	3432	3511	3593	3682	3774	3871	3964	4066	4161	4270	4378	4492	4600
	Hourly	19.72	20.18	20.65	21.16	21.69	22.25	22.78	23.37	23.91	24.54	25.16	25.82	26.44
	Standby	1.38	1.41	1.45	1.48	1.52	1.56	1.59	1.64	1.67	1.72	1.76	1.81	1.85
46	Annual	42132	43116	44184	45288	46452	47568	48792	49932	51240	52536	53904	55200	56568
	Monthly	3511	3593	3682	3774	3871	3964	4066	4161	4270	4378	4492	4600	4714
	Hourly	20.18	20.65	21.16	21.69	22.25	22.78	23.37	23.91	24.54	25.16	25.82	26.44	27.09
	Standby	1.41	1.45	1.48	1.52	1.56	1.59	1.64	1.67	1.72	1.76	1.81	1.85	1.90

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

General Service Salary Schedule
Effective July 1, 2019 through June 30, 2020

SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
47	Annual	43116	44184	45288	46452	47568	48792	49932	51240	52536	53904	55200	56568	57948
	Monthly	3593	3682	3774	3871	3964	4066	4161	4270	4378	4492	4600	4714	4829
	Hourly	20.65	21.16	21.69	22.25	22.78	23.37	23.91	24.54	25.16	25.82	26.44	27.09	27.75
	Standby	1.45	1.48	1.52	1.56	1.59	1.64	1.67	1.72	1.76	1.81	1.85	1.90	1.94
48	Annual	44184	45288	46452	47568	48792	49932	51240	52536	53904	55200	56568	57948	59436
	Monthly	3682	3774	3871	3964	4066	4161	4270	4378	4492	4600	4714	4829	4953
	Hourly	21.16	21.69	22.25	22.78	23.37	23.91	24.54	25.16	25.82	26.44	27.09	27.75	28.47
	Standby	1.48	1.52	1.56	1.59	1.64	1.67	1.72	1.76	1.81	1.85	1.90	1.94	1.99
49	Annual	45288	46452	47568	48792	49932	51240	52536	53904	55200	56568	57948	59436	60924
	Monthly	3774	3871	3964	4066	4161	4270	4378	4492	4600	4714	4829	4953	5077
	Hourly	21.69	22.25	22.78	23.37	23.91	24.54	25.16	25.82	26.44	27.09	27.75	28.47	29.18
	Standby	1.52	1.56	1.59	1.64	1.67	1.72	1.76	1.81	1.85	1.90	1.94	1.99	2.04
50	Annual	46452	47568	48792	49932	51240	52536	53904	55200	56568	57948	59436	60924	62460
	Monthly	3871	3964	4066	4161	4270	4378	4492	4600	4714	4829	4953	5077	5205
	Hourly	22.25	22.78	23.37	23.91	24.54	25.16	25.82	26.44	27.09	27.75	28.47	29.18	29.91
	Standby	1.56	1.59	1.64	1.67	1.72	1.76	1.81	1.85	1.90	1.94	1.99	2.04	2.09
51	Annual	47568	48792	49932	51240	52536	53904	55200	56568	57948	59436	60924	62460	64008
	Monthly	3964	4066	4161	4270	4378	4492	4600	4714	4829	4953	5077	5205	5334
	Hourly	22.78	23.37	23.91	24.54	25.16	25.82	26.44	27.09	27.75	28.47	29.18	29.91	30.66
	Standby	1.59	1.64	1.67	1.72	1.76	1.81	1.85	1.90	1.94	1.99	2.04	2.09	2.15
52	Annual	48792	49932	51240	52536	53904	55200	56568	57948	59436	60924	62460	64008	65592
	Monthly	4066	4161	4270	4378	4492	4600	4714	4829	4953	5077	5205	5334	5466
	Hourly	23.37	23.91	24.54	25.16	25.82	26.44	27.09	27.75	28.47	29.18	29.91	30.66	31.41
	Standby	1.64	1.67	1.72	1.76	1.81	1.85	1.90	1.94	1.99	2.04	2.09	2.15	2.20
53	Annual	49932	51240	52536	53904	55200	56568	57948	59436	60924	62460	64008	65592	67248
	Monthly	4161	4270	4378	4492	4600	4714	4829	4953	5077	5205	5334	5466	5604
	Hourly	23.91	24.54	25.16	25.82	26.44	27.09	27.75	28.47	29.18	29.91	30.66	31.41	32.21
	Standby	1.67	1.72	1.76	1.81	1.85	1.90	1.94	1.99	2.04	2.09	2.15	2.20	2.25
54	Annual	51240	52536	53904	55200	56568	57948	59436	60924	62460	64008	65592	67248	68892
	Monthly	4270	4378	4492	4600	4714	4829	4953	5077	5205	5334	5466	5604	5741
	Hourly	24.54	25.16	25.82	26.44	27.09	27.75	28.47	29.18	29.91	30.66	31.41	32.21	32.99
	Standby	1.72	1.76	1.81	1.85	1.90	1.94	1.99	2.04	2.09	2.15	2.20	2.25	2.31
55	Annual	52536	53904	55200	56568	57948	59436	60924	62460	64008	65592	67248	68892	70632
	Monthly	4378	4492	4600	4714	4829	4953	5077	5205	5334	5466	5604	5741	5886
	Hourly	25.16	25.82	26.44	27.09	27.75	28.47	29.18	29.91	30.66	31.41	32.21	32.99	33.83
	Standby	1.76	1.81	1.85	1.90	1.94	1.99	2.04	2.09	2.15	2.20	2.25	2.31	2.37

Standby rate is equal to 7% of the hourly rate
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56	Annual	53904	55200	56568	57948	59436	60924	62460	64008	65592	67248	68892	70632	72432
	Monthly	4492	4600	4714	4829	4953	5077	5205	5334	5466	5604	5741	5886	6036
	Hourly	25.82	26.44	27.09	27.75	28.47	29.18	29.91	30.66	31.41	32.21	32.99	33.83	34.69
	Standby	1.81	1.85	1.90	1.94	1.99	2.04	2.09	2.15	2.20	2.25	2.31	2.37	2.43
57	Annual	55200	56568	57948	59436	60924	62460	64008	65592	67248	68892	70632	72432	74196
	Monthly	4600	4714	4829	4953	5077	5205	5334	5466	5604	5741	5886	6036	6183
	Hourly	26.44	27.09	27.75	28.47	29.18	29.91	30.66	31.41	32.21	32.99	33.83	34.69	35.53
	Standby	1.85	1.90	1.94	1.99	2.04	2.09	2.15	2.20	2.25	2.31	2.37	2.43	2.49
58	Annual	56568	57948	59436	60924	62460	64008	65592	67248	68892	70632	72432	74196	76128
	Monthly	4714	4829	4953	5077	5205	5334	5466	5604	5741	5886	6036	6183	6344
	Hourly	27.09	27.75	28.47	29.18	29.91	30.66	31.41	32.21	32.99	33.83	34.69	35.53	36.46
	Standby	1.90	1.94	1.99	2.04	2.09	2.15	2.20	2.25	2.31	2.37	2.43	2.49	2.55
59	Annual	57948	59436	60924	62460	64008	65592	67248	68892	70632	72432	74196	76128	77952
	Monthly	4829	4953	5077	5205	5334	5466	5604	5741	5886	6036	6183	6344	6496
	Hourly	27.75	28.47	29.18	29.91	30.66	31.41	32.21	32.99	33.83	34.69	35.53	36.46	37.33
	Standby	1.94	1.99	2.04	2.09	2.15	2.20	2.25	2.31	2.37	2.43	2.49	2.55	2.61
60	Annual	59436	60924	62460	64008	65592	67248	68892	70632	72432	74196	76128	77952	79944
	Monthly	4953	5077	5205	5334	5466	5604	5741	5886	6036	6183	6344	6496	6662
	Hourly	28.47	29.18	29.91	30.66	31.41	32.21	32.99	33.83	34.69	35.53	36.46	37.33	38.29
	Standby	1.99	2.04	2.09	2.15	2.20	2.25	2.31	2.37	2.43	2.49	2.55	2.61	2.68
61	Annual	60924	62460	64008	65592	67248	68892	70632	72432	74196	76128	77952	79944	81936
	Monthly	5077	5205	5334	5466	5604	5741	5886	6036	6183	6344	6496	6662	6828
	Hourly	29.18	29.91	30.66	31.41	32.21	32.99	33.83	34.69	35.53	36.46	37.33	38.29	39.24
	Standby	2.04	2.09	2.15	2.20	2.25	2.31	2.37	2.43	2.49	2.55	2.61	2.68	2.75
62	Annual	62460	64008	65592	67248	68892	70632	72432	74196	76128	77952	79944	81936	83964
	Monthly	5205	5334	5466	5604	5741	5886	6036	6183	6344	6496	6662	6828	6997
	Hourly	29.91	30.66	31.41	32.21	32.99	33.83	34.69	35.53	36.46	37.33	38.29	39.24	40.21
	Standby	2.09	2.15	2.20	2.25	2.31	2.37	2.43	2.49	2.55	2.61	2.68	2.75	2.81
63	Annual	64008	65592	67248	68892	70632	72432	74196	76128	77952	79944	81936	83964	86064
	Monthly	5334	5466	5604	5741	5886	6036	6183	6344	6496	6662	6828	6997	7172
	Hourly	30.66	31.41	32.21	32.99	33.83	34.69	35.53	36.46	37.33	38.29	39.24	40.21	41.22
	Standby	2.15	2.20	2.25	2.31	2.37	2.43	2.49	2.55	2.61	2.68	2.75	2.81	2.89
64	Annual	65592	67248	68892	70632	72432	74196	76128	77952	79944	81936	83964	86064	88236
	Monthly	5466	5604	5741	5886	6036	6183	6344	6496	6662	6828	6997	7172	7353
	Hourly	31.41	32.21	32.99	33.83	34.69	35.53	36.46	37.33	38.29	39.24	40.21	41.22	42.26
	Standby	2.20	2.25	2.31	2.37	2.43	2.49	2.55	2.61	2.68	2.75	2.81	2.89	2.96

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65	Annual	67248	68892	70632	72432	74196	76128	77952	79944	81936	83964	86064	88236	90420
	Monthly	5604	5741	5886	6036	6183	6344	6496	6662	6828	6997	7172	7353	7535
	Hourly	32.21	32.99	33.83	34.69	35.53	36.46	37.33	38.29	39.24	40.21	41.22	42.26	43.30
	Standby	2.25	2.31	2.37	2.43	2.49	2.55	2.61	2.68	2.75	2.81	2.89	2.96	3.03
66	Annual	68892	70632	72432	74196	76128	77952	79944	81936	83964	86064	88236	90420	92700
	Monthly	5741	5886	6036	6183	6344	6496	6662	6828	6997	7172	7353	7535	7725
	Hourly	32.99	33.83	34.69	35.53	36.46	37.33	38.29	39.24	40.21	41.22	42.26	43.30	44.40
	Standby	2.31	2.37	2.43	2.49	2.55	2.61	2.68	2.75	2.81	2.89	2.96	3.03	3.11
67	Annual	70632	72432	74196	76128	77952	79944	81936	83964	86064	88236	90420	92700	95016
	Monthly	5886	6036	6183	6344	6496	6662	6828	6997	7172	7353	7535	7725	7918
	Hourly	33.83	34.69	35.53	36.46	37.33	38.29	39.24	40.21	41.22	42.26	43.30	44.40	45.51
	Standby	2.37	2.43	2.49	2.55	2.61	2.68	2.75	2.81	2.89	2.96	3.03	3.11	3.19
68	Annual	72432	74196	76128	77952	79944	81936	83964	86064	88236	90420	92700	95016	97392
	Monthly	6036	6183	6344	6496	6662	6828	6997	7172	7353	7535	7725	7918	8116
	Hourly	34.69	35.53	36.46	37.33	38.29	39.24	40.21	41.22	42.26	43.30	44.40	45.51	46.64
	Standby	2.43	2.49	2.55	2.61	2.68	2.75	2.81	2.89	2.96	3.03	3.11	3.19	3.27
69	Annual	74196	76128	77952	79944	81936	83964	86064	88236	90420	92700	95016	97392	99816
	Monthly	6183	6344	6496	6662	6828	6997	7172	7353	7535	7725	7918	8116	8318
	Hourly	35.53	36.46	37.33	38.29	39.24	40.21	41.22	42.26	43.30	44.40	45.51	46.64	47.80
	Standby	2.49	2.55	2.61	2.68	2.75	2.81	2.89	2.96	3.03	3.11	3.19	3.27	3.35
70	Annual	76128	77952	79944	81936	83964	86064	88236	90420	92700	95016	97392	99816	102312
	Monthly	6344	6496	6662	6828	6997	7172	7353	7535	7725	7918	8116	8318	8526
	Hourly	36.46	37.33	38.29	39.24	40.21	41.22	42.26	43.30	44.40	45.51	46.64	47.80	49.00
	Standby	2.55	2.61	2.68	2.75	2.81	2.89	2.96	3.03	3.11	3.19	3.27	3.35	3.43
71	Annual	77952	79944	81936	83964	86064	88236	90420	92700	95016	97392	99816	102312	104892
	Monthly	6496	6662	6828	6997	7172	7353	7535	7725	7918	8116	8318	8526	8741
	Hourly	37.33	38.29	39.24	40.21	41.22	42.26	43.30	44.40	45.51	46.64	47.80	49.00	50.24
	Standby	2.61	2.68	2.75	2.81	2.89	2.96	3.03	3.11	3.19	3.27	3.35	3.43	3.52
72	Annual	79944	81936	83964	86064	88236	90420	92700	95016	97392	99816	102312	104892	107532
	Monthly	6662	6828	6997	7172	7353	7535	7725	7918	8116	8318	8526	8741	8961
	Hourly	38.29	39.24	40.21	41.22	42.26	43.30	44.40	45.51	46.64	47.80	49.00	50.24	51.50
	Standby	2.68	2.75	2.81	2.89	2.96	3.03	3.11	3.19	3.27	3.35	3.43	3.52	3.61
73	Annual	81936	83964	86064	88236	90420	92700	95016	97392	99816	102312	104892	107532	110184
	Monthly	6828	6997	7172	7353	7535	7725	7918	8116	8318	8526	8741	8961	9182
	Hourly	39.24	40.21	41.22	42.26	43.30	44.40	45.51	46.64	47.80	49.00	50.24	51.50	52.77
	Standby	2.75	2.81	2.89	2.96	3.03	3.11	3.19	3.27	3.35	3.43	3.52	3.61	3.69

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74	Annual	83964	86064	88236	90420	92700	95016	97392	99816	102312	104892	107532	110184	112968
	Monthly	6997	7172	7353	7535	7725	7918	8116	8318	8526	8741	8961	9182	9414
	Hourly	40.21	41.22	42.26	43.30	44.40	45.51	46.64	47.80	49.00	50.24	51.50	52.77	54.10
	Standby	2.81	2.89	2.96	3.03	3.11	3.19	3.27	3.35	3.43	3.52	3.61	3.69	3.79
75	Annual	86064	88236	90420	92700	95016	97392	99816	102312	104892	107532	110184	112968	115776
	Monthly	7172	7353	7535	7725	7918	8116	8318	8526	8741	8961	9182	9414	9648
	Hourly	41.22	42.26	43.30	44.40	45.51	46.64	47.80	49.00	50.24	51.50	52.77	54.10	55.45
	Standby	2.89	2.96	3.03	3.11	3.19	3.27	3.35	3.43	3.52	3.61	3.69	3.79	3.88
76	Annual	88236	90420	92700	95016	97392	99816	102312	104892	107532	110184	112968	115776	118656
	Monthly	7353	7535	7725	7918	8116	8318	8526	8741	8961	9182	9414	9648	9888
	Hourly	42.26	43.30	44.40	45.51	46.64	47.80	49.00	50.24	51.50	52.77	54.10	55.45	56.83
	Standby	2.96	3.03	3.11	3.19	3.27	3.35	3.43	3.52	3.61	3.69	3.79	3.88	3.98
77	Annual	90420	92700	95016	97392	99816	102312	104892	107532	110184	112968	115776	118656	121620
	Monthly	7535	7725	7918	8116	8318	8526	8741	8961	9182	9414	9648	9888	10135
	Hourly	43.30	44.40	45.51	46.64	47.80	49.00	50.24	51.50	52.77	54.10	55.45	56.83	58.25
	Standby	3.03	3.11	3.19	3.27	3.35	3.43	3.52	3.61	3.69	3.79	3.88	3.98	4.08
78	Annual	92700	95016	97392	99816	102312	104892	107532	110184	112968	115776	118656	121620	124692
	Monthly	7725	7918	8116	8318	8526	8741	8961	9182	9414	9648	9888	10135	10391
	Hourly	44.40	45.51	46.64	47.80	49.00	50.24	51.50	52.77	54.10	55.45	56.83	58.25	59.72
	Standby	3.11	3.19	3.27	3.35	3.43	3.52	3.61	3.69	3.79	3.88	3.98	4.08	4.18
79	Annual	95016	97392	99816	102312	104892	107532	110184	112968	115776	118656	121620	124692	127764
	Monthly	7918	8116	8318	8526	8741	8961	9182	9414	9648	9888	10135	10391	10647
	Hourly	45.51	46.64	47.80	49.00	50.24	51.50	52.77	54.10	55.45	56.83	58.25	59.72	61.19
	Standby	3.19	3.27	3.35	3.43	3.52	3.61	3.69	3.79	3.88	3.98	4.08	4.18	4.28
80	Annual	97392	99816	102312	104892	107532	110184	112968	115776	118656	121620	124692	127764	130968
	Monthly	8116	8318	8526	8741	8961	9182	9414	9648	9888	10135	10391	10647	10914
	Hourly	46.64	47.80	49.00	50.24	51.50	52.77	54.10	55.45	56.83	58.25	59.72	61.19	62.72
	Standby	3.27	3.35	3.43	3.52	3.61	3.69	3.79	3.88	3.98	4.08	4.18	4.28	4.39
81	Annual	99816	102312	104892	107532	110184	112968	115776	118656	121620	124692	127764	130968	134256
	Monthly	8318	8526	8741	8961	9182	9414	9648	9888	10135	10391	10647	10914	11188
	Hourly	47.80	49.00	50.24	51.50	52.77	54.10	55.45	56.83	58.25	59.72	61.19	62.72	64.30
	Standby	3.35	3.43	3.52	3.61	3.69	3.79	3.88	3.98	4.08	4.18	4.28	4.39	4.50
82	Annual	102312	104892	107532	110184	112968	115776	118656	121620	124692	127764	130968	134256	137580
	Monthly	8526	8741	8961	9182	9414	9648	9888	10135	10391	10647	10914	11188	11465
	Hourly	49.00	50.24	51.50	52.77	54.10	55.45	56.83	58.25	59.72	61.19	62.72	64.30	65.89
	Standby	3.43	3.52	3.61	3.69	3.79	3.88	3.98	4.08	4.18	4.28	4.39	4.50	4.61

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83	Annual	104892	107532	110184	112968	115776	118656	121620	124692	127764	130968	134256	137580	141012
	Monthly	8741	8961	9182	9414	9648	9888	10135	10391	10647	10914	11188	11465	11751
	Hourly	50.24	51.50	52.77	54.10	55.45	56.83	58.25	59.72	61.19	62.72	64.30	65.89	67.53
	Standby	3.52	3.61	3.69	3.79	3.88	3.98	4.08	4.18	4.28	4.39	4.50	4.61	4.73
84	Annual	107532	110184	112968	115776	118656	121620	124692	127764	130968	134256	137580	141012	144576
	Monthly	8961	9182	9414	9648	9888	10135	10391	10647	10914	11188	11465	11751	12048
	Hourly	51.50	52.77	54.10	55.45	56.83	58.25	59.72	61.19	62.72	64.30	65.89	67.53	69.24
	Standby	3.61	3.69	3.79	3.88	3.98	4.08	4.18	4.28	4.39	4.50	4.61	4.73	4.85
85	Annual	110184	112968	115776	118656	121620	124692	127764	130968	134256	137580	141012	144576	148140
	Monthly	9182	9414	9648	9888	10135	10391	10647	10914	11188	11465	11751	12048	12345
	Hourly	52.77	54.10	55.45	56.83	58.25	59.72	61.19	62.72	64.30	65.89	67.53	69.24	70.95
	Standby	3.69	3.79	3.88	3.98	4.08	4.18	4.28	4.39	4.50	4.61	4.73	4.85	4.97
86	Annual	112968	115776	118656	121620	124692	127764	130968	134256	137580	141012	144576	148140	151896
	Monthly	9414	9648	9888	10135	10391	10647	10914	11188	11465	11751	12048	12345	12658
	Hourly	54.10	55.45	56.83	58.25	59.72	61.19	62.72	64.30	65.89	67.53	69.24	70.95	72.75
	Standby	3.79	3.88	3.98	4.08	4.18	4.28	4.39	4.50	4.61	4.73	4.85	4.97	5.09
87	Annual	115776	118656	121620	124692	127764	130968	134256	137580	141012	144576	148140	151896	155712
	Monthly	9648	9888	10135	10391	10647	10914	11188	11465	11751	12048	12345	12658	12976
	Hourly	55.45	56.83	58.25	59.72	61.19	62.72	64.30	65.89	67.53	69.24	70.95	72.75	74.57
	Standby	3.88	3.98	4.08	4.18	4.28	4.39	4.50	4.61	4.73	4.85	4.97	5.09	5.22
88	Annual	118656	121620	124692	127764	130968	134256	137580	141012	144576	148140	151896	155712	159576
	Monthly	9888	10135	10391	10647	10914	11188	11465	11751	12048	12345	12658	12976	13298
	Hourly	56.83	58.25	59.72	61.19	62.72	64.30	65.89	67.53	69.24	70.95	72.75	74.57	76.43
	Standby	3.98	4.08	4.18	4.28	4.39	4.50	4.61	4.73	4.85	4.97	5.09	5.22	5.35
89	Annual	121620	124692	127764	130968	134256	137580	141012	144576	148140	151896	155712	159576	163608
	Monthly	10135	10391	10647	10914	11188	11465	11751	12048	12345	12658	12976	13298	13634
	Hourly	58.25	59.72	61.19	62.72	64.30	65.89	67.53	69.24	70.95	72.75	74.57	76.43	78.36
	Standby	4.08	4.18	4.28	4.39	4.50	4.61	4.73	4.85	4.97	5.09	5.22	5.35	5.48
90	Annual	124692	127764	130968	134256	137580	141012	144576	148140	151896	155712	159576	163608	167652
	Monthly	10391	10647	10914	11188	11465	11751	12048	12345	12658	12976	13298	13634	13971
	Hourly	59.72	61.19	62.72	64.30	65.89	67.53	69.24	70.95	72.75	74.57	76.43	78.36	80.29
	Standby	4.18	4.28	4.39	4.50	4.61	4.73	4.85	4.97	5.09	5.22	5.35	5.48	5.62
91	Annual	127764	130968	134256	137580	141012	144576	148140	151896	155712	159576	163608	167652	171864
	Monthly	10647	10914	11188	11465	11751	12048	12345	12658	12976	13298	13634	13971	14322
	Hourly	61.19	62.72	64.30	65.89	67.53	69.24	70.95	72.75	74.57	76.43	78.36	80.29	82.31
	Standby	4.28	4.39	4.50	4.61	4.73	4.85	4.97	5.09	5.22	5.35	5.48	5.62	5.76

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SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
92	Annual	130968	134256	137580	141012	144576	148140	151896	155712	159576	163608	167652	171864	176136
	Monthly	10914	11188	11465	11751	12048	12345	12658	12976	13298	13634	13971	14322	14678
	Hourly	62.72	64.30	65.89	67.53	69.24	70.95	72.75	74.57	76.43	78.36	80.29	82.31	84.36
	Standby	4.39	4.50	4.61	4.73	4.85	4.97	5.09	5.22	5.35	5.48	5.62	5.76	5.90
93	Annual	134256	137580	141012	144576	148140	151896	155712	159576	163608	167652	171864	176136	180576
	Monthly	11188	11465	11751	12048	12345	12658	12976	13298	13634	13971	14322	14678	15048
	Hourly	64.30	65.89	67.53	69.24	70.95	72.75	74.57	76.43	78.36	80.29	82.31	84.36	86.48
	Standby	4.50	4.61	4.73	4.85	4.97	5.09	5.22	5.35	5.48	5.62	5.76	5.90	6.05
94	Annual	137580	141012	144576	148140	151896	155712	159576	163608	167652	171864	176136	180576	185064
	Monthly	11465	11751	12048	12345	12658	12976	13298	13634	13971	14322	14678	15048	15422
	Hourly	65.89	67.53	69.24	70.95	72.75	74.57	76.43	78.36	80.29	82.31	84.36	86.48	88.63
	Standby	4.61	4.73	4.85	4.97	5.09	5.22	5.35	5.48	5.62	5.76	5.90	6.05	6.20
95	Annual	141012	144576	148140	151896	155712	159576	163608	167652	171864	176136	180576	185064	189708
	Monthly	11751	12048	12345	12658	12976	13298	13634	13971	14322	14678	15048	15422	15809
	Hourly	67.53	69.24	70.95	72.75	74.57	76.43	78.36	80.29	82.31	84.36	86.48	88.63	90.86
	Standby	4.73	4.85	4.97	5.09	5.22	5.35	5.48	5.62	5.76	5.90	6.05	6.20	6.36
96	Annual	144576	148140	151896	155712	159576	163608	167652	171864	176136	180576	185064	189708	194472
	Monthly	12048	12345	12658	12976	13298	13634	13971	14322	14678	15048	15422	15809	16206
	Hourly	69.24	70.95	72.75	74.57	76.43	78.36	80.29	82.31	84.36	86.48	88.63	90.86	93.14
	Standby	4.85	4.97	5.09	5.22	5.35	5.48	5.62	5.76	5.90	6.05	6.20	6.36	6.52
97	Annual	148140	151896	155712	159576	163608	167652	171864	176136	180576	185064	189708	194472	199344
	Monthly	12345	12658	12976	13298	13634	13971	14322	14678	15048	15422	15809	16206	16612
	Hourly	70.95	72.75	74.57	76.43	78.36	80.29	82.31	84.36	86.48	88.63	90.86	93.14	95.47
	Standby	4.97	5.09	5.22	5.35	5.48	5.62	5.76	5.90	6.05	6.20	6.36	6.52	6.68
98	Annual	151896	155712	159576	163608	167652	171864	176136	180576	185064	189708	194472	199344	204324
	Monthly	12658	12976	13298	13634	13971	14322	14678	15048	15422	15809	16206	16612	17027
	Hourly	72.75	74.57	76.43	78.36	80.29	82.31	84.36	86.48	88.63	90.86	93.14	95.47	97.86
	Standby	5.09	5.22	5.35	5.48	5.62	5.76	5.90	6.05	6.20	6.36	6.52	6.68	6.85
99	Annual	155712	159576	163608	167652	171864	176136	180576	185064	189708	194472	199344	204324	209412
	Monthly	12976	13298	13634	13971	14322	14678	15048	15422	15809	16206	16612	17027	17451
	Hourly	74.57	76.43	78.36	80.29	82.31	84.36	86.48	88.63	90.86	93.14	95.47	97.86	100.29
	Standby	5.22	5.35	5.48	5.62	5.76	5.90	6.05	6.20	6.36	6.52	6.68	6.85	7.02
100	Annual	159576	163608	167652	171864	176136	180576	185064	189708	194472	199344	204324	209412	214656
	Monthly	13298	13634	13971	14322	14678	15048	15422	15809	16206	16612	17027	17451	17888
	Hourly	76.43	78.36	80.29	82.31	84.36	86.48	88.63	90.86	93.14	95.47	97.86	100.29	102.80
	Standby	5.35	5.48	5.62	5.76	5.90	6.05	6.20	6.36	6.52	6.68	6.85	7.02	7.20

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SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
101	Annual	163608	167652	171864	176136	180576	185064	189708	194472	199344	204324	209412	214656	220032
	Monthly	13634	13971	14322	14678	15048	15422	15809	16206	16612	17027	17451	17888	18336
	Hourly	78.36	80.29	82.31	84.36	86.48	88.63	90.86	93.14	95.47	97.86	100.29	102.80	105.38
	Standby	5.48	5.62	5.76	5.90	6.05	6.20	6.36	6.52	6.68	6.85	7.02	7.20	7.38
102	Annual	167652	171864	176136	180576	185064	189708	194472	199344	204324	209412	214656	220032	225528
	Monthly	13971	14322	14678	15048	15422	15809	16206	16612	17027	17451	17888	18336	18794
	Hourly	80.29	82.31	84.36	86.48	88.63	90.86	93.14	95.47	97.86	100.29	102.80	105.38	108.01
	Standby	5.62	5.76	5.90	6.05	6.20	6.36	6.52	6.68	6.85	7.02	7.20	7.38	7.56
103	Annual	171864	176136	180576	185064	189708	194472	199344	204324	209412	214656	220032	225528	231168
	Monthly	14322	14678	15048	15422	15809	16206	16612	17027	17451	17888	18336	18794	19264
	Hourly	82.31	84.36	86.48	88.63	90.86	93.14	95.47	97.86	100.29	102.80	105.38	108.01	110.71
	Standby	5.76	5.90	6.05	6.20	6.36	6.52	6.68	6.85	7.02	7.20	7.38	7.56	7.75
104	Annual	176136	180576	185064	189708	194472	199344	204324	209412	214656	220032	225528	231168	236940
	Monthly	14678	15048	15422	15809	16206	16612	17027	17451	17888	18336	18794	19264	19745
	Hourly	84.36	86.48	88.63	90.86	93.14	95.47	97.86	100.29	102.80	105.38	108.01	110.71	113.48
	Standby	5.90	6.05	6.20	6.36	6.52	6.68	6.85	7.02	7.20	7.38	7.56	7.75	7.94
105	Annual	180576	185064	189708	194472	199344	204324	209412	214656	220032	225528	231168	236940	242856
	Monthly	15048	15422	15809	16206	16612	17027	17451	17888	18336	18794	19264	19745	20238
	Hourly	86.48	88.63	90.86	93.14	95.47	97.86	100.29	102.80	105.38	108.01	110.71	113.48	116.31
	Standby	6.05	6.20	6.36	6.52	6.68	6.85	7.02	7.20	7.38	7.56	7.75	7.94	8.14
106	Annual	185064	189708	194472	199344	204324	209412	214656	220032	225528	231168	236940	242856	248940
	Monthly	15422	15809	16206	16612	17027	17451	17888	18336	18794	19264	19745	20238	20745
	Hourly	88.63	90.86	93.14	95.47	97.86	100.29	102.80	105.38	108.01	110.71	113.48	116.31	119.22
	Standby	6.20	6.36	6.52	6.68	6.85	7.02	7.20	7.38	7.56	7.75	7.94	8.14	8.35
107	Annual	189708	194472	199344	204324	209412	214656	220032	225528	231168	236940	242856	248940	255168
	Monthly	15809	16206	16612	17027	17451	17888	18336	18794	19264	19745	20238	20745	21264
	Hourly	90.86	93.14	95.47	97.86	100.29	102.80	105.38	108.01	110.71	113.48	116.31	119.22	122.21
	Standby	6.36	6.52	6.68	6.85	7.02	7.20	7.38	7.56	7.75	7.94	8.14	8.35	8.55
108	Annual	194472	199344	204324	209412	214656	220032	225528	231168	236940	242856	248940	255168	261564
	Monthly	16206	16612	17027	17451	17888	18336	18794	19264	19745	20238	20745	21264	21797
	Hourly	93.14	95.47	97.86	100.29	102.80	105.38	108.01	110.71	113.48	116.31	119.22	122.21	125.27
	Standby	6.52	6.68	6.85	7.02	7.20	7.38	7.56	7.75	7.94	8.14	8.35	8.55	8.77
109	Annual	199344	204324	209412	214656	220032	225528	231168	236940	242856	248940	255168	261564	268080
	Monthly	16612	17027	17451	17888	18336	18794	19264	19745	20238	20745	21264	21797	22340
	Hourly	95.47	97.86	100.29	102.80	105.38	108.01	110.71	113.48	116.31	119.22	122.21	125.27	128.39
	Standby	6.68	6.85	7.02	7.20	7.38	7.56	7.75	7.94	8.14	8.35	8.55	8.77	8.99

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SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
110	Annual	204324	209412	214656	220032	225528	231168	236940	242856	248940	255168	261564	268080	274776
	Monthly	17027	17451	17888	18336	18794	19264	19745	20238	20745	21264	21797	22340	22898
	Hourly	97.86	100.29	102.80	105.38	108.01	110.71	113.48	116.31	119.22	122.21	125.27	128.39	131.60
	Standby	6.85	7.02	7.20	7.38	7.56	7.75	7.94	8.14	8.35	8.55	8.77	8.99	9.21
111	Annual	209412	214656	220032	225528	231168	236940	242856	248940	255168	261564	268080	274776	281652
	Monthly	17451	17888	18336	18794	19264	19745	20238	20745	21264	21797	22340	22898	23471
	Hourly	100.29	102.80	105.38	108.01	110.71	113.48	116.31	119.22	122.21	125.27	128.39	131.60	134.89
	Standby	7.02	7.20	7.38	7.56	7.75	7.94	8.14	8.35	8.55	8.77	8.99	9.21	9.44
112	Annual	214656	220032	225528	231168	236940	242856	248940	255168	261564	268080	274776	281652	288696
	Monthly	17888	18336	18794	19264	19745	20238	20745	21264	21797	22340	22898	23471	24058
	Hourly	102.80	105.38	108.01	110.71	113.48	116.31	119.22	122.21	125.27	128.39	131.60	134.89	138.26
	Standby	7.20	7.38	7.56	7.75	7.94	8.14	8.35	8.55	8.77	8.99	9.21	9.44	9.68
113	Annual	220032	225528	231168	236940	242856	248940	255168	261564	268080	274776	281652	288696	295896
	Monthly	18336	18794	19264	19745	20238	20745	21264	21797	22340	22898	23471	24058	24658
	Hourly	105.38	108.01	110.71	113.48	116.31	119.22	122.21	125.27	128.39	131.60	134.89	138.26	141.71
	Standby	7.38	7.56	7.75	7.94	8.14	8.35	8.55	8.77	8.99	9.21	9.44	9.68	9.92
114	Annual	225528	231168	236940	242856	248940	255168	261564	268080	274776	281652	288696	295896	303300
	Monthly	18794	19264	19745	20238	20745	21264	21797	22340	22898	23471	24058	24658	25275
	Hourly	108.01	110.71	113.48	116.31	119.22	122.21	125.27	128.39	131.60	134.89	138.26	141.71	145.26
	Standby	7.56	7.75	7.94	8.14	8.35	8.55	8.77	8.99	9.21	9.44	9.68	9.92	10.17
115	Annual	231168	236940	242856	248940	255168	261564	268080	274776	281652	288696	295896	303300	310896
	Monthly	19264	19745	20238	20745	21264	21797	22340	22898	23471	24058	24658	25275	25908
	Hourly	110.71	113.48	116.31	119.22	122.21	125.27	128.39	131.60	134.89	138.26	141.71	145.26	148.90
	Standby	7.75	7.94	8.14	8.35	8.55	8.77	8.99	9.21	9.44	9.68	9.92	10.17	10.42
116	Annual	236940	242856	248940	255168	261564	268080	274776	281652	288696	295896	303300	310896	318660
	Monthly	19745	20238	20745	21264	21797	22340	22898	23471	24058	24658	25275	25908	26555
	Hourly	113.48	116.31	119.22	122.21	125.27	128.39	131.60	134.89	138.26	141.71	145.26	148.90	152.61
	Standby	7.94	8.14	8.35	8.55	8.77	8.99	9.21	9.44	9.68	9.92	10.17	10.42	10.68
117	Annual	242856	248940	255168	261564	268080	274776	281652	288696	295896	303300	310896	318660	326628
	Monthly	20238	20745	21264	21797	22340	22898	23471	24058	24658	25275	25908	26555	27219
	Hourly	116.31	119.22	122.21	125.27	128.39	131.60	134.89	138.26	141.71	145.26	148.90	152.61	156.43
	Standby	8.14	8.35	8.55	8.77	8.99	9.21	9.44	9.68	9.92	10.17	10.42	10.68	10.95
118	Annual	248940	255168	261564	268080	274776	281652	288696	295896	303300	310896	318660	326628	334800
	Monthly	20745	21264	21797	22340	22898	23471	24058	24658	25275	25908	26555	27219	27900
	Hourly	119.22	122.21	125.27	128.39	131.60	134.89	138.26	141.71	145.26	148.90	152.61	156.43	160.34
	Standby	8.35	8.55	8.77	8.99	9.21	9.44	9.68	9.92	10.17	10.42	10.68	10.95	11.22

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SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
119	Annual	255168	261564	268080	274776	281652	288696	295896	303300	310896	318660	326628	334800	343164
	Monthly	21264	21797	22340	22898	23471	24058	24658	25275	25908	26555	27219	27900	28597
	Hourly	122.21	125.27	128.39	131.60	134.89	138.26	141.71	145.26	148.90	152.61	156.43	160.34	164.35
	Standby	8.55	8.77	8.99	9.21	9.44	9.68	9.92	10.17	10.42	10.68	10.95	11.22	11.50
120	Annual	261564	268080	274776	281652	288696	295896	303300	310896	318660	326628	334800	343164	351744
	Monthly	21797	22340	22898	23471	24058	24658	25275	25908	26555	27219	27900	28597	29312
	Hourly	125.27	128.39	131.60	134.89	138.26	141.71	145.26	148.90	152.61	156.43	160.34	164.35	168.46
	Standby	8.77	8.99	9.21	9.44	9.68	9.92	10.17	10.42	10.68	10.95	11.22	11.50	11.79

Standby rate is equal to 7% of the hourly rate
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APPENDIX C

General Service Salary Schedule

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SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
30	Annual	30108	30624	31344	32124	32856	33588	34368	35148	35988	36804	37728	38592	39528
	Monthly	2509	2552	2612	2677	2738	2799	2864	2929	2999	3067	3144	3216	3294
	Hourly	14.42	14.67	15.01	15.39	15.74	16.09	16.46	16.83	17.24	17.63	18.07	18.48	18.93
	Standby	1.01	1.03	1.05	1.08	1.10	1.13	1.15	1.18	1.21	1.23	1.26	1.29	1.33
31	Annual	30624	31344	32124	32856	33588	34368	35148	35988	36804	37728	38592	39528	40440
	Monthly	2552	2612	2677	2738	2799	2864	2929	2999	3067	3144	3216	3294	3370
	Hourly	14.67	15.01	15.39	15.74	16.09	16.46	16.83	17.24	17.63	18.07	18.48	18.93	19.37
	Standby	1.03	1.05	1.08	1.10	1.13	1.15	1.18	1.21	1.23	1.26	1.29	1.33	1.36
32	Annual	31344	32124	32856	33588	34368	35148	35988	36804	37728	38592	39528	40440	41352
	Monthly	2612	2677	2738	2799	2864	2929	2999	3067	3144	3216	3294	3370	3446
	Hourly	15.01	15.39	15.74	16.09	16.46	16.83	17.24	17.63	18.07	18.48	18.93	19.37	19.80
	Standby	1.05	1.08	1.10	1.13	1.15	1.18	1.21	1.23	1.26	1.29	1.33	1.36	1.39
33	Annual	32124	32856	33588	34368	35148	35988	36804	37728	38592	39528	40440	41352	42420
	Monthly	2677	2738	2799	2864	2929	2999	3067	3144	3216	3294	3370	3446	3535
	Hourly	15.39	15.74	16.09	16.46	16.83	17.24	17.63	18.07	18.48	18.93	19.37	19.80	20.32
	Standby	1.08	1.10	1.13	1.15	1.18	1.21	1.23	1.26	1.29	1.33	1.36	1.39	1.42
34	Annual	32856	33588	34368	35148	35988	36804	37728	38592	39528	40440	41352	42420	43392
	Monthly	2738	2799	2864	2929	2999	3067	3144	3216	3294	3370	3446	3535	3616
	Hourly	15.74	16.09	16.46	16.83	17.24	17.63	18.07	18.48	18.93	19.37	19.80	20.32	20.78
	Standby	1.10	1.13	1.15	1.18	1.21	1.23	1.26	1.29	1.33	1.36	1.39	1.42	1.45
35	Annual	33588	34368	35148	35988	36804	37728	38592	39528	40440	41352	42420	43392	44412
	Monthly	2799	2864	2929	2999	3067	3144	3216	3294	3370	3446	3535	3616	3701
	Hourly	16.09	16.46	16.83	17.24	17.63	18.07	18.48	18.93	19.37	19.80	20.32	20.78	21.27
	Standby	1.13	1.15	1.18	1.21	1.23	1.26	1.29	1.33	1.36	1.39	1.42	1.45	1.49
36	Annual	34368	35148	35988	36804	37728	38592	39528	40440	41352	42420	43392	44412	45504
	Monthly	2864	2929	2999	3067	3144	3216	3294	3370	3446	3535	3616	3701	3792
	Hourly	16.46	16.83	17.24	17.63	18.07	18.48	18.93	19.37	19.80	20.32	20.78	21.27	21.79
	Standby	1.15	1.18	1.21	1.23	1.26	1.29	1.33	1.36	1.39	1.42	1.45	1.49	1.53
37	Annual	35148	35988	36804	37728	38592	39528	40440	41352	42420	43392	44412	45504	46644
	Monthly	2929	2999	3067	3144	3216	3294	3370	3446	3535	3616	3701	3792	3887
	Hourly	16.83	17.24	17.63	18.07	18.48	18.93	19.37	19.80	20.32	20.78	21.27	21.79	22.34
	Standby	1.18	1.21	1.23	1.26	1.29	1.33	1.36	1.39	1.42	1.45	1.49	1.53	1.56

Standby rate is equal to 7% of the hourly rate

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38	Annual	35988	36804	37728	38592	39528	40440	41352	42420	43392	44412	45504	46644	47844
	Monthly	2999	3067	3144	3216	3294	3370	3446	3535	3616	3701	3792	3887	3987
	Hourly	17.24	17.63	18.07	18.48	18.93	19.37	19.80	20.32	20.78	21.27	21.79	22.34	22.91
	Standby	1.21	1.23	1.26	1.29	1.33	1.36	1.39	1.42	1.45	1.49	1.53	1.56	1.60
39	Annual	36804	37728	38592	39528	40440	41352	42420	43392	44412	45504	46644	47844	48996
	Monthly	3067	3144	3216	3294	3370	3446	3535	3616	3701	3792	3887	3987	4083
	Hourly	17.63	18.07	18.48	18.93	19.37	19.80	20.32	20.78	21.27	21.79	22.34	22.91	23.47
	Standby	1.23	1.26	1.29	1.33	1.36	1.39	1.42	1.45	1.49	1.53	1.56	1.60	1.64
40	Annual	37728	38592	39528	40440	41352	42420	43392	44412	45504	46644	47844	48996	50256
	Monthly	3144	3216	3294	3370	3446	3535	3616	3701	3792	3887	3987	4083	4188
	Hourly	18.07	18.48	18.93	19.37	19.80	20.32	20.78	21.27	21.79	22.34	22.91	23.47	24.07
	Standby	1.26	1.29	1.33	1.36	1.39	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68
41	Annual	38592	39528	40440	41352	42420	43392	44412	45504	46644	47844	48996	50256	51432
	Monthly	3216	3294	3370	3446	3535	3616	3701	3792	3887	3987	4083	4188	4286
	Hourly	18.48	18.93	19.37	19.80	20.32	20.78	21.27	21.79	22.34	22.91	23.47	24.07	24.63
	Standby	1.29	1.33	1.36	1.39	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.72
42	Annual	39528	40440	41352	42420	43392	44412	45504	46644	47844	48996	50256	51432	52776
	Monthly	3294	3370	3446	3535	3616	3701	3792	3887	3987	4083	4188	4286	4398
	Hourly	18.93	19.37	19.80	20.32	20.78	21.27	21.79	22.34	22.91	23.47	24.07	24.63	25.28
	Standby	1.33	1.36	1.39	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77
43	Annual	40440	41352	42420	43392	44412	45504	46644	47844	48996	50256	51432	52776	54108
	Monthly	3370	3446	3535	3616	3701	3792	3887	3987	4083	4188	4286	4398	4509
	Hourly	19.37	19.80	20.32	20.78	21.27	21.79	22.34	22.91	23.47	24.07	24.63	25.28	25.91
	Standby	1.36	1.39	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81
44	Annual	41352	42420	43392	44412	45504	46644	47844	48996	50256	51432	52776	54108	55524
	Monthly	3446	3535	3616	3701	3792	3887	3987	4083	4188	4286	4398	4509	4627
	Hourly	19.80	20.32	20.78	21.27	21.79	22.34	22.91	23.47	24.07	24.63	25.28	25.91	26.59
	Standby	1.39	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86
45	Annual	42420	43392	44412	45504	46644	47844	48996	50256	51432	52776	54108	55524	56856
	Monthly	3535	3616	3701	3792	3887	3987	4083	4188	4286	4398	4509	4627	4738
	Hourly	20.32	20.78	21.27	21.79	22.34	22.91	23.47	24.07	24.63	25.28	25.91	26.59	27.23
	Standby	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.91
46	Annual	43392	44412	45504	46644	47844	48996	50256	51432	52776	54108	55524	56856	58260
	Monthly	3616	3701	3792	3887	3987	4083	4188	4286	4398	4509	4627	4738	4855
	Hourly	20.78	21.27	21.79	22.34	22.91	23.47	24.07	24.63	25.28	25.91	26.59	27.23	27.90
	Standby	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.91	1.95

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47	Annual	44412	45504	46644	47844	48996	50256	51432	52776	54108	55524	56856	58260	59688
	Monthly	3701	3792	3887	3987	4083	4188	4286	4398	4509	4627	4738	4855	4974
	Hourly	21.27	21.79	22.34	22.91	23.47	24.07	24.63	25.28	25.91	26.59	27.23	27.90	28.59
	Standby	1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.91	1.95	2.00
48	Annual	45504	46644	47844	48996	50256	51432	52776	54108	55524	56856	58260	59688	61224
	Monthly	3792	3887	3987	4083	4188	4286	4398	4509	4627	4738	4855	4974	5102
	Hourly	21.79	22.34	22.91	23.47	24.07	24.63	25.28	25.91	26.59	27.23	27.90	28.59	29.32
	Standby	1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.91	1.95	2.00	2.05
49	Annual	46644	47844	48996	50256	51432	52776	54108	55524	56856	58260	59688	61224	62748
	Monthly	3887	3987	4083	4188	4286	4398	4509	4627	4738	4855	4974	5102	5229
	Hourly	22.34	22.91	23.47	24.07	24.63	25.28	25.91	26.59	27.23	27.90	28.59	29.32	30.05
	Standby	1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.91	1.95	2.00	2.05	2.10
50	Annual	47844	48996	50256	51432	52776	54108	55524	56856	58260	59688	61224	62748	64332
	Monthly	3987	4083	4188	4286	4398	4509	4627	4738	4855	4974	5102	5229	5361
	Hourly	22.91	23.47	24.07	24.63	25.28	25.91	26.59	27.23	27.90	28.59	29.32	30.05	30.81
	Standby	1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.91	1.95	2.00	2.05	2.10	2.16
51	Annual	48996	50256	51432	52776	54108	55524	56856	58260	59688	61224	62748	64332	65928
	Monthly	4083	4188	4286	4398	4509	4627	4738	4855	4974	5102	5229	5361	5494
	Hourly	23.47	24.07	24.63	25.28	25.91	26.59	27.23	27.90	28.59	29.32	30.05	30.81	31.57
	Standby	1.64	1.68	1.72	1.77	1.81	1.86	1.91	1.95	2.00	2.05	2.10	2.16	2.21
52	Annual	50256	51432	52776	54108	55524	56856	58260	59688	61224	62748	64332	65928	67560
	Monthly	4188	4286	4398	4509	4627	4738	4855	4974	5102	5229	5361	5494	5630
	Hourly	24.07	24.63	25.28	25.91	26.59	27.23	27.90	28.59	29.32	30.05	30.81	31.57	32.36
	Standby	1.68	1.72	1.77	1.81	1.86	1.91	1.95	2.00	2.05	2.10	2.16	2.21	2.26
53	Annual	51432	52776	54108	55524	56856	58260	59688	61224	62748	64332	65928	67560	69264
	Monthly	4286	4398	4509	4627	4738	4855	4974	5102	5229	5361	5494	5630	5772
	Hourly	24.63	25.28	25.91	26.59	27.23	27.90	28.59	29.32	30.05	30.81	31.57	32.36	33.17
	Standby	1.72	1.77	1.81	1.86	1.91	1.95	2.00	2.05	2.10	2.16	2.21	2.26	2.32
54	Annual	52776	54108	55524	56856	58260	59688	61224	62748	64332	65928	67560	69264	70956
	Monthly	4398	4509	4627	4738	4855	4974	5102	5229	5361	5494	5630	5772	5913
	Hourly	25.28	25.91	26.59	27.23	27.90	28.59	29.32	30.05	30.81	31.57	32.36	33.17	33.98
	Standby	1.77	1.81	1.86	1.91	1.95	2.00	2.05	2.10	2.16	2.21	2.26	2.32	2.38
55	Annual	54108	55524	56856	58260	59688	61224	62748	64332	65928	67560	69264	70956	72756
	Monthly	4509	4627	4738	4855	4974	5102	5229	5361	5494	5630	5772	5913	6063
	Hourly	25.91	26.59	27.23	27.90	28.59	29.32	30.05	30.81	31.57	32.36	33.17	33.98	34.84
	Standby	1.81	1.86	1.91	1.95	2.00	2.05	2.10	2.16	2.21	2.26	2.32	2.38	2.44

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56	Annual	55524	56856	58260	59688	61224	62748	64332	65928	67560	69264	70956	72756	74604
	Monthly	4627	4738	4855	4974	5102	5229	5361	5494	5630	5772	5913	6063	6217
	Hourly	26.59	27.23	27.90	28.59	29.32	30.05	30.81	31.57	32.36	33.17	33.98	34.84	35.73
	Standby	1.86	1.91	1.95	2.00	2.05	2.10	2.16	2.21	2.26	2.32	2.38	2.44	2.50
57	Annual	56856	58260	59688	61224	62748	64332	65928	67560	69264	70956	72756	74604	76416
	Monthly	4738	4855	4974	5102	5229	5361	5494	5630	5772	5913	6063	6217	6368
	Hourly	27.23	27.90	28.59	29.32	30.05	30.81	31.57	32.36	33.17	33.98	34.84	35.73	36.60
	Standby	1.91	1.95	2.00	2.05	2.10	2.16	2.21	2.26	2.32	2.38	2.44	2.50	2.56
58	Annual	58260	59688	61224	62748	64332	65928	67560	69264	70956	72756	74604	76416	78408
	Monthly	4855	4974	5102	5229	5361	5494	5630	5772	5913	6063	6217	6368	6534
	Hourly	27.90	28.59	29.32	30.05	30.81	31.57	32.36	33.17	33.98	34.84	35.73	36.60	37.55
	Standby	1.95	2.00	2.05	2.10	2.16	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.63
59	Annual	59688	61224	62748	64332	65928	67560	69264	70956	72756	74604	76416	78408	80292
	Monthly	4974	5102	5229	5361	5494	5630	5772	5913	6063	6217	6368	6534	6691
	Hourly	28.59	29.32	30.05	30.81	31.57	32.36	33.17	33.98	34.84	35.73	36.60	37.55	38.45
	Standby	2.00	2.05	2.10	2.16	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.63	2.69
60	Annual	61224	62748	64332	65928	67560	69264	70956	72756	74604	76416	78408	80292	82344
	Monthly	5102	5229	5361	5494	5630	5772	5913	6063	6217	6368	6534	6691	6862
	Hourly	29.32	30.05	30.81	31.57	32.36	33.17	33.98	34.84	35.73	36.60	37.55	38.45	39.44
	Standby	2.05	2.10	2.16	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.63	2.69	2.76
61	Annual	62748	64332	65928	67560	69264	70956	72756	74604	76416	78408	80292	82344	84396
	Monthly	5229	5361	5494	5630	5772	5913	6063	6217	6368	6534	6691	6862	7033
	Hourly	30.05	30.81	31.57	32.36	33.17	33.98	34.84	35.73	36.60	37.55	38.45	39.44	40.42
	Standby	2.10	2.16	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.63	2.69	2.76	2.83
62	Annual	64332	65928	67560	69264	70956	72756	74604	76416	78408	80292	82344	84396	86484
	Monthly	5361	5494	5630	5772	5913	6063	6217	6368	6534	6691	6862	7033	7207
	Hourly	30.81	31.57	32.36	33.17	33.98	34.84	35.73	36.60	37.55	38.45	39.44	40.42	41.42
	Standby	2.16	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.63	2.69	2.76	2.83	2.90
63	Annual	65928	67560	69264	70956	72756	74604	76416	78408	80292	82344	84396	86484	88644
	Monthly	5494	5630	5772	5913	6063	6217	6368	6534	6691	6862	7033	7207	7387
	Hourly	31.57	32.36	33.17	33.98	34.84	35.73	36.60	37.55	38.45	39.44	40.42	41.42	42.45
	Standby	2.21	2.26	2.32	2.38	2.44	2.50	2.56	2.63	2.69	2.76	2.83	2.90	2.97
64	Annual	67560	69264	70956	72756	74604	76416	78408	80292	82344	84396	86484	88644	90888
	Monthly	5630	5772	5913	6063	6217	6368	6534	6691	6862	7033	7207	7387	7574
	Hourly	32.36	33.17	33.98	34.84	35.73	36.60	37.55	38.45	39.44	40.42	41.42	42.45	43.53
	Standby	2.26	2.32	2.38	2.44	2.50	2.56	2.63	2.69	2.76	2.83	2.90	2.97	3.05

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65	Annual	69264	70956	72756	74604	76416	78408	80292	82344	84396	86484	88644	90888	93132
	Monthly	5772	5913	6063	6217	6368	6534	6691	6862	7033	7207	7387	7574	7761
	Hourly	33.17	33.98	34.84	35.73	36.60	37.55	38.45	39.44	40.42	41.42	42.45	43.53	44.60
	Standby	2.32	2.38	2.44	2.50	2.56	2.63	2.69	2.76	2.83	2.90	2.97	3.05	3.12
66	Annual	70956	72756	74604	76416	78408	80292	82344	84396	86484	88644	90888	93132	95484
	Monthly	5913	6063	6217	6368	6534	6691	6862	7033	7207	7387	7574	7761	7957
	Hourly	33.98	34.84	35.73	36.60	37.55	38.45	39.44	40.42	41.42	42.45	43.53	44.60	45.73
	Standby	2.38	2.44	2.50	2.56	2.63	2.69	2.76	2.83	2.90	2.97	3.05	3.12	3.20
67	Annual	72756	74604	76416	78408	80292	82344	84396	86484	88644	90888	93132	95484	97872
	Monthly	6063	6217	6368	6534	6691	6862	7033	7207	7387	7574	7761	7957	8156
	Hourly	34.84	35.73	36.60	37.55	38.45	39.44	40.42	41.42	42.45	43.53	44.60	45.73	46.87
	Standby	2.44	2.50	2.56	2.63	2.69	2.76	2.83	2.90	2.97	3.05	3.12	3.20	3.28
68	Annual	74604	76416	78408	80292	82344	84396	86484	88644	90888	93132	95484	97872	100308
	Monthly	6217	6368	6534	6691	6862	7033	7207	7387	7574	7761	7957	8156	8359
	Hourly	35.73	36.60	37.55	38.45	39.44	40.42	41.42	42.45	43.53	44.60	45.73	46.87	48.04
	Standby	2.50	2.56	2.63	2.69	2.76	2.83	2.90	2.97	3.05	3.12	3.20	3.28	3.36
69	Annual	76416	78408	80292	82344	84396	86484	88644	90888	93132	95484	97872	100308	102816
	Monthly	6368	6534	6691	6862	7033	7207	7387	7574	7761	7957	8156	8359	8568
	Hourly	36.60	37.55	38.45	39.44	40.42	41.42	42.45	43.53	44.60	45.73	46.87	48.04	49.24
	Standby	2.56	2.63	2.69	2.76	2.83	2.90	2.97	3.05	3.12	3.20	3.28	3.36	3.45
70	Annual	78408	80292	82344	84396	86484	88644	90888	93132	95484	97872	100308	102816	105384
	Monthly	6534	6691	6862	7033	7207	7387	7574	7761	7957	8156	8359	8568	8782
	Hourly	37.55	38.45	39.44	40.42	41.42	42.45	43.53	44.60	45.73	46.87	48.04	49.24	50.47
	Standby	2.63	2.69	2.76	2.83	2.90	2.97	3.05	3.12	3.20	3.28	3.36	3.45	3.53
71	Annual	80292	82344	84396	86484	88644	90888	93132	95484	97872	100308	102816	105384	108036
	Monthly	6691	6862	7033	7207	7387	7574	7761	7957	8156	8359	8568	8782	9003
	Hourly	38.45	39.44	40.42	41.42	42.45	43.53	44.60	45.73	46.87	48.04	49.24	50.47	51.74
	Standby	2.69	2.76	2.83	2.90	2.97	3.05	3.12	3.20	3.28	3.36	3.45	3.53	3.62
72	Annual	82344	84396	86484	88644	90888	93132	95484	97872	100308	102816	105384	108036	110760
	Monthly	6862	7033	7207	7387	7574	7761	7957	8156	8359	8568	8782	9003	9230
	Hourly	39.44	40.42	41.42	42.45	43.53	44.60	45.73	46.87	48.04	49.24	50.47	51.74	53.05
	Standby	2.76	2.83	2.90	2.97	3.05	3.12	3.20	3.28	3.36	3.45	3.53	3.62	3.71
73	Annual	84396	86484	88644	90888	93132	95484	97872	100308	102816	105384	108036	110760	113484
	Monthly	7033	7207	7387	7574	7761	7957	8156	8359	8568	8782	9003	9230	9457
	Hourly	40.42	41.42	42.45	43.53	44.60	45.73	46.87	48.04	49.24	50.47	51.74	53.05	54.35
	Standby	2.83	2.90	2.97	3.05	3.12	3.20	3.28	3.36	3.45	3.53	3.62	3.71	3.80

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74	Annual	86484	88644	90888	93132	95484	97872	100308	102816	105384	108036	110760	113484	116352
	Monthly	7207	7387	7574	7761	7957	8156	8359	8568	8782	9003	9230	9457	9696
	Hourly	41.42	42.45	43.53	44.60	45.73	46.87	48.04	49.24	50.47	51.74	53.05	54.35	55.72
	Standby	2.90	2.97	3.05	3.12	3.20	3.28	3.36	3.45	3.53	3.62	3.71	3.80	3.90
75	Annual	88644	90888	93132	95484	97872	100308	102816	105384	108036	110760	113484	116352	119244
	Monthly	7387	7574	7761	7957	8156	8359	8568	8782	9003	9230	9457	9696	9937
	Hourly	42.45	43.53	44.60	45.73	46.87	48.04	49.24	50.47	51.74	53.05	54.35	55.72	57.11
	Standby	2.97	3.05	3.12	3.20	3.28	3.36	3.45	3.53	3.62	3.71	3.80	3.90	4.00
76	Annual	90888	93132	95484	97872	100308	102816	105384	108036	110760	113484	116352	119244	122220
	Monthly	7574	7761	7957	8156	8359	8568	8782	9003	9230	9457	9696	9937	10185
	Hourly	43.53	44.60	45.73	46.87	48.04	49.24	50.47	51.74	53.05	54.35	55.72	57.11	58.53
	Standby	3.05	3.12	3.20	3.28	3.36	3.45	3.53	3.62	3.71	3.80	3.90	4.00	4.10
77	Annual	93132	95484	97872	100308	102816	105384	108036	110760	113484	116352	119244	122220	125268
	Monthly	7761	7957	8156	8359	8568	8782	9003	9230	9457	9696	9937	10185	10439
	Hourly	44.60	45.73	46.87	48.04	49.24	50.47	51.74	53.05	54.35	55.72	57.11	58.53	59.99
	Standby	3.12	3.20	3.28	3.36	3.45	3.53	3.62	3.71	3.80	3.90	4.00	4.10	4.20
78	Annual	95484	97872	100308	102816	105384	108036	110760	113484	116352	119244	122220	125268	128436
	Monthly	7957	8156	8359	8568	8782	9003	9230	9457	9696	9937	10185	10439	10703
	Hourly	45.73	46.87	48.04	49.24	50.47	51.74	53.05	54.35	55.72	57.11	58.53	59.99	61.51
	Standby	3.20	3.28	3.36	3.45	3.53	3.62	3.71	3.80	3.90	4.00	4.10	4.20	4.31
79	Annual	97872	100308	102816	105384	108036	110760	113484	116352	119244	122220	125268	128436	131592
	Monthly	8156	8359	8568	8782	9003	9230	9457	9696	9937	10185	10439	10703	10966
	Hourly	46.87	48.04	49.24	50.47	51.74	53.05	54.35	55.72	57.11	58.53	59.99	61.51	63.02
	Standby	3.28	3.36	3.45	3.53	3.62	3.71	3.80	3.90	4.00	4.10	4.20	4.31	4.41
80	Annual	100308	102816	105384	108036	110760	113484	116352	119244	122220	125268	128436	131592	134892
	Monthly	8359	8568	8782	9003	9230	9457	9696	9937	10185	10439	10703	10966	11241
	Hourly	48.04	49.24	50.47	51.74	53.05	54.35	55.72	57.11	58.53	59.99	61.51	63.02	64.60
	Standby	3.36	3.45	3.53	3.62	3.71	3.80	3.90	4.00	4.10	4.20	4.31	4.41	4.52
81	Annual	102816	105384	108036	110760	113484	116352	119244	122220	125268	128436	131592	134892	138288
	Monthly	8568	8782	9003	9230	9457	9696	9937	10185	10439	10703	10966	11241	11524
	Hourly	49.24	50.47	51.74	53.05	54.35	55.72	57.11	58.53	59.99	61.51	63.02	64.60	66.23
	Standby	3.45	3.53	3.62	3.71	3.80	3.90	4.00	4.10	4.20	4.31	4.41	4.52	4.64
82	Annual	105384	108036	110760	113484	116352	119244	122220	125268	128436	131592	134892	138288	141708
	Monthly	8782	9003	9230	9457	9696	9937	10185	10439	10703	10966	11241	11524	11809
	Hourly	50.47	51.74	53.05	54.35	55.72	57.11	58.53	59.99	61.51	63.02	64.60	66.23	67.87
	Standby	3.53	3.62	3.71	3.80	3.90	4.00	4.10	4.20	4.31	4.41	4.52	4.64	4.75

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83	Annual	108036	110760	113484	116352	119244	122220	125268	128436	131592	134892	138288	141708	145248
	Monthly	9003	9230	9457	9696	9937	10185	10439	10703	10966	11241	11524	11809	12104
	Hourly	51.74	53.05	54.35	55.72	57.11	58.53	59.99	61.51	63.02	64.60	66.23	67.87	69.56
	Standby	3.62	3.71	3.80	3.90	4.00	4.10	4.20	4.31	4.41	4.52	4.64	4.75	4.87
84	Annual	110760	113484	116352	119244	122220	125268	128436	131592	134892	138288	141708	145248	148908
	Monthly	9230	9457	9696	9937	10185	10439	10703	10966	11241	11524	11809	12104	12409
	Hourly	53.05	54.35	55.72	57.11	58.53	59.99	61.51	63.02	64.60	66.23	67.87	69.56	71.32
	Standby	3.71	3.80	3.90	4.00	4.10	4.20	4.31	4.41	4.52	4.64	4.75	4.87	4.99
85	Annual	113484	116352	119244	122220	125268	128436	131592	134892	138288	141708	145248	148908	152580
	Monthly	9457	9696	9937	10185	10439	10703	10966	11241	11524	11809	12104	12409	12715
	Hourly	54.35	55.72	57.11	58.53	59.99	61.51	63.02	64.60	66.23	67.87	69.56	71.32	73.07
	Standby	3.80	3.90	4.00	4.10	4.20	4.31	4.41	4.52	4.64	4.75	4.87	4.99	5.12
86	Annual	116352	119244	122220	125268	128436	131592	134892	138288	141708	145248	148908	152580	156456
	Monthly	9696	9937	10185	10439	10703	10966	11241	11524	11809	12104	12409	12715	13038
	Hourly	55.72	57.11	58.53	59.99	61.51	63.02	64.60	66.23	67.87	69.56	71.32	73.07	74.93
	Standby	3.90	4.00	4.10	4.20	4.31	4.41	4.52	4.64	4.75	4.87	4.99	5.12	5.25
87	Annual	119244	122220	125268	128436	131592	134892	138288	141708	145248	148908	152580	156456	160380
	Monthly	9937	10185	10439	10703	10966	11241	11524	11809	12104	12409	12715	13038	13365
	Hourly	57.11	58.53	59.99	61.51	63.02	64.60	66.23	67.87	69.56	71.32	73.07	74.93	76.81
	Standby	4.00	4.10	4.20	4.31	4.41	4.52	4.64	4.75	4.87	4.99	5.12	5.25	5.38
88	Annual	122220	125268	128436	131592	134892	138288	141708	145248	148908	152580	156456	160380	164364
	Monthly	10185	10439	10703	10966	11241	11524	11809	12104	12409	12715	13038	13365	13697
	Hourly	58.53	59.99	61.51	63.02	64.60	66.23	67.87	69.56	71.32	73.07	74.93	76.81	78.72
	Standby	4.10	4.20	4.31	4.41	4.52	4.64	4.75	4.87	4.99	5.12	5.25	5.38	5.51
89	Annual	125268	128436	131592	134892	138288	141708	145248	148908	152580	156456	160380	164364	168516
	Monthly	10439	10703	10966	11241	11524	11809	12104	12409	12715	13038	13365	13697	14043
	Hourly	59.99	61.51	63.02	64.60	66.23	67.87	69.56	71.32	73.07	74.93	76.81	78.72	80.71
	Standby	4.20	4.31	4.41	4.52	4.64	4.75	4.87	4.99	5.12	5.25	5.38	5.51	5.65
90	Annual	128436	131592	134892	138288	141708	145248	148908	152580	156456	160380	164364	168516	172680
	Monthly	10703	10966	11241	11524	11809	12104	12409	12715	13038	13365	13697	14043	14390
	Hourly	61.51	63.02	64.60	66.23	67.87	69.56	71.32	73.07	74.93	76.81	78.72	80.71	82.70
	Standby	4.31	4.41	4.52	4.64	4.75	4.87	4.99	5.12	5.25	5.38	5.51	5.65	5.79
91	Annual	131592	134892	138288	141708	145248	148908	152580	156456	160380	164364	168516	172680	177024
	Monthly	10966	11241	11524	11809	12104	12409	12715	13038	13365	13697	14043	14390	14752
	Hourly	63.02	64.60	66.23	67.87	69.56	71.32	73.07	74.93	76.81	78.72	80.71	82.70	84.78
	Standby	4.41	4.52	4.64	4.75	4.87	4.99	5.12	5.25	5.38	5.51	5.65	5.79	5.93

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92	Annual	134892	138288	141708	145248	148908	152580	156456	160380	164364	168516	172680	177024	181416
	Monthly	11241	11524	11809	12104	12409	12715	13038	13365	13697	14043	14390	14752	15118
	Hourly	64.60	66.23	67.87	69.56	71.32	73.07	74.93	76.81	78.72	80.71	82.70	84.78	86.89
	Standby	4.52	4.64	4.75	4.87	4.99	5.12	5.25	5.38	5.51	5.65	5.79	5.93	6.08
93	Annual	138288	141708	145248	148908	152580	156456	160380	164364	168516	172680	177024	181416	185988
	Monthly	11524	11809	12104	12409	12715	13038	13365	13697	14043	14390	14752	15118	15499
	Hourly	66.23	67.87	69.56	71.32	73.07	74.93	76.81	78.72	80.71	82.70	84.78	86.89	89.07
	Standby	4.64	4.75	4.87	4.99	5.12	5.25	5.38	5.51	5.65	5.79	5.93	6.08	6.24
94	Annual	141708	145248	148908	152580	156456	160380	164364	168516	172680	177024	181416	185988	190620
	Monthly	11809	12104	12409	12715	13038	13365	13697	14043	14390	14752	15118	15499	15885
	Hourly	67.87	69.56	71.32	73.07	74.93	76.81	78.72	80.71	82.70	84.78	86.89	89.07	91.29
	Standby	4.75	4.87	4.99	5.12	5.25	5.38	5.51	5.65	5.79	5.93	6.08	6.24	6.39
95	Annual	145248	148908	152580	156456	160380	164364	168516	172680	177024	181416	185988	190620	195396
	Monthly	12104	12409	12715	13038	13365	13697	14043	14390	14752	15118	15499	15885	16283
	Hourly	69.56	71.32	73.07	74.93	76.81	78.72	80.71	82.70	84.78	86.89	89.07	91.29	93.58
	Standby	4.87	4.99	5.12	5.25	5.38	5.51	5.65	5.79	5.93	6.08	6.24	6.39	6.55
96	Annual	148908	152580	156456	160380	164364	168516	172680	177024	181416	185988	190620	195396	200304
	Monthly	12409	12715	13038	13365	13697	14043	14390	14752	15118	15499	15885	16283	16692
	Hourly	71.32	73.07	74.93	76.81	78.72	80.71	82.70	84.78	86.89	89.07	91.29	93.58	95.93
	Standby	4.99	5.12	5.25	5.38	5.51	5.65	5.79	5.93	6.08	6.24	6.39	6.55	6.72
97	Annual	152580	156456	160380	164364	168516	172680	177024	181416	185988	190620	195396	200304	205320
	Monthly	12715	13038	13365	13697	14043	14390	14752	15118	15499	15885	16283	16692	17110
	Hourly	73.07	74.93	76.81	78.72	80.71	82.70	84.78	86.89	89.07	91.29	93.58	95.93	98.33
	Standby	5.12	5.25	5.38	5.51	5.65	5.79	5.93	6.08	6.24	6.39	6.55	6.72	6.88
98	Annual	156456	160380	164364	168516	172680	177024	181416	185988	190620	195396	200304	205320	210456
	Monthly	13038	13365	13697	14043	14390	14752	15118	15499	15885	16283	16692	17110	17538
	Hourly	74.93	76.81	78.72	80.71	82.70	84.78	86.89	89.07	91.29	93.58	95.93	98.33	100.79
	Standby	5.25	5.38	5.51	5.65	5.79	5.93	6.08	6.24	6.39	6.55	6.72	6.88	7.06
99	Annual	160380	164364	168516	172680	177024	181416	185988	190620	195396	200304	205320	210456	215700
	Monthly	13365	13697	14043	14390	14752	15118	15499	15885	16283	16692	17110	17538	17975
	Hourly	76.81	78.72	80.71	82.70	84.78	86.89	89.07	91.29	93.58	95.93	98.33	100.79	103.30
	Standby	5.38	5.51	5.65	5.79	5.93	6.08	6.24	6.39	6.55	6.72	6.88	7.06	7.23
100	Annual	164364	168516	172680	177024	181416	185988	190620	195396	200304	205320	210456	215700	221100
	Monthly	13697	14043	14390	14752	15118	15499	15885	16283	16692	17110	17538	17975	18425
	Hourly	78.72	80.71	82.70	84.78	86.89	89.07	91.29	93.58	95.93	98.33	100.79	103.30	105.89
	Standby	5.51	5.65	5.79	5.93	6.08	6.24	6.39	6.55	6.72	6.88	7.06	7.23	7.41

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101	Annual	168516	172680	177024	181416	185988	190620	195396	200304	205320	210456	215700	221100	226632
	Monthly	14043	14390	14752	15118	15499	15885	16283	16692	17110	17538	17975	18425	18886
	Hourly	80.71	82.70	84.78	86.89	89.07	91.29	93.58	95.93	98.33	100.79	103.30	105.89	108.54
	Standby	5.65	5.79	5.93	6.08	6.24	6.39	6.55	6.72	6.88	7.06	7.23	7.41	7.60
102	Annual	172680	177024	181416	185988	190620	195396	200304	205320	210456	215700	221100	226632	232296
	Monthly	14390	14752	15118	15499	15885	16283	16692	17110	17538	17975	18425	18886	19358
	Hourly	82.70	84.78	86.89	89.07	91.29	93.58	95.93	98.33	100.79	103.30	105.89	108.54	111.25
	Standby	5.79	5.93	6.08	6.24	6.39	6.55	6.72	6.88	7.06	7.23	7.41	7.60	7.79
103	Annual	177024	181416	185988	190620	195396	200304	205320	210456	215700	221100	226632	232296	238104
	Monthly	14752	15118	15499	15885	16283	16692	17110	17538	17975	18425	18886	19358	19842
	Hourly	84.78	86.89	89.07	91.29	93.58	95.93	98.33	100.79	103.30	105.89	108.54	111.25	114.03
	Standby	5.93	6.08	6.24	6.39	6.55	6.72	6.88	7.06	7.23	7.41	7.60	7.79	7.98
104	Annual	181416	185988	190620	195396	200304	205320	210456	215700	221100	226632	232296	238104	244044
	Monthly	15118	15499	15885	16283	16692	17110	17538	17975	18425	18886	19358	19842	20337
	Hourly	86.89	89.07	91.29	93.58	95.93	98.33	100.79	103.30	105.89	108.54	111.25	114.03	116.88
	Standby	6.08	6.24	6.39	6.55	6.72	6.88	7.06	7.23	7.41	7.60	7.79	7.98	8.18
105	Annual	185988	190620	195396	200304	205320	210456	215700	221100	226632	232296	238104	244044	250140
	Monthly	15499	15885	16283	16692	17110	17538	17975	18425	18886	19358	19842	20337	20845
	Hourly	89.07	91.29	93.58	95.93	98.33	100.79	103.30	105.89	108.54	111.25	114.03	116.88	119.80
	Standby	6.24	6.39	6.55	6.72	6.88	7.06	7.23	7.41	7.60	7.79	7.98	8.18	8.39
106	Annual	190620	195396	200304	205320	210456	215700	221100	226632	232296	238104	244044	250140	256404
	Monthly	15885	16283	16692	17110	17538	17975	18425	18886	19358	19842	20337	20845	21367
	Hourly	91.29	93.58	95.93	98.33	100.79	103.30	105.89	108.54	111.25	114.03	116.88	119.80	122.80
	Standby	6.39	6.55	6.72	6.88	7.06	7.23	7.41	7.60	7.79	7.98	8.18	8.39	8.60
107	Annual	195396	200304	205320	210456	215700	221100	226632	232296	238104	244044	250140	256404	262824
	Monthly	16283	16692	17110	17538	17975	18425	18886	19358	19842	20337	20845	21367	21902
	Hourly	93.58	95.93	98.33	100.79	103.30	105.89	108.54	111.25	114.03	116.88	119.80	122.80	125.87
	Standby	6.55	6.72	6.88	7.06	7.23	7.41	7.60	7.79	7.98	8.18	8.39	8.60	8.81
108	Annual	200304	205320	210456	215700	221100	226632	232296	238104	244044	250140	256404	262824	269412
	Monthly	16692	17110	17538	17975	18425	18886	19358	19842	20337	20845	21367	21902	22451
	Hourly	95.93	98.33	100.79	103.30	105.89	108.54	111.25	114.03	116.88	119.80	122.80	125.87	129.03
	Standby	6.72	6.88	7.06	7.23	7.41	7.60	7.79	7.98	8.18	8.39	8.60	8.81	9.03
109	Annual	205320	210456	215700	221100	226632	232296	238104	244044	250140	256404	262824	269412	276120
	Monthly	17110	17538	17975	18425	18886	19358	19842	20337	20845	21367	21902	22451	23010
	Hourly	98.33	100.79	103.30	105.89	108.54	111.25	114.03	116.88	119.80	122.80	125.87	129.03	132.24
	Standby	6.88	7.06	7.23	7.41	7.60	7.79	7.98	8.18	8.39	8.60	8.81	9.03	9.26

Standby rate is equal to 7% of the hourly rate
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Information Technology Professional Structure
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SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
110	Annual	210456	215700	221100	226632	232296	238104	244044	250140	256404	262824	269412	276120	283020
	Monthly	17538	17975	18425	18886	19358	19842	20337	20845	21367	21902	22451	23010	23585
	Hourly	100.79	103.30	105.89	108.54	111.25	114.03	116.88	119.80	122.80	125.87	129.03	132.24	135.55
	Standby	7.06	7.23	7.41	7.60	7.79	7.98	8.18	8.39	8.60	8.81	9.03	9.26	9.49
111	Annual	215700	221100	226632	232296	238104	244044	250140	256404	262824	269412	276120	283020	290100
	Monthly	17975	18425	18886	19358	19842	20337	20845	21367	21902	22451	23010	23585	24175
	Hourly	103.30	105.89	108.54	111.25	114.03	116.88	119.80	122.80	125.87	129.03	132.24	135.55	138.94
	Standby	7.23	7.41	7.60	7.79	7.98	8.18	8.39	8.60	8.81	9.03	9.26	9.49	9.73
112	Annual	221100	226632	232296	238104	244044	250140	256404	262824	269412	276120	283020	290100	297360
	Monthly	18425	18886	19358	19842	20337	20845	21367	21902	22451	23010	23585	24175	24780
	Hourly	105.89	108.54	111.25	114.03	116.88	119.80	122.80	125.87	129.03	132.24	135.55	138.94	142.41
	Standby	7.41	7.60	7.79	7.98	8.18	8.39	8.60	8.81	9.03	9.26	9.49	9.73	9.97
113	Annual	226632	232296	238104	244044	250140	256404	262824	269412	276120	283020	290100	297360	304776
	Monthly	18886	19358	19842	20337	20845	21367	21902	22451	23010	23585	24175	24780	25398
	Hourly	108.54	111.25	114.03	116.88	119.80	122.80	125.87	129.03	132.24	135.55	138.94	142.41	145.97
	Standby	7.60	7.79	7.98	8.18	8.39	8.60	8.81	9.03	9.26	9.49	9.73	9.97	10.22
114	Annual	232296	238104	244044	250140	256404	262824	269412	276120	283020	290100	297360	304776	312396
	Monthly	19358	19842	20337	20845	21367	21902	22451	23010	23585	24175	24780	25398	26033
	Hourly	111.25	114.03	116.88	119.80	122.80	125.87	129.03	132.24	135.55	138.94	142.41	145.97	149.61
	Standby	7.79	7.98	8.18	8.39	8.60	8.81	9.03	9.26	9.49	9.73	9.97	10.22	10.47
115	Annual	238104	244044	250140	256404	262824	269412	276120	283020	290100	297360	304776	312396	320220
	Monthly	19842	20337	20845	21367	21902	22451	23010	23585	24175	24780	25398	26033	26685
	Hourly	114.03	116.88	119.80	122.80	125.87	129.03	132.24	135.55	138.94	142.41	145.97	149.61	153.36
	Standby	7.98	8.18	8.39	8.60	8.81	9.03	9.26	9.49	9.73	9.97	10.22	10.47	10.74
116	Annual	244044	250140	256404	262824	269412	276120	283020	290100	297360	304776	312396	320220	328224
	Monthly	20337	20845	21367	21902	22451	23010	23585	24175	24780	25398	26033	26685	27352
	Hourly	116.88	119.80	122.80	125.87	129.03	132.24	135.55	138.94	142.41	145.97	149.61	153.36	157.20
	Standby	8.18	8.39	8.60	8.81	9.03	9.26	9.49	9.73	9.97	10.22	10.47	10.74	11.00
117	Annual	250140	256404	262824	269412	276120	283020	290100	297360	304776	312396	320220	328224	336432
	Monthly	20845	21367	21902	22451	23010	23585	24175	24780	25398	26033	26685	27352	28036
	Hourly	119.80	122.80	125.87	129.03	132.24	135.55	138.94	142.41	145.97	149.61	153.36	157.20	161.13
	Standby	8.39	8.60	8.81	9.03	9.26	9.49	9.73	9.97	10.22	10.47	10.74	11.00	11.28
118	Annual	256404	262824	269412	276120	283020	290100	297360	304776	312396	320220	328224	336432	344844
	Monthly	21367	21902	22451	23010	23585	24175	24780	25398	26033	26685	27352	28036	28737
	Hourly	122.80	125.87	129.03	132.24	135.55	138.94	142.41	145.97	149.61	153.36	157.20	161.13	165.16
	Standby	8.60	8.81	9.03	9.26	9.49	9.73	9.97	10.22	10.47	10.74	11.00	11.28	11.56

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General Service Salary Schedule
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SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
119	Annual	262824	269412	276120	283020	290100	297360	304776	312396	320220	328224	336432	344844	353460
	Monthly	21902	22451	23010	23585	24175	24780	25398	26033	26685	27352	28036	28737	29455
	Hourly	125.87	129.03	132.24	135.55	138.94	142.41	145.97	149.61	153.36	157.20	161.13	165.16	169.28
	Standby	8.81	9.03	9.26	9.49	9.73	9.97	10.22	10.47	10.74	11.00	11.28	11.56	11.85
120	Annual	269412	276120	283020	290100	297360	304776	312396	320220	328224	336432	344844	353460	362292
	Monthly	22451	23010	23585	24175	24780	25398	26033	26685	27352	28036	28737	29455	30191
	Hourly	129.03	132.24	135.55	138.94	142.41	145.97	149.61	153.36	157.20	161.13	165.16	169.28	173.51
	Standby	9.03	9.26	9.49	9.73	9.97	10.22	10.47	10.74	11.00	11.28	11.56	11.85	12.15

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

APPENDIX D

"SP" Range Salary Schedule

Effective July 1, 2019 through June 30, 2020

SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
35SP	Annual	37344	38196	39108	40044	40944	41964	42924	43920	44964	46008	47148	48264	49416
	Monthly	3112	3183	3259	3337	3412	3497	3577	3660	3747	3834	3929	4022	4118
	Hourly	17.89	18.29	18.73	19.18	19.61	20.10	20.56	21.03	21.53	22.03	22.58	23.11	23.67
	Standby	1.25	1.28	1.31	1.34	1.37	1.41	1.44	1.47	1.51	1.54	1.58	1.62	1.66
36SP	Annual	38196	39108	40044	40944	41964	42924	43920	44964	46008	47148	48264	49416	50628
	Monthly	3183	3259	3337	3412	3497	3577	3660	3747	3834	3929	4022	4118	4219
	Hourly	18.29	18.73	19.18	19.61	20.10	20.56	21.03	21.53	22.03	22.58	23.11	23.67	24.25
	Standby	1.28	1.31	1.34	1.37	1.41	1.44	1.47	1.51	1.54	1.58	1.62	1.66	1.70
37SP	Annual	39108	40044	40944	41964	42924	43920	44964	46008	47148	48264	49416	50628	51888
	Monthly	3259	3337	3412	3497	3577	3660	3747	3834	3929	4022	4118	4219	4324
	Hourly	18.73	19.18	19.61	20.10	20.56	21.03	21.53	22.03	22.58	23.11	23.67	24.25	24.85
	Standby	1.31	1.34	1.37	1.41	1.44	1.47	1.51	1.54	1.58	1.62	1.66	1.70	1.74
38SP	Annual	40044	40944	41964	42924	43920	44964	46008	47148	48264	49416	50628	51888	53196
	Monthly	3337	3412	3497	3577	3660	3747	3834	3929	4022	4118	4219	4324	4433
	Hourly	19.18	19.61	20.10	20.56	21.03	21.53	22.03	22.58	23.11	23.67	24.25	24.85	25.48
	Standby	1.34	1.37	1.41	1.44	1.47	1.51	1.54	1.58	1.62	1.66	1.70	1.74	1.78
39SP	Annual	40944	41964	42924	43920	44964	46008	47148	48264	49416	50628	51888	53196	54492
	Monthly	3412	3497	3577	3660	3747	3834	3929	4022	4118	4219	4324	4433	4541
	Hourly	19.61	20.10	20.56	21.03	21.53	22.03	22.58	23.11	23.67	24.25	24.85	25.48	26.10
	Standby	1.37	1.41	1.44	1.47	1.51	1.54	1.58	1.62	1.66	1.70	1.74	1.78	1.83
40SP	Annual	41964	42924	43920	44964	46008	47148	48264	49416	50628	51888	53196	54492	55896
	Monthly	3497	3577	3660	3747	3834	3929	4022	4118	4219	4324	4433	4541	4658
	Hourly	20.10	20.56	21.03	21.53	22.03	22.58	23.11	23.67	24.25	24.85	25.48	26.10	26.77
	Standby	1.41	1.44	1.47	1.51	1.54	1.58	1.62	1.66	1.70	1.74	1.78	1.83	1.87
41SP	Annual	42924	43920	44964	46008	47148	48264	49416	50628	51888	53196	54492	55896	57252
	Monthly	3577	3660	3747	3834	3929	4022	4118	4219	4324	4433	4541	4658	4771
	Hourly	20.56	21.03	21.53	22.03	22.58	23.11	23.67	24.25	24.85	25.48	26.10	26.77	27.42
	Standby	1.44	1.47	1.51	1.54	1.58	1.62	1.66	1.70	1.74	1.78	1.83	1.87	1.92

Standby rate is equal to 7% of the hourly rate

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"SP" Range Salary Schedule
Effective July 1, 2019 through June 30, 2020

SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
42SP	Annual	43920	44964	46008	47148	48264	49416	50628	51888	53196	54492	55896	57252	58716
	Monthly	3660	3747	3834	3929	4022	4118	4219	4324	4433	4541	4658	4771	4893
	Hourly	21.03	21.53	22.03	22.58	23.11	23.67	24.25	24.85	25.48	26.10	26.77	27.42	28.12
	Standby	1.47	1.51	1.54	1.58	1.62	1.66	1.70	1.74	1.78	1.83	1.87	1.92	1.97
43SP	Annual	44964	46008	47148	48264	49416	50628	51888	53196	54492	55896	57252	58716	60156
	Monthly	3747	3834	3929	4022	4118	4219	4324	4433	4541	4658	4771	4893	5013
	Hourly	21.53	22.03	22.58	23.11	23.67	24.25	24.85	25.48	26.10	26.77	27.42	28.12	28.81
	Standby	1.51	1.54	1.58	1.62	1.66	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02
44SP	Annual	46008	47148	48264	49416	50628	51888	53196	54492	55896	57252	58716	60156	61692
	Monthly	3834	3929	4022	4118	4219	4324	4433	4541	4658	4771	4893	5013	5141
	Hourly	22.03	22.58	23.11	23.67	24.25	24.85	25.48	26.10	26.77	27.42	28.12	28.81	29.55
	Standby	1.54	1.58	1.62	1.66	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07
45SP	Annual	47148	48264	49416	50628	51888	53196	54492	55896	57252	58716	60156	61692	63228
	Monthly	3929	4022	4118	4219	4324	4433	4541	4658	4771	4893	5013	5141	5269
	Hourly	22.58	23.11	23.67	24.25	24.85	25.48	26.10	26.77	27.42	28.12	28.81	29.55	30.28
	Standby	1.58	1.62	1.66	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12
46SP	Annual	48264	49416	50628	51888	53196	54492	55896	57252	58716	60156	61692	63228	64776
	Monthly	4022	4118	4219	4324	4433	4541	4658	4771	4893	5013	5141	5269	5398
	Hourly	23.11	23.67	24.25	24.85	25.48	26.10	26.77	27.42	28.12	28.81	29.55	30.28	31.02
	Standby	1.62	1.66	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17
47SP	Annual	49416	50628	51888	53196	54492	55896	57252	58716	60156	61692	63228	64776	66372
	Monthly	4118	4219	4324	4433	4541	4658	4771	4893	5013	5141	5269	5398	5531
	Hourly	23.67	24.25	24.85	25.48	26.10	26.77	27.42	28.12	28.81	29.55	30.28	31.02	31.79
	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
48SP	Annual	50628	51888	53196	54492	55896	57252	58716	60156	61692	63228	64776	66372	68088
	Monthly	4219	4324	4433	4541	4658	4771	4893	5013	5141	5269	5398	5531	5674
	Hourly	24.25	24.85	25.48	26.10	26.77	27.42	28.12	28.81	29.55	30.28	31.02	31.79	32.61
	Standby	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28
49SP	Annual	51888	53196	54492	55896	57252	58716	60156	61692	63228	64776	66372	68088	69768
	Monthly	4324	4433	4541	4658	4771	4893	5013	5141	5269	5398	5531	5674	5814
	Hourly	24.85	25.48	26.10	26.77	27.42	28.12	28.81	29.55	30.28	31.02	31.79	32.61	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

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"SP" Range Salary Schedule
Effective July 1, 2019 through June 30, 2020

SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
50SP	Annual	53196	54492	55896	57252	58716	60156	61692	63228	64776	66372	68088	69768	71556
	Monthly	4433	4541	4658	4771	4893	5013	5141	5269	5398	5531	5674	5814	5963
	Hourly	25.48	26.10	26.77	27.42	28.12	28.81	29.55	30.28	31.02	31.79	32.61	33.41	34.27
	Standby	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40
51SP	Annual	54492	55896	57252	58716	60156	61692	63228	64776	66372	68088	69768	71556	73320
	Monthly	4541	4658	4771	4893	5013	5141	5269	5398	5531	5674	5814	5963	6110
	Hourly	26.10	26.77	27.42	28.12	28.81	29.55	30.28	31.02	31.79	32.61	33.41	34.27	35.11
	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
52SP	Annual	55896	57252	58716	60156	61692	63228	64776	66372	68088	69768	71556	73320	75144
	Monthly	4658	4771	4893	5013	5141	5269	5398	5531	5674	5814	5963	6110	6262
	Hourly	26.77	27.42	28.12	28.81	29.55	30.28	31.02	31.79	32.61	33.41	34.27	35.11	35.99
	Standby	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52
53SP	Annual	57252	58716	60156	61692	63228	64776	66372	68088	69768	71556	73320	75144	76992
	Monthly	4771	4893	5013	5141	5269	5398	5531	5674	5814	5963	6110	6262	6416
	Hourly	27.42	28.12	28.81	29.55	30.28	31.02	31.79	32.61	33.41	34.27	35.11	35.99	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
54SP	Annual	58716	60156	61692	63228	64776	66372	68088	69768	71556	73320	75144	76992	78936
	Monthly	4893	5013	5141	5269	5398	5531	5674	5814	5963	6110	6262	6416	6578
	Hourly	28.12	28.81	29.55	30.28	31.02	31.79	32.61	33.41	34.27	35.11	35.99	36.87	37.80
	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
55SP	Annual	60156	61692	63228	64776	66372	68088	69768	71556	73320	75144	76992	78936	80880
	Monthly	5013	5141	5269	5398	5531	5674	5814	5963	6110	6262	6416	6578	6740
	Hourly	28.81	29.55	30.28	31.02	31.79	32.61	33.41	34.27	35.11	35.99	36.87	37.80	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
56SP	Annual	61692	63228	64776	66372	68088	69768	71556	73320	75144	76992	78936	80880	82920
	Monthly	5141	5269	5398	5531	5674	5814	5963	6110	6262	6416	6578	6740	6910
	Hourly	29.55	30.28	31.02	31.79	32.61	33.41	34.27	35.11	35.99	36.87	37.80	38.74	39.71
	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
57SP	Annual	63228	64776	66372	68088	69768	71556	73320	75144	76992	78936	80880	82920	84996
	Monthly	5269	5398	5531	5674	5814	5963	6110	6262	6416	6578	6740	6910	7083
	Hourly	30.28	31.02	31.79	32.61	33.41	34.27	35.11	35.99	36.87	37.80	38.74	39.71	40.71
	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

Standby rate is equal to 7% of the hourly rate
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"SP" Range Salary Schedule
Effective July 1, 2019 through June 30, 2020

SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
58SP	Annual	64776	66372	68088	69768	71556	73320	75144	76992	78936	80880	82920	84996	87120
	Monthly	5398	5531	5674	5814	5963	6110	6262	6416	6578	6740	6910	7083	7260
	Hourly	31.02	31.79	32.61	33.41	34.27	35.11	35.99	36.87	37.80	38.74	39.71	40.71	41.72
	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
59SP	Annual	66372	68088	69768	71556	73320	75144	76992	78936	80880	82920	84996	87120	89304
	Monthly	5531	5674	5814	5963	6110	6262	6416	6578	6740	6910	7083	7260	7442
	Hourly	31.79	32.61	33.41	34.27	35.11	35.99	36.87	37.80	38.74	39.71	40.71	41.72	42.77
	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
60SP	Annual	68088	69768	71556	73320	75144	76992	78936	80880	82920	84996	87120	89304	91524
	Monthly	5674	5814	5963	6110	6262	6416	6578	6740	6910	7083	7260	7442	7627
	Hourly	32.61	33.41	34.27	35.11	35.99	36.87	37.80	38.74	39.71	40.71	41.72	42.77	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
61SP	Annual	69768	71556	73320	75144	76992	78936	80880	82920	84996	87120	89304	91524	93828
	Monthly	5814	5963	6110	6262	6416	6578	6740	6910	7083	7260	7442	7627	7819
	Hourly	33.41	34.27	35.11	35.99	36.87	37.80	38.74	39.71	40.71	41.72	42.77	43.83	44.94
	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
62SP	Annual	71556	73320	75144	76992	78936	80880	82920	84996	87120	89304	91524	93828	96168
	Monthly	5963	6110	6262	6416	6578	6740	6910	7083	7260	7442	7627	7819	8014
	Hourly	34.27	35.11	35.99	36.87	37.80	38.74	39.71	40.71	41.72	42.77	43.83	44.94	46.06
	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
63SP	Annual	73320	75144	76992	78936	80880	82920	84996	87120	89304	91524	93828	96168	98556
	Monthly	6110	6262	6416	6578	6740	6910	7083	7260	7442	7627	7819	8014	8213
	Hourly	35.11	35.99	36.87	37.80	38.74	39.71	40.71	41.72	42.77	43.83	44.94	46.06	47.20
	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
64SP	Annual	75144	76992	78936	80880	82920	84996	87120	89304	91524	93828	96168	98556	101028
	Monthly	6262	6416	6578	6740	6910	7083	7260	7442	7627	7819	8014	8213	8419
	Hourly	35.99	36.87	37.80	38.74	39.71	40.71	41.72	42.77	43.83	44.94	46.06	47.20	48.39
	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
65SP	Annual	76992	78936	80880	82920	84996	87120	89304	91524	93828	96168	98556	101028	103548
	Monthly	6416	6578	6740	6910	7083	7260	7442	7627	7819	8014	8213	8419	8629
	Hourly	36.87	37.80	38.74	39.71	40.71	41.72	42.77	43.83	44.94	46.06	47.20	48.39	49.59
	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

Standby rate is equal to 7% of the hourly rate
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"SP" Range Salary Schedule
Effective July 1, 2019 through June 30, 2020

SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
66SP	Annual	78936	80880	82920	84996	87120	89304	91524	93828	96168	98556	101028	103548	106140
	Monthly	6578	6740	6910	7083	7260	7442	7627	7819	8014	8213	8419	8629	8845
	Hourly	37.80	38.74	39.71	40.71	41.72	42.77	43.83	44.94	46.06	47.20	48.39	49.59	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
67SP	Annual	80880	82920	84996	87120	89304	91524	93828	96168	98556	101028	103548	106140	108792
	Monthly	6740	6910	7083	7260	7442	7627	7819	8014	8213	8419	8629	8845	9066
	Hourly	38.74	39.71	40.71	41.72	42.77	43.83	44.94	46.06	47.20	48.39	49.59	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
68SP	Annual	82920	84996	87120	89304	91524	93828	96168	98556	101028	103548	106140	108792	111516
	Monthly	6910	7083	7260	7442	7627	7819	8014	8213	8419	8629	8845	9066	9293
	Hourly	39.71	40.71	41.72	42.77	43.83	44.94	46.06	47.20	48.39	49.59	50.83	52.10	53.41
	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

Standby rate is equal to 7% of the hourly rate
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APPENDIX E

"SP" Range Salary Schedule

Effective July 1, 2020 through June 30, 2021

SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
35SP	Annual	38460	39336	40284	41244	42168	43224	44208	45240	46308	47388	48564	49716	50904
	Monthly	3205	3278	3357	3437	3514	3602	3684	3770	3859	3949	4047	4143	4242
	Hourly	18.42	18.84	19.29	19.75	20.20	20.70	21.17	21.67	22.18	22.70	23.26	23.81	24.38
	Standby	1.29	1.32	1.35	1.38	1.41	1.45	1.48	1.52	1.55	1.59	1.63	1.67	1.71
36SP	Annual	39336	40284	41244	42168	43224	44208	45240	46308	47388	48564	49716	50904	52152
	Monthly	3278	3357	3437	3514	3602	3684	3770	3859	3949	4047	4143	4242	4346
	Hourly	18.84	19.29	19.75	20.20	20.70	21.17	21.67	22.18	22.70	23.26	23.81	24.38	24.98
	Standby	1.32	1.35	1.38	1.41	1.45	1.48	1.52	1.55	1.59	1.63	1.67	1.71	1.75
37SP	Annual	40284	41244	42168	43224	44208	45240	46308	47388	48564	49716	50904	52152	53448
	Monthly	3357	3437	3514	3602	3684	3770	3859	3949	4047	4143	4242	4346	4454
	Hourly	19.29	19.75	20.20	20.70	21.17	21.67	22.18	22.70	23.26	23.81	24.38	24.98	25.60
	Standby	1.35	1.38	1.41	1.45	1.48	1.52	1.55	1.59	1.63	1.67	1.71	1.75	1.79
38SP	Annual	41244	42168	43224	44208	45240	46308	47388	48564	49716	50904	52152	53448	54792
	Monthly	3437	3514	3602	3684	3770	3859	3949	4047	4143	4242	4346	4454	4566
	Hourly	19.75	20.20	20.70	21.17	21.67	22.18	22.70	23.26	23.81	24.38	24.98	25.60	26.24
	Standby	1.38	1.41	1.45	1.48	1.52	1.55	1.59	1.63	1.67	1.71	1.75	1.79	1.84
39SP	Annual	42168	43224	44208	45240	46308	47388	48564	49716	50904	52152	53448	54792	56124
	Monthly	3514	3602	3684	3770	3859	3949	4047	4143	4242	4346	4454	4566	4677
	Hourly	20.20	20.70	21.17	21.67	22.18	22.70	23.26	23.81	24.38	24.98	25.60	26.24	26.88
	Standby	1.41	1.45	1.48	1.52	1.55	1.59	1.63	1.67	1.71	1.75	1.79	1.84	1.88
40SP	Annual	43224	44208	45240	46308	47388	48564	49716	50904	52152	53448	54792	56124	57576
	Monthly	3602	3684	3770	3859	3949	4047	4143	4242	4346	4454	4566	4677	4798
	Hourly	20.70	21.17	21.67	22.18	22.70	23.26	23.81	24.38	24.98	25.60	26.24	26.88	27.57
	Standby	1.45	1.48	1.52	1.55	1.59	1.63	1.67	1.71	1.75	1.79	1.84	1.88	1.93
41SP	Annual	44208	45240	46308	47388	48564	49716	50904	52152	53448	54792	56124	57576	58968
	Monthly	3684	3770	3859	3949	4047	4143	4242	4346	4454	4566	4677	4798	4914
	Hourly	21.17	21.67	22.18	22.70	23.26	23.81	24.38	24.98	25.60	26.24	26.88	27.57	28.24
	Standby	1.48	1.52	1.55	1.59	1.63	1.67	1.71	1.75	1.79	1.84	1.88	1.93	1.98

Standby rate is equal to 7% of the hourly rate

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"SP" Range Salary Schedule
Effective July 1, 2020 through June 30, 2021

SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
42SP	Annual	45240	46308	47388	48564	49716	50904	52152	53448	54792	56124	57576	58968	60480
	Monthly	3770	3859	3949	4047	4143	4242	4346	4454	4566	4677	4798	4914	5040
	Hourly	21.67	22.18	22.70	23.26	23.81	24.38	24.98	25.60	26.24	26.88	27.57	28.24	28.97
	Standby	1.52	1.55	1.59	1.63	1.67	1.71	1.75	1.79	1.84	1.88	1.93	1.98	2.03
43SP	Annual	46308	47388	48564	49716	50904	52152	53448	54792	56124	57576	58968	60480	61956
	Monthly	3859	3949	4047	4143	4242	4346	4454	4566	4677	4798	4914	5040	5163
	Hourly	22.18	22.70	23.26	23.81	24.38	24.98	25.60	26.24	26.88	27.57	28.24	28.97	29.67
	Standby	1.55	1.59	1.63	1.67	1.71	1.75	1.79	1.84	1.88	1.93	1.98	2.03	2.08
44SP	Annual	47388	48564	49716	50904	52152	53448	54792	56124	57576	58968	60480	61956	63540
	Monthly	3949	4047	4143	4242	4346	4454	4566	4677	4798	4914	5040	5163	5295
	Hourly	22.70	23.26	23.81	24.38	24.98	25.60	26.24	26.88	27.57	28.24	28.97	29.67	30.43
	Standby	1.59	1.63	1.67	1.71	1.75	1.79	1.84	1.88	1.93	1.98	2.03	2.08	2.13
45SP	Annual	48564	49716	50904	52152	53448	54792	56124	57576	58968	60480	61956	63540	65124
	Monthly	4047	4143	4242	4346	4454	4566	4677	4798	4914	5040	5163	5295	5427
	Hourly	23.26	23.81	24.38	24.98	25.60	26.24	26.88	27.57	28.24	28.97	29.67	30.43	31.19
	Standby	1.63	1.67	1.71	1.75	1.79	1.84	1.88	1.93	1.98	2.03	2.08	2.13	2.18
46SP	Annual	49716	50904	52152	53448	54792	56124	57576	58968	60480	61956	63540	65124	66720
	Monthly	4143	4242	4346	4454	4566	4677	4798	4914	5040	5163	5295	5427	5560
	Hourly	23.81	24.38	24.98	25.60	26.24	26.88	27.57	28.24	28.97	29.67	30.43	31.19	31.95
	Standby	1.67	1.71	1.75	1.79	1.84	1.88	1.93	1.98	2.03	2.08	2.13	2.18	2.24
47SP	Annual	50904	52152	53448	54792	56124	57576	58968	60480	61956	63540	65124	66720	68364
	Monthly	4242	4346	4454	4566	4677	4798	4914	5040	5163	5295	5427	5560	5697
	Hourly	24.38	24.98	25.60	26.24	26.88	27.57	28.24	28.97	29.67	30.43	31.19	31.95	32.74
	Standby	1.71	1.75	1.79	1.84	1.88	1.93	1.98	2.03	2.08	2.13	2.18	2.24	2.29
48SP	Annual	52152	53448	54792	56124	57576	58968	60480	61956	63540	65124	66720	68364	70128
	Monthly	4346	4454	4566	4677	4798	4914	5040	5163	5295	5427	5560	5697	5844
	Hourly	24.98	25.60	26.24	26.88	27.57	28.24	28.97	29.67	30.43	31.19	31.95	32.74	33.59
	Standby	1.75	1.79	1.84	1.88	1.93	1.98	2.03	2.08	2.13	2.18	2.24	2.29	2.35
49SP	Annual	53448	54792	56124	57576	58968	60480	61956	63540	65124	66720	68364	70128	71856
	Monthly	4454	4566	4677	4798	4914	5040	5163	5295	5427	5560	5697	5844	5988
	Hourly	25.60	26.24	26.88	27.57	28.24	28.97	29.67	30.43	31.19	31.95	32.74	33.59	34.41
	Standby	1.79	1.84	1.88	1.93	1.98	2.03	2.08	2.13	2.18	2.24	2.29	2.35	2.41

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Effective July 1, 2020 through June 30, 2021

SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
50SP	Annual	54792	56124	57576	58968	60480	61956	63540	65124	66720	68364	70128	71856	73704
	Monthly	4566	4677	4798	4914	5040	5163	5295	5427	5560	5697	5844	5988	6142
	Hourly	26.24	26.88	27.57	28.24	28.97	29.67	30.43	31.19	31.95	32.74	33.59	34.41	35.30
	Standby	1.84	1.88	1.93	1.98	2.03	2.08	2.13	2.18	2.24	2.29	2.35	2.41	2.47
51SP	Annual	56124	57576	58968	60480	61956	63540	65124	66720	68364	70128	71856	73704	75516
	Monthly	4677	4798	4914	5040	5163	5295	5427	5560	5697	5844	5988	6142	6293
	Hourly	26.88	27.57	28.24	28.97	29.67	30.43	31.19	31.95	32.74	33.59	34.41	35.30	36.17
	Standby	1.88	1.93	1.98	2.03	2.08	2.13	2.18	2.24	2.29	2.35	2.41	2.47	2.53
52SP	Annual	57576	58968	60480	61956	63540	65124	66720	68364	70128	71856	73704	75516	77400
	Monthly	4798	4914	5040	5163	5295	5427	5560	5697	5844	5988	6142	6293	6450
	Hourly	27.57	28.24	28.97	29.67	30.43	31.19	31.95	32.74	33.59	34.41	35.30	36.17	37.07
	Standby	1.93	1.98	2.03	2.08	2.13	2.18	2.24	2.29	2.35	2.41	2.47	2.53	2.59
53SP	Annual	58968	60480	61956	63540	65124	66720	68364	70128	71856	73704	75516	77400	79296
	Monthly	4914	5040	5163	5295	5427	5560	5697	5844	5988	6142	6293	6450	6608
	Hourly	28.24	28.97	29.67	30.43	31.19	31.95	32.74	33.59	34.41	35.30	36.17	37.07	37.98
	Standby	1.98	2.03	2.08	2.13	2.18	2.24	2.29	2.35	2.41	2.47	2.53	2.59	2.66
54SP	Annual	60480	61956	63540	65124	66720	68364	70128	71856	73704	75516	77400	79296	81300
	Monthly	5040	5163	5295	5427	5560	5697	5844	5988	6142	6293	6450	6608	6775
	Hourly	28.97	29.67	30.43	31.19	31.95	32.74	33.59	34.41	35.30	36.17	37.07	37.98	38.94
	Standby	2.03	2.08	2.13	2.18	2.24	2.29	2.35	2.41	2.47	2.53	2.59	2.66	2.73
55SP	Annual	61956	63540	65124	66720	68364	70128	71856	73704	75516	77400	79296	81300	83304
	Monthly	5163	5295	5427	5560	5697	5844	5988	6142	6293	6450	6608	6775	6942
	Hourly	29.67	30.43	31.19	31.95	32.74	33.59	34.41	35.30	36.17	37.07	37.98	38.94	39.90
	Standby	2.08	2.13	2.18	2.24	2.29	2.35	2.41	2.47	2.53	2.59	2.66	2.73	2.79
56SP	Annual	63540	65124	66720	68364	70128	71856	73704	75516	77400	79296	81300	83304	85404
	Monthly	5295	5427	5560	5697	5844	5988	6142	6293	6450	6608	6775	6942	7117
	Hourly	30.43	31.19	31.95	32.74	33.59	34.41	35.30	36.17	37.07	37.98	38.94	39.90	40.90
	Standby	2.13	2.18	2.24	2.29	2.35	2.41	2.47	2.53	2.59	2.66	2.73	2.79	2.86
57SP	Annual	65124	66720	68364	70128	71856	73704	75516	77400	79296	81300	83304	85404	87540
	Monthly	5427	5560	5697	5844	5988	6142	6293	6450	6608	6775	6942	7117	7295
	Hourly	31.19	31.95	32.74	33.59	34.41	35.30	36.17	37.07	37.98	38.94	39.90	40.90	41.93
	Standby	2.18	2.24	2.29	2.35	2.41	2.47	2.53	2.59	2.66	2.73	2.79	2.86	2.93

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

"SP" Range Salary Schedule
Effective July 1, 2020 through June 30, 2021

SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
58SP	Annual	66720	68364	70128	71856	73704	75516	77400	79296	81300	83304	85404	87540	89736
	Monthly	5560	5697	5844	5988	6142	6293	6450	6608	6775	6942	7117	7295	7478
	Hourly	31.95	32.74	33.59	34.41	35.30	36.17	37.07	37.98	38.94	39.90	40.90	41.93	42.98
	Standby	2.24	2.29	2.35	2.41	2.47	2.53	2.59	2.66	2.73	2.79	2.86	2.93	3.01
59SP	Annual	68364	70128	71856	73704	75516	77400	79296	81300	83304	85404	87540	89736	91980
	Monthly	5697	5844	5988	6142	6293	6450	6608	6775	6942	7117	7295	7478	7665
	Hourly	32.74	33.59	34.41	35.30	36.17	37.07	37.98	38.94	39.90	40.90	41.93	42.98	44.05
	Standby	2.29	2.35	2.41	2.47	2.53	2.59	2.66	2.73	2.79	2.86	2.93	3.01	3.08
60SP	Annual	70128	71856	73704	75516	77400	79296	81300	83304	85404	87540	89736	91980	94272
	Monthly	5844	5988	6142	6293	6450	6608	6775	6942	7117	7295	7478	7665	7856
	Hourly	33.59	34.41	35.30	36.17	37.07	37.98	38.94	39.90	40.90	41.93	42.98	44.05	45.15
	Standby	2.35	2.41	2.47	2.53	2.59	2.66	2.73	2.79	2.86	2.93	3.01	3.08	3.16
61SP	Annual	71856	73704	75516	77400	79296	81300	83304	85404	87540	89736	91980	94272	96648
	Monthly	5988	6142	6293	6450	6608	6775	6942	7117	7295	7478	7665	7856	8054
	Hourly	34.41	35.30	36.17	37.07	37.98	38.94	39.90	40.90	41.93	42.98	44.05	45.15	46.29
	Standby	2.41	2.47	2.53	2.59	2.66	2.73	2.79	2.86	2.93	3.01	3.08	3.16	3.24
62SP	Annual	73704	75516	77400	79296	81300	83304	85404	87540	89736	91980	94272	96648	99048
	Monthly	6142	6293	6450	6608	6775	6942	7117	7295	7478	7665	7856	8054	8254
	Hourly	35.30	36.17	37.07	37.98	38.94	39.90	40.90	41.93	42.98	44.05	45.15	46.29	47.44
	Standby	2.47	2.53	2.59	2.66	2.73	2.79	2.86	2.93	3.01	3.08	3.16	3.24	3.32
63SP	Annual	75516	77400	79296	81300	83304	85404	87540	89736	91980	94272	96648	99048	101508
	Monthly	6293	6450	6608	6775	6942	7117	7295	7478	7665	7856	8054	8254	8459
	Hourly	36.17	37.07	37.98	38.94	39.90	40.90	41.93	42.98	44.05	45.15	46.29	47.44	48.61
	Standby	2.53	2.59	2.66	2.73	2.79	2.86	2.93	3.01	3.08	3.16	3.24	3.32	3.40
64SP	Annual	77400	79296	81300	83304	85404	87540	89736	91980	94272	96648	99048	101508	104064
	Monthly	6450	6608	6775	6942	7117	7295	7478	7665	7856	8054	8254	8459	8672
	Hourly	37.07	37.98	38.94	39.90	40.90	41.93	42.98	44.05	45.15	46.29	47.44	48.61	49.84
	Standby	2.59	2.66	2.73	2.79	2.86	2.93	3.01	3.08	3.16	3.24	3.32	3.40	3.49
65SP	Annual	79296	81300	83304	85404	87540	89736	91980	94272	96648	99048	101508	104064	106656
	Monthly	6608	6775	6942	7117	7295	7478	7665	7856	8054	8254	8459	8672	8888
	Hourly	37.98	38.94	39.90	40.90	41.93	42.98	44.05	45.15	46.29	47.44	48.61	49.84	51.08
	Standby	2.66	2.73	2.79	2.86	2.93	3.01	3.08	3.16	3.24	3.32	3.40	3.49	3.58

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

"SP" Range Salary Schedule
Effective July 1, 2020 through June 30, 2021

SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
66SP	Annual	81300	83304	85404	87540	89736	91980	94272	96648	99048	101508	104064	106656	109320
	Monthly	6775	6942	7117	7295	7478	7665	7856	8054	8254	8459	8672	8888	9110
	Hourly	38.94	39.90	40.90	41.93	42.98	44.05	45.15	46.29	47.44	48.61	49.84	51.08	52.36
	Standby	2.73	2.79	2.86	2.93	3.01	3.08	3.16	3.24	3.32	3.40	3.49	3.58	3.66
67SP	Annual	83304	85404	87540	89736	91980	94272	96648	99048	101508	104064	106656	109320	112056
	Monthly	6942	7117	7295	7478	7665	7856	8054	8254	8459	8672	8888	9110	9338
	Hourly	39.90	40.90	41.93	42.98	44.05	45.15	46.29	47.44	48.61	49.84	51.08	52.36	53.67
	Standby	2.79	2.86	2.93	3.01	3.08	3.16	3.24	3.32	3.40	3.49	3.58	3.66	3.76
68SP	Annual	85404	87540	89736	91980	94272	96648	99048	101508	104064	106656	109320	112056	114864
	Monthly	7117	7295	7478	7665	7856	8054	8254	8459	8672	8888	9110	9338	9572
	Hourly	40.90	41.93	42.98	44.05	45.15	46.29	47.44	48.61	49.84	51.08	52.36	53.67	55.01
	Standby	2.86	2.93	3.01	3.08	3.16	3.24	3.32	3.40	3.49	3.58	3.66	3.76	3.85

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

APPENDIX F
ASSIGNMENT PAY

Assignment Pay (AP) is granted in recognition of assigned duties, which exceed ordinary conditions. The "premium" is stated in percentages or a specific dollar amount. If stated in percentages, the percentage would be added to the base range of the class. The "reference number" indicates the specific conditions for which AP is to be paid.

Group A indicates those classes which have been granted assignment pay; Group B indicates those assigned duties granted AP which are not class specific.

GROUP A			
Class Title	**Class Code**	**Premium**	**Reference #**
Equipment Operator 1	618R	10 percent	12
Equipment Operator 2	618S	10 percent	12
Financial Examiner 1	161E	10 percent	10
Financial Examiner 2	161F	10 percent	10
Financial Examiner 3	161G	10 percent	10
Financial Examiner 4	161H	10 percent	10
Revenue Auditor 1	155A	See Reference	10, 30
Revenue Auditor 2	155 B	See Reference	10, 30
Revenue Auditor 3	155C	See Reference	10, 30
Security Guard 2	385L	10 percent	34
Security Guard 3	385M	10 percent	34
Truck Driver 1	632I	10 percent	12
Truck Driver 2	632J	10 percent	12
Natural Resources Police Officer	387R	10 percent	7
Program Manager A	107R	See Reference	34
GROUP B			
Class Title		**Premium**	**Reference #**
Dual Language Requirement		5 percent	18
SCUBA Diving Requirement		$10.00/hour	3

ASSIGNMENT PAY REFERENCES

REFERENCE #3: For required SCUBA diving and/or serving as Designated Person in Charge (DPIC). Basic salary range plus ten dollars ($10.00) per diving or DPIC hour to employees in any class (92900). (Eff. 7/15; Rev. 7/17)

REFERENCE #7: Law enforcement employees that are assigned a one hundred seventy-one (171) hour, twenty-eight (28) day work period will receive their base salary plus ten percent (10%). (Eff. 12.85; Rev. 12/89, 12/97, 7/17, 7/19)

REFERENCE #10: Basic salary range plus ten percent (10%) shall be paid to Department of Revenue employees in Revenue Auditor and Financial Examiner classifications which are permanently assigned to maintain an office at an out-of-state location or are on a one (1) year roving assignment out-of-state. (Eff. 7/69; Rev. 7/17, 7/19)

REFERENCE #12: Employees assigned to operate equipment above this level shall be compensated ten percent (10%) above their base rate, and shall be credited with a minimum of four (4) hours at the higher rate on each day they operate the higher level equipment. (Eff. 6/84, Rev. 7/19)

REFERENCE #18: Employees in any position whose current, assigned job responsibilities include proficient use of written and oral English and proficiency in speaking and/or writing one or more foreign languages, American Sign Language, or Unified English Braille, provided that proficiency or formal training in such additional language is not required in the specifications for the job class. Basic salary plus five percent (5%). (Rev. 5/92; Rev. 7/17, 7/19)

REFERENCE #30: Basic salary range plus five percent (5%) shall be paid to permanent Department of Revenue employees in Revenue Auditor classifications assigned to the Computer Assisted Audit Program Unit and are responsible for performing the retrieval and analysis of electronic data, the development of statistical sampling plans or the evaluations of results. (Eff. 3/01; Rev. 7/17, 7/19)

REFERENCE #34: Basic salary range plus ten percent (10%) shall be paid to Washington Military Department employees that are qualified and required to carry a firearm while on duty. (Eff. 7/02, Rev. 7/19)

APPENDIX G
SPECIAL PAY RANGES AND NOTES

SPECIAL PAY RANGES

These ranges are used to equal or approximate prevailing rate practices found in private industry or other governmental units. An affected class is identified by a letter designation following the basic salary range number or by a letter designation preceding a number. In the latter case, a special salary schedule will be used for such classes.

"E" RANGE

This range is used for classes having a prevailing pay range, which is shorter than Washington's standard range. An "E" range is a standard range with the first four (4) steps removed. The first step is the same as Step E of the standard range having the same range number. Periodic increases are made at the same intervals as through standard ranges.

"G" RANGE

This range is used for classes having a prevailing pay range which is shorter than Washington's standard ranges. A "G" range is a standard range with the first six (6) steps removed. Thus, the first step of such a range is the same as Step G of the standard range having the same range number. Periodic increases through the steps of this range are made at the same intervals as through standard ranges, i.e., a two (2) step increase after six (6) months at Step G and two (2) annually thereafter up to the maximum step of the range.

"IT Range"

This range applies to specific job classes assigned to the Information Technology Professional Structure. Employees within an IT job family and job level will be assigned to one (1) range on the IT salary schedule. Periodic increases through the steps of a range are made at the same intervals as through standard ranges. Each range on the IT salary schedule is independent and not related to the other ranges within the schedule.

APPENDIX H
BARGAINING UNITS REPRESENTED BY THE WASHINGTON PUBLIC EMPLOYEES ASSOCIATION

Agency	PERC Description	Decision No.
Agriculture	Non-Supervisory Microbiology Lab Non-Supervisory Classified	9066 9390
Blind, School for the	Non-Supervisory Teachers Certified Staff	9679
Center for Deaf and Hard of Hearing Youth	Non-Supervisory Teachers	8391
Licensing	Non-Supervisory Vehicle Service Investigators	RU-550
Liquor Control Board	Non-Supervisory Office-Clerical Non-Supervisory Liquor License Specialists	10615 8942
Military	Non-Supervisory Trades	12402
Natural Resources	Non-Supervisory Classified Supervisory Classified	10050 10051
Revenue	Non-Supervisory Classified	RU-498
State Patrol	Non-Supervisory Electronic Services Supervisors Technical Services Non-Supervisory Field Staff at State Fire Marshall's Office Supervisory Communications Commercial Vehicle Enforcement Officer 3 Non-Supervisory Information Technology Fleet Support Division	8363 10485 8436 RU-388 8568 RU-569

APPENDIX I
SPECIFIC INCREASES

Class Code	Classification	Current Range	New Range
451 H	Communications Officer 3	50SP	53SP
523U	Natural Resource Specialist 3	53	54
117I	Warehouse Operator 1	29G	31G
117J	Warehouse Operator 2	32G	34G
117K	Warehouse Operator 3	36G	38G
174E	Revenue Agent 1	43	45
600J	Equipment Technician 2	42G	44G
143L	Fiscal Analyst 4	52	54
143M	Fiscal Analyst 5	56	59
147D	Budget Analyst 4	58	61
621J	Heating, Ventilation, & Air Conditioner Technician	48E	50E
626J	Maintenance Mechanic 1	42G	44G
626K	Maintenance Mechanic 2	46G	47G
626L	Maintenance Mechanic 3	49G	50G
385L	Security Guard 2	41	43
385M	Security Guard 3	43	45
632K	Truck Driver 3	42G	45G
148M	Fiscal Technician 2	32	34
542S	Environmental Planner 2	50	52
542T	Environmental Planner 3	57	59
109K	Management Analyst 3	52	54
109L	Management Analyst 4	58	60
109M	Management Analyst 5	61	64

APPENDIX J
FOURTEEN DOLLARS ($14.00) AN HOUR MINIMUM WAGE AND COMPRESSION AND INVERSION ADJUSTMENTS FOR FOURTEEN DOLLARS ($14.00) AN HOUR MINIMUM WAGE

Class Code	Class Title	Current Range	New Range	Range Difference
678I	Custodian 1	27	30	3
678J	Custodian 2	29	32	3
565I	Farmer 1	27	30	3
521J	Forest Nursery Laborer	27	30	3
100I	Office Assistant 2	29	32	3
117I	Warehouse Operator 1	29G	32G	3

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

Class Code	Class Title	Current Range	New Range	Range Difference
105E	Administrative Assistant 1	32	35	3
105F	Administrative Assistant 2	35	37	2
105G	Administrative Assistant 3	39	40	1
102B	Customer Service Specialist 2	35	37	2
148N	Fiscal Technician 3	35	36	1
148O	Fiscal Technician Lead	36	37	1
521K	Forest Nursery Lead	30	33	3
591J	Grounds & Nursery Services Specialist 2	30	32	2
119H	Human Resource Consultant 4	58	59	1
123E	Human Resource Consultant Assistant 1	35	36	1
678H	Maintenance Custodian	31	34	3
521H	Natural Resource Worker 2	31	32	1
100J	Office Assistant 3	31	34	3
100K	Office Assistant Lead	33	36	3
100L	Office Support Supervisor 1	36	38	2
100T	Secretary Senior	33	35	2

APPENDIX K

General Service Salary Schedule
Information Technology Professional Structure
Effective July 1, 2019 through June 30, 2020

SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
01IT	Annual	53688	55044	56412	57816	59268	60744	62268	63828	65424	67056	68736	70452	72216
	Monthly	4474	4587	4701	4818	4939	5062	5189	5319	5452	5588	5728	5871	6018
	Hourly	25.71	26.36	27.02	27.69	28.39	29.09	29.82	30.57	31.33	32.11	32.92	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
02IT	Annual	57708	59160	60636	62160	63720	65316	66936	68616	70332	72084	73884	75732	77616
	Monthly	4809	4930	5053	5180	5310	5443	5578	5718	5861	6007	6157	6311	6468
	Hourly	27.64	28.33	29.04	29.77	30.52	31.28	32.06	32.86	33.68	34.52	35.39	36.27	37.17
	Standby	1.93	1.98	2.03	2.08	2.14	2.19	2.24	2.30	2.36	2.42	2.48	2.54	2.60
03IT	Annual	62052	63600	65196	66828	68496	70212	71976	73776	75624	77508	79452	81444	83484
	Monthly	5171	5300	5433	5569	5708	5851	5998	6148	6302	6459	6621	6787	6957
	Hourly	29.72	30.46	31.22	32.01	32.80	33.63	34.47	35.33	36.22	37.12	38.05	39.01	39.98
	Standby	2.08	2.13	2.19	2.24	2.30	2.35	2.41	2.47	2.54	2.60	2.66	2.73	2.80
04IT	Annual	66696	68364	70068	71820	73620	75456	77352	79272	81252	83280	85356	87492	89688
	Monthly	5558	5697	5839	5985	6135	6288	6446	6606	6771	6940	7113	7291	7474
	Hourly	31.94	32.74	33.56	34.40	35.26	36.14	37.05	37.97	38.91	39.89	40.88	41.90	42.95
	Standby	2.24	2.29	2.35	2.41	2.47	2.53	2.59	2.66	2.72	2.79	2.86	2.93	3.01
05IT	Annual	71700	73488	75336	77208	79140	81120	83148	85224	87348	89532	91776	94068	96420
	Monthly	5975	6124	6278	6434	6595	6760	6929	7102	7279	7461	7648	7839	8035
	Hourly	34.34	35.20	36.08	36.98	37.90	38.85	39.82	40.82	41.83	42.88	43.95	45.05	46.18
	Standby	2.40	2.46	2.53	2.59	2.65	2.72	2.79	2.86	2.93	3.00	3.08	3.15	3.23
06IT	Annual	75288	77160	79092	81072	83100	85176	87300	89484	91728	94020	96372	98784	101256
	Monthly	6274	6430	6591	6756	6925	7098	7275	7457	7644	7835	8031	8232	8438
	Hourly	36.06	36.95	37.88	38.83	39.80	40.79	41.81	42.86	43.93	45.03	46.16	47.31	48.49
	Standby	2.52	2.59	2.65	2.72	2.79	2.86	2.93	3.00	3.08	3.15	3.23	3.31	3.39
07IT	Annual	79044	81024	83052	85128	87252	89424	91656	93948	96300	98712	101184	103716	106308
	Monthly	6587	6752	6921	7094	7271	7452	7638	7829	8025	8226	8432	8643	8859
	Hourly	37.86	38.80	39.78	40.77	41.79	42.83	43.90	44.99	46.12	47.28	48.46	49.67	50.91
	Standby	2.65	2.72	2.78	2.85	2.93	3.00	3.07	3.15	3.23	3.31	3.39	3.48	3.56
08IT	Annual	82992	85068	87204	89376	91608	93900	96252	98652	101124	103668	106260	108912	111636
	Monthly	6916	7089	7267	7448	7634	7825	8021	8221	8427	8639	8855	9076	9303
	Hourly	39.75	40.74	41.76	42.80	43.87	44.97	46.10	47.25	48.43	49.65	50.89	52.16	53.47
	Standby	2.78	2.85	2.92	3.00	3.07	3.15	3.23	3.31	3.39	3.48	3.56	3.65	3.74

General Service Salary Schedule
Information Technology Professional Structure
Effective July 1, 2019 through June 30, 2020

SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
09IT	Annual	87156	89328	91560	93852	96192	98604	101064	103584	106188	108840	111564	114360	117204
	Monthly	7263	7444	7630	7821	8016	8217	8422	8632	8849	9070	9297	9530	9767
	Hourly	41.74	42.78	43.85	44.95	46.07	47.22	48.40	49.61	50.86	52.13	53.43	54.77	56.13
	Standby	2.92	2.99	3.07	3.15	3.22	3.31	3.39	3.47	3.56	3.65	3.74	3.83	3.93
10IT	Annual	91500	93792	96132	98532	100992	103512	106104	108756	111480	114252	117108	120036	123048
	Monthly	7625	7816	8011	8211	8416	8626	8842	9063	9290	9521	9759	10003	10254
	Hourly	43.82	44.92	46.04	47.19	48.37	49.57	50.82	52.09	53.39	54.72	56.09	57.49	58.93
	Standby	3.07	3.14	3.22	3.30	3.39	3.47	3.56	3.65	3.74	3.83	3.93	4.02	4.13
11IT	Annual	96084	98484	100944	103464	106044	108708	111420	114204	117060	119988	123000	126072	129228
	Monthly	8007	8207	8412	8622	8837	9059	9285	9517	9755	9999	10250	10506	10769
	Hourly	46.02	47.17	48.34	49.55	50.79	52.06	53.36	54.70	56.06	57.47	58.91	60.38	61.89
	Standby	3.22	3.30	3.38	3.47	3.56	3.64	3.74	3.83	3.92	4.02	4.12	4.23	4.33

APPENDIX L

General Service Salary Schedule
Information Technology Professional Structure
Effective July 1, 2020 through June 30, 2021

SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
01IT	Annual	55296	56700	58104	59556	61044	62568	64140	65748	67392	69072	70800	72564	74388
	Monthly	4608	4725	4842	4963	5087	5214	5345	5479	5616	5756	5900	6047	6199
	Hourly	26.48	27.16	27.83	28.52	29.24	29.97	30.72	31.49	32.28	33.08	33.91	34.75	35.63
	Standby	1.85	1.90	1.95	2.00	2.05	2.10	2.15	2.20	2.26	2.32	2.37	2.43	2.49
02IT	Annual	59436	60936	62460	64020	65628	67272	68940	70680	72444	74244	76104	78000	79944
	Monthly	4953	5078	5205	5335	5469	5606	5745	5890	6037	6187	6342	6500	6662
	Hourly	28.47	29.18	29.91	30.66	31.43	32.22	33.02	33.85	34.70	35.56	36.45	37.36	38.29
	Standby	1.99	2.04	2.09	2.15	2.20	2.26	2.31	2.37	2.43	2.49	2.55	2.61	2.68
03IT	Annual	63912	65508	67152	68832	70548	72324	74136	75984	77892	79836	81840	83892	85992
	Monthly	5326	5459	5596	5736	5879	6027	6178	6332	6491	6653	6820	6991	7166
	Hourly	30.61	31.37	32.16	32.97	33.79	34.64	35.51	36.39	37.30	38.24	39.20	40.18	41.18
	Standby	2.14	2.20	2.25	2.31	2.37	2.42	2.49	2.55	2.61	2.68	2.74	2.81	2.88
04IT	Annual	68700	70416	72168	73980	75828	77724	79668	81648	83688	85776	87912	90120	92376
	Monthly	5725	5868	6014	6165	6319	6477	6639	6804	6974	7148	7326	7510	7698
	Hourly	32.90	33.72	34.56	35.43	36.32	37.22	38.16	39.10	40.08	41.08	42.10	43.16	44.24
	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
05IT	Annual	73848	75696	77592	79524	81516	83556	85644	87780	89964	92220	94524	96888	99312
	Monthly	6154	6308	6466	6627	6793	6963	7137	7315	7497	7685	7877	8074	8276
	Hourly	35.37	36.25	37.16	38.09	39.04	40.02	41.02	42.04	43.09	44.17	45.27	46.40	47.56
	Standby	2.48	2.54	2.60	2.67	2.73	2.80	2.87	2.94	3.02	3.09	3.17	3.25	3.33
06IT	Annual	77544	79476	81468	83508	85596	87732	89916	92172	94476	96840	99264	101748	104292
	Monthly	6462	6623	6789	6959	7133	7311	7493	7681	7873	8070	8272	8479	8691
	Hourly	37.14	38.06	39.02	39.99	40.99	42.02	43.06	44.14	45.25	46.38	47.54	48.73	49.95
	Standby	2.60	2.66	2.73	2.80	2.87	2.94	3.01	3.09	3.17	3.25	3.33	3.41	3.50
07IT	Annual	81420	83460	85548	87684	89868	92112	94404	96768	99192	101676	104220	106824	109500
	Monthly	6785	6955	7129	7307	7489	7676	7867	8064	8266	8473	8685	8902	9125
	Hourly	38.99	39.97	40.97	41.99	43.04	44.11	45.21	46.34	47.51	48.70	49.91	51.16	52.44
	Standby	2.73	2.80	2.87	2.94	3.01	3.09	3.16	3.24	3.33	3.41	3.49	3.58	3.67

General Service Salary Schedule
Information Technology Professional Structure
Effective July 1, 2020 through June 30, 2021

SALARY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M*
08IT	Annual	85476	87624	89820	92052	94356	96720	99144	101616	104160	106776	109452	112176	114984
	Monthly	7123	7302	7485	7671	7863	8060	8262	8468	8680	8898	9121	9348	9582
	Hourly	40.94	41.97	43.02	44.09	45.19	46.32	47.48	48.67	49.89	51.14	52.42	53.72	55.07
	Standby	2.87	2.94	3.01	3.09	3.16	3.24	3.32	3.41	3.49	3.58	3.67	3.76	3.85
09IT	Annual	89772	92004	94308	96672	99072	101568	104100	106692	109368	112104	114912	117792	120720
	Monthly	7481	7667	7859	8056	8256	8464	8675	8891	9114	9342	9576	9816	10060
	Hourly	42.99	44.06	45.17	46.30	47.45	48.64	49.86	51.10	52.38	53.69	55.03	56.41	57.82
	Standby	3.01	3.08	3.16	3.24	3.32	3.41	3.49	3.58	3.67	3.76	3.85	3.95	4.05
10IT	Annual	94248	96600	99012	101484	104016	106620	109284	112020	114828	117684	120624	123636	126744
	Monthly	7854	8050	8251	8457	8668	8885	9107	9335	9569	9807	10052	10303	10562
	Hourly	45.14	46.26	47.42	48.60	49.82	51.06	52.34	53.65	54.99	56.36	57.77	59.21	60.70
	Standby	3.16	3.24	3.32	3.40	3.49	3.57	3.66	3.76	3.85	3.95	4.04	4.14	4.25
11IT	Annual	98964	101436	103968	106572	109224	111972	114768	117636	120576	123588	126696	129852	133104
	Monthly	8247	8453	8664	8881	9102	9331	9564	9803	10048	10299	10558	10821	11092
	Hourly	47.40	48.58	49.79	51.04	52.31	53.63	54.97	56.34	57.75	59.19	60.68	62.19	63.75
	Standby	3.32	3.40	3.49	3.57	3.66	3.75	3.85	3.94	4.04	4.14	4.25	4.35	4.46

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT/LABOR RELATIONS SECTION
(OFM/LRS)
AND
WASHINGTON PUBLIC EMPLOYEES ASSOCIATION (WPEA)

The parties have agreed to the following regarding the implementation of the new Information Technology (IT) Professional Structure for the General Government (GG) Collective Bargaining Agreement:

I. Definitions

Term	Explanation
Job Family	A functional discipline involving similar types of work requiring similar training, skills, knowledge, and expertise. <u>IT Family include:</u> Application Development, Customer Support, Data Management, IT Architecture, IT Business Analyst, IT Policy and Planning, IT Project Management, IT Security, IT Vendor Management, Network and Telecommunications, Quality Assurance, and System Administration.
Level	The measure of complexity of work performed. <u>IT Levels include:</u> Entry, Journey, Senior/Specialist, Expert, IT Manager, and Senior IT Manager
Class, Classes, and Classification (*where used in reference to job classification*)	Where these terms are used in the WPEA GG, for the purposes of the implementation of the new IT Professional Structure, they shall be followed by "or job family/ies and level/s."

II. Impacts

A. The following conditions of employment will not change because a position is being transitioned into the new IT Professional Structure:

a. The determination of a position as overtime-eligible or overtime-exempt;

b. Required licensure and/or certifications;

c. The designation of a position as "required personnel" or "emergency employee";

d. The grievance procedure, as outlined in Article 30;

e. The eligibility for and/or receipt of existing assignment pays;

f. Status as a non-permanent, on-call, in-training, project, seasonal/cyclic, trial service, transition review or probationary employee;

g. Non-permanent, on-call, in-training, project, seasonal/cyclic, trial service, transition review or probationary periods.

B. Layoff and Recall in the IT Professional Structure

Layoff options for employees who have transitioned into the IT Professional Structure on July 1, 2019 will be as follows:

1. (a) A funded vacant position within their current permanent job family and level for which the employee has the skills and abilities.

   (b) A funded vacant position within another job family and level at the same salary range for which the employee has the skills and abilities.

2. (a) A funded filled position held by the least senior employee, within their current permanent job family and level for which the employee has the skills and abilities.

   (b) A funded filled position held by the least senior employee, within another job family and level with the same salary range as their current permanent job family and level for which the employee has the skills and abilities.

3. A funded vacant or filled position held by the least senior employee for which the employee has the skills and abilities, at the same or lower salary range as their current permanent position, within a job classification in which the employee has held permanent status or, at the employee's written request, to a lower classification within their current job classification series even if the employee has not held permanent status in the lower job classification.

   Options will be provided in descending order of salary range and one (1) progressively lower level at a time. Vacant positions will be offered prior to filled positions. Part-time employees only have formal options to part-time positions. Full-time employees only have formal options to full-time positions. For employees in the IT Professional Structure hired on or before June 30, 2019, the IT Assessment form will be one of the tools used to identify available layoff options within the IT Professional Structure.

C. Layoff and Recall in Other Job Classifications

1. Informal layoff options for employees who have transitioned from the previous IT-related job classifications that were abolished on July 1, 2019 will have informal layoff options as outlined below.

   Informal Options:
   Employees being laid off will be offered funded vacant positions within their layoff unit provided they meet the skills and abilities required of the position and it is at the same or lower salary range as the position in which the employee currently holds permanent status.

2. The provisions of this section (II.C.1) will expire on June 29, 2021.

III. Compensation

A. Supervisory Differential

Positions at the Entry, Journey, Senior/Specialist level in the IT Professional Structure that are designated as and performing all the duties of a supervisor will receive a 5% supervisory pay differential in addition to the base salary.

B. Step M

Question #16 on the Step M Q&A applies to positions transitioned into the IT Professional structure:

16. If a classification is moved to a new pay range as a result of collective bargaining will time spent at step L of the previous range count towards the six year requirement to move to step M of the new range?

Yes. If a classification is moved to a new pay range as a result of collective bargaining, time spent at step L of the previous range will count towards the six year requirement to move to step M of the new range.

C. Classification Structure and Salary Grid

Attachment 1 reflects the IT Professional Structure, its job families and levels, and the assigned salary ranges effective July 1, 2019. The chart in Attachment 2 to this MOU reflects the steps within those ranges effective July 1, 2019.

D. Salary Transition into IT Professional Structure

Employees reallocated into the IT Professional Structure on July 1, 2019 will have their initial salary determined as follows:

i. In those cases where the employee's June 30, 2019 salary exceeds the maximum amount of the salary range for the new position, the employee will continue to be compensated at the salary they were receiving prior to the reallocation downward, until such time as the

employee vacated the position or their salary falls within the new salary range.

ii. All other employees will have their salary in effect as of June 30, 2019 increased by 2.5% (two and one-half percent). Effective July 1, 2019 these employees will transition to the assigned range and step on the IT salary schedule for their family and level that is nearest to, but no less than, their adjusted salary, except that no employee will be placed higher than Step M on the new salary schedule.

iii. The new IT Professional Structure salary schedule will then be adjusted to reflect any negotiated general wage increase effective July 1, 2019.

This agreement does not preclude either party from negotiating additional increases during the negotiation of the 2019-2021 bargaining for WPEA and is not precedent setting. If fully funded by the State of Washington, the provisions of this agreement will become effective July 1, 2019.

For the Employer		For the Union	
/s/	9/24/18	/s/	9/24/18
Ann Green	Date	Lane Hatfield	Date
Labor Negotiator		Contract Administration Director	

Family	Entry	Journey	Senior/Specialist	Expert	IT Manager	Senior IT Manager
Application Development	4 $64752-$87072	5 $69612-$93612	8 $80580-$108384	10 $88836-$119460	10 $88836-$119460	11 $93288-$125460
Customer Support	1 $52128-$70116	3 $60240-$81048	5 $69612-$93612	N/A	8 $80580-$108384	N/A
Data Management	2 $56028-$75360	6 $73092-$98304	7 $76740-$103212	9 $84612-$113796	10 $88836-$119460	11 $93288-$125460
IT Architecture	N/A	4 $64752-$87072	9 $84612-$113796	11 $93288-$125460	10 $88836-$119460	11 $93288-$125460
IT Business Analyst	3 $60240-$81048	5 $69612-$93612	7 $76740-$103212	9 $84612-$113796	9 $84612-$113796	10 $88836-$119460
IT Policy and Planning	2 $56028-$75360	3 $60240-$81048	8 $80580-$108384	9 $84612-$113796	10 $88836-$119460	11 $93288-$125460
IT Project Management	5 $69612-$93612	6 $73092-$98304	8 $80580-$108384	10 $88836-$119460	10 $88836-$119460	11 $93288-$125460
IT Security	N/A	5 $69612-$93612	8 $80580-$108384	11 $93288-$125460	10 $88836-$119460	11 $93288-$125460
IT Vendor Management	1 $52128-$70116	4 $64752-$87072	7 $76740-$103212	8 $80580-$108384	10 $88836-$119460	11 $93288-$125460
Network and Telecommunications	3 $60240-$81048	5 $69612-$93612	7 $76740-$103212	9 $84612-$113796	9 $84612-$113796	11 $93288-$125460
Quality Assurance	3 $60240-$81048	5 $69612-$93612	7 $76740-$103212	8 $80580-$108384	9 $84612-$113796	10 $88836-$119460
System Administration	3 $60240-$81048	6 $73092-$98304	7 $76740-$103212	9 $84612-$113796	8 $80580-$108384	9 $84612-$113796

Proposed IT Compensation Schedules

Monthly Salary Amounts

Pay Scale Grou	A	B	C	D	E	F	G	H	I	J	K	L	M
1	4,344	4,453	4,564	4,678	4,795	4,915	5,038	5,164	5,293	5,425	5,561	5,700	5,843
2	4,669	4,786	4,906	5,029	5,155	5,284	5,416	5,551	5,690	5,832	5,978	6,127	6,280
3	5,020	5,146	5,275	5,407	5,542	5,681	5,823	5,969	6,118	6,271	6,428	6,589	6,754
4	5,396	5,531	5,669	5,811	5,956	6,105	6,258	6,414	6,574	6,738	6,906	7,079	7,256
5	5,801	5,946	6,095	6,247	6,403	6,563	6,727	6,895	7,067	7,244	7,425	7,611	7,801
6	6,091	6,243	6,399	6,559	6,723	6,891	7,063	7,240	7,421	7,607	7,797	7,992	8,192
7	6,395	6,555	6,719	6,887	7,059	7,235	7,416	7,601	7,791	7,986	8,186	8,391	8,601
8	6,715	6,883	7,055	7,231	7,412	7,597	7,787	7,982	8,182	8,387	8,597	8,812	9,032
9	7,051	7,227	7,408	7,593	7,783	7,978	8,177	8,381	8,591	8,806	9,026	9,252	9,483
10	7,403	7,588	7,778	7,972	8,171	8,375	8,584	8,799	9,019	9,244	9,475	9,712	9,955
11	7,774	7,968	8,167	8,371	8,580	8,795	9,015	9,240	9,471	9,708	9,951	10,200	10,455

Annual Salary Amounts

Pay Scale Grou	A (Mi	B	C	D	E	F	G	H	I	J	K	L	M*
1	52,128	53,436	54,768	56,136	57,540	58,980	60,456	61,968	63,516	65,100	66,732	68,400	70,116
2	56,028	57,432	58,872	60,348	61,860	63,408	64,992	66,612	68,280	69,984	71,736	73,524	75,360
3	60,240	61,752	63,300	64,884	66,504	68,172	69,876	71,628	73,416	75,252	77,136	79,068	81,048
4	64,752	66,372	68,028	69,732	71,472	73,260	75,096	76,968	78,888	80,856	82,872	84,948	87,072
5	69,612	71,352	73,140	74,964	76,836	78,756	80,724	82,740	84,804	86,928	89,100	91,332	93,612
6	73,092	74,916	76,788	78,708	80,676	82,692	84,756	86,880	89,052	91,284	93,564	95,904	98,304
7	76,740	78,660	80,628	82,644	84,708	86,820	88,992	91,212	93,492	95,832	98,232	100,692	103,212
8	80,580	82,596	84,660	86,772	88,944	91,164	93,444	95,784	98,184	100,644	103,164	105,744	108,384
9	84,612	86,724	88,896	91,116	93,396	95,736	98,124	100,572	103,092	105,672	108,312	111,024	113,796
10	88,836	91,056	93,336	95,664	98,052	100,500	103,008	105,588	108,228	110,928	113,700	116,544	119,460
11	93,288	95,616	98,004	100,452	102,960	105,540	108,180	110,880	113,652	116,496	119,412	122,400	125,460

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

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE STATE OF WASHINGTON
AND
THE WASHINGTON PUBLIC EMPLOYEES ASSOCIATION

This Memorandum of Understanding is entered into by and between The Washington Public Employees Association, hereinafter referred to as the Union, and The Office of Financial Management and The State of Washington, hereinafter referred to as the Employer.

The Employer and the Union agree to modify Article 41, Section 41.6(A&B) AND Article 41, Section 41.10(A&B) to clarify and properly reflect the intent of the parties as follows:

41.6 Pay for Performing the Duties of a Higher Classification

A. Employees who are temporarily assigned the full scope of duties and responsibilities for more than thirty (30) calendar days to a higher level of classification whose range is less than ~~six (6) ranges~~fifteen percent (15%) higher than the range of the former class will be notified in writing and will be advanced to a step of the range for the new class that is nearest to five percent (5%) higher than the amount of the pre-promotional step.

B. Employees who are temporarily assigned the full scope of duties and responsibilities for more than thirty (30) calendar days to a higher level classification whose range is ~~six (6)~~fifteen percent (15%) or ~~more ranges~~ higher than the range of the former class will be notified in writing and will be advanced to a step of the range for the new class that is nearest to ten percent (10%) higher than the amount of the pre-promotional step.

41.10 Salary Assignment upon Promotion

A. Employees promoted to a position in a class whose range is less than ~~six (6) ranges~~fifteen percent (15%) higher than the range of the former class will be advanced to a step of the range for the new class that is nearest to five percent (5%) higher than the amount of the pre-promotional step. The Appointing Authority may approve an increase beyond this minimum requirement, not to exceed the maximum of that salary range.

B. Employees promoted to a position in a class whose range is ~~six (6)~~fifteen percent (15%) or ~~more ranges~~ higher than the range of the former class will be advanced to a step of the range for the new class that is nearest to ten percent (10%) higher than the amount of the pre-promotional step. The Appointing Authority may approve an increase beyond this minimum requirement, not to exceed the maximum of the salary range.

C. Geographic Adjustment

The Appointing Authority may authorize more than the step increases specified in Subsections A and B, above, when an employee's promotion requires a change of residence to another geographic area to be within a reasonable commuting distance of the new place of work. This increase is at the sole discretion of the Appointing Authority and is not subject to the grievance procedure as outlined in Article 30. Such an increase may not result in a salary greater than the range maximum.

Dated: 7/25/2019

For the Employer	For the Union
/s/	/s/
Scott Lyders, Labor Negotiator	Lane Hatfield, Chief Negotiator

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE STATE OF WASHINGTON
AND
THE WASHINGTON PUBLIC EMPLOYEES ASSOCIATION

This Memorandum of Understanding is entered into by and between The Washington Public Employees Association, hereinafter referred to as the Union, and The Office of Financial Management and The State of Washington, hereinafter referred to as the Employer.

The parties agree to modify Article 45 as follows:

45.1 No later than thirty (30) days prior to the end of each school year, the Superintendent will provide WPEA with a draft list of common school closures, beginning and ending dates of the school year, ~~and~~ winter and spring vacations and potential make up days. The make-up days and sequence for use for inclement weather or emergency closure will be provided in the calendar. The Superintendent, or designee, and union representatives shall make an effort to coordinate other calendar issues to facilitate educationally and fiscally sound calendars. This process should be finalized no later than fifteen (15) days before the end of each school year. The calendar of teacher duty days will not be altered without prior notice and consultation with the Union, except in emergency situations. In emergency situations, bargaining will commence as soon as possible. Outreach staff schedules will be developed by May 31st of each year of this Agreement for the ensuing school year. Schedules may be adjusted during the school year based upon district and/or operational needs.

The Union will be informed prior to May 31st of each year of this Agreement when any of the following changes occur in the school calendar:

A. The beginning date of school changes by more than four (4) days;

B. Any change in normal holiday times or days; or

C. A change in the total number of standard calendar workdays, except in emergency situations.

45.2 The calendar will reflect one (1) pre-service mandatory duty day for classroom setup scheduled in the week preceding the commencement of the academic year. ~~CDHL will provide opportunities for extra pay for meetings, conferences and professional development activities, which will be held on Fridays from 2:00 p.m. to 4:00 p.m. The rate of pay for these duties will be the hourly extra pay rate set by the Vancouver School District in accordance with Article 41.3.~~

45.3 Teachers shall not be routinely required and scheduled to provide more than an average of three hundred fifteen (315) minutes of formal student contact instructional time per day, per week. Other mutually determined daily work scheduling shall be developed annually. A minimum of thirty (30) minutes duty-free lunch period daily will be scheduled for each bargaining unit member. Reasonable teacher relief periods will be incorporated into each daily schedule.

45.4 In accordance with Article 6, Section 6.9D and w~~W~~ith the supervisor's prior approval, employees in the Bargaining Units at the CDHL and WSSB will earn exchange time after forty hour work week for:

A. Meetings outside the regular workday; and
B. Activities or events outside the regular workday.

45.5 The previous year's exchange time will be carried over to the current fiscal year but not to subsequent fiscal years.

45.6 The use of exchange time will be pre-approved by the supervisor who will consider date and time of use as it relates to:

A. Student safety;
B. Substitute availability; and
C. Teacher absenteeism in the program.

45.7 All teachers are paid based on a forty hour work week. CDHL and WSSB on-campus teachers will be required to work on-site for no more than thirty-eight and one-half (38½) hours in a workweek. Outreach staff will continue to set their schedules in order to best meet the needs of the contracted district(s) and the contract requirements. Teachers (both on-campus and Outreach) will be afforded not less than four and one-half (4½) hours each week for prep time during the assigned instructional time periods. Prep time may include lesson planning, reviewing student work, team/collaborative planning and performing other activities essential to teaching. No assigned work, including meetings and trainings, will routinely be scheduled during this time.

45.8 WSSB will make every reasonable effort to limit the caseload of Outreach staff to no more than thirty (30) students per staff.

45.9 Professional development and tuition reimbursement will be in accordance with agency policy.

45.10 Teachers at the Center for Childhood Deafness and Hearing Loss (CDHL) and the Washington State School for the Blind (WSSB) will be provided four (4) In-Service days each fiscal year during the life of this Agreement. The In-Service days will be scheduled outside the school year and will not be considered as direct service days. The In-Service days may be used for school year preparation, departmental meetings, or training as approved by the Employer. The rate of pay for the In-

Service days will be ~~the hourly extra pay rate~~ set by the Vancouver School District in accordance with Article 41.3.

Dated: August 12, 2019

For the Employer	For the Union
/s/	/s/
Scott Lyders, Labor Negotiator	Lane Hatfield, Contract Administration Director

MEMORANDUM OF UNDERSTANDING
BETWEEN
WASHINGTON STATE DEPARTMENT OF REVENUE
AND
THE OFFICE OF FINANCIAL MANAGEMENT (OFM),
STATE HUMAN RESOURCES, LABOR RELATIONS SECTION

Following a demand to bargain with the WPEA in 2014, regarding the installation of cameras installed to protect the assets and security of staff due to the significant influx of cash, an MOU was reached regarding the purpose of the cameras, the use of footage, etc. The current MOU below reflects minor modifications as a result of additional bargaining that has occurred since 2014 related to security cameras used to protect assets and security of staff.

- This agreement applies to the cameras installed and activated between August 2014 and September 2018.

- It is agreed that the sole purpose of the security system cameras is for ensuring the security of property and safety of employees, and is not to be used for evaluating or monitoring of employees.

- Camera footage is to be primarily used to investigate criminal activity or security incidents involving the security of assets or safety of employees. Camera footage may also be used for training/coaching purposes for employees handling cash. When recorded video is reviewed in response to a security incident, DOR will have the option to investigate policy violations revealed in the recording even if they are not central to the initial incident.

  a) In accordance with Part 1 of this agreement and CBA Article 26.7, no additional footage will be utilized in the secondary investigation of the alleged policy violation, unless the violation qualifies as a security incident or criminal activity.

- Recorded footage will be retained for no more than thirty (30) days, except in the case of investigating a security incident.

- Recorded camera footage and live feed will only be accessed by designated DOR employees in accordance with Agency Policy 6.3.3 and the Least Privilege Principle outlined therein. Should agency policy change, DOR will give WPEA notice and opportunity to bargain.

- If the Agency is considering utilizing the video content for disciplinary action, the footage shall be made available for WPEA review upon request.

- The DOR will provide WPEA an initial list of individuals who have access to the recorded footage and live feeds. The DOR will provide an updated version of the list at least semi-annually, upon request.

- If any modifications are performed to the cameras or their field of vision, the WPEA will be provided notice and an opportunity to bargain. Upon request, WPEA will also have an opportunity to review the modifications.

/s/	12/18/18
Betty Devos Labor Relations Manager Dept. of Revenue	Date

/s/	12/18/18
Lane Hatfield Contract Administration Director WPEA	Date

/s/	12/18/18
Shea Gomez Labor Negotiator OFM/SHR/LRS	Date

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE STATE OF WASHINGTON
AND
WASHINGTON PUBLIC EMPLOYEES ASSOCIATION

COVID-19 Emergency/Disaster Operations Compensation

The State of Washington (State/Employer) and the Washington Public Employees Association (WPEA/Union) recognize the need for emergency/disaster operations compensation provisions during the COVID-19 state of emergency. This Memorandum of Understanding (MOU) is entered into by the parties and sets forth a new section for the parties' 2019-2021 Collective Bargaining Agreement (CBA), effective from April 23, 2020 through the date that the COVID-19 state of emergency ceases, at which time this MOU will be null and void and stricken from the CBA. This MOU does not apply to the Department of Natural Resources.

41.30 Emergency/Disaster Operations Compensation (does not apply to the Department of Natural Resources)

All employees (overtime-eligible and overtime-exempt) performing emergency/disaster duties when working full-time under a Level 2 or higher activation level designated by the State Emergency Operation Center (EOC) will be compensated as follows:

A. Employees will be paid at one and one-half (1-1/2) times the sum of their regular hourly rate for those hours worked in excess of forty (40) hours in a workweek as a result of full-time work in support of a significant emergency, declared disaster, or Emergency Management Assistance Compact (EMAC) or other Mutual Aid activations/deployments as determined by the agency head or designee. Under this MOU, compensation will be limited to only cash payments. "Full-time work" means that the employee is a full-time employee and either works partially in support of these designated emergency/disaster operations and partially at the employee's regularly assigned agency, or the employee works entirely in support of the designated emergency/disaster operations.

B. For those hours worked during the activation, one dollar ($1.00) is added to an employee's regular rate in lieu of shift differential, split shift differential, and/or schedule change compensation. This additional pay is only for the hours worked in support of the designated emergency/disaster operations.

C. Unless otherwise noted in writing, employees will retain the assigned workweek while supporting emergency/disaster operations. However, employees' assigned work hours may be different from their regularly assigned work hours.

D. These provisions are limited to qualifying work performed in the Washington EOC, in a Joint Field Office, and work in direct support of EMAC or other Mutual Aid activations/deployments.

Effective and Dated: April 23, 2020

For the Employer:	For the Union:
/s/	/s/
Valerie Inforzato, Labor Negotiator OFM/State HR/Labor Relations Section	Lane Hatfield, Contract Administration Director WPEA

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE STATE OF WASHINGTON
AND
WASHINGTON PUBLIC EMPLOYEES ASSOCIATION

Amended
Temporary Layoff Opportunities Through the Employment Security Department's SharedWork Program to Address Budget Issues

(Section 35.7 A Temporary Reduction of Work Hours)

This Amended Memorandum of Understanding (MOU) is entered into between the State of Washington (State/Employer) and the Washington Public Employees Association (WPEA/Union), as part of the parties' 2019-2021 Collective Bargaining Agreement (CBA), with the following provisions:

Section 1 - Scope of application and employee considerations
The parties agree that to address the serious budget shortfall facing Washington State, the Employer will use the process set out below to furlough bargaining unit employees. Furloughed employees, who participate in the Employment Security Department (ESD) SharedWork Program up through July 25, 2020, may qualify to receive additional unemployment assistance for each week they are in temporary layoff status and are receiving unemployment compensation. To assist employees who are subject to the temporary layoffs outlined in this MOU, the Employer agrees to work with the ESD to arrange for educational guidance and assistance with the application process for the SharedWork program and assistance with applying for unemployment benefits for which they may be eligible. During the term of this MOU, some employee performance measures may require consideration for an adjustment proportionate to the number of workdays spent in temporary layoff status.

Section 2 - Voluntary furlough option
Effective immediately, the Employer will apply for participation in the SharedWork program and begin soliciting volunteers for temporary layoffs for a minimum of one day per week and not more than fifty percent (50%) of the employee's usual weekly hours for all eligible employees. Employee requests for voluntary furloughs will be contingent upon agency approval.

Section 3 – Employer-directed furloughs through July 25, 2020 (four furlough days)
The Employer will designate one (1) day per week to furlough eligible positions beginning no later than June 28, 2020 and continuing through July 25, 2020. This initial requirement for each eligible employee to be furloughed one (1) day per week will cease on July 25, 2020.

Section 4 – Employer-directed furloughs from August 2, 2020 through November 30, 2020 (additional four furlough days)
The Employer will designate four (4) additional furlough days between August 2, 2020 through November 30, 2020, as agreed by the parties, without prejudice to the Union for asserting the 120-

day limitations in Section 35.7 of the parties CBA for any additional furloughs. Adjustments may be made based on budget outlook and other budget factors as they become known and will satisfy bargaining obligations where applicable.

Section 5 – Administering the assignment of Employer-directed furloughs

In administering the assignment of Employer-directed furloughs, the Employer will strive to identify the largest employee pool possible in order to spread the burden of salary reductions over the widest population while also taking into consideration the operational and service delivery requirements of the agencies.

Section 6 – Clarification of the number of days of the notice in the CBA, Section 35.7

Notice to employees will be less than seven (7) days before the beginning of the furlough and as soon as soon as administratively feasible by the agency.

Section 7 – Future notice and discussions

The parties agree that, should additional furloughs beyond the eight (8) days set out above be required, the state shall provide notice of its intent to do so and will satisfy its bargaining obligations. In addition to the provisions outlined above, the parties agree to continued discussions on or after July 1, 2020 to identify options to address budget issues during the next biennium.

Dated: August 28, 2020
Effective through November 30, 2020

For the Employer:	For the Union:
/s/	/s/
Valerie Inforzato, Labor Negotiator OFM/State HR/Labor Relations Section	Lane Hatfield, Contract Administration Director Washington Public Employees Association

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE STATE OF WASHINGTON
AND
THE WASHINGTON PUBLIC EMPLOYEES ASSOCIATION

Article 45.5 Exchange Time

This Memorandum of Understanding is entered into by and between The Washington Public Employees Association, hereinafter referred to as the Union, and The Office of Financial Management and The State of Washington, hereinafter referred to as the Employer.

The parties agree to modify Article 45.5 as follows for WPEA represented employees at the Washington School for the Blind and Center for Deaf and Hard of Hearing Youth:

45.5 The previous year's exchange time will be carried over to the current fiscal year but not to subsequent fiscal years; however, due to the inability of employees to use exchange time due to COVID-19 impacts, exchange time accrued and unused as of June 30, 2020, will be carried over until no later than June 30, 2021, even if the exchange time would otherwise have expired. In accordance with Article 6.9 D, exchange time has no cash value and cannot be transferred between agencies.

Dated June 11, 2020

For the Employer:

/s/

Kelly M. Woodward
Labor Negotiator
OFM/State Human Resources

For the Union:

/s/

Dana Hoffman
Member Representation Specialist
Washington Public Employees Association

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

Executed this 1st day of July, 2019.

For the Washington Public Employees Association:

/s/
Kent Stanford
WPEA President

/s/
Lane Hatfield
WPEA Contract Supervisor

For the State of Washington:

/s/
Jay Inslee
Governor

/s/
Diane Lutz, Section Chief
OFM/SHR, Labor Relations Section

/s/
Scott Lyders, Lead Negotiator
OFM/SHR, Labor Relations Section