
**COLLECTIVE
BARGAINING
AGREEMENT**



THE STATE OF WASHINGTON

AND

**OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION LOCAL No. 8
(AFL-CIO)**

EFFECTIVE

JULY 1, 2019 THROUGH JUNE 30, 2021



2019-2021

**OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION LOCAL NO. 8 (AFL-CIO)
2019-2021**

PREAMBLE	
ARTICLE 1 RECOGNITION OF THE UNION	1
ARTICLE 2 UNION BUSINESS	1
2.1 Non Discrimination	1
2.2 Union Access	1
2.3 Shop Stewards	1
2.4 Union Bulletin Boards	2
2.5 Confidentiality	2
ARTICLE 3 DUES DEDUCTION AND STATUS REPORTS	2
3.1 New Hires	2
3.2 Union Dues-Fees	2
3.3 Rosters	2
3.4 Voluntary Deduction	3
ARTICLE 4 MANAGEMENT RIGHTS	3
4.1 Management Rights	3
4.2 WSF Rules and Regulations	3
4.3 Coordinated Bargaining	3
ARTICLE 5 DEFINITIONS	4
5.1 Regular Employees	4
5.2 Regular Full-Time Employees	4
5.3 Regular Part-Time Employees	4
5.4 Relief Dispatcher	4
5.5 Benefits and Seniority Accrual for Regular Part-Time Employees	4
5.6 Holiday Payments for Regular Part-Time Employees	4
5.7 Temporary Employees – Definition	4
5.8 Union Security and Compensation for Temporaries	5
5.9 Probationary Employee	6
5.10 Transfer	6
5.11 In Place Reclassification	6
5.12 Employment Status	6
ARTICLE 6 HIRING, ORGANIZATIONAL CHANGES, JOB POSTING PROCEDURE, AND PROBATION	7
6.1 Filling Positions	7
6.2 Job Posting Procedure	7
6.3 Organizational Changes	8
6.4 Probationary Schedules	8
6.5 Job Abandonment	9
ARTICLE 7 DISCIPLINE	9
7.1 Just Cause	9
7.2 Right to Representation	9
7.3 Types of Discipline	9
7.4 Verbal Warnings	10

7.5	Retention of Discipline	10
7.6	Employee Files	10
ARTICLE 8 NON-DISCRIMINATION AND REASONABLE ACCOMMODATIONS		10
8.1	Discrimination	10
8.3	Disability Accommodations	11
8.4	Safety Accommodations	11
8.4	Pregnancy Accommodations	12
ARTICLE 9 HOURS OF WORK		13
9.1	Regular Hours/Work Weeks	13
9.2	Overtime	13
9.3	Alternate Workweek	13
9.4	Meal/Relief Periods	14
9.5	Relief Period	14
9.6	Callback Pay	14
9.7	Shift Differential	14
9.8	Calling Employees at Home	15
9.9	Compensatory Time Off	15
9.10	Telework	15
ARTICLE 10 VACATIONS		16
10.1	Vacation Accrual Rate	16
10.2	Scheduling	17
10.3	Accumulation	17
10.4	Six Months Employment before Vacation Available	17
10.5	Cancellation of Leave Credit	17
10.6	Cash Out	17
10.7	Sick Leave during Vacation	17
10.8	Vacation Schedule	17
10.9	Seniority Preference	17
10.10	Family Care	18
10.11	Military Family Leave	18
10.12	Domestic Violence Leave	18
ARTICLE 11 SICK LEAVE AND LEAVES OF ABSENCE		18
11.1	Accumulation of Sick Leave	18
11.2	Payment of Sick Leave Benefits	18
11.3	Sick Leave Use	18
11.4	Payment of Sick Leave Benefits upon Termination	19
11.5	Bereavement Leave	19
11.6	Sick Leave Annual Cash Out	20
11.7	Voluntary Employees' Beneficiary Association (VEBA)	20
11.8	Personal Leave of Absence	20
11.9	Family Medical Leave	21
11.10	Industrial Accident Leave	21
11.11	Medical Leave of Absence	21
11.12	Parental Leave	21
11.13	Unpaid Leave for Reasons of Faith or Conscience	21
11.14	Leaves	22

11.15	Employment During Leave	22
11.16	Shared Leave	22
ARTICLE 12 SENIORITY, LAYOFF AND RECALL		22
12.1	Seniority	22
12.2	Seniority Roster	23
12.3	Loss of Seniority	23
12.4	Permanent Reduction in Staff	24
12.5	Temporary Reduction of Work Hours or Layoff	25
ARTICLE 13 HOLIDAYS		27
13.1	Holidays	27
13.2	Holiday Pay	27
13.3	Holiday Rules	27
ARTICLE 14 HEALTH, WELFARE AND RETIREMENT		28
14.3	Wellness	29
14.5	Medical Flexible Spending Arrangement	29
14.6	Retirement	30
ARTICLE 15 PASSES		30
15.8	Parking	31
ARTICLE 16 GRIEVANCE PROCEDURE		31
16.2	Terms and Requirements	31
16.3	Filing and Processing	33
16.4	Successor Clause	35
ARTICLE 17 MISCELLANEOUS LEAVES		36
17.1	Type of Leave	36
17.3	Notification/Denial of Leave	36
ARTICLE 18 CLASSIFICATION AND WAGE RATES		37
18.1	Wage Placement & Increments	37
18.3	Payroll and Deductions	37
18.4	Merit/Seniority Pay	38
18.5	Pay for Promotion or Work in a Higher Classification	38
18.6	Job Specification	38
18.7	Job Classification Review	38
18.8	Wage Rates	38
18.9	Pay Periods	39
ARTICLE 19 STRIKES AND LOCKOUTS		39
ARTICLE 20 TRAINING PROGRAMS		39
ARTICLE 21 TRAVEL		39
ARTICLE 22 SEVERANCE PAY		40
ARTICLE 23 TECHNOLOGICAL CHANGE AND TRAINING		40
23.1	Loss of Jobs	40
23.2	New Jobs	40
23.3	Training for Evolving Job Duties	40
ARTICLE 24 SEPARABILITY AND SAVINGS		40
ARTICLE 25 ANNUAL REVIEWS		41
25.1	Annual Review	41
25.2	Purposes	41

25.3 Annual Review Procedure 41
ARTICLE 26 SAFETY COMMITTEE 41
ARTICLE 27 MEALS AND LODGING 42
ARTICLE 28 DURATION 42

APPENDICES

APPENDIX A..... A-1
Classification and Wage Rates

MEMORANDUMS OF UNDERSTANDING

MOU – FURLOUGHS..... M-1

SIGNATURE PAGE

PREAMBLE

This Agreement is made and entered into by and between the State of Washington, hereinafter referred to as the “Employer,” and the Office and Professional Employees International Union Local No. 8, hereinafter referred to as the “Union.”

Status of employee(s): Washington State Department of Transportation Ferries Division (WSF) employees are state employees covered under their own separate [RCW 47.64](#). Accordingly issues covering state employees other than under [47.64](#) are subject to negotiation, as the issues will apply to [RCW 47.64](#) employees.

ARTICLE 1
RECOGNITION OF THE UNION

- 1.1** The Employer recognizes the Union as the exclusive collective bargaining representative for all employees employed at the Washington State Department of Transportation Ferries Division (WSF) as identified in [Appendix A](#) and for any additional job classifications, office and administrative in nature, created during the term of this Agreement as specified in the MEC unit clarification order, for the purpose of establishing wages, hours and working conditions.

ARTICLE 2
UNION BUSINESS

2.1 Non Discrimination

The Employer and the Union agree not to discriminate against any employee because of their participation and/or activity on behalf of the Union.

2.2 Union Access

Authorized representatives of the Union shall be allowed to enter the Employer's premises where members of the bargaining unit are employed, at reasonable times. The Employer will issue the duly accredited representative a building pass for such a visit, if required, and the Union agrees that the Employer is absolved from all claims resulting from any accidents involving such representative while on the premises.

2.3 Shop Stewards

The Union shall have the right to establish shop stewards. The Employer shall be notified in writing of all employees designated as shop stewards. Employees designated by the Union as shop stewards may, upon notification and at a mutually agreeable time between the shop steward and supervisor, investigate, discuss and process grievances with bargaining unit members in accordance with [Article 16](#), Grievance Procedure.

Union stewards will also be granted reasonable time during their normal working hours, as determined by the Employer, to prepare for and attend meetings scheduled by management for the following representational activities:

- A. Investigatory interviews and pre-disciplinary meetings involving employees represented by OPEIU;
- B. Union-Management Communication Committees and other committee meetings if such committees have been established; and/or
- C. Informal grievance resolution meetings, grievance meetings, alternative dispute resolution sessions, mediation sessions and arbitration hearings involving OPEIU represented employees held during their work time.

Time spent on representational activities during the union steward's non-work hours will not be considered as time worked.

2.4 Union Bulletin Boards

A bulletin board will be made available to the Union at work locations where bargaining unit members are permanently assigned. Information posted shall consist of official OPEIU bulletins containing no editorial comments.

2.5 Confidentiality

Employees have a right to confidentiality related to personal information and personnel issues to the extent provided/allowed by law. The Employer and the Union will take appropriate steps to maintain such confidentiality. When documents or information in an employee's personnel or supervisory file are subject to a public disclosure request, the Employer will provide an employee with a copy of the request at least seven (7) calendar days in advance of the intended release date. Prior to its release, the Employer will redact the employee's date of birth and social security number on any document subject to a public disclosure request, as allowed by law.

**ARTICLE 3
DUES DEDUCTION AND STATUS REPORTS**

3.1 New Hires

The Employer shall provide the Union, which is the exclusive bargaining representative for all employees covered by this agreement, with a list of new employees upon their hire date via e-mail. Such notice shall include the new hire's name, job title, work location, work phone number and work email. Union representative(s) will be allowed one-half (1/2) hour during the first month of employment of newly hired staff to meet with them and introduce them to the Union and the Collective Bargaining Agreement. Such presentations shall take place at the worksite during regular work hours of the new employee and the Shop Steward.

3.2 Union Dues-Fees

Pursuant to [RCW 47.64](#) all bargaining unit employees who provide the exclusive bargaining representative with written authorization to have union dues deducted, shall have union dues deducted. The exclusive bargaining representative shall provide the Employer with written authorization for the deduction of union dues. The Employer shall deduct from salary payments the union dues, including initiation fee, and shall remit the same to the Union. An employee may cancel their payroll deduction of dues/initiation fee by written notice to the Union by certified mail return receipt hardcopy. After the Employer receives confirmation from the exclusive bargaining representative that the employee has revoked authorization for deductions, the Employer shall end the deduction no later than the second payroll after the receipt of the confirmation. No provision of this Article shall preclude an employee from executing any other right specified under [RCW 47.64](#). The Union agrees to indemnify and hold harmless the Employer from all claims, demands, suits or other forms of liability resulting from such deductions or on account of compliance with this Article and any and all issues related to the deduction of dues.

3.3 Rosters

The Employer shall furnish the Union within the first working week of each month a list to include the following information: All newly-hired employees working in job classes

represented by OPEIU, which is not limited to regular employees, regular full-time employees, regular part-time employees, temporaries, the employee's full name, mailing address, job title, beginning salary, date of hire, and ending date if applicable. The Employer shall also furnish a list containing the above information for all employees who have resigned or been terminated. All WSF and agency temporaries shall also be reported on a monthly basis during the term of their employment, which shall include the name(s) of each agency and/or the WSF temporary employee, classification, salary, duration of assignment, work location, and purpose of assignment.

3.4 Voluntary Deduction

- A. The Employer agrees to deduct from the wages of any employee who is a member of the Union a deduction in addition to dues deductions, as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision to the Union with a report showing:
1. Employee name
 2. Amount deducted
- B. The parties agree that this Section satisfies the Employer's obligations and provides the deduction authorized under Section 1 (6) of [RCW 41.04.230](#).

ARTICLE 4 MANAGEMENT RIGHTS

4.1 Management Rights

Subject to the terms and conditions of this Agreement, the Employer retains the right and duty to manage its business including, but not limited to, the right to determine the method and means by which its operations are to be carried out, to direct the work force, and to adopt such rules and regulations governing the appearance, dress, conduct and work procedures of its employees, as are required to maintain safety, efficiency, quality of service, and the confidence of the traveling public.

4.2 WSF Rules and Regulations

The Union will be furnished with a copy of any rules or regulations with respect to the bargaining unit within thirty (30) calendar days prior to the planned implementation date to negotiate items that are mandatory subjects of bargaining. In the event the Union is not furnished with a copy, they shall have no effect upon members of the bargaining unit. If the Union fails to respond within the thirty (30) days, the Union waives all rights pursuant to this Section. Any rules or regulations or revisions of existing regulations implemented by the Employer shall not be inconsistent with the terms of the Agreement.

4.3 Coordinated Bargaining

All the unions shall, upon timely notification by WSF, negotiate certain issues with WSF on a coordinated bargaining approach. Coordinated bargaining shall be conducted on WSF policies that will apply to all bargaining unit employees generally on the same basis

or policies that would apply to employees in one (1) location where multiple bargaining units are involved such as vessel employees or Eagle Harbor employees.

ARTICLE 5 DEFINITIONS

5.1 Regular Employees

A regular employee is an employee who has been in the employ of the Employer for a period of over thirty (30) calendar days and shall be entitled to all benefits under the terms of this Agreement, except as otherwise specified in this Agreement.

5.2 Regular Full-Time Employees

A regular full-time employee is an employee who has been in the employ of the Employer full-time for a period of over thirty (30) calendar days and normally works a regular continuing schedule of eight (8) hours per day and forty (40) hours per week, and shall be entitled to full benefits under the terms of this Agreement.

5.3 Regular Part-Time Employees

Regular part-time employees are those who work regularly an agreed upon number of days each month or week but less than forty (40) hours per week. Regular part-time employees shall be entitled to all fringe benefits under this Agreement on a pro rata basis in accordance with [Section 5.5](#) of this Article. However, health and welfare benefits for regular part-time employees shall be provided as specified in [Article 14, Health, Welfare and Retirement](#).

5.4 Relief Dispatcher

The term “Relief Dispatcher” shall be an employee working on a year round basis and offered at least forty (40) hours of work per week to relieve employees who are not scheduled to work or to work various assigned shifts.

5.5 Benefits and Seniority Accrual for Regular Part-Time Employees

Whenever “months of continuous employment” are mentioned in this Agreement, for purposes of seniority and benefits, the completion of each one hundred and seventy-four (174) hours of work by a regular part-time employee shall constitute a month’s continuous employment.

5.6 Holiday Payments for Regular Part-Time Employees

In lieu of the provisions of [Article 13](#), Holidays, regular part-time employees shall receive straight-time holiday pay prorated on the basis of the time such employee actually worked in the month in which the holiday occurred. If such employee is required to work on a holiday, listed in [Article 13](#) herein, the employee shall be paid at the overtime rate of one and one-half (1½) times the employee’s regular straight-time rate of pay for the actual number of hours worked and shall receive no prorated holiday pay.

5.7 Temporary Employees– Definition

A temporary employee who is hired on the WSF’s payroll shall be called a “WSF temporary.”

Personnel working temporarily in a clerical position not on the WSF's payroll shall be called "agency temporaries."

- A. A temporary employee may be hired:
1. To work as a temporary worker to fill an FMLA vacancy or other approved leave of a permanent employee, not to exceed one (1) year.
 2. To work for one (1) year as a temporary worker when an FTE has been requested. A six (6) month extension is allowed provided the Employer notifies the Union in writing in advance of all six (6) month extensions. Said notice will include documented history status of the FTE request. In no event will this status exceed eighteen (18) months.
 3. To work as a project type temporary worker to perform work associated with a special project doing work not normally done or to provide assistance to current employees during a peak business cycle not to exceed one (1) year.
 4. Temporary employees shall not be regularly utilized to fill vacant permanent positions beyond ninety (90) calendar days. Should a business reason(s) necessitate an extension of the ninety (90) day period, the Parties will meet to discuss the business reason(s), efforts being made to eliminate the need to utilize a temporary employee and request an extension if needed.
 5. Notice to Employees:
An employee hired to replace an employee on leave shall be so advised.
 6. WSF temporaries will receive health care benefits in accordance with PEBB rules.
- B. Any project and/or absence involving job classifications represented by OPEIU that are expected to last ninety (90) calendar days or longer will be posted internally as a training opportunity for OPEIU Local 8 members with return rights to their permanent position. If a position is posted as requiring less than ninety (90) calendar days' work, and it runs longer than ninety (90) days, the temporary worker must be replaced unless the temporary worker was hired to work in accordance with the terms of [Subsections 5.6.A.\(1\), \(2\), or \(3\)](#).

5.8 Union Security and Compensation for Temporaries

Pursuant to [Article 3](#), Dues Deduction and Status Reports, all temporary personnel, agency temporaries and WSF temporaries, will be given the Union letter by the Employer upon starting work regardless of the anticipated length of their assignment.

- A. "Agency temporaries" may elect to pay Union work permit fees after their initial six (6) weeks of employment, beginning with hours worked on the first day of the seventh (7th) week of employment. Concurrently, those temporaries completing

their initial six (6) weeks of employment will then receive the appropriate bargained Union wage. The first six (6) weeks of employment will be paid at the agency standard fee.

- B. WSF temporaries may elect to pay work permit fees beginning with their first day of employment and shall receive the appropriate bargained Union wage for temporary workers from their first day of employment.
- C. A WSF temporary employee retained beyond ninety (90) calendar days shall be subject to the provisions of [Article 3](#), Dues Deduction and Status Reports, and shall be entitled to full terms and conditions of the contract except the layoff provisions of [Article 12](#), Seniority, Layoff and Recall. Health, welfare and retirement benefits will be afforded a WSF temporary according to the rules and requirements of the respective Washington State Plans referenced in [Article 14](#).
- DE. The Employer may, when feasible, request that the Union refer applicants for temporary positions of an anticipated length of two (2) weeks or greater.
- E. If a regular employee applies for and is awarded a temporary OPEIU bargaining unit position, the employee may move to that position without loss of seniority or benefits. Upon completion of the temporary assignment, the employee may return to the employee's prior position.

5.9 Probationary Employee

A probationary employee is an employee who is completing the probationary schedule as defined in [Article 6.3](#) A. Any employee terminated during the probationary period shall not have recourse to the grievance procedure.

5.10 Transfer

A transfer is a move from one job classification to another job classification either laterally, or to a higher or lower job classification within the bargaining unit. Except as provided elsewhere in the Agreement, a transfer shall only occur through an employee-initiated request by implementation of the job posting procedure.

5.11 In Place Reclassification

An in place reclassification shall be implemented if an employee has been assigned or is performing job duties and responsibilities of a higher job classification.

5.12 Employment Status

Any employee retains employment rights when working or on any approved time off or leave as defined in this Agreement. An employee taking a leave, which is not properly approved, may be considered absent, and may be subject to discipline up to and including termination.

ARTICLE 6
HIRING, ORGANIZATIONAL CHANGES, JOB POSTING PROCEDURE, AND
PROBATION

6.1 Filling Positions

The Employer will determine if a position will be filled, the type of appointment to be used when filling the position (i.e. part-time, full-time, temporary), and the qualifications necessary to perform the duties of the specific position within a job classification. Only those candidates who have the position-specific qualifications required will be referred for further consideration by the Employer.

6.2 Job Posting Procedure

- A. Notice of all job vacancies involving job classifications represented by OPEIU, including project and temporary vacancies of an anticipated duration of ninety (90) calendar days or longer, shall be internally posted within WSF, no later than fifteen (15) calendar days after WSF has received all necessary approvals. The internal WSF posting shall be for a duration of seven (7) calendar days in all departments where employees of this Agreement are employed. If pressing business needs require a longer delay in posting or processing, the Employer shall inform the Union and shall discuss all relevant facts with the Union. The posted notice will include the current Job Specification and Classification Questionnaire for the qualifications and responsibilities of the vacant position. The Employer shall not be obligated to post the positions of employees who are selected to fill temporary vacancies beyond electronic e-mail.
- B. Employees, who make timely application during the seven (7) calendar days from initial date of posting and meet minimum qualifications, will be included in the internal WSF candidate pool for the vacant position. The seven (7) calendar day limit shall be extended for employees on approved leave, who request consideration, up to the time interviews are completed.
- C. Employees who make timely application for a vacant position will receive written notification of acceptance or rejection of their application prior to the announcement of the successful candidate. An announcement will be posted electronically notifying all employees of the candidate selected for the vacant position. The Employer will notify the employee in writing with the reason(s) the employee was not selected for the position.
- D. The awarding of all project, temporary, vacant and promotional positions will be subject to the seniority system of [Article 12](#).
- E. The Employer will request from the Union a list of candidates available for referral.
- F. The Employer may post vacancies externally at the same time as the internal WSF posting described in 6.2 (A), above. The Recruiter will not share the applications or other details of external applicants with the hiring manager until all internal

applicants have been deemed unqualified. The Employer shall not be denied the right to employ an individual from outside sources once the provisions of Subsections 6.2 (A), (B), (C), (D), and (E) have been exercised and it has been determined that all bargaining unit employees who have applied through the internal job posting procedure are unqualified for the position.

6.3 Organizational Changes

- A. In the event that new facilities are added and/or eliminated, departments are reorganized and a revision of current staffing and/or job specifications occur that effect WSF employees represented by OPEIU Local 8, the Employer shall notify the Union a minimum of sixty (60) days prior to the planned implementation date of the event.
- B. The Union shall notify the Employer within thirty (30) days of having received the sixty (60) day notice regarding the Union's intent to exercise its right to bargain over the effects of the proposed changes. If the Union fails to respond within thirty (30) days, the Union waives all rights pursuant to this Section. The parties shall meet to discuss and/or negotiate where appropriate, wages, hours of work and conditions of employment for any employee(s) so affected within fifteen (15) days from the date the Employer receives the demand to bargain notification from the Union. Should the parties fail to reach an agreement where negotiations are required within fifteen (15) working days or after a mutually agreed upon extension, the Union may pursue the matter through the grievance procedure as specified in [Article 16](#) of the Collective Bargaining Agreement (CBA).

6.4 Probationary Schedules

- A. Newly hired employees shall have a one-hundred eighty (180) calendar day probationary period to qualify for a position. A newly hired employee separated during the probationary period or at the end of the probationary period shall not have recourse to the grievance procedure. The probationary period may be extended an additional ninety (90) calendar days, provided that such extensions are not exercised on a regular basis. Prior to an extension occurring, the employee will be provided with a plan for improvement. The employee and the Union will be notified in writing of such action prior to the end of the initial one-hundred eighty (180) calendar day probationary period.
- B. An employee promoted or transferred to a new position shall have a ninety (90) calendar day trial service period, and shall receive the appropriate rate of pay for the new position during such trial service period. An employee determined to be unqualified for a new position during or at the end of the trial serving period shall be returned to the previously held classification at the former rate of pay with no loss of seniority and such action will not be subject to the grievance procedure, provided the employee and the Union receives written notice from the Employer containing the reasons for the reversion not less than seven (7) calendar days prior to the effective date of such reversion. An employee service a trial service period may voluntarily revert to their previously held position within fifteen (15)

calendar days of the appointment. The trial service period may be extended an additional ninety (90) calendar days, provided that such extensions are not exercised on a regular basis and when an extension occurs the employee and the Union will be notified in writing of such action.

- C. The Employer retains the right to separate new employees during or at the end of the probationary period and the separation shall not be subject to the grievance procedure.

6.5 Job Abandonment

- A. An employee absent from work for three (3) consecutive days who is not on an approved leave forfeits their employment rights, their seniority rights, and may be terminated from employment with WSF. Before this occurs, the employee shall be informed via a Loudermill meeting notice and be given an opportunity to attend the meeting. A five (5) day notice by registered letter to the employee's most recently updated address on file with Human Resources shall be deemed adequate, whether or not the employee signs for the letter. It is the employee's responsibility to maintain the correct address in Human Resources.

ARTICLE 7 DISCIPLINE

7.1 Just Cause

The Employer shall not discharge, suspend or discipline any employee without just cause. No employee shall be disciplined or discharged while on paid sick leave, on vacation or on an approved leave of absence. An employee, upon request, shall receive written notice from the Employer stating the true cause of termination.

7.2 Right to 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.

7.3 Types of Discipline

The Employer shall use a uniform system of written warning notices for poor work performance, formal reprimands, and suspensions. Employees shall be given an opportunity to read, sign and answer all written warning notices or performance evaluations before placement of such material into their personnel file. Copies of these notices shall be given to the employee at the time formal disciplinary action is taken. The employees shall be asked to sign any written warning notices. The employee's signatures thereon shall not be construed as admission of guilt or concurrence with the reprimand, but rather shall be requested as an indication that the employee has seen and comprehends the gravity of the disciplinary action taken. Employees shall have the right

to review and comment on written warning notices and performance evaluations currently in their personnel file. Upon written request by the employee, the Union will be notified of all warning notices.

7.4 Verbal Warnings

Documented verbal warning notices provided for herein shall not remain in effect for more than twelve (12) months from the date of such warning notice and shall thereafter be purged from the employee's personnel file and supervisory/working file.

7.5 Retention of Discipline

Records of disciplinary actions involving reductions-in-pay, suspensions, demotions, and/or written reprimands will be removed after three (3) years if:

1. Circumstances do not warrant a longer retention period (i.e. legal reasons);
2. There has been no subsequent discipline; and
3. The employee submits a written request for its removal.

7.6 Employee Files

Employees may review their personnel file at a mutually agreeable time upon request to the Human Resources Department. An employee may request copies of information in the personnel file and such information shall be provided by the Human Resources Department.

ARTICLE 8

NON-DISCRIMINATION AND REASONABLE ACCOMMODATIONS

8.1 Discrimination

- A. The Employer and the Union are mutually committed to ending discrimination in any and all forms. To this end, the parties agree that they will not engage in any act or practice, or pursue any policy, which results in coercion, discrimination, or harassment because of race, creed, sex, age, color, national origin, veteran's status, military status, status as an honorably discharged veteran, disabled veteran, Vietnam era veteran, genetic information, political affiliation, marital status, sexual orientation, gender expression, gender identity, status as a breastfeeding mother, victim of sexual assault or domestic violence, or any real or perceived sensory, mental or physical disability, (unless reasonable accommodation is impossible or would impose an undue hardship). This prohibition of discrimination shall apply, but not be limited to: promotions, demotions, transfers, layoffs, disciplinary actions, terminations, rates of pay and forms of compensation, hiring, recruitment, referral for hiring, placement in a hiring pool, job advertising, career development, and selection of training, including apprenticeship.
- B. The Employer agrees to provide appropriate training and the Union agrees to support and encourage participation in training to positively accept the cultural diversity that exists in the workplace and to understand as well as prevent all forms of discrimination and harassment.

C. The Parties to the contract agree that the acts of coercion, discrimination, and harassment are intolerable and shall be subject to appropriate discipline.

8.2 The Employer agrees to the principle of equal pay for equal work, and agrees that there shall be no discrimination exercised in the bargaining unit in this respect.

8.3 Disability Accommodations

WSF will at all times comply with the Americans with Disabilities Act (ADA) and [RCW 49.60](#) et Seq. and Department of Transportation policies regarding reasonable accommodation as those statutes and policies apply to WSF operations. In a case where an employee has a disability, as defined by ADA or comparable statutes, WSF shall consider a reasonable accommodation that allows an employee to perform the essential job functions of the classification for which they are otherwise qualified. Employees requesting accommodation shall actively participate with WSF in discussing the need for and possible form of any accommodation. WSF may require supporting medical documentation and may require the employee to obtain a second medical opinion at agency expense. Medical information discussed to WSF will be kept confidential. WSF will contact the Union representative and discuss a proposed accommodation in cases where there could be a perception that an accommodation violates the union agreement. Although the specific medical condition of the employee will not be disclosed to the Union without the employee's written approval, WSF will notify the Union the employee has a medical condition requiring accommodation, and WSF will attempt to work with the Union to obtain Union agreement.

8.4 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 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 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 10 or Article 11 may be considered a reasonable safety accommodation.
3. The employer may deny a reasonable safety accommodation request based on an undue hardship, which means an action requiring significant difficulty or expense.

8.4 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 her job requires her 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. An employer may not claim undue hardship for the accommodations listed above in (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. An 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. An 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.

ARTICLE 9 HOURS OF WORK

9.1 Regular Hours/Work Weeks

- A. The regular hours of work shall not exceed eight (8) hours in any one (1) day or forty (40) hours in any one (1) week. Except as provided elsewhere in the Agreement, the normal workweek, except for the Dispatch Department, will consist of Monday through Friday.
- B. For payroll purposes, workweeks will normally begin at 12:00 a.m. on Sunday and end at 11:59 p.m. the following Saturday or as otherwise designated by the Appointing Authority. Work week schedules will be five (5) consecutive eight (8) hour days followed by two (2) consecutive days off, or four (4) consecutive ten (10) hour days followed by three (3) consecutive days off.

9.2 Overtime

For employees working 5/8 work weeks, hours of work in excess of eight (8) hours in any one workday or in excess of forty (40) hours per workweek shall be paid for at one and one-half (1½) times the employee's regular straight-time hourly rate based on the following increments: six (6) minutes, twelve (12) minutes, eighteen (18) minutes, twenty-four (24) minutes, thirty-six (36) minutes, and forty-eight (48) minutes for the first (1st) hour. For time worked in excess of one (1) hour, overtime will be paid at one and one-half (1½) the employee's straight-time rate of pay, in one (1) hour increments in accordance with all applicable terms of this Agreement. For employees working 4/10 work weeks, hours of work in excess of ten (10) hours in any one workday or in excess of forty (40) hours per workweek shall be paid at one and one-half (1½) times the employee's regular straight-time hourly rate based on the following increments: six (6) minutes, twelve (12) minutes, eighteen (18) minutes, twenty-four (24) minutes, thirty-six (36) minutes, and forty-eight (48) minutes for the first (1st) hour. For time worked in excess of one (1) hour, overtime will be paid at one and one-half (1½) the employee's straight-time rate of pay in one (1) hour increments in accordance with all applicable terms of this Agreement. By mutual consent, compensatory time off may be scheduled in lieu of receiving overtime pay (see [Section 9.9](#)).

9.3 Alternate Workweek

Work weeks of hours different than work weeks in [Section 9.1](#) above, may be established by the Employer in order to meet business and/or customer service needs, as long as the alternate work schedule complies with federal and state laws. The Employer will provide

a thirty (30) days' written notice to the affected employee(s) and the Union prior to implementing an alternate work week, not to include Relief Dispatchers.

Individual employee requests for an alternate workweek or other flextime schedule must have written approval of the Employer and will be communicated in writing to the Union before implementation.

Any schedule implemented via this Section may be discontinued by the Employer upon thirty (30) days written notification to the affected employee(s) and the Union, unless the employee(s) agree to an earlier change in writing.

9.4 Meal/Relief Periods

Each employee shall receive a lunch period of thirty (30) minutes, on the employee's own time, approximately one-half (1/2) way through the workday, in accordance with a lunch period schedule to be established by the Employer. By mutual agreement of the employee and supervisor, lunch periods of sixty (60) minutes may be established. When a sixty (60) minute lunch is utilized, it is duty-free time on the employee's own time. Any schedule implemented via this Section may be discontinued by the Employer upon thirty (30) days written notification to the affected employee(s) and the Union unless the employees agree to an earlier change.

Employees working overtime shall receive an unpaid meal period of thirty (30) minutes after every five (5) hours provided the overtime hours are annexed directly to the employee's regular work schedule. If the Employer requires the employee to work during the overtime meal period, the employee shall receive the overtime rate of pay for such meal period.

9.5 Relief Period

Each employee shall receive a relief period of fifteen (15) minutes approximately one-half (1/2) way through the morning shift and approximately one-half (1/2) way through the afternoon shift of each working day, in accordance with a schedule to be established by the Employer. An additional fifteen (15) minute relief period will be provided to an employee during each four (4) hours of overtime. The Employer shall have the right to require strict observance of the employees of the lunch and relief periods as scheduled. Relief periods are compensable.

9.6 Callback Pay

Regular full-time employees who are called in to work on a scheduled day off and have a minimum of forty (40) non-overtime compensated hours in the work week, will be compensated at the overtime rate. In addition, they will receive four (4) hours of Callback pay at their straight-time rate of pay regardless of the length of the overtime shift or hours actually worked.

9.7 Shift Differential

Employees whose regular scheduled work shifts include hours after 6:00 p.m. shall be paid a shift differential equal to an additional ten percent (10%) of their straight-time hourly rate time worked between 6:00 p.m. and 6:00 a.m.

9.8 Calling Employees at Home

Employees being called at home by their supervisor or supervisor's authorized designee on their normal non-work time or on vacation or sick leave shall be paid initially a minimum increment of fifteen (15) minutes or actual time on the phone whichever is greater. This shall not apply to compensation issues of the employees such as time sheets or other compensation. If overtime payment is applicable, it shall be paid or accrued as compensatory time and, at the employee's option, vacation or sick leave may be re-credited in equivalency of straight-time increments equal to the time paid by this Section.

9.9 Compensatory Time Off

A. Compensatory Time Eligibility

The Employer may grant compensatory time in lieu of cash payment for overtime to an overtime-eligible employee, upon agreement between the Employer and the employee. Compensatory time must be granted at the rate of one and one-half (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 within any given biennium.

C. Compensatory Time Use

1. Employees must use compensatory time prior to using vacation leave, unless this would result in the loss of their vacation leave. Compensatory time must be used and scheduled in the same manner as vacation leave.
2. Employees may use compensatory time for Domestic Violence Leave as required in [RCW 49.76](#).

D. Compensatory Time Cash Out

All compensatory time in excess of one hundred sixty (160) hours must be used by June 30th at the end of each biennium. The employee's compensatory time balance in excess of one hundred sixty (160) hours will be cashed out every June 30th at end of each biennium. However, the employee may designate that all or any portion of the one hundred sixty (160) hours also be cashed out on June 30th at the end of each biennium.

E. All accumulated compensatory time will be cashed out if an employee:

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

9.10 Telework

A. At the sole discretion of the Employer, employees may be allowed to telework in accordance with the WSDOT Telework Policy. Per Executive Order 16-07, WSF shall consider the beneficial impacts of increasing access to mobile and teleworking options for employees within the bargaining unit. If an employee

would like to apply for telework approval, they will complete the WSDOT Telework Participant Agreement and submit it to their supervisor. The supervisor and/or Appointing Authority shall consider the request and respond approving or denying the request within fifteen (15) calendar days.

- B. If any employee is denied a request to telework, the employee may file a written appeal to the Appointing Authority or designee within fifteen (15) calendar days of receipt of the denial. The Employer will provide thirty (30) calendar days' written notice to the employee prior to permanently discontinuing the employee's approved telework schedule, unless the employee agrees to an earlier change in writing.

ARTICLE 10 VACATIONS

10.1 Vacation Accrual Rate

Each employee with at least six (6) months continuous employment shall receive one (1) working day of vacation leave with full pay for each month of completed employment up to and including twelve (12) months. In addition, vacation credits as set out below shall be prorated and credited on a monthly basis. For the purpose of vacation accrual, seniority is defined as an employee's length of unbroken state service.

Full-time employees who have been in pay status for eighty (80) non-overtime hours in a month shall accrue vacation credits as shown immediately below:

Months/Years of Continuous Service	Hours per Month/Year
Twelve months	One hundred twelve (112)
Two years	One hundred twelve (112)
Three years	One hundred twenty (120)
Four years	One hundred thirty-six (136)
Five years	One hundred sixty (160)
Seven Years	One hundred sixty-eight (168)
Nine Years	One hundred seventy-six (176)
Eleven Years	One hundred eighty-four (184)
Thirteen Years	One hundred ninety-two (192)
Fourteen Years	Two Hundred (200)
Sixteen years	Two hundred eight (208)
Eighteen years	Two hundred twenty-four (224)
Twenty Years	Two hundred thirty-two (232)
Twenty-two years	Two hundred forty (240)
Twenty-four years	Two hundred forty eight (248)
Twenty-six years	Two hundred fifty-six (256)
Twenty-eight years	Two hundred sixty-four (264)
Thirty years	Two hundred seventy-two (272)

10.2 Scheduling

Vacation leave may be used at any time, subject to prior approval from the Employer. Requests for vacation leave shall not be arbitrarily denied. Vacation leave may be taken in ten minute increments.

10.3 Accumulation

Vacation leave is accumulative to a total of two hundred and forty (240) hours. Employees may voluntarily exceed this limit; provided that, they exhaust the vacation leave in excess of two hundred and forty (240) hours prior to their anniversary date. If leave in excess of two hundred forty (240) hours is not used prior to the employee's anniversary date, then such leave will automatically be lost. However, this provision may be modified through mutual agreement between an individual and the Employer as follows:

1. If an employee's request for vacation leave is denied by the Employer, and the employee has not exceeded the vacation leave maximum two hundred forty (240) hours, the Employer may grant an extension for each month that the Employer defers the employee's request for vacation leave.

10.4 Six Months Employment before Vacation Available

Vacation leave is not available to the employee unless the employee has served six (6) continuous months of employment. A re-employed or reinstated employee must have six (6) months of continuous employment before such employee is entitled to use vacation leave.

10.5 Cancellation of Leave Credit

Leave credits accumulated are cancelled automatically on separation after periods of service of less than six (6) months.

10.6 Cash Out

All accumulated vacation credit will be paid when an employee leaves the Employer's employment for any reason.

10.7 Sick Leave during Vacation

If an employee becomes ill or injured while on vacation, that employee may use sick leave in lieu of vacation days for the period of such illness or injury. Additionally, the employee who needs to make funeral arrangements or to attend the funeral of an immediate family member may use [Article 11.5](#) in lieu of vacation.

10.8 Vacation Schedule

The Employer shall make available the vacation schedule by April 1, of each year.

10.9 Seniority Preference

Senior employees shall be given preference in the selection of vacation periods. An employee who splits a vacation may exercise seniority rights for the initial vacation period. However, subsequent selection shall be made after all employees have their initial selection. All vacation requests will be approved or denied in writing by the employee's immediate supervisor. Vacation requests submitted by an employee shall be acted upon

by the employee's supervisor and returned to the employee within three (3) working days of receipt of the vacation schedule request. It is agreed that vacation requests will not be unreasonably denied and that every effort will be made to accommodate the vacations.

10.10 Family Care

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

10.11 Military Family Leave

Employees may use vacation leave for leave as required by the Military Family Leave Act, [RCW 49.77](#) and in accordance with [Article 17.1.B](#).

10.12 Domestic Violence Leave

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

**ARTICLE 11
SICK LEAVE AND LEAVES OF ABSENCE**

11.1 Accumulation of Sick Leave

Regular full-time employees shall accumulate sick leave at the rate of one (1) day (eight [8] hours) for each month in which an employee is in pay status for eighty (80) non-overtime hours in a calendar month. Full-time employees who are in pay status for less than eighty (80) non-overtime hours in a calendar month and regular part-time employees shall receive sick leave accumulation on a pro rata basis, based upon the hours in pay status in each calendar month, up to a maximum of eight (8) hours in a month.

11.2 Payment of Sick Leave Benefits

Accumulated sick leave pay shall be payable at the rate of one (1) day's pay (or portion thereof) for each day (or portion thereof) of absence. A doctor's certificate may be required for verification purposes after three (3) days or more of sick use if requested by the Employer, per WAC 296-128. Medical verification or certification for an employee shall be applied in accordance with RCW 49.46 and WAC 296-128.

11.3 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 Act, RCW 49.46.210.
- B. To provide care of family members as required by the Family Care Act, [WAC 296-130](#) and as allowed by [RCW 49.46.210](#).

- C. In accordance with RCW 49.46.210, when an employee’s place of business has been closed by order of a public official for any health related reason, or when an employee’s child’s school or place of care has been closed for such a reason. Health-related reason, as defined in WAC 296-128-600 (8), means a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material. Health-related reason does not include closure for inclement weather.
- D. Qualifying absences for Family and Medical Leave.
- E. Exposure of the employee to contagious disease when attendance at work would jeopardize the health of others.
- F. 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
- G. When an employee is absent from work to be with member(s) of the employee’s household, who experience an illness or injury, up to five (5) days for each occurrence or as extended by the Employer. For purposes of this sub-section, “Household Members” are defined as persons who reside in the same home who have reciprocal duties to and do provide financial support for one another. The term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune.
- H. Leave for Family Military Leave as required by [RCW 49.77](#) and in accordance with [Section 16.1](#).
- I. Leave for Domestic Violence Leave as required by [RCW 49.76](#).

11.4 Payment of Sick Leave Benefits upon Termination

- A. Upon retirement from state service or death, an eligible employee or the employee’s estate shall be compensated for accrued unused sick leave credits in accordance with prevailing legislative provisions covering employees of the State of Washington.
- B. Each employee’s sick leave credit days are cancelled automatically upon the employee’s termination of service. Terminating employees do not receive sick leave credits for the month in which they terminate unless they work at least eighty (80) non-overtime hours in the month. Former state employees who are re-employed within five (5) years of terminating from state service will be granted all unused sick leave credits they had at separation.

11.5 Bereavement Leave

- A. An employee is entitled to three (3) days of paid bereavement leave if their 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, or leave without pay for purposes of bereavement and in accordance with this Agreement.
- D. For purposes of this Section a family member is defined as a parent, step-parent, sister, brother, parent-in-law, spouse, state registered domestic partner, grandparent, grandchild, child and step-child. A household member is defined as persons who reside in the same home who have reciprocal duties to and do provide financial support for one another. This term does not include persons sharing the same house when the living style is primarily that of a dormitory or commune.
- E. In the event of the death of an aunt, uncle, niece, nephew, sibling-in-law, child-in-law, 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 five (5) days for each calendar year. The Employer may deny leave requested under this provision for the holidays specified in [Article 13](#), Holidays.

11.6 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.

11.7 Voluntary Employees' Beneficiary Association (VEBA)

In accordance with state and federal law, employees may agree to form a Voluntary Employees' Beneficiary Association (VEBA), a tax-free medical spending account funded by the retiree's sick leave cash out. A VEBA for employees covered by this Agreement will be implemented only by written agreement with the Union.

11.8 Personal Leave of Absence

Employees may be granted leaves of absence limited, except in case of physical disability, to six (6) months in any one (1) year without loss of seniority. Retention of

seniority during a longer leave of absence may be arranged for by agreement between the Employer and the Union.

11.9 Family Medical Leave

Leave shall be granted to all employees as set forth in this Agreement and the State of Washington Family Medical Leave Act and the Federal Family and Medical Leave Act of 1993. The Employer shall comply with all other federal and state leave acts.

11.10 Industrial Accident Leave

During the period of time in which an employee is on leave of absence resulting from an industrial injury sustained while in the course of employment or arising out of employment with the Employer and not due to the employee's negligence, the employee shall accrue service credit for the purpose of promotions, wage tenure increases, and fringe benefit increases.

11.11 Medical Leave of Absence

Employees may be granted, by the Employer, extended leaves of absence without pay, not to exceed one (1) year beyond the accumulation of paid sick leave, for valid medical reasons, such as extended illness, accident or pregnancy.

Such leaves will be handled as set forth in this Agreement and the State of Washington Family and Medical Leave Act and the Federal Family and Medical Leave Act of 1993.

- A. An employee on leave of absence without pay for six (6) months or less shall be returned to their former position at the prevailing salary rate without any loss of seniority.
- B. An employee on leave without pay beyond six (6) months but less than one (1) year may be returned to the first available job which the employee is qualified to perform, at no less than their former rate of pay, including all intervening contractual adjustments. The seniority status of the affected employee shall be adjusted on a day-to-day basis to reflect the actual period of leave without pay in excess of six (6) months.

11.12 Parental Leave

All employees may use up to six (6) months of leave without pay to provide care to a newborn or recently adopted child. The employee's request may be denied based on operational necessity. Employees may use their accrued vacation leave in conjunction with this leave without pay.

11.13 Unpaid Leave for Reasons of Faith or Conscience

As provided for in [WAC 82-56-010](#), 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 [WAC 82-56-020](#) or the employee is not necessary to maintain public safety.

11.14 Leaves

All leaves must be approved in writing by management in advance of taking the leave, or as soon as administratively possible, on appropriate leave forms provided by WSF.

- A. All leave extensions must be approved in writing by management before the end date of the leave, except in cases of emergency. Extensions must be applied for a minimum of seven (7) days before the end of the leave if possible.
- B. Employees who have been on an approved leave of absence shall return to work on the date specified on the leave.
- C. The Employer may require medical certification that an employee is able to return to work from an approved leave. The Employer must request such documentation in writing in conjunction with the Employer's written approval of the requested leave.

11.15 Employment During Leave

Employees on leave of absence will notify the Employer prior to engaging in any off-duty employment. Employees may engage in off-duty employment that will not interfere with the performance of their job duties or result in a conflict of interest.

11.16 Shared Leave

The donation and the receipt of shared leave will be administered in accordance with state law ([RCW 41.04.655](#)).

ARTICLE 12 SENIORITY, LAYOFF AND RECALL

12.1 Seniority

A. Definition

Seniority is defined as an employee's continuous length of service with the bargaining unit from the most recent date of hire as a regular full-time or part-time employee or adjusted date of hire as a regular full-time or part-time employee and shall be accumulative on a bargaining unit-wide basis. Seniority will begin to accrue for employees who have successfully completed their probationary period.

Part-time employees shall accrue seniority on a pro rata basis based upon hours worked from the most recent date of hire or adjusted date of hire within the bargaining unit.

B. Application of Seniority

Seniority shall be the determining factor in layoff and recall from layoff, transfers in accordance with job posting procedures, shift changes and vacations, in accordance with the posting provisions of this Section unless ability and qualifications are unequal, in which event seniority will not be the determining

factor. Seniority shall be applied in the following manner in accordance with this Section.

C. Shift Change and Vacation

1. Choice of shift within the current job classification to which the employee is assigned and within the department assigned shall be by bargaining unit-wide seniority based upon an employee's continuous length of service or adjusted length of service within the bargaining unit.
2. Vacation time shall be scheduled within the department by bargaining unit-wide seniority based upon an employee's continuous length of service or adjusted length of service within the bargaining unit.

D. Job Posting

Seniority for the purpose of job posting selection shall be by bargaining unit-wide seniority based upon an employee's continuous length of service or adjusted length of service within the bargaining unit.

E. Benefit Accrual

Seniority, for the purpose of vacation, pension and sick leave accrual shall be based upon an employee's continuous length of service with WSF. Seniority, for the purpose of all other benefit accrual, shall be by bargaining unit-wide seniority based upon an employee's continuous length of service or adjusted length of service within the bargaining unit.

F. Salary Progression

Seniority, for the purpose of salary progression, shall be by bargaining unit-wide seniority based upon an employee's continuous length of service or adjusted length of service within the bargaining unit, in accordance with the salary progression steps in [Article 18](#).

12.2 Seniority Roster

A seniority roster of all employees, which includes a list of all regular employees, regular full-time employees, regular part-time employees, showing time and place of entering service of WSF, will be posted electronically. It will be revised in January of each year and be posted February 1st of each year after which it will be open for correction for a period of sixty (60) days from the date of posting, on presentation of proof of error, in writing, by an employee or their representative. A seniority date that is not protested within sixty (60) days from date of its first appearance on the seniority roster will not thereafter be subject to protest except for correction of typographical error. The Union shall be furnished a copy of such roster in February of each year and upon request thereafter.

12.3 Loss of Seniority

- A. An employee shall lose all seniority rights for any one (1) or more of the following reasons:

1. Voluntary termination of employment;
2. Discharge for just cause;
3. Failure to return in accordance with the terms of a leave of absence or when recalled from layoff period;
4. Retirement; or
5. Transfer or promotion to a position outside the bargaining unit, provided that any employee so transferred or promoted into a WSF position shall have their seniority frozen as of the appointment date and continue to be frozen until the conclusion of the probation period (normally six [6] months).

During the first three (3) months of such probationary period, the promoted employee shall have the option of returning to their former OPEIU Local 8 position. If the promoted employee is removed from the non-bargaining unit position during or at the conclusion of the probationary period, the employee shall have the opportunity of returning to the bargaining unit in any vacant position which the employee has the qualifications and the seniority to attain.

- B. Any employee who has established seniority and is elected or appointed to any full-time office in the Local Union or who is transferred to a position in WSF management shall retain seniority status throughout either term or terms in office or for the duration of employment with management. The employee shall not continue to accrue seniority, but shall regain all previously accrued seniority in the bargaining unit if returned to a position in the bargaining unit.

12.4 Permanent Reduction in Staff

A permanent layoff is an Employer initiated action that results in separation from service with the Employer or employment in a class with a lower salary range. (As described in Subsections 12.4 A and B)

Seniority, for the purpose of a permanent layoff shall be by bargaining unit-wide seniority based upon an employee's continuous length of service or adjusted length of service within the bargaining unit.

In the event of a layoff due to a permanent reduction in staff or the elimination of a position, WSF shall provide the Union and the employee(s) notice of layoff thirty (30) calendar days prior to the scheduled date of layoff. Notice will include the reason for the layoff, employees and positions identified for lay-off and the effective date of layoff. Temporary employees will be subject to layoff before a regular employee will be impacted. Such layoff or displacement of an employee shall be in the manner provided below:

- A. An employee laid off or displaced from a job will displace the least senior employee holding a job for which he qualifies as follows: (1) in the same classification; (2) if such is not available, in the same pay range; (3) in the next lower pay range and so on. Employees who are displaced from their jobs as a result of such bump back procedures may themselves move back and replace an employee having the least seniority in accordance with the procedure described in the previous sentence, provided they have the necessary qualifications and seniority.
- B. An employee so affected who is transferred to a lower rated job shall receive their present rate of pay or the maximum of the lower job classification, whichever is lower.
- C. An employee displaced from a job classification shall be first in line for recall for a period of one (1) year to any vacant job classification for which the employee previously held permanent status.
- D. Prior to WSF implementing this Section, the Union and each employee whose position is eliminated shall be given a minimum of thirty (30) calendar days' notice of a reduction in work force or layoff. This Section shall not apply to temporary employees, nor to dismissal for just cause carried out under the terms of this Agreement.
- E. Layoff List
The Employer will maintain an internal layoff list for each job classification covered by this Agreement. Employees may request to have their name placed on the layoff list for the job classification from which they were laid off or bumped. Additionally, employees may request to have their name placed on the layoff list for other job classifications in which they previously held permanent status.
- F. Recall
Seniority, for the purpose of recall, shall be by bargaining unit-wide seniority based upon employee's continuous length of service or adjusted length of service within the bargaining unit. For recall, seniority shall be in inverse order, last laid off, first recalled.
- G. Timely Return from Layoff
An employee will lose their seniority if the employee has been laid off and is recalled to work but fails to report for work within ten (10) working days from the date of receiving notification of such vacancy by registered mail at their last known address. To protect their seniority, it is the employee's responsibility to keep the WSF HR Office informed of their current address and telephone number on forms provided by WSF.

12.5 Temporary Reduction of Work Hours or Layoff

- A. The Employer will determine the basis, the effective date, and the length of temporary layoffs or reduction in hours. Temporary reduction(s) in hours or

temporary layoffs will be administered in accordance with seniority within the job classification within the department where temporary reduction(s) in hours or temporary layoffs occur. Temporary employees will be subject to layoff or a reduction in work hours before a regular employee will be impacted.

- B. The Employer may temporarily reduce the work hours of an employee to not less than twenty (20) per week.
- C. The Employer shall provide written notice to the affected employees with a copy to the Union thirty (30) calendar days prior to the effective date of the temporary reduction in hours. Upon request, the Employer will meet with the Union to discuss the impacts to the affected employee(s). The discussion(s) will not serve to delay the onset of the reduction in hours unless the parties mutually agree to do so.
- D. The Employer may temporarily layoff an employee for up to a maximum total of thirty (30) calendar days.
- E. The Employer shall provide written notice to the affected employees with a copy to the Union thirty (30) calendar days prior to the effective date of the temporary layoff. Upon request, the Employer will meet with the Union to discuss the impacts to the affected employee(s). The discussion(s) will not serve to delay the onset of a layoff unless the parties mutually agree to do so.
- F. Employees temporarily laid off will retain return rights to the same position at their same rate of pay.
- G. An employee whose work hours are temporarily reduced or who is temporarily laid off will not be entitled to:
 - 1. Be paid any leave balance if the layoff was due to the lack of funds, except that accrued annual (vacation) leave may be accessed by an employee who is temporarily laid off or has their hours reduced once the employee has accumulated five (5) workdays of layoff or the equivalent reduction in hours during any fiscal year. The accessing of annual leave shall be on a hour-for-hour basis for only that time in excess of the five (5) days during a fiscal year that an employee is temporarily laid off or whose hours are reduced;
 - 2. Bump to any other position; or
 - 3. Be placed on the layoff list.
- H. The Employer shall first offer to the temporarily laid off employee(s) any available temporary assignments involving positions represented by OPEIU before hiring an agency or WSF temporary employee provided the employee has the skills and ability to perform the work.

- I. A temporary reduction of work hours or layoff will not affect an employee’s periodic increment date and the employee will continue to accrue vacation and sick leave credit at their normal rate.
- J. Employee(s) displaced will receive all notifications of OPEIU job openings during their temporary layoff and will retain their rights under [Article 6](#) to apply for same.

**ARTICLE 13
HOLIDAYS**

13.1 Holidays

- A. The following days shall be paid holidays for all full-time employees covered by this Agreement:

New Year’s Day	January 1
Martin Luther King Jr.’s Birthday	Third Monday in January
Presidents’ Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans’ Day	November 11
Thanksgiving Day	Fourth Thursday in November
Native American Heritage Day	Fourth Friday in November
Christmas Day	December 25
2 Optional Days	Will be observed as mutually agreeable between Employer and employee. Employee will be eligible after six (6) months of employment, and holidays shall be observed on a calendar year basis.

- B. In the event the Washington State Legislature adds any additional holidays which would be applicable to the employees covered by this Agreement, such holiday(s) will be granted in accordance with the terms and provisions of this Article.

13.2 Holiday Pay

At the sole discretion of the Employer, the Employer may approve requests for an employee to receive a “comp” day off in lieu of receiving holiday pay. All “comp” days earned shall be subject to the provisions of [Article 9.9](#) (A), (B), (C), (D), and (E) and will not increase the totals in Sections B two hundred forty (240) hours and D one hundred sixty (160) hours.

13.3 Holiday Rules

The following rules apply to all holidays except the two (2) optional holidays:

- A. Full-time employees will be paid at a straight-time rate for hours they are scheduled to work on that day even though they do not work.
- B. In addition to Subsection A immediately above, employees will be paid for the hours actually worked on a holiday at the overtime rate in accordance with [Article 9](#), Hours of Work.
- C. For full-time employees with a Monday-through-Friday work schedule:
 - 1. When a holiday falls on a Saturday, the Friday before will be the holiday.
 - 2. When a holiday falls on a Sunday, the following Monday will be the holiday.
- D. For full-time employees who do not have a Monday-through-Friday work schedule:
 - 1. When a holiday falls on the employee's scheduled workday, that day will be considered the holiday.
 - 2. When a holiday falls on the employee's scheduled day off, the agency will treat the employee's workday before or after as the holiday.
 - 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 disapprove the request.

ARTICLE 14
HEALTH, WELFARE AND RETIREMENT

- 14.1**
- A. For the 2019-2021 biennium, the Employer will contribute an amount equal to eighty-five percent (85%) of the total weighted average of the projected medical premium for each bargaining unit employee eligible for insurance each month, as determined by the Public Employees Benefits Board (PEBB). The projected medical premium is the weighted average across all plans, across all tiers.
 - B. The point-of-service costs of the Classic Uniform Medical Plan (deductible, out-of-pocket maximums and co-insurance/co-payment) may not be changed for the purpose of shifting health care costs to plan participants, but may be changed from the 2014 plan under two (2) circumstances:
 - 1. In ways to support value-based benefits designs; and
 - 2. To comply with or manage the impacts of federal mandates.

Value-based benefits designs will:

1. Be designed to achieve higher quality, lower aggregate health care services cost (as opposed to plan costs);
2. Use clinical evidence; and
3. Be the decision of the PEB Board.

C. Article 14.1 (B) will expire June 30, 2021.

- 14.2**
- A. The Employer will pay the entire premium costs for each bargaining unit employee for basic life, basic long-term disability and dental insurance coverage.
 - B. If the PEB Board authorizes stand-alone vision insurance coverage, then the Employer will pay the entire premium costs for each bargaining unit employee.

14.3 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.

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

14.5 Medical Flexible Spending Arrangement

- A. During January 2020 and again in January 2021, the Employer will make available two hundred fifty dollars (\$250) in a medical flexible spending arrangement (FSA) account for each bargaining unit member represented by a Union in the Coalition described in RCW 41.80.020(3), who meets the criteria in Subsection 14.5 B below.
- B. In accordance with IRS regulations and guidance, the Employer FSA funds will be made available for a Coalition bargaining unit employee who:

1. Is occupying a position that has an annual full-time equivalent base salary of fifty thousand four dollars (\$50,004) or less on November 1 of the year prior to the year the Employer FSA funds are being made available; and
 2. Meets PEBB program eligibility requirements to receive the employer contribution for PEBB medical benefits on January 1 of the plan year in which the Employer FSA funds are made available, is not enrolled in a high-deductible health plan, and does not waive enrollment in a PEBB medical plan except to be covered as a dependent on another PEBB non-high deductible health plan.
 3. Hourly employees' annual base salary shall be the base hourly rate multiplied by two thousand eighty-eight (2088).
 4. Base salary excludes overtime, shift differential and all other premiums or payments.
- C. A medical FSA will be established for all employees eligible under this Section who do not otherwise have one. An employee who is eligible for Employer FSA funds may decline this benefit but cannot receive cash in lieu of this benefit.
- D. The provisions of the State's salary reduction plan will apply. In the event that a federal tax that takes into account contributions to a FSA is imposed on PEBB health plans, this provision will automatically terminate. The parties agree to meet and negotiate over the termination of this benefit.

14.6 Retirement

Employees will continue to participate in the Washington State Public Employees Retirement System (PERS) under the rules of that system.

ARTICLE 15 PASSES

- 15.1** The Employer shall, provide all new employees with a travel pass intended for work purposes only. The Employer shall, upon application, issue annual passes authorizing free passage for the employee and the employee's spouse and dependents, as well as for the employee's motor vehicle and tow on all vessels of the Employer to any employee continuously employed for at least six (6) months.
- 15.2** The Employer shall, upon application, issue to any employee continuously employed for at least two (2) years an additional vehicle pass authorizing free vehicle passage for the employee's spouse on all vessels of the Employer.
- 15.3** Any employee who leaves the service of the Employer shall immediately surrender to the Employer all passes held by the employee, employee's spouse, or dependents, except as otherwise provided in this Article.

15.4 Every employee who is retired under the provisions of the State Employees Retirement System or who is disabled shall be issued annual passes authorizing free passage for such employee, spouse, and dependent members of their family, together with their motor vehicle, on all vessels of the Employer.

15.5 Passes of any kind shall not be used for the purpose of commuting to or from employment other than employment with the WSF. Vehicle passes shall be used only on a space available basis. Nothing contained in this Article shall be construed as applying to any employee engaged in traveling to or from work with the Employer.

15.6 Vehicle ferry passes are intended to be used for vehicles that the employee and/or spouse have registered, leased or rented. The vehicle registration or lease/rental agreement shall be required to be shown when using passes, if requested.

Vehicle passes will not be used to evade a ferry fare. A vehicle not registered, leased or rented by an employee and/or spouse shall be subject to verification by terminal staff. Any pass holder, who is uncooperative in the verification process, shall be subject to WSF code of conduct.

15.7 Any employee, employee's spouse or the employee's dependent(s) who knowingly violates WSF Pass Use Policies will be subject to a three (3) month suspension of all pass privileges for a first offense, a one (1) year suspension of all pass privileges for a second offense and permanent revocation of all pass privileges for a third offense. The Employer shall publish and provide to the employees and the Union a copy of the rules, regulations and policies concerning pass usage.

15.8 Parking

OPEIU shall abide by the WSF Parking Policy, which requires an employee to obtain a parking permit in order to park in WSF Parking Areas. Employees may apply for Carpool Parking.

**ARTICLE 16
GRIEVANCE PROCEDURE**

16.1 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.

16.2 Terms and Requirements

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, and timelines will apply to the date of receipt, not the date of postmarking.
- D. Failure to Meet Timelines
Failure by the Union to comply with the timelines will result in the automatic withdrawal of the grievance. Failure by the Employer to comply with the timelines will entitle the Union to move the grievance to the next step of the procedure.
- E. Contents
The written grievance must include the following information:
1. A statement of the pertinent facts surrounding the nature of the grievance;
 2. The date upon which the incident occurred;
 3. The specific article and section of the Agreement violated;
 4. The specific remedy requested;
 5. The name of the grievant; and
 6. The name and signature of the Union representative.
- F. Modifications
No newly alleged violations and/or remedies may be made after the initial written grievance is filed, except by written mutual agreement.
- G. Resolution
If the Employer provides the requested remedy or a mutually agreed-upon alternative, the grievance will be considered resolved and may not be moved to the next step.
- H. Withdrawal
A grievance may be withdrawn at any time.

- I. Resubmission
If terminated, resolved or withdrawn, a grievance cannot be resubmitted.
- J. Consolidation
The Employer and/or the Union may consolidate grievances arising out of the same set of facts.
- K. 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.
- L. Discipline
Disciplinary grievances will be initiated at the level at which the disputed action was taken.
- M. Alternative Resolution Methods
Any time during the grievance process, by mutual consent, the parties may use alternative methods to resolve a non-disciplinary grievance. 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 timeframes resume. Any expenses and fees of alternative methods will be shared equally by the parties.

16.3 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. This thirty (30) day period will be used to attempt to informally resolve the dispute.
- B. Processing
 - Step 1 – Immediate Supervisor**
If the issue is not resolved informally, the Union may present a written grievance to the immediate supervisor or designee with a copy to the WSF Labor Relations Office within the thirty (30) day period described above. The immediate supervisor or designee will meet or confer by telephone with a union steward and/or staff representative and the grievant within fifteen (15) days of receipt of the grievance, and will respond in writing to the Union within fifteen (15) days after the meeting.
 - Step 2 – Appointing Authority**
If the grievance is not resolved at Step 1, the Union may request a Step 2 meeting by filing it with the Appointing Authority or designee, with a copy to the WSF Labor Relations Office, within fifteen (15) days of the Union's receipt of the Step 1 decision. The Appointing Authority or designee will meet or confer by telephone with a union steward and/or staff representative and the grievant within

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

Step 3 – Pre-Arbitration Review Meeting

If the grievance is not resolved at Step 2, the Union may request a pre-arbitration review meeting by filing the written grievance including a copy of all previous responses and supporting documentation to the attention of the OFM State Human Resources Labor Relations Section (LRS) at labor.relations@ofm.wa.gov with a copy to the agency's Human Resource Office within fifteen (15) days of the Union's receipt of the Step 2 decision. Within fifteen (15) days of the receipt of all the required information, the LRS representative or designee will discuss with the Union:

- i. If a pre-arbitration review meeting will be scheduled with the LRS representative or designee, an agency representative, and the Union's staff representative to review and attempt to settle the dispute.
- ii. If the parties are unable to reach agreement to conduct a meeting, the LRS representative or designee will notify the Union in writing that no pre-arbitration review meeting will be scheduled.

Within fifteen (15) days of receipt of the request, a pre-arbitration review meeting will be scheduled. The meeting will be conducted at a mutually agreeable time.

Step 4 – Arbitration

If the grievance is not resolved at Step 3, or the LRS representative or designee notifies the Union in writing that no pre-arbitration review meeting will be scheduled, the Union may file a request for arbitration. The demand to arbitrate the dispute must be filed with the Federal Mediation and Conciliation Service (FMCS) within fifteen (15) days of the pre-arbitration review meeting or receipt of the notice of no pre-arbitration review meeting will be scheduled. A copy of the demand to arbitrate the dispute will be provided to the LRS and WSF's Labor Relations Office contemporaneous to filing a demand to arbitrate the dispute with FMCS.

C. Selecting an Arbitrator

The parties will select an arbitrator from a list of seven (7) arbitrators by mutual agreement or by alternately striking names supplied by the FMCS, and will follow the Labor Arbitration Rules of the FMCS unless they agree otherwise in writing.

D. Authority of the Arbitrator

1. The arbitrator will:
 - a. Have no authority to rule contrary to, add to, subtract from, or modify any of the provisions of this Agreement;
 - b. Be limited in his or her decision to the grievance issue(s) set forth in the original written grievance unless the parties agree to modify it;

- c. Not make any award that provides an employee with compensation greater than would have resulted had there been no violation of this Agreement; and
 - d. Not have the authority to order the Employer to modify his or her staffing levels or to direct staff to work overtime.
 2. The arbitrator will hear arguments on and decide issues of arbitrability before the first day of arbitration at a time convenient for the parties, through written briefs, 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 cancelled because of one party, that party will bear the cost of the postponement or cancellation. The costs of any mutually agreed upon postponements or cancellations will be shared equally by the parties.
 3. If either party desires a record of the arbitration, a court reporter may be used. If that party purchases a transcript, a copy will be provided to the arbitrator free of charge. If the other party desires a copy of the transcript, it will pay for half 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 union representatives, witnesses, attorneys, and all other costs related to the development and presentation of their case. Every effort will be made to avoid the presentation of repetitive witnesses. The Union is responsible for paying any travel or per diem expenses for its witnesses, the grievant and the union representative.

16.4 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 17 MISCELLANEOUS LEAVES

17.1 Type of Leave

The Employer shall grant a leave of absence to any full-time employee who has accrued at least six (6) months seniority for any of the following purposes:

- A. Twenty-one (21) days of paid Military Leave will be granted to employees for required military duty or to take part in training or drills including those in the National Guard or active status in accordance with [RCW 38.40.060](#) and applicable federal law. Employees on military leave will be reinstated as provided for in [RCW 73.16](#) and applicable federal law.
- B. As provided for in [RCW 38.40.060](#), leave without pay for Military Family Leave will be granted for up to fifteen (15) days, per deployment, to an employee whose spouse is on leave from deployment or before and up to deployment, during a period of military conflict. Employees must provide the Employer with five (5) business days' notice after receipt of official notice that the employee's spouse will be on leave or of an impending call to active duty.
- C. To serve on a jury for any court of competent jurisdiction with pay.
- D. To serve as a witness in a criminal case in any court of competent jurisdiction when under subpoena with pay.
- E. When approved, employees will receive paid leave for attendance at examinations or interviews for state employment. Leave may include reasonable travel time.
- F. When approved, employees will receive paid leave to receive an initial assessment through the Employee Assistance Program. Leave may include reasonable travel time.
- G. Subject to Employer approval, leave without 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, donating blood.

17.2 The above types of paid leave shall be the employee's regular straight-time salary in addition to any amount received as compensation for the military, jury, or witness duty performed. Employees granted such leave shall remain absent from work only as necessary to satisfy the requirements of the duty being performed, and the employee shall furnish the Employer with satisfactory evidence of the actual time spent on such duty and the compensation received thereof.

17.3 Notification/Denial of Leave

In order to qualify for pay during the above types of leave, the employee shall notify the Employer immediately upon receiving an official communication concerning the service involved.

ARTICLE 18

CLASSIFICATION AND WAGE RATES

18.1 Wage Placement & Increments

- A. An employee's periodic increment date will be set and remain the same for any period of continuous service in accordance with the following:
1. Employees will receive a one (1) step increase to base salary annually, on their periodic increment date, until they reach Step G of the pay range.
 2. Employees who are hired at the minimum step of their pay range will receive a one (1) 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 one (1) step increase annually, on their periodic increment date, until they reach the Step G of the pay range. The minimum step in all ranges covered by this Agreement is Step C, effective July 1, 2019.
 3. Employees who are hired above the minimum step of the pay range will receive a one (1) 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 one (1) step increase annually, on their periodic increment date, until they reach Step G of the pay range.
 4. Once an employee reaches Step G in the pay range, they will receive a one (1) step increase after two (2) years on their periodic increment date.
 5. Once an employee reaches Step H in the pay range, they will receive a one (1) step increase every three (3) years on their periodic increment date until they reach the top of the range.
 6. 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 1 through 4.

18.2 Salary Adjustments

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

18.3 Payroll and Deductions

Payroll deductions not otherwise authorized or required by law shall be allowed if mutually agreed to by the employee and the Employer. Any change in payroll deductions, once started, shall be mutually agreed to by both parties.

18.4 Merit/Seniority Pay

Nothing in this Agreement shall preclude the Employer from paying an individual employee more than the rate fixed for their classification in recognition of merit.

18.5 Pay for Promotion or Work in a Higher Classification

When an employee is promoted to a new classification on a permanent basis or required to work in a higher classification (for a full shift or longer), the employee shall be placed at the same step of the new range that they occupied in their previous range. For example, an employee at Range M003 Step D who promotes into Range M005 shall be placed at Step D of that range. The WSF Assistant Secretary or designee may approve an increase beyond this, not to exceed the maximum of the new salary range. Salary progression shall continue to follow the process described in [Section 18.1](#).

18.6 Job Specification

The Employer shall provide the Union with the job specification and subsequent revisions for each covered bargaining unit position. Said revisions shall be transmitted to the Union at the time they are completed. The job descriptions shall accurately reflect the work performed and minimum qualifications for each job classification. The Employer shall notify the Union, in writing, of any new classifications to be covered by the Agreement and shall meet with the Union for the purpose of negotiating the appropriate wage rate for any new job classification.

18.7 Job Classification Review

An employee may request that their position classification be reviewed to determine if the position is properly classified. The request shall be submitted in writing to the Human Resources Office and shall include a cover letter explaining the request and a completed classification form. The Human Resources Office response shall be communicated in writing within thirty (30) working days. If the employee is not satisfied, the employee and the Union may appeal the decision to the Human Resources Director. A meeting shall be held within fifteen (15) working days with the Director, the employee, the employee's supervisor and Union Representatives to review the request. The Employer shall submit a decision in writing, within twenty-five (25) working days of the meeting. If denied, the Employer's decision shall specifically outline the reason for denial. If the employee is not satisfied with the outcome, the Union may proceed to arbitration. Arbitration must be requested within thirty (30) days of the receipt of the Employer's written decision. Any wage adjustment that may be appropriate as a result of the classification review will only be retroactive to the date the initial review request was properly submitted to the Employer.

18.8 Wage Rates

The wage rates are set forth in Appendix A of this Agreement.

- A. Effective 7/1/2019 – four percent (4%) Wage Increase
- B. Effective 7/1/2020 – four percent (4%) Wage Increase

18.9 Pay Periods

All employees will be paid pursuant to [WAC 82-50-021](#) as now in effect or hereinafter amended by the Office of Financial Management.

18.10 Penny Rounding Differences

The Employer and the Union recognize that the statewide payroll system (HRMS) rounds payroll calculations to five decimal places. Therefore, manual calculations using rates listed in the CBA may result in penny rounding differences. The parties accept that these differences, which shall be defined as differences of no more than one dollar (\$1.00) per pay period, do not require further payroll adjustments that would cause the employee to pay back penny rounding differences or for Management to add penny rounding differences to an employee's pay.

**ARTICLE 19
STRIKES AND LOCKOUTS**

Pursuant to [RCW 47.64](#) there shall be no strikes, lockouts or work stoppages at any time. Rather, any disputes arising between the parties will be resolved according to the provisions contained within the Labor Agreement and/or [RCW 47.64](#).

**ARTICLE 20
TRAINING PROGRAMS**

- 20.1** The WSF recognizes the mutual benefit to be attained by affording training opportunities to employees. All employees shall have equal access to training opportunities as sponsored by WSF, WSDOT and Washington State Department of Personnel (DOP) that are relevant to their WSF position. Training can be scheduled through the employee's Department or the WSF Training Department. Employee's request for job related training must be pre-approved by the appropriate Department and/or Training Department authorities.
- 20.2** Regular full-time employees with more than six (6) months of service with the Employer may receive tuition reimbursement for job related courses taking place during working hours or outside of working hours taught at a university, college, community college, or approved seminar, provided that (a) the courses and their details are approved by the Employer in advance; and (b) the employee furnishes proof of having satisfactorily passed the course upon its completion.

**ARTICLE 21
TRAVEL**

- 21.1** The Employer will pay wages at the appropriate straight-time rate of pay, for travel time required for work conducted for the Employer, and for travel time to and from, and attendance at, seminars when such attendance is required by the Employer. The Employer reserves the right to assign the employee the use of a State-owned automobile for the purpose of such travel. Otherwise, the employee will be reimbursed mileage as prescribed

by the State for the use of the employee's automobile. Any other forms of transportation and additional expenses will be reimbursed to the employee in accordance with WSDOT Travel Rules and Procedures.

ARTICLE 22 SEVERANCE PAY

- 22.1** It is hereby agreed that any claims for severance payment to any employee (employed by the WSF at the time of completion of any cross-sound bridge or tunnels except for a new Hood Canal Bridge) who may lose their employment in the Ferry System as a combined result of the building of a cross-sound bridge or tunnel (replacing the then-existing Ferry routes) and of the application of the seniority provisions under the present Labor Agreement shall be based upon the principle of one (1) month's pay for each year of service.

ARTICLE 23 TECHNOLOGICAL CHANGE AND TRAINING

- 23.1 Loss of Jobs**
In the event of any technological change that results in the permanent displacement of one or more employees in the bargaining unit, the Employer agrees to discuss such proposed changes prior to their going into effect. Employees to be displaced will be given first opportunity to bid for any new jobs before persons outside the bargaining unit are hired to fill such jobs.
- 23.2 New Jobs**
In the event any new jobs are created as a result of technological change affecting the bargaining unit employees, the Employer agrees to give the existing employees first opportunity to qualify for such jobs. The Employer further agrees to provide suitable training for those employees who are selected for employment in resultant positions.
- 23.3 Training for Evolving Job Duties**
In the event any new job duties are created within the bargaining unit, the Employer agrees to give bargaining unit employees with related duties within the unit of assignment first opportunity to train for these job duties.

ARTICLE 24 SEPARABILITY AND SAVINGS

- 24.1** If any Article of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any Article should be restrained by such tribunal, the remainder of this Agreement shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Articles.

ARTICLE 25 ANNUAL REVIEWS

25.1 Annual Review

At least once a year, each employee will be given a written Annual Review. The employee's immediate supervisor and each employee will jointly review the position description, employee's work assignment(s) and performance for the prior twelve (12) months. This Annual Review will include an interview between the employee and the employee's supervisor. Additionally, any employee or the Employer may request an interim Annual Review.

25.2 Purposes

The Annual Review shall be used for the following purposes:

- A. To encourage a periodic exchange of information between the employee and the supervisor regarding the employee's work assignment.
- B. To apprise the employee of the supervisor's assessment of the employee's performance and of any suggestions for improvement.
- C. To provide an opportunity for the employee to identify conditions or circumstances which impact the employee's work performance and to identify employee career goals.
- D. To provide a means for updating Employer records with respect to the employee's performance.

The Employer and the Union agree that many factors contribute to performance and that, among these, the major factors are dependability, initiative, ingenuity, quality and quantity of output, cooperation, attitude and knowledge. Further, the parties agree that it is appropriate for Management's appraisal of performance to be a significant influence in decisions relating to job placement.

25.3 Annual Review Procedure

The employee will be provided a copy of the Annual Review containing the supervisor's comments at least twenty-four (24) hours prior to any formal discussion of its contents with the supervisor.

ARTICLE 26 SAFETY COMMITTEE

- 26.1** The General Safety Committee will include one (1) elected member and one (1) elected alternate representing the Union bargaining unit. Only one (1) employee shall actually be in attendance at the meeting. The Committee will review safety issues and recommend correction of unsafe conditions or practices.

ARTICLE 27
MEALS AND LODGING

- 27.1** At management's discretion, the Employer shall furnish meals and lodging, in compliance with per diem guidelines, when staff, essential to manning operations, is required to remain on duty or called back to duty.

This section is applicable to emergency or unplanned situations and is not applicable to regular work schedules in support of WSF operations.

ARTICLE 28
DURATION

- 28.1** This Agreement shall be effective from July 1, 2019 until June 30, 2021, unless otherwise provided in the Agreement.

APPENDIX A – CLASSIFICATION AND WAGE RATES

Effective July 1, 2019 – 4% Wage Increase

Description	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H*	Step I**	Step J***
N/A	M001	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	M002	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	M003	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Purchasing Assistant, Receptionist, Office Assistant, Buyer I, Mail Clerk	M004	N/A	N/A	\$3,394	\$3,566	\$3,736	\$3,904	\$4,079	\$4,262	\$4,455	\$4,656
		N/A	N/A	\$40,728	\$42,792	\$44,832	\$46,848	\$48,948	\$51,144	\$53,460	\$55,872
Document Control Specialist, Word Processing Specialist	M005	N/A	N/A	\$3,565	\$3,736	\$3,917	\$4,092	\$4,276	\$4,469	\$4,670	\$4,880
		N/A	N/A	\$42,780	\$44,832	\$47,004	\$49,104	\$51,312	\$53,628	\$56,040	\$58,560
Administrative Service Specialist, Secretary, Accounting Assistant II	M006	N/A	N/A	\$3,736	\$3,917	\$4,105	\$4,290	\$4,482	\$4,684	\$4,894	\$5,115
		N/A	N/A	\$44,832	\$47,004	\$49,260	\$51,480	\$53,784	\$56,208	\$58,728	\$61,380
Customer Information Assistant, Sec. Asst., Human Resources Consultant Assistant, Security Assistant, Training Assistant	M007	N/A	N/A	\$3,917	\$4,105	\$4,307	\$4,500	\$4,703	\$4,914	\$5,136	\$5,366
		N/A	N/A	\$47,004	\$49,260	\$51,684	\$54,000	\$56,436	\$58,968	\$61,632	\$64,392
Accounting Assistant III, Department Coordinator, Consultant Coordinator, Program Assistant, Contracts Coordinator 1, Buyer II	M008	N/A	N/A	\$4,105	\$4,307	\$4,517	\$4,720	\$4,932	\$5,153	\$5,386	\$5,628
		N/A	N/A	\$49,260	\$51,684	\$54,204	\$56,640	\$59,184	\$61,836	\$64,632	\$67,536
Crew Dispatcher, Human Resources Consultant, Maintenance Material Coordinator, Safety Systems Specialist	M009	N/A	N/A	\$4,307	\$4,517	\$4,738	\$4,951	\$5,175	\$5,407	\$5,650	\$5,905
		N/A	N/A	\$51,684	\$54,204	\$56,856	\$59,412	\$62,100	\$64,884	\$67,800	\$70,860
Inventory Agent, Relief Dispatcher, Buyer III	M010	N/A	N/A	\$4,517	\$4,738	\$4,971	\$5,195	\$5,429	\$5,672	\$5,928	\$6,195
		N/A	N/A	\$54,204	\$56,856	\$59,652	\$62,340	\$65,148	\$68,064	\$71,136	\$74,340
Contracts Coordinator II, Crew Dispatch Coordinator, Staff Accountant,	M011	N/A	N/A	\$4,738	\$4,971	\$5,219	\$5,454	\$5,699	\$5,956	\$6,223	\$6,504
		N/A	N/A	\$56,856	\$59,652	\$62,628	\$65,448	\$68,388	\$71,472	\$74,676	\$78,048
Bid Administrator, Purchasing Agent	M012	N/A	N/A	\$4,971	\$5,219	\$5,481	\$5,726	\$5,984	\$6,254	\$6,535	\$6,830
		N/A	N/A	\$59,652	\$62,628	\$65,772	\$68,712	\$71,808	\$75,048	\$78,420	\$81,960
Longevity Steps * Employees will progress to Step H two (2) years after being assigned to Step G in their permanent salary range. ** Employees will progress to Step I Three (3) years after being assigned to Step H in their permanent salary range. *** Employees will progress to Step J Three (3) years after being assigned to Step I in their permanent salary range.											

APPENDIX A – CLASSIFICATION AND WAGE RATES

Effective July 1, 2020 – 4% Wage Increase

Description	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H*	Step I**	Step J***
N/A	M001	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	M002	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	M003	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Purchasing Assistant, Receptionist, Office Assistant, Buyer I, Mail Clerk	M004	N/A	N/A	\$3,530	\$3,709	\$3,885	\$4,060	\$4,242	\$4,432	\$4,633	\$4,842
		N/A	N/A	\$42,360	\$44,508	\$46,620	\$48,720	\$50,904	\$53,184	\$55,596	\$58,104
Document Control Specialist, Word Processing Specialist	M005	N/A	N/A	\$3,708	\$3,885	\$4,074	\$4,256	\$4,447	\$4,648	\$4,857	\$5,075
		N/A	N/A	\$44,496	\$46,620	\$48,888	\$51,072	\$53,364	\$55,776	\$58,284	\$60,900
Administrative Service Specialist, Secretary, Accounting Assistant II	M006	N/A	N/A	\$3,885	\$4,074	\$4,269	\$4,462	\$4,661	\$4,871	\$5,090	\$5,320
		N/A	N/A	\$46,620	\$48,888	\$51,228	\$53,544	\$55,932	\$58,452	\$61,080	\$63,840
Customer Information Assistant, Sec. Asst., Human Resources Consultant Assistant, Security Assistant, Training Assistant	M007	N/A	N/A	\$4,074	\$4,269	\$4,479	\$4,680	\$4,891	\$5,111	\$5,341	\$5,581
		N/A	N/A	\$48,888	\$51,228	\$53,748	\$56,160	\$58,692	\$61,332	\$64,092	\$66,972
Accounting Assistant III, Department Coordinator, Consultant Coordinator, Program Assistant, Contracts Coordinator 1, Buyer II	M008	N/A	N/A	\$4,269	\$4,479	\$4,698	\$4,909	\$5,129	\$5,359	\$5,601	\$5,853
		N/A	N/A	\$51,228	\$53,748	\$56,376	\$58,908	\$61,548	\$64,308	\$67,212	\$70,236
Crew Dispatcher, Human Resources Consultant, Maintenance Material Coordinator, Safety Systems Specialist	M009	N/A	N/A	\$4,479	\$4,698	\$4,928	\$5,149	\$5,382	\$5,623	\$5,876	\$6,141
		N/A	N/A	\$53,748	\$56,376	\$59,136	\$61,788	\$64,584	\$67,476	\$70,512	\$73,692
Inventory Agent, Relief Dispatcher, Buyer III	M010	N/A	N/A	\$4,698	\$4,928	\$5,170	\$5,403	\$5,646	\$5,899	\$6,165	\$6,443
		N/A	N/A	\$56,376	\$59,136	\$62,040	\$64,836	\$67,752	\$70,788	\$73,980	\$77,316
Contracts Coordinator II, Crew Dispatch Coordinator, Staff Accountant,	M011	N/A	N/A	\$4,928	\$5,170	\$5,428	\$5,672	\$5,927	\$6,194	\$6,472	\$6,764
		N/A	N/A	\$59,136	\$62,040	\$65,136	\$68,064	\$71,124	\$74,328	\$77,664	\$81,168
Bid Administrator, Purchasing Agent	M012	N/A	N/A	\$5,170	\$5,428	\$5,700	\$5,955	\$6,223	\$6,504	\$6,796	\$7,103
		N/A	N/A	\$62,040	\$65,136	\$68,400	\$71,460	\$74,676	\$78,048	\$81,552	\$85,236
Longevity Steps * Employees will progress to Step H two (2) years after being assigned to Step G in their permanent salary range. ** Employees will progress to Step I Three (3) years after being assigned to Step H in their permanent salary range. *** Employees will progress to Step J Three (3) years after being assigned to Step I in their permanent salary range.											

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE STATE OF WASHINGTON
AND
OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL NO. 8
(AFL-CIO)

**Temporary Layoff Opportunities Through the ESD SharedWork Program to Address
Budget Issues**

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

Section 2 - Voluntary furlough option

Effective immediately, the Washington State Department of Transportation, Ferries Division (WSF/DOT) will apply for participation in the SharedWork program and begin soliciting volunteers for temporary layoffs for a minimum of one day per week for all eligible employees. Employee requests for voluntary furloughs will be contingent upon agency approval.

Section 3 – Employer-directed furloughs through July 25, 2020

All eligible full-time employees will be required to take one furlough day (8 hours) per week beginning June 28, 2020 and continuing through July 25, 2020. Part-time employees will be required to take furloughs on a pro rata basis. Employees in the following job classifications will be exempt from the furloughs: Crew Dispatcher, Relief Dispatcher, Dispatch Coordinator, and Bid Administrator. This initial requirement for each eligible employee to be furloughed one day per week will cease on July 25, 2020. The parties agree to waive the thirty (30) calendar day written notice requirement to the affected employees due to the urgent need to implement by June 28, 2020 in order to qualify for the CARES ACT.

Section 4 – Employer-directed furloughs from August 1, 2020 through November 30, 2020

Beginning August 1, 2020, WSF/DOT may designate ongoing furloughs of 1 day per month, however, 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 - Scheduling furlough days

Employees will work with their supervisor to identify furlough days in accordance with the business and operational needs of the department. Employees working alternate schedules will work with their supervisors to determine the schedule they will work. The needs and interest of the employee will be considered.

Section 6

The parties agree that - should additional furloughs beyond the 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: June 25, 2020

Employer:

Union:

/s/

/s/

Siobhan Murphy
OFM/SHR/Labor Relations

Valerie Peaphon
OPEIU 8

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 Office and Professional Employees International Union Local No. 8 (AFL-CIO):

/s/

Valarie Peaphon
Union Representative

For the State of Washington:

/s/

Jay Inslee
Governor

/s/

Diane Lutz, Section Chief
OFM/SHR, Labor Relations Section

/s/

Robin Vazquez, Lead Negotiator
OFM/SHR, Labor Relations Section