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AGREEMENT  
BY AND BETWEEN  
CITY OF POULSBO, WASHINGTON  
AND  
TEAMSTERS LOCAL 589  
REPRESENTING THE ADMINISTRATIVE AND PUBLIC WORKS EMPLOYEES  
January 1, 2016 through December 31, 2018

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AGREEMENT  
BY AND BETWEEN  
CITY OF POULSBO  
AND  
TEAMSTERS LOCAL NO. 589  
(REPRESENTING THE PUBLIC WORKS AND ADMINISTRATIVE EMPLOYEES)

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PREAMBLE

This Agreement is made by and between the City of Poulsbo, a municipal corporation of the State of Washington, hereinafter referred to as the "Employer", and Teamsters Local No. 589, hereinafter referred to as the "Union".

ARTICLE 1 PURPOSE

1.1 The purpose of the Employer and the Union in entering into this Agreement is to set forth their complete agreement with regard to wages, hours and working conditions for the employees of the City of Poulsbo who are legally represented by the Union.

ARTICLE 2 DEFINITIONS

2.1 As used herein, the following terms are defined as follows:

2.1.1 "Employer" means the City of Poulsbo, Washington.

2.1.2 "Union" means Teamsters Local No. 589.

2.1.3 "Employee" means a regular full-time employee in the bargaining unit covered by this Agreement.

2.1.4 "Bargaining unit" as used herein shall include regular full-time employees as set forth in the pay scale of this Agreement.

ARTICLE 3 RECOGNITION

3.1 The Employer agrees to recognize the Union as the exclusive bargaining representative on matters concerning wages, hours and working conditions for the employees in the bargaining unit.

ARTICLE 4 UNION SECURITY

4.1 It is a condition of employment that all current employees covered by this agreement on the date of ratification and those employees hired after its execution shall by the 30<sup>th</sup> day following the initial hire become and remain members in good standing in the union, or in lieu thereof pay a service fee to a non-political and secular organization recognized as a charitable organization under IRS code section (501)(c)(3). An amount equal to the union initiation fee shall be paid within thirty (30) days of initial hire. There shall be paid monthly a service fee equal to the monthly union dues or in lieu thereof provide proof of payment of a service fee to the union. Following the initial thirty (30) days of

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employment, an employee may change his/her election for dues or service fees as provided by law and PERC regulation.

- 4.2 The Employer shall notify the Union representative and shop stewards in writing within thirty (30) calendar days of any new positions and/or new bargaining unit employees within departments conducting bargaining unit work. The Union shall advise the Employer in writing of the names of the two (2) shop stewards. Electronic notification is the equivalent of written notification
- 4.3 Bulletin Boards: The Employer shall provide space in a non-public area for a bulletin board which may be used by the Union for Union related business. Nothing posted on the bulletin board shall be derogatory toward the Employer, its elected officials or other personnel.

#### ARTICLE 5 MANAGEMENT RIGHTS

- 5.1 The rights of the Employer shall include, but shall not be limited to, the right to conduct the business, operation and the direction of working forces. The Employer's discretion and judgment shall control the selection and retention of employees and the work and duties to which they are assigned, including the right to hire, transfer, schedule, promote, demote, suspend and discharge, and the right to make rules and regulations concerning the conduct of the business and the employees, providing the same are not contrary to the terms of the Agreement. The failure of the Employer to exercise any rights under this Article in any respect shall not be taken as a waiver of its rights. All rights not specifically abridged by a provision of this Agreement shall remain the exclusive right of the Employer.

#### ARTICLE 6 PERFORMANCE OF DUTY

- 6.1 Employees shall perform their assigned duties to the best of their ability. The Union, Employer and employees agree that there shall be no strikes, lock-outs, slow-downs, stoppage of work or any interference with the efficient operation of the City. Employees shall not be entitled to any benefits or wages whatsoever while they are engaged in a strike, boycott, slowdown, mass sick call, any form of work stoppage, refusal to perform duties or other interruption of work. In addition, employees who engage or encourage such actions shall be subject to discipline or discharge.

#### ARTICLE 7 STANDARD WORK WEEK

- 7.1 The standard work week shall be five (5) consecutive work days of eight (8) hours each, or four (4) consecutive work days of ten (10) hours each, as determined by the Employer. Other schedules may be established by mutual agreement of the employee/Union and Employer.
- 7.1.1 The Employer has established a 7:00 a.m. to 3:30 p.m. shift for most Public Works employees and will continue that shift and attempt to maintain that schedule for so long as the needs of the public, as determined in the Mayor's discretion, can reasonably be met.

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- 7.1.2 Employees required to attend meetings outside of the employee's regular schedule for Commission, Committee or Council meetings, or perform other prescheduled duties that require working outside of a regular shift, may be assigned to a flex schedule for the week in which attendance or the additional work occurs. The employee shall be given a minimum of one week (5 business days) notice by the Employer of the meeting. The employee's schedule for the week of the meeting shall be adjusted by an amount of time equal to the time spent in attending the meeting or time spent performing the additional work. The adjustment shall be determined by mutual agreement so long as the reasonable business needs of the City can be met.
- 7.2 OVERTIME – All time worked outside the employees' standard work week shall be compensated at the overtime rate.
- 7.2.1 Overtime Defined – Overtime shall mean one-and-one-half times the employee's FLSA regular rate of pay for each quarter hour that the employee is required to work outside his|her scheduled shift. Time shall be figured in increments of one-quarter hour. Bargaining unit work shall be offered first to bargaining unit members.
- Compensable hours shall mean work time, sick leave, vacation, holiday time off and compensatory time; these shall be counted as time worked.
- FLSA regular rate of pay shall be determined in accordance with the provisions of the Fair Labor Standards Act. FLSA pay and overtime shall be determined in accordance with the provisions of federal statute and regulations. Compensation as used in this sentence means all forms of monetary compensation, paid on an hourly basis under the terms of the Collective Bargaining Agreement and excludes any non-monetary compensation or any form of compensation which the Employer may provide to employees outside of the terms of the Collective Bargaining Agreement.
- 7.3 COMPENSATORY TIME – An employee may elect to accrue compensatory time in lieu of overtime pay provided that they shall accrue no more than eighty (80) hours of compensatory time.
- 7.4 TRAINING - All employees shall be compensated at the regular rate of pay for attending training classes required by the Employer. The Fair Labor Standards Act shall govern travel time, the definition of compensable training time, and other issues. The Fair Labor Standards Act contemplates time spent traveling during normal work hours as compensable work time. Any work that is required to be performed while traveling is also counted as hours worked. If the employee is a passenger and some part of his or her travel occurs outside of regular working hours, the travel time outside of the employee's regular hours is not counted as hours worked.
- 7.5 PUBLIC WORKS EMPLOYEES – The Employer shall provide fourteen (14) calendar days notice of shift changes to Public Works employees; provided, however, the Employer may change the shifts of the water main flushing crew with seven (7) calendar days notice. Except that shorter notice may be provided when changes are required due to an

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emergency, the disability of an employee or the scheduling of overtime, vacation, sick leave, compensatory time, or some other form of leave.

ARTICLE 8 CLASSIFICATIONS

- 8.1 Employees shall be placed into the ranges in Appendix A as negotiated.
- 8.2 The Employer shall establish a monthly pay date which shall be the 6<sup>th</sup> and 21<sup>st</sup> of each month. Employees shall participate in direct deposit.
- 8.3 Reclassification of employees is done consistent with City policies. Refer to the City of Poulsbo Personnel Handbook.

ARTICLE 9 LONGEVITY

- 9.1 LONGEVITY PAY – All employees shall receive an additional pay increment beginning after completion of five (5) years of continuous employment. This increment shall be equal to one percent (1%) of base pay for each five (5) years of continuous service completed, without a cap:

<u>Total Years Service</u>	<u>Additional Increment</u>
6-10 years.....	1%
11-15 years.....	2%
16-20 years.....	3%
21-25 years.....	4%
26+ .....	5%

- 9.2 The City reserves the right to modify the way longevity is paid.

ARTICLE 10 STAND-BY, WEEKEND DUTY and HOLIDAY DUTY

- 10.1 STAND-BY – Employees who serve on stand-by, holding themselves in readiness to respond to emergency and other non-routine calls during off duty hours, shall be compensated for such standby status at the rate of \$20.00 per day (Monday through Thursday), \$90.00 per weekend (see 10.2 Weekend Duty definition), and \$30.00 per holiday, and \$30.00 on their regular day off. Persons on stand-by shall be free to pursue their own personal affairs so long as they are available to respond to a call in accordance with the rules established by the Employer in a prompt and sober manner. The same person shall be assigned to both weekend duty and stand-by duty.
- 10.2 WEEKEND DUTY – Weekend duty is defined as the period from Friday at 4:30 pm to Monday at 7:00 am. The Public Works Department shall guarantee a minimum of two (2) hours when assigned to weekend duty.
- 10.3 HOLIDAY DUTY – The Public Works Department shall guarantee a minimum of two (2) hours when assigned to holiday duty.

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## ARTICLE 11 CALLBACK

- 11.1 CALLBACK - Employees called back to service after completing a duty shift, while on their day off, or more than two (2) hours before their shift, shall be compensated for the actual time spent, but in no event for less than two (2) hours at the overtime rate of pay.
- 11.2 Employees contacted by telephone, duty pager, computer or other electronic device during their time off shall be compensated at their regular or overtime rate, as shall apply, with a fifteen (15) minute minimum.
- 11.3 The minimum two hour call back applies when the situation warrants the need to leave home and drive to a work site. If the work can be completed by remote access as in the case of telemetry monitoring, the fifteen minute minimum will apply.
- 11.4 The preceding provisions shall not apply to contacts necessary to correct administrative errors or problems caused by the employee.

## ARTICLE 12 HEALTH CARE

### 12.1 Eligibility

All employees shall be required to join either the Teamsters Medical Plan A or Teamsters Group Health plan, Teamsters Dental Plan A, vision, and Employee Life Plan A.

- 12.1.1 Regular full-time employees and their dependents are eligible to participate in the Washington Teamster's Welfare Trust on the first day of the second month after working 80 hours, provided they work two consecutive months of at least 80 hours or eligibility will be based on the current rules of the Trust.
- 12.1.2 Eligibility will end for employees who do not have the required number of hours and the City no longer makes a contribution on their behalf. Upon termination, cash-out vacation, sick leave or compensatory time does not count as hours worked.

### 12.2 Plans

- 12.2.1 Medical Insurance - The Employer shall pay ninety-five percent (95%) of the premiums in 2016 and subsequent contract years necessary to provide coverage under the Teamsters Welfare Trust, Medical Plan A and Vision Plan EXT for each eligible employee. The employees shall pay the remainder of the premiums. This coverage is considered composite coverage and will include each eligible employee and eligible dependent coverage.
- 12.2.2 Dental Insurance – The Employer shall pay one hundred percent (100%) of those premiums necessary to provide full family coverage through Teamsters Welfare Trust, Dental Plan A, for each eligible employee.

- 12.2.3 Life Insurance – The Employer shall pay one hundred percent (100%) of those premiums necessary to maintain life insurance coverage for each eligible employee in the amount of thirty thousand dollars (\$30,000) through Teamsters Welfare Trust Plan A.
- 12.2.4 The Trustees may modify benefits or eligibility of any plan for the purpose of cost containment, cost management, or changes in medical technology and treatment.
- 12.3 HRA VEBA – The Employees/Teamster members must collectively agree on an amount for their monthly employee VEBA contribution. The Employer agrees to contribute Seventy dollars (\$70.00) per month in 2016, 2017 and 2018.
- 12.4 HEPATITIS INOCULATIONS: The Employer shall provide hepatitis inoculations to employees who request such inoculations. The City shall pay any cost not covered by the health plan.
- 12.5 AFFORDABLE CARE ACT – If the payment of the HRA-VEBA, combined with health care premiums, will force the City to have to pay an excise tax under the ACA, the provisions relating to HRA-VEBA, wages, and health care premiums provision may be reopened and bargained between the parties. However, at no time shall the City offer in total compensation less than what was previously agreed upon in these Articles. During any reopener discussions, the parties will work cooperatively and negotiate in good faith to avoid the payment of any excise tax imposed on high cost health care plans while assuring that the bargaining unit receives the consideration for which it bargained.

ARTICLE 13 HOLIDAYS

- 13.1 Holidays – The following are the recognized holidays, and these days shall be granted as paid holidays to eligible employees without reduction of regular salary.

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day	January 1st
Martin Luther King Day	Third Monday of January
President's Day	Third Monday of February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday in September
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	Fourth Thursday in November
The Day after Thanksgiving	Fourth Friday in November
Christmas Day	December 25 <sup>th</sup>
One Floating Holiday	Employee's choice with approval of Supervisor after 6 months of employment
Two Personal Leave Days	Employee's choice with approval of Supervisor after 1 year of employment

- 13.1.1 In the event any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday, and when any such holiday falls on a

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Saturday, the preceding Friday shall be observed as the holiday. If the day of observance of a holiday falls on the regular day off of an employee, such employee shall have the option of the holiday pay at straight time pay or eight hours additional compensating time at straight time pay.

- a. Employees who work a schedule with days off other than Saturday and Sunday shall observe the above listed holidays on the traditional date.
- b. In the event Christmas Eve falls on a normal weekday, at the Employer's discretion, city hall may be closed to the public at noon and employees may choose to take LWOP, Vacation, Floater or Personal leave.

13.1.2 Holidays, including the two personal leave days and the floating holiday, shall be eight (8) hours.

13.1.3 To receive pay for a holiday not worked, an employee must work the scheduled day before or the scheduled day after such holiday unless on authorized leave.

13.1.4 Employees shall receive, in addition to holiday pay, one and one-half (1.5) times the employee's regular straight time rate of pay for all hours of a normal shift (exclusive of overtime) which begins on a holiday. Shifts that do not begin within a holiday (measured from 12:00 am to 11:59 pm) shall not be compensated at the holiday rate regardless of whether some hours of the shift fall within the holiday, but in no case shall an employee be scheduled to work on a holiday for less than four (4) hours.

## ARTICLE 14 VACATION

14.1 Vacation Leave – Vacation leave shall be earned at the following rates:

1 through 2 years of service:	12 days of vacation per year (8 hrs per month)
3 through 4 years of service:	14 days of vacation per year (9.33 hrs per month)
5 through 7 years of service:	16 days of vacation per year (10.67 hrs per month)
8 through 10 years of service:	18 days of vacation per year (12 hrs per month)
11 through 12 years of service:	19.5 days of vacation per year (13 hrs per month)
13 through 14 years of service:	21.75 days of vacation per year (14.5 hrs/month)
15 or over:	24 days of vacation per year (16 hours per month)

14.1.1 Maximum accumulated vacation leave each January 1<sup>st</sup> shall be two hundred forty (240) hours; provided, the 30-day maximum shall be waived if an employee is denied a vacation request or required to cancel a scheduled vacation due to workload; provided, however, that any employee may accrue vacation leave over and above the cap when on sick leave or disability. Upon the employee's return to work, his/her vacation accrual shall be capped at a level equal to that established at the end of the sick or disability leave plus an additional increment equal to one (1) month's additional vacation accumulation. This new cap shall then limit future accruals and leave use.

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When the additional accrued vacation is used, the original leave cap imposed by this section shall again apply.

- 14.1.2 Any portion of unexpended vacation leave may be granted an employee at any time during the year, at the discretion of the employee's department head.
- 14.1.3 Employees may be permitted to cash out up to five (5) days of accrued vacation on an emergency basis at the discretion of the Mayor. Employees shall have a minimum bank of 80 hours of combined vacation and compensatory time at the time the request is made. Emergency shall be defined as a sickness or death in an employee's immediate family (as defined in Section 15.1.1). The Mayor may approve such cash-outs when he/she may do so without impairing the effectiveness of the service required of the City.

## ARTICLE 15 SICK LEAVE

- 15.1 Sick Leave – Sick leave shall be earned at the rate of eight (8) hours per month.
  - 15.1.1 For purposes of accrual, there shall be no sick leave maximum.
  - 15.1.2 Sick leave shall apply to absences from work due to:
    - a. Incapacitation preventing the performance of regularly assigned duties, or other duties as assigned by supervisor, as the result of illness or injury.
    - b. Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others.
    - c. Medical, dental or optical treatment or examination.
  - 15.1.3 The employee's supervisor or department head, in that order, shall be notified at the earliest practical time during the employee's regular working hours of any sick leave situation other than medical, dental or optical appointments. Sick leave requests for such appointments shall be submitted in advance.
  - 15.1.4 At the discretion of the department head, a doctor's certificate shall be submitted for any period in excess of three (3) days.
- 15.2 New Employees – All new employees must complete one (1) month of continuous employment to be entitled to the use of sick leave.
- 15.3 Termination – An Employee hired on or before December 31, 2012, who dies, is disabled, laid off, or who voluntarily terminates employment with fourteen (14) calendar days' notice shall receive a lump sum payment at the employee's regular wage for fifty percent (50%) of accumulated sick leave up to twelve hundred (1200) hours.

An Employee hired on or after January 1, 2013, who dies, is disabled, laid off, or who voluntarily terminates employment with fourteen (14) calendar days' notice shall receive a lump sum payment at the employee's regular wage for twenty-five percent (25%) of accumulated sick leave up to twelve hundred (1200) hours. Laid off employees may

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elect to receive the lump sum pay off, or to retain sick leave pending recall and shall have ninety (90) days from notification of layoff to request a lump sum payment.

## ARTICLE 16 OTHER LEAVE

16.1 In the event of a death in an employee's immediate family, or when an employee attends the funeral of a member of the immediate family, not more than three (3) days leave may be used unless additional time is granted at the discretion of the employee's department head. All leave under this subsection shall be deducted from sick leave unless the employee elects to use compensatory time or vacation leave.

16.1.1 "Immediate Family" shall be limited to the employee's spouse, registered domestic partner, children (including stepchild and children in the custody of the employee), mother, father, grandparents, siblings, nieces and nephews, as well as the following in-laws: sister, brother, mother or father. Bereavement leave for other family members may be granted at the discretion of the department head or designee.

16.2 Administrative Closure – Closure of City Hall or suspension of City services is addressed in City Personnel Handbook Policy 4.7 and said policy is incorporated into this agreement. Employees affected by the closure of City Hall or suspension of City Services shall be allowed to use vacation, floating holiday, personal leave, compensatory time or leave without pay for those hours or days of closure.

## ARTICLE 17 SENIORITY

17.1 PROMOTION – The promotion of all employees shall be made by the Employer upon the selection of the applicant or employee determined by the Employer in its sole discretion to be the best qualified for the position. When the Employer determines that all other factors are equal, including but not limited to the qualifications of the applicants, any performance evaluations of record and any specializations needed for any particular position, the employee with the most seniority with the Employer shall be promoted. The Employer shall post all job openings on department bulletin boards; provided, however, failure to post shall not be the subject of a grievance.

17.2 LAYOFFS – The Employer retains the right to decide if a reduction in force is required. The employer also retains the right to designate the classification from which the layoff will occur. Once the classification is designated, a reduction in force will be based on seniority. Seniority is defined as time that an employee has continuously served in the targeted classification. The employee targeted for layoff may be considered for bumping to other positions previously held by the employee, for which the employee is still qualified. An employee must exercise his/her option to bump within ten (10) business days of written notification of layoff. Employees who are ultimately laid off will be placed on a Reinstatement List. For eighteen months after being placed on the Reinstatement List, an employee will first be offered their former position, if it becomes available, so long as the laid off employee is still qualified.

The order of layoff shall be: (1) casual employee; (2) probationary employees; (3) part-time employees; and (4) full-time employees.

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17.3 FURLOUGHS – If furloughs are deemed necessary, the parties will discuss the impact of the furloughs and enter into an appropriate and agreed Memorandum of Understanding.

17.4 BREAK IN SENIORITY –Seniority shall be broken for the following reasons: Employee quits, employee is discharged as provided for in personnel policies, or if employee does not report for work for a 3 day period (unless on approved leave or under doctor's care).

#### ARTICLE 18 DUES CHECKOFF

18.1 Dues checkoff shall be available to employees in accordance with RCW 41.56.110.

#### ARTICLE 19 ENTIRE AGREEMENT

19.1 The agreement expressed herein in writing constitutes the entire agreement between the parties, and no oral statement shall add to or supersede any of its provisions.

19.2 The parties acknowledge that each has had the unlimited right and opportunity to make proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right are set forth in this Agreement. Therefore, except as otherwise provided in this Agreement, the Employer and the Union for the duration of this Agreement each voluntarily and unqualifiedly agree to waive the right to oblige the other party to bargain with respect to any subject or matter not specifically referred to or covered by this Agreement.

#### ARTICLE 20 SAVINGS CLAUSE

20.1 Should any provision of this Agreement be found to be in violation of any federal, state or local law, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

#### ARTICLE 21 UNIFORMS

21.1 Uniforms – The Employer will provide at no cost to its employees all required items of uniform. Uniform shall mean all items of clothing and equipment supplied by the Employer and required to be worn or carried. Abuse or misuse of any item of uniform may result in disciplinary action by the Employer, and the disciplinary action may require replacement at the employee's expense of damaged items. City and departmental policies and procedures will govern uniform items.

21.2 The employer shall reimburse authorized employees for ANSI, OSHA or WISHA standard safety boots/shoes up to \$225.00 annually, provided adequate expense receipts are provided to the employer by November 30. Authorized employees shall mean all employees required by the employer to wear said safety boots/shoes.

21.3 All uniforms or other items issued by the Employer shall remain the property of the Employer.

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## ARTICLE 22 MISCELLANEOUS

- 22.1 CDL RENEWAL – The Employer agrees to reimburse the employee for the renewal cost of the CDL license and all endorsements required by the employer. The employee is responsible for obtaining the initial license. The renewal process also involves a physical. The City will reimburse the employee for the cost attributable to the CDL exam by a DOT certified examiner. The employee may use sick leave for the exam. The employee will bear all other non-medical associated costs.
- 22.2 DEFERRED COMPENSATION PROGRAM – Eligible employees may elect to contribute pre-tax earnings into a deferred compensation plan for investment. Participation in the Deferred Compensation Program is voluntary and there is no City match.

## ARTICLE 23 DISCHARGE, SUSPENSION AND DISCIPLINE

- 23.1 ALL EMPLOYEES – Whenever an employee shall be guilty of dishonesty, threats to the public or another employee, drunkenness, use of dangerous drugs, willful destruction of property or equipment, recklessness, gross insubordination, or other issues of a parallel magnitude, such employee(s) may be subject to termination from employment.

It is agreed that the City has the right to discipline an employee for just cause. Disciplinary action will be progressive in nature, but the level of discipline administered will depend on the seriousness of the offense. Management retains discretion on what level of discipline is appropriate to correct the unacceptable behavior or performance issues and address larger issues of potential liability for the City.

- 23.1.1 Employees guilty of lesser infractions may be given a verbal reprimand, a written reprimand, or a suspension or discharge, with a copy to the Union. The Employer shall follow the principles of progressive discipline, and must have just cause to issue said reprimand. Reprimands shall be removed from the employee's personnel file after three years, provided that should an employee receive additional disciplinary action, then the previous warning letter may be retained in the employees file for an additional three (3) years. A suspension is a severe disciplinary action that shall be made a matter of record so long as the employee is retained by the City. Records retention for former employees shall comply with the state archivist's retention schedule.
- 23.1.2 The Union shall have the right to investigate any disciplinary action involving the discharge, suspension or reprimand of an employee and the option of proceeding with the grievance procedure as recognized under this Agreement.

## ARTICLE 24 GRIEVANCE AND ARBITRATION

- 24.1 Nothing within this Article shall be construed to restrain any party from initiating an informal discussion in an attempt to resolve a dispute.
- 24.2 A "grievance" means an alleged claim or dispute by an employee or group of employees with respect to the interpretation or application of the provisions of this Agreement.

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- 24.3 An employee or group of employees or their delegated representative who consider they have a grievance shall present such grievance in writing, stating the section of the Agreement allegedly violated, all the facts supporting the grievance, the names of witnesses, and the remedy requested within twenty (20) calendar days, to the employee's immediate supervisor who shall attempt to resolve it within twenty (20) calendar days after it is presented to the immediate supervisor.
- 24.4 If the employee or employees are not satisfied with the solution by the supervisor, the grievance, in writing, may be presented to the Department Head who shall attempt to resolve it within twenty (20) calendar days after it is presented to the Department Head.
- 24.5 If the employee is not satisfied with the solution by the Department Head, the grievance, in writing, together with all other pertinent material may be presented to the Mayor by the employee or Union representative.
- 24.6 Any grievance involving the interpretation or application of this Agreement that is not resolved by the Mayor within twenty (20) calendar days after it is presented to the Mayor may be referred for final adjustment to Arbitration.
- 24.7 In the event that the parties cannot select a mutually acceptable arbiter within fifteen (15) calendar days following the above said demand for arbitration, the demand may be filed with the Public Employment Relation Commission (PERC). The parties will request a list of arbitrators from Washington State. The arbiter shall be selected according to the PERC procedures. It shall be the function of the arbiter to hold a hearing at which the parties may submit their cases concerning the grievance. The arbiter shall render a decision based on the interpretation and application of the provisions of the Agreement within thirty (30) days after such hearing. The decision shall be final and binding upon the parties to the grievance provided the decision does not involve action by the Employer that is beyond his jurisdiction. The fees and expenses of the arbiter and the cost of a written transcript for the arbiter, if prepared, shall be divided equally between the Union and the Employer. Each party shall be responsible for compensating its own representatives and witnesses, purchasing its own copy of any written transcript, and paying any and all expenses of presenting its own case, including attorney fees.
- 24.8 Neither the arbiter nor any other person or persons involved in the grievance procedure shall have the power to negotiate new agreements or to change any of the present provisions of this Agreement.
- 24.9 None of the foregoing is intended to mean that the Union itself cannot lodge a grievance and process the same through the various steps to arbitration in accordance with and subject to the provisions hereof. The right of the Union to so lodge and process a grievance is expressly confirmed. An employee may be represented at any stage of the grievance procedure by the Union. No settlement agreement with an employee shall be contrary to the terms of this Agreement.

## ARTICLE 25 RESOLUTIONS AND PERSONNEL HANDBOOK

- 25.1 The provisions of City Council Resolutions No. 153, 77-11 and 85-14, and of the Poulsbo Personnel Handbook shall apply for determining vacation leave, sick leave and holidays

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where the express terms of this Agreement do not apply. The City Council resolutions and Personnel Handbook may be amended or repealed, but in no event will the holiday, sick leave and vacation benefits incorporated therein be reduced during the term of this Agreement.

ARTICLE 26 PROBATION

- 26.1 PROBATION – Newly hired employees shall serve a twelve (12) month probationary period during which period the employee may be dismissed without cause. Any employee dismissed during the probationary period shall have no recourse to the grievance procedure. The Employer may unilaterally extend the probation period for up to three (3) months.
- 26.2 Newly promoted employees shall serve a six (6) month probationary period during which period the employee may be reduced to his or her former position without cause. Any employee reduced during the probationary period shall have no recourse to the grievance procedure.

ARTICLE 27 DURATION OF THIS AGREEMENT

- 27.1 This Agreement shall become effective January 1, 2016 and shall remain in effect through December 31, 2018. In the event negotiations for a new Agreement have not been completed by the expiration of this Agreement, it shall remain in effect until the conclusion of the negotiations for a new Agreement.

CITY OF POULSBO

TEAMSTERS LOCAL NO. 589

  
\_\_\_\_\_  
Rebecca Erickson, Mayor

  
\_\_\_\_\_  
Mark Fuller, Secretary/Treasurer

Date: December 2, 2015

Date: 12/2/15

ATTEST/AUTHENTICATED:

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Kylie Purves, Interim City Clerk

  
\_\_\_\_\_  
W. Scott Snyder  
Ogden Murphy Wallace

## Appendix A

**A.1** The following table of wages rates reflects the master pay scale effective January 1, 2016.

<b>2016 TEAMSTERS LOCAL #589 (Admin/Public Works) SALARY SCHEDULE</b>							
<b>Effective January 1, 2016, 2015 wage rates increase by 2% + 29 cents</b>							
<b>Classification</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Receptionist	1	14.25	14.68	15.13	15.57	16.00	16.49
	2	14.55	14.97	15.38	15.88	16.33	16.84
	3	14.85	15.24	15.69	16.18	16.64	17.14
	4	15.13	15.57	16.00	16.50	16.97	17.49
	5	15.38	15.88	16.33	16.84	17.28	17.85
	6	15.72	16.19	16.66	17.15	17.64	18.19
	7	16.00	16.50	16.97	17.49	17.99	18.53
	8	16.33	16.84	17.28	17.85	18.33	18.91
	9	16.66	17.15	17.65	18.19	18.72	19.25
	10	16.97	17.51	18.01	18.53	19.09	19.64
	11	17.34	17.85	18.34	18.91	19.48	20.06
	12	17.65	18.19	18.72	19.25	19.85	20.44
	13	18.01	18.54	19.09	19.66	20.25	20.84
	14	18.34	18.91	19.49	20.07	20.66	21.25
	15	18.73	19.25	19.85	20.44	21.05	21.66
	16	19.09	19.66	20.25	20.84	21.47	22.12
	17	19.49	20.07	20.66	21.25	21.88	22.53
	18	19.86	20.44	21.05	21.67	22.31	22.95
Custodian, Grounds Maintenance Tech I	19	20.27	20.84	21.49	22.12	22.77	23.45
Accounting Clerk, Office Clerk I	20	20.66	21.25	21.88	22.53	23.22	23.91
	21	21.05	21.67	22.33	22.96	23.66	24.36
Office Clerk II	22	21.49	22.12	22.78	23.46	24.14	24.82
Police Clerk	23	21.91	22.54	23.22	23.91	24.61	25.33
Building Permit Specialist	24	22.33	22.96	23.68	24.37	25.08	25.84
Grounds Maintenance Tech II	25	22.78	23.45	24.13	24.83	25.61	26.33
Maintenance Technician I, Administrative Ass't, Building Inspector I	26	23.22	23.92	24.62	25.33	26.11	26.88
Judicial Specialist	27	23.68	24.37	25.08	25.84	26.62	27.42
Accounting Technician, Contract Admin/Acct	28	24.13	24.83	25.61	26.33	27.13	27.96
	29	24.62	25.34	26.11	26.88	27.67	28.50
	30	25.11	25.85	26.62	27.42	28.23	29.03
Support Services Manager, Recreation Progrmr	31	25.61	26.33	27.14	27.96	28.80	29.62
Engineering Technician, Maintenance Tech Senior, Water Quality Field Technician	32	26.12	26.90	27.68	28.50	29.34	30.23
	33	26.63	27.42	28.24	29.04	29.94	30.81
Mechanic, Maintenance Mechanic	34	27.14	27.97	28.81	29.62	30.52	31.43
Field Inspector	35	27.68	28.51	29.35	30.24	31.12	32.00
Sr Field Inspector	36	28.25	29.04	29.96	30.81	31.75	32.69
Engineering Senior Technician	37	28.81	29.62	30.51	31.43	32.37	33.33
Building Inspector II	38	29.35	30.24	31.13	32.04	33.02	33.99
Associate Planner	39	29.94	30.84	31.75	32.69	33.68	34.65
Public Works Foreman	40	30.53	31.46	32.37	33.33	34.33	35.33
Senior Planner	41	37.23	38.33	39.48	40.65	41.86	43.11

**Appendix A**

A.2 Advancement through the steps of the pay matrix shall be automatic (every twelve (12) months) based upon satisfactory performance. Should the Employer determine that an employee's step is going to be withheld, the employee must be notified in writing not less than thirty (30) calendar days prior to the step increase and an explanation must be given of why the employee's performance has dropped below standard, or has fallen since the previous years evaluation. In addition, the employee must be given specific written direction on how the employee's performance can be improved. Any employee who has been refused a step increase may appeal the Employer's decision through the grievance procedure of this Agreement.

A.3 The Employer may unilaterally place a new employee at any step within the matrix.

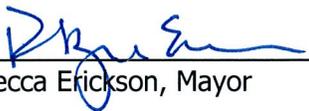
A.4 Employees who are reclassified and moved into a higher range shall be placed in a step of the new range which provides an increase not less than three (3%) percent greater than the range/step from which they were promoted.

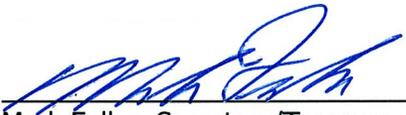
A.5 Effective January 1, 2017, the 2016 wages rates shall be adjusted by two (2%) percent.

A.6 Effective January 1, 2018, the 2017 wages rates shall be adjusted by two (2%) percent.

CITY OF POULSBO

TEAMSTERS LOCAL NO. 589

  
\_\_\_\_\_  
Rebecca Erickson, Mayor

  
\_\_\_\_\_  
Mark Fuller, Secretary/Treasurer

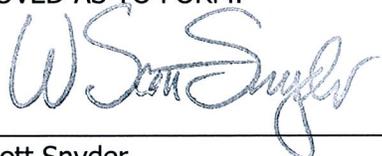
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