

LABOR AGREEMENT

BY AND BETWEEN

THE

LOTT ALLIANCE

AND

LOCAL 618

OF THE WASHINGTON STATE COUNCIL OF  
COUNTY AND CITY EMPLOYEES OF THE

AFL CIO

January 1, 2010 – December 31, 2013

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## **PREAMBLE**

The LOTT Alliance, hereinafter known as the “Employer,” does hereby enter into an agreement with Local 618-LOTT of the Washington State Council of County and City Employees of the American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter known as “Union,” for the purpose of providing harmonious working relations between the Employer and the employees, promoting efficiency, establishing equitable and peaceful procedures for the resolution of differences, and establishing rates of pay, hours of work, and other terms and conditions of employment.

## **ARTICLE 1 – RECOGNITION**

The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining with respect to wages, hours and conditions of employment, for all process, operations and maintenance employees below the classification of supervisor, excluding clerical, confidential, casual, and all other employees.

When any new position is created, that position will be included or excluded from the bargaining unit consistent with the position’s duties, responsibilities, confidentiality, and general organizational structure. The Union will be notified of newly created positions within work groups where bargaining unit members are employed.

No employee shall be carried as a “temporary” for a period of longer than six (6) months in any calendar year. Time in a temporary position shall not be credited toward the probationary period.

Any employee who works more than twenty (20) hours in a week shall be considered as a regular employee and shall earn and accrue pro-rata benefits after six (6) months employment except as noted herein.

## **ARTICLE 2 – UNION SECURITY**

Section 1. All present employees in the bargaining unit shall, as a condition of employment, remain members in good standing during the term of this agreement.

Section 2. All new employees in the bargaining unit hired during the term of this agreement shall, as a condition of employment, become and remain members of the Union within thirty one (31) calendar days of hire into a regular, benefit-eligible position. The Employer agrees to notify the Union president of the hire date of new employees in the bargaining unit and of temporary employees, and to provide a list quarterly of the number of hours worked by temporary employees.

Section 3. If a Union member is found to be in violation of this Article of the contract by virtue of failure to pay dues and assessments, the Union shall notify the Employer in writing. The Employer shall then give the employee affected written notice of termination of employment within ten (10) calendar days unless the employee comes into compliance by paying, or authorizing to be paid, any dues or assessments that are due.

The Union agrees to indemnify and hold the Employer harmless for any action taken, including terminating an employee at the Union's request, for the purpose of complying with this Article.

Section 4. In order to provide employees the right of non-association with the Union because of the employee's bona fide religious beliefs, such employee shall request such right in a letter to the President of Council 2, WSCCCE, furnishing the name and address of the employee's church and pastor. The President will grant or deny the request based upon the teachings and/or tenets of the church in question in regard to Union membership.

If the request is granted, the employee will continue to have an amount equivalent to his or her dues deducted from his or her payroll check. Said amount will be donated by Council 2 to a non-religious charity mutually agreed to by the employee and the Union. Council 2 will furnish proof to the employee that the contribution has been made. If within ten (10) calendar days after it is determined that the employee is eligible for exemption under this Section, the employee and the Union fail to agree on the exemption or the charity to which the payment in lieu of dues is to be made, either party may petition the Public Employment Relations Commission for a decision.

### **ARTICLE 3 – UNION-MANAGEMENT RELATIONS**

Section 1. All collective bargaining with respect to wages, hours and conditions of employment shall be conducted by authorized representatives of the Union and authorized representatives of the Employer. Agreement reached between the parties to this contract shall become effective when signed by authorized representatives of the Employer and of the Union. Should there be any conflict between Employer rules, regulations or policy and this Agreement, the Agreement shall prevail.

Section 2. The Employer agrees to furnish and maintain suitable bulletin boards in convenient places in each work area to be used by the Union. The Union shall limit its posting of notices and bulletins to such bulletin boards. Such posting shall not include derogatory or inflammatory or defamatory information.

Section 3. The Employer agrees that during working hours, on the Employer's premises, and without loss of pay, Union representatives shall be allowed to post Union notices; distribute Union literature; transmit communications authorized by the local Union or its officers to the Employer or to an Employer representative; and consult with the Employer, Employer's representatives, local Union officers, or other Union representatives concerning the enforcement of any provisions of this Agreement; provided, however, that such activities will not interfere with the work of said employees and shall be performed only with permission of the Supervisor or representative, usually twenty-four (24) hours in advance.

Section 4. Authorized representatives of the Union, whether local union representatives, or Council representatives, shall have full and free access to the public premises of the Employer at any time during working hours to conduct Union business;

provided, however, that such conduct of Union business shall cause no disruption of the work required to be performed by employees.

Section 5. The Employer and the Union agree to maintain a Labor/Management Committee to discuss, debate, and act on issues to constructively enhance the working environments of the LOTT Alliance. The committee shall be composed of an equal number of representatives from each side. Representatives of the committee are a conduit for all LOTT employees to provide ideas and concerns to be addressed. The purpose of this committee shall be to resolve differences at the lowest possible level and to provide a forum to introduce and resolve potential points of conflict prior to formal proceedings, via an exchange of ideas.

Meetings will be scheduled quarterly or as agreed upon by the parties and a record of each meeting will be posted and distributed to all labor-management committee members. Each side shall select a co-chair who will develop and publish the agenda and lead the meetings. The committee will operate on the principles of collaboration, and shall publish joint minutes of each meeting. The committee may discuss bargaining topics, but does not perform actual bargaining, shall not have the authority to alter this agreement, nor shall it substitute for the grievance procedure.

Section 6. The Union shall provide the Employer with a current list of all stewards whenever changes occur.

#### **ARTICLE 4 – NONDISCRIMINATION**

Section 1. Mindful of their legal and moral obligations, the parties agree that, in their service to the public, they will provide equal treatment for all. The Employer and the Union agree that they will not discriminate against any employee by reason of race, color, creed, national origin, political affiliation, union activities, actual or perceived physical, mental or sensory disability, physical characteristics, sex, age, residence, marital and family status, sexual orientation, or religion, as long as the employee is capable of meeting the job requirements. Sexual harassment shall be considered discrimination under this Article. The Union agrees to support Workforce Diversity.

Section 2. Disciplinary action will be taken against employees who engage in any discriminatory activity under this Article. The Employer agrees to take corrective action to assure that any such practices are remedied and that such discrimination does not continue. Retaliation against a grievant or individuals cooperating with an investigation or grievance is prohibited.

Section 3. The Employer agrees not to interfere with the rights of employees to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion by the Employer or any Employer representatives against any employee because of Union membership or because of any employee activity in an official capacity on behalf of the Union, or for any other cause.

## **ARTICLE 5 – MANAGEMENT RIGHTS**

Management retains all rights granted by statute to operate and manage the function of the Employer, to control, direct, and schedule its operations and work force, and to make any and all decisions affecting such operation, whether or not specifically mentioned herein and whether or not heretofore exercised. Such prerogatives shall include, but not be limited to, the sole and exclusive right to hire, terminate, promote, lay off, assign, classify, evaluate, transfer, suspend, discharge, and discipline employees; select and determine the number of employees, including the number assigned any particular work; increase or decrease that number; direct and schedule the work force; determine the location and type of operation; determine the schedule when overtime shall be worked; install or move equipment; determine the methods, procedures, materials, and operations to be utilized or to discontinue their performance by employees of the Employer.

Should the Employer consider contracting or subcontracting out bargaining unit work, the Employer shall give the Union a fifteen (15) calendar day written notice of such consideration, including the reasons for the contracting out. Prior to the Employer making a final decision, the Union will have fifteen (15) calendar days from the receipt of the notice to meet with the Employer and provide input and state their case for or against contracting out bargaining unit work. In cases of contracting out that require Board approval under LOTT procurement policy, notices shall increase to thirty (30) calendar days. The decision to contract out rests solely with the employer. The Employer and the Union will negotiate the impacts of such contracting out on the employees as required by law. The timelines above shall not apply to short term subcontracting in response to emergencies, unforeseen circumstances, or situations where specialized skill or equipment is required.

The only qualifications to the retention of rights set forth above shall be those rights specifically abridged or modified by this Agreement.

## **ARTICLE 6 – GRIEVANCE PROCEDURE**

Section 1. Crucial to the cooperative spirit in which this Agreement is made between the Employer and the Union is the sense of fairness and justice brought by the parties to the adjudication of employee grievances. A grievance is defined as a dispute arising during the term of this Agreement involving the interpretation, application, or alleged violation of an employee's rights and privileges as set forth herein. It is agreed that the grievance procedure is the exclusive remedy for the redress of any grievance by any employee covered by this Agreement.

A determined effort shall be made by all parties to resolve differences at the lowest possible level. The Employer agrees to allow reasonable time during working hours to employees and a steward for investigation and processing of a grievance.

Section 2. Step One:  
An employee or group of employees who thinks he/she is aggrieved shall consult with a Union Shop Steward, and they shall, within ten (10) working days of the occurrence or the date when the employee reasonably should have known of the occurrence which gave rise to the grievance, discuss the facts with the employee's supervisor. The supervisor shall provide a proposed solution, which may be in writing, to the grievance within ten (10) working days of the discussion.

Step Two:

If the aggrieved employee is not satisfied with the supervisor's proposed solution, he/she may put the facts of the grievance in writing and submit the grievance to the Executive Director or designee within ten (10) working days of the supervisor's response or failure to respond. The written notice shall contain the factual allegations surrounding the occurrence, the specific articles of the contract alleged to be violated, and the proposed remedy sought by the grievant. The Executive Director or designee may meet with the parties and shall reply to the employee and the Union in writing within fifteen (15) working days after receipt of the written grievance.

Section 3. Step Three:

If the Union is not satisfied with the response at Step 2, the Union may, by written notification to the Executive Director within fifteen (15) working days of receipt of the answer at Step 2, request arbitration by requesting the American Arbitration Association, or another mutually acceptable arbitration service, to provide a list of nine (9) arbitrators. The arbitration shall be conducted under PERC rules. The parties shall alternately strike names from the list, a coin flip determining which party strikes the first name. The last remaining name shall be requested to hear the grievance.

Each party shall be responsible for compensating its own witnesses. The arbitrator's findings shall be final and binding on the parties. Cost of the arbitrator shall be shared equally by the parties.

Section 4. The time limits expressed throughout this procedure may be waived or extended by mutual agreement of the parties in writing. The steps in the grievance procedure may be eliminated by mutual consent. Prior to arbitration the parties will attempt to agree to mediation as a means to resolve the grievance.

Failure on the part of management to respond within the prescribed time limits shall be construed as a negative answer, which shall allow the processing of the grievance at the next appropriate step.

Should the employee or the Union fail to take a grievance to the next step within the prescribed time limits, the grievance shall be deemed abandoned.

No employee or witness for an employee shall be discriminated against in any way or disciplined because of his or her use of the grievance procedure.

## **ARTICLE 7 – HOURS OF WORK**

Section 1. Hours of Work – Work schedules are established by the Employer to accommodate business and operational needs of a respective functional work area. The regular work cycle shall consist of seven (7) days and the work week shall consist of five (5) consecutive days of eight (8) consecutive hours, Monday through Friday, excluding the meal period, followed by two (2) days off. The regular work cycle will run from 12:00 a.m. Monday to 11:59:59 p.m. the following Sunday.

Use of alternate work schedules (e.g. 4-10s, 9-80s, or alternate starting and ending days, etc...) may be permitted at the discretion of the Employer and may be denied, revised or discontinued with a minimum of two (2) weeks notice to the affected employees and the Union based on the operational needs of the Employer.

Section 2. Work Schedules – Regular work schedules shall be posted in all work locations. Temporary changes to established work schedules may be made by mutual consent between the employee and supervisor to address operational needs, seasonal workload needs, personal or family needs of the employee, or accommodations for light duty assignments. If the changes are not by mutual consent, temporary changes of up to two (2) months may be made with a minimum of two (2) weeks prior written notice to the Union and the affected employee(s), except in the case of an emergency declared by the Executive Director. In the case of an emergency, notice shall be given as soon as reasonably possible.

The Employer reserves the sole right to determine operational needs. When the Employer believes a permanent schedule change is necessary to meet operational needs, it will notify the Union in writing. The Employer and Union will bargain in good faith any changes in hours of work necessary to meet the defined operational needs. Schedule changes proposed by the Union that do not adversely affect the operations of the Employer will be discussed and may be implemented with mutual agreement.

Employees shall be allowed at least ten (10) hours off between scheduled shifts. If they are required to return to work sooner, excluding call out, or receive less than two (2) weeks notice of a schedule change (except in the case of an emergency), they shall be paid at the overtime rate for the ensuing shift. When possible, notice will be given the prior afternoon to employees who are requested to report to other than their usual work site.

Section 3. Rest and Meal Breaks. Each employee shall be authorized one (1) fifteen (15) minute paid break, scheduled as near as possible to the middle of each half-shift, and a half-hour unpaid meal break as near as possible to the middle of the shift. Employees may be required to remain on the job site during paid breaks.

Section 4. Overtime. Overtime shall be paid for full-time schedules for any time worked in excess of the normally scheduled full-time work day and shall be compensated at the rate of time and one-half (1-1/2). Overtime shall be assigned equitably among qualified employees desiring to work it. Overtime may be paid or accrued as compensatory time as agreed in advance by the employee and supervisor. Employees shall not accrue in excess of 120 hours compensatory time. Compensatory time may be used, at the employee's choice, for illness within the immediate family as defined in Article 10 – Sick Leave, Section 2C.

Section 5. On Call Duty: Employees receiving on call pay (at \$2.50 per hour) must remain fit for duty in accordance with applicable LOTT policies and are required to remain within a geographic range allowing a maximum of one (1) hour arrival time to the assigned work location. Cell phones will be provided to those employees. Employees must respond within fifteen (15) minutes of any call.

Section 6. **Call Out:** A call out is defined as any call received by an employee who has left the premises, is off duty, and requires the employee to engage in work. Employees who are called out shall be paid at the overtime rate for a minimum of two and one half (2.5) hours. There will be no additional compensation for calls taken by an employee who is already in active call-out status unless the time spent in call-out exceeds two and one half (2.5) hours. A call out does not include pre-scheduled meetings, training, or committee work. A minimum of one (1) hour shall be paid when the employee's attendance is mandatory for such meetings, training, or committee work.

When the call can be resolved over the telephone, the employee will receive overtime pay at fifteen (15) minute increments, or thirty (30) minute increments between midnight and 5:00 a.m., for time actually worked.

Section 7. Whenever two (2) or more overtime or premium rates are applicable to the same hour or hours, there shall be no pyramiding or adding together of such overtime or premium rates and only the higher of the applicable rates shall apply.

Section 8. **Shift Differential:** A shift differential of \$1.00 per hour shall be paid for any night shift work (swing shift or graveyard shift). When an employee is required to report to work prior to or stay after their normally scheduled shift on overtime for more than two (2) hours, that employee shall also be paid the shift differential for the entire shift worked.

## **ARTICLE 8 – HOLIDAYS**

Section 1. The following days shall be observed as paid holidays:

New Year's Day	January 1
Martin Luther King Jr's Birthday	Third Monday in January
President's 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
Day After Thanksgiving	Friday after Thanksgiving Day
Christmas Day	December 25

Any holiday which falls on Sunday shall be observed on the following Monday.  
Any holiday which falls on Saturday shall be observed on the preceding Friday.

In addition to the above listed holidays, each employee who has been employed for at least six (6) months may select two (2) non-cumulative floating holidays each calendar year, according to the provisions of the Administrative Guidelines for Personnel Administration, to be scheduled with the permission of the Facilities Director or designee. These floating holidays may be used at the employee's choice for illness within the immediate family as defined in Article 10 – Sick Leave, Section 2C.

Section 2. Leave taken on these days is with pay and is not charged against annual leave. All regular full-time employees shall receive their regular compensation for each holiday. Regular part-time employees shall be compensated in proportion to the number of hours they are regularly scheduled to work

Section 3. When a holiday falls on a scheduled day off, an alternate day off shall be scheduled within thirty (30) calendar days. Up to twenty-four (24) hours of holiday time may be accrued provided it is used within one hundred eighty (180) calendar days from the date earned.

Section 4. Regular full-time employees who are required to work on a paid holiday shall be compensated at a rate of time and one-half (1-1/2) for all hours worked plus a full day's holiday pay at the regular rate of pay. Employees who work on July 4, Thanksgiving Day, Christmas, and on New Year' Day shall be compensated at a rate of double time for all hours worked in addition to a full day's pay for the holiday at the regular rate of pay. This holiday premium pay shall be paid for all hours worked on both the actual holiday and the observed holiday, provided, that an employee who works both the actual and the observed holiday shall only receive the holiday premium for one (1) of these days.

Section 5. An employee who is on vacation leave or sick leave when a holiday occurs will receive holiday pay for the holiday and it will not be charged against vacation or sick leave.

Section 6. An employee who is called out to work on an observed holiday shall receive double time pay for those hours worked.

Section 7. For the purpose of computing overtime, all holiday hours worked or unworked for which an employee is compensated in pay or in compensatory time off shall be regarded as hours worked.

## ARTICLE 9 – VACATION

Section 1. A. All regular employees shall accrue vacation leave in accordance with the following schedule:

During Years of Service	Hours per Pay Period	Hours Annually	During Years of Service	Hours per Pay Period	Hours Annually
1	4	96	15, 16, 17	7	168
2	4.5	108	18, 19	7.5	180
3, 4, 5	5	120	20, 21, 22	8	192
6, 7, 8, 9	5.5	132	23, 24	8.5	204
10, 11, 12,	6	144	25+	9	216
13, 14	6.5	156			

Accrued vacation shall be credited as earned vacation for each month of service in accordance with the schedule above. Maximum accrual is three hundred and twenty (320) hours.

- B. Years of Service: Generally, years of service means continuous service from last date of hire with the LOTT Alliance. For staff whose employment was transitioned from the City of Olympia to the LOTT Alliance, years of service means continuous service at LOTT facilities from the last date of hire with the City of Olympia.
- C. Interim Changes to Accrual Schedule: If, during the lifetime of this agreement, the Employer implements a more generous vacation accrual schedule for non-represented employees than that specified in the table above, the Employer agrees to provide the same level of vacation benefit to Union employees.
- D. Vacation Used for Recruitment: Accrual rates may be established by management to recruit the most qualified employees for unfilled positions. Newly hired employees may receive partial service credit for years of service with other public employers in accordance with the following guidelines:
  - 1. Prior relevant experience with member jurisdictions (Lacey, Olympia, Tumwater, and Thurston County) may qualify as years of service on an up to one-for-one basis, up to an equivalent of ten (10) years of LOTT service, rounded to the nearest whole year of service completed.
  - 2. Prior relevant employment with other Public employers within Washington State may qualify as years of service on an up to two-for-one basis, up to an equivalent total of ten (10) years of service, rounded to the nearest whole year.
  - 3. Once a vacation accrual rate is established for a new employee, rate increases will occur according to the schedule above as if the new employee had been employed by LOTT for the years credited.
  - 4. Additional exceptions may be made by mutual agreement between the Union and the Employer.

Section 2. A less than full-time employee who is employed on a regular schedule of at least twenty (20) hours per week shall accrue vacation leave with pay at the rate that the hours actually worked bear to a full-time employee's workday.

Section 3. All employees who separate from service for any reason shall be paid for unused, accrued vacation leave up to a maximum of three hundred and twenty (320) hours.

Section 4. Employees shall request their vacations in consultation with the supervisor or designee as far in advance as possible, preferably two (2) weeks ahead unless by mutual agreement or in cases of emergency.

Section 5. Employees who have accrued the maximum amount of vacation leave shall not be precluded from exceeding that amount if they have requested and been denied the use of vacation leave, provided the denial is written and the supervisor is aware that the denial would result in the loss of vacation by the employee. If an employee is on sick leave on the date his or her accrual exceeds three hundred and twenty (320) hours or forty (40) days, the employee shall be allowed to accrue in excess of that amount for the duration of that incident of sick leave use.

Section 6. Vacation may be used, at the employee's choice, for illness within the immediate family as defined in Article 11 – Bereavement Leave.

## **ARTICLE 10 – SICK LEAVE**

Section 1. Regular full-time employees shall accrue sick leave with pay at the rate of eight (8) hours of leave for each full month of continuous service. Any such leave accrued which is unused shall be accumulated for succeeding years for all regular full-time employees to a maximum of nine hundred sixty (960) hours.

Regular part-time employees shall be entitled to sick leave accrual in proportion to the number of hours worked, provided they work at least twenty (20) hours per week.

Section 2. Sick leave with pay shall be granted for the following reasons:

- A. Non-occupational personal illness or physical incapacity resulting from causes beyond the employee's control, including any period of physical incapacity related to childbirth;
- B. Enforced quarantine of the employee by a physician;
- C. Illness within the immediate family shall be defined as in Article 11 requiring the employee's presence;
- D. Medical or dental treatment for the employee or within the immediate family of the employee, as defined above, requiring the employee's presence;
- E. A serious health condition as defined by the Family Medical Leave Act (FMLA). FMLA benefits are governed by the Personnel Guidelines and federal law.
- F. For health conditions as defined by the FMLA, if both husband and wife are employed by the Employer, each spouse will be entitled to twelve (12) weeks of leave during a rolling twelve (12) month period.

Section 3. An employee who intends to use sick leave shall notify the appropriate section or dispatching service (as designated by his/her supervisor) one (1) hour in advance of the time he/she is required to report to work.

Section 4. If authorized leave is taken for purposes defined in Section 2C above, the employee may charge this time to vacation, compensatory time, floating holiday, or sick leave.

For all other authorized use of leave as defined in Section 2 the employee's sick leave accruals will be charged. If authorized sick leave is taken after the employee has expended all sick leave accrued, at the employee's option the lost time shall either be charged against presently accumulated vacation time; or compensatory time; or, with the permission of the Facilities Director, be taken without pay in accordance with Section 5 below.

Section 5. Except for FMLA, approval of leave without pay which exceeds ten (10) working days is at the discretion of the Executive Director and shall not exceed six (6) months. A leave of absence without pay for non-medical reasons will not be granted until all accrued vacation leave is exhausted. A leave of absence without pay taken for medical reasons will only be granted after the employee's sick leave accrual is exhausted and recovery is expected in the foreseeable future.

Section 6. An employee may continue to purchase medical insurance through the Employer during sick leave without pay provided such purchases are permitted by the Employer's insurance carrier. For employees on leave under Family and Medical Leave Act (FMLA) qualifying circumstances, the Employer will continue its medical coverage contribution for up to twelve (12) weeks inclusive of any sick leave. FMLA benefits are governed by the Personnel Guidelines and federal law. If both husband and wife are employed by the Employer and are on leave as defined by the FMLA, the Employer will continue medical coverage for each spouse for up to twelve (12) weeks.

Section 7. Attendance Incentive: An employee who uses two (2) days (16 hours) (either 16 hours for a regular schedule or as adjusted for a shift/normal day worked) or less of sick leave during the calendar year shall earn one (1) day off with pay. Part-time employees will earn and receive time off with pay pro-rated based on the number of hours regularly schedule to work and in the same amount of their sick leave accrual. This day may be taken anytime the following year with forty-eight (48) hours notice to the supervisor or paid in cash.

Section 8. The Union agrees to discourage any misuse of sick leave and further agrees that any employee proved to have misused sick leave shall be subject to disciplinary action. An employee may be required to provide a doctor's verification of illness or injury at the supervisor's request.

Section 9. Upon retirement sick leave balances shall be paid up to eighty (80) hours. "Retirement" is defined as an employee's termination of employment when eligible to retire under the Public Employees Retirement System. Sick leave balances shall be paid to the estate of any employee who dies while still employed to a maximum of three hundred twenty (320) hours. Excess leave above three hundred twenty (320) hours will be handled in accordance with the Shared Leave Policy. In no other situation do sick leave accruals have any cash value except as provided in this paragraph.

## **ARTICLE 11 – BEREAVEMENT LEAVE**

The Employer shall grant regular full-time employees up to three (3) consecutive days of bereavement leave with pay in the event of a death in the employee's immediate family (as specified in the table below and including step parents, children, and siblings) or any individual living in the employee's household. In extraordinary circumstances, additional time off may be requested and charged to sick leave, vacation, or compensatory time earned.

<b>Employee's Immediate Family</b>	
Mother	Mother-in-Law
Father	Domestic Partner's Mother
Spouse	Father-in-Law
Domestic Partner	Domestic Partner's Father
Brother	Grandparent
Sister	Grandchild
Children	Domestic Partner's Grandchild
Domestic Partner's Children	Daughter-in-Law/Son-in-Law

In the event of the death of a member of the employee's family other than those set forth above, bereavement leave may be granted and such leave shall be charged against the employee's sick leave.

If there is no sick leave available, the employee may use vacation leave or accrued compensatory time with the permission of the supervisor, or leave without pay with the permission of the Facilities Director.

## **ARTICLE 12 – PARENTAL LEAVE**

Section 1. Regular employees are eligible to use leave benefits upon the birth, or adoption of a child. Employees may use vacation leave, accrued compensatory time, sick leave or request a leave of absence without pay, as provided in this Article. Employees using leave for the birth or adoption of a child are eligible for benefits under the Family and Medical Leave Act (FMLA). FMLA benefits are governed by the Federal Law and the Administrative Guidelines for Personnel Administration, which provide for leave in the following circumstances relevant to this Article:

- A. The birth of a daughter or son, or to care for a newborn child. This is in addition to paid sick leave granted for any period of disability related to pregnancy.
- B. The placement, with the employee, of a daughter or son for adoption or foster care.

Section 2. If both parents are employed by the Employer, and are either spouses or domestic partners, the parents are each permitted to take twelve (12) weeks in a rolling twelve (12) month period. All leave taken for this purpose must be taken within twelve (12) months of the birth or adoption.

Section 3. Leave of absence without pay will not be granted until all accrued sick leave is exhausted. The total absence shall not exceed six (6) months.

Section 4. Upon the expiration of the leave of absence without pay, the employee shall return to the same job or equivalent position at the employer's option, as was held by the employee prior to the leave of absence.

## **ARTICLE 13 – LEAVE OF ABSENCE**

A regular employee may be granted leave of absence without pay by the Executive Director for a period not to exceed six (6) months, provided such leave can be scheduled without adversely affecting the operation of the Employer. Except for FMLA or military leave purposes, approval of a leave of absence without pay which exceeds ten (10) working days is at the discretion of the Executive Director. Except in an emergency, the leave without pay must be approved in advance. Consideration will be given to the following:

1. the nature of the absence
2. the performance record of the employee
3. the impact upon the effective operation of the assigned workgroup; and
4. the availability of vacation and/or sick leave accruals

Requests for leave of absence without pay shall be in writing to the employee's direct supervisor, shall contain reasonable justification for approval, and shall state the inclusive dates of such leave. A request for leave without pay by an employee in order to accept employment not in the Employer's service shall, except in unusual circumstances, be considered as insufficient reason for approval of such request. The approval of such request and the terms under which it is granted shall be set forth in writing by the Employer with a copy to the employee and the Union.

All accrued vacation and compensatory time shall be exhausted prior to the effective date of approved leave without pay. No vacation or sick leave benefits or any other supplemental benefits shall accrue while an employee is on leave of absence without pay; moreover, the employee's anniversary date will be adjusted by the length of the leave granted. The employee shall be allowed to continue insurance coverage through the Employer's plan by paying the premium provided permitted by the insurance carrier.

Upon expiration of such approved leave of absence without pay, the employee shall be reinstated in the position held at the time the leave was granted or to another equivalent position. An employee who returns to employment after authorized leave of absence without pay shall be reinstated to the classification held at the time leave began and the same step and salary range. Failure on the part of the employee to report for duty promptly at the expiration of such leave shall be regarded as voluntary resignation.

## **ARTICLE 14 – WORKERS' COMPENSATION**

Sick leave benefits may not be used for any absences when the employee is entitled to receive benefits under the Workers' Compensation Act, except that sick leave may be utilized to make up the difference between the Workers' Compensation payment and the employee's regular monthly salary. Until the Department of Labor and Industries has made a determination on the employee's eligibility for Workers' Compensation benefits, the Employer may advance full sick leave benefits, if accrued. If, as a result, the employee receives compensation from both the Employer and the Department of Labor and Industries in excess of the employee's regular monthly compensation, the employee will retain the Workers' Compensation payment to supplement the next pay period while sick leave is being reinstated.

## **ARTICLE 15 – JURY DUTY**

An employee who is called for jury duty shall not suffer any loss of his regular compensation during such absence. The employee shall also be allowed to keep compensation for jury duty. Time not worked because of such duty shall not affect vacation or sick leave accrued. Employees will report for work when less than a normal work day is required by such duties.

## **ARTICLE 16 – MILITARY LEAVE**

An employee who is a member of a military reserve force of the United States or of the State of Washington shall be entitled to, and shall be granted military leave of absence from employment, in accordance with all state and federal laws pertaining to military leave and as outlined in the Administrative Guideline, Military Leave.

## **ARTICLE 17 – COMMUNITY SERVICE DAY**

### Section 1. When entitled:

- A. Each regular employee may receive up to one (1) day of Community Service Day each calendar year. The calendar year shall begin on January 1 and end on December 31.
- B. Utilization of the Community Service Day shall be for purposes of participation and volunteering for legitimate non-profit and public organizations as approved by the Executive Director or his/her designee.
- C. The organizations for which an employee may utilize Community Service Day are:
  1. The cities of Lacey, Olympia, Tumwater;
  2. The County of Thurston;
  3. The Squaxin Indian tribe;
  4. The Capitol Land Trust;
  5. Any other organization within Thurston County approved by the Executive Director or his/her designee.

### Section 2. Process for requesting Community Service Day:

- A. The employee requesting Community Service Day must submit a written request, on a form approved by the Executive Director, to his/her immediate supervisor at least thirty (30) calendar days in advance of the requested Community Service Day.
- B. The written request will identify the organization where the volunteer work will be done, the precise nature of the work to be done, and how the work to be done is of benefit to LOTT Alliance. The Executive Director, or his/her designee, after considering the employee's request and the recommendation of the employee's immediate supervisor, will have complete discretion whether to approve the requested Community Service Day.
- C. Community Service Day must be taken in increments of one (1) regular workday.

**ARTICLE 18 –  
MEDICAL, HOSPITAL, LIFE, & DENTAL INSURANCE BENEFITS**

Medical Insurance: Medical insurance will be provided through the Association of Washington Cities (AWC) Employees Benefit Trust as follows:

- Regence HealthFirst or equivalent Plan
- Group Health Cooperative Plan, the minimum co-pay offered through AWC Employer will pay 100% of the premium for employee coverage and 90% of the premium for dependent coverage.

Dental Insurance: Dental insurance will be provided through the AWC Employees Benefit Trust as follows:

- Washington Dental Service Incentive Plan E
- Washington Dental Service Orthodontia Plan 3
- Employer will pay 100% of the premium for full family coverage.

Vision Insurance: Vision insurance will be provided through the AWC Employees Benefit Trust as follows:

- VSP Full Family Plan with \$25 deductible
- Employer will pay 100% of the premium for full family coverage.

Life and Accidental Death and Dismemberment Insurance: Term life and accidental death and dismemberment insurance will be provided through the Washington Counties Insurance Fund as follows:

- Basic Life and Accidental Death and Dismemberment Insurance.
- Basic coverage of \$36,000 for the employee and \$1,000 for all dependents, with dependent children covered up to age 25.
- Employer will pay 100% of the premium for basic coverage.
- Option to purchase supplemental insurance for employee and dependents – cost to be borne by the employee.

Long Term Disability Insurance: Long term disability insurance will be provided through the AWC Employees Benefit Trust.

- 67% of base pay with 90 day elimination period
- Employer will pay 100% of the premium for employee coverage.
- No enhanced benefit will be available.

Flexible Spending Accounts: Employees will have access to “125” flexible spending accounts. This is a completely voluntary program to be used for health care expenses and child care expenses.

Deferred Compensation: Employees will have access to the available 457 deferred compensation plans. This is a completely voluntary program.

AFLAC: Various AFLAC insurance programs will be available to employees. All AFLAC insurance is completely optional with the cost of insurance borne by the employee through payroll deduction.

The above benefits and levels of coverage shall be applicable to all full-time employees in the bargaining unit. New employees shall be allowed one (1) week in which to determine which carrier's coverage they want. Regular part-time employees who work at least twenty (20) hours per week shall be entitled to the above coverage.

## **ARTICLE 19 – EMPLOYEE RECORDS, DISCIPLINE, & DISCHARGE**

Section 1. Employee personnel records shall be considered confidential and as such shall be accessible only to the employee concerned, selected Employer officials as authorized by the Executive Director, and Union representatives. Personnel files shall contain only information directly relevant to the employee's employment with the Employer. Employees may examine the file and shall have the right to rebut, in writing, any items in the file, and to grieve any item to the level of the Executive Director. The item may be grieved to arbitration when the employee suffers a direct financial loss as a result of the discipline.

Section 2. Employees shall be disciplined and discharged only for just cause, and shall have the right to have a Union representative present during disciplinary procedures except when a verbal warning is being issued.

Where appropriate, disciplinary action shall be progressive and may include the following measures:

- A. Verbal warnings, to be issued in private for minor infractions. Supervisors should inform the employee that a verbal warning is being given and that the employee is being given an opportunity to correct the condition. Such disciplinary action will not be made part of the employee's personnel file.
- B. Written warnings, which shall state definitely the problem to be remedied and the expectations of the Employer of the steps the employee is to take to remedy it.
- C. Suspension with pay, for purposes of investigation; and without pay, for purposes of discipline, not to exceed thirty (30) working days. Such investigation shall be conducted in as expedient a manner as practical.
- D. Dismissal or discharge, to be preceded by two (2) weeks notice other than for the most severe breaches of discipline.

Section 3. Demotion shall not be used as a disciplinary tool and may occur only as a result of the employee's failure to perform the duties of his/her position in a satisfactory manner and/or in the event of a voluntary demotion to a lower classification.

Section 4. Disciplinary material may remain in the employee's personnel file and may be considered in progressive discipline for two (2) years from the effective date of the

most recent discipline, after which, it shall be removed upon the employee's written request to the Division Director. PROVIDED, however, that discipline for violation of the Administrative Guidelines covering Harassment, Discrimination and Workplace Violence, suspensions of five (5) or more working days, and "Last Chance Agreements" may be maintained indefinitely unless limited by the terms of the specific disciplinary document.

## ARTICLE 20 – APPRENTICESHIP

- Section 1. In cases where the Collective Bargaining Agreement and the *Standards of Apprenticeship* are in conflict, the *Standards of Apprenticeship* shall prevail. Any changes to the *Standards of Apprenticeship* that effect wages, hours, or working conditions shall be subject to negotiation with the Union.
- Section 2. All apprenticeship opportunities will initially be open in-house first for a period of two (2) weeks. If no applications are received, the apprenticeship may then be open to external applicants.
- Section 3. Fees and other costs associated with required related supplemental instruction (RSI) as specified in the Standards of Apprenticeship will be provided according to the following:
- A. Employer will pay up front for the courses, materials, and fees.
  - B. Any materials such as manuals and books that are purchased by the Employer will remain the property of the Employer.
  - C. Should the apprentice fail to earn a "C" grade or better (or pass a "pass/fail" class), the apprentice will be required to retake the course at his/her own expense until a "C" or "pass" is earned.
  - D. When feasible, the apprentice will be expected to retake and successfully complete any failed class or course within six (6) months of the initial date of completion. For example, courses offered by a college may not be offered again within six (6) months. In this case, the apprentice will be required to take the course the next time it is offered.
  - E. The apprentice shall not have more than one failed class outstanding at any time. Should an additional class be failed, the apprentice must successfully complete at least one (1) of the failed classes prior to scheduling any additional classes or courses.
- Section 4. Upon completion of the initial probationary period (as defined in the *Standards of Apprenticeship*), apprentices will be required to make a service commitment as specified below. If the employee departs prior to completing the apprenticeship, he/she will be liable for repayment of 100% of the Employer's direct expenses for tuition, registration, fees, and course materials. Upon completion of the apprenticeship, the employee will be required to serve the Employer as a journey-level worker for a period of time equal to the period of apprenticeship, not to exceed three (3) years. Failure to complete the service commitment will require repayment of the Employer's direct expenses as follows:

- A. 100% - for departure prior to completion of the first year of service.
- B. 67% - for departure during the second year of journey-level service.
- C. 33% - for departure during the third year of journey-level service.
- D. Employer shall have the authority to withhold from a departing employee's pay, and/or to otherwise collect from the individual, any funds owed to Employer as specified above.
- E. Upon mutual agreement in writing between the Union and the Employer, repayment may be waived when an employee is unable to fulfill a service commitment due to reasons beyond the individual's control.

## **ARTICLE 21 – PROBATION**

Each new employee shall serve a probation period of six (6) months. During probation, employees shall not have access to the grievance procedure regarding discipline and discharge. At the discretion of the Facilities Director after consideration of the recommendation of the probationary employee's supervisor and in consultation with the Union, the probationary period may be extended up to six (6) additional months in individual cases to address specific performance issues.

- A. Probationary employees shall accrue and may use vacation and sick leave as provided in Article 9 and 10.
- B. Probationary employees shall observe holidays in the same manner as regular employees.

## **ARTICLE 22 – LAYOFF, RECALL FROM LAYOFF, & PROMOTION**

### Section 1. Layoff:

Should the Employer decide to reduce the work force, layoffs shall be made as follows:

- A. By Classification.
- B. By Seniority: The Employer will then give notice of at least thirty (30) calendar days to the affected employees. The selected employees shall be the least senior employees. No regular employees shall be laid off if there are any temporary employees doing bargaining unit work in the facilities.

### Section 2. Recall from Layoff:

- A. Laid-off employees shall be carried by the Employer on a lay-off list for a period of one (1) year, and shall be notified of any openings for which they are eligible. Eligible, for purposes of this Article, shall mean that the employee has previously held regular status in the classification and has not been demoted from the classification. No vacancies shall be posted, advertised or filled while there is an eligible employee on the lay-off list. An employee on the lay-off list may refuse to return to a lesser position than that from which they were laid-off

without loss of all recall rights. An employee may not refuse to return to the classification from which they were laid off without loss of all recall rights.

- B. A recalled employee shall return on the date and time set by the Employer, which in no event shall be sooner than two (2) weeks from the time the employee was mailed a notice or recall to the last known address of the employee, unless by mutual consent to an earlier starting date. No temporary employees shall be hired to do bargaining unit work by the division while any regular employees are in lay-off status.
- C. Employees rehired from the lay-off list shall not suffer any loss of seniority or benefits as a result of lay-off, but shall not accrue seniority, wages, or benefits during lay-off.

Section 3. Promotion:

- A. Should a position vacancy occur, as determined by the Employer, the Employer shall be required to consider, but not necessarily select, candidates for promotion from within the work force before selecting employees from outside the workforce. In any event, the Employer may select the applicant who, in the Employer's opinion, is the best qualified for any opening, from any source whatsoever. Vacancies will be posted for five (5) working days internally.
- B. An employee who is promoted shall be placed at the closest step in the new range that provides at least five percent (5%) increase in salary.
- C. The promotional trial service period shall be six (6) months.
- D. The promoted employee may be demoted at any time during the promotional trial service period without appeal, provided that the employee is reinstated in the position from which he was promoted, even though this may necessitate the lay-off of the employee occupying the position.
- E. The promoted employee may, at his/her request, be returned to his/her previous position, or at the Employer's discretion, to a similar position during the trial service period. For the purpose of this Article, similar shall mean in the same pay range and step as the employee's previous position.

Section 4 The lay-off, recall from lay-off or promotion procedures set forth above will be administered in a manner that does not unfairly discriminate against any individual employee.

**ARTICLE 23 – SENIORITY**

Employees in the bargaining unit shall accrue seniority from date of hire with the Employer into a position in the bargaining unit, including any time in a CETA position. Seniority shall be based on continuous service with the Employer including paid leave; however, seniority shall not be accrued while on a leave of absence without pay. The anniversary date shall be adjusted for leaves without pay. Seniority for employees who transitioned to the LOTT Alliance from the City

of Olympia on January 1, 2005 shall be calculated from the employee's hire date with the City of Olympia into a bargaining unit position.

## **ARTICLE 24 – WAGES**

Section 1. Wages shall be as set forth in the Appendix. Employees shall normally be hired at the first step of the pay range, and shall receive an increase to the second step upon completion of twelve (12) months employment. Increases to succeeding steps in the pay range shall occur annually on the anniversary date of the employee's assumption of their current classification.

Section 2. No employee shall have his or her salary reduced for any reason except for being placed in a position held prior to the unsuccessful completion of a promotional trial service period or in the event of a voluntary demotion to a lower classification.

Section 3. Whenever an employee is required to perform all, or substantially all, of the duties of another higher paid classification, for a period in excess of two (2) weeks, the employee shall receive the greater of the lowest step of the higher pay range or a three percent (3%) increase for the entire period.

Section 4. An employee who believes his/her position is improperly classified may request review of job duties. Requests for review of job duties for positions covered by this Agreement shall be conducted according to the established policies and practices of the Employer. Any changes to pay ranges as a result of a review of position duties are subject to negotiation between the parties.

Section 5. All employees will have their paychecks directly deposited into a financial institution that will accept paychecks in this manner.

Section 6. COLA: Effective January 1 of each year of the contract, base wages will be increased by a cost of living adjustment of one hundred percent (100%) of the June to June Seattle-Tacoma-Bremerton Consumer Price Index CPI-W from the previous year, with a minimum of one percent (1%) and a maximum of five percent (5%).

## **ARTICLE 25 – LONGEVITY PAY**

Longevity pay shall be granted to employees annually according to the following schedule:

One percent (1%) of base wages upon completion of fifteen (15) years of service,  
One and one half percent (1.5%) of base wages upon completion of twenty (20) years of service,  
Two percent (2%) of base wages upon completion of twenty-five (25) years of service.

Longevity pay for employees who transitioned to the LOTT Alliance from the City of Olympia on January 1, 2005 shall be calculated from the employee's hire date with the City of Olympia. Longevity pay shall be paid in a lump sum in the payroll period that includes the employee's anniversary date.

## **ARTICLE 26 – TOOLS & UNIFORMS**

- Section 1. The Employer agrees to furnish employees with the tools necessary to complete their assigned tasks.
- Section 2. The Employer will also supply all safety equipment, rain gear, and gloves if appropriate.
- Section 3. All employees are required to wear safety footwear and jeans appropriate for their job. Employees will be reimbursed up to two hundred seventy five dollars (\$275.00) per year when receipts are provided. For individuals choosing to wear safety-toed footwear in the workplace, they will be reimbursed up to an additional one hundred dollars (\$100) toward the cost of the safety-toed footwear per year when receipts are provided.
- Section 4. All employees who are provided uniforms are required to wear these and report to work in neat appearance as directed.
- Section 5. Commercial Driver's License Fees shall be borne by the Employer. Training and testing sponsored by the Employer shall be compensated as hours worked. Non-Employer training or testing shall not be compensated. The Employer will reimburse out-of-pocket expenses associated with obtaining a CDL, up to the rate contracted by the Employer with a vendor for a required health exam. The choice of vendor and rates will remain the decision of the Employer. If the employee wishes to use a medical service other than the contracted vendor, the Employer will reimburse only up to the amount contracted with the Employer-selected vendor; the employee will be responsible for charges in excess of the contracted amount. The Employer agrees to pay for other licenses or certifications required by the employee's job classification, with the exception of a Washington State Driver's License.

## **ARTICLE 27 – IMMUNIZATIONS**

The Employer shall pay for Hepatitis A, B, DPT, and tetanus inoculations for all employees potentially exposed to those diseases.

## **ARTICLE 28 – RETIREMENT**

All employees in the bargaining unit shall be covered under the Public Employees Retirement System and Social Security.

## **ARTICLE 29 – CIVIL LIABILITY**

The Employer shall comply with all laws respecting the civil liability of employees in the performance of their duties.

## **ARTICLE 30 – DRUG & ALCOHOL TESTING PROCEDURES**

The Union and the Employer recognize their respective interests in providing a safe workplace, free of employees performing their duties under the influence of controlled substances and/or alcohol. The parties also recognize their obligation to comply with federal and state regulations pertaining to the testing for controlled substances and alcohol use of employees required to hold a commercial driver's license (CDL). The Union accepts the testing program, policies, and requirements as outlined in Administrative Guidelines for Drug and Alcohol Testing for CDL Holders and Drug and Alcohol Testing for Non-CDL Holders. We agree to the following additions and clarifications:

1. In the event of a test for blood alcohol concentration measuring from .02 to .04, the employee will be sent home until the next regular work shift. Such time shall be charged to vacation accruals, compensatory time accruals or leave without pay, at the employee's option.
2. In the event of a positive drug test, the time period between when the positive test results is received and the employee is authorized to return to work will, at the employee's choice, be charged to the employee's vacation accruals, compensatory time accruals, or as leave without pay.
3. Where applicable, the cost of any return-to-duty testing required by the D.O.T. as a result of a positive test will be assumed by the employee. The cost of subsequent follow-up tests as required will be the sole responsibility of the employee.
4. Where applicable, costs of treatment and rehabilitation are the sole responsibility of the employee, to the extent not covered by health insurance.

## **ARTICLE 31 – SAVINGS CLAUSE**

If any Article, or part thereof, of this Agreement or any addenda thereto 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 and addenda shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations to arrive at a mutually satisfactory replacement of such Article or addenda.

It is agreed between the parties that nothing in this Agreement intends to abrogate existing monetary benefits not specifically referred to in this Agreement.

## **ARTICLE 32 – NO STRIKE, NO LOCKOUT**

The Employer and the Union recognize that the public interest requires the efficient and uninterrupted performance of all Alliance services and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. During the term of this Agreement neither the Union nor the Employer shall cause, engage in, or sanction any work stoppage, slow down, action in sympathy, or other interference with Employer functions.

In the event of unauthorized interruptions, the Union agrees it will join the Employer in requiring the members to return to work immediately. Upon failure, employees who engage in any of the

foregoing actions shall be subject to disciplinary action, including suspension or discharge. No individual shall receive any portion of his/her salary or benefits as provided by the Employer, and in accordance with this applicable law, while engaging in activities in violation of this Article. The Employer shall not constitute any lockout of its employees during the term of this Agreement.

### ARTICLE 33 – ENTIRE AGREEMENT

The parties acknowledge that each has had the right to make demands upon the other to negotiate, fully and in an unlimited manner, the terms and conditions of this Agreement.

Pursuant to the unlimited right to make demands upon the other, the parties waive during the life of this Agreement the right, if any there be, to negotiate during the term of this Agreement.

The parties recognize that this Agreement embodies the full and entire agreement as between the parties and no previously existing practices shall be binding on either side unless specifically set forth herein.

### ARTICLE 34 – TERM OF AGREEMENT

This Agreement shall become effective January 1, 2010 and shall remain in effect until December 31, 2013.

Signed this 14<sup>th</sup> day of October, 2009.

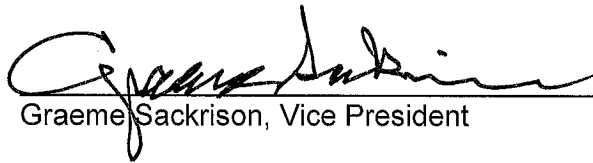
#### LOTT ALLIANCE BOARD OF DIRECTORS



Doug Mah, Board President



Ed Stanley, Board Member

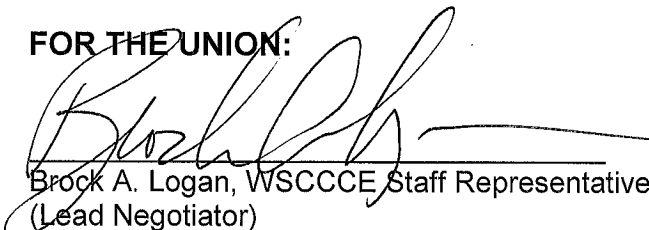


Graeme Sackrison, Vice President



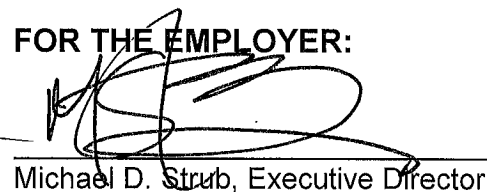
Cathy Wolfe, Board Member

#### FOR THE UNION:



Brock A. Logan, WSCCCE Staff Representative  
(Lead Negotiator)

#### FOR THE EMPLOYER:



Michael D. Strub, Executive Director

**BARGAINING TEAMS:**

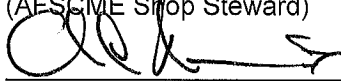
LABOR



Terri Prather, Operator II  
(AFSCME Chapter Chair)



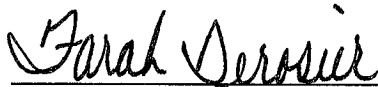
Gabe Brannon, Control Systems Technician  
(AFSCME Shop Steward)



Alex Desmonie, Maintenance Tech. Apprentice



Shawn Redmond, Operator II  
(AFSCME Shop Steward) (Alternate)



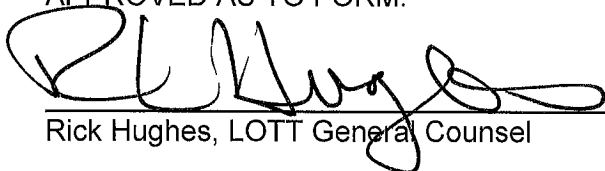
Farah Derosier, LOTT Legal Assistant (Scribe)

ATTEST:



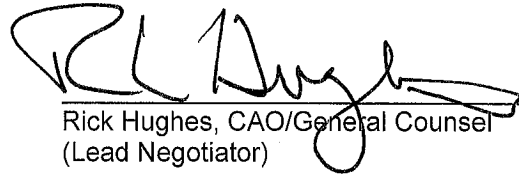
Erin Michael, LOTT Corporate Secretary

APPROVED AS TO FORM:

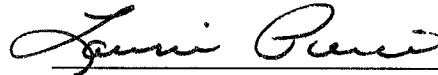


Rick Hughes, LOTT General Counsel

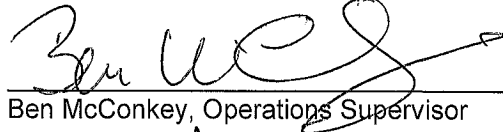
MANAGEMENT



Rick Hughes, CAO/General Counsel  
(Lead Negotiator)



Laurie Pierce, Facilities Director



Ben McConkey, Operations Supervisor



Mike Seelig, Maintenance Supervisor



Paula Williamson, Human Resources Manager  
(Alternate)

**APPENDIX**  
**AFSCME SALARY TABLE**  
**Effective January 1, 2010 – December 31, 2010**  
**1.00% COLA**

Pay Range	Current Classifications	Steps & Monthly Salary				
		Step 1	Step 2	Step 3	Step 4	Step 5
434	Maint. Assist/Custodian	2869.17	3013.04	3164.56	3322.66	3489.72
436	None	3034.32	3187.11	3347.17	3515.70	3690.01
438	None	3203.51	3363.55	3531.86	3708.71	3893.66
440	None	3371.84	3543.21	3719.80	3904.32	4088.59
442	Maintenance Coordinator	3542.31	3719.80	3904.32	4099.47	4303.52
444	None	3713.01	3895.79	4088.99	4294.59	4511.03
446	Maintenance Worker II	3881.31	4073.30	4279.06	4493.37	4718.53
448	None	4053.92	4252.46	4465.27	4686.81	4920.48
450	Maint. Scheduler/Planner Laboratory Technician	4215.67	4428.46	4653.41	4881.97	5128.00
452	Operator I	4386.13	4605.95	4836.23	5080.30	5330.38
454	Water Quality Analyst (without Group III)	4554.87	4785.13	5020.69	5274.00	5534.01
456	Maintenance Technician Operator II Water Quality Analyst (with Group III)	4737.04	4976.54	5221.60	5484.93	5755.38
458	Industrial Electrician Instrum./Electrical Tech.	4926.67	5175.44	5430.41	5704.26	5985.63
460	Control Systems Tech. Lead Operator Sr. Maintenance Tech.	5096.17	5350.99	5618.53	5899.47	6194.43
462	None	5265.69	5528.97	5805.42	6095.68	6400.47

Pay Range	Current Classifications	Steps & Monthly Salary					
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
501	Operator Apprentice	3289.60	3508.90	3728.21	3947.52	4166.82	
502	Maint. Tech. Apprentice	3552.78	3742.26	3931.75	4121.23	4310.71	4500.19
503	Control Systems Tech Apprentice	3822.13	4025.98	4229.82	4433.67	4637.52	4841.36