

AGREEMENT

By and Between

CITY OF SEATAC

AND

**Washington State Council of County and City
Employees American Federation of State,
County and Municipal Employees, AFL-CIO
Local 3830**

January 1, 2006 through December 31, 2008

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PREAMBLE

THIS AGREEMENT is entered into by and between the City of SeaTac, (hereinafter referred to as City or Employer, interchangeably) and the Washington State Council of County and City Employees (WSCCCE), American Federation of State, County and Municipal Employees, AFL-CIO, Local 3830 (hereinafter referred to as Union).

It is the purpose of this document to set forth a mutual understanding between the City and the Union in regard to wages, hours and working conditions so as to promote efficient and uninterrupted performance of City functions. It is the City's responsibility to provide services that promote the health, safety and welfare of the public and employees through means that are cost-efficient, progressive, responsive, courteous, and productive. The City and the Union share a mutual interest in engaging in collaborative efforts to promote a labor relations environment that is conducive to achieving a high level of efficiency and productivity in all departments of City government, to encourage the safety and development of employees, to ensure the fair and equitable treatment of employees and to ensure prompt and fair settlement of grievances without interruption of or interference with the operation of the City. It is also intended that this document provide recognition for the rights and responsibilities of the City, Union and employees.

ARTICLE 01 - RECOGNITION AND BARGAINING UNIT

- 01.01** Pursuant to RCW 41.56, the City recognizes the Union as the exclusive bargaining representative for the purpose of establishing wages, hours and conditions of employment, for all regular full-time employees and regular part-time employees whose positions are budgeted and whose classifications are listed in Attachment A, herein. A regular part-time position is an ongoing position scheduled to work twenty (20) or more hours per week.
- 01.02** The following employees will be excluded from the bargaining unit: all other represented employees of the City; all department managers, supervisors, and confidential employees as defined by PERC, and all employees classified as temporary who are needed to augment the workforce during absences, peak periods or emergent situations.

ARTICLE 02 - UNION SECURITY

- 02.01** Except as provided in Section 02.02 hereof, it shall be a condition of employment that all employees of the Employer covered by this Agreement who are members of the Union in good standing, shall remain members in good standing in the Union. It also shall be a condition of employment that all newly hired employees covered by this Agreement on the thirtieth (30th) day following the beginning of such employment, shall become and remain members in good standing in the Union.
- 02.02** If an employee for bona fide religious tenets, as per R.C.W.41.56.122 (1), does not desire to be a member of the Union, one of the following shall apply.
- A. Pay each month a service charge equivalent to regular union dues to the Union.
 - B. Pay each month an amount of money equivalent to regular current union dues to the Union, who shall then transmit that amount to a non-religious charity that is agreeable to the Union and the Employer.
- 02.03** Failure by an employee to abide by the above provisions shall constitute cause for discharge of such employee; provided that when an employee fails to fulfill the above obligation the Union shall provide the employee and the Employer with thirty (30) days notification of the Union's intent to request the Employer to initiate discharge action. During this period the employee may make restitution to the Union of the overdue amount.
- 02.04** Upon written authorization of the employee, the Employer agrees to deduct from the paycheck of each employee the regular monthly dues uniformly required of members of the Union. The amounts deducted shall be transmitted monthly to the WSCCCE on behalf of the employees with a list of the employees' names, salaries and individual amounts deducted.
- 1. Regular part-time employees whose normal work schedules are twenty (20) or more hours per week shall become and remain members of the Union in accordance with this article, and shall pay a pro-rated amount of dues. Employees whose normal work schedules are less than twenty (20) hours per week shall not be required to join or maintain union membership.

02.05 P.E.O.P.L.E. Check-off

The employer agrees to deduct from the wages of any employee who is a member of the Union a P.E.O.P.L.E. (Public Employees Organized To Promote Legislative Equality) deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to the employer. The employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

02.06 The Union shall indemnify the City and hold it harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken by the City for the purpose of complying with provisions of this Article.

02.07 The Union agrees to refund to the City any amount paid to it in error as a result of compliance with this Article.

02.08 The City and the Union agree that this Article will be interpreted consistent with State and federal law.

ARTICLE 03 - UNION ACCESS

03.01 The employer agrees that non-employee officers and representatives of the Union shall have reasonable access to the premises of the employer during working hours with advance notice to the Human Resources Director, City Attorney or City Manager. Such visitations shall be for reasons related to the administration of this Agreement. The Union agrees that such activities shall not interfere with the normal work duties of employees. The employer reserves the right to designate a meeting place or to provide a representative to accompany a Union officer where operational requirements do not permit unlimited access.

03.02 The Employer shall permit the use of bulletin boards and electronic mail by the Union for the posting of official union notices such as: union elections and election results, meetings, minutes of meetings, recreational and social activities, and other information of general interest to the membership. The Union shall ensure that all such postings comply with applicable law and are not offensive.

03.03 With prior notice to the Human Resources Director or City Manager, the Employer shall grant employees (and may limit the number to two) who are local Union officials reasonable time off with pay to attend scheduled meetings with City Management for the purpose of administering this agreement. In addition, local Union officials may be granted reasonable time off with pay to investigate grievances and represent employees during grievances, disciplinary and/or discharge, investigations and proceedings.

ARTICLE 04 – MANAGEMENT RIGHTS

- 04.01** Subject to the provisions of this Agreement, the Union recognizes the prerogative of the Employer to operate and manage its affairs in all respects in accordance with applicable laws. The powers of authority which the Employer has not specifically abridged, delegated or modified by this Agreement are retained by the Employer.
- 04.02** The direction of its working force and operations are vested exclusively in the Employer. This shall include the right:
1. To determine its mission, policies, and to set forth all standards of service offered to the public;
 2. To operate and manage all staffing, facilities and equipment;
 3. To determine the methods, means, number of personnel needed to carry out the department's operations or services to be conducted by the department;
 4. To determine the utilization of technology;
 5. To contract out for goods and services, except for bargaining unit work performed on a regular and consistent basis;
 6. To hire, promote, transfer, assign, retain and layoff employees;
 7. To promulgate rules and regulations;
 8. To discipline, suspend, demote or discharge employees for just cause;
 9. To maintain the efficiency of the operation entrusted to the Employer; and
 10. To determine the manner in which such operations are to be conducted.

ARTICLE 05 - NON-DISCRIMINATION

The City and the Union shall not discriminate against employees of the City on the basis of their rights as a Union member, race, religion, creed, color, national origin, gender, sexual orientation, age, marital status, or any physical, sensory or mental disability, unless such characteristics are a bona fide occupational qualification. The City and the Union acknowledge their mutual support for equal employment opportunity and their commitment to abide by all governing non-discrimination statutes.

ARTICLE 06 - PERSONNEL FILES

- 06.01** The contents of the personnel files, including the personal photographs, shall be confidential and shall be restricted to the extent provided by law; provided that information contained in the personnel files may be released to any individuals or organizations upon written authorization of both the City and the employee.
- 06.02** The Human Resources Department shall be the central depositor for all official personnel records and files. All official personnel records shall be maintained by the Human Resources Department.
- 06.03** Employees shall be given a copy of any item or document upon its being placed into their personnel file.

ARTICLE 07 - NO STRIKE NO LOCKOUT

- 07.01** The City and the Union recognize that the public interest requires the efficient and uninterrupted performance of all City 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 employees covered by this Agreement shall cause, engage in or sanction any work stoppage, strike, slowdown or interference with City functions. Employees who engage in any of the foregoing actions shall be subject to disciplinary action. The City shall not institute any lock-out of its employees during the life of this Agreement.
- 07.02** The Union may sanction actions taken by other unions so long as such a sanction does not conflict with the provisions of Section 07.01.

ARTICLE 08 - DISCIPLINE AND DISCHARGE

- 08.01** The City shall not discipline or discharge any post-probationary employee without just cause. Any employee may choose to have a Union representative present at all meetings during which it is anticipated that disciplinary or discharge proceedings may take place.
- 08.02** The City agrees with the tenets of progressive and corrective discipline, where appropriate. Disciplinary action generally includes the following progressive steps:
1. Oral warning which shall be documented in writing;
 2. Written reprimand;
 3. Suspension or demotion; and
 4. Discharge.
- 08.03** Any formal written reprimand in an employee's personnel file shall be removed, upon request of an employee after a period of two (2) years if no further discipline for the same or a similar offense has occurred. Oral warnings shall be documented in writing and placed into the employee's file. An oral warning shall be removed upon request of any employee after a period of one (1) year if no further discipline for the same or a similar offense has occurred.

ARTICLE 09 - LABOR MANAGEMENT MEETINGS

- 09.01** The Employer and the Union have established a Labor-Management Meeting process wherein the parties may meet periodically during the term of this Agreement to share information and to identify and resolve issues.
- 09.02** The Parties shall meet quarterly, however, meetings may be canceled upon mutual agreement if there are no agenda items submitted for review.
- 09.03** It is understood that any items discussed in the Labor Management Meetings shall not add to or alter the terms of this agreement. It is also understood that neither party to this agreement waives its right to negotiate any mandatory subject of bargaining.

09.04 The Union shall have three (3) employee representatives scheduled to attend labor management meetings. Additional members may be invited by mutual agreement of the parties if needed to assist with specific issues. The City shall have approximately the same number of members attend the labor management meetings.

ARTICLE 10 - GRIEVANCE PROCEDURES

10.01 Purpose

The purpose of this procedure is to provide an orderly method for resolving grievances. A determined effort shall be made to settle any such differences at the lowest level in the Grievance Procedure.

10.02 Definition

For the purpose of this Agreement, a grievance is defined as only those disputes involving the interpretation, application or alleged violation of any provision of this Agreement. A grievant is defined as an employee or group of employees who are represented by the Union. Grievances shall be processed in accordance with the following procedures within the stated time limits.

10.03 Grievance Steps

Step One:

Within ten (10) working days of knowledge of the incident giving rise to the grievance, the grievant along with a Union representative shall request, in writing, a meeting with the supervisor. The grievant, with a Union representative shall meet with the supervisor within ten (10) working days of the request to settle the grievance. The supervisor shall respond to the grievant and the Union President within ten (10) working days of the meeting. If either the Union or the Employer desires, grievances may be initiated at Step Two of the grievance process adhering to the submission timelines above.

Step Two:

If the grievance isn't settled at Step One, the Union on behalf of the grievant shall present the grievance in writing within ten (10) working days of the conclusion of Step One to the Department Head or his/her designee with a copy to the Human Resources Director. The written grievance shall include the date of submission to this process, date of alleged violation, facts and circumstances, the specific article of this Agreement that was allegedly violated, and the remedy requested. The Department Head or his/her designee and the Human Resources Director shall meet with the grievant and the Union representative within ten (10) working days of receipt and shall render a written response to the grievant, the Local Union President, and the Council 2 Staff Representative within ten (10) working days of the conclusion of the meeting. Representatives of the Union, the grievant and the City may be involved in the Grievance Procedure at this step.

Step Three:

If the Union is not satisfied with the solution of the Department Head or his/her designee and the Human Resources Director, the Union shall submit the written grievance to the City Manager within ten (10) working days from the date of receipt of the Department Head's/Human Resources Director's reply. The City Manager or his/her designee shall

meet with the grievant and the Union's representative within ten (10) working days of receipt of the grievance. The City Manager shall render a written response to the grievant, the Union President, and the Council 2 Staff Representative within ten (10) working days of the conclusion of the meeting.

Step Four:

Upon mutual agreement, a grievance not resolved under the above steps may be referred to alternative dispute resolution sources for mediation. If the parties do not agree to the use of mediation or if resolution is not achieved through the mediation process, the Union may refer the grievance to arbitration within thirty (30) working days after receipt of the Employer's answer to Step Three. If the request for arbitration is not filed by the Union Staff Representative or the Employer within thirty (30) working days, the Union or the Employer waives its right to pursue the grievance through the arbitration procedure.

10.04 Selection of Arbitrator

The Employer and the Union shall attempt to select a sole arbitrator by mutual agreement. In the event the parties are unable to agree upon an arbitrator, either party may request the Public Employment Relations Commission, the Federal Mediation and Conciliation Service, the American Arbitration Association or other source to submit a panel of seven (7) arbitrators. The Employer and the Union shall alternately strike names of arbitrators until one (1) arbitrator's name is left who shall be arbitrator. The order of striking names shall be determined by the flip of a coin. The arbitrator shall be notified of his/her selection by a joint letter from the Employer and the Union requesting that he/she set a time and a place subject to the availability of the Employer and Union representatives.

10.05 Privacy of Meetings and Hearings

All meetings and hearings under this procedure shall be kept private and shall include only such parties of interest and/or their designated representatives.

10.06 Decision

The arbitrator shall submit his/her decision in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof.

10.07 Power limited

The power of the arbitrator shall be limited to interpreting this Agreement, determining if the disputed article has been violated and awarding a remedy. The arbitrator shall not have any authority to alter, modify, vacate or amend any terms of this Agreement. The decision of the arbitrator, within these stated limits shall be final and binding on both parties.

10.08 Costs

Expenses and compensation for the arbitrator's services, or mediation service, and the proceedings shall be borne by the non-prevailing party. However, each party shall be completely responsible for all costs of preparing and presenting its own case, including compensating its own attorneys or other representatives and witnesses. If either party desires a record of the proceedings, it shall solely bear the cost of such record. It is provided, however, that if the grievance presented for arbitration involves multiple parts/issues, and if the decision of the arbitrator results in each of the parties prevailing on different parts/issues, then, in that case, the

expenses and compensation for the arbitrator's services and the proceedings shall be borne equally by the parties.

10.09 Election of remedies

It is specifically and expressly understood and agreed that taking a grievance appeal to arbitration constitutes an election of remedies. Likewise, litigation of the subject matter in any court or other available forum shall constitute an election of remedies and a waiver of the right to arbitrate the matter.

10.10 Authority

In the event the arbitrator finds that he/she has no authority or power to rule in the case, the matter shall be referred back to the parties without decision or recommendation on the merits of the case.

10.11 Time limits

Any and all time limits and/or steps specified in the Grievance Procedure may be waived by mutual agreement of the parties. Failure by the employee or Union to submit the grievance in accordance with these time limits and/or steps without such waiver shall constitute an abandonment of the grievance. Failure by the City to submit a reply within the specified time limits shall automatically cause the grievance to advance to the next step of the Grievance Procedure.

ARTICLE 11 – WAGES

11.01

1. Effective January 1, 2006, a cost of living adjustment (COLA) that is equivalent to ninety percent (90%) of the CPI-W Seattle-Tacoma-Bremerton, June to June index, shall be applied to all bargaining unit salary ranges listed in Attachment A-1 of the Agreement.
2. Effective July 1, 2006, an additional one percent (1%) adjustment shall be applied to all bargaining unit salary ranges listed in Attachment A-2 of the Agreement.
3. Effective January 1, 2007, a COLA that is equivalent to ninety-five percent (95%) of the CPI-W Seattle-Tacoma-Bremerton, June to June index, shall be applied to all bargaining unit salary ranges listed in Attachment A-2 of the Agreement. The COLA shall have a minimum of two percent (2%) and a maximum of five percent (5%).
4. Effective January 1, 2008, a COLA that is equivalent to ninety-five percent (95%) of the CPI-W Seattle-Tacoma-Bremerton, June to June index, shall be applied to all bargaining unit salary ranges listed in Attachment A-2 of the Agreement. The COLA shall have a minimum of two percent (2%) and a maximum of five percent (5%).

11.02 Employees shall be eligible to receive salary increases, based on satisfactory performance, annually in the amount of five percent (5%), not to exceed the maximum amount identified in the salary range. If the performance appraisal to determine whether or not the employee has achieved satisfactory performance is not completed by the supervisor within one (1) month of the employee's anniversary date, the employee will automatically receive a salary step increase.

ARTICLE 12 -OUT OF CLASS PAY

- 12.01** An employee who is temporarily assigned, in writing, the work and/or responsibilities of a higher classification for eight (8) consecutive hours or longer if on an alternative work schedule, shall be paid at the rate of pay assigned to the higher classification effective the first day of the assignment.
- 12.02** In assigning out-of-class work, supervisors will rotate the assignment of work among the available qualified employees in the next lower classification within the department/division.

ARTICLE 13 - HOURS OF WORK

- 13.01** The normal work week shall be five (5) consecutive days of not more than eight (8) hours per day, exclusive of lunch period. The regular hours of work each day shall be consecutive except for lunch periods.
- 13.02** All full-time employees shall be granted a lunch period of one-half (1/2) hour during each work shift. The lunch period shall be scheduled at approximately mid-shift. Employees shall be entitled to one (1) fifteen (15) minute rest period during each half-day shift.
- 13.03** All employees shall be paid at the rate of one and one-half (1.5) times their regular rate of pay for all compensated time in excess of forty (40) hours per week, exclusive of the employee's lunch period. Compensated time shall be defined to include hours worked, holiday hours, vacation hours, sick leave and compensatory time.
- 13.04** Employees working mandatory overtime shall have the right to request, and supervisors shall approve compensatory time off at the same ratio as overtime rate in lieu of cash payment for overtime. Compensatory time can be accrued up to a maximum of eighty (80) hours. Compensatory time off shall be scheduled by the employee through his/her supervisor at a mutually agreeable time.

Employees working voluntary overtime for recycling or other special events shall be paid overtime only, unless the Department Head specifically agrees to allow compensatory time.

13.05 Flexible and Alternative Work Schedules.

Recognizing that a change in working hours may benefit both the employee and the City or that such a change may benefit one without detriment to the other, the City and affected employees may, by mutual agreement, modify normal work hours. An employee who wishes to work flexible hours or an alternative work schedule shall submit a request in writing to his/her supervisor. Any flexible hours or alternative work schedule may be terminated by the City if found detrimental to the City. The reasons for approval, denial or termination of flexible hours or alternative work schedules shall be given, in writing, to all affected employees and the Union.

ARTICLE 14 – STANDBY

The Employer will not require any employee covered by this Agreement to perform standby duty.

ARTICLE 15 - CALL OUT

When an employee is called out or back to work he/she shall be entitled to a minimum of two (2) hours call-out-time, inclusive of a maximum of one-half (1/2) hour of travel time.

ARTICLE 16 - INSURANCE BENEFITS

16.01 Medical Insurance

During the term of this agreement the employer will provide the selection of the following medical plans (or their successor plans) to all full-time regular employees with the following conditions:

- 1. The AWC Medical Plan B
OR
Group Health Cooperative Medical Plan. For employees who choose the Group Health Plan, the City will pay up to the dollar amount paid for employees and their dependents on AWC Medical Plan B.

For the period January 1, 2006 through June 30, 2006, the 2003-2005 bargaining agreement shall apply for the City and employee contributions for medical insurance.

- 2. Effective July 1, 2006, employees shall pay a portion of the medical insurance premium for AWC Medical Plan B according to the following table. The City shall pay the balance of the premium.

Coverage	July 1, 2006 Medical Premium (mo.)
Employee Only	\$35
Employee & Spouse	\$78
E, S + 1 Dependent	\$98
E, S + 2 or > Dependents	\$116
Employee and 1 Dependent	\$55
Employee and 2 Dependents	\$72

- 3. Effective January 1, 2007, employees shall pay a portion of the medical insurance premium for AWC Medical Plan B according to the following table. The City shall pay the balance of the premium.

For employees who choose the Group Health Plan, the City will pay up to the dollar amount paid for employees and their dependents on AWC Medical Plan B.

January 1, 2007	
Coverage	Medical Premium (mo.)
Employee Only	\$38
Employee & Spouse	\$84
E, S + 1 Dependent	\$106
E, S + 2 or > Dependents	\$125
Employee and 1 Dependent	\$59
Employee and 2 Dependents	\$78

4. Effective January 1, 2008, employees shall pay a portion of the medical insurance premium for AWC Medical Plan B according to the following table. The City shall pay the balance of the premium.

For employees who choose the Group Health Plan, the City will pay up to the dollar amount paid for employees and their dependents on AWC Medical Plan B.

January 1, 2008	
Coverage	Medical Premium (mo.)
Employee Only	\$41
Employee & Spouse	\$91
E, S + 1 Dependent	\$115
E, S + 2 or > Dependents	\$135
Employee and 1 Dependent	\$64
Employee and 2 Dependents	\$84

5. During the term of this agreement, the City may explore with the Union alternative medical insurance benefits which may be available and provide better or similar benefits for the same or lower costs.

16.02 Dental Insurance

Effective January 1, 2006, the City will provide the AWC Washington Dental Services Plan E including orthodontics coverage as provided to non-represented employees (or its successor plan) to all full-time regular employees and their dependents, and will pay one-hundred percent (100%) of the premium.

16.03 Life Insurance

During the term of this Agreement the City will provide life insurance at one time (1x) the employee's annual salary for all full-time regular employees through Standard Insurance Company (or its successor plan) and will pay one-hundred percent (100%) of the premium.

This plan covers the following:

- Life Insurance/Accidental Death & Dismemberment
- Survivor Income Life Insurance
- Long Term Disability

16.04 Vision

The City will provide a family vision plan with a \$25 deductible for all bargaining unit employees.

ARTICLE 17 - SICK LEAVE

17.01 Accrual of Sick Leave

All full-time regular employees shall accrue sick leave at the rate of eight (8) hours for each month of employment including the probationary period of employment.

17.02 Use of Sick Leave

Sick leave shall not be available for use during the first thirty (30) days of the probationary employment period and, thereafter, will be granted for, and shall be used for, the following purposes only:

1. Personal illness, injury, hospitalization, or out-patient medical care;
2. Medical quarantine;
3. Medical appointments (including vision and dental);
4. Death of a member of the employee's immediate family; after exhausting bereavement leave;
5. Care of a member of an employee's immediate family (spouse, child, grandchild, parents, parents in-law, grandparents, brother or sister) or any family member or other person dependent upon the employee, with a health condition that requires treatment or supervision; and
6. Disability of the employee due to pregnancy and/or childbirth.

17.03 Procedure For Claiming Sick Leave

Employees shall promptly notify their Department Head or designee of any condition or anticipated condition necessitating the use of sick leave and shall keep the Department Head or designee informed of the expected duration of the employee's absence. Upon return to work, the employee shall complete any required sick leave forms. The Department Head or designee may also require proof of illness if the employee has been previously counseled about use of sick leave.

17.04 Transfer To Leave of Absence, Vacation or Compensatory Time

If any employee exhausts all accrued sick leave, but is still unable to return to work, such employee may use vacation, or accrued compensatory time; or may request from the Department Head to use unpaid leave.

17.05 Penalties For Abuse of Sick Leave

Any employee found to have abused sick leave benefits by falsification or misrepresentation shall be subject to disciplinary action, and shall further be required to reimburse to the City all compensation paid to such employee for the period of such absence.

17.06 Payment of Accumulated Sick Leave

1. **Option #1 – Sick Leave Cash Out Upon Termination:**
Upon death, termination or retirement, an employee (or a deceased employee's

beneficiary or estate) shall receive payment equal to twenty-five percent (25%) of such employee's then accrued and unused sick leave hours at the employee's last hourly rate of pay; provided, however, that under no circumstances may an employee's payment for accumulated sick leave exceed sixty-four (64) hours. The twenty-five percent (25%) payment will not be made for unused sick leave if an employee leaves the City during his or her new-hire probationary period.

2. **Option #2 - Annual Sick Leave Cash Out:**

After achieving a certain minimum sick leave balance, employees are able to cash out ten percent (10%) of sick leave earned but not taken during a calendar year. The percentage of unused sick leave able to be cashed out will increase to twenty-five percent (25%) and then to fifty percent (50%) upon achieving a significantly higher sick leave balance. Sick leave cash out is elective. It is the employee's choice whether to participate in the sick leave cash out program.

Note: Once an employee utilizes Option #2 to participate in the annual sick leave cash out program, he/she will not be eligible for sick leave cash out under Option #1 (upon termination or retirement).

10% Cash Out:

Upon achieving a sick leave balance of one-hundred (100) hours an employee shall be able to cash out ten percent (10%) of the sick leave he/she accrued but did not use during the previous calendar year. The employee's sick leave balance will be reduced by the amount of sick leave cashed out. The employee shall be paid for the unused sick leave at his/her base rate of pay in effect as of December 31 of the year for which days are cashed out.

25% Cash Out:

Upon achieving a sick leave balance of three-hundred (300) hours an employee shall be able to cash out twenty-five percent (25%) of the sick leave he/she accrued but did not use during the previous calendar year. The employee's sick leave balance will be reduced by the amount of leave cashed out. The employee shall be paid for the unused sick leave at his/her base rate of pay in effect as of December 31 of the year for which days are cashed out.

50% Cash Out:

Upon achieving a sick leave balance of seven-hundred twenty (720) hours, an employee shall be able to cash out fifty percent (50%) of the sick leave he/she accrued but did not use during the previous calendar year. The employee's sick leave balance will be reduced by the amount of leave cashed out. The employee shall be paid for the unused sick leave at his/her base rate of pay in effect as of December 31 of the year for which days are cashed out.

17.07 On-The-Job Injury

An employee who is eligible for sick leave accrual and is injured on the job, shall be paid during any resultant period of disability up to one-hundred twenty (120) days for each new and separate injury, in addition to, and prior to, the use of sick leave accumulations, as provided hereafter in this Section.

1. The employee's eligibility for payment and the extent thereof will be based on the determination of the State Industrial Insurance Division under the State Worker's Compensation Act.
2. The employee shall be paid an amount by the City which when combined with the payment received from the State Industrial Insurance Division will equal eighty-five percent (85%) of the employee's normal wage.
3. Such payments shall be made during the period of disability up to one-hundred twenty (120) days, and for as long thereafter as the employee's sick leave accruals provide, according to the following schedule:
 - a. Charges shall be made against sick leave accruals, if any, for the date of injury and for the three (3) day waiting period not covered by the State Worker's Compensation Act. In addition, charges shall continue against sick leave accruals for the three (3) day waiting period until a determination of eligibility is received from the State Industrial Insurance Division.
 - b. If the employee is determined to be eligible, and the injury time loss exceeds fourteen (14) calendar days, then sick leave used during the three (3) day waiting period and any subsequent period shall be returned. Compensation shall be computed at the eighty-five percent (85%) level as provided above. The employee shall not be allowed to supplement the eighty-five percent (85%) level by utilizing sick leave or other paid leave during the period of eligibility.
 - c. After such payments during the initial one-hundred twenty (120) days of disability, charges shall be made against sick leave accruals, if any, at the rate of one-half (1/2) day per day for any further time loss due to the injury. Compensation shall continue at the eighty-five percent (85%) level as provided above.
 - d. Charges may be made against sick leave accruals, if any, in any case where the City of SeaTac is contesting that the injury occurred on the job. In the event the State determines in favor of the employee, sick leave so charged shall be re-credited to the employee's sick leave accrual balance and all payments in excess of the difference between eighty-five percent (85%) of the employee's regular pay and that received from the State shall be recovered by the City and may be deducted from future payments due the employee from the City.
 - e. If an employee has received payments through the use of paid leave accruals while receiving payments from the State Industrial Insurance

Division, the employee shall turn over the payments from the State to the City. Subsequently, the leave shall be credited back to the employee based on the compensation amount awarded by the State. Employees injured on-the-job shall be required to sign a waiver stating that pay shall be deducted in the event the State check is not turned over to the City.

- f. In the event eligibility for payment under the Worker's Compensation Act is denied by the State, the employee shall be eligible to utilize sick leave accruals, if any, retroactive to the date of injury.
- g. Upon making such payments as provided for in this Section, the City shall be subrogated to all rights of the employee against any third party who may be held liable for the employee's injuries to the extent necessary to recover the amount of payment made hereunder, provided that where actual recovery is made against a third party hereunder, sick leave charged against the employee's accruals shall be reccredited to the extent such funds reflect recovery for payments attributable to compensated sick leave.
- h. In order to limit the obligation of the City for each new and separate injury the City may require the employee to furnish medical proof or submit to a medical examination by the City at its expense to determine whether a subsequent injury is a new and separate injury or an aggravation of a former injury received while in the service of the City.
- i. Notwithstanding the foregoing, the City's obligation to supplement the income of an employee disabled by an on-the-job injury shall terminate upon the date on which the employee commences receiving disability benefits under any insurance plan paid by the City.

ARTICLE 18 – VACATIONS

18.01 Accrual of Vacation Time

Each full-time regular employee shall be entitled to the following number of vacation days to be awarded on successful completion of the employee's probation period:

<u>First Year:</u>	During the first year of employment with the City, employees accrue 12 days of vacation per year (4 hours per pay period).
<u>Second Year:</u>	During the second year of employment, employees accrue 13 days of vacation per year (4.3334 hours per pay period).
<u>Third Year:</u>	During the third year of employment, employees accrue 14 days of vacation per year (4.6667 hours per pay period).
<u>Fourth and Fifth Years:</u>	During the fourth and fifth years of employment, employees accrue 15 days of vacation per year (5 hours per pay period).
<u>Sixth and Seventh Years:</u>	During the sixth and seventh years of employment, employees accrue 17 days of vacation per year (5.6667 hours per pay period).

<u>Eighth and Ninth Years:</u>	During the eighth and ninth years of employment, employees accrue 18 days of vacation per year (6 hours per pay period).
<u>Tenth and Eleventh Years:</u>	During the tenth and eleventh years of employment, employees shall accrue 19 days of vacation per year (6.3333 hours per pay period).
<u>Twelfth and Thirteenth Years:</u>	During the twelfth through thirteenth years of employment, employees shall accrue 20 days of vacation per year (6.6667 hours per pay period).
<u>Fourteenth and Fifteenth Years:</u>	During the fourteenth and fifteenth years of employment, employees shall accrue 21 days of vacation per year (7 hours per pay period).
<u>Sixteenth Year and thereafter:</u>	During the sixteenth year of employment and thereafter, employees accrue 23 days of vacation per year (7.6667 hours per pay period).

Employees shall be entitled to their base wage compensation during vacation time.

18.02 Accumulated Vacation Time

Each full-time employee shall be entitled to accumulate and to carry over into the following year any unused vacation time earned up to a maximum of the amount of vacation which the employee could have earned over a period of two (2) years. Any accumulated vacation time in excess of the amount of vacation which the employee could have earned over a period of two (2) years at his/her current rate of accrual shall expire. It is provided, however, that where an employee has vacation time that would expire because it is in excess of the accrual amounts, and where the employee has made reasonable requests over a reasonable length of time to use vacation time, and for which such requests have been denied because of the work requirements of the Employer, the employee shall be given a time extension to use such vacation time prior to the expiration of such vacation time, with the time extension being determined by the Employer but not being less than one (1) month for each forty (40) hours of vacation time that would expire because of the denied requests to take vacation.

18.03 When Vacation May Be Taken

New employees may take vacation after they have successfully completed their probation period. Vacation may be taken for any reason that sick leave may be used after exhaustion of sick leave benefits. Vacations shall be approved by the Department Head, or City Manager, to ensure the least possible interference with operations of the City. Weekends which are not part of an employee's normal work schedule, and holidays shall not be counted as vacation days.

18.04 Payment of Accumulated Vacation Time

Upon death, termination or retirement an employee (or a deceased employee's beneficiary or estate) shall receive payment equal to such employee's then accrued and unused vacation time at the employee's current hourly rate of pay; provided, however, that under no circumstances may an employee's payment for accumulated vacation time exceed the amount of vacation time which the employee could have earned over a period of two (2) years at his/her current rate of accrual.

ARTICLE 19 – HOLIDAYS

- 19.01** All full-time regular employees shall be granted holidays with pay on the following days:
1. The first day of January, New Year's Day;
 2. The third Monday of January, Martin Luther King, Jr. Day;
 3. The third Monday of February, President's Day;
 4. The last Monday of May, Memorial Day;
 5. The fourth (4th) day of July, Independence Day;
 6. The first Monday in September, Labor Day;
 7. The eleventh (11th) day of November, Veterans' Day;
 8. The fourth Thursday in November, Thanksgiving Day;
 9. The day immediately following Thanksgiving Day;
 10. The twenty-fifth (25th) day of December, Christmas Day;
 11. One (1) paid "floating" holiday per year, after completion of one (1) year with the City, at a time to be approved by the Department Head or designee. This holiday must be used within the year granted.
- 19.02** Employees who work on an observed Holiday shall be paid at one and one-half (1.5) times normal rate of pay in addition to the paid holiday.

ARTICLE 20 - TRAINING

- 20.01 Reimbursement of Training Costs.** It is the policy of the City to provide and encourage training opportunities, including attendance at workshops and seminars, for as many regular employees as possible, within budget appropriations subject to prior approval by the Department Head. The objective of this policy is to encourage and motivate employees to improve their personal capabilities in the performance of their assigned duties. Tuition and fees for such approved training will be reimbursed upon verification of successful completion of the training.
- 20.02** Training, tests and renewal fees for employees to maintain certifications, licenses and permits necessary for the performance of their duties and responsibilities will be paid by the City and shall have priority over training designed to enhance skills and improve job performance.

ARTICLE 21 - OTHER LEAVES

- 21.01 Military Leave.**
1. The City and the Union acknowledge their mutual responsibility for compliance with the Uniformed Services Employment and Reemployment Act of 1994 and the laws of the State of Washington regarding Veterans as outlined in RCW 38.40.060.
 2. Every employee who is a member of the Washington National Guard or of the United States Armed Forces or Reserves shall be granted military leave, with compensation, for a period not exceeding fifteen (15) calendar days during each military year as designated by law.
 3. Military leave shall be granted in order that the employee may engage in officially ordered military duty and while going to or returning from such duty. Such military

- leave is in addition to vacation leave benefits.
4. Additionally, any employee, who is a member of the Washington National Guard and who is ordered to active duty, shall be reinstated thereafter as provided for under applicable law.

21.02 Jury Duty Leave.

Upon presentation to the Department Head of a summons for jury duty, an employee shall be granted jury duty leave for such period of time as the employee is required to serve on jury duty. During such leave, the employee will be paid his or her regular compensation. Any pay that the employee receives for jury duty shall be turned over to the employer.

21.03 Bereavement Leave.

A full-time regular employee shall be granted up to three (3) work days of bereavement leave with pay due to a death in the employee's immediate family. For the purposes of this article, "immediate family" is defined as: an employee's spouse, parents, step-parents, grandparents, children, grandchildren, brother, sister, or an employee's spouse's parents, children, brother or sister.

Upon request of the employee, bereavement leave of up to three (3) days may be granted by the Department Head for relationships outside of an employee's immediate family.

- a. A Department Head may grant bereavement leave of more than three (3) days. Leave exceeding three (3) days may be charged to sick leave, vacation or compensatory time.
- b. Days, for the purpose of this article, are defined as eight (8) hour work days.

21.04 Leave Without Pay

The City Manager may grant a leave of absence up to one (1) year without pay in appropriate circumstances and consistent with the City's best interests. In order to apply, employees must submit a written request to their Department Head, who shall forward the request with comments to the City Manager for a final decision. Vacation Leave and Compensatory Time shall be exhausted before the employee will be granted leave without pay. Said employee shall not accrue vacation or sick leave, nor shall he/she continue to receive health or life insurance benefits during said leave, except that the employee may pay the full premiums for said benefits one (1) month in advance for the period of said leave.

21.05 Family Leave

The City complies with the federal Family Medical Leave Act (FMLA) and applicable state laws related to family and medical leave. When possible, except in cases of unexpected events, requests for family leave should be submitted to an employee's immediate supervisor at least thirty (30) days prior to the date leave is expected to commence.

21.06 Union Leave Bank

Each employee shall be allowed to donate up to two (2) hours of vacation time per year to a Union Leave Bank in accordance with the following provisions:

1. Not more than one-hundred twenty (120) hours shall be donated to the Bank in a calendar year.
2. The amount of leave in the Bank at any given time shall not exceed one-hundred twenty (120) hours.

3. Any leave carried over from one calendar year to the following shall count towards the maximum one-hundred twenty (120) hour donation for that following year.
4. The leave shall be used by Elected Officials or Representatives of the Union to attend official Union functions or conduct Union business.
5. Use of this leave shall be in accordance with the use of vacation time, and as such, shall require Department Head approval.
6. Any use of the Leave Bank shall be authorized by the Union, and the Union will communicate its authorization to the Employer.
7. Not more than one employee per department may utilize the Union Leave Bank at the same time.

ARTICLE 22 – LEAVE SHARING PROGRAM

A leave sharing program is hereby established for the purpose of permitting City employees, at no additional cost to the City other than the administrative costs of administering the program, to donate sick leave or vacation leave to a fellow City employee who is suffering from, or has a relative or household member suffering from, a severe illness or injury causing him/her to be absent from work for an extended period of time. Shared leave shall be administered in accordance with the City of SeaTac Leave Sharing Policy 1.10.

ARTICLE 23 - PART-TIME EMPLOYEE BENEFITS

The employee benefits for regular part-time employees covered by this agreement shall be as follows: All regular part-time employees shall receive ten percent (10%) of base pay in lieu of all leave benefits.

These employees shall have the option of having pro-rated premiums paid for their medical benefits, based on the number of hours worked in the preceding month. The City shall pay the full cost of dental and vision insurance premiums for these employees.

All part-time employees shall be eligible for unpaid leave to be approved based on the criteria for sick leave or vacation leave, whichever may be most appropriate.

ARTICLE 24 – VACANCIES

24.01 When a vacancy is created within the bargaining unit, other than a temporary vacancy, the employer may, if it so chooses, fill such vacancy by transfer, voluntary demotion and/or a promotion. The following procedures will apply in filling bargaining unit vacancies:

1. The employer will post vacancies in-house for a period of five (5) working days.
2. If three (3) or more in-house applicants meet the minimum qualifications for the position, they will be given the opportunity to participate in an in-house selection process. If there are less than three (3), it is the employer's option whether to proceed with an in-house process, or to recruit additional outside applicants.

Those in-house candidates who meet the minimum qualifications will be given the opportunity to participate in the selection process.

- a) For the purposes of this section, regular City employees as well as temporary and seasonal employees shall be eligible to apply for in-house job openings covered by the AFSCME bargaining unit. Temporary and seasonal employees must be currently working and have had a minimum of three (3) months of work experience with the City to be eligible for an in-house opening.
3. The employer may require in-house candidates to update their standard City application or may require them to provide supplemental materials to help assess their job skills. Selection procedures shall be job related.
4. At the conclusion of the in-house selection process, the hiring authority shall consider all candidates who passed each phase of the selection process. The hiring authority shall then choose to hire one (1) of the in-house candidates or to recruit and test candidates who are not currently City employees.
5. The same test will be given to all applicants for the same vacancy.
6. The employee shall have the right to review his/her examination results.

24.02 Upon promotion to a position at a higher salary range, the employee shall be placed at a step, which is at least five percent (5%), higher than that which is currently paid the employee, but not less than the beginning of the new range, nor shall the salary exceed the top step of the new range.

ARTICLE 25 - INITIAL HIRE OR PROMOTION PROBATION

25.01 New full-time regular employees shall serve a probationary period during their first six (6) months of employment, which may be extended based on mutual agreement of the parties. During this time, any terminations are not grievable through the grievance procedure. Part-time regular employees shall serve a probation period of one-thousand forty (1,040) hours or one (1) year, whichever is less.

25.02 Existing full-time regular City employees who are promoted shall serve a six (6) month promotional probationary period. Part-time regular employees shall serve a promotional probation period of one-thousand forty (1,040) hours. In the event a promoted employee fails to pass promotional probation, the employee shall be eligible to return to his/her previous position. If the employee voluntarily chooses to revert to his/her previous position within the promotional probation, the employee may do so if the position is vacant. If the position no longer exists, the individual will then be appointed to the next available vacant position in the classification from which he/she was previously promoted and passed probation, or any other position in the bargaining unit for which the employee is qualified; in the case of the latter, a six (6) month promotional probationary period will be required.

ARTICLE 26 - RECLASSIFICATIONS

- 26.01** During the term of this Agreement, employees who believe their jobs are not properly classified may request a job audit from the Human Resources Department. The request shall be submitted using the appropriate form to the employee's Department Head. The Department Head shall complete his/her section of the form and forward to the Human Resources Department within thirty (30) days. The Human Resources Department will apply the following criteria in evaluating reclassification requests:
1. Changed duties that may result from additions, expansions or reductions of responsibilities.
 2. Changed qualifications or training for the positions.
 3. Consolidation or reassignment of duties which significantly change the positions.
- 26.02** The Human Resources Department shall review the request and make a recommendation, with supporting rationale, to the City Manager who shall approve or disapprove the reclassification.
- 26.03** If the employee's position is placed in a higher classification following the requested review, the employee will be paid at the higher classification level retroactive to thirty (30) days following receipt of the request by the Human Resources Department.
- 26.04** Upon reclassification in accordance with Section 26.01, to a classification with a higher salary range, the employee shall be placed at a step, which is at least five percent (5%) higher than that which is currently paid the employee, but not less than the beginning of the new range, nor shall the salary exceed the top step of the new range.

ARTICLE 27 - REDUCTION IN FORCE

27.01 Authorization of Reduction.

1. The City, in its discretion, shall determine whether layoffs are necessary due to lack of work, lack of funds, or considerations of efficiency. Any ordered reduction in force shall specify which positions within classifications allocated by the Classification Plan shall be vacated and employees holding those positions shall be laid off.
2. Any employee who receives an involuntary reduction in their working hours due to 27.01 (1) above shall be considered a RIF'ed employee.

27.02 Order of Layoffs.

When a reduction in force vacates a class which consists of only one (1) position, filled by one (1) employee, that employee shall be laid off. If a class consists of more than one (1) position or more than one (1) employee, and not all of the positions will be vacated, then the order of layoff of employees shall be on the basis of continuous service in that classification. An employee to be laid off shall be given written notice not less than thirty (30) days prior to the effective date of the layoff.

- 27.03** If an employee selected for layoff or any employee bumped because of a reduction in force has more seniority than any employee in the next lower classification in a classification series as

defined in Attachment B, and the employee is qualified to perform the duties of the lower classification, the employee may bump the least senior employee of that lower classification. Provided that this provision shall not be construed to allow any employee with more seniority to be bumped by an employee with less seniority. For the purpose of this paragraph, a lower classification shall mean any employment classification in the City for which the monthly salary is less than the monthly salary of the classification from which the employee was laid off or bumped.

27.04 In addition to the above rights, an employee may displace a less senior employee in a job classification that the RIF'ed employee held in the past, provided that the employee successfully passed his/her probationary period in the previous job and meets the current minimum requirements for the job.

27.05 Recall.

Employees who are laid off shall be placed on a recall list for a period of two (2) years. If there is a recall, employees still on the recall list shall be recalled in the inverse order of their layoff, provided they are presently qualified to perform the work in the job classification to which they are recalled. Furthermore, they may be required to take a physical examination for those classifications requiring such examination at time of initial hire.

Employees eligible for recall shall receive thirty (30) days notice of recall. Such notice shall be by certified mail and the employee must notify the City of his/her intention to return within five (5) working days after receiving the notice of recall. It is the obligation and responsibility of the employee to provide the City with his/her latest mailing address. Failure to respond to a notice of recall shall waive an employee's rights to recall.

27.06 Any employee who is recalled or who is bumped to a lower classification shall be placed at the same salary step that he/she was at prior to being laid off or being bumped with the employee being given credit for time served within that salary step.

ARTICLE 28 - HEALTH AND SAFETY

28.01 All work shall be done in a safe, competent, professional manner, and in accord with State, federal and City safety codes and with policies, ordinances and rules relating to safety in the workplace.

28.02 It shall not be considered a violation of this Agreement if any employee refuses to work with unsafe equipment; where proper safety equipment and/or safety training has not been provided; and/or when the facilities and services are not being maintained in a reasonably sanitary and/or safe condition.

28.03 All Employees shall immediately report all unsafe equipment and/or conditions or safety in the workplace concerns to his/her supervisor upon becoming aware of those conditions. Failure to do so may result in disciplinary action.

28.04 The Employer will furnish all employees personal protective equipment necessary to perform their assigned jobs or duties in accordance with the Safety Standards of the State of Washington. All employees will be required to wear said equipment when performing assigned work. Failure to do so may result in disciplinary action.

28.05 Employees required to wear steel-toed protective boots shall be provided purchase credit vouchers or reimbursement for such boots. This credit/reimbursement shall be \$180.00 every two (2) years; however, when an employee is able to demonstrate the need for repair or purchase due to damage or wear, the City will provide reimbursement up to \$180.00 per year.

ARTICLE 29 - DRUG FREE WORKPLACE POLICY

The City and Union agree that the consumption of alcohol and/or the use of controlled substances shall not be permitted at the employers' work sites or while an employee is on duty, nor shall employees be permitted to be under the influence of alcohol or controlled substances while on the job. Members of the bargaining unit shall be subject to the provisions of the City of SeaTac Drug Free Workplace policy 1.00, in order to protect the safety of employees and the public.

ARTICLE 30 - MILEAGE REIMBURSEMENT

Employees who are required to operate their personal vehicles in the performance of their duties for the Employer will be paid a vehicle expense allowance in an amount equal to the expense per mile reimbursement which the Internal Revenue Service allows without supporting records for the calendar year the expense was incurred. The reimbursement must be requested by the employee. It is provided however that requests for reimbursement shall be accumulated until either (1) the total amount to be reimbursed is at least twenty-five dollars (\$25.00), or (2) the reimbursements have been accumulated for a period of three (3) months.

ARTICLE 31 - TEMPORARY EMPLOYEES

Temporary (or seasonal) employees shall be considered employees hired to work no more than nine (9) months in any twelve (12) months. Temporary employees shall not be used to supplant or replace bargaining unit employees. The City shall notify the Local Union President of all temporaries performing bargaining unit work. All time constraints held herein shall be based on the position and shall not be started over should another person be placed in the temporary position. Exceptions to this can be made upon signed mutual agreement between the parties.

ARTICLE 32 - SAVINGS CLAUSE

If any Article 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 on request of either party enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory resolution of such Article.

ARTICLE 33 - ENTIRE AGREEMENT

The agreement expressed here in writing constitutes the entire agreement between the parties and no express or implied statement or previously written or oral statement shall add to or supersede any of its provisions.

ARTICLE 34 - DURATION OF AGREEMENT

THIS AGREEMENT shall be in full force and effect from January 1, 2006 and shall continue through December 31, 2008.

IN WITNESS WHEREOF the parties hereto signed and executed the above and foregoing Agreement this ____ day of _____, 2006.

CITY OF SEATAC

**WASHINGTON STATE COUNCIL OF
COUNTY & CITY EMPLOYEES,
LOCAL 3830**

By _____
Steve Mahaffey, Human Resources Director

By _____
Jane Parks, President
AFSCME Local 3830

By _____
Craig Ward, City Manager

By _____
Bill Dennis, Staff Representative
AFSCME Council 2

By _____
Gene Fisher, Mayor

Approved as to Form

Mary Mirante-Bartolo, City Attorney

Attachment A-1
AFSCME Represented Positions
Salary Schedule A
Effective January 1, 2006

<u><i>Position</i></u>	<u><i>Salary Range</i></u>
Accounting Technician	43
Administrative Assistant I	32
Administrative Assistant II/Office Technician	37
Administrative Assistant III/Senior Office Technician	43
Associate Planner	51
Civil Engineer I	53
Civil Engineer II	58
Code Enforcement Officer	49
Community Advocate	48
Custodian	29
Deputy City Clerk	44
Engineering Technician	49
Fire Inspector	49
Facilities Maintenance Worker I	42
Facilities Maintenance Worker Lead	48
GIS Coordinator/Analyst	54
GIS Technician	48
Human Services Coordinator	47
Information Systems Technician	48
Maintenance Worker I/Park Operations Worker	42
Maintenance Worker II/Park Operations Lead	48
Payroll Coordinator	45
Plans Examiner/Inspector I	50
Plans Examiner/Inspector II	54
Public Educator/Public Information Officer	45
Public Works Inspector	50
Public Works Programs Coordinator	50
Recreation Attendant	30
Recreation Program Specialist	41
Senior Engineering Technician	51
Senior Planner	56
Senior Public Works Inspector	52
Victim Advocate	48

Attachment A-2
AFSCME Represented Positions
Salary Schedule A
Effective July 1, 2006

<u><i>Position</i></u>	<u><i>Salary Range</i></u>
Accounting Technician	43
Administrative Assistant I	35
Administrative Assistant II/Office Technician	39
Administrative Assistant III/Senior Office Technician	44
Associate Planner	51
Civil Engineer I	53
Civil Engineer II	58
Code Enforcement Officer	49
Community Advocate	48
Custodial Aide	11
Custodian	34
Deputy City Clerk	48
Engineering Technician	49
Fire Inspector	49
Facilities Maintenance Worker1	42
Facilities Maintenance Worker 2	48
GIS Technician	48
Human Services Coordinator	48
Information Systems Technician	48
Maintenance Worker I/Park Operations Worker	42
Maintenance Worker II/Park Operations Lead	48
Payroll Coordinator	48
Plans Examiner/Inspector I	50
Plans Examiner/Inspector II	54
Public Educator/Public Information Officer	45
Public Works Inspector	50
Public Works Programs Coordinator	50
Recreation Attendant	30
Recreation Program Specialist	41
Senior Engineering Technician	51
Senior Planner	56
Senior Public Works Inspector	52
Victim Advocate	48

Attachment B

**CITY OF SEATAC
CLASSIFICATION SERIES
For
Determining the Order of Layoffs
Effective July 1, 2006**

I. Cross Departmental Positions

Administrative Support:

Senior Office Technician and Administrative Assistant III
Office Technician and Administrative Assistant II
Administrative Assistant I

Domestic Violence Advocate:

Victim Advocate
Community Advocate (P/T)

Maintenance:

Park Operations Lead
Park Operations Worker

Maintenance Worker II (Public Works)
Maintenance Worker I (Public Works)

II. Department Specific Positions

Facilities

Facilities Maintenance Worker II
Facilities Maintenance Worker I

Parks & Recreation:

Recreation Program Specialist
Recreation Attendant (P/T)

Planning:

Senior Planner
Associate Planner

Public Works (Building):

Plans Examiner / Inspector II
Plans Examiner / Inspector I

Public Works (Engineering):

Civil Engineer II
Civil Engineer I

Senior Public Works Inspector/Public Works Inspector
Senior Engineering Technician /Engineering Technician

Not in Series:

Accounting Technician
Code Enforcement Officer
Custodial Aide
Custodian
Deputy City Clerk
GIS Technician
Fire Inspector
Human Services Coordinator
Information Systems Technician
Payroll Coordinator
Public Educator/Public Information Officer
PW Programs Coordinator