



**2007-2009**

**COLLECTIVE BARGAINING AGREEMENT  
BY AND BETWEEN**

**THE STATE OF WASHINGTON**

**AND**

**WASHINGTON FEDERATION OF STATE  
EMPLOYEES HIGHER EDUCATION  
(WFSE HE)**

**EFFECTIVE  
JULY 1, 2007 THROUGH JUNE 30, 2009**

**WFSE HIGHER EDUCATION  
2007-2009**

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## **PREAMBLE**

This Agreement is made and entered into by the State of Washington, referred to as the “State,” on behalf of each separate institution of higher education, referred to as the “Employer,” and the Washington Federation of State Employees (WFSE), AFSCME Council 28, AFL-CIO, referred to as the “Union.”

The following are the Institutions of Higher Education:

<u>District</u>	<u>College</u>
8	Bellevue Community College
12	Centralia College
17	Community Colleges of Spokane
5	Everett Community College
10	Green River Community College
13	Lower Columbia College
1	Peninsula College
6	Seattle Community College District
7	Shoreline Community College
24	South Puget Sound Community College
22	Tacoma Community College
	The Evergreen State College
21	Whatcom Community College

## **ARTICLE 1**

### **UNION RECOGNITION**

- 1.1** The State and the Employer recognize the Union as the exclusive bargaining representative for the employees described in Appendix A.
- 1.2** This Agreement covers the employees in the bargaining units described in Appendix A, entitled "Bargaining Units Represented by the Washington Federation of State Employees," but does not cover any statutorily-excluded positions, or any positions excluded in Appendix A. The titles of the jobs listed in Appendix A are listed for descriptive purposes only.
- 1.3** If the Public Employment Relations Commission (PERC) certifies the Union as the exclusive bargaining representative during the term of this Agreement for a bargaining unit in any of the Employer's institutions of higher education, the terms of this Agreement will apply.

## **ARTICLE 2**

### **NON-DISCRIMINATION**

- 2.1** Under this Agreement, neither party will discriminate against employees on the basis of religion, age, sex, marital status, race, color, creed, national origin, political affiliation, status as a disabled veteran or Vietnam era veteran, sexual orientation, any real or perceived sensory, mental or physical disability, or because of the participation or lack of participation in union activities. Bona fide occupational qualifications based on the above traits do not violate this Section.
- 2.2** Employees who feel they have been the subjects of discrimination are encouraged to discuss such issues with their supervisor or other management staff, or file a complaint in accordance with college/district policy. In cases where an employee files both a grievance and an internal complaint regarding the same alleged discrimination, the grievance will be suspended until the internal complaint process has been completed.
- 2.3** Both parties agree that unlawful harassment will not be tolerated.
- 2.4** Both parties agree that nothing in this Agreement will prevent the implementation of an approved affirmative action plan.
- 2.5** Both parties agree that nothing in this Agreement will prevent an employee from filing a complaint with the Washington State Human Rights Commission, Office of Civil Rights, or the Equal Employment Opportunities Commission.

## **ARTICLE 3**

### **HIRING AND APPOINTMENTS**

#### **3.1 Filling Positions**

- A. The Employer will determine when a position will be filled, the type of appointment to be used when filling the position, and the skills and abilities necessary to perform the duties of the specific position within a job classification. The Employer can fill a position on a full-time or part-time basis. When filling positions, the Employer will consider employees on the appropriate layoff list and the most senior candidate on the internal layoff list with the required skills and abilities who had indicated an appropriate geographic availability will be appointed to the position. If there are no names on the internal layoff list, the Employer will consider internal promotional candidates and employees who are requesting a transfer or voluntary demotion prior to considering other candidates. Consideration will be limited to employees who have the skills and abilities required for the position. Positions will be posted for at least ten (10) calendar days.
- B. An internal promotional candidate is an employee who applies for appointment with his or her college/district to a class with a higher salary range maximum.
- C. A transfer candidate is an employee who applies for appointment with his or her college/district to a position in the same class or to a different class with the same salary range maximum.
- D. A voluntary demotion candidate is an employee who applies for appointment with his or her college/district to a class with a lower salary range maximum.
- E. Each Employer will establish an application process for internal promotions, transfers and voluntary demotions. Consideration will be limited to employees who have the skills and abilities required for a position.

#### **3.2 Types of Appointment**

- A. Regular Employment  
The Employer may fill a position with a regular employment appointment for positions scheduled to work twelve (12) months per year.
- B. Cyclic Year Employment  
The Employer may fill a position with a cyclic year appointment for positions scheduled to work less than twelve (12) full months each year, due to known, recurring periods in the annual cycle when the position is not needed. At least fifteen (15) days before the start of each annual cycle,

incumbents of cyclic year positions will be informed, in writing, of their scheduled periods of leave without pay in the ensuing cycle. Such periods of leave without pay will not constitute a break in service.

When additional work is required of a cyclic position during a period for which the position was scheduled for leave without pay, the temporary work will be offered to the incumbent. The incumbent will be allowed at least three (3) working days in which to accept or decline the offer. Should the incumbent decline the work, it will be offered to other cyclic employees, in the same classification, with the necessary skills and abilities, in order of seniority, before being filled by other means.

C. Project Employment

1. The Employer may appoint employees into project positions for which employment is contingent upon state, federal, local, grant, or other special funding of specific and of time-limited duration. The Employer will notify the employees, in writing, of the expected ending date of the project employment.
2. Employees who have entered into project employment without previously attaining permanent status will serve a probationary period. Employees will gain permanent project status upon successful completion of their probationary period.

Employees with permanent project status will serve a trial service period when they:

- a. Promote to another job classification within the project; or
  - b. Transfer or voluntarily demote within the project to another job classification in which they have not attained permanent status.
3. The Employer may consider project employees with permanent project status for transfer, voluntary demotion, or promotion to non-project positions. Employees will serve a trial service period upon transfer, voluntary demotion, or promotion to a non-project position.
  4. When the Employer converts a project appointment into a permanent appointment, the employee will serve a probationary or trial service period.
  5. The layoff and recall rights of project employees will be in accordance with the provisions in Article 33, Layoff and Recall.

D. In-Training Employment

1. The Employer may designate specific positions, groups of positions, or all positions in a job classification or series as in-training. The Employer will document the training program, including a description and length of the program. The Employer will discuss any proposed in-training series at a Union-Management Communication Committee meeting prior to implementation.
2. A candidate who is initially hired into an in-training position must successfully complete the job requirements of the appointment. The Employer may separate from classified service any employee who has completed the probationary period for an in-training appointment but does not successfully complete the subsequent trial service periods required by the in-training program. Employees who are not successful may be separated at any time with three (3) working days' notice from the Employer.

If the Employer fails to provide three (3) working days' notice, the separation will stand and the employee will be entitled to payment of salary for up to three (3) working days, which the employee would have worked had notice been given. Under no circumstances will notice deficiencies result in an employee gaining status in the in-training position. The separation of an employee will not be subject to the grievance procedure in Article 28.

3. An employee with permanent status who accepts an in-training appointment will serve a trial service period or periods, depending on the requirements of the in-training program. The Employer may revert an employee who does not successfully complete the trial service period or periods at any time with three (3) working days' notice.

If the Employer fails to provide three (3) working days' notice, the reversion will stand and the employee will be entitled to payment of the difference in salary for up to three (3) working days, which the employee would have worked at the higher level if notice had been given. Under no circumstances will notice deficiencies result in an employee gaining permanent status in the in-training position.

The employee's reversion right will be to the job classification that the employee held permanent status in prior to his or her in-training appointment, in accordance with Subsections 3.6 B.3 and 3.6 B.4 of this Article.

4. A trial service period may be required for each level of the in-training appointment, or the entire in-training appointment may be designated as the trial service period. The Employer will determine the length of the trial service period or periods to be served by an employee in an in-training appointment.
5. If a trial service period is required for each level of the in-training appointment, the employee will attain permanent status upon successful completion of the training program at each level.
6. If the entire in-training program—meaning all levels within the in-training appointment—is designated as a trial service period, the employee will attain permanent status upon successful completion of the training requirements for the entire in-training program.

### **3.3 Employee Status**

#### **A. Classified**

An employee will attain permanent status in the classified service upon completion of a probationary review period.

#### **B. Position**

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

### **3.4 Release Time for Interviews**

Release time will be granted for the purposes of interviewing for positions within the employee's college. Release time of up to four (4) hours per fiscal year will be granted for travel and interviews within the district.

### **3.5 Certification of Applicants**

The Employer will determine the number of applicants to be certified to the hiring official for consideration. All employees on the internal layoff list for the classification, and all promotional, transfer and voluntary demotion candidates, who have the skills and abilities to perform the duties of the position will be certified and will be considered by the Employer, prior to consideration of other candidates.

### **3.6 Review Periods**

#### **A. Probationary Period**

1. Every permanent employee, whether part-time or full-time, following his or her initial appointment to a permanent position, will serve a probationary period of six (6) months. The Employer may extend the probationary period for an individual employee or

for all employees in a class as long as the extension does not cause the total period to exceed twelve (12) months.

2. The Employer may separate a probationary employee at any time during the probationary period, whether or not the Employer has evaluated the probationary employee. The Employer will provide the employee one (1) working days' written notice prior to the effective date of the separation.

If the Employer fails to provide one (1) working days' notice, the separation will stand and the employee will be entitled to payment of salary for up to one (1) working day, which the employee would have worked had notice been given. Under no circumstances will notice deficiencies result in an employee gaining permanent status. The separation of a probationary employee will not be subject to the grievance procedure in Article 28.

3. The Employer will extend an employee's probationary period, on a day-for-a-day basis, for any day(s) that the employee is on leave without pay or shared leave, except for leave taken for military service.
4. An employee who transfers, promotes or voluntarily demotes prior to completing his or her initial probationary period will serve a new probationary period. The length of the new probationary period will be in accordance with Subsection 3.6 A.1, unless adjusted by the Employer for time already served in probationary status. In no case, however, will the total probationary period be less than six (6) consecutive months.

B. Trial Service Period

1. Except for those employees in an in-training appointment, all other employees with permanent status who are promoted, or who voluntarily accept a transfer or demotion into a job classification for which they have not previously attained permanent status, will serve a trial service period of six (6) consecutive months. The Employer may extend the trial service period for an individual employee or for all employees in a class as long as the extension does not cause the total trial service period to exceed twelve (12) months.
2. Any employee serving a trial service period will have his or her trial service period extended, on a day-for-a-day basis, for any day(s) that the employee is on leave without pay or shared leave, except for leave taken for military service.



3. With three (3) working days' written notice by the Employer, an employee who does not successfully complete his or her trial service period will be offered a funded position in the same college/district that is:
  - a. Vacant and is within the trial service employee's previously held job classification; or
  - b. Vacant at or below the employee's previous salary range.

In either case, the employee being reverted must have the skills and abilities required for the vacant position. If the employee has not attained permanent status in the vacant position, the employee will be required to complete a trial service period.

If the Employer fails to provide three (3) working days' notice, the reversion will stand and the employee will be entitled to payment of the difference in the salary for up to three (3) working days, which the employee would have worked at the higher level if notice had been given. Under no circumstances will notice deficiencies result in an employee gaining permanent status in the higher classification.

4. An employee who has no reversion options or does not revert to the classification he or she held prior to the trial service period may request the Human Resources Office to place his or her name on the layoff list for positions in job classifications where he or she had previously attained permanent status.
5. An employee serving a trial service period may voluntarily revert to his or her former position within fifteen (15) calendar days after the appointment, provided that the position has not been filled or an offer has not been made to an applicant. The Employer may consider requests after the fifteen (15) day period. After fifteen (15) days, an employee serving a trial service period may voluntarily revert at any time to a vacant position in the same college/district that is:
  - a. Within the employee's previously held job classification; or
  - b. At or below the employee's previous salary range.

If the employee has not attained permanent status in the job classification, the employee will be required to complete a trial service period.

The reversion of an employee who is unsuccessful during his or her trial service period is not subject to the grievance procedure in Article 28.

C. Transition Review Period

In accordance with Article 33, Layoff and Recall, the Employer may require an employee to complete a transition review period.

## **ARTICLE 4**

### **TEMPORARY APPOINTMENTS**

#### **4.1 Temporary Appointments**

The Employer may make temporary appointments. Individuals in temporary appointments are limited to one thousand fifty (1,050) hours of work in any twelve (12) consecutive month period from the individual's original date of hire.

A. Represented Individuals

Excluding students, individuals in temporary appointments who work between three hundred fifty (350) hours and one thousand fifty (1,050) hours in the twelve (12) consecutive month period defined above who are members of the bargaining units identified in Appendix A represented by the Union, are governed by the specific terms of this Article. Unless identified in Section 4.8, below, no other Articles in this Agreement apply to represented individuals.

B. Non-Represented Individuals

All other individuals, including students, in temporary appointments who work less than one thousand fifty (1,050) hours in the twelve (12) consecutive month period defined above are not covered by this Agreement.

The Employer may petition the Director of the Department of Personnel for approval of exceptions to the one thousand fifty (1,050) hour threshold specified above.

#### **4.2 Compensation**

The Employer will continue current practices regarding compensation for represented individuals.

#### **4.3 Hours of Work and Overtime**

The Employer will assign the hours of work for represented individuals. All hours worked in excess of forty (40) hours in a seven (7) day workweek constitutes overtime. Overtime hours will be compensated at a rate of one and one-half (1-1/2) times the represented individual's regular rate of pay.

#### **4.4 Release Time for Interviews**

Release time will be granted to represented individuals for the purposes of interviewing for positions within the employee's college.

#### **4.5 Suspended Operations**

If the Chief Executive Officer or designee of the college/district determines that the public health, property or safety is jeopardized and it is advisable due to emergency conditions to suspend the operation of all or any portion of the college/district, the following will govern represented individuals:

- A. When prior notice has not been given, represented individuals released until further notice after reporting to work will be compensated for hours worked on the first day of the closure.
- B. Represented individuals who are not required to work during the closure may request and may be granted a schedule change during his or her workweek.
- C. Represented individuals who are required to work during the disruption will receive their regular hourly rate for work performed during the period of suspended operation. Overtime worked during the closure will be compensated in accordance with Section 4.3, above.

#### **4.6 Remedial Action**

- A. If a represented individual has worked more than one thousand fifty (1,050) hours in the twelve (12) month period defined above, he or she may request remedial action from the director of the Department of Personnel in accordance with WAC 357-49. Following the director's review of the remedial action request, an individual may file exceptions to the director's decision in accordance with WAC 357.
- B. Remedial action is not subject to the provisions of the grievance procedure specified in Section 4.9, below.

#### **4.7 Reasonable Accommodation**

Sections 32.1 through 32.4 of Article 32, Reasonable Accommodation and Disability Separation, apply to represented individuals.

#### **4.8 Other Provisions**

The following articles in this Agreement apply to represented individuals:

Article 2	Non-Discrimination
Article 18	Safety and Health
Article 19	Uniforms, Tools and Equipment
Article 20	Drug and Alcohol Free Workplace
Article 21	Travel

Article 22	Commute Trip Reduction and Parking
Article 30	Employee Assistance Program
Article 31	Personnel Files
Article 34	Management Rights
Article 36	Union-Management Communication Committee
Article 38	Union Activities
Article 39	Dues Deduction
Article 44	Childcare Centers
Article 51	Term of Agreement

#### **4.9 Grievance**

For the purposes of this Section, a grievance is defined as an allegation by a represented individual or group of represented individuals that there has been a violation, misapplication, or misinterpretation, of a provision of this Agreement that is applicable to represented individuals.

The provisions of Article 28, Grievance Procedure, apply to represented individuals as follows:

- 28.1 Applies in its entirety.
- 28.2 A does not apply.
- 28.2 B-O apply in their entirety.
- 28.3 A applies in its entirety.
- 28.3 B does not apply.
- 28.3 C, Step 1 applies in its entirety.
- 28.3 C, Step 2 applies in its entirety and is the final step in the grievance process. The remainder of Article 28, Grievance Procedure, does not apply.

## **ARTICLE 5 PERFORMANCE EVALUATION**

#### **5.1 Objective**

The performance evaluation process gives a supervisor an opportunity to discuss performance goals with their employee and assess and review his or her performance with regard to those goals. Supervisors can then provide support to the employee in his or her professional development, so that skills and abilities can be aligned with college mission and goals. Performance problems should be brought to the attention of the employee at the time of the occurrence to give him or her an opportunity to address the issue.

#### **5.2 Evaluation Process**

- A. Employee work performance will be evaluated during probationary, trial service and transition review periods and at least annually thereafter. The immediate supervisor will meet with an employee at the start of his or her

review period to discuss performance expectations. The Employee will receive copies of his or her performance expectations as well as notification of any modifications made during the review period.

B. The supervisor will discuss the evaluation with the employee. The employee will have the opportunity to provide feedback on the evaluation. The discussion may include such topics as:

1. Reviewing the employee's performance;
2. Identifying ways the employee may improve his or her performance;
3. Updating the employee's position description, if necessary;
4. Identifying performance goals and expectations for the next appraisal period; and
5. Identifying employee training and development needs.

C. The performance evaluation process will include, but not be limited to, a written performance evaluation on forms used by the Employer, the employee's signature acknowledging receipt of the forms, and any comments by the employee. A copy of the performance evaluation will be provided to the employee at the time of the review. A copy of the final performance evaluation, including any employee or reviewer comments, will be provided to the employee. The original performance evaluation forms, including the employee's comments, will be maintained in the employee's personnel file.

D. If an employee disagrees with his or her performance evaluation, the employee has the right to attach a rebuttal.

E. The performance evaluation process is subject to the grievance procedure in Article 28. The specific content of a performance evaluation is not subject to the grievance procedure.

F. Performance evaluations will not be used to initiate personnel actions such as transfer, promotion, or discipline.

**5.3** Training on performance evaluations will be offered to all bargaining unit employees.

## **ARTICLE 6**

### **HOURS OF WORK**

#### **6.1 Definitions**

- A. Full-time Employees  
Employees who are scheduled to work an average of forty (40) hours per workweek.
- B. Law Enforcement Employees  
Employees of The Evergreen State College who work in positions that meet the law enforcement criteria of Section 7 (k) of the Fair Labor Standards Act (FLSA).
- C. Overtime-Eligible Employees  
Employees who are covered by the overtime provisions of state and federal law.
- D. Overtime-Exempt Employees  
Employees who are not covered by the overtime provisions of state and federal law.
- E. Part-time Employees  
Employees who are scheduled to work less than an average of forty (40) hours per workweek.
- F. Work Schedules  
Workweeks and work shifts of different numbers of hours may be established by the Employer in order to meet business and customer service needs, as long as the work schedules meet federal and state laws.
- G. Work Shift  
The hours an employee is scheduled to work each workday in a workweek.
- H. Workday  
One (1) of seven (7) consecutive, twenty-four (24) hour periods in a workweek.
- I. Workweek  
A regularly re-occurring period of one hundred and sixty-eight (168) hours consisting of seven (7) consecutive twenty-four (24) hour periods. Workweeks will normally begin at 12:00 a.m. on Sunday and end at 12:00 midnight the following Saturday or as otherwise designated by the appointing authority. If there is a change in their workweek, employees will be given written notification by the appointing authority or his or her designee.

## **6.2 Determination**

Per state and federal law, the Employer will determine whether a position is overtime-eligible or overtime-exempt. In addition, the Employer will determine if an overtime-eligible position is a law enforcement position. If there is a change in the overtime eligibility designation for an employee's position, the Employer will provide the employee with written notification of the change.

## **6.3 Overtime-Eligible Employees (excluding law enforcement employees)**

### **A. Work Schedules**

#### **1. Regular Work Schedules**

The regular work schedule for overtime-eligible employees will not be more than forty (40) hours in a workweek, with two (2) consecutive days off and starting and ending times as determined by the requirements of the position and the Employer. The Employer may adjust the regular work schedule with prior notice to the employee.

#### **2. Alternate Work Schedules**

Workweeks and work shifts of different numbers of hours may be established for overtime-eligible employees by the Employer in order to meet business and customer service needs, as long as the alternate work schedules meet federal and state law. When there is a holiday, employees may be required to switch from their alternate work schedules to regular work schedules.

### **B. Schedule Changes**

#### **1. Temporary Schedule Changes**

Employees' workweeks and/or work schedules may be temporarily changed with prior notice from the Employer. A temporary schedule change is defined as a change lasting twenty-one (21) calendar days or less. Overtime-eligible employees will receive five (5) calendar days' written notice of any temporary schedule change. The day that notification is given is considered the first day of notice. Adjustments in the hours of work of daily work shifts during a workweek do not constitute a temporary schedule change.

#### **2. Permanent Schedule Changes**

Employees' workweeks and work schedules may be permanently changed with prior notice from the Employer. Overtime-eligible employees will receive ten (10) calendar days' written notice of a permanent schedule change. The day notification is given is considered the first day of notice. Adjustments in the hours of work of daily work shifts during a workweek do not constitute a permanent schedule change.

3. **Emergency Schedule Changes**  
The Employer may adjust an overtime-eligible employee's workweek and work schedule without prior notice in emergencies or unforeseen operational needs.
4. **Employee-Requested Schedule Changes**  
Overtime-eligible employees' workweeks and work schedules may be changed at the employee's request and with the Employer's approval, provided the Employer's business and customer service needs are met and no overtime expense is incurred.

C. **Home Phone Calls**

Time spent on work-related telephone calls received during the employee's non-work time and subsequent, related employee-initiated calls will be considered time worked.

**6.4 Overtime-Eligible Law Enforcement Employees Work Schedules**

The regular work schedule for full-time overtime-eligible law enforcement employees will not be more than one hundred and sixty (160) hours in a twenty-eight (28) day period.

Work schedules may be changed on a temporary, permanent, emergency or employee-requested basis in accordance with Subsections 6.3 B 1 - 4, above.

**6.5 Overtime-Eligible Employees Unpaid Meal Periods**

The Employer and the Union agree to unpaid meal periods that vary from and supersede the unpaid meal period requirements required by WAC 296-126-092. Unpaid meal periods for employees working more than five (5) consecutive hours, if entitled, will be a minimum of thirty (30) minutes and will be scheduled as close to the middle of the work shift as possible, taking into account the Employer's work requirements and the employee's wishes. Employees working three (3) or more hours longer than a normal workday will be allowed an additional thirty (30) minute unpaid meal period. When an employee's unpaid meal period is interrupted by work duties, the employee will be allowed to resume his or her unpaid meal period following the interruption, if possible, to complete the unpaid meal period. In the event an employee is unable to complete the unpaid meal period due to operational necessity, the employee will be entitled to compensation, which will be computed based on the actual number of minutes worked within the unpaid meal period. Meal periods may not be used for late arrival or early departure from work and meal and rest periods will not be combined.



**6.6 Overtime-Eligible Employees Paid Meal Periods for Straight Shift Schedules**

The Employer and the Union agree to paid meal periods that vary from and supersede the paid meal period requirements of WAC 296-126-092. Employees working straight shifts will not receive a paid meal period, but will be permitted to eat intermittently as time allows during their shifts while remaining on duty. Meal periods for employees on straight shifts do not require relief from duty.

**6.7 Overtime-Eligible Employees Rest Periods**

The Employer and the Union agree to rest periods that vary from and supersede the rest periods required by WAC 296-126-092. Employees will be allowed rest periods of fifteen (15) minutes for each one half (1/2) shift of four (4) or more hours worked at or near the middle of each one half (1/2) shift of four (4) or more hours. Rest periods do not require relief from duty. Where the nature of the work allows employees to take intermittent rest periods equivalent to fifteen (15) minutes for each one half (1/2) shift, scheduled rest periods are not required. Rest periods may not be used for late arrival or early departure from work and rest and meal periods will not be combined.

**6.8 Overtime-Exempt Employees**

Overtime-exempt employees are not covered by federal or state overtime laws. Compensation is based on the premise that overtime-exempt employees are expected to work as many hours as necessary to provide the public services for which they were hired. These employees are accountable for their work product, and for meeting the objectives of the college/district for which they work. The Employer's policy for all overtime-exempt employees is as follows:

- A. The Employer determines the products, services, and standards which must be met by overtime-exempt employees.
- B. Overtime-exempt employees are expected to work as many hours as necessary to accomplish their assignments or fulfill their responsibilities and must respond to directions from management to complete work assignments by specific deadlines. Full-time overtime-exempt employees are expected to work a minimum of forty (40) hours in a workweek and part-time overtime-exempt employees are expected to work proportionate hours. Overtime-exempt employees may be required to work specific hours to provide services, when deemed necessary by the Employer.
- C. The salary paid to overtime-exempt employees is full compensation for all hours worked.
- D. Overtime-exempt employees are not authorized to receive any form of overtime compensation, formal or informal.

- E. The appointing authority or his or her designee may approve overtime-exempt employee absences with pay for extraordinary or excessive hours worked, without charging leave.
- F. If they give notification and receive the Employer's concurrence, overtime-exempt employees may alter their work hours. Employees are responsible for keeping management apprised of their schedules and their whereabouts.
- G. Prior approval from the Employer for the use of paid or unpaid leave for absences of two (2) or more hours is required, except for unanticipated sick leave.

## **ARTICLE 7 OVERTIME**

### **7.1 Definitions**

#### **A. Overtime**

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

1. Works in excess of forty (40) hours per workweek (excluding law enforcement employees);
2. Works in excess of one hundred and sixty (160) hours in a twenty-eight (28) day period and the employee is a law enforcement employee.

#### **B. Overtime Rate**

In accordance with the applicable wage and hour laws, the overtime rate will be one and one-half (1-1/2) of an employee's regular rate of pay. The regular rate of pay will not include any allowable exclusions.

#### **C. Work**

The definition of work, for overtime purposes only, includes:

1. All hours actually spent performing the duties of the assigned job, rounded to the next quarter hour;
2. Travel time required by the Employer during normal work hours from one work site to another or travel time prior to normal work hours to a different work location that is greater than the employee's normal home-to-work travel time and all travel in accordance with applicable wage and hour laws;

3. Paid leave scheduled at least one (1) workday in advance of being taken (the day of the request does not count as a day);
  4. Holidays; and
  5. Any other paid time not listed below.
- D. Work for overtime purposes does not include:
1. Paid leave not scheduled at least one (1) workday in advance of being taken (the day of the request does not count as a day);
  2. Shared leave;
  3. Leave without pay;
  4. Additional compensation for time worked on a holiday; and
  5. Time compensated as standby, callback, or any other penalty pay.

## **7.2 Overtime Eligibility and Compensation**

Employees are eligible for overtime under the following circumstances:

- A. Overtime-eligible employees who have prior approval and work more than forty (40) hours in a workweek will be compensated at the overtime rate. An employee whose workweek is less than forty (40) hours will be paid at his or her regular rate of pay for all work performed up to forty (40) hours in a workweek and paid at the overtime rate for authorized work more than forty (40) hours in a workweek.
- B. Overtime-eligible law enforcement employees who have prior approval and work in excess of one hundred and sixty (160) hours in a twenty-eight (28) day period will be compensated at the overtime rate.

## **7.3 General Provisions**

- A. The Employer will determine whether work will be performed on regular work time or overtime, the number, the skills and abilities of the employees required to perform the work, and the duration of the work.
- B. The Employer will first attempt to meet its overtime requirements on a voluntary basis with qualified employees who are currently working. In the event there are not enough employees volunteering to work, the supervisor may require employees to work overtime. There will be no pyramiding of overtime.

- C. If an employee was not offered overtime for which he or she was qualified, the employee will be offered the next available overtime opportunity for which he or she is qualified.

#### **7.4 Compensatory Time for Overtime-Eligible Employees**

- A. Compensatory Time Eligibility

The Employer may grant compensatory time in lieu of cash payment for overtime to an overtime-eligible employee, upon agreement between the Employer and the employee. Compensatory time must be granted at the rate of one and one-half (1-1/2) hours of compensatory time for each hour of overtime worked.

- B. Maximum Compensatory Time

Employees may accumulate no more than one hundred and sixty (160) hours of compensatory time.

- C. Compensatory Time Use

An employee must use compensatory time prior to using vacation leave, unless this would result in the loss of his or her vacation leave. Compensatory time must be used and scheduled in the same manner as vacation leave, as in Article 10, Vacation Leave. The Employer may schedule an employee to use his or her compensatory time with seven (7) calendar days' notice.

- D. Compensatory Time Cash Out

All compensatory time must be used by June 30th of each year. If compensatory time balances are not scheduled to be used by the employee by April of each year, the supervisor will contact the employee to review his or her schedule. The employee's compensatory time balance will be cashed out every June 30th or when the employee separates from the Employer. Employers may continue their current practices with respect to compensatory time cash out when the employee transfers to another position.

## **ARTICLE 8**

### **TRAINING AND EMPLOYEE DEVELOPMENT**

- 8.1** The Employer and the Union recognize the value and benefit of education and training designed to enhance an employee's ability to perform his or her job duties. Training and employee development opportunities will be provided to employees in accordance with college/district policies and available resources.
- 8.2** Attendance at college/district-required training will be considered time worked. The Employer will make reasonable attempts to schedule college/district-required training during an employee's regular work shift. The Employer will pay the

registration, and associated travel costs in accordance with Article 21, for college/district-required training.

**8.3 Master Agreement Training**

- A. The Employer and the Union agree that training for managers, supervisors and union stewards responsible for the day-to-day administration of this Agreement is important. The Union will provide training to current union stewards, and the Employer will provide training to managers and supervisors on this Agreement.
- B. The Union will present the training to current union stewards within each bargaining unit. Union stewards will be released with pay on one (1) occasion for up to four (4) hours to attend the training. The training will be considered time worked for those union stewards who attend the training during their scheduled work shift. Union stewards who attend the training during their non-work hours will not be compensated. The parties will agree on the date, time, number and names of stewards attending each session. Additional release time may be provided in accordance with Article 38.8.
- C. The Employer will arrange training on this Agreement for all bargaining unit employees. The Employer and the Union recognize the value of, and encourage joint training when possible.

**8.4** Employees may communicate their education and skill development training desires annually through the performance evaluation process.

**8.5** Employees who wish to use the tuition fee waiver program will be allowed to do so in accordance with the Employer's current practice or policy, provided it allows employees to register no later than the sixth class day.

**8.6 New Employee Orientation**

- A. When a college provides a formal new employee orientation program, the Union will be given an opportunity to have a Union representative speak to the new employees being oriented for not more than thirty (30) minutes to provide information about the Union and this Agreement.
- B. When a college provides an informal new employee orientation, the Union will be given an opportunity to have a Union representative speak to the new employees being oriented for not more than fifteen (15) minutes to provide information about the Union and this Agreement.
- C. When a college provides new employee orientation on-line, the Employer agrees to provide each new employee with an orientation package provided by the Union.

## **ARTICLE 9 HOLIDAYS**

### **9.1 Paid Holidays**

The following days are paid holidays for all eligible employees:

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
The day immediately after Thanksgiving	
Christmas Day	December 25
Personal Holiday	

### **9.2 Observance of Holidays**

The Board of Trustees for each institution of higher education may establish calendars that observe holidays on dates other than those listed above, or as modified by current institutional practices.

### **9.3 Holiday Rules**

The following rules apply to all holidays except the personal holiday:

- A. Employees will be paid at a straight-time rate even though they do not work.
- B. In addition to Subsection A above, employees will be paid for the hours actually worked on a holiday at the overtime rate.
- C. Permanent and probationary employees working twelve (12) month schedules or cyclic year employees who work full monthly schedules throughout their work year will receive holiday pay if they were in pay status on the workday preceding the holiday.
- D. Cyclic year employees scheduled to work less than full monthly schedules throughout their work year qualify for holiday compensation if they work or are in pay status on their last regularly scheduled working day preceding the holiday(s) in that month. Cyclic year employees will be entitled to the number of paid hours on a holiday in an amount proportionate to the time in pay status during the month to that required for full-time employment.

- E. Permanent and probationary employees will receive pay equivalent to the employee's work shift on the holiday.
- F. Nothing precludes the Employer, with prior notice, from switching an employee from an alternate work schedule to a regular work schedule during the week of a holiday.
- G. When a holiday falls on the employee's scheduled workday, that day will be considered the holiday.
- H. When a holiday falls on the employee's scheduled day off, he or she will receive an alternate day off.
- I. When a holiday falls on a Saturday, the Friday before will be the holiday. When a holiday falls on a Sunday, the following Monday will be the holiday.
- J. The holiday for night shift employees whose schedule begins on one calendar day and ends on the next calendar day will be determined by the college/district. It will start either at:
  - 1. The beginning of the scheduled night shift that begins on the holiday; or
  - 2. The beginning of the shift that precedes the calendar holiday.

#### **9.4 Personal Holidays**

An employee may choose one (1) workday as a personal holiday during each calendar year if the employee has been continuously employed by the State of Washington and/or college/district for more than four (4) months.

- A. An employee who is scheduled to work less than six (6) continuous months over a period covering two (2) calendar years will receive only one (1) personal holiday during this period.
- B. The college/district will release the employee from work on the day selected as the personal holiday if:
  - 1. The employee has given at least fourteen (14) calendar days' written notice to the supervisor. However, the supervisor has the discretion to allow a shorter notice period.
  - 2. The number of employees choosing a specific day off allows a college/district to continue its work efficiently and not incur overtime.

- C. Personal holidays may not be carried over to the next calendar year except when an eligible employee's request to take his or her personal holiday has been denied or canceled. The employee will attempt to reschedule his or her personal holiday during the balance of the calendar year. If he or she is unable to reschedule the day, it will be carried over to the next calendar year.
- D. Colleges/districts may adopt eligibility policies to determine which requests for particular dates will be granted if all requests cannot be granted.
- E. Personal holidays are pro-rated for less than full-time employees.
- F. The pay for a full-time employee's personal holiday is eight (8) hours.
- G. Part or all of a personal holiday may be donated to another employee for shared leave as provided in RCW 41.04.665. Any remaining portions of a personal holiday must be taken as one (1) absence, not to exceed the work shift on the day of the absence.
- H. Part or all of a personal holiday may be used for the care of family members as required by the Family Care Act, WAC 296-130. Any remaining portions of a personal holiday must be taken as one (1) absence, not to exceed the work shift on the day of the absence.
- I. The Employer may allow an employee who has used all of his or her sick leave to use all of a personal holiday for sick leave purposes as provided in Article 11.2 A. An employee who has used all of his or her sick leave may use all of a personal holiday for sick leave purposes as provided in Article 11.2 B – F.

## **ARTICLE 10**

### **VACATION LEAVE**

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

**10.2 Vacation Leave Credits**

After six (6) months of continuous state employment, employees will be credited with vacation leave they accrued during the previous six (6) continuous calendar months, according to the rate schedule and vacation leave accrual below. Thereafter, employees will be credited with vacation leave accrued monthly, according to the rate schedule and vacation leave accrual below.



### 10.3 Vacation Leave Accrual

Full-time employees will accrue vacation leave according to the rate schedule below under the following conditions:

- A. Employees working less than full-time schedules will accrue vacation leave on the same proportional basis that their appointment bears to a full-time appointment.
- B. The scheduled period of cyclic year position leave without pay will not be deducted for purposes of computing the rate of vacation leave accrual for cyclic year employees.
- C. Vacation leave will not accrue during leave without pay that exceeds ten (10) working days in any calendar month, nor will credit be given toward the rate of vacation leave accrual except during military leave without pay.
- D. Vacation leave accruals for the prior calendar month will be credited and available for employee use the first of the next calendar month.

### 10.4 Vacation Leave Accrual Rate Schedule

Full Years of Service	Monthly Rates	Hours Per Year
During the first year of continuous state employment	8 hrs	Ninety-six (96)
During the second year of continuous state employment	8 hrs, 40 mins	One hundred four (104)
During the third and fourth year of continuous state employment	9 hrs, 20 mins	One hundred twelve (112)
During the fifth, sixth and seventh years of total state employment	10 hrs	One hundred twenty (120)
During the eighth, ninth and tenth year of total state employment	10 hrs, 40 mins	One hundred twenty-eight (128)
During the eleventh year of total state employment	11 hrs, 20 mins	One hundred thirty-six (136)
During the twelfth year of total state employment	12 hrs	One hundred forty-four (144)
During the thirteenth year of total state employment	12 hrs, 40 mins	One hundred fifty-two (152)
During the fourteenth year of total state employment	13 hrs, 20 mins	One hundred sixty (160)
During the fifteenth year of total state employment	14 hrs	One hundred sixty-eight (168)
During the sixteenth and succeeding years of total state employment	14 hrs, 40 mins	One hundred seventy-six (176)

**10.5 Vacation Scheduling for 24/7 Operations**

Vacation requests will be considered on a first come, first served basis. In the event that two (2) or more employees request the same vacation period, the supervisor may limit the number of people who may take vacation leave at one time due to business needs and work requirements.

**10.6 Vacation Scheduling for All Employees**

- A. Vacation leave will be charged in the amount actually used by the employee.
- B. When considering requests for vacation leave the Employer will take into account the desires of the employee but may require that leave be taken at a time convenient to the Employer.
- C. An employee will not request or be authorized to take scheduled vacation leave if he or she does not have sufficient vacation leave to cover such absence.
- D. Vacation leave will be approved or denied within ten (10) calendar days of the request. If the leave is denied, a reason will be provided in writing.

**10.7 Family Care**

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

**10.8 Use of Vacation Leave for Sick Leave Purposes**

The Employer may allow an employee who has used all of his or her sick leave to use vacation leave for sick leave purposes as provided in Article 11.2 A. An employee who has used all of his or her sick leave may use vacation leave for sick leave purposes as provided in Article 11.2 B – F.

**10.9 Emergency Childcare**

Employees may use vacation leave for childcare emergencies after the employee has exhausted all of his or her accrued compensatory time. Use of vacation leave and sick leave for emergency childcare is limited to a combined maximum of four (4) days per calendar year.

**10.10 Vacation Cancellation**

Should the Employer be required to cancel scheduled vacation leave because of an emergency or exceptional business needs, affected employees may select new vacation leave from available dates. In the event the affected employee has incurred non-refundable, out-of-pocket vacation expense, the employee may be reimbursed by the Employer.

#### **10.11 Vacation Leave Maximum**

Employees may accumulate maximum vacation leave balances not to exceed two hundred and forty (240) hours. However, there are two (2) exceptions that allow vacation leave to accumulate above the maximum:

- A. If an employee's request for vacation leave is denied by the Employer, and the employee is close to the vacation leave maximum, the college/district will grant an extension for each month that the college/district must defer the employee's request for vacation leave.
- B. An employee may also accumulate vacation leave days in excess of two hundred and forty (240) hours as long as the employee uses the excess balance prior to his or her anniversary date. Any leave in excess of the maximum that is not deferred in advance of its accrual as described above, will be lost on the employee's anniversary date.

#### **10.12 Separation**

Any employee, who either resigns with adequate notice or retires, is laid-off or is terminated by the Employer, will be entitled to be paid for vacation leave credits. In addition, the estate of a deceased employee will be entitled to payment for vacation leave credits.

### **ARTICLE 11 SICK LEAVE**

#### **11.1 Sick Leave Accrual**

Employees will accrue eight (8) hours of sick leave per month under the following conditions:

- A. Employees working less than a full-time schedule will accrue sick leave credit on the same proportional basis that their employment schedule bears to a full-time schedule.
- B. Sick leave credit will not accrue during leave without pay which exceeds ten (10) working days in any calendar month.
- C. Sick leave accruals for the prior calendar month will be credited and available for employee use the first of the next calendar month.

#### **11.2 Sick Leave Use**

Sick leave may be used for:

- A. A personal illness, injury or medical disability that prevents the employee from performing his or her job, or personal medical or dental appointments.

- B. Care of family members as required by the Family Care Act, WAC 296-130.
- C. A death of any relative that requires the employee's absence from work. Relatives are defined for this purpose as spouse, significant other, domestic partner, son, daughter, grandchild, foster child, son-in-law, daughter-in-law, grandparent, parent, brother, sister, aunt, uncle, niece, nephew, first cousin, brother-in-law, sister-in-law and corresponding relatives of employee's spouse, significant other or domestic partner.
- D. Childcare emergencies after the employee has exhausted all of his or her accrued compensatory time. Use of sick leave and vacation leave for emergency childcare is limited to a combined maximum of four (4) days per calendar year.
- E. To care for a child under the age of eighteen (18) with a health condition that requires treatment or supervision, or to make arrangements for extended care.
- F. Illness or preventive health care appointments of relatives, significant others and domestic partners when the presence of the employee is required.

### **11.3 Use of Compensatory Time, Vacation Leave or Personal Holiday for Sick Leave Purposes**

The Employer may allow an employee who has used all of his or her sick leave to use compensatory time, vacation leave or all of a personal holiday for sick leave purposes as provided in Article 11.2 A. An employee who has used all of his or her sick leave may use compensatory time, vacation leave or all of a personal holiday for sick leave purposes as provided in Article 11.2 B – F.

### **11.4 Restoration of Vacation Leave**

In the event an employee is injured or becomes ill while on vacation leave, the employee may submit a written request to use sick leave and have the equivalent amount of vacation leave restored. The supervisor may require a written medical certificate.

### **11.5 Sick Leave Reporting and Verification**

An employee must promptly notify his or her supervisor on his or her first day of sick leave and each day after, unless there is mutual agreement to do otherwise. If an employee is in a position where a relief replacement is necessary if he or she is absent, he or she will notify his or her supervisor at least two (2) hours prior to his or her scheduled time to report to work. If the Employer suspects abuse, the Employer may require a written medical certificate for any sick leave absence. An employee returning to work after any sick leave absence may be required to provide written certification from his or her health care provider that the

employee is able to return to work and perform the essential functions of the job with or without reasonable accommodation.

#### **11.6 Sick Leave Annual Cash Out**

Each January an employee is eligible to receive cash on a one (1) hour for four (4) hours basis for ninety-six (96) hours or less of his or her accrued sick leave, if:

- A. His or her sick leave balance at the end of the previous calendar year exceeds four hundred eighty (480) hours;
- B. The converted sick leave hours do not reduce his or her previous calendar year sick leave balance below four hundred eighty (480) hours; and
- C. The employee notifies his or her payroll office by January 31st that he or she would like to convert sick leave hours earned during the previous calendar year, minus any sick leave hours used during the previous year, to cash.

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

#### **11.7 Sick Leave Separation Cash Out**

At the time of retirement from state service or at death, an eligible employee or the employee's estate will receive cash for his or her compensable sick leave balance on a one (1) hour for four (4) hours basis. For the purposes of this Section, retirement will not include "vested out of service" employees who leave funds on deposit with the retirement system.

#### **11.8 Reemployment**

Former state employees who are re-employed within five (5) years of leaving state service will be granted all unused and unpaid sick leave credits they had at separation. If an employee is re-employed after retiring from state service, when the employee subsequently retires or dies, only unused sick leave accrued since the date of reemployment minus sick leave taken within the same period will be eligible for sick leave separation cash out, in accordance with 11.7 above.

#### **11.9 Carry Forward and Transfer**

Employees will be allowed to carry forward, from year to year of service, any unused sick leave allowed under this provision, and will retain and carry forward any unused sick leave accumulated prior to the effective date of this Agreement. When an employee moves from one college to another, without a break in service, the employee's accrued sick leave will be transferred to the new college for the employee's use.

## **ARTICLE 12**

### **SHARED LEAVE**

#### **12.1 Shared Leave**

The purpose of the leave sharing program is to permit state employees, at no significantly increased cost to the state, of providing leave to come to the aid of another state employee who has been called to service in the uniformed services, or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition, which has caused or is likely to cause the employee to take leave without pay or terminate his or her employment. For purposes of the leave sharing program, the following definitions apply:

- A. "Employee's relative" normally will be limited to the employee's spouse, child, stepchild, grandchild, grandparent, or parent.
- B. "Household members" is defined as persons who reside in the same home who have reciprocal duties to and do provide financial support for one another. This term will include, but is not limited to, foster children and legal wards. The term does not include persons sharing the same general house when the living style is primarily that of a dormitory or commune.
- C. "Severe" or "extraordinary" condition is defined as serious or extreme and/or life threatening.
- D. "Service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time national guard duty including state-ordered active duty, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty.
- E. "Uniformed services" means the armed forces, the army national guard, and the air national guard of any state, territory, commonwealth, possession, or district when engaged in active duty for training, inactive duty training, full-time national guard duty, or state active duty, the commissioned corps of the public health service, the coast guard, and any other category of persons designated by the President of the United States in time of war or national emergency.

#### **12.2 Shared Leave Receipt**

- A. An employee may be eligible to receive shared leave if the Employer has determined the employee meets the following criteria:
  - 1. The employee suffers from, or has a relative or household member

suffering from, an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature; or

2. The employee has been called to service in the uniformed services.
- B. The illness, injury, impairment, condition, or call to service has caused, or is likely to cause, the employee to:
1. Go on leave without pay status; or
  2. Terminate state employment.
- C. The employee's absence and the use of shared leave are justified.
- D. The employee has depleted or will shortly deplete his or her:
1. Vacation leave and sick leave reserves if the employee qualifies under Subsection 12.2 A.1, above; or
  2. Vacation leave and paid military leave allowed under RCW 38.40.060 if the employee qualifies under Subsection 12.2 A.2, above.
- E. The employee has abided by college/district rules regarding:
1. Sick leave use if the employee qualifies under Subsection 12.2 A.1, above of this section; or
  2. Military leave if the employee qualifies under Subsection 12.2 A.2, above.
- F. The employee has diligently pursued and been found to be ineligible for benefits under RCW 51.32 if the employee qualifies under Subsection 12.2 A.1, above.

### **12.3 Shared Leave Use**

- A. The Employer will determine the amount of leave, if any, which an employee may receive. However, an employee will not receive more than two hundred sixty-one (261) days of shared leave.
- B. The Employer will require the employee to submit, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the employee's required absence, the description of the medical problem, and expected date of return-to-work status. The Employer will require the employee to submit, prior to approval or disapproval, a copy of the military orders verifying the employee's required absence.

- C. The Employer should consider other methods of accommodating the employee's needs, such as modified duty, modified hours, flex-time or special assignments in lieu of shared leave usage.
- D. Leave transferred may be transferred from employees of one district to an employee of the same district or, with the approval of the heads of both state agencies/higher education institutions, to an employee of another state agency/higher education institution.
- E. Vacation leave, sick leave, or all or part of a personal holiday transferred from a donating employee will be used solely for the purpose stated in this Article.
- F. The receiving employee will be paid his or her regular rate of pay; therefore, the value of one (1) hour of shared leave may cover more or less than one (1) hour of the recipient's salary.

#### **12.4 Leave Donation**

An employee may donate vacation leave, sick leave, or personal holiday to another employee for purposes of the leave sharing program under the following conditions:

- A. The Employer approves the employee's request to donate a specified amount of vacation leave to an employee authorized to receive shared leave; and
  - 1. The full-time employee's request to donate leave will not cause his or her vacation leave balance to fall below eighty (80) hours. For part-time employees, requirements for vacation leave balances will be prorated; and
  - 2. Employees may not donate excess vacation leave that they would not be able to take due to an approaching anniversary date; except when the request for leave was denied and the leave was deferred.
- B. The Employer approves the employee's request to donate a specified amount of sick leave to an employee authorized to receive shared leave. The employee's request to donate leave will not cause his or her sick leave balance to fall below one hundred seventy-six (176) hours after the transfer.
- C. The Employer approves the employee's request to donate all or part of his or her personal holiday to an employee authorized to receive shared leave.
  - 1. That portion of a personal holiday that is accrued, donated as shared leave, and then returned during the same calendar year to



the donating employee, may be taken by the donating employee.

2. An employee will be allowed to split the personal holiday only when donating a portion of the personal holiday to the shared leave program.
- D. No employee may be intimidated, threatened, or coerced into donating leave for purposes of this program.

## **12.5 Shared Leave Administration**

- A. The calculation of the recipient's leave value will be in accordance with applicable Office of Financial Management policies, regulations, and procedures. The leave received will be coded as shared leave and be maintained separately from all other leave balances. All compensatory time, sick leave, and vacation leave accrued must be used prior to using shared leave when the employee qualifies for shared leave. Accrued vacation leave and paid military leave allowed under RCW 38.40.060 must be used prior to using shared leave for employees qualified under Section 12.2 of this Article.
- B. An employee on leave transferred under these rules will continue to be classified as a state employee and will receive the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accrued vacation leave or sick leave.
- C. All salary and wage payments made to employees while on leave transferred under these rules will be made by the agency/institution employing the person receiving the leave.
- D. Where Employers have approved the transfer of leave by an employee of one agency/institution to an employee of another agency/institution, the agencies/institutions involved will arrange for the transfer of funds and credit for the appropriate value of leave in accordance with Office of Financial Management policies, regulations, and procedures.
- E. Leave transferred under this Section will not be used in any calculation to determine an agency's/institution's allocation of full-time equivalent staff positions.
- F. Any shared leave not used by the recipient will be returned to the donor(s). The remaining shared leave is to be divided on a pro rata basis among the donors and reinstated to the respective donors' appropriate leave balances based upon each employee's current salary rate at the time of the reversion. The shared leave returned will be prorated back based on the donor's original donation.

- G. Unused shared leave may not be cashed out but will be returned to the donors per Subsection F, above.
  - H. An employee who uses leave that is transferred under this Section will not be required to repay the value of the leave that he or she used.
- 12.6** This Article is grievable only through Step 3 of the grievance process in Article 28, except at The Evergreen State College, where it may be grieved through Step 2.

## **ARTICLE 13**

### **FAMILY AND MEDICAL LEAVE**

#### **13.1**

- A. Consistent with the federal Family and Medical Leave Act of 1993 (FMLA) and the state Family and Medical Leave Act of 2006, an employee who has worked for the state for at least twelve (12) months and for at least one thousand two hundred fifty (1,250) hours during the twelve (12) months prior to the requested leave is entitled to up to twelve (12) workweeks of FMLA leave in a twelve (12) month period for any combination of the following:
  - 1. Parental leave for the birth and to care for a newborn child, or placement for adoption or foster care of a child and to care for that child; or
  - 2. Personal medical leave due to the employee's own serious health condition that requires the employee's absence from work; or
  - 3. Family medical leave to care for a spouse, son, daughter, parent or domestic partner as defined by WAC 182-12-260 (2) who suffers from a serious health condition that requires on-site care or supervision by the employee. Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen (18), or age eighteen (18) or older and incapable of self-care because of a mental or physical disability. Parent means a biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a son or daughter.
- B. Entitlement to FMLA leave for the care of a newborn child or newly adopted or foster child ends twelve (12) months from the date of birth or the placement of the foster or adopted child.

- C. The one thousand two hundred fifty (1,250) hour eligibility requirement noted above does not count paid time off such as time used as vacation leave, sick leave, personal holidays, compensatory time off, or shared leave.
- 13.2** The twelve (12) week FMLA leave entitlement is available to the employee, provided that eligibility requirements listed in Section 13.1 are met. The FMLA leave entitlement period will be a rolling twelve (12) month period measured forward from the date an employee begins FMLA leave. Each time an employee takes FMLA leave during the twelve (12) month period, the leave will be subtracted from the twelve (12) weeks of available leave.
- 13.3** The Employer will continue the employee's existing employer-paid health insurance benefits during the period of leave covered by FMLA. The employee will be required to pay his or her share of health care premiums. The Employer may require an employee to exhaust all paid leave prior to using any leave without pay, except that the employee will be allowed to use eight (8) hours a month of accrued leave during each month to provide for the continuation of benefits as provided for by PEBB.
- 13.4** The Employer has the authority to designate absences that meet the criteria of the FMLA. The use of any paid or unpaid leave (excluding leave for a compensable work-related illness or injury and compensatory time) for an FMLA-qualifying event will run concurrently with, not in addition to, the use of the FMLA for that event. Employees will not be required to exhaust all paid leave prior to using any leave without pay for a compensable work-related injury or illness.
- 13.5 Parental and Pregnancy Disability Leave**
- A. Parental leave will be granted to the employee for the purpose of bonding with his or her natural newborn, adoptive or foster child. Parental leave may extend up to six (6) months, including time covered by the FMLA, during the first year after the child's birth or placement. Leave beyond the period covered by the FMLA and pregnancy disability may only be denied by the Employer due to operational necessity. Such denial may be grieved beginning at the top internal step of the grievance procedure in Article 28.
  - B. Parental leave may be a combination of the employee's accrued vacation leave, sick leave for pregnancy disability or other qualifying events, personal holiday, compensatory time, or leave without pay. Parental leave may be taken on an intermittent or reduced schedule basis in accordance with Subsection 13.5 A.
  - C. Pregnancy disability leave will be granted for the period of time an employee is sick or temporarily disabled because of pregnancy and/or childbirth and will be in addition to the twelve (12) weeks of FMLA leave.

- 13.6** Serious health condition leave consistent with the requirements of the FMLA will be granted to an employee in order to care for a spouse, son, daughter, parent or domestic partner as defined by WAC 182-12-260 (2) who suffers from a serious medical condition that requires on-site care or supervision by the employee. Personal medical leave consistent with the requirements of the FMLA will be granted to an employee for his or her own serious health condition that requires the employee's absence from work. The Employer may require that such personal medical leave or serious health condition leave be supported by certification from the employee's or family member's health care provider.
- 13.7** Personal medical leave or serious health condition leave covered by the FMLA may be taken intermittently or on a reduced schedule basis when certified as medically necessary.
- 13.8** Upon returning to work after the employee's own FMLA-qualifying illness, the employee may be required to provide a fitness for duty certificate from a health care provider.
- 13.9** The employee will provide the Employer with not less than thirty (30) days' notice before the FMLA leave is to begin. If the need for the leave is unforeseeable thirty (30) days in advance, then the employee will provide such notice when feasible.
- 13.10** An employee returning from FMLA leave will have return rights in accordance with FMLA.
- 13.11** Both parties agree that nothing in this Agreement will prevent an employee from filing a complaint regarding FMLA with the Department of Labor or the Department of Labor and Industries.

## **ARTICLE 14**

### **WORK-RELATED INJURY OR ILLNESS**

#### **Compensable Work-Related Injury or Illness Leave**

An employee who sustains a work-related illness or injury that is compensable under the state workers' compensation law may select time-loss compensation exclusively or leave payments in addition to time-loss compensation. Employees who take sick leave during a period in which they receive time-loss compensation will receive full sick leave pay, minus any time-loss benefits. Employees who take vacation leave or compensatory time during a period in which they receive time-loss compensation will receive full vacation leave or compensatory time pay in addition to any time-loss payments. Notwithstanding Section 17.1, of Article 17, Leave Without Pay, the Employer may separate an employee in accordance with Article 32, Reasonable Accommodation and Disability Separation.

## **ARTICLE 15**

### **SUSPENDED OPERATIONS**

- 15.1** If the Chief Executive Officer or designee of the college/district determines that the public health, property or safety is jeopardized and it is advisable due to emergency conditions to suspend the operation of all or any portion of the college/district, the following will govern employees:
- A. Employees scheduled and not required to work during the disruption will have no loss in pay for the first day.
  - B. The following options will be made available to the affected employees who are not required to work for the balance of the closure:
    - 1. Vacation leave;
    - 2. Personal holiday;
    - 3. Accrued compensatory time (where applicable);
    - 4. Leave without pay; or
    - 5. Employee-requested schedule changes in accordance with Article 6.3 B.4 and 6.8 F and G.
  - C. Employees required to work during the disruption will receive one and one-half (1-1/2) times their regular pay for work performed during the period of suspended operation. Overtime worked during the closure will be compensated according to Article 7, Overtime, of this Agreement.
- 15.2** The options listed in Subsection 15.1 B, above, will be made available to employees who are unable to report to work due to severe inclement weather.

## **ARTICLE 16**

### **MISCELLANEOUS PAID LEAVES**

**16.1 Bereavement Leave**

Up to three (3) days of paid bereavement leave will be granted for the death of any family member or household member that requires the employee's absence from work. Family members are defined for this purpose as mother, father, sister, brother, mother-in-law, father-in-law, spouse, grandparent, grandchild, son, daughter, stepchild, and a child in the custody of and residing in the home of an employee.

## **16.2 Jury Duty Leave**

Leave of absence with pay will be granted to employees for jury duty. An employee will be allowed to retain any compensation paid to him or her for his or her jury duty service. An employee will inform the Employer when notified of a jury summons and will cooperate in requesting a postponement of service if warranted by business demands. An employee whose work shift is other than a day shift will be considered to have worked a full work shift for each workday during the period of jury duty. If a day shift employee is released from jury duty and there are more than two (2) hours remaining on his or her work shift, the employee will call his or her supervisor and may be required to return to work.

## **16.3 Personal Leave**

- A. An employee may choose one (1) workday as a personal leave day during the life of this Agreement if the employee has been continuously employed by the college/district for more than four (4) months.
- B. The college/district will release the employee from work on the day selected for personal leave if:
  - 1. The employee has given at least fourteen (14) calendar days' written notice to the supervisor. However, the supervisor has the discretion to allow a shorter notice period.
  - 2. The number of employees choosing a specific day off allows a college/district to continue its work efficiently and not incur overtime.
- C. Personal leave may not be carried over.
- D. Personal leave is pro-rated for less than full-time employees.
- E. The pay for a full-time employee's personal leave day is eight (8) hours.
- F. Personal leave may be used to care for family members as required by the Family Care Act, WAC 296-130.

This provision will expire with the expiration of the 2007-2009 Agreement.

## **16.4 The Employer will not be responsible for per diem, travel expenses or overtime under this Article.**

## **ARTICLE 17**

### **LEAVE WITHOUT PAY**

**17.1** Leave without pay will be granted for the following reasons:

- A. Family and Medical Leave (Article 13);
- B. Compensable work-related injury or illness leave (Article 14);
- C. Military leave; or
- D. Cyclic employment.

**17.2** Leave without pay may be granted for the following reasons:

- A. Educational leave;
- B. Child or elder care emergencies;
- C. Governmental service leave;
- D. Citizen volunteer or community service leave;
- E. Conditions applicable for leave with pay;
- F. Union Activities (Article 38);
- G. Formal collective bargaining leave; or
- H. As otherwise provided for in this Agreement.

**17.3 Limitations**

Leave without pay will be limited to twelve (12) months or fewer in any consecutive five (5) year period, except for:

- A. Compensable work-related injury or illness leave;
- B. Educational leave;
- C. Governmental service leave;
- E. Military leave;
- E. Cyclic employment leave;
- F. Leave for serious health condition taken under the provisions of Article 13, Family and Medical Leave;
- G. Leave taken voluntarily to reduce the effect of a layoff;
- H. Leave authorized in advance by an appointing authority as part of a plan to reasonably accommodate a person of disability; or
- I. Leave to participate in Union activities.

**17.4 Returning Employee Rights**

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

**17.5 Military Leave**

In addition to fifteen (15) days of paid leave granted to employees for active duty or active duty training, unpaid military leave will be granted in accordance with RCW 38.40.060 and applicable federal law. Employees on military leave will be reinstated as provided in RCW 73.16 and applicable federal law.

**17.6 Educational Leave**

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

**17.7 Child or Elder Care Emergencies**

Leave without pay, compensatory time or paid leave may be granted for child or elder care emergencies.

**17.8 Cyclic Employment Leave**

Leave without pay will be granted to cyclic year employees during their off-season.

**17.9 Governmental Service Leave**

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

**17.10 Citizen Volunteer or Community Service Leave**

Leave without pay may be granted for community volunteerism or service.

**17.11 Formal Collective Bargaining Leave**

Leave without pay may be granted to participate in formal collective bargaining sessions authorized by RCW 41.80.

**17.12** Requests for leave without pay will be submitted in writing. The Employer will approve or deny leave without pay requests, in writing, within fourteen (14) calendar days when practicable and will include the reason for denial.



## **ARTICLE 18**

### **SAFETY AND HEALTH**

- 18.1** The Employer, Employee and Union have a significant responsibility for workplace safety.
- A. The Employer will provide a work environment in accordance with safety standards established by the Washington Industrial Safety and Health Act (WISHA).
  - B. Employees will comply with all safety practices and standards established by the Employer.
  - C. The Union will work cooperatively with the Employer on safety related matters and encourage employees to work in a safe manner.
- 18.2** Employees will take an active role in creating a safe and healthy workplace by reporting immediate safety issues to their supervisor(s), following the chain of command, and other safety issues to their safety committee and/or safety officer for review and action, as necessary. The Employer will address reported unsafe working conditions and take appropriate action.
- 18.3** The Employer will determine and provide the required safety devices, personal protective equipment and apparel, which employees will wear and/or use. If necessary, training will be provided to employees on the safe operation of the equipment prior to use.
- 18.4** Each Employer will form joint safety committees, in accordance with WISHA requirements, at each work location where there are eleven (11) or more employees. Meetings will be conducted in accordance with WAC 296-800-13020. Committee recommendations will be forwarded to the appropriate appointing authority for review and action, as necessary.
- 18.5** The Employer encourages employee wellness. The Employer will provide employees access to wellness facilities and resources consistent with other employee groups.

## **ARTICLE 19**

### **UNIFORMS, TOOLS AND EQUIPMENT**

**19.1 Uniforms**

The Employer may require employees to wear uniforms. Where required, the Employer will determine and provide the uniform or an equivalent clothing allowance. The Employer will continue its current practices regarding the

provision and maintenance of required uniforms and specialized clothing and footwear.

**19.2 Tools and Equipment**

As established by current practices, the Employer may determine and provide necessary tools, tool allowance, equipment and foul weather gear. The Employer will repair or replace employer-provided tools and equipment if damaged or worn out beyond usefulness in the normal course of business. Employees are accountable for equipment and/or tools assigned to them and will maintain them in a clean and serviceable condition.

**19.3** The Employer will make a reasonable effort to provide prior notice to employees when assigning tasks that require clothing other than normal attire.

**ARTICLE 20**  
**DRUG AND ALCOHOL FREE WORKPLACE**

**20.1** All employees must report to work in a condition fit to perform their assigned duties unimpaired by alcohol or drugs. Each institution is required to comply with the Drug-Free Schools and Communities Act (DFSCA) and the Drug-Free Schools and Campuses Regulations in order to be eligible for federal funding.

**20.2 Possession of Alcohol and Illegal Drugs**

Employees may not use or possess alcohol while on duty, except when authorized by college/district policy. The possession or use of illegal drugs is strictly prohibited.

**20.3 Prescription and Over-the-Counter Medications**

Employees taking physician-prescribed or over-the-counter medications, if there is a substantial likelihood that such medication will affect job safety, must notify their supervisor or other designated official of the fact that they are taking a medication and the side effects of the medication.

**20.4 Drug and Alcohol Testing – Safety-Sensitive Functions**

- A. Employees required to have a Commercial Driver's License (CDL) are subject to pre-employment, post-accident, random and reasonable suspicion testing in accordance with the U.S. Department of Transportation rules, Coast Guard Regulations (46 CFR Part 16) or the Federal Omnibus Transportation Employee Testing Act of 1991. The testing will be conducted in accordance with current college/district policy.
- B. In addition, employees who perform other safety-sensitive functions are subject to pre-employment, post-accident, post-firearm shooting incidents and reasonable suspicion testing. The testing will be conducted in

accordance with college/district policy. For the purposes of this Article, employees who perform other safety-sensitive functions are those positions where an employee is issued a firearm and those licensed health care professionals who administer or dispense medications as a part of their job duties.

C. Reasonable suspicion testing for alcohol or controlled substances may be directed by the Employer for any employee performing safety-sensitive functions when there is reason to suspect that alcohol or controlled substance use may be adversely affecting the employee's job performance or that the employee may present a danger to the physical safety of the employee or another. Specific objective grounds must be stated in writing that support the reasonable suspicion. Examples of specific objective grounds include but are not limited to:

1. Physical symptoms consistent with controlled substance and/or alcohol use;
2. Evidence or observation of controlled substance or alcohol use, possession, sale, or delivery; or
3. The occurrence of an accident(s) where a trained manager, supervisor or lead worker suspects controlled substance/alcohol use may have been a factor.

D. Referral

Referral for testing will be made on the basis of specific objective grounds documented by a supervisor or manager who has attended the training on detecting the signs/symptoms of being affected by controlled substances/alcohol and verified by another trained supervisor or manager.

## **20.5 Drug and Alcohol Test – Post-Accident**

Post-accident drug and alcohol testing may be conducted by the Employer for any employee when a work-related incident has occurred involving death, serious bodily injury or significant property/environmental damage, or the potential for death, serious bodily injury, or significant property/environmental damage, and when the employee's action(s) or inaction(s) either contributed to the incident or cannot be completely discounted as a contributing factor. Referral for post-accident testing will be made in accordance with Subsection 20.4 D, above.

## **20.6 Testing**

Employees must submit to alcohol and/or controlled substance testing when required by the Employer, in accordance with Sections 20.4 and 20.5, above. A refusal to test is considered the same as a positive test. When an employee is referred for testing, he or she will be removed immediately from duty and

transported to the collection site. The cost of testing, including the employee's salary, will be paid by the Employer.

Testing will be conducted in such a way to ensure maximum accuracy and reliability by using the techniques, chain of custody procedures, equipment and laboratory facilities, which have been approved by the U.S. Department of Health and Human Services. An employee notified of a positive controlled substance or alcohol test result may request an independent test of his or her split sample at the employee's expense. If the test result is negative, the Employer will reimburse the employee for the cost of the split sample test.

An employee who has a positive alcohol test and/or a positive controlled substance test may be subject to disciplinary action, up to and including dismissal, based on the incident that prompted the testing, including a violation of the drug and alcohol free work place rules.

#### **20.7 Training**

Training will be made available to managers and supervisors. The training will include:

- A. The elements of the Employer's Drug and Alcohol Free Workplace Program;
- B. The effects of drugs and alcohol in the workplace;
- C. Behavioral symptoms of being affected by controlled substances and/or alcohol; and
- D. Rehabilitation services available.

### **ARTICLE 21 TRAVEL**

Employees required to travel in order to perform their duties will be reimbursed for any authorized travel expenses (e.g. mileage and/or per diem), in accordance with the regulations established by the Office of Financial Management and college/district policy.

## **ARTICLE 22**

### **COMMUTE TRIP REDUCTION AND PARKING**

- 22.1** The Employer will continue to encourage but not require employees to use alternate means of transportation to commute to and from work consistent with the Commute Trip Reduction (CTR) law and the needs of the college/district community.
- 22.2** The Employer and the Union recognize the value of compressed workweeks, flextime arrangements and telecommuting/telework.
- 22.3** Employees will continue to be eligible to park in designated college parking areas in accordance with Employer policies. The Employer may establish and charge parking fees, assess fines for violations of motor vehicle and parking regulations, order the removal of vehicles parked in violation of regulations at the expense of the violator, and seek collection of any unpaid fines.

## **ARTICLE 23**

### **LICENSURE AND CERTIFICATION**

- 23.1** The Employer will continue its current practices related to licensure and certification.
- 23.2 Conditions of Employment**

When a license and/or certification is required as a part of the qualifications for a position prior to the appointment of an employee into the affected position, the employee will be responsible for the initial cost of the license and/or certification. Thereafter, the employee will be responsible for maintaining the license and/or certification and for all renewal costs.
- 23.3 Outside Entity Requirements**

When an outside entity, e.g. by state regulation or local ordinance, requires a new license and/or certification following the appointment of the employee into the affected position, the Employer will reimburse the employee for the initial cost of the new license and/or certification. Thereafter, the employee will be responsible for maintaining the license and/or certification and for all renewal costs.
- 23.4 Employer Convenience**

When a license and/or certification is not required by an outside entity and the Employer, for its own convenience, requires a new license and/or certification following the appointment of the employee into the affected position, the Employer will reimburse the employee for the initial cost of the new license and/or certification. Thereafter, the Employer will continue to pay for maintaining the license and/or certification and for all renewal costs.

- 23.5** Employees will notify their appointing authority or designee if their work-related license and/or certification has expired, or has been restricted, revoked or suspended within twenty-four (24) hours of expiration, restriction, revocation or suspension, or prior to their next scheduled shift, whichever occurs first.

## **ARTICLE 24**

### **VOLUNTEERS AND STUDENT WORKERS**

The Employer will utilize volunteers and student workers only to the extent they supplement and do not supplant bargaining unit employees. Volunteers and student workers will not supervise bargaining unit employees.

## **ARTICLE 25**

### **RESIGNATION AND ABANDONMENT**

**25.1 Voluntary Resignation**

The Employer may permit an employee to withdraw his or her resignation at any time prior to the effective date.

**25.2 Unauthorized Absence/Abandonment**

When an employee has been absent without authorized leave and has failed to contact the Employer for a period of three (3) consecutive days, the employee is presumed to have resigned from his or her position. The Employer will make reasonable attempts to contact the employee to determine the cause of the absence. Such reasonable attempts will include calling the employee at his or her contact phone number and any emergency contacts on file with the Employer.

**25.3 Notice of Separation**

When an employee's resignation is presumed in accordance with Section 25.2 above, the Employer will separate the employee by sending a separation notice to the employee by certified mail to the last known address of the employee. Such notice will include information regarding eligibility for continuation of medical benefits.

**25.4 Petition for Reinstatement**

An employee who has received a separation notice in accordance with Section 25.3, above, may petition the Employer in writing to consider reinstatement. The employee must provide proof that the absence was involuntary or unavoidable. The petition must be received by the Employer or postmarked within seven (7) calendar days after the separation notice was deposited in the United States mail.

**25.5 Grievability**

Denial of a petition for reinstatement is grievable. The grievance may not be based on information other than that shared with the Employer at the time of the petition for reinstatement.

**ARTICLE 26**  
**PRIVACY AND OFF-DUTY CONDUCT**

**26.1** Employees have the right to confidentiality related to personal information and personnel issues to the extent provided/allowed by law. The Employer, the Union and the employees will take appropriate steps to maintain such confidentiality.

**26.2** The off-duty activities of an employee may be grounds for disciplinary action if said activities are a conflict of interest as set forth in RCW 42.52, are detrimental to the employee's work performance or the program of the college/district, or otherwise constitutes just cause. An employee will report all arrests and any court-imposed sanctions or conditions that affect his or her ability to perform assigned duties to the Human Resources Office appointing authority within twenty-four (24) hours or prior to his or her scheduled work shift, whichever occurs first.

**ARTICLE 27**  
**DISCIPLINE**

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

**27.2** Discipline includes oral and written reprimands, reductions in pay, suspensions, demotions, and discharges. Oral reprimands will be identified as such.

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

**27.4** The Employer has the authority to conduct investigations.

**27.5** A. Upon request, an employee has the right to a union representative at an investigatory interview called by the Employer, if the employee reasonably believes discipline could result. An employee may also have a union representative at a pre-disciplinary meeting. If the requested representative is not reasonably available, the employee will select another representative who is available. An employee seeking representation is responsible for contacting his or her representative.

B. The role of the union representative in regard to Employer-initiated investigations is to provide assistance and counsel to the employee and not

interfere with the Employer's right to conduct the investigation. Every effort will be made to cooperate in the investigation.

- 27.6** An employee placed on an alternate assignment during an investigation will not be prohibited from contacting his or her union steward unless there is a conflict of interest, in which case the employee may contact another union steward. This does not preclude the Employer from restricting an employee's access to college or district premises.
- 27.7** Prior to imposing discipline, except oral or written reprimands, the Employer will inform the employee in writing of the reasons for the contemplated discipline and an explanation of the evidence. The Employer will provide the Union with a copy. The employee will be provided an opportunity to respond either at a meeting scheduled by the Employer, or in writing if the employee prefers. A pre-disciplinary meeting with the Employer will be considered time worked.
- 27.8** The Employer will provide an employee with fifteen (15) calendar days' written notice prior to the effective date of a reduction in pay or demotion.
- 27.9** The Employer has the authority to impose discipline, which is then subject to the grievance procedure set forth in Article 28. Oral reprimands, however, may be processed only through the college's/district's top step of the grievance procedure and cannot be arbitrated.
- 27.10 Removal of Documents**
- A. Written reprimands will be removed from an employee's personnel file after three (3) years if:
1. Circumstances do not warrant a longer retention period;
  2. There has been no subsequent discipline; and
  3. The employee submits a written request for its removal.
- B. Records of disciplinary actions involving reductions in pay, suspensions or demotions, and written reprimands not removed after three (3) years will be removed after seven (7) years if:
1. Circumstances do not warrant a longer retention period;
  2. There has been no subsequent discipline; and
  3. The employee submits a written request for its removal.
- C. Nothing in this Section will prevent the Employer from agreeing to an earlier removal date, unless to do so would violate RCW 41.06.450.



## **ARTICLE 28**

### **GRIEVANCE PROCEDURE**

**28.1** The Union and the Employer agree that it is in their best interest to resolve disputes at the earliest opportunity and at the lowest level. Whenever possible, disputes should be resolved informally prior to filing a formal written grievance. To that end, all supervisors and employees are encouraged to engage in free and open discussions about disputes.

**28.2 Terms and Requirements**

A. Grievance Definition

A grievance is an allegation by an employee or a group of employees that there has been a violation, misapplication, or misinterpretation of this Agreement, which occurred during the term of this Agreement. Disciplinary action may be grieved, subject to the provisions of Section 27.9 of Article 27, Discipline. The term “grievant” as used in this Article includes the term “grievants.”

B. Filing a Grievance

Grievances may be filed by the Union on behalf of an employee or on behalf of a group of employees. The grievance will state the name of the employee or the names of the group of employees. The Union, as exclusive representative, is considered the only representative of the employee in grievance matters and has the right in a grievance to designate the person who will represent the employee on behalf of the Union.

C. Computation of Time

Days are calendar days, and will be counted by excluding the first day and including the last day of timelines. When the last day falls on a Saturday, Sunday or holiday, the last day will be the next day which is not a Saturday, Sunday or holiday. Transmittal of grievances, appeals and responses will be in writing, and timelines will apply to the date of receipt, not the date of postmarking.

D. Failure to Meet Timelines

The time limits in this Article must be strictly adhered to unless mutually modified in writing. Failure by the Union to comply with the timelines will result in the automatic withdrawal of the grievance. Failure by the Employer to comply with the timelines will entitle the Union to move the grievance to the next step of the procedure.

E. Contents

The written grievance must include the following information or it will not be processed:

1. The date of the occurrence giving rise to the grievance or the date the grievant knew or could reasonably have known of the occurrence;
2. The nature of the grievance;
3. The facts upon which it is based;
4. The specific article and section of the Agreement violated;
5. The specific remedy requested;
6. The steps taken to informally resolve the grievance; and
7. The name and signature of the Union representative.

F. Modifications

No newly alleged violations may be made after the initial written grievance is filed, except by written mutual agreement.

G. Resolution

If the Employer provides the requested remedy or a mutually agreed-upon alternative, the grievance will be considered resolved and may not be moved to the next step.

H. Withdrawal

A grievance may be withdrawn at any time.

I. Resubmission

If terminated, resolved or withdrawn, a grievance cannot be resubmitted.

J. Pay

Paid release time will be provided to employees, grievants and union stewards in accordance with Article 38, Union Activities.

K. Group Grievances

No more than five (5) grievants will be permitted to attend grievance meetings.

L. Consolidation

Grievances arising out of the same set of facts may be consolidated by written agreement.

- M. Bypass  
Any of the steps in this procedure may be bypassed with mutual written consent of the parties involved at the time the bypass is sought.
- N. Discipline  
Disciplinary grievances will be initiated at the level at which the disputed action was taken.
- O. Grievance Files  
Written grievances and responses will be maintained separately from the employee's personnel file.
- P. Election of Remedies  
Arbitrating a claim under this Article constitutes a waiver of the right to pursue the same claim before the Equal Employment Opportunity Commission, the Human Rights Commission, or in a judicial or other forum. Pursuit of a claim before the Equal Employment Opportunity Commission, the Human Rights Commission, or in a judicial or other forum constitutes a waiver of the right to pursue the same claim through arbitration under this Article.

### **28.3 Filing and Processing**

- A. Filing  
A grievance must be filed within twenty-eight (28) days of the occurrence giving rise to the grievance, or the date the grievant knew or could reasonably have known of the occurrence. Grievances at The Evergreen State College must be filed within fifty-six (56) days of the occurrence giving rise to the grievance, or the date the grievant knew or could reasonably have known of the occurrence.  
  
The twenty-eight (28) or fifty-six (56) day periods above should be used to attempt to informally resolve the dispute. The union steward or staff representative will indicate when a discussion with the Employer is an attempt to informally resolve a dispute.
- B. Alternative Resolution Methods  
Any time during the grievance process, by mutual consent, the parties may use alternative methods to resolve the dispute. If the parties agree to use alternative methods, the time frames in this Article are suspended. If the selected alternative method does not result in a resolution, the Union may return to the grievance process and the time frames resume. Any expenses and fees of alternative methods will be shared equally by the parties.

C. Processing

The Union and the Employer agree that in-person meetings are preferred at all steps of the grievance process and will make efforts to schedule in-person meetings, if possible.

**Step 1: Supervisor, Manager or Designee**

If the issue is not resolved informally, the Union may file a written grievance to the supervisor or designee, with a copy to the Human Resources Office, within the twenty-eight (28) or fifty-six (56) day periods described in 28.3 A. The Employer will designate a supervisor, manager or designee who will meet in person or confer by telephone with a union steward or staff representative and the grievant within fourteen (14) days of receipt of the grievance, and will respond in writing to the Union within fourteen (14) days after the meeting.

**Step 2: Human Resources Office Designee**

If the grievance is not resolved at Step 1, the Union may move it to Step 2 by filing the written grievance, including a copy of the Step 1 decision, with the Human Resources Office within fourteen (14) days of the Union's receipt of the Step 1 decision. The Human Resources Office will designate who will hear the grievance at Step 2. The designee will meet in person or confer by telephone with a union steward or staff representative and the grievant within fourteen (14) days of receipt of the appeal, and will respond in writing to the Union within fourteen (14) days after the meeting.

**Step 3: President/Chancellor or Designee**

If the grievance is not resolved at Step 2, the Union may move it to Step 3 by filing the written grievance, including a copy of all previous responses, with the President/Chancellor, with a copy to the Human Resources Office, within fourteen (14) days of the Union's receipt of the Step 2 decision. The President/Chancellor or designee will meet in person or confer by telephone with a union steward or staff representative and the grievant within fourteen (14) days of receipt of the appeal, and will respond in writing to the Union within fourteen (14) days after the meeting.

**Note:** The Evergreen State College will have a 2-step grievance process. The supervisor, manager or designee will hear Step 1 grievances, and the appropriate Vice President or designee will hear Step 2 grievances.

#### **Step 4: Mediation or Pre-Arbitration Review Meetings (PARM)**

1. Disciplinary Grievances

If the grievance is not resolved at the final internal step, the Union may file a request for mediation with the Public Employment Relations Commission (PERC) in accordance with WAC 391-55-020, with a copy to the OFM Labor Relations Office (OFM/LRO) and the college's/district's Human Resources Office within thirty (30) days of receipt of the final internal step decision. In addition to all other filing requirements, the request must include a copy of the grievance and all previous responses.

2. Non-Disciplinary Grievances

If the grievance is not resolved at the final internal step, the Union may request a PARM by filing the written grievance including a copy of all previous responses with the director of the OFM/LRO and the college's/district's Human Resources Office within thirty (30) days of receipt of the final internal step decision. Within fifteen (15) days of the receipt of all the required information, the OFM/LRO will either:

- i. Notify the Union in writing that a PARM will be scheduled with the OFM/LRO director or designee, the college's/district's Human Resources Office representative, and the Union's staff representative to review and attempt to settle the dispute.

OR

- ii. Notify the Union in writing that no PARM will be scheduled.

Within thirty (30) days of the request, a PARM will be scheduled. The meeting will be conducted at a mutually agreeable time.

The proceedings of any mediation or PARM will not be reported or recorded in any manner, except for written agreements reached by the parties during the course of the mediation or PARM. Unless they are independently admissible, statements made by or to the mediator, or by or to any party or other participant in the mediation or PARM, may not be:

1. Later introduced as evidence;

2. Made known to an arbitrator or hearings examiner at a hearing; and/or
3. Construed for any purpose as an admission against interest.

**Step 5: Arbitration**

If the grievance is not resolved at mediation or a PARM, or the OFM/LRO Director or designee notifies the Union in writing that no PARM will be scheduled, the Union may file a demand for arbitration. The demand to arbitrate the dispute must be filed with the American Arbitration Association (AAA) within thirty (30) days of the mediation session, PARM or receipt of the notice that no PARM will be scheduled.

D. Selecting an Arbitrator

The parties will select an arbitrator by mutual agreement or by alternately striking names supplied by the AAA, and will follow the Labor Arbitration Rules of the AAA unless they agree otherwise in writing.

E. Authority of the Arbitrator

1. The arbitrator will:
  - a. Have no authority to rule contrary to, add to, subtract from, or modify any of the provisions of this Agreement;
  - b. Be limited in his or her decision to the grievance issue(s) set forth in the original written grievance unless the parties agree to modify it;
  - c. Not make any award that provides an employee with compensation greater than would have resulted had there been no violation of this Agreement;
  - d. Not have the authority to order the Employer to modify staffing levels or to direct staff to work overtime.
2. The arbitrator will hear arguments on and decide issues of arbitrability before the first day of arbitration at a time convenient for the parties, immediately prior to hearing the case on its merits, or as part of the entire hearing and decision making process. If the issue of arbitrability is argued prior to the first day of arbitration, it may be argued in writing or by telephone at the discretion of the arbitrator. Although the decision may be made orally, it will be put in writing and provided to the parties.
3. The decision of the arbitrator will be final and binding upon the Union, the Employer and the grievant.

F. Arbitration Costs

1. The expenses and fees of the arbitrator, and the cost (if any) of the hearing room(s), will be shared equally by the parties.
2. If the arbitration hearing is postponed or canceled because of one party, that party will bear the cost of the postponement or cancellation. The costs of any mutually agreed upon postponements or cancellations will be shared equally by the parties.
3. If either party desires a record of the arbitration, a court reporter may be used. The requesting party will pay the cost of the court reporter. If that party purchases a transcript, a copy will be provided to the arbitrator free of charge. If the other party desires a copy of the transcript, it will pay for half of the costs of the fee for the court reporter, the original transcript and a copy.
4. Each party is responsible for the costs of its attorneys, representatives, witnesses, travel expenses, and any fees. Every effort will be made to avoid the presentation of repetitive witnesses. The Union is responsible for paying any travel or per diem expenses for its witnesses, the grievant and the union steward.

**28.4 Successor Clause**

Grievances filed during the term of the 2007–2009 Agreement will be processed to completion in accordance with the provisions of the 2007–2009 Agreement.

**ARTICLE 29  
LEGAL DEFENSE**

If a bargaining unit employee becomes a defendant in a civil liability suit arising out of actions taken or not taken in the course of his or her employment for the state, the employee has the right to request representation and indemnification through his or her college/district according to RCW 4.92.

**ARTICLE 30  
EMPLOYEE ASSISTANCE PROGRAM**

- 30.1** The Employer agrees to provide all bargaining unit employees and family members access to a confidential employee assistance program selected and paid for by the Employer.

- 30.2** Employees can request a work schedule adjustment to allow access to the services of the employee assistance program.

## **ARTICLE 31**

### **PERSONNEL FILES**

- 31.1** The Employer will maintain one (1) official personnel file for each employee. Human Resources will maintain the personnel file. This will not preclude the maintenance of all lawful files and records as needed by the Employer.
- 31.2** Each employee has the right to review his or her personnel file. The Employer will determine the location of personnel files. An employee may arrange to examine his or her own personnel file. Written authorization from the employee is required before any representative of the employee will be granted access to the personnel file. Review of the file will be in the presence of a human resources representative during business hours. The employee and/or representative may not remove any contents. The Employer may charge a reasonable fee for copying any materials beyond the first copy requested by the employee or his or her representative.
- 31.3** An employee may insert a reasonable amount of job-related material in his or her personnel file that reflects favorably on his or her job performance. An employee may provide a written rebuttal to any information in the file that he or she considers objectionable.
- 31.4** Adverse material or information related to alleged misconduct that is determined to be false, and all such information in situations where the employee has been fully exonerated of wrongdoing, will be promptly removed from the file.
- 31.5** When documents in an employee's personnel file are the subject of a public disclosure request under RCW 42.56, the Employer will provide the employee with a copy of the request at least seven (7) calendar days in advance of the intended release date.
- 31.6** Employees will be provided a copy of all adverse material at the time the materials are included in the personnel file.
- 31.7** Information in personnel files will be retained only as long as it has a reasonable bearing on the employee's job performance or upon the efficient and effective management of the college/district.
- 31.8** Anonymous material, not otherwise substantiated, will not be placed in an employee's personnel file.



**ARTICLE 32**  
**REASONABLE ACCOMMODATION AND**  
**DISABILITY SEPARATION**

- 32.1** The Employer and the Union will comply with all relevant federal and state laws, and regulations providing reasonable accommodations to qualified individuals with disabilities.
- 32.2** An employee who believes that he or she suffers a disability and requires a reasonable accommodation to perform the essential functions of his or her position may request such an accommodation by submitting a request to the Employer.
- 32.3** Employees requesting accommodation must cooperate with the Employer in discussing the need for and possible form of any accommodation. The Employer may require supporting medical documentation and may require the employee to obtain a second medical opinion at Employer expense. Medical information disclosed to the Employer will be kept confidential.
- 32.4** The Employer will determine whether an employee is eligible for a reasonable accommodation and the accommodation to be provided.
- 32.5** An employee with permanent status may be separated from service when the Employer determines that the employee is unable to perform the essential functions of the employee's position due to a mental, sensory, or physical disability, which cannot be reasonably accommodated. Determinations of disability may be made by the Employer based on an employee's written request for disability separation or after obtaining a written statement from a licensed physician or licensed mental health professional. The Employer can require an employee to obtain a medical examination, at Employer expense, from a licensed physician or licensed mental health professional of the Employer's choice. Evidence may be requested from the licensed physician or licensed mental health professional regarding the employee's limitations.
- 32.6** When the Employer has medical documentation of the employee's disability and has determined that the employee cannot be reasonably accommodated in any available position for which he or she qualifies, or the employee requests separation due to disability, the Employer may immediately separate the employee.
- 32.7** The Employer will inform the employee in writing of the option to apply to return to employment prior to his or her separation due to disability. The Employer will provide assistance to individuals seeking reemployment under this Article for two (2) years. If reemployed, upon successful completion of the employee's probationary period, the time between separation and reemployment will be treated as leave without pay and will not be considered a break in service.

- 32.8** A disability separation is not a disciplinary action. An employee who has been separated due to disability may grieve his or her disability separation only up to the final internal step of the grievance procedure. Disability separation at the employee's request is not subject to the grievance procedure in Article 28.

### **ARTICLE 33**

#### **LAYOFF AND RECALL**

- 33.1** The Employer will determine the basis for, extent, effective date and the length of layoffs in accordance with the provisions of this Article. A layoff is an employer-initiated action that results in separation from service, employment in a class with a lower salary range maximum, reduction in the work year, or reduction in the number of work hours.

When it is determined that layoffs, other than a temporary layoff, will occur within a layoff unit, the Employer will provide the Union with:

- A. As much advance notice as possible, but not less than thirty (30) calendar days' notice;
- B. Opportunity to meet with affected employees prior to the implementation of the layoff; and
- C. An invitation to meet under the provisions of Article 36, Union-Management Communication Committee, of this Agreement.

The Employer will explore options including reduction of hourly employees.

**33.2 Basis for Layoff**

- A. The reasons for layoffs include, but are not limited to, the following:
  - 1. Lack of funds;
  - 2. Lack of work; or
  - 3. Organizational change.
- B. Examples of layoff actions due to lack of work include, but are not limited to:
  - 1. Termination of a project or special employment;
  - 2. Availability of fewer positions than there are employees entitled to such positions;
  - 3. Employee's ineligibility to continue in a position following its reallocation to a class with a higher salary maximum; or

4. Employee's ineligibility to continue, or choice not to continue, in a position following its reallocation to a class with a lower salary range maximum.

### **33.3 Voluntary Layoff, Leave of Absence or Reduction in Hours**

An employee may volunteer to be laid off, take an unpaid leave of absence or reduce his or her hours of work in order to reduce layoffs. If it is necessary to limit the number of employees in a college/district on unpaid leave at the same time, the Employer will determine who will be granted a leave of absence and/or reduction in hours based upon staffing needs. Employees who volunteer to be laid off may request to have their names placed on the appropriate layoff list for the job classifications in which they held permanent status.

### **33.4 Probationary Employees**

Employees with permanent status will not be separated from state service through a layoff action without first being offered positions they have the skills and abilities to perform within their current job classification within the layoff unit currently held by probationary employees. Probationary employees will be separated from employment before permanent employees.

### **33.5 Temporary Layoff – Employer Option**

- A. The Employer may temporarily reduce the work hours of an employee to no less than twenty (20) per week due to an unanticipated loss of funding, revenue shortfall, lack of work, shortage of material or equipment, or other unexpected or unusual reasons. Employees will normally receive seven (7) calendar days notice of a temporary reduction of work hours.
- B. The Employer may temporarily lay off an employee for up to ninety (90) calendar days due to an unanticipated loss of funding, revenue shortfall, lack of work, shortage of material or equipment, or other unexpected or unusual reasons. Employees will normally receive seven (7) calendar days notice of a temporary layoff. The notification will specify the nature and duration of the temporary layoff.
- C. An employee who is temporarily laid off will not be entitled to:
  1. Be paid any leave balance; except, if the layoff is not due to loss of funding or revenue shortfall, upon request, an employee will be paid for accrued vacation leave up to the equivalent of his or her regular work schedule for the duration of the layoff;
  2. Bump to any other position; or
  3. Be placed on a layoff register.

### **33.6 Layoff Units**

- A. A layoff unit is defined as the entity or administrative/organizational unit within each college/district used for determining the available options for employees who are being laid off.
- B. The layoff unit(s) for each college/district covered by this Agreement are described in Appendix B.

### **33.7 Skills and Abilities**

Skill and abilities are documented criteria found in license/certification requirements, federal and/or state requirements, position descriptions, bona fide occupational qualifications approved by the Human Rights Commission, recruitment announcements or other Employer documents that reference position requirements.

### **33.8 Options within the Layoff Unit**

- A. Employees will be laid off in accordance with seniority, as defined in Article 37, Seniority. The Employer will determine if the employee possesses the required skills and abilities for the position and the comparability of the position. The Employer may require updated information from the employee regarding his or her current skills and abilities. Employees being laid off will be provided one (1) option within the layoff unit:
  - 1. A funded vacant position for which the employee has the skills and abilities, within his or her current job classification.
  - 2. A funded filled position held by the least senior employee for which the employee has the skills and abilities, within his or her current job classification.
  - 3. A funded vacant position for which the employee has the skills and abilities, at the same or lower salary range as his or her current permanent position, within a job classification in which the employee has held permanent status.
  - 4. A funded filled position held by the least senior employee for which the employee has the skills and abilities, at the same or lower salary range as his or her current permanent position, within a job classification in which the employee has held permanent status.
- B. The option will be determined, as specified above, in descending order of salary range and one (1) progressively lower level at a time.

### **33.9 Institution-wide Options**

- A. In addition to the option offered in Section 33.8, above, employees being laid off will be offered up to three (3) comparable funded vacant positions within their college, provided they meet the skills and abilities required of the position(s) and the positions offered are at the same or lower salary range as the position from which the employee is currently being laid off. If there are no comparable vacant positions, the Employer will offer less than comparable funded vacant positions. The Employer will determine if the employee possesses the required skills and abilities for the position. The Employer may require updated information from the employee regarding his or her current skills and abilities.
- B. For Seattle District 6 and Spokane District 17 Only  
If no options are available in Section 33.8 and Subsection A, above, employees hired before July 1, 2005, will be provided one (1) option within their district to:
  - 1. A funded filled position held by the least senior employee for which the employee has the skills and abilities, within his or her current job classification.
  - 2. A funded filled position held by the least senior employee for which the employee has the skills and abilities, at the same or lower salary range as his or her current permanent position, within a job classification in which the employee has held permanent status.

### **33.10 Notification to Permanent Employees**

- A. Except for temporary reduction in work hours and temporary layoffs as provided in Section 33.5, permanent employees will receive written notice at least twenty (20) calendar days before the effective layoff date. The notice will include:
  - 1. The basis for the layoff;
  - 2. The employee's layoff option(s) including any requirement for the employee to serve a transition review period;
  - 3. The specific layoff lists for which the employee is entitled to placement; and
  - 4. The date by when an employee must select a layoff option and the employee's right to grieve the layoff.

The Union will be provided with a copy of the notice.

- B. Except for temporary reduction in work hours and temporary layoffs as provided in Section 33.5, if the Employer chooses to implement a layoff action without providing twenty (20) calendar days' notice, the employee will be paid his or her salary for the days that he or she would have worked had full notice been given.
- C. Employees will be provided five (5) calendar days to accept or decline, in writing, any option provided to them. This time period will run concurrent with the twenty (20) calendar days' notice provided by the Employer to the employee.
- D. Days are calendar days, and will be counted by excluding the first day and including the last day of timelines. When the last day falls on a Saturday, Sunday or holiday, the last day will be the next day which is not a Saturday, Sunday or holiday.

### **33.11 Salary**

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

- A. Current Salary Level  
An employee who accepts another position with his or her current salary range will retain his or her current salary.
- B. Lower Salary Level  
An employee who accepts another position with a lower salary range will be paid an amount equal to his or her current salary, provided it is within the salary range of the new position. In those cases where the employee's current salary exceeds the maximum amount of the salary range for the new position, the employee will be compensated at the maximum salary of the new salary range.
- C. Appointment from a Layoff List
  - 1. Employees who are appointed from a layoff list to a position with the same salary range from which they were laid off will be paid the amount for which they were compensated when laid off plus any cost of living adjustments that occurred during the time they were laid off.
  - 2. Employees who are appointed from a layoff list to a position with a lower salary range than the position from which they were laid off will be paid an amount equal to the salary they were receiving at the time they were laid off, provided it is within the salary range of the new position. In those cases where the employee's prior salary exceeds the maximum amount of the salary range for the new

position, the employee will be compensated at the maximum salary of the new salary range.

### **33.12 Transition Review Period**

- A. The Employer will require an employee to complete a six (6) month transition review period when the employee accepts a layoff option to a job classification in which he or she has not held permanent status or has been appointed from a layoff list. The Employer may extend the transition review period for an individual employee as long as the extension does not cause the total period to exceed twelve (12) months.
- B. The Employer will have the authority to shorten an employee's transition review period. Employees will receive a permanent appointment to the position upon successful completion of the transition review period.
- C. The Employer may separate an employee or an employee may voluntarily separate during the transition review period. Upon separation, and at the employee's request, the employee's name will be placed on or returned to the appropriate layoff list. The employee will remain on the list until such time as his or her eligibility expires or he or she has been rehired. Separation during the transition review period will be subject to the grievance procedure in Article 28, up to the top internal step.

### **33.13 Recall**

- A. The Employer will maintain a layoff list for each job classification. Permanent employees who are laid off may have their names placed on the layoff list for the job classification from which they were laid off or bumped. Additionally, employees may request to have their names placed on the appropriate layoff list for other job classifications in which they have held permanent status. An employee's name will remain on the layoff list for two (2) years from the effective date of his or her layoff.
- B. When a vacancy occurs within a college/district and where there are names on a layoff list, the Employer will consider all of the laid-off employees in accordance with Article 3, Hiring and Appointments, who have the skills and abilities to perform the duties of the position to be filled. An employee who is offered a comparable position and refuses the offer will have his or her name removed from the appropriate layoff list after three (3) refusals.

### **33.14 Project Employment**

- A. Permanent project employees have layoff rights. Options will be determined using the procedure outlined in Sections 33.8 and 33.9, above.
- B. Permanent status employees who left regular classified positions to accept project employment without a break in service have layoff rights within

the college/district in which they held permanent status to the job classification they held immediately prior to accepting project employment.

## **ARTICLE 34**

### **MANAGEMENT RIGHTS**

- 34.1** Except as modified by this Agreement, the Employer retains all rights of management, which, in addition to all powers, duties and rights established by constitutional provision or statute, will include but not be limited to, the right to:
- A. Determine the Employer's functions, programs, organizational structure and use of technology;
  - B. Determine the Employer's budget and size of the institution of higher education's workforce and the financial basis for layoffs;
  - C. Direct and supervise employees;
  - D. Take all necessary actions to carry out the mission of the state and its institutions during emergencies;
  - E. Determine the Employer's mission and strategic plans;
  - F. Develop, enforce, modify or terminate any policy, procedure, manual or work method associated with the operations of the Employer;
  - G. Determine or consolidate the location of operations, offices, work sites, including permanently or temporarily moving operations in whole or part to other locations;
  - H. Establish or modify the workweek, daily work shift, hours of work and days off;
  - I. Establish work performance standards, which include, but are not limited to the priority, quality and quantity of work;
  - J. Establish, allocate, reallocate or abolish positions and determine the skills and abilities necessary to perform the duties of such positions;
  - K. Select, hire, assign, reassign, evaluate, retain, promote, demote, transfer and temporarily or permanently lay off employees;
  - L. Determine, prioritize and assign work to be performed;



- M. Determine the need for and the method of scheduling, assigning, authorizing and approving overtime;
  - N. Determine training needs, methods of training, and employees to be trained;
  - O. Determine the reasons for and methods by which employees will be laid-off; and
  - P. Suspend, demote, reduce pay, discharge and/or take other disciplinary actions.
- 34.2** The Employer has the right to exercise all of the above rights and the lawful rights, prerogatives and functions of management. The Employer's non-exercise of any right, prerogative or function will not be deemed a waiver of such right or establishment of a practice.

## **ARTICLE 35**

### **MANDATORY SUBJECTS**

- 35.1** The Employer will satisfy its collective bargaining obligation before changing a matter that is a mandatory subject. The Employer will notify the Union, with a copy to the Chief Union Steward, of these changes and the Union may request discussions about and/or negotiations on the impact of these changes on employee's working conditions. In the event the Union does not request discussions and/or negotiations within fourteen (14) calendar days, the Employer may implement the changes without further discussions and/or negotiations. There may be emergency or mandated conditions that are outside of the Employer's control requiring immediate implementation, in which case the Employer will notify the Union as soon as possible.
- 35.2** The parties will agree to the location and time for the discussions and/or negotiations. Each party is responsible for choosing its own representatives for these activities.

## **ARTICLE 36**

### **UNION-MANAGEMENT COMMUNICATION COMMITTEE**

- 36.1 Purpose**  
The Employer and the Union endorse the goal of a constructive and cooperative relationship. To promote and foster such a relationship, a Union-Management Communication Committee will be established at each district or college. Ad hoc committees may be established by mutual agreement. The purpose of the committee(s) is to provide communication between the parties, to share

information, to address concerns and to promote constructive union-management relations.

### **36.2 Committees**

Either party may propose items for discussion on topics which may include, but are not limited to: administration of the Agreement, changes to applicable law, legislative updates, resolving workplace problems and/or organizational change.

The committee(s) will meet, discuss and exchange information of a group nature and general interest to both parties.

#### **A. Composition**

The Employer and Union will be responsible for the selection of their own representatives. The committee(s) will consist of up to six (6) employer representatives and up to six (6) employee representatives. If agreed to by both parties, additional representatives may be added.

#### **B. Participation**

1. The Union will provide the Employer with the names of their committee members at least ten (10) calendar days in advance of the date of the meeting in order to facilitate the release of employees. The Employer will release employee representatives to attend committee meetings if their absences do not cause a disruption of work.
2. Employees attending pre-meetings during their work time will have no loss in pay for up to thirty (30) minutes per committee meeting. Attendance at pre-meetings during the employee's non-work time will not be compensated for nor be considered as time worked.
3. Employees attending committee meetings during their work time will have no loss in pay. Attendance at meetings during employees' non-work time will not be compensated for nor be considered as time worked.
4. The Union is responsible for paying any travel or per diem expenses of employee representatives.

- C. Meetings  
All committee meetings will be regularly scheduled on mutually acceptable dates and times. Agenda items will be exchanged prior to the meeting date. Each party may keep written records of meetings. If the topics discussed require follow-up by either party, communication will be provided by the responsible party.
- D. Scope of Authority  
Committee meetings will be used for communications between the parties, to share information and to address concerns. The committee will have no authority to conduct any negotiations or modify any provision of this Agreement. Nothing in this Article or any committee's activities will be subject to the grievance procedure in Article 28.

## **ARTICLE 37**

### **SENIORITY**

#### **37.1 Definition**

- A. Seniority for classified employees will be defined as the employee's length of unbroken classified service. All time spent in leave without pay status will be deducted from the calculation of seniority, except when the leave without pay is taken for:
1. Military leave;
  2. Compensable work-related injury or illness leave;
  3. Governmental service leave;
  4. Reducing the effects of layoff;
  5. Cyclic employment leave; and/or
  6. Formal contract negotiations in accordance with RCW 41.80.
- B. Time spent on a temporary layoff or when an employee's work hours are reduced in accordance with Section 33.5 of Article 33, Layoff and Recall, will not be deducted from the calculation of seniority.
- C. Employees who are separated from state service due to layoff, and are reemployed within two (2) years of their separation date will not be considered to have a break in service.
- D. For the purposes of layoffs, a maximum of five (5) years' credit will be added to the seniority of permanent employees who are veterans or to their unmarried widows or widowers, as provided for in RCW 41.06.133 (13).
- E. For employees who are separated due to disability and are reemployed within two (2) years, in accordance with Article 32, Reasonable Accommodation and Disability Separation, the time between separation

and reemployment will be treated as leave without pay and will not be considered a break in service.

**37.2 Ties**

If two (2) or more employees have the same unbroken classified service date, ties will be broken in the following order:

- A. Longest continuous time within their current job classification;
- B. Longest continuous time with the institution; and
- C. By lot.

**37.3 Seniority List**

The Employer will prepare and post a seniority list. The list will be updated annually and will contain each employee's name, job classification and seniority date. Employees will have fourteen (14) calendar days in which to appeal their seniority date to their Human Resources Office, after which time the date will be presumed correct. A copy of the seniority list will be provided to the Union at the time of posting.

**37.4 Application**

This Article will apply prospectively. Employees will retain their current unbroken classified service date, which will become their seniority date.

## **ARTICLE 38**

### **UNION ACTIVITIES**

**38.1 Representation**

Upon request, an employee will have the right to representation at all levels on any matter adversely affecting his or her conditions of employment. The exercise of this right will not unreasonably delay or postpone a meeting. Except as otherwise specified in this Agreement, representation will not apply to discussions with an employee in the normal course of duty, such as giving instructions, assigning work, informal discussions, delivery of paperwork, staff or work unit meetings or other routine communications with an employee.

**38.2 Staff Representatives**

- A. The Union will provide the Employer with a written list of staff representatives and the college/district for which they are responsible. The Union will provide written notice to the Employer of any changes within thirty (30) calendar days of the changes.
- B. Staff representatives may have access to the Employer's offices or facilities within their college/district jurisdiction to carry out representational activities. The representatives will notify local management prior to their arrival and will not interrupt the normal

operations of the college/district. The staff representative may meet with bargaining unit employees in non-work areas during the employee's meal periods, rest periods, and before and after his or her shift.

### **38.3 Union Stewards**

#### **A. Steward List**

The Union will provide the Employer with a written list of each current union steward and his or her college/district jurisdiction within the bargaining unit for which he or she is responsible. The Union will maintain the list. The Employer will not recognize an employee as a union steward if his or her name does not appear on the list.

#### **B. Paid Release Time**

Union stewards will be granted a reasonable amount of time during their normal working hours to investigate and process grievances in accordance with Article 28, Grievance Procedure. In addition, union stewards will be released during their normal working hours to prepare for and attend meetings within the steward's bargaining unit and college/district jurisdiction for the following representational activities:

1. Management scheduled investigatory interviews and pre-disciplinary meetings, in accordance with Article 27, Discipline;
2. Management scheduled new employee orientation, in accordance with Article 8, Training and Employee Development;
3. Pre-meetings and Union-Management Communication Committees in accordance with Article 36, Union-Management Communication Committee; and
4. Informal grievance resolution meetings, grievance meetings, mediation sessions, alternative dispute resolution meetings and arbitration hearings in accordance with Article 28, Grievance Procedure, and held during his or her work time.

#### **C. Notification**

The union steward will obtain approval from his or her supervisor before attending any meeting or hearing during his or her work hours. All requests must include the approximate amount of time the steward expects the activity to take. Any college/district business requiring the union steward's immediate attention will be completed prior to attending the meeting or hearing. Union stewards will suffer no loss in pay for attending management scheduled meetings and hearings that are scheduled during the union steward's work time. Attendance at meetings or hearings during the union steward's non-work hours will not be considered as time

worked. Union stewards may not use state vehicles to travel to and from a work site in order to perform representational activities.

If the amount of time a union steward spends performing representational activities is affecting his or her ability to accomplish assigned duties, the Employer will not continue to release the employee and the Union will be notified.

### **38.4 Employees**

#### **A. Paid Release Time**

Employees will be provided a reasonable amount of time during their normal working hours to meet with the union steward and/or staff representative to process a grievance. In addition, employees will be released during their normal working hours to prepare for and attend meetings or hearings scheduled by management for the following:

1. Informal grievance resolution meetings, grievance meetings, alternative dispute resolution meetings, mediation sessions and arbitration hearings, in accordance with Article 28, Grievance Procedure, and held during his or her work time; and
2. Management scheduled investigatory interviews and/or pre-disciplinary meetings, in accordance with Article 27, Discipline.

When an employee is subpoenaed as a witness on behalf of the Union in an arbitration case, the employee may appear without loss of pay if he or she appears during his or her work time, providing the testimony given is related to his or her job function or involves matters he or she has witnessed, and is relevant to the arbitration case. Every effort will be made to avoid the presentation of repetitive witnesses.

#### **B. Notification**

An employee will obtain prior approval from his or her supervisor before attending any meeting or hearing. All requests must include the approximate amount of time the employee expects the activity to take. As determined by the supervisor, any college/district business requiring the employee's immediate attention must be completed prior to attending the meeting or hearing. Employees will suffer no loss in pay for attending management scheduled meetings and hearings that are scheduled during the employee's work time. Attendance at meetings or hearings during the employee's non-work hours will not be considered as time worked. An employee cannot use a state vehicle to travel to and from a worksite in order to attend a meeting or hearing unless authorized by the college/district.

If the amount of time an employee spends attending meetings or hearings is affecting his or her ability to accomplish his or her assigned duties, the Employer will not continue to release the employee and the Union will be notified.

### **38.5 Use of State Facilities, Resources, and Equipment**

A. Meeting Space and Facilities

The Employer's campuses and facilities may be used by the Union to hold meetings subject to the Employer's policy, availability of the space and with prior written authorization of the Employer.

B. Supplies and Equipment

The Union and employees will not use state-purchased supplies or equipment to conduct union business or representational activities. This does not preclude the use of the telephone for representational activities if there is no cost to the Employer, the call is brief in duration and it does not disrupt or distract from college/district business.

C. E-mail, Fax Machines, the Internet, and Intranets

The Union and employees will not use state-owned or operated e-mail, fax machines, the Internet, or intranets to communicate with one another regarding union business. However, employees may use state-owned e-mail to request union representation. In addition, shop stewards may use state owned/operated equipment to communicate with the Union and/or the Employer for the exclusive purpose of administration of this Agreement. Such use will:

1. Result in little or no cost to the Employer;
2. Be brief in duration and frequency;
3. Not interfere with the performance of their official duties;
4. Not distract from the conduct of state business;
5. Not disrupt other state employees and not obligate other employees to make a personal use of state resources; and
6. Not compromise the security or integrity of state information or software.

D. The Union and its shop stewards will not use the above-referenced state equipment for union organizing, internal union business, advocating for or against the Union in an election or any other purpose prohibited by the Executive Ethics Board. Communication that occurs over state-owned

equipment is the property of the Employer and may be subject to public disclosure.

### **38.6 Bulletin Boards and Newsstands**

The Employer will maintain bulletin board(s) or space on existing bulletin boards currently provided to the Union for union communication. In bargaining units where no bulletin board or space on existing bulletin boards has been provided, the Employer will supply the Union with a board or space. Material posted on the bulletin board will be appropriate to the workplace, politically non-partisan, in compliance with state ethics laws and identified as union literature. If requested, the Employer will identify area(s) where Union provided newsstand(s) can be located at each college/district. Union provided newsstand(s) must meet the Employer's campus standards. Union communications will not be posted or otherwise disseminated in any other location on the campus, except as provided in college policy and in Subsection 38.7 below.

### **38.7 Distribution of Material**

A Union-designated employee will have access once per month to his or her worksite for the purposes of distributing Union information to other bargaining unit employees provided:

- A. The employee is on break time or off duty;
- B. The distribution does not disrupt the Employer's operation;
- C. The distribution will normally occur via desk drops or mailboxes as determined by the Human Resources Manager. In those cases where circumstances do not permit distribution by those methods, an alternative method will be mutually agreed upon; and
- D. The employee notifies the Human Resources Manager in advance of his or her intent to distribute information.

### **38.8 Time Off for Union Activities**

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



- B. The Union will give the Employer a written list of the names of the employees it is requesting attend the above-listed activities, at least fourteen (14) calendar days prior to the activity.

**38.9 Temporary Employment With the Union**

With thirty (30) calendar days notice, unless agreed otherwise, employees may be granted leave without pay to accept temporary employment with the Union of a specified duration, not to exceed six (6) months, provided the employee's time off will not interfere with the operating needs of the college/district as determined by management. The parties may agree to an extension of leave without pay up to an additional six (6) months. The returning employee will be employed in a position in the same job classification and the same geographical area, as determined by the Employer.

**38.10 Employer Committee Meetings**

The Employer will continue its current practices requesting nominees from the Union to serve on Employer committees, where deemed appropriate. Time spent serving on Employer committees will be considered time worked.

**38.11 Employee Status Reports**

Each pay period, the Employer will provide the Union a list of all employees in the bargaining units. The electronic list will be sent to WFSE headquarters and will contain:

- A. Employee name;
- B. Permanent address;
- C. Work phone;
- D. Job classification code and job title;
- E. Unique employee system identification number;
- F. Position number, if available;
- G. Employer code;
- H. Home department name;
- I. Employee type;
- J. Seniority date;
- K. Employment date;

- L. Job percent of full;
- M. Gross salary for the month;
- N. Salary range and step;
- O. Union deduction code(s) and amount(s);
- P. Work county code and name;
- Q. Bargaining unit code; and
- R. Whether an employee has been appointed to, separated from, or promoted out of the bargaining units, and the effective date of such action.

The Union will maintain the confidentiality of all employees' mailing addresses.

## **ARTICLE 39**

### **DUES DEDUCTION**

#### **39.1 Union Dues**

When an employee provides written authorization to the Employer, the Union has the right to have deducted from the employee's salary, an amount equal to the fees or dues required to be a member of the Union. The Employer will provide payments for all said deductions to the Union at the Union's official headquarters each pay period.

#### **39.2 Notification to Employees**

The Employer will inform new, transferred, promoted, or demoted employees prior to appointment into positions included in the bargaining unit(s) of the Union's exclusive recognition and the union security provision. The Employer will furnish the employees appointed into bargaining unit positions with a dues authorization form.

#### **39.3 Union Security**

All employees covered by this Agreement will, as a condition of employment, either become members of the Union and pay membership dues or, as non-members, pay a fee as described in A, B, and C below no later than the 30th day following the effective date of this Agreement or the beginning of their employment. If an employee fails to meet the conditions outlined below, the Union will notify the Employer and inform the employee that his or her employment may be terminated.

- A. Employees who choose not to become union members must pay to the Union, no later than the 30th day following the beginning of employment,

an agency shop fee equal to the amount required to be a member in good standing of the Union.

- B. An employee who does not join the Union based on bona fide religious tenets, or teachings of a church or religious body of which he or she is a member, will make payments to the Union that are equal to its membership dues, less monthly union insurance premiums, if any. These payments will be used for purposes within the program of the Union that are in harmony with the employee's conscience. Such employees will not be members of the Union, but are entitled to all of the representational rights of union members.
- C. The Union will establish a procedure that any employee who makes a request may pay a representation fee equal to a pro rata share of collective bargaining expenses, rather than the full membership fee.
- D. If an employee fails to meet the agency shop provision outlined above, the Union will notify the Employer and inform the employee that his or her employment may be terminated.

**39.4** The Employer agrees to deduct the membership dues, agency shop fee, non-association fee, or representation fee from the salary of employees who request such deduction in writing. Such request will be made on a Union payroll deduction authorization card.

**39.5 Dues Cancellation**

An employee may cancel his or her payroll deduction of dues by written notice to the Employer and the Union. The cancellation will become effective on the second payroll after receipt of the notice. However, the cancellation may cause the employee to be terminated, subject to Section 39.3, above.

**39.6 Indemnification**

The Employer and the Center for Information Services will be held harmless by the Union and employees for compliance with this Article and any issues related to the deduction of dues and fees and for compliance with Article 38.11 and any issues related to Employee Status Reports.

## **ARTICLE 40 CLASSIFICATION**

**40.1 Classification Plan Revisions**

- A. The Employer will provide to the Union in writing any proposed changes to the classification plan including descriptions for newly created classifications. Such notice will be provided using the Department of Personnel Director's meeting agenda notice. Upon request of the Union,

the Employer will bargain the effect(s) of a change to an existing class or newly proposed classification.

- B. The Employer will allocate or reallocate bargaining unit positions, including newly created positions, to the appropriate classification within the classification plan.
- C. The Employer will maintain a position description for each position. As determined by the Employer, the position description will list the primary duties and responsibilities assigned to the position, skills and abilities, essential functions, and other job-related information. Upon request, the position description will be made available to the employee or to the Union.

#### **40.2 Position Review**

A. Employee-Initiated Review

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

1. The employee and/or the employee's immediate supervisor will complete and sign the appropriate form.
2. The employee or the supervisor will then send the completed form to the Employer's Human Resources Office. Within five (5) days of receipt, the Human Resources Office will notify the employee of the date the completed position review request form was received in their office. The Employer's Human Resources Office will review the completed form and notify the employee of the decision regarding the appropriate classification within sixty (60) calendar days of the date the position review request was received in the Human Resources Office.
3. In the event the employee disagrees with the reallocation decision of the Employer, he or she may appeal the Employer's decision to the director of the Department of Personnel (DOP), in writing and with a copy to the Human Resources Office, within thirty (30) calendar days of being provided the results of a position review or the notice of reallocation. The director of DOP will then make a written determination, which will be provided to the employee.
4. In accordance with the provisions of WAC 357-52, the employee may appeal the determination of the director of DOP to the Washington Personnel Resources Board, within thirty (30) calendar days of being provided the written decision of the director

of DOP. The board will render a decision which will be final and binding.

5. The effective date of a reallocation resulting from an employee request for a position review is the date the request was filed with the Human Resources Office.
6. Decisions regarding appropriate classification will be reviewed in accordance with this Section and will not be subject to the grievance procedure specified in Article 28 of this Agreement.
7. Positions will not be reallocated during the incumbent's probationary period.
8. Temporary duty assignments in accordance with Article 41.4 are excluded from this process.

#### **40.3 Effect of Reallocation**

##### **A. Reallocation to a Class With a Higher Salary Range Maximum**

1. If the employee has performed the higher-level duties for at least six (6) months and meets the skills and abilities required of the position, the employee will remain in the position and retain existing appointment status.
2. If the reallocation is the result of a change in the duties of the position and the employee has not performed the higher-level duties for at least six (6) months, the Employer must give the employee the opportunity to compete for the position if he or she possesses the required skills and abilities. If the employee is not selected for the position, or does not have the required skills and abilities, the layoff procedure specified in Article 33 of this Agreement applies. If the employee is appointed, he or she must serve a trial service period.

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

1. If the employee meets the skills and abilities requirements of the position, the employee remains in the position and retains existing appointment status.
2. If the employee does not meet the skills and abilities requirements of the position, the layoff procedure specified in Article 33 of this Agreement applies.

- C. Reallocation to a Class with a Lower Salary Range Maximum
  - 1. If the employee meets the skills and abilities requirements of the position and chooses to remain in the reallocated position, the employee retains existing appointment status and has the right to be placed on the Employer's internal layoff list for the classification occupied prior to the reallocation.
  - 2. If the employee does not meet the skills and abilities requirements of the position, the layoff procedure specified in Article 33 of this Agreement applies.

#### **40.4 Salary Impact of Reallocation**

An employee whose position is reallocated will have his or her salary determined as follows:

- A. Reallocation to a Class with a Higher Salary Range Maximum  
Upon appointment to the higher class, the employee's base salary will be increased to a step of the range for the new class that is nearest to five percent (5%) higher than the amount of the pre-promotional step, or to the entry step of the new range, whichever is higher.
- B. Reallocation to a Class with an Equal Salary Range Maximum  
The employee retains his or her previous base salary, or is moved to the entry step of the new range, whichever is higher.
- C. Reallocation to a Class with a Lower Salary Range Maximum  
The employee will be paid an amount equal to his or her current salary provided it is within the salary range of the new position. In those cases where the employee's current salary exceeds the maximum amount of the salary range for the new position, the employee will be compensated at the salary he or she was receiving prior to the reallocation downward, until such time as the employee vacates the position or his or her salary falls within the new salary range.

## **ARTICLE 41 COMPENSATION**

#### **41.1 Pay Range Assignments**

- A. Effective July 1, 2007, each classification represented by the Union will continue to be assigned to the same salary range of the "Washington State Salary Schedule Effective July 1, 2006 through June 30, 2007" that it was assigned on June 30, 2007, except as provided for in Subsection 41.7. Effective July 1, 2007, each employee will continue to be assigned to the same range and step of the State Salary Schedule that he or she was

assigned on June 30, 2007, except as provided for in Subsection 41.1 D and 41.7.

- B. Effective July 1, 2007, the “State Salary Schedule Effective July 1, 2006 through June 30, 2007” will remain in effect.
- C. Effective July 1, 2007, all salary ranges and steps of the State Salary Schedule will be increased by 3.2%, as shown in Appendix C, attached.
- D. Effective July 1, 2007, all employees who have been at Step K for one (1) year or more will progress to a new Step L of the State Salary Schedule as shown in Appendix C, attached.
- E. Effective July 1, 2008, all salary ranges and steps of the State Salary Schedule that will become effective on July 1, 2007, will be increased by 2.0% as shown in Appendix D, attached.
- F. Employees who are paid above the maximum for their range on the effective date of the increases described in Subsections C and E above, will not receive the specified increase to their current pay unless the new range encompasses their current rate of pay.

#### **41.2 “SP” Pay Range Assignments**

- A. Effective July 1, 2007, each classification represented by the Union will continue to be assigned to the same salary range of the “SP Pay Range Washington State Salary Schedule Effective July 1, 2006 through June 30, 2007” that it was assigned on June 30, 2007, except as provided for in Subsection 41.7. Effective July 1, 2007, each employee will continue to be assigned to the same range and step of the SP Pay Range State Salary Schedule that he or she was assigned on June 30, 2007, except as provided for in Subsection 41.2 D and 41.7.
- B. Effective July 1, 2007, the “SP Pay Range State Salary Schedule Effective July 1, 2006 through June 30, 2007” will remain in effect.
- C. Effective July 1, 2007, all salary ranges and steps of the SP Pay Range State Salary Schedule will be increased by 3.2%, as shown in Appendix E, attached.
- D. Effective July 1, 2007, all employees who have been at Step K for one (1) year or more will progress to a new Step L of the SP Pay Range State Salary Schedule as shown in Appendix E, attached.
- E. Effective July 1, 2008, all salary ranges and steps of the SP Pay Range State Salary Schedule that will become effective on July 1, 2007, will be increased by 2.0% as shown in Appendix F, attached.

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

#### **41.3 “N1” Pay Range Assignments**

- A. Effective July 1, 2007, each classification represented by the Union will continue to be assigned to the same salary range of the “N1 Range Salary Schedule – Effective July 1, 2006 through June 30, 2007,” that it was assigned on June 30, 2007, except as provided for in Subsection 41.7. Effective July 1, 2007, each employee will continue to be assigned to the same range and step of the “N1” Range Salary Schedule that he or she was assigned on June 30, 2007, except as provided for in Subsection 41.3 D, 41.3 E and 41.7.
- B. Effective July 1, 2007, the “N1 Range Salary Schedule Effective July 1, 2006 through June 30, 2007” will remain in effect.
- C. Effective July 1, 2007, all salary ranges and steps of the “N1” Range Salary Schedule will be increased by 3.2%, as shown in Appendix G, attached.
- D. Effective July 1, 2007, all employees assigned to a “N1” range with eighteen (18) years experience will progress to step S of the “N1 Range Salary Schedule” as shown in Appendix G, attached.
- E. Effective July 1, 2007, all employees assigned to a “N1” range with twenty (20) or more years experience will progress to a new step T of the “N1 Range Salary Schedule” as shown in Appendix G, attached.
- F. Effective July 1, 2008, all salary ranges and steps of the “N1” Range Salary Schedule which will become effective on July 1, 2007, will be increased by 2.0%, as shown in Appendix H, attached.
- G. Employees who are paid above the maximum for their range on the effective date of the increases described in Subsections C and F above, will not receive the specified increase to their current pay unless the new range encompasses their current rate of pay.

#### **41.4 One-Time Payment**

Employees who were insurance eligible for the month of June 2007 and are covered by the terms of this Agreement on July 1, 2007 will receive a one-time payment of seven hundred and fifty-six dollars (\$756.00). The payment will be disbursed on July 25, 2007.



**41.5 Classification Consolidation**

Pursuant to RCW 41.06.136 (2) (b), the Employer will provide an estimated eight million dollars (\$8,000,000) general fund-state to implement phase 4 of the Department of Personnel's Classification Consolidation Project.

**41.6 Salary Survey to 25% of Prevailing Rate**

Effective July 1, 2007, salaries for classifications found to be more than twenty-five percent (25%) behind prevailing rate, in accordance with the Department of Personnel's 2006 Salary Survey, will be brought to within twenty-five percent (25%) of prevailing rate.

**41.7** Job classifications that qualify for increases under Subsections 41.5 and/or 41.6 will receive only that increase that grants the highest amount allotted under any one section, except when adjustments are necessary due to class consolidation. Employees will be assigned to the new range at their current step. Appendix I identifies the impacted job classifications and the salary range for which it will be assigned.

**41.8 Pay for Performing the Duties of a Higher Classification**

Employees who are temporarily assigned the full scope of duties and responsibilities for more than fifteen (15) calendar days of a higher-level classification will be notified in writing and will be advanced to a step of the range for the new class that is nearest to five percent (5%) higher than the amount of the pre-promotional step. The Employer may grant a higher salary increase as provided in 41.11 C.

**41.9 Establishing Salaries for New Employees and New Classifications**

The Employer will assign newly hired employees to the appropriate range and step of the appropriate State Salary Schedules as described in Appendices C, D, E, F, G and H, attached.

Upon request of the Union, the Employer will bargain the effects of a change to an existing class or newly proposed classification.

- A. The salary of employees in classes requiring licensure, as a registered nurse or physicians assistant will be governed by the "N1" Range Salary Schedule.
- B. An employee's experience as a registered nurse (RN), physicians assistant (PA) and/or licensed practical nurse (LPN), calculated as follows, will determine the placement of an employee on the proper step within an "N1" range:
  - 1. RN and PA experience will be credited year for year.

2. Up to ten (10) years LPN experience will be credited at the rate of two (2) years LPN experience equals one (1) year of RN or PA experience, for a maximum credit of five (5) years.

#### **41.10 Periodic Increases**

Periodic increases are provided as follows:

- A. Employees who are hired at the minimum step of the pay range will receive a two (2) step increase to base salary following completion of six (6) months of service, and an additional two (2) step increase annually thereafter, until they reach the top of the pay range.
- B. Employees who are hired above the minimum step of the salary range will receive a two (2) step increase to base salary following completion of twelve (12) months of service, and an additional two (2) step increase annually thereafter, until they reach the top of the pay range.
- C. Employees in classes that have pay ranges shorter than a standard range will receive their periodic increases at the same intervals as employees in classes with standard ranges in accordance with Subsection A and B, above.
- D. The effective date of the periodic increase will be the first day of the month it is due.
- E. Employees hired before July 1, 2007 will retain their periodic increment date as of June 30, 2006.

#### **41.11 Salary Assignment Upon Promotion**

- A. Employees promoted to a position in a class whose range is less than six (6) ranges higher than the range of the former class will be advanced to a step of the range for the new class that is nearest to five percent (5%) higher than the amount of the pre-promotional step.
- B. Employees promoted to a position in a class whose range is six (6) or more ranges higher than the range of the former class will be advanced to a step of the range for the new class that is nearest to ten percent (10%) higher than the amount of the pre-promotional step.
- C. Recruitment, Retention, Other Business Needs or Geographic Adjustments  
The Employer may authorize more than the step increases specified in Subsections A and B, above, when there are recruitment, retention, or other business needs, as well as when an employee's promotion requires a change of residence to another geographic area to be within a reasonable commuting distance of the new place of work. Such an increase may not result in a salary greater than the range maximum.

D. Promotions for Employees assigned to N1 Ranges

1. Promotional increases for classes requiring licensure as a registered nurse or physicians assistant (“N1” ranges) are calculated in the manner described below.
2. An employee who is promoted into or between classes which have pay range “N1” will advance to the step in the new range, as shown in the “N1” Range Salary Schedule, as described in Section 41.3, which represents the greater of (a), (b) or (c) below.
  - a. Placement on the step which coincides with the employee's total length of experience as a registered nurse (RN), physicians assistant (PA) and/or licensed practical nurse (LPN). Experience will be credited as follows:
    - i. RN and PA experience will be credited year for year.
    - ii. Up to ten (10) years LPN experience will be credited at the rate of two (2) years LPN experience equals one (1) year of RN or PA experience, for a maximum credit of five (5) years.

Or

- b. Placement on the step of the new range that is nearest to a minimum of five percent (5%) higher than the amount of the pre-promotional step. The appointing authority may authorize more than a five percent (5%) increase, but the amount must be on a step within the salary range for the class.

Or

- c. The appointing authority will advance an employee who is promoted under any one or more of the following conditions to the step of the range for the new class that is nearest to a minimum of ten percent (10%) higher than the amount of the pre-promotional step. The appointing authority may authorize more than a ten percent (10%) increase, but the amount must be on a step within the salary range for the class.
    - i. When the employee is promoted to a class whose base range is six (6) or more ranges higher than the base range of the employee’s former class.

- ii. When the employee is promoted over an intervening class in the same class series.
- iii. When the employee is promoted from one (1) class series to a higher class in a different series and over an intervening class in the new series, which would have represented a promotion.
- iv. When an employee's promotion requires a change of residence to another geographic area to be within a reasonable commuting distance of the new place of work.

#### **41.12 Salary Adjustments**

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

#### **41.13 Demotion**

An employee who voluntarily demotes to another position with a lower salary range maximum will be placed in the new range at a salary equal to his or her previous base salary. If the previous base salary exceeds the new range, the employee's base salary will be set equal to the new range maximum.

#### **41.14 Transfer**

A transfer is defined as an employee-initiated move of an employee from one position to another position within the college or district in the same class or a different class with the same salary range maximum. Transferred employees will retain their current base salary.

#### **41.15 Reassignment**

Reassignment is defined as an employer-initiated move of an employee within the college or district from one position to another in the same class or a different class with the same salary range maximum. Upon reassignment, an employee retains his or her current base salary.

#### **41.16 Reversion**

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

#### **41.17 Elevation**

Elevation is defined as restoring an employee to the higher classification, with permanent status, which was held prior to being granted a demotion or to a class

that is between the current class and the class from which the employee was demoted. Upon elevation, an employee's salary will be determined in the same manner that is provided for promotion in Section 41.11, above.

#### **41.18 Part-Time Employment**

Monthly compensation for part-time employment will be pro-rated based on the ratio of hours worked to hours required for full-time employment. In the alternative, part-time employees may be paid the appropriate hourly rate for all hours worked.

#### **41.19 Callback**

- A. When an overtime-eligible employee has left the college/district grounds and is called to return to the work station outside of regularly scheduled hours to handle emergency situations that could not be anticipated, he or she will receive three (3) hours penalty pay plus time actually worked. The penalty pay will be compensated at the regular rate. Time worked will be in accordance with Article 6, Hours of Work, and Article 7, Overtime.
- B. Time worked by an overtime-eligible employee immediately preceding the regular shift does not constitute callback, provided time worked does not exceed two (2) hours or notice of at least eight (8) hours has been given.
- C. Overtime-eligible law enforcement employees do not qualify for callback pay.
- D. An employee who is receiving standby pay is not entitled to callback penalty pay if required to return to work after departing the worksite or is directed to report to duty prior to the starting time of his or her next scheduled work shift.

#### **41.20 Shift Premium**

- A. Effective July 1, 2007, shift premium for employees assigned to a shift in which a majority of time worked daily or weekly is between 5:00 p.m. and 7:00 a.m. will be sixty cents (\$.60) per hour or one hundred and four dollars and forty cents (\$104.40) per month.
- B. Effective July 1, 2008, shift premium for employees assigned to a shift in which a majority of time worked daily or weekly is between 5:00 p.m. and 7:00 a.m. will be sixty-five cents (\$.65) per hour or one hundred and thirteen dollars and ten cents (\$113.10) per month.
- C. Shift differential will be paid for the entire daily or weekly shift, which qualifies under Subsection A and B, above. Shift differential may also be computed and paid at the above monthly rate for employees permanently assigned to a qualifying afternoon or night shift.

- D. An employee assigned to a shift that qualifies for shift differential pay will receive the same shift differential for authorized periods of paid leave.
- E. When an employee is regularly assigned to an afternoon or evening shift that qualifies for shift differential, the employee will receive shift differential pay during temporary assignment, not to exceed five (5) working days, to a shift that does not qualify for shift differential.

#### **41.21 Standby**

- A. An overtime-eligible employee is in standby status while waiting to be engaged to work by the Employer and both of the following conditions exist:
  - 1. The employee is required to be present at a specified location or is immediately available to be contacted. The location may be the employee's home or other specific location, but not a work site away from home.
  - 2. The Employer requires the employee to be prepared to report immediately for work if the need arises, although the need might not arise.
- B. Standby status will not be concurrent with work time.
- C. Employees on standby status will be compensated at a rate of seven percent (7%) of their hourly base salary for time spent in standby status. Employees hired at The Evergreen State College prior to July 1, 2005, on standby status will be compensated at a rate of one dollar and fifty cents (\$1.50) an hour or seven percent (7%) of their hourly base salary, whichever is greater, for time spent in standby status.

#### **41.22 Relocation Compensation**

- A. The Employer may authorize lump sum relocation compensation, within existing budgetary resources, under the following conditions:
  - 1. When it is reasonably necessary that a person make a domiciliary move in accepting a reassignment or appointment; or
  - 2. It is necessary to successfully recruit or retain a qualified candidate or employee who will have to make a domiciliary move in order to accept the position.
- B. If the employee receiving the relocation payment terminates or causes termination of his or her employment with the state within one (1) year of the date of employment, the state will be entitled to reimbursement for the moving costs which have been paid and may withhold such sum as

necessary from any amounts due the employee. Termination as a result of layoff or disability separation will not require the employee to repay the relocation compensation.

#### **41.23 Salary Overpayment Recovery**

A. When the Employer has determined that an employee has been overpaid wages, the Employer will provide written notice, via certified mail, to the employee that will include the following items:

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

B. Method of Payback

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

1. Voluntary wage deduction;
2. Cash; or
3. Check.

The employee will have the option to repay the overpayment over a period of time equal to the number of pay periods during which the overpayment was made. The employee and the Employer may agree to make other repayment arrangements.

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

Any overpayment amount still outstanding at separation of employment will be deducted from the earnings of the final pay period.

C. Appeal Rights

Any dispute concerning the occurrence or amount of the overpayment will be resolved through the grievance procedure in Article 28 of this Agreement.

#### **41.24 Special Pay Salary Ranges**

The director of the Department of Personnel may adopt special pay salary ranges for positions based upon pay practices found in private industry or other governmental units. Current special pay practices at each college/district will continue.

**41.25 Multilingual/Sign Language/Braille Premium Pay**

Whenever a classified position has a bona fide requirement for regular use of competent skills in more than one language, and/or sign language (AMESLAN), and/or Braille, the Employer will authorize premium pay of two (2) steps above the level normally assigned for that position, except for those instances where the position is allocated to a class that specifies these skills.

**41.26 Dependent Care Salary Reduction Plan**

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

**41.27 Pretax Health Care Premiums**

The Employer agrees to provide eligible employees with the option to pay for the employee portion of health premiums on a pretax basis as permitted by Federal tax law or regulation.

**41.28 Medical/Dental Expense Account**

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

**41.29 Voluntary Separation Incentives – Voluntary Retirement Incentives**

The Employer will have the discretion to participate in a Voluntary Separation Incentive Program or a Voluntary Retirement Incentive Program, if such programs are provided for in the 2007 – 2009 operating budget. Such participation must be in accordance with the program guidelines adopted by the Department of Personnel and the Department of Retirement Systems, following consultation with the Office of Financial Management. Program incentives or offering of such incentives are not subject to the grievance procedure.

**ARTICLE 42**

**HEALTH CARE BENEFITS AMOUNTS**

- 42.1** The Employer will contribute an amount equal to eighty-eight percent (88%) of the total weighted average of the health care premium for each bargaining unit employee eligible for insurance each month, as determined by the Public Employees Benefits Board annually for benefits in calendar year 2008 and calendar year 2009, respectively.



- 42.2** The Employer will pay the entire premium costs for each bargaining unit employee for basic life, basic long-term disability and dental insurance coverage.
- 42.3** The Employer will set aside \$20,000,000 in the public employees' and retirees' insurance account to be used only for the benefit of the Employer and proportionately for represented and non-represented employees in the event the health care costs increase more than the trends assumed under this Agreement; and this account will not be used to expand benefits or to reduce the average employee share of medical insurance premium cost for the total weighted average of the health care premium to less than twelve percent (12%).

### **ARTICLE 43**

#### **VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATIONS (VEBAs)**

In accordance with state and federal law, colleges/districts and employees in bargaining units may agree to form a VEBA (tax-free medical spending accounts) funded by the retiree's sick leave cash out. A VEBA of employees covered by this Agreement will be implemented only by written agreement with the Union.

### **ARTICLE 44**

#### **CHILDCARE CENTERS**

- 44.1** The Employer and the Union recognize that family life has a significant impact upon employees' work lives. The Employer agrees to provide employees with access to the Employer's existing childcare center(s) on the same basis as presently provided.
- 44.2** The Employer will notify the Union as soon as possible of any changes in employee access to the Employer's existing childcare center(s).

### **ARTICLE 45**

#### **EMPLOYEE LOUNGE FACILITIES**

The Employer will provide employee lounge facilities apart from work areas.

### **ARTICLE 46**

#### **STRIKES**

- 46.1** Nothing in this Agreement permits or grants to any employee the right to strike or refuse to perform his or her official duties.

## **ARTICLE 47 CONTRACTING**

The Employer will determine which college/district services will be subject to competitive contracting in accordance with RCW 41.06.142, Department of General Administration WAC 236-51, and Department of Personnel WAC 357-43. Nothing in this agreement will constitute a waiver of the Union's right to negotiate a mandatory subject in association with Employer's right to engage in competitive contracting.

## **ARTICLE 48 ENTIRE AGREEMENT**

- 48.1** This Agreement constitutes the entire agreement and any past practice or agreement between the parties, whether written or oral, is null and void, unless specifically preserved in this Agreement.
- 48.2** With regard to WAC 357, this Agreement preempts all subjects addressed, in whole or in part, by its provisions.
- 48.3** This Agreement supersedes specific provisions of college/district policies with which it conflicts.
- 48.4** During the negotiations of the Agreement, each party had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter appropriate for collective bargaining. Therefore, each party voluntarily and unqualifiedly waives the right and will not be obligated to bargain collectively, during the term of this Agreement, with respect to any subject or matter referred to or covered in this Agreement. Nothing herein will be construed as a waiver of the Union's collective bargaining rights with respect to matters that are mandatory subjects/topics under the law.

## **ARTICLE 49 SAVINGS CLAUSE**

### **Partial Invalidity**

If any court or board of competent jurisdiction finds any article, section or portion of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect. If such a finding is made, the parties agree to make themselves available to negotiate a substitute for the invalid article, section or portion.

**ARTICLE 50**  
**PRINTING OF AGREEMENT**

- 50.1** Employer and Union will share the initial cost of printing this Agreement. The Employer and the Union agree that the State Printer will print the Agreement on recycled paper with a union label and green cover.
- 50.2** The Employer will provide all employees with one (1) copy of the Agreement.

**ARTICLE 51**  
**TERM OF AGREEMENT**

- 51.1** All provisions of this Agreement will become effective July 1, 2007, and will remain in full force and effect through June 30, 2009; however, in accordance with RCW 41.80.090, if this Agreement expires while negotiations between the Union and the Employer are underway for a successor Agreement, the terms and conditions of this Agreement will remain in effect for a period not to exceed one (1) year from the expiration date. Thereafter, the Employer may unilaterally implement according to law.
- 51.2** Either party may request negotiations of a successor Agreement by notifying the other party in writing no sooner than January 1, 2008 and no later than January 31, 2008. In the event that such notice is given, negotiations will begin at a time agreed upon by the parties.

**APPENDIX A**  
**BARGAINING UNITS REPRESENTED BY THE**  
**WASHINGTON FEDERATION OF STATE EMPLOYEES - COMMUNITY**  
**COLLEGES AND THE EVERGREEN STATE COLLEGE**  
**AS OF DECEMBER 8, 2006**

Bellevue CC	Non-Supervisory custodial, grounds, maintenance	RU 351
Centralia College	Non-Supervisory Classified	8426
	Supervisory Classified	8426
CCs of Spokane	Non-Supervisory custodial/maintenance	RM 41
	Non-Supervisory Classified	8226
	Non-Supervisory Head Start	7919-A
Everett CC	Non-Supervisory Classified	8428
	Supervisory Classified	8428
Green River CC	Non-Supervisory Classified	RM-36
	Supervisory Classified	8751
Lower Columbia College	Non-Supervisory Classified	9060
	Supervisory Classified	9059
Peninsula College	Non-Supervisory Classified	8311
Seattle CC District	Non-Supervisory Classified	RU-389
	Supervisory Classified	RU-377
Shoreline CC	Non-Supervisory Custodians	RM-43
	Non-Supervisory Classified	RM-24
	Supervisory Classified	8574
South Puget Sound CC	Non-Supervisory Classified	8314-A
	Supervisory Classified	8314-A
Tacoma CC	Non-Supervisory office-clerical	HRU-14
	Supervisory Employees	9513
The Evergreen State College	Non-Supervisory Classified	RU 360
	Supervisory Classified	8468
Whatcom CC	Non-Supervisory Classified	RBU-8

**APPENDIX B**  
**HIGHER EDUCATION – WFSE**  
**LAYOFF UNITS**

<b><u>College</u></b>	<b><u>Layoff Units</u></b>
Bellevue Community College	<ol style="list-style-type: none"> <li>1. Project employment</li> <li>2. All other WFSE classified</li> </ol>
Centralia College	<ol style="list-style-type: none"> <li>1. Grants</li> <li>2. Contracts</li> <li>3. Project employment</li> <li>4. Supervisors</li> <li>5. All other non-supervisory WFSE classified</li> </ol>
Everett Community College	<ol style="list-style-type: none"> <li>1. Grants</li> <li>2. Contracts</li> <li>3. Project employment</li> <li>4. All other WFSE classified</li> </ol>
Green River Community College	<ol style="list-style-type: none"> <li>1. Grants</li> <li>2. Contracts</li> <li>3. Project employment</li> <li>4. Fiscal Agent</li> <li>5. Supervisors</li> <li>6. All other non-supervisory WFSE classified</li> </ol>
Lower Columbia College	<ol style="list-style-type: none"> <li>1. Grants</li> <li>2. Contracts</li> <li>3. Project employment</li> <li>4. Head Start/ECEAP</li> <li>5. All other WFSE classified</li> </ol>
Peninsula College	<ol style="list-style-type: none"> <li>1. Grants</li> <li>2. Contracts</li> <li>3. Project employment</li> <li>4. All other WFSE classified</li> </ol>
Seattle Community College District	<ol style="list-style-type: none"> <li>1. Siegal Center (District Office) <ol style="list-style-type: none"> <li>a. Grants</li> <li>b. Contracts</li> <li>c. Project employment</li> <li>d. All other non-supervisory WFSE classified</li> </ol> </li> <li>2. North Seattle Community College <ol style="list-style-type: none"> <li>a. Grants</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>b. Contracts</li> <li>c. Project employment</li> <li>d. All other non-supervisory WFSE classified</li> </ul>
	<ul style="list-style-type: none"> <li>3. Seattle Central Community College <ul style="list-style-type: none"> <li>a. Grants</li> <li>b. Contracts</li> <li>c. Project employment</li> <li>d. All other non-supervisory WFSE classified</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>4. South Seattle Community College <ul style="list-style-type: none"> <li>a. Grants</li> <li>b. Contracts</li> <li>c. Project employment</li> <li>d. All other non-supervisory WFSE classified</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>5. Seattle Vocational <ul style="list-style-type: none"> <li>a. Grants</li> <li>b. Contracts</li> <li>c. Project employment</li> <li>d. All other non-supervisory WFSE classified</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>6. Supervisors <ul style="list-style-type: none"> <li>a. Grants</li> <li>b. Contracts</li> <li>c. Project employment</li> <li>d. All other supervisory WFSE classified</li> </ul> </li> </ul>
Shoreline Community College	<ul style="list-style-type: none"> <li>1. Grants</li> <li>2. Contracts</li> <li>3. Project employment</li> <li>4. Supervisors</li> <li>5. Maintenance and Operations</li> <li>6. All other non-supervisory WFSE classified</li> </ul>
South Puget Sound Community College	<ul style="list-style-type: none"> <li>1. Grants</li> <li>2. Contracts</li> <li>3. Project employment</li> <li>4. Supervisors</li> <li>5. All other non-supervisory WFSE classified</li> </ul>
Community Colleges of Spokane	<ul style="list-style-type: none"> <li>1. District Administration <ul style="list-style-type: none"> <li>a. Grants</li> <li>b. Contracts</li> <li>c. Project employment</li> <li>d. All other WFSE classified</li> </ul> </li> </ul>

	<ol style="list-style-type: none"> <li>2. Institute for Extended Learning <ol style="list-style-type: none"> <li>a. Grants</li> <li>b. Contracts</li> <li>c. Project employment</li> <li>d. All other WFSE classified</li> </ol> </li> <li>3. Spokane Community College <ol style="list-style-type: none"> <li>a. Grants</li> <li>b. Contracts</li> <li>c. Project employment</li> <li>d. All other WFSE classified</li> </ol> </li> <li>4. Spokane Falls Community College <ol style="list-style-type: none"> <li>a. Grants</li> <li>b. Contracts</li> <li>c. Project employment</li> <li>d. All other WFSE classified</li> </ol> </li> </ol>
Tacoma Community College	<ol style="list-style-type: none"> <li>1. Grants</li> <li>2. Contracts</li> <li>3. Project employment</li> <li>4. All other WFSE non-supervisory classified</li> </ol>
The Evergreen State College	<ol style="list-style-type: none"> <li>1. Project employment</li> <li>2. Supervisors</li> <li>3. All other non-supervisory classified</li> </ol>
Whatcom Community College	<ol style="list-style-type: none"> <li>1. Grants</li> <li>2. Contracts</li> <li>3. Project employment</li> <li>4. All other WFSE classified</li> </ol>

NOTE: Positions with multiple funding sources will be placed in the appropriate college “all other” layoff unit. In addition, employees hired prior to July 1, 2005 who would not otherwise be placed in a college “all other” will be grandfathered into the appropriate college “all other” layoff unit; except for the following layoff units: Centralia College, Garret Heyns Education Center; Peninsula College, employees who are assigned to Department of Corrections programs; and Community Colleges of Spokane, Head Start and Disabled Handicapped programs.

**APPENDIX C**  
**General Service Salary Schedule**  
**Effective July 1, 2007 thru June 30, 2008**

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
14	17316	17724	18144	18528	18972	19404	19848	20280	20736	21216	21720	22176	Annual
	1443	1477	1512	1544	1581	1617	1654	1690	1728	1768	1810	1848	Monthly
	8.29	8.49	8.69	8.87	9.09	9.29	9.51	9.71	9.93	10.16	10.40	10.62	Hourly
	0.58	0.59	0.61	0.62	0.64	0.65	0.67	0.68	0.70	0.71	0.73	0.74	Standby
15	17724	18144	18528	18972	19404	19848	20280	20736	21216	21720	22176	22692	Annual
	1477	1512	1544	1581	1617	1654	1690	1728	1768	1810	1848	1891	Monthly
	8.49	8.69	8.87	9.09	9.29	9.51	9.71	9.93	10.16	10.40	10.62	10.87	Hourly
	0.59	0.61	0.62	0.64	0.65	0.67	0.68	0.70	0.71	0.73	0.74	0.76	Standby
16	18144	18528	18972	19404	19848	20280	20736	21216	21720	22176	22692	23232	Annual
	1512	1544	1581	1617	1654	1690	1728	1768	1810	1848	1891	1936	Monthly
	8.69	8.87	9.09	9.29	9.51	9.71	9.93	10.16	10.40	10.62	10.87	11.13	Hourly
	0.61	0.62	0.64	0.65	0.67	0.68	0.70	0.71	0.73	0.74	0.76	0.78	Standby
17	18528	18972	19404	19848	20280	20736	21216	21720	22176	22692	23232	23712	Annual
	1544	1581	1617	1654	1690	1728	1768	1810	1848	1891	1936	1976	Monthly
	8.87	9.09	9.29	9.51	9.71	9.93	10.16	10.40	10.62	10.87	11.13	11.36	Hourly
	0.62	0.64	0.65	0.67	0.68	0.70	0.71	0.73	0.74	0.76	0.78	0.80	Standby
18	18972	19404	19848	20280	20736	21216	21720	22176	22692	23232	23712	24324	Annual
	1581	1617	1654	1690	1728	1768	1810	1848	1891	1936	1976	2027	Monthly
	9.09	9.29	9.51	9.71	9.93	10.16	10.40	10.62	10.87	11.13	11.36	11.65	Hourly
	0.64	0.65	0.67	0.68	0.70	0.71	0.73	0.74	0.76	0.78	0.80	0.82	Standby
19	19404	19848	20280	20736	21216	21720	22176	22692	23232	23712	24324	24864	Annual
	1617	1654	1690	1728	1768	1810	1848	1891	1936	1976	2027	2072	Monthly
	9.29	9.51	9.71	9.93	10.16	10.40	10.62	10.87	11.13	11.36	11.65	11.91	Hourly
	0.65	0.67	0.68	0.70	0.71	0.73	0.74	0.76	0.78	0.80	0.82	0.83	Standby
20	19848	20280	20736	21216	21720	22176	22692	23232	23712	24324	24864	25428	Annual
	1654	1690	1728	1768	1810	1848	1891	1936	1976	2027	2072	2119	Monthly
	9.51	9.71	9.93	10.16	10.40	10.62	10.87	11.13	11.36	11.65	11.91	12.18	Hourly
	0.67	0.68	0.70	0.71	0.73	0.74	0.76	0.78	0.80	0.82	0.83	0.85	Standby
21	20280	20736	21216	21720	22176	22692	23232	23712	24324	24864	25428	26028	Annual
	1690	1728	1768	1810	1848	1891	1936	1976	2027	2072	2119	2169	Monthly
	9.71	9.93	10.16	10.40	10.62	10.87	11.13	11.36	11.65	11.91	12.18	12.47	Hourly
	0.68	0.70	0.71	0.73	0.74	0.76	0.78	0.80	0.82	0.83	0.85	0.87	Standby
22	20736	21216	21720	22176	22692	23232	23712	24324	24864	25428	26028	26664	Annual
	1728	1768	1810	1848	1891	1936	1976	2027	2072	2119	2169	2222	Monthly
	9.93	10.16	10.40	10.62	10.87	11.13	11.36	11.65	11.91	12.18	12.47	12.77	Hourly
	0.70	0.71	0.73	0.74	0.76	0.78	0.80	0.82	0.83	0.85	0.87	0.89	Standby
23	21216	21720	22176	22692	23232	23712	24324	24864	25428	26028	26664	27264	Annual
	1768	1810	1848	1891	1936	1976	2027	2072	2119	2169	2222	2272	Monthly
	10.16	10.40	10.62	10.87	11.13	11.36	11.65	11.91	12.18	12.47	12.77	13.06	Hourly
	0.71	0.73	0.74	0.76	0.78	0.80	0.82	0.83	0.85	0.87	0.89	0.91	Standby



RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
24	21720	22176	22692	23232	23712	24324	24864	25428	26028	26664	27264	27888	Annual
	1810	1848	1891	1936	1976	2027	2072	2119	2169	2222	2272	2324	Monthly
	10.40	10.62	10.87	11.13	11.36	11.65	11.91	12.18	12.47	12.77	13.06	13.36	Hourly
	0.73	0.74	0.76	0.78	0.80	0.82	0.83	0.85	0.87	0.89	0.91	0.94	Standby
25	22176	22692	23232	23712	24324	24864	25428	26028	26664	27264	27888	28536	Annual
	1848	1891	1936	1976	2027	2072	2119	2169	2222	2272	2324	2378	Monthly
	10.62	10.87	11.13	11.36	11.65	11.91	12.18	12.47	12.77	13.06	13.36	13.67	Hourly
	0.74	0.76	0.78	0.80	0.82	0.83	0.85	0.87	0.89	0.91	0.94	0.96	Standby
26	22692	23232	23712	24324	24864	25428	26028	26664	27264	27888	28536	29196	Annual
	1891	1936	1976	2027	2072	2119	2169	2222	2272	2324	2378	2433	Monthly
	10.87	11.13	11.36	11.65	11.91	12.18	12.47	12.77	13.06	13.36	13.67	13.98	Hourly
	0.76	0.78	0.80	0.82	0.83	0.85	0.87	0.89	0.91	0.94	0.96	0.98	Standby
27	23232	23712	24324	24864	25428	26028	26664	27264	27888	28536	29196	29904	Annual
	1936	1976	2027	2072	2119	2169	2222	2272	2324	2378	2433	2492	Monthly
	11.13	11.36	11.65	11.91	12.18	12.47	12.77	13.06	13.36	13.67	13.98	14.32	Hourly
	0.78	0.80	0.82	0.83	0.85	0.87	0.89	0.91	0.94	0.96	0.98	1.00	Standby
28	23712	24324	24864	25428	26028	26664	27264	27888	28536	29196	29904	30564	Annual
	1976	2027	2072	2119	2169	2222	2272	2324	2378	2433	2492	2547	Monthly
	11.36	11.65	11.91	12.18	12.47	12.77	13.06	13.36	13.67	13.98	14.32	14.64	Hourly
	0.80	0.82	0.83	0.85	0.87	0.89	0.91	0.94	0.96	0.98	1.00	1.02	Standby
29	24324	24864	25428	26028	26664	27264	27888	28536	29196	29904	30564	31332	Annual
	2027	2072	2119	2169	2222	2272	2324	2378	2433	2492	2547	2611	Monthly
	11.65	11.91	12.18	12.47	12.77	13.06	13.36	13.67	13.98	14.32	14.64	15.01	Hourly
	0.82	0.83	0.85	0.87	0.89	0.91	0.94	0.96	0.98	1.00	1.02	1.05	Standby
30	24864	25428	26028	26664	27264	27888	28536	29196	29904	30564	31332	32052	Annual
	2072	2119	2169	2222	2272	2324	2378	2433	2492	2547	2611	2671	Monthly
	11.91	12.18	12.47	12.77	13.06	13.36	13.67	13.98	14.32	14.64	15.01	15.35	Hourly
	0.83	0.85	0.87	0.89	0.91	0.94	0.96	0.98	1.00	1.02	1.05	1.07	Standby
31	25428	26028	26664	27264	27888	28536	29196	29904	30564	31332	32052	32808	Annual
	2119	2169	2222	2272	2324	2378	2433	2492	2547	2611	2671	2734	Monthly
	12.18	12.47	12.77	13.06	13.36	13.67	13.98	14.32	14.64	15.01	15.35	15.71	Hourly
	0.85	0.87	0.89	0.91	0.94	0.96	0.98	1.00	1.02	1.05	1.07	1.10	Standby
32	26028	26664	27264	27888	28536	29196	29904	30564	31332	32052	32808	33588	Annual
	2169	2222	2272	2324	2378	2433	2492	2547	2611	2671	2734	2799	Monthly
	12.47	12.77	13.06	13.36	13.67	13.98	14.32	14.64	15.01	15.35	15.71	16.09	Hourly
	0.87	0.89	0.91	0.94	0.96	0.98	1.00	1.02	1.05	1.07	1.10	1.13	Standby
33	26664	27264	27888	28536	29196	29904	30564	31332	32052	32808	33588	34356	Annual
	2222	2272	2324	2378	2433	2492	2547	2611	2671	2734	2799	2863	Monthly
	12.77	13.06	13.36	13.67	13.98	14.32	14.64	15.01	15.35	15.71	16.09	16.45	Hourly
	0.89	0.91	0.94	0.96	0.98	1.00	1.02	1.05	1.07	1.10	1.13	1.15	Standby
34	27264	27888	28536	29196	29904	30564	31332	32052	32808	33588	34356	35220	Annual
	2272	2324	2378	2433	2492	2547	2611	2671	2734	2799	2863	2935	Monthly
	13.06	13.36	13.67	13.98	14.32	14.64	15.01	15.35	15.71	16.09	16.45	16.87	Hourly
	0.91	0.94	0.96	0.98	1.00	1.02	1.05	1.07	1.10	1.13	1.15	1.18	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
35	27888	28536	29196	29904	30564	31332	32052	32808	33588	34356	35220	36036	Annual
	2324	2378	2433	2492	2547	2611	2671	2734	2799	2863	2935	3003	Monthly
	13.36	13.67	13.98	14.32	14.64	15.01	15.35	15.71	16.09	16.45	16.87	17.26	Hourly
	0.94	0.96	0.98	1.00	1.02	1.05	1.07	1.10	1.13	1.15	1.18	1.21	Standby
36	28536	29196	29904	30564	31332	32052	32808	33588	34356	35220	36036	36888	Annual
	2378	2433	2492	2547	2611	2671	2734	2799	2863	2935	3003	3074	Monthly
	13.67	13.98	14.32	14.64	15.01	15.35	15.71	16.09	16.45	16.87	17.26	17.67	Hourly
	0.96	0.98	1.00	1.02	1.05	1.07	1.10	1.13	1.15	1.18	1.21	1.24	Standby
37	29196	29904	30564	31332	32052	32808	33588	34356	35220	36036	36888	37800	Annual
	2433	2492	2547	2611	2671	2734	2799	2863	2935	3003	3074	3150	Monthly
	13.98	14.32	14.64	15.01	15.35	15.71	16.09	16.45	16.87	17.26	17.67	18.10	Hourly
	0.98	1.00	1.02	1.05	1.07	1.10	1.13	1.15	1.18	1.21	1.24	1.27	Standby
38	29904	30564	31332	32052	32808	33588	34356	35220	36036	36888	37800	38736	Annual
	2492	2547	2611	2671	2734	2799	2863	2935	3003	3074	3150	3228	Monthly
	14.32	14.64	15.01	15.35	15.71	16.09	16.45	16.87	17.26	17.67	18.10	18.55	Hourly
	1.00	1.02	1.05	1.07	1.10	1.13	1.15	1.18	1.21	1.24	1.27	1.30	Standby
39	30564	31332	32052	32808	33588	34356	35220	36036	36888	37800	38736	39732	Annual
	2547	2611	2671	2734	2799	2863	2935	3003	3074	3150	3228	3311	Monthly
	14.64	15.01	15.35	15.71	16.09	16.45	16.87	17.26	17.67	18.10	18.55	19.03	Hourly
	1.02	1.05	1.07	1.10	1.13	1.15	1.18	1.21	1.24	1.27	1.30	1.33	Standby
40	31332	32052	32808	33588	34356	35220	36036	36888	37800	38736	39732	40692	Annual
	2611	2671	2734	2799	2863	2935	3003	3074	3150	3228	3311	3391	Monthly
	15.01	15.35	15.71	16.09	16.45	16.87	17.26	17.67	18.10	18.55	19.03	19.49	Hourly
	1.05	1.07	1.10	1.13	1.15	1.18	1.21	1.24	1.27	1.30	1.33	1.36	Standby
41	32052	32808	33588	34356	35220	36036	36888	37800	38736	39732	40692	41748	Annual
	2671	2734	2799	2863	2935	3003	3074	3150	3228	3311	3391	3479	Monthly
	15.35	15.71	16.09	16.45	16.87	17.26	17.67	18.10	18.55	19.03	19.49	19.99	Hourly
	1.07	1.10	1.13	1.15	1.18	1.21	1.24	1.27	1.30	1.33	1.36	1.40	Standby
42	32808	33588	34356	35220	36036	36888	37800	38736	39732	40692	41748	42720	Annual
	2734	2799	2863	2935	3003	3074	3150	3228	3311	3391	3479	3560	Monthly
	15.71	16.09	16.45	16.87	17.26	17.67	18.10	18.55	19.03	19.49	19.99	20.46	Hourly
	1.10	1.13	1.15	1.18	1.21	1.24	1.27	1.30	1.33	1.36	1.40	1.43	Standby
43	33588	34356	35220	36036	36888	37800	38736	39732	40692	41748	42720	43836	Annual
	2799	2863	2935	3003	3074	3150	3228	3311	3391	3479	3560	3653	Monthly
	16.09	16.45	16.87	17.26	17.67	18.10	18.55	19.03	19.49	19.99	20.46	20.99	Hourly
	1.13	1.15	1.18	1.21	1.24	1.27	1.30	1.33	1.36	1.40	1.43	1.47	Standby
44	34356	35220	36036	36888	37800	38736	39732	40692	41748	42720	43836	44928	Annual
	2863	2935	3003	3074	3150	3228	3311	3391	3479	3560	3653	3744	Monthly
	16.45	16.87	17.26	17.67	18.10	18.55	19.03	19.49	19.99	20.46	20.99	21.52	Hourly
	1.15	1.18	1.21	1.24	1.27	1.30	1.33	1.36	1.40	1.43	1.47	1.51	Standby
45	35220	36036	36888	37800	38736	39732	40692	41748	42720	43836	44928	46092	Annual
	2935	3003	3074	3150	3228	3311	3391	3479	3560	3653	3744	3841	Monthly
	16.87	17.26	17.67	18.10	18.55	19.03	19.49	19.99	20.46	20.99	21.52	22.07	Hourly
	1.18	1.21	1.24	1.27	1.30	1.33	1.36	1.40	1.43	1.47	1.51	1.54	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
46	36036	36888	37800	38736	39732	40692	41748	42720	43836	44928	46092	47220	Annual
	3003	3074	3150	3228	3311	3391	3479	3560	3653	3744	3841	3935	Monthly
	17.26	17.67	18.10	18.55	19.03	19.49	19.99	20.46	20.99	21.52	22.07	22.61	Hourly
	1.21	1.24	1.27	1.30	1.33	1.36	1.40	1.43	1.47	1.51	1.54	1.58	Standby
47	36888	37800	38736	39732	40692	41748	42720	43836	44928	46092	47220	48396	Annual
	3074	3150	3228	3311	3391	3479	3560	3653	3744	3841	3935	4033	Monthly
	17.67	18.10	18.55	19.03	19.49	19.99	20.46	20.99	21.52	22.07	22.61	23.18	Hourly
	1.24	1.27	1.30	1.33	1.36	1.40	1.43	1.47	1.51	1.54	1.58	1.62	Standby
48	37800	38736	39732	40692	41748	42720	43836	44928	46092	47220	48396	49572	Annual
	3150	3228	3311	3391	3479	3560	3653	3744	3841	3935	4033	4131	Monthly
	18.10	18.55	19.03	19.49	19.99	20.46	20.99	21.52	22.07	22.61	23.18	23.74	Hourly
	1.27	1.30	1.33	1.36	1.40	1.43	1.47	1.51	1.54	1.58	1.62	1.66	Standby
49	38736	39732	40692	41748	42720	43836	44928	46092	47220	48396	49572	50844	Annual
	3228	3311	3391	3479	3560	3653	3744	3841	3935	4033	4131	4237	Monthly
	18.55	19.03	19.49	19.99	20.46	20.99	21.52	22.07	22.61	23.18	23.74	24.35	Hourly
	1.30	1.33	1.36	1.40	1.43	1.47	1.51	1.54	1.58	1.62	1.66	1.70	Standby
50	39732	40692	41748	42720	43836	44928	46092	47220	48396	49572	50844	52104	Annual
	3311	3391	3479	3560	3653	3744	3841	3935	4033	4131	4237	4342	Monthly
	19.03	19.49	19.99	20.46	20.99	21.52	22.07	22.61	23.18	23.74	24.35	24.95	Hourly
	1.33	1.36	1.40	1.43	1.47	1.51	1.54	1.58	1.62	1.66	1.70	1.75	Standby
51	40692	41748	42720	43836	44928	46092	47220	48396	49572	50844	52104	53436	Annual
	3391	3479	3560	3653	3744	3841	3935	4033	4131	4237	4342	4453	Monthly
	19.49	19.99	20.46	20.99	21.52	22.07	22.61	23.18	23.74	24.35	24.95	25.59	Hourly
	1.36	1.40	1.43	1.47	1.51	1.54	1.58	1.62	1.66	1.70	1.75	1.79	Standby
52	41748	42720	43836	44928	46092	47220	48396	49572	50844	52104	53436	54744	Annual
	3479	3560	3653	3744	3841	3935	4033	4131	4237	4342	4453	4562	Monthly
	19.99	20.46	20.99	21.52	22.07	22.61	23.18	23.74	24.35	24.95	25.59	26.22	Hourly
	1.40	1.43	1.47	1.51	1.54	1.58	1.62	1.66	1.70	1.75	1.79	1.84	Standby
53	42720	43836	44928	46092	47220	48396	49572	50844	52104	53436	54744	56112	Annual
	3560	3653	3744	3841	3935	4033	4131	4237	4342	4453	4562	4676	Monthly
	20.46	20.99	21.52	22.07	22.61	23.18	23.74	24.35	24.95	25.59	26.22	26.87	Hourly
	1.43	1.47	1.51	1.54	1.58	1.62	1.66	1.70	1.75	1.79	1.84	1.88	Standby
54	43836	44928	46092	47220	48396	49572	50844	52104	53436	54744	56112	57504	Annual
	3653	3744	3841	3935	4033	4131	4237	4342	4453	4562	4676	4792	Monthly
	20.99	21.52	22.07	22.61	23.18	23.74	24.35	24.95	25.59	26.22	26.87	27.54	Hourly
	1.47	1.51	1.54	1.58	1.62	1.66	1.70	1.75	1.79	1.84	1.88	1.93	Standby
55	44928	46092	47220	48396	49572	50844	52104	53436	54744	56112	57504	58944	Annual
	3744	3841	3935	4033	4131	4237	4342	4453	4562	4676	4792	4912	Monthly
	21.52	22.07	22.61	23.18	23.74	24.35	24.95	25.59	26.22	26.87	27.54	28.23	Hourly
	1.51	1.54	1.58	1.62	1.66	1.70	1.75	1.79	1.84	1.88	1.93	1.98	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
56	46092	47220	48396	49572	50844	52104	53436	54744	56112	57504	58944	60420	Annual
	3841	3935	4033	4131	4237	4342	4453	4562	4676	4792	4912	5035	Monthly
	22.07	22.61	23.18	23.74	24.35	24.95	25.59	26.22	26.87	27.54	28.23	28.94	Hourly
	1.54	1.58	1.62	1.66	1.70	1.75	1.79	1.84	1.88	1.93	1.98	2.03	Standby
57	47220	48396	49572	50844	52104	53436	54744	56112	57504	58944	60420	61956	Annual
	3935	4033	4131	4237	4342	4453	4562	4676	4792	4912	5035	5163	Monthly
	22.61	23.18	23.74	24.35	24.95	25.59	26.22	26.87	27.54	28.23	28.94	29.67	Hourly
	1.58	1.62	1.66	1.70	1.75	1.79	1.84	1.88	1.93	1.98	2.03	2.08	Standby
58	48396	49572	50844	52104	53436	54744	56112	57504	58944	60420	61956	63468	Annual
	4033	4131	4237	4342	4453	4562	4676	4792	4912	5035	5163	5289	Monthly
	23.18	23.74	24.35	24.95	25.59	26.22	26.87	27.54	28.23	28.94	29.67	30.40	Hourly
	1.62	1.66	1.70	1.75	1.79	1.84	1.88	1.93	1.98	2.03	2.08	2.13	Standby
59	49572	50844	52104	53436	54744	56112	57504	58944	60420	61956	63468	65112	Annual
	4131	4237	4342	4453	4562	4676	4792	4912	5035	5163	5289	5426	Monthly
	23.74	24.35	24.95	25.59	26.22	26.87	27.54	28.23	28.94	29.67	30.40	31.18	Hourly
	1.66	1.70	1.75	1.79	1.84	1.88	1.93	1.98	2.03	2.08	2.13	2.18	Standby
60	50844	52104	53436	54744	56112	57504	58944	60420	61956	63468	65112	66684	Annual
	4237	4342	4453	4562	4676	4792	4912	5035	5163	5289	5426	5557	Monthly
	24.35	24.95	25.59	26.22	26.87	27.54	28.23	28.94	29.67	30.40	31.18	31.94	Hourly
	1.70	1.75	1.79	1.84	1.88	1.93	1.98	2.03	2.08	2.13	2.18	2.24	Standby
61	52104	53436	54744	56112	57504	58944	60420	61956	63468	65112	66684	68388	Annual
	4342	4453	4562	4676	4792	4912	5035	5163	5289	5426	5557	5699	Monthly
	24.95	25.59	26.22	26.87	27.54	28.23	28.94	29.67	30.40	31.18	31.94	32.75	Hourly
	1.75	1.79	1.84	1.88	1.93	1.98	2.03	2.08	2.13	2.18	2.24	2.29	Standby
62	53436	54744	56112	57504	58944	60420	61956	63468	65112	66684	68388	70092	Annual
	4453	4562	4676	4792	4912	5035	5163	5289	5426	5557	5699	5841	Monthly
	25.59	26.22	26.87	27.54	28.23	28.94	29.67	30.40	31.18	31.94	32.75	33.57	Hourly
	1.79	1.84	1.88	1.93	1.98	2.03	2.08	2.13	2.18	2.24	2.29	2.35	Standby
63	54744	56112	57504	58944	60420	61956	63468	65112	66684	68388	70092	71820	Annual
	4562	4676	4792	4912	5035	5163	5289	5426	5557	5699	5841	5985	Monthly
	26.22	26.87	27.54	28.23	28.94	29.67	30.40	31.18	31.94	32.75	33.57	34.40	Hourly
	1.84	1.88	1.93	1.98	2.03	2.08	2.13	2.18	2.24	2.29	2.35	2.41	Standby
64	56112	57504	58944	60420	61956	63468	65112	66684	68388	70092	71820	73608	Annual
	4676	4792	4912	5035	5163	5289	5426	5557	5699	5841	5985	6134	Monthly
	26.87	27.54	28.23	28.94	29.67	30.40	31.18	31.94	32.75	33.57	34.40	35.25	Hourly
	1.88	1.93	1.98	2.03	2.08	2.13	2.18	2.24	2.29	2.35	2.41	2.47	Standby
65	57504	58944	60420	61956	63468	65112	66684	68388	70092	71820	73608	75480	Annual
	4792	4912	5035	5163	5289	5426	5557	5699	5841	5985	6134	6290	Monthly
	27.54	28.23	28.94	29.67	30.40	31.18	31.94	32.75	33.57	34.40	35.25	36.15	Hourly
	1.93	1.98	2.03	2.08	2.13	2.18	2.24	2.29	2.35	2.41	2.47	2.53	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
66	58944	60420	61956	63468	65112	66684	68388	70092	71820	73608	75480	77352	Annual
	4912	5035	5163	5289	5426	5557	5699	5841	5985	6134	6290	6446	Monthly
	28.23	28.94	29.67	30.40	31.18	31.94	32.75	33.57	34.40	35.25	36.15	37.05	Hourly
	1.98	2.03	2.08	2.13	2.18	2.24	2.29	2.35	2.41	2.47	2.53	2.59	Standby
67	60420	61956	63468	65112	66684	68388	70092	71820	73608	75480	77352	79308	Annual
	5035	5163	5289	5426	5557	5699	5841	5985	6134	6290	6446	6609	Monthly
	28.94	29.67	30.40	31.18	31.94	32.75	33.57	34.40	35.25	36.15	37.05	37.98	Hourly
	2.03	2.08	2.13	2.18	2.24	2.29	2.35	2.41	2.47	2.53	2.59	2.66	Standby
68	61956	63468	65112	66684	68388	70092	71820	73608	75480	77352	79308	81276	Annual
	5163	5289	5426	5557	5699	5841	5985	6134	6290	6446	6609	6773	Monthly
	29.67	30.40	31.18	31.94	32.75	33.57	34.40	35.25	36.15	37.05	37.98	38.93	Hourly
	2.08	2.13	2.18	2.24	2.29	2.35	2.41	2.47	2.53	2.59	2.66	2.73	Standby
69	63468	65112	66684	68388	70092	71820	73608	75480	77352	79308	81276	83316	Annual
	5289	5426	5557	5699	5841	5985	6134	6290	6446	6609	6773	6943	Monthly
	30.40	31.18	31.94	32.75	33.57	34.40	35.25	36.15	37.05	37.98	38.93	39.90	Hourly
	2.13	2.18	2.24	2.29	2.35	2.41	2.47	2.53	2.59	2.66	2.73	2.79	Standby
70	65112	66684	68388	70092	71820	73608	75480	77352	79308	81276	83316	85392	Annual
	5426	5557	5699	5841	5985	6134	6290	6446	6609	6773	6943	7116	Monthly
	31.18	31.94	32.75	33.57	34.40	35.25	36.15	37.05	37.98	38.93	39.90	40.90	Hourly
	2.18	2.24	2.29	2.35	2.41	2.47	2.53	2.59	2.66	2.73	2.79	2.86	Standby
71	66684	68388	70092	71820	73608	75480	77352	79308	81276	83316	85392	87528	Annual
	5557	5699	5841	5985	6134	6290	6446	6609	6773	6943	7116	7294	Monthly
	31.94	32.75	33.57	34.40	35.25	36.15	37.05	37.98	38.93	39.90	40.90	41.92	Hourly
	2.24	2.29	2.35	2.41	2.47	2.53	2.59	2.66	2.73	2.79	2.86	2.93	Standby
72	68388	70092	71820	73608	75480	77352	79308	81276	83316	85392	87528	89724	Annual
	5699	5841	5985	6134	6290	6446	6609	6773	6943	7116	7294	7477	Monthly
	32.75	33.57	34.40	35.25	36.15	37.05	37.98	38.93	39.90	40.90	41.92	42.97	Hourly
	2.29	2.35	2.41	2.47	2.53	2.59	2.66	2.73	2.79	2.86	2.93	3.01	Standby
73	70092	71820	73608	75480	77352	79308	81276	83316	85392	87528	89724	91980	Annual
	5841	5985	6134	6290	6446	6609	6773	6943	7116	7294	7477	7665	Monthly
	33.57	34.40	35.25	36.15	37.05	37.98	38.93	39.90	40.90	41.92	42.97	44.05	Hourly
	2.35	2.41	2.47	2.53	2.59	2.66	2.73	2.79	2.86	2.93	3.01	3.08	Standby
74	71820	73608	75480	77352	79308	81276	83316	85392	87528	89724	91980	94260	Annual
	5985	6134	6290	6446	6609	6773	6943	7116	7294	7477	7665	7855	Monthly
	34.40	35.25	36.15	37.05	37.98	38.93	39.90	40.90	41.92	42.97	44.05	45.14	Hourly
	2.41	2.47	2.53	2.59	2.66	2.73	2.79	2.86	2.93	3.01	3.08	3.16	Standby
75	73608	75480	77352	79308	81276	83316	85392	87528	89724	91980	94260	96648	Annual
	6134	6290	6446	6609	6773	6943	7116	7294	7477	7665	7855	8054	Monthly
	35.25	36.15	37.05	37.98	38.93	39.90	40.90	41.92	42.97	44.05	45.14	46.29	Hourly
	2.47	2.53	2.59	2.66	2.73	2.79	2.86	2.93	3.01	3.08	3.16	3.24	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
76	75480	77352	79308	81276	83316	85392	87528	89724	91980	94260	96648	99024	Annual
	6290	6446	6609	6773	6943	7116	7294	7477	7665	7855	8054	8252	Monthly
	36.15	37.05	37.98	38.93	39.90	40.90	41.92	42.97	44.05	45.14	46.29	47.43	Hourly
	2.53	2.59	2.66	2.73	2.79	2.86	2.93	3.01	3.08	3.16	3.24	3.32	Standby
77	77352	79308	81276	83316	85392	87528	89724	91980	94260	96648	99024	101496	Annual
	6446	6609	6773	6943	7116	7294	7477	7665	7855	8054	8252	8458	Monthly
	37.05	37.98	38.93	39.90	40.90	41.92	42.97	44.05	45.14	46.29	47.43	48.61	Hourly
	2.59	2.66	2.73	2.79	2.86	2.93	3.01	3.08	3.16	3.24	3.32	3.40	Standby
78	79308	81276	83316	85392	87528	89724	91980	94260	96648	99024	101496	104052	Annual
	6609	6773	6943	7116	7294	7477	7665	7855	8054	8252	8458	8671	Monthly
	37.98	38.93	39.90	40.90	41.92	42.97	44.05	45.14	46.29	47.43	48.61	49.83	Hourly
	2.66	2.73	2.79	2.86	2.93	3.01	3.08	3.16	3.24	3.32	3.40	3.49	Standby
79	81276	83316	85392	87528	89724	91980	94260	96648	99024	101496	104052	106656	Annual
	6773	6943	7116	7294	7477	7665	7855	8054	8252	8458	8671	8888	Monthly
	38.93	39.90	40.90	41.92	42.97	44.05	45.14	46.29	47.43	48.61	49.83	51.08	Hourly
	2.73	2.79	2.86	2.93	3.01	3.08	3.16	3.24	3.32	3.40	3.49	3.58	Standby
80	83316	85392	87528	89724	91980	94260	96648	99024	101496	104052	106656	109284	Annual
	6943	7116	7294	7477	7665	7855	8054	8252	8458	8671	8888	9107	Monthly
	39.90	40.90	41.92	42.97	44.05	45.14	46.29	47.43	48.61	49.83	51.08	52.34	Hourly
	2.79	2.86	2.93	3.01	3.08	3.16	3.24	3.32	3.40	3.49	3.58	3.66	Standby
81	85392	87528	89724	91980	94260	96648	99024	101496	104052	106656	109284	112008	Annual
	7116	7294	7477	7665	7855	8054	8252	8458	8671	8888	9107	9334	Monthly
	40.90	41.92	42.97	44.05	45.14	46.29	47.43	48.61	49.83	51.08	52.34	53.64	Hourly
	2.86	2.93	3.01	3.08	3.16	3.24	3.32	3.40	3.49	3.58	3.66	3.75	Standby
82	87528	89724	91980	94260	96648	99024	101496	104052	106656	109284	112008	114840	Annual
	7294	7477	7665	7855	8054	8252	8458	8671	8888	9107	9334	9570	Monthly
	41.92	42.97	44.05	45.14	46.29	47.43	48.61	49.83	51.08	52.34	53.64	55.00	Hourly
	2.93	3.01	3.08	3.16	3.24	3.32	3.40	3.49	3.58	3.66	3.75	3.85	Standby
83	89724	91980	94260	96648	99024	101496	104052	106656	109284	112008	114840	117696	Annual
	7477	7665	7855	8054	8252	8458	8671	8888	9107	9334	9570	9808	Monthly
	42.97	44.05	45.14	46.29	47.43	48.61	49.83	51.08	52.34	53.64	55.00	56.37	Hourly
	3.01	3.08	3.16	3.24	3.32	3.40	3.49	3.58	3.66	3.75	3.85	3.95	Standby
84	91980	94260	96648	99024	101496	104052	106656	109284	112008	114840	117696	120624	Annual
	7665	7855	8054	8252	8458	8671	8888	9107	9334	9570	9808	10052	Monthly
	44.05	45.14	46.29	47.43	48.61	49.83	51.08	52.34	53.64	55.00	56.37	57.77	Hourly
	3.08	3.16	3.24	3.32	3.40	3.49	3.58	3.66	3.75	3.85	3.95	4.04	Standby
85	94260	96648	99024	101496	104052	106656	109284	112008	114840	117696	120624	123684	Annual
	7855	8054	8252	8458	8671	8888	9107	9334	9570	9808	10052	10307	Monthly
	45.14	46.29	47.43	48.61	49.83	51.08	52.34	53.64	55.00	56.37	57.77	59.24	Hourly
	3.16	3.24	3.32	3.40	3.49	3.58	3.66	3.75	3.85	3.95	4.04	4.15	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
86	96648	99024	101496	104052	106656	109284	112008	114840	117696	120624	123684	126720	Annual
	8054	8252	8458	8671	8888	9107	9334	9570	9808	10052	10307	10560	Monthly
	46.29	47.43	48.61	49.83	51.08	52.34	53.64	55.00	56.37	57.77	59.24	60.69	Hourly
	3.24	3.32	3.40	3.49	3.58	3.66	3.75	3.85	3.95	4.04	4.15	4.25	Standby
87	99024	101496	104052	106656	109284	112008	114840	117696	120624	123684	126720	129924	Annual
	8252	8458	8671	8888	9107	9334	9570	9808	10052	10307	10560	10827	Monthly
	47.43	48.61	49.83	51.08	52.34	53.64	55.00	56.37	57.77	59.24	60.69	62.22	Hourly
	3.32	3.40	3.49	3.58	3.66	3.75	3.85	3.95	4.04	4.15	4.25	4.36	Standby
88	101496	104052	106656	109284	112008	114840	117696	120624	123684	126720	129924	133200	Annual
	8458	8671	8888	9107	9334	9570	9808	10052	10307	10560	10827	11100	Monthly
	48.61	49.83	51.08	52.34	53.64	55.00	56.37	57.77	59.24	60.69	62.22	63.79	Hourly
	3.40	3.49	3.58	3.66	3.75	3.85	3.95	4.04	4.15	4.25	4.36	4.47	Standby
89	104052	106656	109284	112008	114840	117696	120624	123684	126720	129924	133200	136512	Annual
	8671	8888	9107	9334	9570	9808	10052	10307	10560	10827	11100	11376	Monthly
	49.83	51.08	52.34	53.64	55.00	56.37	57.77	59.24	60.69	62.22	63.79	65.38	Hourly
	3.49	3.58	3.66	3.75	3.85	3.95	4.04	4.15	4.25	4.36	4.47	4.58	Standby
90	106656	109284	112008	114840	117696	120624	123684	126720	129924	133200	136512	139956	Annual
	8888	9107	9334	9570	9808	10052	10307	10560	10827	11100	11376	11663	Monthly
	51.08	52.34	53.64	55.00	56.37	57.77	59.24	60.69	62.22	63.79	65.38	67.03	Hourly
	3.58	3.66	3.75	3.85	3.95	4.04	4.15	4.25	4.36	4.47	4.58	4.69	Standby
91	109284	112008	114840	117696	120624	123684	126720	129924	133200	136512	139956	143400	Annual
	9107	9334	9570	9808	10052	10307	10560	10827	11100	11376	11663	11950	Monthly
	52.34	53.64	55.00	56.37	57.77	59.24	60.69	62.22	63.79	65.38	67.03	68.68	Hourly
	3.66	3.75	3.85	3.95	4.04	4.15	4.25	4.36	4.47	4.58	4.69	4.81	Standby
92	112008	114840	117696	120624	123684	126720	129924	133200	136512	139956	143400	147012	Annual
	9334	9570	9808	10052	10307	10560	10827	11100	11376	11663	11950	12251	Monthly
	53.64	55.00	56.37	57.77	59.24	60.69	62.22	63.79	65.38	67.03	68.68	70.41	Hourly
	3.75	3.85	3.95	4.04	4.15	4.25	4.36	4.47	4.58	4.69	4.81	4.93	Standby
93	114840	117696	120624	123684	126720	129924	133200	136512	139956	143400	147012	150672	Annual
	9570	9808	10052	10307	10560	10827	11100	11376	11663	11950	12251	12556	Monthly
	55.00	56.37	57.77	59.24	60.69	62.22	63.79	65.38	67.03	68.68	70.41	72.16	Hourly
	3.85	3.95	4.04	4.15	4.25	4.36	4.47	4.58	4.69	4.81	4.93	5.05	Standby
94	117696	120624	123684	126720	129924	133200	136512	139956	143400	147012	150672	154488	Annual
	9808	10052	10307	10560	10827	11100	11376	11663	11950	12251	12556	12874	Monthly
	56.37	57.77	59.24	60.69	62.22	63.79	65.38	67.03	68.68	70.41	72.16	73.99	Hourly
	3.95	4.04	4.15	4.25	4.36	4.47	4.58	4.69	4.81	4.93	5.05	5.18	Standby
95	120624	123684	126720	129924	133200	136512	139956	143400	147012	150672	154488	158304	Annual
	10052	10307	10560	10827	11100	11376	11663	11950	12251	12556	12874	13192	Monthly
	57.77	59.24	60.69	62.22	63.79	65.38	67.03	68.68	70.41	72.16	73.99	75.82	Hourly
	4.04	4.15	4.25	4.36	4.47	4.58	4.69	4.81	4.93	5.05	5.18	5.31	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
96	123684	126720	129924	133200	136512	139956	143400	147012	150672	154488	158304	162288	Annual
	10307	10560	10827	11100	11376	11663	11950	12251	12556	12874	13192	13524	Monthly
	59.24	60.69	62.22	63.79	65.38	67.03	68.68	70.41	72.16	73.99	75.82	77.72	Hourly
	4.15	4.25	4.36	4.47	4.58	4.69	4.81	4.93	5.05	5.18	5.31	5.44	Standby
97	126720	129924	133200	136512	139956	143400	147012	150672	154488	158304	162288	166356	Annual
	10560	10827	11100	11376	11663	11950	12251	12556	12874	13192	13524	13863	Monthly
	60.69	62.22	63.79	65.38	67.03	68.68	70.41	72.16	73.99	75.82	77.72	79.67	Hourly
	4.25	4.36	4.47	4.58	4.69	4.81	4.93	5.05	5.18	5.31	5.44	5.58	Standby
98	129924	133200	136512	139956	143400	147012	150672	154488	158304	162288	166356	170520	Annual
	10827	11100	11376	11663	11950	12251	12556	12874	13192	13524	13863	14210	Monthly
	62.22	63.79	65.38	67.03	68.68	70.41	72.16	73.99	75.82	77.72	79.67	81.67	Hourly
	4.36	4.47	4.58	4.69	4.81	4.93	5.05	5.18	5.31	5.44	5.58	5.72	Standby
99	133200	136512	139956	143400	147012	150672	154488	158304	162288	166356	170520	174780	Annual
	11100	11376	11663	11950	12251	12556	12874	13192	13524	13863	14210	14565	Monthly
	63.79	65.38	67.03	68.68	70.41	72.16	73.99	75.82	77.72	79.67	81.67	83.71	Hourly
	4.47	4.58	4.69	4.81	4.93	5.05	5.18	5.31	5.44	5.58	5.72	5.86	Standby



**APPENDIX D**  
**General Service Salary Schedule**  
**Effective July 1, 2008 thru June 30, 2009**

<b>RANGE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>	<b>STEP K</b>	<b>STEP L</b>	
14	17664	18084	18504	18900	19356	19788	20244	20688	21156	21636	22152	22620	Annual
	1472	1507	1542	1575	1613	1649	1687	1724	1763	1803	1846	1885	Monthly
	8.46	8.66	8.86	9.05	9.27	9.48	9.70	9.91	10.13	10.36	10.61	10.83	Hourly
	0.59	0.61	0.62	0.63	0.65	0.66	0.68	0.69	0.71	0.73	0.74	0.76	Standby
15	18084	18504	18900	19356	19788	20244	20688	21156	21636	22152	22620	23148	Annual
	1507	1542	1575	1613	1649	1687	1724	1763	1803	1846	1885	1929	Monthly
	8.66	8.86	9.05	9.27	9.48	9.70	9.91	10.13	10.36	10.61	10.83	11.09	Hourly
	0.61	0.62	0.63	0.65	0.66	0.68	0.69	0.71	0.73	0.74	0.76	0.78	Standby
16	18504	18900	19356	19788	20244	20688	21156	21636	22152	22620	23148	23700	Annual
	1542	1575	1613	1649	1687	1724	1763	1803	1846	1885	1929	1975	Monthly
	8.86	9.05	9.27	9.48	9.70	9.91	10.13	10.36	10.61	10.83	11.09	11.35	Hourly
	0.62	0.63	0.65	0.66	0.68	0.69	0.71	0.73	0.74	0.76	0.78	0.79	Standby
17	18900	19356	19788	20244	20688	21156	21636	22152	22620	23148	23700	24192	Annual
	1575	1613	1649	1687	1724	1763	1803	1846	1885	1929	1975	2016	Monthly
	9.05	9.27	9.48	9.70	9.91	10.13	10.36	10.61	10.83	11.09	11.35	11.59	Hourly
	0.63	0.65	0.66	0.68	0.69	0.71	0.73	0.74	0.76	0.78	0.79	0.81	Standby
18	19356	19788	20244	20688	21156	21636	22152	22620	23148	23700	24192	24816	Annual
	1613	1649	1687	1724	1763	1803	1846	1885	1929	1975	2016	2068	Monthly
	9.27	9.48	9.70	9.91	10.13	10.36	10.61	10.83	11.09	11.35	11.59	11.89	Hourly
	0.65	0.66	0.68	0.69	0.71	0.73	0.74	0.76	0.78	0.79	0.81	0.83	Standby
19	19788	20244	20688	21156	21636	22152	22620	23148	23700	24192	24816	25356	Annual
	1649	1687	1724	1763	1803	1846	1885	1929	1975	2016	2068	2113	Monthly
	9.48	9.70	9.91	10.13	10.36	10.61	10.83	11.09	11.35	11.59	11.89	12.14	Hourly
	0.66	0.68	0.69	0.71	0.73	0.74	0.76	0.78	0.79	0.81	0.83	0.85	Standby
20	20244	20688	21156	21636	22152	22620	23148	23700	24192	24816	25356	25932	Annual
	1687	1724	1763	1803	1846	1885	1929	1975	2016	2068	2113	2161	Monthly
	9.70	9.91	10.13	10.36	10.61	10.83	11.09	11.35	11.59	11.89	12.14	12.42	Hourly
	0.68	0.69	0.71	0.73	0.74	0.76	0.78	0.79	0.81	0.83	0.85	0.87	Standby
21	20688	21156	21636	22152	22620	23148	23700	24192	24816	25356	25932	26544	Annual
	1724	1763	1803	1846	1885	1929	1975	2016	2068	2113	2161	2212	Monthly
	9.91	10.13	10.36	10.61	10.83	11.09	11.35	11.59	11.89	12.14	12.42	12.71	Hourly
	0.69	0.71	0.73	0.74	0.76	0.78	0.79	0.81	0.83	0.85	0.87	0.89	Standby
22	21156	21636	22152	22620	23148	23700	24192	24816	25356	25932	26544	27192	Annual
	1763	1803	1846	1885	1929	1975	2016	2068	2113	2161	2212	2266	Monthly
	10.13	10.36	10.61	10.83	11.09	11.35	11.59	11.89	12.14	12.42	12.71	13.02	Hourly
	0.71	0.73	0.74	0.76	0.78	0.79	0.81	0.83	0.85	0.87	0.89	0.91	Standby
23	21636	22152	22620	23148	23700	24192	24816	25356	25932	26544	27192	27804	Annual
	1803	1846	1885	1929	1975	2016	2068	2113	2161	2212	2266	2317	Monthly
	10.36	10.61	10.83	11.09	11.35	11.59	11.89	12.14	12.42	12.71	13.02	13.32	Hourly
	0.73	0.74	0.76	0.78	0.79	0.81	0.83	0.85	0.87	0.89	0.91	0.93	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
24	22152	22620	23148	23700	24192	24816	25356	25932	26544	27192	27804	28440	Annual
	1846	1885	1929	1975	2016	2068	2113	2161	2212	2266	2317	2370	Monthly
	10.61	10.83	11.09	11.35	11.59	11.89	12.14	12.42	12.71	13.02	13.32	13.62	Hourly
	0.74	0.76	0.78	0.79	0.81	0.83	0.85	0.87	0.89	0.91	0.93	0.95	Standby
25	22620	23148	23700	24192	24816	25356	25932	26544	27192	27804	28440	29112	Annual
	1885	1929	1975	2016	2068	2113	2161	2212	2266	2317	2370	2426	Monthly
	10.83	11.09	11.35	11.59	11.89	12.14	12.42	12.71	13.02	13.32	13.62	13.94	Hourly
	0.76	0.78	0.79	0.81	0.83	0.85	0.87	0.89	0.91	0.93	0.95	0.98	Standby
26	23148	23700	24192	24816	25356	25932	26544	27192	27804	28440	29112	29784	Annual
	1929	1975	2016	2068	2113	2161	2212	2266	2317	2370	2426	2482	Monthly
	11.09	11.35	11.59	11.89	12.14	12.42	12.71	13.02	13.32	13.62	13.94	14.26	Hourly
	0.78	0.79	0.81	0.83	0.85	0.87	0.89	0.91	0.93	0.95	0.98	1.00	Standby
27	23700	24192	24816	25356	25932	26544	27192	27804	28440	29112	29784	30504	Annual
	1975	2016	2068	2113	2161	2212	2266	2317	2370	2426	2482	2542	Monthly
	11.35	11.59	11.89	12.14	12.42	12.71	13.02	13.32	13.62	13.94	14.26	14.61	Hourly
	0.79	0.81	0.83	0.85	0.87	0.89	0.91	0.93	0.95	0.98	1.00	1.02	Standby
28	24192	24816	25356	25932	26544	27192	27804	28440	29112	29784	30504	31176	Annual
	2016	2068	2113	2161	2212	2266	2317	2370	2426	2482	2542	2598	Monthly
	11.59	11.89	12.14	12.42	12.71	13.02	13.32	13.62	13.94	14.26	14.61	14.93	Hourly
	0.81	0.83	0.85	0.87	0.89	0.91	0.93	0.95	0.98	1.00	1.02	1.05	Standby
29	24816	25356	25932	26544	27192	27804	28440	29112	29784	30504	31176	31956	Annual
	2068	2113	2161	2212	2266	2317	2370	2426	2482	2542	2598	2663	Monthly
	11.89	12.14	12.42	12.71	13.02	13.32	13.62	13.94	14.26	14.61	14.93	15.30	Hourly
	0.83	0.85	0.87	0.89	0.91	0.93	0.95	0.98	1.00	1.02	1.05	1.07	Standby
30	25356	25932	26544	27192	27804	28440	29112	29784	30504	31176	31956	32688	Annual
	2113	2161	2212	2266	2317	2370	2426	2482	2542	2598	2663	2724	Monthly
	12.14	12.42	12.71	13.02	13.32	13.62	13.94	14.26	14.61	14.93	15.30	15.66	Hourly
	0.85	0.87	0.89	0.91	0.93	0.95	0.98	1.00	1.02	1.05	1.07	1.10	Standby
31	25932	26544	27192	27804	28440	29112	29784	30504	31176	31956	32688	33468	Annual
	2161	2212	2266	2317	2370	2426	2482	2542	2598	2663	2724	2789	Monthly
	12.42	12.71	13.02	13.32	13.62	13.94	14.26	14.61	14.93	15.30	15.66	16.03	Hourly
	0.87	0.89	0.91	0.93	0.95	0.98	1.00	1.02	1.05	1.07	1.10	1.12	Standby
32	26544	27192	27804	28440	29112	29784	30504	31176	31956	32688	33468	34260	Annual
	2212	2266	2317	2370	2426	2482	2542	2598	2663	2724	2789	2855	Monthly
	12.71	13.02	13.32	13.62	13.94	14.26	14.61	14.93	15.30	15.66	16.03	16.41	Hourly
	0.89	0.91	0.93	0.95	0.98	1.00	1.02	1.05	1.07	1.10	1.12	1.15	Standby
33	27192	27804	28440	29112	29784	30504	31176	31956	32688	33468	34260	35040	Annual
	2266	2317	2370	2426	2482	2542	2598	2663	2724	2789	2855	2920	Monthly
	13.02	13.32	13.62	13.94	14.26	14.61	14.93	15.30	15.66	16.03	16.41	16.78	Hourly
	0.91	0.93	0.95	0.98	1.00	1.02	1.05	1.07	1.10	1.12	1.15	1.17	Standby
34	27804	28440	29112	29784	30504	31176	31956	32688	33468	34260	35040	35928	Annual
	2317	2370	2426	2482	2542	2598	2663	2724	2789	2855	2920	2994	Monthly
	13.32	13.62	13.94	14.26	14.61	14.93	15.30	15.66	16.03	16.41	16.78	17.21	Hourly
	0.93	0.95	0.98	1.00	1.02	1.05	1.07	1.10	1.12	1.15	1.17	1.20	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
35	28440	29112	29784	30504	31176	31956	32688	33468	34260	35040	35928	36756	Annual
	2370	2426	2482	2542	2598	2663	2724	2789	2855	2920	2994	3063	Monthly
	13.62	13.94	14.26	14.61	14.93	15.30	15.66	16.03	16.41	16.78	17.21	17.60	Hourly
	0.95	0.98	1.00	1.02	1.05	1.07	1.10	1.12	1.15	1.17	1.20	1.23	Standby
36	29112	29784	30504	31176	31956	32688	33468	34260	35040	35928	36756	37620	Annual
	2426	2482	2542	2598	2663	2724	2789	2855	2920	2994	3063	3135	Monthly
	13.94	14.26	14.61	14.93	15.30	15.66	16.03	16.41	16.78	17.21	17.60	18.02	Hourly
	0.98	1.00	1.02	1.05	1.07	1.10	1.12	1.15	1.17	1.20	1.23	1.26	Standby
37	29784	30504	31176	31956	32688	33468	34260	35040	35928	36756	37620	38556	Annual
	2482	2542	2598	2663	2724	2789	2855	2920	2994	3063	3135	3213	Monthly
	14.26	14.61	14.93	15.30	15.66	16.03	16.41	16.78	17.21	17.60	18.02	18.47	Hourly
	1.00	1.02	1.05	1.07	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29	Standby
38	30504	31176	31956	32688	33468	34260	35040	35928	36756	37620	38556	39516	Annual
	2542	2598	2663	2724	2789	2855	2920	2994	3063	3135	3213	3293	Monthly
	14.61	14.93	15.30	15.66	16.03	16.41	16.78	17.21	17.60	18.02	18.47	18.93	Hourly
	1.02	1.05	1.07	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.33	Standby
39	31176	31956	32688	33468	34260	35040	35928	36756	37620	38556	39516	40524	Annual
	2598	2663	2724	2789	2855	2920	2994	3063	3135	3213	3293	3377	Monthly
	14.93	15.30	15.66	16.03	16.41	16.78	17.21	17.60	18.02	18.47	18.93	19.41	Hourly
	1.05	1.07	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.33	1.36	Standby
40	31956	32688	33468	34260	35040	35928	36756	37620	38556	39516	40524	41508	Annual
	2663	2724	2789	2855	2920	2994	3063	3135	3213	3293	3377	3459	Monthly
	15.30	15.66	16.03	16.41	16.78	17.21	17.60	18.02	18.47	18.93	19.41	19.88	Hourly
	1.07	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.33	1.36	1.39	Standby
41	32688	33468	34260	35040	35928	36756	37620	38556	39516	40524	41508	42588	Annual
	2724	2789	2855	2920	2994	3063	3135	3213	3293	3377	3459	3549	Monthly
	15.66	16.03	16.41	16.78	17.21	17.60	18.02	18.47	18.93	19.41	19.88	20.40	Hourly
	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.33	1.36	1.39	1.43	Standby
42	33468	34260	35040	35928	36756	37620	38556	39516	40524	41508	42588	43572	Annual
	2789	2855	2920	2994	3063	3135	3213	3293	3377	3459	3549	3631	Monthly
	16.03	16.41	16.78	17.21	17.60	18.02	18.47	18.93	19.41	19.88	20.40	20.87	Hourly
	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.33	1.36	1.39	1.43	1.46	Standby
43	34260	35040	35928	36756	37620	38556	39516	40524	41508	42588	43572	44712	Annual
	2855	2920	2994	3063	3135	3213	3293	3377	3459	3549	3631	3726	Monthly
	16.41	16.78	17.21	17.60	18.02	18.47	18.93	19.41	19.88	20.40	20.87	21.41	Hourly
	1.15	1.17	1.20	1.23	1.26	1.29	1.33	1.36	1.39	1.43	1.46	1.50	Standby
44	35040	35928	36756	37620	38556	39516	40524	41508	42588	43572	44712	45828	Annual
	2920	2994	3063	3135	3213	3293	3377	3459	3549	3631	3726	3819	Monthly
	16.78	17.21	17.60	18.02	18.47	18.93	19.41	19.88	20.40	20.87	21.41	21.95	Hourly
	1.17	1.20	1.23	1.26	1.29	1.33	1.36	1.39	1.43	1.46	1.50	1.54	Standby
45	35928	36756	37620	38556	39516	40524	41508	42588	43572	44712	45828	47016	Annual
	2994	3063	3135	3213	3293	3377	3459	3549	3631	3726	3819	3918	Monthly
	17.21	17.60	18.02	18.47	18.93	19.41	19.88	20.40	20.87	21.41	21.95	22.52	Hourly
	1.20	1.23	1.26	1.29	1.33	1.36	1.39	1.43	1.46	1.50	1.54	1.58	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
46	36756	37620	38556	39516	40524	41508	42588	43572	44712	45828	47016	48168	Annual
	3063	3135	3213	3293	3377	3459	3549	3631	3726	3819	3918	4014	Monthly
	17.60	18.02	18.47	18.93	19.41	19.88	20.40	20.87	21.41	21.95	22.52	23.07	Hourly
	1.23	1.26	1.29	1.33	1.36	1.39	1.43	1.46	1.50	1.54	1.58	1.61	Standby
47	37620	38556	39516	40524	41508	42588	43572	44712	45828	47016	48168	49368	Annual
	3135	3213	3293	3377	3459	3549	3631	3726	3819	3918	4014	4114	Monthly
	18.02	18.47	18.93	19.41	19.88	20.40	20.87	21.41	21.95	22.52	23.07	23.64	Hourly
	1.26	1.29	1.33	1.36	1.39	1.43	1.46	1.50	1.54	1.58	1.61	1.65	Standby
48	38556	39516	40524	41508	42588	43572	44712	45828	47016	48168	49368	50568	Annual
	3213	3293	3377	3459	3549	3631	3726	3819	3918	4014	4114	4214	Monthly
	18.47	18.93	19.41	19.88	20.40	20.87	21.41	21.95	22.52	23.07	23.64	24.22	Hourly
	1.29	1.33	1.36	1.39	1.43	1.46	1.50	1.54	1.58	1.61	1.65	1.70	Standby
49	39516	40524	41508	42588	43572	44712	45828	47016	48168	49368	50568	51864	Annual
	3293	3377	3459	3549	3631	3726	3819	3918	4014	4114	4214	4322	Monthly
	18.93	19.41	19.88	20.40	20.87	21.41	21.95	22.52	23.07	23.64	24.22	24.84	Hourly
	1.33	1.36	1.39	1.43	1.46	1.50	1.54	1.58	1.61	1.65	1.70	1.74	Standby
50	40524	41508	42588	43572	44712	45828	47016	48168	49368	50568	51864	53148	Annual
	3377	3459	3549	3631	3726	3819	3918	4014	4114	4214	4322	4429	Monthly
	19.41	19.88	20.40	20.87	21.41	21.95	22.52	23.07	23.64	24.22	24.84	25.45	Hourly
	1.36	1.39	1.43	1.46	1.50	1.54	1.58	1.61	1.65	1.70	1.74	1.78	Standby
51	41508	42588	43572	44712	45828	47016	48168	49368	50568	51864	53148	54504	Annual
	3459	3549	3631	3726	3819	3918	4014	4114	4214	4322	4429	4542	Monthly
	19.88	20.40	20.87	21.41	21.95	22.52	23.07	23.64	24.22	24.84	25.45	26.10	Hourly
	1.39	1.43	1.46	1.50	1.54	1.58	1.61	1.65	1.70	1.74	1.78	1.83	Standby
52	42588	43572	44712	45828	47016	48168	49368	50568	51864	53148	54504	55836	Annual
	3549	3631	3726	3819	3918	4014	4114	4214	4322	4429	4542	4653	Monthly
	20.40	20.87	21.41	21.95	22.52	23.07	23.64	24.22	24.84	25.45	26.10	26.74	Hourly
	1.43	1.46	1.50	1.54	1.58	1.61	1.65	1.70	1.74	1.78	1.83	1.87	Standby
53	43572	44712	45828	47016	48168	49368	50568	51864	53148	54504	55836	57240	Annual
	3631	3726	3819	3918	4014	4114	4214	4322	4429	4542	4653	4770	Monthly
	20.87	21.41	21.95	22.52	23.07	23.64	24.22	24.84	25.45	26.10	26.74	27.41	Hourly
	1.46	1.50	1.54	1.58	1.61	1.65	1.70	1.74	1.78	1.83	1.87	1.92	Standby
54	44712	45828	47016	48168	49368	50568	51864	53148	54504	55836	57240	58656	Annual
	3726	3819	3918	4014	4114	4214	4322	4429	4542	4653	4770	4888	Monthly
	21.41	21.95	22.52	23.07	23.64	24.22	24.84	25.45	26.10	26.74	27.41	28.09	Hourly
	1.50	1.54	1.58	1.61	1.65	1.70	1.74	1.78	1.83	1.87	1.92	1.97	Standby
55	45828	47016	48168	49368	50568	51864	53148	54504	55836	57240	58656	60120	Annual
	3819	3918	4014	4114	4214	4322	4429	4542	4653	4770	4888	5010	Monthly
	21.95	22.52	23.07	23.64	24.22	24.84	25.45	26.10	26.74	27.41	28.09	28.79	Hourly
	1.54	1.58	1.61	1.65	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	Standby
56	47016	48168	49368	50568	51864	53148	54504	55836	57240	58656	60120	61632	Annual
	3918	4014	4114	4214	4322	4429	4542	4653	4770	4888	5010	5136	Monthly
	22.52	23.07	23.64	24.22	24.84	25.45	26.10	26.74	27.41	28.09	28.79	29.52	Hourly
	1.58	1.61	1.65	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
57	48168	49368	50568	51864	53148	54504	55836	57240	58656	60120	61632	63192	Annual
	4014	4114	4214	4322	4429	4542	4653	4770	4888	5010	5136	5266	Monthly
	23.07	23.64	24.22	24.84	25.45	26.10	26.74	27.41	28.09	28.79	29.52	30.26	Hourly
	1.61	1.65	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	Standby
58	49368	50568	51864	53148	54504	55836	57240	58656	60120	61632	63192	64740	Annual
	4114	4214	4322	4429	4542	4653	4770	4888	5010	5136	5266	5395	Monthly
	23.64	24.22	24.84	25.45	26.10	26.74	27.41	28.09	28.79	29.52	30.26	31.01	Hourly
	1.65	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	Standby
59	50568	51864	53148	54504	55836	57240	58656	60120	61632	63192	64740	66420	Annual
	4214	4322	4429	4542	4653	4770	4888	5010	5136	5266	5395	5535	Monthly
	24.22	24.84	25.45	26.10	26.74	27.41	28.09	28.79	29.52	30.26	31.01	31.81	Hourly
	1.70	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	Standby
60	51864	53148	54504	55836	57240	58656	60120	61632	63192	64740	66420	68016	Annual
	4322	4429	4542	4653	4770	4888	5010	5136	5266	5395	5535	5668	Monthly
	24.84	25.45	26.10	26.74	27.41	28.09	28.79	29.52	30.26	31.01	31.81	32.57	Hourly
	1.74	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28	Standby
61	53148	54504	55836	57240	58656	60120	61632	63192	64740	66420	68016	69756	Annual
	4429	4542	4653	4770	4888	5010	5136	5266	5395	5535	5668	5813	Monthly
	25.45	26.10	26.74	27.41	28.09	28.79	29.52	30.26	31.01	31.81	32.57	33.41	Hourly
	1.78	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	Standby
62	54504	55836	57240	58656	60120	61632	63192	64740	66420	68016	69756	71496	Annual
	4542	4653	4770	4888	5010	5136	5266	5395	5535	5668	5813	5958	Monthly
	26.10	26.74	27.41	28.09	28.79	29.52	30.26	31.01	31.81	32.57	33.41	34.24	Hourly
	1.83	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	Standby
63	55836	57240	58656	60120	61632	63192	64740	66420	68016	69756	71496	73260	Annual
	4653	4770	4888	5010	5136	5266	5395	5535	5668	5813	5958	6105	Monthly
	26.74	27.41	28.09	28.79	29.52	30.26	31.01	31.81	32.57	33.41	34.24	35.09	Hourly
	1.87	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	Standby
64	57240	58656	60120	61632	63192	64740	66420	68016	69756	71496	73260	75084	Annual
	4770	4888	5010	5136	5266	5395	5535	5668	5813	5958	6105	6257	Monthly
	27.41	28.09	28.79	29.52	30.26	31.01	31.81	32.57	33.41	34.24	35.09	35.96	Hourly
	1.92	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	Standby
65	58656	60120	61632	63192	64740	66420	68016	69756	71496	73260	75084	76992	Annual
	4888	5010	5136	5266	5395	5535	5668	5813	5958	6105	6257	6416	Monthly
	28.09	28.79	29.52	30.26	31.01	31.81	32.57	33.41	34.24	35.09	35.96	36.87	Hourly
	1.97	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.58	Standby
66	60120	61632	63192	64740	66420	68016	69756	71496	73260	75084	76992	78900	Annual
	5010	5136	5266	5395	5535	5668	5813	5958	6105	6257	6416	6575	Monthly
	28.79	29.52	30.26	31.01	31.81	32.57	33.41	34.24	35.09	35.96	36.87	37.79	Hourly
	2.02	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.58	2.65	Standby
67	61632	63192	64740	66420	68016	69756	71496	73260	75084	76992	78900	80892	Annual
	5136	5266	5395	5535	5668	5813	5958	6105	6257	6416	6575	6741	Monthly
	29.52	30.26	31.01	31.81	32.57	33.41	34.24	35.09	35.96	36.87	37.79	38.74	Hourly
	2.07	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.58	2.65	2.71	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
68	63192	64740	66420	68016	69756	71496	73260	75084	76992	78900	80892	82896	Annual
	5266	5395	5535	5668	5813	5958	6105	6257	6416	6575	6741	6908	Monthly
	30.26	31.01	31.81	32.57	33.41	34.24	35.09	35.96	36.87	37.79	38.74	39.70	Hourly
	2.12	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.58	2.65	2.71	2.78	Standby
69	64740	66420	68016	69756	71496	73260	75084	76992	78900	80892	82896	84984	Annual
	5395	5535	5668	5813	5958	6105	6257	6416	6575	6741	6908	7082	Monthly
	31.01	31.81	32.57	33.41	34.24	35.09	35.96	36.87	37.79	38.74	39.70	40.70	Hourly
	2.17	2.23	2.28	2.34	2.40	2.46	2.52	2.58	2.65	2.71	2.78	2.85	Standby
70	66420	68016	69756	71496	73260	75084	76992	78900	80892	82896	84984	87096	Annual
	5535	5668	5813	5958	6105	6257	6416	6575	6741	6908	7082	7258	Monthly
	31.81	32.57	33.41	34.24	35.09	35.96	36.87	37.79	38.74	39.70	40.70	41.71	Hourly
	2.23	2.28	2.34	2.40	2.46	2.52	2.58	2.65	2.71	2.78	2.85	2.92	Standby
71	68016	69756	71496	73260	75084	76992	78900	80892	82896	84984	87096	89280	Annual
	5668	5813	5958	6105	6257	6416	6575	6741	6908	7082	7258	7440	Monthly
	32.57	33.41	34.24	35.09	35.96	36.87	37.79	38.74	39.70	40.70	41.71	42.76	Hourly
	2.28	2.34	2.40	2.46	2.52	2.58	2.65	2.71	2.78	2.85	2.92	2.99	Standby
72	69756	71496	73260	75084	76992	78900	80892	82896	84984	87096	89280	91524	Annual
	5813	5958	6105	6257	6416	6575	6741	6908	7082	7258	7440	7627	Monthly
	33.41	34.24	35.09	35.96	36.87	37.79	38.74	39.70	40.70	41.71	42.76	43.83	Hourly
	2.34	2.40	2.46	2.52	2.58	2.65	2.71	2.78	2.85	2.92	2.99	3.07	Standby
73	71496	73260	75084	76992	78900	80892	82896	84984	87096	89280	91524	93816	Annual
	5958	6105	6257	6416	6575	6741	6908	7082	7258	7440	7627	7818	Monthly
	34.24	35.09	35.96	36.87	37.79	38.74	39.70	40.70	41.71	42.76	43.83	44.93	Hourly
	2.40	2.46	2.52	2.58	2.65	2.71	2.78	2.85	2.92	2.99	3.07	3.15	Standby
74	73260	75084	76992	78900	80892	82896	84984	87096	89280	91524	93816	96144	Annual
	6105	6257	6416	6575	6741	6908	7082	7258	7440	7627	7818	8012	Monthly
	35.09	35.96	36.87	37.79	38.74	39.70	40.70	41.71	42.76	43.83	44.93	46.05	Hourly
	2.46	2.52	2.58	2.65	2.71	2.78	2.85	2.92	2.99	3.07	3.15	3.22	Standby
75	75084	76992	78900	80892	82896	84984	87096	89280	91524	93816	96144	98580	Annual
	6257	6416	6575	6741	6908	7082	7258	7440	7627	7818	8012	8215	Monthly
	35.96	36.87	37.79	38.74	39.70	40.70	41.71	42.76	43.83	44.93	46.05	47.21	Hourly
	2.52	2.58	2.65	2.71	2.78	2.85	2.92	2.99	3.07	3.15	3.22	3.30	Standby
76	76992	78900	80892	82896	84984	87096	89280	91524	93816	96144	98580	101004	Annual
	6416	6575	6741	6908	7082	7258	7440	7627	7818	8012	8215	8417	Monthly
	36.87	37.79	38.74	39.70	40.70	41.71	42.76	43.83	44.93	46.05	47.21	48.37	Hourly
	2.58	2.65	2.71	2.78	2.85	2.92	2.99	3.07	3.15	3.22	3.30	3.39	Standby
77	78900	80892	82896	84984	87096	89280	91524	93816	96144	98580	101004	103524	Annual
	6575	6741	6908	7082	7258	7440	7627	7818	8012	8215	8417	8627	Monthly
	37.79	38.74	39.70	40.70	41.71	42.76	43.83	44.93	46.05	47.21	48.37	49.58	Hourly
	2.65	2.71	2.78	2.85	2.92	2.99	3.07	3.15	3.22	3.30	3.39	3.47	Standby
78	80892	82896	84984	87096	89280	91524	93816	96144	98580	101004	103524	106128	Annual
	6741	6908	7082	7258	7440	7627	7818	8012	8215	8417	8627	8844	Monthly
	38.74	39.70	40.70	41.71	42.76	43.83	44.93	46.05	47.21	48.37	49.58	50.83	Hourly
	2.71	2.78	2.85	2.92	2.99	3.07	3.15	3.22	3.30	3.39	3.47	3.56	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
79	82896	84984	87096	89280	91524	93816	96144	98580	101004	103524	106128	108792	Annual
	6908	7082	7258	7440	7627	7818	8012	8215	8417	8627	8844	9066	Monthly
	39.70	40.70	41.71	42.76	43.83	44.93	46.05	47.21	48.37	49.58	50.83	52.10	Hourly
	2.78	2.85	2.92	2.99	3.07	3.15	3.22	3.30	3.39	3.47	3.56	3.65	Standby
80	84984	87096	89280	91524	93816	96144	98580	101004	103524	106128	108792	111468	Annual
	7082	7258	7440	7627	7818	8012	8215	8417	8627	8844	9066	9289	Monthly
	40.70	41.71	42.76	43.83	44.93	46.05	47.21	48.37	49.58	50.83	52.10	53.39	Hourly
	2.85	2.92	2.99	3.07	3.15	3.22	3.30	3.39	3.47	3.56	3.65	3.74	Standby
81	87096	89280	91524	93816	96144	98580	101004	103524	106128	108792	111468	114252	Annual
	7258	7440	7627	7818	8012	8215	8417	8627	8844	9066	9289	9521	Monthly
	41.71	42.76	43.83	44.93	46.05	47.21	48.37	49.58	50.83	52.10	53.39	54.72	Hourly
	2.92	2.99	3.07	3.15	3.22	3.30	3.39	3.47	3.56	3.65	3.74	3.83	Standby
82	89280	91524	93816	96144	98580	101004	103524	106128	108792	111468	114252	117132	Annual
	7440	7627	7818	8012	8215	8417	8627	8844	9066	9289	9521	9761	Monthly
	42.76	43.83	44.93	46.05	47.21	48.37	49.58	50.83	52.10	53.39	54.72	56.10	Hourly
	2.99	3.07	3.15	3.22	3.30	3.39	3.47	3.56	3.65	3.74	3.83	3.93	Standby
83	91524	93816	96144	98580	101004	103524	106128	108792	111468	114252	117132	120048	Annual
	7627	7818	8012	8215	8417	8627	8844	9066	9289	9521	9761	10004	Monthly
	43.83	44.93	46.05	47.21	48.37	49.58	50.83	52.10	53.39	54.72	56.10	57.49	Hourly
	3.07	3.15	3.22	3.30	3.39	3.47	3.56	3.65	3.74	3.83	3.93	4.02	Standby
84	93816	96144	98580	101004	103524	106128	108792	111468	114252	117132	120048	123036	Annual
	7818	8012	8215	8417	8627	8844	9066	9289	9521	9761	10004	10253	Monthly
	44.93	46.05	47.21	48.37	49.58	50.83	52.10	53.39	54.72	56.10	57.49	58.93	Hourly
	3.15	3.22	3.30	3.39	3.47	3.56	3.65	3.74	3.83	3.93	4.02	4.13	Standby
85	96144	98580	101004	103524	106128	108792	111468	114252	117132	120048	123036	126156	Annual
	8012	8215	8417	8627	8844	9066	9289	9521	9761	10004	10253	10513	Monthly
	46.05	47.21	48.37	49.58	50.83	52.10	53.39	54.72	56.10	57.49	58.93	60.42	Hourly
	3.22	3.30	3.39	3.47	3.56	3.65	3.74	3.83	3.93	4.02	4.13	4.23	Standby
86	98580	101004	103524	106128	108792	111468	114252	117132	120048	123036	126156	129252	Annual
	8215	8417	8627	8844	9066	9289	9521	9761	10004	10253	10513	10771	Monthly
	47.21	48.37	49.58	50.83	52.10	53.39	54.72	56.10	57.49	58.93	60.42	61.90	Hourly
	3.30	3.39	3.47	3.56	3.65	3.74	3.83	3.93	4.02	4.13	4.23	4.33	Standby
87	101004	103524	106128	108792	111468	114252	117132	120048	123036	126156	129252	132528	Annual
	8417	8627	8844	9066	9289	9521	9761	10004	10253	10513	10771	11044	Monthly
	48.37	49.58	50.83	52.10	53.39	54.72	56.10	57.49	58.93	60.42	61.90	63.47	Hourly
	3.39	3.47	3.56	3.65	3.74	3.83	3.93	4.02	4.13	4.23	4.33	4.44	Standby
88	103524	106128	108792	111468	114252	117132	120048	123036	126156	129252	132528	135864	Annual
	8627	8844	9066	9289	9521	9761	10004	10253	10513	10771	11044	11322	Monthly
	49.58	50.83	52.10	53.39	54.72	56.10	57.49	58.93	60.42	61.90	63.47	65.07	Hourly
	3.47	3.56	3.65	3.74	3.83	3.93	4.02	4.13	4.23	4.33	4.44	4.55	Standby
89	106128	108792	111468	114252	117132	120048	123036	126156	129252	132528	135864	139248	Annual
	8844	9066	9289	9521	9761	10004	10253	10513	10771	11044	11322	11604	Monthly
	50.83	52.10	53.39	54.72	56.10	57.49	58.93	60.42	61.90	63.47	65.07	66.69	Hourly
	3.56	3.65	3.74	3.83	3.93	4.02	4.13	4.23	4.33	4.44	4.55	4.67	Standby

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
90	108792	111468	114252	117132	120048	123036	126156	129252	132528	135864	139248	142752	Annual
	9066	9289	9521	9761	10004	10253	10513	10771	11044	11322	11604	11896	Monthly
	52.10	53.39	54.72	56.10	57.49	58.93	60.42	61.90	63.47	65.07	66.69	68.37	Hourly
	3.65	3.74	3.83	3.93	4.02	4.13	4.23	4.33	4.44	4.55	4.67	4.79	Standby
91	111468	114252	117132	120048	123036	126156	129252	132528	135864	139248	142752	146268	Annual
	9289	9521	9761	10004	10253	10513	10771	11044	11322	11604	11896	12189	Monthly
	53.39	54.72	56.10	57.49	58.93	60.42	61.90	63.47	65.07	66.69	68.37	70.05	Hourly
	3.74	3.83	3.93	4.02	4.13	4.23	4.33	4.44	4.55	4.67	4.79	4.90	Standby
92	114252	117132	120048	123036	126156	129252	132528	135864	139248	142752	146268	149952	Annual
	9521	9761	10004	10253	10513	10771	11044	11322	11604	11896	12189	12496	Monthly
	54.72	56.10	57.49	58.93	60.42	61.90	63.47	65.07	66.69	68.37	70.05	71.82	Hourly
	3.83	3.93	4.02	4.13	4.23	4.33	4.44	4.55	4.67	4.79	4.90	5.03	Standby
93	117132	120048	123036	126156	129252	132528	135864	139248	142752	146268	149952	153684	Annual
	9761	10004	10253	10513	10771	11044	11322	11604	11896	12189	12496	12807	Monthly
	56.10	57.49	58.93	60.42	61.90	63.47	65.07	66.69	68.37	70.05	71.82	73.60	Hourly
	3.93	4.02	4.13	4.23	4.33	4.44	4.55	4.67	4.79	4.90	5.03	5.15	Standby
94	120048	123036	126156	129252	132528	135864	139248	142752	146268	149952	153684	157572	Annual
	10004	10253	10513	10771	11044	11322	11604	11896	12189	12496	12807	13131	Monthly
	57.49	58.93	60.42	61.90	63.47	65.07	66.69	68.37	70.05	71.82	73.60	75.47	Hourly
	4.02	4.13	4.23	4.33	4.44	4.55	4.67	4.79	4.90	5.03	5.15	5.28	Standby
95	123036	126156	129252	132528	135864	139248	142752	146268	149952	153684	157572	161472	Annual
	10253	10513	10771	11044	11322	11604	11896	12189	12496	12807	13131	13456	Monthly
	58.93	60.42	61.90	63.47	65.07	66.69	68.37	70.05	71.82	73.60	75.47	77.33	Hourly
	4.13	4.23	4.33	4.44	4.55	4.67	4.79	4.90	5.03	5.15	5.28	5.41	Standby
96	126156	129252	132528	135864	139248	142752	146268	149952	153684	157572	161472	165528	Annual
	10513	10771	11044	11322	11604	11896	12189	12496	12807	13131	13456	13794	Monthly
	60.42	61.90	63.47	65.07	66.69	68.37	70.05	71.82	73.60	75.47	77.33	79.28	Hourly
	4.23	4.33	4.44	4.55	4.67	4.79	4.90	5.03	5.15	5.28	5.41	5.55	Standby
97	129252	132528	135864	139248	142752	146268	149952	153684	157572	161472	165528	169680	Annual
	10771	11044	11322	11604	11896	12189	12496	12807	13131	13456	13794	14140	Monthly
	61.90	63.47	65.07	66.69	68.37	70.05	71.82	73.60	75.47	77.33	79.28	81.26	Hourly
	4.33	4.44	4.55	4.67	4.79	4.90	5.03	5.15	5.28	5.41	5.55	5.69	Standby
98	132528	135864	139248	142752	146268	149952	153684	157572	161472	165528	169680	173928	Annual
	11044	11322	11604	11896	12189	12496	12807	13131	13456	13794	14140	14494	Monthly
	63.47	65.07	66.69	68.37	70.05	71.82	73.60	75.47	77.33	79.28	81.26	83.30	Hourly
	4.44	4.55	4.67	4.79	4.90	5.03	5.15	5.28	5.41	5.55	5.69	5.83	Standby
99	135864	139248	142752	146268	149952	153684	157572	161472	165528	169680	173928	178272	Annual
	11322	11604	11896	12189	12496	12807	13131	13456	13794	14140	14494	14856	Monthly
	65.07	66.69	68.37	70.05	71.82	73.60	75.47	77.33	79.28	81.26	83.30	85.38	Hourly
	4.55	4.67	4.79	4.90	5.03	5.15	5.28	5.41	5.55	5.69	5.83	5.98	Standby



**APPENDIX E**  
**SP Range Salary Schedule**  
Effective July 1, 2007 thru June 30, 2008

SP RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
35SP	31956	32688	33444	34260	35040	35880	36720	37560	38460	39348	40332	41280	Annual
	2663	2724	2787	2855	2920	2990	3060	3130	3205	3279	3361	3440	Monthly
	15.30	15.66	16.02	16.41	16.78	17.18	17.59	17.99	18.42	18.84	19.32	19.77	Hourly
	1.07	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.32	1.35	1.38	Standby
36SP	32688	33444	34260	35040	35880	36720	37560	38460	39348	40332	41280	42276	Annual
	2724	2787	2855	2920	2990	3060	3130	3205	3279	3361	3440	3523	Monthly
	15.66	16.02	16.41	16.78	17.18	17.59	17.99	18.42	18.84	19.32	19.77	20.25	Hourly
	1.10	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.32	1.35	1.38	1.42	Standby
37SP	33444	34260	35040	35880	36720	37560	38460	39348	40332	41280	42276	43320	Annual
	2787	2855	2920	2990	3060	3130	3205	3279	3361	3440	3523	3610	Monthly
	16.02	16.41	16.78	17.18	17.59	17.99	18.42	18.84	19.32	19.77	20.25	20.75	Hourly
	1.12	1.15	1.17	1.20	1.23	1.26	1.29	1.32	1.35	1.38	1.42	1.45	Standby
38SP	34260	35040	35880	36720	37560	38460	39348	40332	41280	42276	43320	44388	Annual
	2855	2920	2990	3060	3130	3205	3279	3361	3440	3523	3610	3699	Monthly
	16.41	16.78	17.18	17.59	17.99	18.42	18.84	19.32	19.77	20.25	20.75	21.26	Hourly
	1.15	1.17	1.20	1.23	1.26	1.29	1.32	1.35	1.38	1.42	1.45	1.49	Standby
40SP	35880	36720	37560	38460	39348	40332	41280	42276	43320	44388	45504	46620	Annual
	2990	3060	3130	3205	3279	3361	3440	3523	3610	3699	3792	3885	Monthly
	17.18	17.59	17.99	18.42	18.84	19.32	19.77	20.25	20.75	21.26	21.79	22.33	Hourly
	1.20	1.23	1.26	1.29	1.32	1.35	1.38	1.42	1.45	1.49	1.53	1.56	Standby
41SP	36720	37560	38460	39348	40332	41280	42276	43320	44388	45504	46620	47808	Annual
	3060	3130	3205	3279	3361	3440	3523	3610	3699	3792	3885	3984	Monthly
	17.59	17.99	18.42	18.84	19.32	19.77	20.25	20.75	21.26	21.79	22.33	22.90	Hourly
	1.23	1.26	1.29	1.32	1.35	1.38	1.42	1.45	1.49	1.53	1.56	1.60	Standby
42SP	37560	38460	39348	40332	41280	42276	43320	44388	45504	46620	47808	48972	Annual
	3130	3205	3279	3361	3440	3523	3610	3699	3792	3885	3984	4081	Monthly
	17.99	18.42	18.84	19.32	19.77	20.25	20.75	21.26	21.79	22.33	22.90	23.45	Hourly
	1.26	1.29	1.32	1.35	1.38	1.42	1.45	1.49	1.53	1.56	1.60	1.64	Standby

SP RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
45SP	40332	41280	42276	43320	44388	45504	46620	47808	48972	50220	51456	52764	Annual
	3361	3440	3523	3610	3699	3792	3885	3984	4081	4185	4288	4397	Monthly
	19.32	19.77	20.25	20.75	21.26	21.79	22.33	22.90	23.45	24.05	24.64	25.27	Hourly
	1.35	1.38	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77	Standby
46SP	41280	42276	43320	44388	45504	46620	47808	48972	50220	51456	52764	54108	Annual
	3440	3523	3610	3699	3792	3885	3984	4081	4185	4288	4397	4509	Monthly
	19.77	20.25	20.75	21.26	21.79	22.33	22.90	23.45	24.05	24.64	25.27	25.91	Hourly
	1.38	1.42	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81	Standby
48SP	43320	44388	45504	46620	47808	48972	50220	51456	52764	54108	55416	56784	Annual
	3610	3699	3792	3885	3984	4081	4185	4288	4397	4509	4618	4732	Monthly
	20.75	21.26	21.79	22.33	22.90	23.45	24.05	24.64	25.27	25.91	26.54	27.20	Hourly
	1.45	1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.90	Standby
49SP	44388	45504	46620	47808	48972	50220	51456	52764	54108	55416	56784	58236	Annual
	3699	3792	3885	3984	4081	4185	4288	4397	4509	4618	4732	4853	Monthly
	21.26	21.79	22.33	22.90	23.45	24.05	24.64	25.27	25.91	26.54	27.20	27.89	Hourly
	1.49	1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.90	1.95	Standby
50SP	45504	46620	47808	48972	50220	51456	52764	54108	55416	56784	58236	59688	Annual
	3792	3885	3984	4081	4185	4288	4397	4509	4618	4732	4853	4974	Monthly
	21.79	22.33	22.90	23.45	24.05	24.64	25.27	25.91	26.54	27.20	27.89	28.59	Hourly
	1.53	1.56	1.60	1.64	1.68	1.72	1.77	1.81	1.86	1.90	1.95	2.00	Standby
53SP	48972	50220	51456	52764	54108	55416	56784	58236	59688	61212	62712	64284	Annual
	4081	4185	4288	4397	4509	4618	4732	4853	4974	5101	5226	5357	Monthly
	23.45	24.05	24.64	25.27	25.91	26.54	27.20	27.89	28.59	29.32	30.03	30.79	Hourly
	1.64	1.68	1.72	1.77	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.16	Standby
57SP	54108	55416	56784	58236	59688	61212	62712	64284	65856	67524	69204	70932	Annual
	4509	4618	4732	4853	4974	5101	5226	5357	5488	5627	5767	5911	Monthly
	25.91	26.54	27.20	27.89	28.59	29.32	30.03	30.79	31.54	32.34	33.14	33.97	Hourly
	1.81	1.86	1.90	1.95	2.00	2.05	2.10	2.16	2.21	2.26	2.32	2.38	Standby

**APPENDIX F**  
**SP Range Salary Schedule for Represented Employees**  
**Effective July 1, 2008 thru June 30, 2009**

<b>SP RANGE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>	<b>STEP K</b>	<b>STEP L</b>	
35SP	32592	33336	34116	34944	35736	36600	37452	38316	39228	40140	41136	42108	Annual
	2716	2778	2843	2912	2978	3050	3121	3193	3269	3345	3428	3509	Monthly
	15.61	15.97	16.34	16.74	17.11	17.53	17.94	18.35	18.79	19.22	19.70	20.17	Hourly
	1.09	1.12	1.14	1.17	1.20	1.23	1.26	1.28	1.32	1.35	1.38	1.41	Standby
36SP	33336	34116	34944	35736	36600	37452	38316	39228	40140	41136	42108	43116	Annual
	2778	2843	2912	2978	3050	3121	3193	3269	3345	3428	3509	3593	Monthly
	15.97	16.34	16.74	17.11	17.53	17.94	18.35	18.79	19.22	19.70	20.17	20.65	Hourly
	1.12	1.14	1.17	1.20	1.23	1.26	1.28	1.32	1.35	1.38	1.41	1.45	Standby
37SP	34116	34944	35736	36600	37452	38316	39228	40140	41136	42108	43116	44184	Annual
	2843	2912	2978	3050	3121	3193	3269	3345	3428	3509	3593	3682	Monthly
	16.34	16.74	17.11	17.53	17.94	18.35	18.79	19.22	19.70	20.17	20.65	21.16	Hourly
	1.14	1.17	1.20	1.23	1.26	1.28	1.32	1.35	1.38	1.41	1.45	1.48	Standby
38SP	34944	35736	36600	37452	38316	39228	40140	41136	42108	43116	44184	45276	Annual
	2912	2978	3050	3121	3193	3269	3345	3428	3509	3593	3682	3773	Monthly
	16.74	17.11	17.53	17.94	18.35	18.79	19.22	19.70	20.17	20.65	21.16	21.68	Hourly
	1.17	1.20	1.23	1.26	1.28	1.32	1.35	1.38	1.41	1.45	1.48	1.52	Standby
40SP	36600	37452	38316	39228	40140	41136	42108	43116	44184	45276	46416	47556	Annual
	3050	3121	3193	3269	3345	3428	3509	3593	3682	3773	3868	3963	Monthly
	17.53	17.94	18.35	18.79	19.22	19.70	20.17	20.65	21.16	21.68	22.23	22.78	Hourly
	1.23	1.26	1.28	1.32	1.35	1.38	1.41	1.45	1.48	1.52	1.56	1.59	Standby
41SP	37452	38316	39228	40140	41136	42108	43116	44184	45276	46416	47556	48768	Annual
	3121	3193	3269	3345	3428	3509	3593	3682	3773	3868	3963	4064	Monthly
	17.94	18.35	18.79	19.22	19.70	20.17	20.65	21.16	21.68	22.23	22.78	23.36	Hourly
	1.26	1.28	1.32	1.35	1.38	1.41	1.45	1.48	1.52	1.56	1.59	1.64	Standby
42SP	38316	39228	40140	41136	42108	43116	44184	45276	46416	47556	48768	49956	Annual
	3193	3269	3345	3428	3509	3593	3682	3773	3868	3963	4064	4163	Monthly
	18.35	18.79	19.22	19.70	20.17	20.65	21.16	21.68	22.23	22.78	23.36	23.93	Hourly
	1.28	1.32	1.35	1.38	1.41	1.45	1.48	1.52	1.56	1.59	1.64	1.68	Standby

SP RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	
45SP	41136	42108	43116	44184	45276	46416	47556	48768	49956	51228	52488	53820	Annual
	3428	3509	3593	3682	3773	3868	3963	4064	4163	4269	4374	4485	Monthly
	19.70	20.17	20.65	21.16	21.68	22.23	22.78	23.36	23.93	24.53	25.14	25.78	Hourly
	1.38	1.41	1.45	1.48	1.52	1.56	1.59	1.64	1.68	1.72	1.76	1.80	Standby
46SP	42108	43116	44184	45276	46416	47556	48768	49956	51228	52488	53820	55188	Annual
	3509	3593	3682	3773	3868	3963	4064	4163	4269	4374	4485	4599	Monthly
	20.17	20.65	21.16	21.68	22.23	22.78	23.36	23.93	24.53	25.14	25.78	26.43	Hourly
	1.41	1.45	1.48	1.52	1.56	1.59	1.64	1.68	1.72	1.76	1.80	1.85	Standby
48SP	44184	45276	46416	47556	48768	49956	51228	52488	53820	55188	56520	57924	Annual
	3682	3773	3868	3963	4064	4163	4269	4374	4485	4599	4710	4827	Monthly
	21.16	21.68	22.23	22.78	23.36	23.93	24.53	25.14	25.78	26.43	27.07	27.74	Hourly
	1.48	1.52	1.56	1.59	1.64	1.68	1.72	1.76	1.80	1.85	1.89	1.94	Standby
49SP	45276	46416	47556	48768	49956	51228	52488	53820	55188	56520	57924	59400	Annual
	3773	3868	3963	4064	4163	4269	4374	4485	4599	4710	4827	4950	Monthly
	21.68	22.23	22.78	23.36	23.93	24.53	25.14	25.78	26.43	27.07	27.74	28.45	Hourly
	1.52	1.56	1.59	1.64	1.68	1.72	1.76	1.80	1.85	1.89	1.94	1.99	Standby
50SP	46416	47556	48768	49956	51228	52488	53820	55188	56520	57924	59400	60876	Annual
	3868	3963	4064	4163	4269	4374	4485	4599	4710	4827	4950	5073	Monthly
	22.23	22.78	23.36	23.93	24.53	25.14	25.78	26.43	27.07	27.74	28.45	29.16	Hourly
	1.56	1.59	1.64	1.68	1.72	1.76	1.80	1.85	1.89	1.94	1.99	2.04	Standby
53SP	49956	51228	52488	53820	55188	56520	57924	59400	60876	62436	63972	65568	Annual
	4163	4269	4374	4485	4599	4710	4827	4950	5073	5203	5331	5464	Monthly
	23.93	24.53	25.14	25.78	26.43	27.07	27.74	28.45	29.16	29.90	30.64	31.40	Hourly
	1.68	1.72	1.76	1.80	1.85	1.89	1.94	1.99	2.04	2.09	2.14	2.20	Standby
57SP	55188	56520	57924	59400	60876	62436	63972	65568	67176	68880	70584	72348	Annual
	4599	4710	4827	4950	5073	5203	5331	5464	5598	5740	5882	6029	Monthly
	26.43	27.07	27.74	28.45	29.16	29.90	30.64	31.40	32.17	32.99	33.80	34.65	Hourly
	1.85	1.89	1.94	1.99	2.04	2.09	2.14	2.20	2.25	2.31	2.37	2.43	Standby

**APPENDIX I**  
**WFSE HIGHER EDUCATION SALARY SURVEY TO 25% AND OTHER INCREASES**

<b>Current Class Code</b>	<b>Job Class Title</b>	<b>New Class Code</b>	<b>New Class Title</b>	<b>New Range</b>
2046	ADMIN ASSISTANT B	105H	ADMINISTRATIVE ASSISTANT 4	46
2009	ADMIN SERVICES MANAGER A	106E	ADMIN SERVICES MANAGER A	46
2010	ADMIN SERVICES MANAGER B	106F	ADMIN SERVICES MANAGER B	51
4415	ASST. FINANCIAL AID DIR	253P	ASST. FINANCIAL AID DIR	46
618I	AUTOMOTIVE MECHANIC	618M	AUTOMOTIVE MECHANIC	42G
3223	BOOKSTORE BUYER	230E	BOOKSTORE BUYER	38
3210	BOOKSTORE MANAGER ASSISTANT	230H	BOOKSTORE MANAGER ASSIST	44
3213	BOOKSTORE MANAGER C	230J	BOOKSTORE MANAGER C	55
3224	BOOKSTORE SUPERVISOR	230G	BOOKSTORE SUPERVISOR	39
5215	BUILDING & GROUN SUP A	598G	BUILDING & GROUN SUP A	49
5216	BUILDING & GROUN SUP B	598H	BUILDING & GROUN SUP B	55
3119	BUYER I	114E	PROCURE & SUPPLY SPEC 1	39
3120	BUYER II	114F	PROCURE & SUPPLY SPEC 2	45
2625	CAMPUS POLICE CORPORAL	387F	CAMPUS POLICE CORPORAL	53
2626	CAMPUS POLICE OFFICER	387E	CAMPUS POLICE OFFICER	51
2624	CAMPUS POLICE SERGEANT	387G	CAMPUS POLICE SERGEANT	56
4407	CAREER PLAN & PLACEMENT OFFICER	253J	CAREER PLAN & PLACE OFFICER	52
5330	CARPENTER	605E	CARPENTER	42G
3071	CASHIER II	149F	CASHIER 2	32
3073	CASHIER LEAD	149G	CASHIER 3	34
3072	CASHIER SUPERVISOR	149H	CASHIER 4	37
2050	CENTRAL SERV SUP 1	106H	CENTRAL SERV SUP 1	44
3230	CHECKSTAND OPERATOR	227E	CHECKSTAND OPERATOR	25
197J	COMMUNICATION CONS 2	197J	COMMUNICATIONS CONSULTANT 2	46
197K	COMMUNICATION CONS 3	197K	COMMUNICATIONS CONSULTANT 3	50
2372	COMPUTER OPERATOR III	480P	IT-COMPUTER OPERATOR 3	40

<b>Job Class</b>	<b>Job Class Title</b>	<b>New Class Code</b>	<b>New Class Title</b>	<b>New Range</b>
5246	CONSTR & MAINT MECH	627E	CONST & MAINT PROJECT SPEC	51G
5247	CONST & MAINT MECH LD	627F	CONST & MAINT PROJECT LEAD	54G
537K	CONST PROJ MANAG 3	537K	CONST PROJECT COORD 3	67
5335	CONTROL TECHNICIAN	607F	CONTROL TECHNICIAN	46G
5336	CONTROL TECHNICIAN LD	607G	CONTROL TECHNICIAN LD	49G
3586	COSTUMER LEAD	681G	SEWING & ALTERATIONS SPEC 3	39
2367	DATA CONTROL TECH LD	480I	DATA CONTROL TECH LD	42
4465	DEAF INTERPR II	257F	DEAF INTERPR II	41
4466	DEAF INTERPR III	257G	DEAF INTERPR III	45
3650	DUPLICATING SERV SUP	205I	PRINTING & DUPLICATION SUP	39G
3580	ELEC MEDIA PROD I	200E	ELEC MEDIA PROD 1	41
3581	ELEC MEDIA PROD II	200F	ELEC MEDIA PROD SPECIALIST	47
5340	ELECTRICIAN	608F	ELECTRICIAN	46G
5342	ELECTRICIAN LEAD	608H	ELECTRICIAN LEAD	49G
5337	ELECTRICIAN-HIGH VOLTAGE	608G	ELECTRICIAN-HIGH VOLTAGE	48G
4741	ELECTRONICS TECH II	592K	ELECTRONICS TECHNICIAN 2	45G
2628	EMERGENCY COMM. OPERATOR	451F	COMMUNICATIONS OFFICER 1	37SP
5221	FACIL OPERS MAIN SPEC	596M	FACIL OPERS MAIN SPEC	48G
4655	FACILITIES DRFTNG TECH II	540I	FAILITIES DRFTNG TECH II	41
4009	FOOD SERVICE MAN A	677G	FOOD SERVICE MANAGER 3	46
4021	FOOD SERVICE SUPERVISOR II	675I	FOOD SERVICE SUPERVISOR II	39
4046	FOOD SERVICE WORKER LD	675G	FOOD SERVICE AIDE LEAD	29
2066	GRANT & CONTRACT SPEC	143E	GRANT & CONTRACT SPEC	44
3514	GRAPHIC DESIGN/ILLUSTRATOR	198F	GRAPHIC DESIGNER	41
3515	GRAPH DESIGNER/ILLUSTRATOR LD	198G	GRAPHIC DESIGNER LD	47
6222	HEALTH CARE SPEC	291E	PHYS ASST/CERT REG NURSE	60N1
6223	HEALTH CARE SPEC LD	291F	PHYS ASST/CERT REG NURSE LD	64N1
3505	HEALTH ED RESOURCES SUP	253H	HEALTH ED RESOURCES SUP	50
618J	HEAVY EQUIPMENT OPER	618S	HEAVY EQUIPMENT OPER	45G

<b>Job Class</b>	<b>Job Class Title</b>	<b>New Class Code</b>	<b>New Class Title</b>	<b>New Range</b>
481A	INFO TECH TECHNICIAN I	481A	INFO TECH TECHNICIAN I	38
481B	INFO TECH TECHNICIAN II	481B	INFO TECH TECHNICIAN II	42
479I	INFO TECH SPEC 1	479I	INFO TECH SPEC 1	48
479J	INFO TECH SPEC 2	479J	INFO TECH SPEC 2	54
479K	INFO TECH SPEC 3	479K	INFO TECH SPEC 3	58
479L	INFO TECH SPEC 4	479L	INFO TECH SPEC 4	62
479M	INFO TECH SPEC 5	479M	INFO TECH SPEC 5	66
255I	INSTR & CLASS SUPPORT TECH 1	255M	INST & CLASSROOM SUPPT TECH 1	39
255J	INSTR & CLASS SUPPORT TECH 2	255M	INST & CLASSROOM SUPPT TECH 1	39
255K	INSTR & CLASS SUPPORT TECH 3	255N	INST & CLASSROOM SUPPT TECH 2	44
480I	LABORATORY TECHN II	510H	LABORATORY TECHNICIAN 2	45
5375	LOCKSMITH	615E	LOCKSMITH	42G
113K	MAIL PROCESS-DRIVER LEAD	113K	MAIL PROCESS-DRIVER LEAD	36
113J	MAIL PROCESSING-DRIVER	113J	MAIL PROCESSING-DRIVER	34
113L	MAIL PROCESSING MANAGER	113L	MAIL PROCESSING MANAGER	40
626J	MAINTENANCE MECH I	626J	MAINTENANCE MECH I	42G
626K	MAINTENANCE MECH 2	626K	MAINTENANCE MECH 2	46G
626L	MAINTENANCE MECH 3	626L	MAINTENANCE MECH 3	49G
596K	MAINTENANCE SPEC 4	596K	MAINTENANCE SPEC 4	58G
596L	MAINTENANCE SPEC 5	596L	MAINTENANCE SPEC 5	60G
4173	MANAGER-SWIMMING POOLS	701H	REC & ATHLETICS SPEC 4	49
5704	MATERIALS RESOUR MNGR A	118H	SUPPLY & INVENT CNTRL SPEC 4	49
3540	MEDIA ENGINEER A	200L	MEDIA ENGINEER A	52
3562	MEDIA LAB COORDI	203R	MEDIA LAB COORDI	33
3565	MEDIA SERVICES SUP	203S	MEDIA SERVICES SUP	37
3522	MEDIA TECH SUPER	203H	MEDIA TECH SUPER	42
3520	MEDIA TECHNICIAN	203E	MEDIA TECHNICIAN	28
3521	MEDIA TECHNICIAN SENIOR	203F	MEDIA TECHNICIAN SENIOR	36
3523	MEDIA TECHNICIAN LD	203G	MEDIA TECHNICIAN LD	39

<b>Job Class</b>	<b>Job Class Title</b>	<b>New Class Code</b>	<b>New Class Title</b>	<b>New Range</b>
5398	MOTORIZED EQUIP MECH LD	618N	MOTORIZED EQUIP MECH LD	42G
3631	OFFSET Duplicato OPERATOR	205F	PRINTING DUPLICATION SPEC 2	27G
5410	PAINTER	619F	PAINTER	42G
3063	PAYROLL COORDINATOR	148E	PAYROLL COORDINATOR	41
3065	PAYROLL SUPERVISOR	148H	PAYROLL SUPERVISOR	45
3785	PHOTOGRAPHER I	204E	PHOTOGRAPER 1	43
3786	PHOTOGRAPHER II	204F	PHOTOGRAPHER 2	47
5425	PLUMBER/PIPEFTR/STEAM	621F	PLUMBER/PIPEFTR/STEAM	46G
5426	PLUMR/PIPEFTR/ STEAM LD	621G	PLUMR/PIPEFTR/ STEAM LD	49G
260L	PRESERVATION & MUSEUM SPEC 4	260L	PRESERVATION & MUSEUM SPEC 4	48
2039	PROCEDURES ANALYST II	108F	ADMISTRATIVE REGS ANALYST 3	54
2015	PROGRAM MANAGER A	107R	PROGRAM MANAGER A	48
2016	PROGRAM MANAGER B	107S	PROGRAM MANAGER B	51
3125	PURCHASING ASST	115E	PROCUREMENT SUPPLY SPEC I	30
3110	PURCHASING MANAGER A	114G	PROCUREMENT SUPPLY SPEC 3	51
4166	RECREATION COORD SUP	701H	REC & ATHLETICS SPEC 4	49
4168	RECREATION COORD II	701F	REC & ATHLETICS SPEC 2	42
5440	REFRIGERATION MECH	622E	REFRIGERATION MECHANIC	46G
6120	REHAB COUNSELOR I	353E	REHAB COUNSELOR I	61
2030	RESEARCH ANALYST I	501E	RESEARCH ANALYST I	40
2031	RESEARCH ANALYST II	501F	RESEARCH ANALYST 2	43
2032	RESEARCH ANALYST III	501G	RESEARCH ANALYST 3	48
3220	RETAIL CLERK I	227F	RETAIL CLERK I	28
3221	RETAIL CLERK II	227G	RETAIL CLERK 2	31
3222	RETAIL CLERK LEAD	227H	RETAIL CLERK LEAD	34
2686	SAFETY PROFESSIONAL I	399F	SAFETY OFFICER I	49
2688	SAFETY PROFESSIONAL II	399G	SAFETY OFFICER 2	53
4784	SCI. INSTRUCTION TECH I	255N	INST & CLASSROOM SUPPT TECH 2	44
4785	SCI. INSTRUCTION TECH II	255O	INST & CLASSROOM SUPPT TECH 3	47



<b>Job Class</b>	<b>Job Class Title</b>	<b>New Class Code</b>	<b>New Class Title</b>	<b>New Range</b>
255L	SCI. INSTRUCTION TECH 4	255Q	INST & CLASSROOM SUPPT TECH 4	51
6112	SOCIAL WORK ASSI II	343I	SOCIAL WORK ASSI II	45
4634	SPACE ANALYST II	544F	SPACE ANALYST II	53
3575	STAGE MANAGER	202H	STAGE MANAGER	49
3573	STAGE TECHNICIAN II	202F	STAGE TECHNICIAN II	43
626I	TRADES HELPER	626I	TRADES HELPER	33G
5715	TRANSPORTATION SUP	632G	TRANSPORTATION SUP	45G
632I	TRUCK DRIVER 1	632I	TRUCK DRIVER 1	34G
632J	TRUCK DRIVER 2	632J	TRUCK DRIVER 2	38G
4468	TUTORIAL CTR PROG COOR	253Q	TUTORIAL CTR PROG COOR	45
5264	UTILITY WORKER I	595K	UTILITY WORKER I	29G
5265	UTILITY WORKER II	595L	UTILITY WORKER 2	33G
5263	UTILITY WORKER LD	595M	UTILITY WORKER 3	36G
5727	WASTE COLLECTOR	632F	WASTE COLLECTOR	39G