

AGREEMENT

by and between

CITY OF ISSAQUAH

and

ISSAQUAH ADMINISTRATIVE STAFF ASSOCIATION

January 1, 2020 through December 31, 2022

THREE-YEAR AGREEMENT

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CITY OF ISSAQUAH
and
ISSAQUAH ADMINISTRATIVE STAFF ASSOCIATION
January 1, 2017 through December 31, 2019

ARTICLE 1: PREAMBLE

- 1.1 This document constitutes a collective bargaining agreement between the CITY OF ISSAQUAH, hereinafter referred to as the EMPLOYER, and the WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES ISSAQUAH ADMINISTRATIVE STAFF ASSOCIATION, hereinafter referred to as the ASSOCIATION, governing wages, hours and working conditions for the members of the ISSAQUAH ADMINISTRATIVE STAFF ASSOCIATION.

ARTICLE 2: RECOGNITION AND BARGAINING UNIT

- 2.1 The Employer recognizes the Association as the exclusive collective bargaining agent of all City Staff employed in any of the Classifications listed in Appendix A, which is attached and made a part hereof, for the duration of this Agreement. All employees covered by this Agreement have the right to become a member of the Association.
- 2.2 The Employer agrees to deduct from the paycheck of each employee who authorizes it in writing the regular monthly dues uniformly required of members of the Association. The amounts deducted shall be transmitted monthly to the WSCCCE on behalf of the employees, with a list of the employees' names, salaries, and individual amounts deducted. Authorizations for payroll deduction are valid, whether executed in writing or electronically. The Employer shall direct employees to discuss Association membership with an Association representative.
- 2.3 The Employer shall provide the Association upon request a list of all bargaining unit members, including name, home address, personal phone, work email, hire date, job title, and monthly base wage.
- 2.4 An employee's request to revoke authorization for payroll deductions must be in writing and submitted to the Association. The Employer shall continue to deduct and remit Association dues and fees to the Association until the Association notifies the Employer that the dues authorization has been appropriately terminated in compliance with the terms of the payroll deduction authorization executed by the employee. The Employer shall end the deduction as soon as practicable upon receipt of the Association's notice.
- 2.5 The Employer agrees to notify the Association staff representative and Local Association President in writing of any new employee in the bargaining unit. The new employee and an Association official shall, at no loss of pay, be granted up to thirty minutes to meet for Association orientation.
- 2.6 The Employer agrees to deduct from the wages of any employee who is a member of the Association a PEOPLE (Public Employees Organized to Promote Legislative Equality)

deduction as provided for in a written authorization, provided at least five (5) members of the bargaining unit are participating at all times. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to the Employer. The Employer agrees to remit any deductions made pursuant to this provision promptly to the Association together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

- 2.7 The WSCCCE will indemnify, defend, and hold the City harmless against any and all liabilities, taken against the City in complying with the provisions of this Article. The Association agrees to refund to the employee any amounts paid in error upon presentation of proper evidence.
- 2.8 The elected President, three members and one alternate, selected by the Association, shall comprise the collective bargaining committee which shall be recognized by the Employer as official representatives of the Association empowered to act on behalf of members of the unit for negotiating with the Employer. Any Agreement reached is subject to ratification vote by members of the Association. The collective bargaining committee shall be allowed to negotiate during regular working hours.
- 2.9 The Employer shall allow flexibility to the bargaining units' representatives during periods of negotiation with the Employer and for dealing with other Association-related business, subject to concurrence of the Association representatives and the City Administrator.
- 2.10 A cumulative total of ninety (90) minutes of release time shall be allowed for members to attend City sponsored information meetings during times of negotiations. Other meetings outside of negotiations related to the contract may be held by mutual agreement of the City and the ASA.

ARTICLE 3: EMPLOYEE CLASSIFICATIONS

- 3.1 Employees covered under the terms of this Agreement include the following:
 - 3.1.1 Regular full time employees who work 40 hours per week in a budgeted position.
 - 3.1.2 An employee assigned to more than one position and working a total of 40 hours per week shall be considered a regular full time employee.
 - 3.1.3 Regular part-time employees who work a minimum of 20 hours per week in a budgeted position on a regularly-scheduled basis.
 - 3.1.4 Regular part-time employees shall only be eligible for sick leave, scheduled holidays and vacation time on a prorated scale based on the budgeted FTE for the position, not based on hours actually worked. Other benefits are specifically addressed in the contract for part-time employees; e.g., Community Center pass, medical/dental, deferred comp, education incentive leave, and sick leave conversion. The City will comply with the Affordable Care Act (ACA).
 - 3.1.5 Employees in limited term assignments who are assigned to regular ASA positions, as set forth in Appendix A.
 - 3.1.6 New employees shall be subject to a twelve (12) month probation period commencing with their date of hire. During this period such employees shall be evaluated by the Employer and may be terminated at the discretion of the Employer without recourse to the grievance procedure.

- 3.2 Job Postings – The Human Resources Department shall be available to help any employee who wishes to fill out a job interest card in order to receive email notifications for specific types of job vacancies. ASA members who meet the minimum qualifications, apply for a job opening, and are in good standing in their current position shall have the opportunity to interview for the position applied for in accordance with the examination procedures established for the specific recruitment.

ARTICLE 4: HOURS OF WORK, WAGES, AND OVERTIME

- 4.1 All employees covered by this Agreement shall receive the monthly rates of pay as set forth in Appendix "A" to this Agreement, which by this reference shall be incorporated herein as if set forth in full.
- 4.2 Except as provided in Section 4.4, the regular workweek shall consist of five (5) days of eight (8) hours each, Monday through Friday. Alternative schedules such as four (4) days of ten (10) hours each or a 9/80 schedule may be permitted with supervisor approval. Alternative shifts may be discontinued with five (5) working days' notice at which time the workweek will revert to five (5) days of eight (8) hours each, Monday through Friday.
- 4.3 Except as provided in Section 4.4, the regular shift start times shall be between 6:00 AM and 9:00 AM as determined by management. A shift start time, once established, shall not be changed with less than five (5) working days' notice or all work performed outside of the established start time shall be compensated at one and one-half (1½) the employee's straight-time hourly rate of pay as discussed in Section 4.6.2 below. Nothing in this Section prohibits an employee from requesting a modification to his or her start time provided that such requests, if granted, shall not result in overtime pay even if the change is made with less than five (5) days' notice.
- 4.4 The following workgroups work alternative schedules due to operational necessity and are not governed by Sections 4.2 and 4.3.
- 4.4.1 Weekend Parks Coverage
- (a) In order to maintain City parks facilities during high use times, the City reserves the right to create and maintain regular work shifts that cover Saturdays and Sundays at the straight time rate of pay. At no time will regular Weekend Parks shifts be assigned to more than thirty percent (30%) of the Parks Operations staff. For example, if the City has 10 Parks Operations staff in the bargaining unit, no more than 3 will be assigned to work a regular weekend shift.
 - (b) The regular workweek for Weekend Parks Coverage shall be five (5) days of eight (8) hours each, Tuesday through Saturday or five (5) days of eight (8) hours each Sunday through Thursday.
 - (c) The regular shift start times for Weekend Parks Coverage shall be between 6:00 AM and 9:00 AM as determined by management. A shift start time, once established, shall not be changed with less than five (5) working days' notice or all work performed outside of the established start time shall be compensated at one and one-half (1½) the employee's straight-time hourly rate of pay as discussed in

Section 4.6.2 below. Nothing in this Section prohibits an employee from requesting a modification to his or her start time provided that such requests, if granted, shall not result in overtime pay even if the change is made with less than five (5) days' notice.

- (d) Employees hired into such shifts shall not be moved involuntarily to Monday through Friday day shifts in Parks. Employees hired into Monday through Friday day shifts in Parks shall not be moved involuntarily into Weekend Parks Coverage shifts.
- (e) When there is a vacancy in a regular Weekend or regular Weekday Parks shift, that shift shall be offered to active employees in the bargaining unit. An employee in good standing is eligible to move shifts based on skill, ability, and the qualifications required for the work. When skill, ability, and qualifications are equal, the employee with the longest length of continuous service in the Department and classification shall be allowed to move shifts.
- (f) Nothing in this Section prohibits the City from temporarily moving regular weekday shift Parks employees to a shift that covers a weekend for the purpose of staffing a special event at the straight time rate of pay. The City shall provide sufficient notice of not less than five (5) working days of a change in shift to cover a special event. In the event that such notice is not provided the employee shall be compensated for at one-and-one-half (1½) times the employee's straight-time hourly rate of pay, or compensatory time off at one-and-one-half (1½) the hours of work for hours worked outside the employee's regular shift for the remaining working days in the above five-day notice period. For example, if three-day notice is given the remaining two days of the five-day notice period will be paid at the overtime rate of pay as set forth above. However, no employee shall have his/her regular schedule moved more than three (3) times per calendar year for the purpose of staffing a special event. Salmon days shall be counted a stand-alone special event that does not count as one of the three special events under this section.
- (g) For purposes of this article, the term 'special event' is intended to include events that require additional staffing needs, and is not intended to include routine maintenance. For example, special events include, but are not limited to, the following: sports tournaments, festivals, parades, organized races, and other similar events.

4.4.2 Custodians

- (a) In order to maintain City facilities during low use times, the City

reserves the right to create and maintain custodial night shifts at the straight time rate of pay.

- (b) The regular workweek for Custodians shall be five (5) eight (8) hour days, Sunday through Thursday.
- (c) The regular shift start times for Custodians shall be between 9:00 PM to 12:00 AM as determined by management. A shift start time, once established, shall not be changed with less than five (5) working days' notice or all work performed outside of the established start time shall be compensated at one and one-half (1½) the employee's straight-time hourly rate of pay as discussed in Section 4.6.2 below. Nothing in this Section prohibits an employee from requesting a modification to his or her start time provided that such requests, if granted, shall not result in overtime pay even if the change is made with less than five (5) days' notice.

4.4.3 Recreation Staff

- (a) In order to provide recreation services during various seasons both indoors and outdoors, the City reserves the right to create and maintain Recreation Staff shifts at the straight time rate of pay.
- (b) The regular workweek for Recreation Staff shall be flexible depending on the needs of the City. Recreation Staff may work weekends, evenings and other hours outside of normal business hours. To the extent reasonably possible, the City shall endeavor to set a predicable schedule for Recreation Staff at least two (2) weeks in advance although such schedules are subject to change.
- (c) Recreation staff shall be entitled to overtime for all hours worked in excess of forty (40) in a workweek. A workweek shall begin Sunday night at midnight and end Saturday night at 11:59 PM.

4.4.4 Reservation of Rights to Establish Additional Workgroups

- (a) In order to provide services to the public in the most efficient manner possible, the City reserves the right to establish additional workgroups that work alternative schedules at the straight time rate of pay.
- (b) Employees hired into existing workgroups shall not be involuntarily moved into newly established workgroups working alternative schedules.

- 4.5 With the exception of Recreation Staff discussed in Section 4.4.3, all work performed outside of the employee's regular work shift which has been specifically required and authorized by the employee's supervisor shall be compensated for at one-and-one-half (1½) times the employee's straight-time hourly rate of pay, or compensatory time off at one-and-one-half (1½) the hours of work.

- 4.6 With the exception of Recreation Staff discussed in Section 4.4.3, part-time employees will not be eligible for the overtime at the time-and-a-half rate until such hours go beyond eight (8) hours in a day.
- 4.6.1 Any work shift revised at the employee's request, and approved by the employee's supervisor, resulting in work outside of the employee's regular work shift shall be paid at the straight time rate until such hours go beyond the 40 hour FLSA threshold. Sick leave, holidays, annual leave, comp time used and vacation shall not be considered time worked for flextime purposes.
- 4.6.2 The Employer shall not reschedule regular work shifts, particularly to avoid paying overtime, unless sufficient notice of not less than five (5) working days prior to the proposed effective change date is provided, except for emergency conditions. In the event that such notice is not provided the employee shall be compensated for at one-and-one-half (1½) times the employee's straight-time hourly rate of pay, or compensatory time off at one-and-one-half (1½) the hours of work for hours worked outside the employee's regular shift for the remaining working days in the above five-day notice period. For example, if three-day notice is given the remaining two days of the five-day notice period will be paid at the overtime rate of pay as set forth above.
- 4.6.3 Emergency conditions shall be defined as situations in which the Employer is unable to fulfill present scheduling commitments and basic departmental responsibilities without interrupting the present regular schedule. Emergency conditions shall not normally include holidays, vacations, training sessions, school classes or functions, and/or any other special events that could otherwise be foreseen and scheduled within the required notice above.
- 4.7 Higher Classification Work
- In the event an employee is assigned in writing with approval of the Department Director and Human Resources Director to perform the major portion of duties in a higher classification than that to which he/she is regularly assigned, for a period of five consecutive days or longer, out of class pay shall be provided at five percent (5%) of the employee's base wage for hours worked in the out-of-class assignment.

ARTICLE 5: HOLIDAYS

- 5.1 Employees shall receive twelve (12) paid holidays as set forth below. If an employee is required to perform any work on any such holiday, compensation shall be at the overtime rate for time worked, in addition to the employee's regular straight-time hourly rate of pay for such holiday. Part-time employees are eligible for prorated holidays based on the budgeted FTE for the position, not based on hours actually worked.

First day of January

Third Monday of January

Third Monday of February

Last Monday of May

Fourth day of July

First Monday in September

Eleventh day of November

Fourth Thursday in November

Day immediately following Thanksgiving Day

Twenty fourth of December

Twenty-fifth day of December

TWO additional “floating holidays” designated by the employee after consultation with the employee’s supervisor and approval by the Department Director. These additional “floating holidays” are titled and tracked on the employee’s leave balance as “annual days”. The “floating holidays/annual days” must be used by December 15th of the current calendar year or the employee forfeits these days.

ARTICLE 6: VACATION

- 6.1 Employees shall have the option of selecting from two vacation/sick leave schedules based on years of service. This selection shall be made on an annual basis. Once an election is made, it will stay in force until the employee notifies payroll of their decision to change their selection. It is the employee’s responsibility to notify payroll of their decision to change during the open enrollment period during the month of November. If no selection is made, then Schedule 1 will be assigned.

VACATION SCHEDULE 1 w/12 days per year sick leave					VACATION SCHEDULE 2 w/8 days per year sick leave				
Years	Days Per Year	Hrs Per Month	Max Days Allowed	Max Hrs Allowed	Years	Days Per Year	Hrs Per Month	Max Days Allowed	Max Hrs Allowed
0 – 4	12	8.00	24	192.00	0 – 4	16	10.67	32	256.08
5 – 9	16	10.67	32	256.08	5 – 9	20	13.33	40	319.92
10 – 14	20	13.33	40	319.92	10 – 14	24	16.00	48	384.00
15 – 19	22	14.67	44	352.08	15 – 19	26	17.33	52	415.92
20 +	24	16.00	48	384.00	20 +	28	18.67	56	448.08

SICK LEAVE SCHEDULE 1			SICK LEAVE SCHEDULE 2		
Days Per Year	Hrs Per Month	Hours Per Year	Days Per Year	Hrs Per Month	Hours Per Year
12	8.00	96	8	5.33	64

- 6.2 Vacation shall be taken in accordance with the policy established by the City, in writing, by ordinance, or administrative decision in writing.
- 6.3 An employee, upon separation from the City will be paid the hourly rate for vacation accumulated but not taken.

- 6.4 Regular employees shall be eligible for vacation once accrued.
- 6.5 Seniority shall be the governing factor on time of vacation regardless of budgeted FTE except due consideration shall be given to employees with dependent children to assure their vacation, if preferred, shall fall during periods when school is out.

ARTICLE 7: HEALTH AND WELFARE INSURANCE BENEFITS

- 7.1 Notwithstanding any express language in this Agreement to the contrary, the City retains the right to make whatever changes are reasonably necessary to comply with the provisions of the Affordable Care Act (ACA) and to avoid penalties and excise taxes. In the event the excise tax cannot be avoided and future legal guidance dictates that the excise tax must be paid by the City, the parties agree to equally share in cost mitigations by opening this Article for negotiations. The parties acknowledge that the primary way to avoid the excise tax may be to reduce benefits, higher deductibles, higher co-pays, less prescription coverage, and amendments to other health-related programs. Employees electing to enroll in the City's High Deductible Medical Plan will receive incentives as provided by the terms of this Agreement. New employees will receive the lower monthly premium until annual biometric testing. If the employee opts not to participate, premiums will increase the first of the month thereafter.
- 7.2 Medical, dental, orthodontia, and vision insurance premiums.
 - 7.2.1 Association members have agreed to be covered by the City's Self-Insured Medical Plan consistent with the plan provisions as set forth in Appendix D. New employees shall be eligible for said benefits the first day of the first month following employment.
 - 7.2.2 Effective January 1, 2018, the Group Health \$10 co-pay plan will be replaced by the Kaiser Permanente \$200 Deductible plan; this plan will continue to be provided to members in accordance with the rates, plan structure and design offered by the Association of Washington Cities.
 - 7.2.3 Effective January 1, 2019, Premera Plan 2 will be eliminated and Premera Plan 1 will be restructured. The Association and the City have agreed that the following changes will be implemented to Premera Plan 1 effective January 1, 2019:
 - The plan deductible will increase to \$250 per individual, up to \$500 per family.
 - Coinsurance will be added for most services in accordance with the plan design.
 - Out of pocket maximums will increase to \$2,000 per individual, \$4,000 per family.
 - 7.2.4 If a spouse or domestic partner (as defined by Washington State law) has coverage offered through their employer, the spouse or domestic partner must enroll in their employer's medical plan. Failure to enroll will require spouse or domestic partner to pay 100% of the premium for coverage on the City's Medical Plan. If the spouse or domestic partner has enrolled in their employer's plan, the spouse or domestic partner may enroll in the City's plan as secondary coverage. The monthly premium will be consistent with the City's health care plan provisions as set forth in Appendix D.

- 7.2.5 To be eligible for the reduced percentage of premium contributions, the employee and any covered spouse-domestic partner must complete the requirements for the incentive plan as detailed in Appendix D. Future eligibility for a reduced percentage of premium contribution in subsequent plan years shall remain as outlined in Appendix D unless otherwise mutually agreed upon. Failure to complete the requirements in any subsequent plan year will disqualify the employee and spouse from receiving the reduced premium rate for that plan year.
- 7.2.6 Dental and Orthodontia Insurance premiums shall be paid by the Employer (100%) for all regular, full time employees. This provision is for the plan(s) available through a third-party administrator selected by the City, which is currently AWC. New employees shall be eligible for said benefits on the first day of the first month following employment. The orthodontia insurance benefit shall be effective January 1, 2021.
- 7.2.7 The Employer shall pay 80% of dental and orthodontia premiums for dependents of full time regular employees.
- 7.2.8 The Employer shall pay each month one hundred percent (100%) of the premiums necessary for purchase of vision hardware insurance for full time and part-time employees and their dependents. The plan shall provide a two hundred dollar (\$200) per person per year vision hardware benefit.
- 7.2.9 Regular part-time employees shall be eligible for pro-rated medical benefits based on the budgeted FTE for the position (e.g., 0.5, 0.75, etc.). The medical premium share for part-time employees shall be calculated in the following manner: Employer Premium Rate x (100% - %FTE) + FTE Premium Rate (so, if the Employer Premium Rate was \$940, the FTE Premium Rate is \$60, and an employee is a 0.5 FTE, their medical premium would be: $\$940 \times (100\% - 50\%) + \$60 = \$530$). The Employer shall pay 100% of dental and orthodontia premiums for regular part-time employees and their dependents. New employees shall be eligible for said benefits on the first day of the first month following employment.
- 7.2.10 The Employer will pay on a pro-rated basis the equivalent premium amount for a part-time regular employee's dependent medical costs based on the budgeted FTE. The medical premium share for part-time employees' dependents shall be calculated in the following manner: Employer Premium Rate x (100% - %FTE) + FTE Dependent Premium Rate (so, if the Employer Premium Rate was \$900, the FTE Dependent Premium Rate is \$100, and an employee is a 0.5 FTE, their dependent medical premium would be: $\$900 \times (100\% - 50\%) + \$100 = \$550$).
- 7.3 Reimbursement for Orthodontia
- 7.3.1 The Employer shall provide eight thousand dollars (\$8,000) for each calendar year for use by regular employees and part-time employees to help offset the cost of orthodontic care. A four (4) person committee from the Association shall be responsible for distributing the funds. Costs not reimbursed to any employee during one calendar year may be reimbursed in subsequent calendar years. Any funds not utilized in a calendar year will be rolled over to the following year for the length of this contract. Employees leaving employment will no longer be eligible for this benefit, as of the date of separation. Effective upon ratification of this agreement no new claims will be allowed under this provision. This benefit shall sunset effective December 31, 2020
- 7.4 Life & Disability Insurances.

- 7.4.1 The Employer shall pay each month on behalf of each regular, full time employee those premiums necessary for the purchase of a fifty-thousand dollar (\$50,000.00) Group Basic Term Life Insurance Plan.
- 7.4.2 The Employer shall pay for a long-term disability plan for each regular full time employee as approved by Human Resources.
- 7.5 The parties will participate in the City-wide Issaquah Health Advisory Committee (IHAC), which will include representation from the City bargaining groups as well as non-represented employees of the City. Each participating group will have one representative. The purpose and mission of the Advisory Committee is to: (1) gather and share information with respect to benefit related issues; (2) consider changes to health insurance benefits; and (3) identify and consider any cost containment measures for the City's self-funded medical plan. The IHAC shall make recommendations to the Employer with regard to plan design changes for the following year.

ARTICLE 8: WELLNESS PROGRAM

- 8.1 Regular employees (part-time prorated based on the budgeted FTE for the position) shall be eligible for a wellness day off in the following calendar year based on guidelines established by the Wellness Committee and approved by Human Resources.
- 8.2 Regular, full time employees are eligible for an annual family pass for drop-in activities at the Community Center and Pool; regular part-time employees are eligible for an annual individual pass.
- 8.3 Full time and part-time regular status employees who are eligible for medical coverage and that participate in the Wellness Program and meet the criteria established in the City's medical plan are eligible to receive reduced rate premiums the following calendar year.

ARTICLE 9: SICK LEAVE

- 9.1 Sick leave shall be accrued at the rate specified in the schedule selected by the employee in section 6.1 above. Employees shall not carry over an excess of nine hundred and sixty (960) hours accrual into the next year.
- 9.2 Sick leave shall not be charged against an employee on a regularly-scheduled day off.
- 9.3 Accumulated sick leave may be used for any reason required by State or federal law or in accordance with City policy regarding the use of sick leave. In general, State law and City policy allow the use of sick leave for the following reasons: to care for the employee's own mental or physical illness or injury; to care for a family member's mental or physical illness or injury; to seek medical diagnosis or preventive care for the employee or employee's family member; to cover absences from work covered by the Domestic Violence Leave Act; to attend funeral services of an immediate family member. By policy, employees must provide reasonable notice of not less than ten (10) days for absences that are foreseeable, and notice as soon as is practicable for absences that are unforeseeable.
- 9.4 Upon leaving employment with the City, an employee with five (5) years of service and who leaves the City in good standing may receive 1% per year of service (to a maximum of 25%) of the dollar value of their sick leave accrual balance. This amount will be paid to the employee upon separation from the City.

BEREAVEMENT

- 9.5 An employee shall be allowed up to three (3) bereavement days for the death of an immediate family member. Immediate family member shall include: father, father-in-law, mother, mother-in-law, spouse, domestic partner, brother, sister, children, step-children, and the employee's grandparents.
- 9.6 In the event of a death in the employee's immediate family, an employee may be approved to use up to seven (7) days of sick leave to attend funeral services of a member of their immediate family. Immediate family, for this article, shall be defined as follows: spouse, parent, child, brother, sister, father-in-law, mother-in-law, brother-in-law & sister-in-law grandparent, grandchild, aunt, uncle, niece, nephew, and domestic partner. In addition an employee may be approved to use up to five (5) days of sick leave to attend funeral services for a close personal friend. The amount of leave granted will be at the discretion of the Department Director.

ARTICLE 10: FAMILY AND MEDICAL LEAVE

- 10.1 The City will comply with all Federal and State Family Leave laws.
- 10.2 The City will comply with the Washington State Paid Family and Medical Leave (PFML) program. Premiums are established by the State of Washington. Employees will pay the designated employee share of premiums via payroll deduction and the City will pay the designated employer share. Insurance coverage will be handled consistent with City policy and applicable FMLA requirements.

ARTICLE 11: EDUCATION TUITION REIMBURSEMENT

- 11.1 It is the City's policy to encourage regular employees to obtain additional training and education that will facilitate their advancement in City employment and be consistent with the best interests of the City. The City may, therefore, provide an education assistance plan to improve regular employee's current and future job-related skills, knowledge, and abilities. Prior to the beginning of each budget year, the City Council will approve a maximum amount of money for tuition reimbursement. All reimbursements will be based on available funding as approved by the Council. Completion of any course or program should be appropriately reflected in City records so that achievement may be considered in decisions regarding the employee's placement. Eligibility and reimbursement requirements will be followed per the Personnel Policies. Part-time regular employees shall be reimbursed at the same rate as a full time employee.

ARTICLE 12: DEFERRED COMPENSATION

- 12.1 Members of the Association are eligible to receive contributions from the City toward the ICMA Deferred Compensation Plan. The City's contributions are a one-to-one match up to \$200.00 per month maximum for a regular, full time employee and up to \$100.00 maximum per month for a regular, part-time employee.

Participating staff are responsible for following the procedural requirements as dictated by the ICMA Deferred Compensation Plan.

ARTICLE 13: CLOTHING AND SUPPLIES ALLOWANCE

- 13.1 Each employee shall be furnished protective and special clothing as required for the job. Such clothing and PPE will be provided consistent with the appropriate departmental policy. Changes to the departmental policies shall be subject to impact bargaining.
- 13.2 The City shall make available coffee and normally-related supplies for use by employees and members of the public who visit City facilities on official business, as authorized by the appropriate Department Manager and approved by the City Administrator. This provision shall not be subject to the grievance procedure.

ARTICLE 14: PERFORMANCE OF DUTY

- 14.1 During the life of this Agreement, nothing in this Agreement shall be construed to give an employee the right to strike and no employee shall strike nor shall the employee refuse to perform his assigned duties to the best of his ability.

ARTICLE 15: GRIEVANCE PROCEDURE

- 15.1 Any grievance, defined as a dispute which may arise over the application, meaning, or interpretation of this Agreement, shall be settled in the following manner and shall be in writing.
 - 15.1.1 Step A. The Association Grievance Committee, upon receiving a written notice and signed petition from the aggrieved individual, shall determine that a grievance exists. If, in their opinion, no grievance exists, no further action is necessary.
 - 15.1.2 Step B. The grievance shall be verbally presented by the aggrieved employee and a representative of the employee, if the employee wishes, within thirty (30) calendar days of the occurrence of such grievance, to the employee's immediate supervisor. The immediate supervisor shall gain all relevant facts and shall attempt to adjust the matter and notify the employee in writing with ten (10) workdays. If the grievance is not pursued to the next level within ten (10) workdays, it shall be presumed resolved.
 - 15.1.3 Step C. If the employee is not satisfied with the solution by the immediate supervisor, the grievance, in writing, may be presented to the Department Director. Upon receipt, the Department Director shall attempt to resolve the matter and notify the employee within ten (10) working days. If the grievance is not pursued to the next level within three (3) working days, it shall be presumed resolved.
 - 15.1.4 Step D. If the employee is not satisfied with the solution by the Department Director, the grievance, in writing, may be presented to the City Administrator within seven (7) calendar days. The City Administrator shall attempt to resolve the matter and notify the employee in writing within fourteen (14) calendar days. If the grievance is not pursued to the next level within ten (10) workdays, it shall be presumed resolved.
 - 15.1.5 Step E. - If the grievance is not resolved by the City Administrator, the grievance may be referred within ten (10) workdays to an arbitrator by the Union. If the Union and the Employer are unable to agree upon an arbitrator, they shall jointly request that the Washington State Public Employment Relations Commission, or the Federal Mediation and Conciliation Service (FMCS) provide a list of five (5) arbitrators from which the parties shall select one. The representatives of the Employer and the Union shall alternately eliminate the name of one person on the list until one (1) person remains that shall hear and rule upon the dispute. The party first striking from the list shall be

determined by a flip of the coin. It shall be the function of the arbitrator to hold a hearing at which time the parties may submit their cases concerning the grievance. The arbitrator shall render his/her decision based upon the interpretation and application of the provisions of the Agreement and shall not have the power to add to or modify the terms of the Agreement. The decision of the arbitrator shall be binding on the Employer, the Union, and the employee(s) involved.

- 15.1.6 All time frames referred to in this grievance procedure may be extended upon mutual agreement of the parties. The parties may mutually agree to skip any step(s).
- 15.1.7 The expenses, if any, of the arbitrator, the cost of any hearing room, and the cost of a shorthand reporter, shall be borne by the parties equally. Each party shall be responsible for the cost of presenting its own case to the arbitrator, including witness and attorney fees.

ARTICLE 16: SAVING CLAUSE

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

ARTICLE 17: MANAGEMENT RIGHTS

- 17.1 The Association recognizes the prerogatives of the Employer to operate and manage its affairs in all respects in accordance with its responsibilities and powers of authority.
- 17.2 The Employer has the right to schedule overtime work as required in a manner most advantageous to the Department and consistent with requirements of municipal employment and public safety.
- 17.3 It is understood by the parties that every incidental duty connected with operations enumerated in job descriptions is not always specifically described.
- 17.4 The Employer reserves the right to discharge or discipline an employee for just cause.. The Employer reserves the right to lay off personnel for lack of work or funds, for the occurrence of conditions beyond the control of the Department, or when such continuation of work would be wasteful and unproductive.
- 17.5 The Employer shall have the right to determine reasonable schedules of work and to establish the methods and processes by which such work is performed within the work week as defined in Article 3 of the Agreement.
- 17.6 No policies or procedures covered in this Agreement shall be construed as delegating to others or as reducing or abridging any of the following authority conferred on City Officials:
 - 17.6.1 The Ordinance responsibility of the Mayor as Chief Executive Officer of the City, passing upon Ordinances adopted by the City Council, recommending an annual budget, enforcing the laws of the State and the City, and directing the proper performance of all executive departments.

- 17.6.2 The responsibility of the City Council for enactment of Ordinances, the appropriation of monies, final determination of employee compensation and classification, and the right to subcontract and purchase equipment.
- 17.6.3 The responsibility of the Department Directors as limited by provisions of this Agreement:
- a. to recruit, assign, transfer, or promote members to positions within the department;
 - b. to take disciplinary action against members for just cause;
 - c. to relieve members from duties because of lack of work, lack of funds, or for disciplinary reasons;
 - d. to determine methods, means, training and personnel necessary for departmental operations.
 - e. to control the departmental budget;
 - f. to take whatever actions are necessary in emergencies to assure the proper functioning of the department; and
 - g. to process annual employees' appraisal for merit determination.
- 17.6.4 Any and all rights concerned with the management and operation of the department are exclusively that of the Employer unless otherwise provided by the terms of this Agreement.

Nothing in this Agreement shall prohibit the Employer from taking steps to comply with the Americans with Disabilities Act (ADA) or the Affordable Care Act (ACA).

ARTICLE 18: DISCIPLINE

- 18.1 The Employer agrees that any employee who has passed probation may be disciplined only for just cause.
- 18.2 The Employer agrees to follow the principles of progressive discipline except when the offense requires more serious discipline in the first instance. Both the sequencing and the steps of progressive discipline are determined on a case-by-case basis by management in consultation with Human Resources.
- 18.3 All disciplinary actions shall be clearly identified as such in writing and placed in the employee's personnel file. The employee will be requested to sign the disciplinary action. The employee's signature thereon shall not be construed as an admission of guilt or concurrence with the discipline, but rather shall be requested as an indication that they have seen and comprehend the gravity of the disciplinary action. Employees shall have the right to review and comment on disciplinary actions in their personnel files.
- 18.4 Employees shall have a right to a pre-discipline meeting prior to any suspension, demotion or termination and shall not be denied Union representation during that meeting if requested.

ARTICLE 19: ENTIRE AGREEMENT

- 19.1 The Agreement expressed herein in writing, including any Appendix, constitutes the entire Agreement between the parties and no oral statement shall add to or supersede any of its

provisions. Except as may be expressly provided by this Agreement, the City's Personnel Policies shall apply to bargaining unit members.

- 19.2 This Agreement may be modified or amended by mutual consent of both parties at any time.

ARTICLE 20: NON-DISCRIMINATION

- 20.1 The Employer and the Association will cooperate to assure that no employee or applicant for employment is discriminated against by reason of membership or non-membership in the Association, or for race, creed, age (over 40), color, sex, national origin, pregnancy, religious belief, marital status, physical, mental or sensory disability, sexual orientation or gender identity, genetic information or any other basis prohibited by local, state or federal law.
- 20.2 Whenever words denoting the masculine gender are used in this Agreement, they are intended to apply equally to either gender.

ARTICLE 21: LAYOFF AND RECALL

- 21.1 General - In layoff, recall and filling permanent job vacancies the Employer shall give consideration to an employee's length of continuous service with the Employer and his or her ability to perform the duties required in the job. In applying this provision, it is the intent to provide qualified employees with opportunities for promotion and the Employer with efficient operations; provided, however, when skill and ability are equal, length of continuous service in the department shall govern.
- 21.2 Layoff - In case of a layoff, consideration shall be given to skill, ability, and the qualifications required for the work that must be done. When skill, ability, and qualifications are equal, the employee with the shortest length of continuous service in the Department and classification affected shall be laid off first, provided those remaining on the job can provide efficient operations.
- 21.3 Recall - In the case of a recall, those employees shall be recalled in inverse order of layoff. An employee on layoff shall keep both the Employer and the Union informed of the address and telephone number where he can be contacted. When the Employer is unable to contact an employee, who is on layoff for recall, the Union shall be so notified. If neither the Union nor the Employer is able to contact the employee within five (5) working days from the time the Union is notified, the Employer's obligation to recall the employee shall cease. The Employer has no obligation to recall an employee after he or she has been on continuous layoff for a period of one (1) year. Also, if an employee does not return to work when recalled, the Employer shall have no further obligation to recall him or her.

ARTICLE 22: DURATION OF AGREEMENT

This Agreement shall become effective upon the last date a party signs the Agreement but not earlier than January 1, 2020 and shall remain in force until midnight December 31, 2022.

SIGNED this _____ day of 8/5/2020, 2020 at Issaquah, Washington.

CITY OF ISSAQUAH

AFSCME ISSAQUAH ADMINISTRATIVE
STAFF ASSOCIATION

DocuSigned by:
Mary Lou Pauly
CEFF9F862CD7468...

Mary Lou Pauly, Mayor

DocuSigned by:
Jason Bond
F3F41D2A6A1B46E...

Jason Bond, President

DocuSigned by:
Michael Rainey
EG8DF8FEG94F4GC...

Michael Rainey, Staff Representative
WSCCCE

APPENDIX A
to the
AGREEMENT
by and between
CITY OF ISSAQUAH, WASHINGTON
and
ISSAQUAH ADMINISTRATIVE STAFF ASSOCIATION
January 1, 2020 through December 31, 2022

This appendix is supplemental to the agreement by and between the CITY OF ISSAQUAH, WASHINGTON, hereinafter referred to as the EMPLOYER, and the ADMINISTRATIVE STAFF ASSOCIATION, hereinafter referred to as the ASSOCIATION.

SALARY AND WAGE SCHEDULES

- A.1 2020 Wages: Effective January 1, 2020, the City shall implement a new pay range, as included below. Wage increases as a result of placement on the new pay range shall apply retroactively for all pay periods between January 1, 2020 and the date the contract is approved by the City Council. No employee's wage shall be decreased as a result of implementation of the new pay ranges. Any employee whose pay at the time of implementation of the new pay range is above the top step for their classification in the new pay range shall be frozen. The City and Association agree to continue to evaluate the title, classification, and salary placement for the Business Tax and Cash Control Coordinator and Planning Technician positions until agreement is reached or December 31, 2020, whichever is soonest. If agreement is not reached by December 31, 2020, those positions shall remain as placed in the 2020 pay range included below and the incumbents shall be frozen.
- A.2 2021 Wages: Effective January 1, 2021, the rates of pay for each classification in effect on December 31, 2020 shall be increased by one and one half percent (1.5%). Employees who are frozen and therefore not eligible for the January 1, 2021 increase to base wage shall receive an equivalent amount in the form of a lump sum payment for services performed, to be paid in equal increments with each paycheck in the 2021 calendar year.
- A.3 2022 Wages: Effective January 1, 2022, all base wages will receive a cost of living adjustment of 100% of the CPI-U for Seattle/Tacoma/Bellevue for June to June 2021, with a minimum of one and one half percent (1.5%) and maximum of three percent(3.0%). Employees who are frozen and therefore not eligible for the January 1, 2022 increase to base wage shall receive an equivalent amount in the form of a lump sum payment for services performed, to be paid in equal increments with each paycheck in the 2022 calendar year.

APPENDIX A (CONT.)

SALARY SCHEDULE EFFECTIVE JANUARY 1, 2020

Grade	Classification Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
A010	Senior Lifeguard	Annual	\$35,895	\$37,005	\$38,150	\$39,330	\$40,546	\$41,800	\$43,054	\$44,346	\$45,676	\$47,046	\$48,458
		Monthly	\$2,991.26	\$3,083.77	\$3,179.14	\$3,277.47	\$3,378.83	\$3,483.33	\$3,587.83	\$3,695.47	\$3,806.33	\$3,920.52	\$4,038.14
		Pay Period	\$1,495.63	\$1,541.88	\$1,589.57	\$1,638.73	\$1,689.42	\$1,741.67	\$1,793.92	\$1,847.73	\$1,903.17	\$1,960.26	\$2,019.07
A011	Custodian	Annual	\$39,502	\$40,723	\$41,983	\$43,281	\$44,620	\$46,000	\$47,380	\$48,801	\$50,265	\$51,773	\$53,327
		Monthly	\$3,291.81	\$3,393.62	\$3,498.58	\$3,606.78	\$3,718.33	\$3,833.33	\$3,948.33	\$4,066.78	\$4,188.79	\$4,314.45	\$4,443.88
		Pay Period	\$1,645.91	\$1,696.81	\$1,749.29	\$1,803.39	\$1,859.17	\$1,916.67	\$1,974.17	\$2,033.39	\$2,094.39	\$2,157.23	\$2,221.94
A011	Recreation Assistant	Annual	\$39,502	\$40,723	\$41,983	\$43,281	\$44,620	\$46,000	\$47,380	\$48,801	\$50,265	\$51,773	\$53,327
		Monthly	\$3,291.81	\$3,393.62	\$3,498.58	\$3,606.78	\$3,718.33	\$3,833.33	\$3,948.33	\$4,066.78	\$4,188.79	\$4,314.45	\$4,443.88
		Pay Period	\$1,645.91	\$1,696.81	\$1,749.29	\$1,803.39	\$1,859.17	\$1,916.67	\$1,974.17	\$2,033.39	\$2,094.39	\$2,157.23	\$2,221.94
A012	Office Assistant	Annual	\$43,452	\$44,796	\$46,181	\$47,610	\$49,082	\$50,600	\$52,118	\$53,682	\$55,292	\$56,951	\$58,659
		Monthly	\$3,621.00	\$3,732.98	\$3,848.44	\$3,967.46	\$4,090.17	\$4,216.67	\$4,343.17	\$4,473.46	\$4,607.67	\$4,745.90	\$4,888.27
		Pay Period	\$1,810.50	\$1,866.49	\$1,924.22	\$1,983.73	\$2,045.08	\$2,108.33	\$2,171.58	\$2,236.73	\$2,303.83	\$2,372.95	\$2,444.14
A013	Administrative Specialist	Annual	\$47,746	\$49,222	\$50,745	\$52,314	\$53,932	\$55,600	\$57,268	\$58,986	\$60,756	\$62,578	\$64,456
		Monthly	\$3,978.80	\$4,101.86	\$4,228.72	\$4,359.50	\$4,494.33	\$4,633.33	\$4,772.33	\$4,915.50	\$5,062.97	\$5,214.86	\$5,371.30
		Pay Period	\$1,989.40	\$2,050.93	\$2,114.36	\$2,179.75	\$2,247.17	\$2,316.67	\$2,386.17	\$2,457.75	\$2,531.48	\$2,607.43	\$2,685.65
A014	Facilities Services Worker I	Annual	\$52,555	\$54,180	\$55,856	\$57,583	\$59,364	\$61,200	\$63,036	\$64,927	\$66,875	\$68,881	\$70,948
		Monthly	\$4,379.54	\$4,514.99	\$4,654.63	\$4,798.59	\$4,947.00	\$5,100.00	\$5,253.00	\$5,410.59	\$5,572.91	\$5,740.09	\$5,912.30
		Pay Period	\$2,189.77	\$2,257.50	\$2,327.32	\$2,399.30	\$2,473.50	\$2,550.00	\$2,626.50	\$2,705.30	\$2,786.45	\$2,870.05	\$2,956.15
	Fiscal Specialist I	Annual	\$52,555	\$54,180	\$55,856	\$57,583	\$59,364	\$61,200	\$63,036	\$64,927	\$66,875	\$68,881	\$70,948
		Monthly	\$4,379.54	\$4,514.99	\$4,654.63	\$4,798.59	\$4,947.00	\$5,100.00	\$5,253.00	\$5,410.59	\$5,572.91	\$5,740.09	\$5,912.30
		Pay Period	\$2,189.77	\$2,257.50	\$2,327.32	\$2,399.30	\$2,473.50	\$2,550.00	\$2,626.50	\$2,705.30	\$2,786.45	\$2,870.05	\$2,956.15
	Parks Operations Worker I	Annual	\$52,555	\$54,180	\$55,856	\$57,583	\$59,364	\$61,200	\$63,036	\$64,927	\$66,875	\$68,881	\$70,948
		Monthly	\$4,379.54	\$4,514.99	\$4,654.63	\$4,798.59	\$4,947.00	\$5,100.00	\$5,253.00	\$5,410.59	\$5,572.91	\$5,740.09	\$5,912.30
		Pay Period	\$2,189.77	\$2,257.50	\$2,327.32	\$2,399.30	\$2,473.50	\$2,550.00	\$2,626.50	\$2,705.30	\$2,786.45	\$2,870.05	\$2,956.15
	PC Technician I	Annual	\$52,555	\$54,180	\$55,856	\$57,583	\$59,364	\$61,200	\$63,036	\$64,927	\$66,875	\$68,881	\$70,948
		Monthly	\$4,379.54	\$4,514.99	\$4,654.63	\$4,798.59	\$4,947.00	\$5,100.00	\$5,253.00	\$5,410.59	\$5,572.91	\$5,740.09	\$5,912.30
		Pay Period	\$2,189.77	\$2,257.50	\$2,327.32	\$2,399.30	\$2,473.50	\$2,550.00	\$2,626.50	\$2,705.30	\$2,786.45	\$2,870.05	\$2,956.15
	Recreation Leader	Annual	\$52,555	\$54,180	\$55,856	\$57,583	\$59,364	\$61,200	\$63,036	\$64,927	\$66,875	\$68,881	\$70,948
		Monthly	\$4,379.54	\$4,514.99	\$4,654.63	\$4,798.59	\$4,947.00	\$5,100.00	\$5,253.00	\$5,410.59	\$5,572.91	\$5,740.09	\$5,912.30
		Pay Period	\$2,189.77	\$2,257.50	\$2,327.32	\$2,399.30	\$2,473.50	\$2,550.00	\$2,626.50	\$2,705.30	\$2,786.45	\$2,870.05	\$2,956.15

APPENDIX A (CONT.)

A015	Business Tax and Cash Control Coordinator	Annual	\$57,793	\$59,580	\$61,423	\$63,323	\$65,281	\$67,300	\$69,319	\$71,399	\$73,541	\$75,747	\$78,019
		Monthly	\$4,816.07	\$4,965.02	\$5,118.57	\$5,276.88	\$5,440.08	\$5,608.33	\$5,776.58	\$5,949.88	\$6,128.38	\$6,312.23	\$6,501.60
		Pay Period	\$2,408.03	\$2,482.51	\$2,559.29	\$2,638.44	\$2,720.04	\$2,804.17	\$2,888.29	\$2,974.94	\$3,064.19	\$3,156.11	\$3,250.80
	Engineering Technician	Annual	\$57,793	\$59,580	\$61,423	\$63,323	\$65,281	\$67,300	\$69,319	\$71,399	\$73,541	\$75,747	\$78,019
		Monthly	\$4,816.07	\$4,965.02	\$5,118.57	\$5,276.88	\$5,440.08	\$5,608.33	\$5,776.58	\$5,949.88	\$6,128.38	\$6,312.23	\$6,501.60
		Pay Period	\$2,408.03	\$2,482.51	\$2,559.29	\$2,638.44	\$2,720.04	\$2,804.17	\$2,888.29	\$2,974.94	\$3,064.19	\$3,156.11	\$3,250.80
	Facilities Services Worker II	Annual	\$57,793	\$59,580	\$61,423	\$63,323	\$65,281	\$67,300	\$69,319	\$71,399	\$73,541	\$75,747	\$78,019
		Monthly	\$4,816.07	\$4,965.02	\$5,118.57	\$5,276.88	\$5,440.08	\$5,608.33	\$5,776.58	\$5,949.88	\$6,128.38	\$6,312.23	\$6,501.60
		Pay Period	\$2,408.03	\$2,482.51	\$2,559.29	\$2,638.44	\$2,720.04	\$2,804.17	\$2,888.29	\$2,974.94	\$3,064.19	\$3,156.11	\$3,250.80
	Fiscal Specialist II	Annual	\$57,793	\$59,580	\$61,423	\$63,323	\$65,281	\$67,300	\$69,319	\$71,399	\$73,541	\$75,747	\$78,019
		Monthly	\$4,816.07	\$4,965.02	\$5,118.57	\$5,276.88	\$5,440.08	\$5,608.33	\$5,776.58	\$5,949.88	\$6,128.38	\$6,312.23	\$6,501.60
		Pay Period	\$2,408.03	\$2,482.51	\$2,559.29	\$2,638.44	\$2,720.04	\$2,804.17	\$2,888.29	\$2,974.94	\$3,064.19	\$3,156.11	\$3,250.80
	Parks Operations Worker II	Annual	\$57,793	\$59,580	\$61,423	\$63,323	\$65,281	\$67,300	\$69,319	\$71,399	\$73,541	\$75,747	\$78,019
		Monthly	\$4,816.07	\$4,965.02	\$5,118.57	\$5,276.88	\$5,440.08	\$5,608.33	\$5,776.58	\$5,949.88	\$6,128.38	\$6,312.23	\$6,501.60
		Pay Period	\$2,408.03	\$2,482.51	\$2,559.29	\$2,638.44	\$2,720.04	\$2,804.17	\$2,888.29	\$2,974.94	\$3,064.19	\$3,156.11	\$3,250.80
	PC Technician II	Annual	\$57,793	\$59,580	\$61,423	\$63,323	\$65,281	\$67,300	\$69,319	\$71,399	\$73,541	\$75,747	\$78,019
		Monthly	\$4,816.07	\$4,965.02	\$5,118.57	\$5,276.88	\$5,440.08	\$5,608.33	\$5,776.58	\$5,949.88	\$6,128.38	\$6,312.23	\$6,501.60
		Pay Period	\$2,408.03	\$2,482.51	\$2,559.29	\$2,638.44	\$2,720.04	\$2,804.17	\$2,888.29	\$2,974.94	\$3,064.19	\$3,156.11	\$3,250.80
	Permit Technician	Annual	\$57,793	\$59,580	\$61,423	\$63,323	\$65,281	\$67,300	\$69,319	\$71,399	\$73,541	\$75,747	\$78,019
		Monthly	\$4,816.07	\$4,965.02	\$5,118.57	\$5,276.88	\$5,440.08	\$5,608.33	\$5,776.58	\$5,949.88	\$6,128.38	\$6,312.23	\$6,501.60
		Pay Period	\$2,408.03	\$2,482.51	\$2,559.29	\$2,638.44	\$2,720.04	\$2,804.17	\$2,888.29	\$2,974.94	\$3,064.19	\$3,156.11	\$3,250.80
	Planning Technician	Annual	\$57,793	\$59,580	\$61,423	\$63,323	\$65,281	\$67,300	\$69,319	\$71,399	\$73,541	\$75,747	\$78,019
		Monthly	\$4,816.07	\$4,965.02	\$5,118.57	\$5,276.88	\$5,440.08	\$5,608.33	\$5,776.58	\$5,949.88	\$6,128.38	\$6,312.23	\$6,501.60
		Pay Period	\$2,408.03	\$2,482.51	\$2,559.29	\$2,638.44	\$2,720.04	\$2,804.17	\$2,888.29	\$2,974.94	\$3,064.19	\$3,156.11	\$3,250.80
A016	Building Inspector	Annual	\$63,546	\$65,512	\$67,538	\$69,627	\$71,780	\$74,000	\$76,220	\$78,507	\$80,862	\$83,288	\$85,786
		Monthly	\$5,295.53	\$5,459.31	\$5,628.15	\$5,802.22	\$5,981.67	\$6,166.67	\$6,351.67	\$6,542.22	\$6,738.48	\$6,940.64	\$7,148.86
		Pay Period	\$2,647.76	\$2,729.65	\$2,814.08	\$2,901.11	\$2,990.83	\$3,083.33	\$3,175.83	\$3,271.11	\$3,369.24	\$3,470.32	\$3,574.43
	Construction Inspector	Annual	\$63,546	\$65,512	\$67,538	\$69,627	\$71,780	\$74,000	\$76,220	\$78,507	\$80,862	\$83,288	\$85,786
		Monthly	\$5,295.53	\$5,459.31	\$5,628.15	\$5,802.22	\$5,981.67	\$6,166.67	\$6,351.67	\$6,542.22	\$6,738.48	\$6,940.64	\$7,148.86
		Pay Period	\$2,647.76	\$2,729.65	\$2,814.08	\$2,901.11	\$2,990.83	\$3,083.33	\$3,175.83	\$3,271.11	\$3,369.24	\$3,470.32	\$3,574.43
	Emergency Preparedness	Annual	\$63,546	\$65,512	\$67,538	\$69,627	\$71,780	\$74,000	\$76,220	\$78,507	\$80,862	\$83,288	\$85,786
		Monthly	\$5,295.53	\$5,459.31	\$5,628.15	\$5,802.22	\$5,981.67	\$6,166.67	\$6,351.67	\$6,542.22	\$6,738.48	\$6,940.64	\$7,148.86
		Pay Period	\$2,647.76	\$2,729.65	\$2,814.08	\$2,901.11	\$2,990.83	\$3,083.33	\$3,175.83	\$3,271.11	\$3,369.24	\$3,470.32	\$3,574.43
	Facilities Services Lead	Annual	\$63,546	\$65,512	\$67,538	\$69,627	\$71,780	\$74,000	\$76,220	\$78,507	\$80,862	\$83,288	\$85,786
		Monthly	\$5,295.53	\$5,459.31	\$5,628.15	\$5,802.22	\$5,981.67	\$6,166.67	\$6,351.67	\$6,542.22	\$6,738.48	\$6,940.64	\$7,148.86
		Pay Period	\$2,647.76	\$2,729.65	\$2,814.08	\$2,901.11	\$2,990.83	\$3,083.33	\$3,175.83	\$3,271.11	\$3,369.24	\$3,470.32	\$3,574.43
	Parks Operations Lead	Annual	\$63,546	\$65,512	\$67,538	\$69,627	\$71,780	\$74,000	\$76,220	\$78,507	\$80,862	\$83,288	\$85,786
		Monthly	\$5,295.53	\$5,459.31	\$5,628.15	\$5,802.22	\$5,981.67	\$6,166.67	\$6,351.67	\$6,542.22	\$6,738.48	\$6,940.64	\$7,148.86
		Pay Period	\$2,647.76	\$2,729.65	\$2,814.08	\$2,901.11	\$2,990.83	\$3,083.33	\$3,175.83	\$3,271.11	\$3,369.24	\$3,470.32	\$3,574.43
	Recreation Coordinator	Annual	\$63,546	\$65,512	\$67,538	\$69,627	\$71,780	\$74,000	\$76,220	\$78,507	\$80,862	\$83,288	\$85,786
		Monthly	\$5,295.53	\$5,459.31	\$5,628.15	\$5,802.22	\$5,981.67	\$6,166.67	\$6,351.67	\$6,542.22	\$6,738.48	\$6,940.64	\$7,148.86
		Pay Period	\$2,647.76	\$2,729.65	\$2,814.08	\$2,901.11	\$2,990.83	\$3,083.33	\$3,175.83	\$3,271.11	\$3,369.24	\$3,470.32	\$3,574.43

APPENDIX A (CONT.)

A017	Code Enforcement Officer	Annual	\$69,987	\$72,151	\$74,383	\$76,683	\$79,055	\$81,500	\$83,945	\$86,463	\$89,057	\$91,729	\$94,481
		Monthly	\$5,832.24	\$6,012.61	\$6,198.57	\$6,390.28	\$6,587.92	\$6,791.67	\$6,995.42	\$7,205.28	\$7,421.44	\$7,644.08	\$7,873.40
		Pay Period	\$2,916.12	\$3,006.31	\$3,099.29	\$3,195.14	\$3,293.96	\$3,395.83	\$3,497.71	\$3,602.64	\$3,710.72	\$3,822.04	\$3,936.70
	Senior Building Inspector	Annual	\$69,987	\$72,151	\$74,383	\$76,683	\$79,055	\$81,500	\$83,945	\$86,463	\$89,057	\$91,729	\$94,481
		Monthly	\$5,832.24	\$6,012.61	\$6,198.57	\$6,390.28	\$6,587.92	\$6,791.67	\$6,995.42	\$7,205.28	\$7,421.44	\$7,644.08	\$7,873.40
		Pay Period	\$2,916.12	\$3,006.31	\$3,099.29	\$3,195.14	\$3,293.96	\$3,395.83	\$3,497.71	\$3,602.64	\$3,710.72	\$3,822.04	\$3,936.70
A018	Senior Construction Inspector	Annual	\$76,943	\$79,322	\$81,776	\$84,305	\$86,912	\$89,600	\$92,288	\$95,057	\$97,908	\$100,846	\$103,871
		Monthly	\$6,411.88	\$6,610.19	\$6,814.63	\$7,025.39	\$7,242.67	\$7,466.67	\$7,690.67	\$7,921.39	\$8,159.03	\$8,403.80	\$8,655.91
		Pay Period	\$3,205.94	\$3,305.09	\$3,407.31	\$3,512.69	\$3,621.33	\$3,733.33	\$3,845.33	\$3,960.69	\$4,079.51	\$4,201.90	\$4,327.96
	Senior Engineering Technician	Annual	\$76,943	\$79,322	\$81,776	\$84,305	\$86,912	\$89,600	\$92,288	\$95,057	\$97,908	\$100,846	\$103,871
		Monthly	\$6,411.88	\$6,610.19	\$6,814.63	\$7,025.39	\$7,242.67	\$7,466.67	\$7,690.67	\$7,921.39	\$8,159.03	\$8,403.80	\$8,655.91
		Pay Period	\$3,205.94	\$3,305.09	\$3,407.31	\$3,512.69	\$3,621.33	\$3,733.33	\$3,845.33	\$3,960.69	\$4,079.51	\$4,201.90	\$4,327.96

APPENDIX B
to the
AGREEMENT
by and between
CITY OF ISSAQUAH, WASHINGTON
and
ISSAQUAH ADMINISTRATIVE STAFF ASSOCIATION

January 1, 2020 through December 31, 2022

This appendix is supplemental to the agreement by and between the CITY OF ISSAQUAH, WASHINGTON, hereinafter referred to as the EMPLOYER, and the ADMINISTRATIVE STAFF ASSOCIATION, hereinafter referred to as the ASSOCIATION.

- B.1. Proficiency Level Increases: If an employee's anniversary date occurs on the 1st through the 15th of the month, any step increases shall be effective on the 1st of that month. If the employee's anniversary date occurs on the 16th through the 31st of the month, any step increases shall be effective on the 1st of the following month.

Normally employees shall be hired for regular, full time positions at the minimum rate of the appropriate range. Where new employees possess qualifications warranting a higher rate in the range, the starting point may be higher, subject to budgetary constraints.

Newly hired or promoted employees may receive an initial step increase of 3% upon completion of the probationary period. This increase will be in consideration of completing all or part of the employee's orientation to the job at the discretion of the Department Director.

Each employee shall be eligible for an annual step increase on the merit date within their salary range. Increases will be restricted to three percent (3%) on the employee's base salary (excluding any and all premiums) and may not exceed the maximum of the range.

Step increases are typically automatic upon an employee completing the months of service required at each step. In the event that an employee is not performing adequately at a satisfactory rate of improvement, step increases may be withheld or delayed until performance improves, at the discretion of the Department Director. Before such action may be taken, the Department Director or supervisor must discuss with the employee and a Union representative the performance problems; provide objective data to document the basis for the action, and a plan for improvement. When possible, this discussion must be given to the employee far enough in advance of the merit date for the employee to have an opportunity to correct the performance deficiency.

APPENDIX C
to the
AGREEMENT
by and between
CITY OF ISSAQUAH, WASHINGTON
and
ISSAQUAH ADMINISTRATIVE STAFF ASSOCIATION

January 1, 2020 through December 31, 2022

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GUIDELINES FOR USE OF PARKS AND RECREATION DEPARTMENT ANNUAL PASS

Regular, full time employees are eligible for an annual family pass for drop-in activities at the Community Center and Pool; regular, part-time employees are eligible for an annual individual pass and may pay the additional amount to upgrade to a family pass.

1. Passes and daily drop-ins include: Computer Lab, Fitness Area, Track, Open Gym, Youth Center, Lap Swim, and Public Swim.
2. You must be 16 or older to use fitness equipment,
3. Youth Center is for teens, grades 6-12. Passes may not be used by anyone other than the card holder. Teen Nights are not included in passes.
4. Family Pass qualifications: Family members must reside within the same household. Children over 18 must be full time students and provide school identification. City ID may be required.
5. Miscellaneous:
 - a. \$2 replacement fee for lost passes
 - b. Drop-in childcare note included in passes
 - c. Scholarships and working volunteer opportunities are available for passes

APPENDIX D
to the
AGREEMENT
by and between
CITY OF ISSAQUAH, WASHINGTON
and
ISSAQUAH ADMINISTRATIVE STAFF ASSOCIATION

January 1, 2020 through December 31, 2022

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Premium Sharing
City Plan Employee Contribution rate

Premera "Your Choice" Plan 1 - \$250 Annual Deductible	Employee premium share with Wellness Participation **
Employee	6%
Employee	6%
Spouse	10%
1st dependent	10%
2nd dependent	10%

Premera "Your Choice" Plan 1 A - \$250 Annual Deductible	Employee premium share without Wellness Participation **
Employee	12%
Spouse	16%
1st dependent	16%
2nd dependent	16%

Premera "Your Future" Plan 3 - HDHP/HSA	Employer contribution with Wellness Participation - \$3100 employee, full family \$6250 **
Employee	0%
spouse	0%

APPENDIX D (CONT.)

1st dependent	0%
2nd dependent	0%

Premiera "Your Future" Plan 3 A - HDHP/HSA	Employer contribution without Wellness Participation; employee \$2,600; full family \$5,250 **
Employee	0%
Spouse	0%
1st dependent	0%
2nd dependent	0%

Plan 4 - Kaiser Permanente \$200 Deductible Plan	Employee premium share with Wellness participation **
Employee	6%
Employee	6%
Spouse	10%
1st dependent	10%
2nd dependent	10%

Plan 4 A - Kaiser Permanente \$200 Deductible Plan	Employee premium share without Wellness participation
Employee	12%
Spouse	16%
1st dependent	16%
2nd dependent	16%

APPENDIX D (CONT.)

**City of Issaquah
Health & Wellness Incentive Program**

Goals:

- Engage employees in their health
- Improve employee's health
- Maintain and preferably reduce medical claims cost trend
- Improve productivity and reduce absenteeism

Eligible Population

- Employees, spouses, domestic partners **covered** under the health plan
- **NOTE: Individuals not covered on the medical plan can participate, but they will NOT receive an incentive.**

All four sections below must be met in order to achieve the lower premium

1. Biometric Testing – Completion

▪ **Specifics**

- Measured height and weight, Calculated BMI
- Fasting Cholesterol panel
- Fasting Blood Sugar (hemoglobin A1C for known diabetics)
- Blood Pressure

▪ **Options**

- Onsite
- Physician Fax Form

2. Health Risk Assessment – Completion

- Online

3. Non- Smoker or non- tobacco user Attestation

***Availability of reasonable accommodation** - If a condition exist that makes it unreasonably difficult or medically inadvisable for a member to achieve the results as stipulated under the *Biometric Testing – Achievement* portion of the Wellness Incentive Program, an alternative goal may be submitted by the member's healthcare provider prior to the beginning of the plan year.

Notes:

- **NEW HIRES:** Newly hired employees will be placed on the Wellness rates the first year of employment. In order to qualify for the lower monthly premium for the following year, they will need to complete all of the requirements at the next biometric open enrollment from the date of their employment. If they do not participate during the open enrollment period, they will be moved to the non-wellness rates. New hires and existing employees/spouses who do not participate in biometric testing will need to achieve the targets to be eligible for the lower premium. They will not be eligible for the percent improvement criteria as they will not have had prior result with which to compare.