

AGREEMENT

by and between

CITY OF ISSAQUAH

and

ISSAQUAH ADMINISTRATIVE STAFF ASSOCIATION

January 1, 2023 through December 31, 2024

TWO-YEAR AGREEMENT

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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. Workers employed by the City performing work historically known as "Seasonal Field Work" shall be excluded from the bargaining unit.
- 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 Labor Management Committee – The City and the Union agree that continuing cooperation between labor and management is important and that from time to time suggestions and concerns of a general nature affecting the Union and the City may need consideration. The City and the Union agree that a Labor Management Committee (LMC) serves as a valuable tool to address suggestions and concerns. The LMC will consist of four (4) members from the Union and four (4) members from the Employer. The makeup of each team may change according to the issues being presented. The LMC will meet quarterly and either side may request additional meetings.

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.

The City and the Union share an interest in ensuring that employees are receiving regular feedback from their supervisors, especially during the probationary period. The City and the Union also agree that the current process in place as of December 2022 does not have adequate accountability measures built in. As such, the City and the Union agree to continue discussions surrounding check-ins and evaluations for probationary employees in the Labor Management Committee. Additionally, as the City is rebuilding its performance management process, the City agrees to create an AFSCME position on the committee tasked with this work, should an AFSCME representative wish to join.

- 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 New Classification Wages – Should it become necessary to establish a new classification within the bargaining unit during the Agreement year(s), the Employer will designate a job classification and salary for the classification. The salary allocation for any new classification within the bargaining unit shall be subject to bargaining.
- 4.3 Except as provided in Section 4.9, 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.
- 4.4 Except as provided in Section 4.9, 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 4.9.2 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.
- 4.5 With the exception of Recreation Staff discussed in Section 4.9.4, 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 4.9.4, 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.
- 4.7 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.
- 4.8 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.

- 4.8.1 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.

4.9

The following workgroups work alternative schedules due to operational necessity and are not governed by Sections 4.3 and 4.4.

4.9.1 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. The City may assign two (2) regular Parks Operations staff to work a Tuesday through Saturday shift and two (2) regular Parks Operations staff to work a Sunday through Thursday shift. As the Parks Operations staff grows, the parties agree that these minimum numbers will need to be increased in a successor bargaining agreement. Shift assignment shall be accomplished by seniority with the most senior employee having right of first refusal.
- (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 4.8 above. 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 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.

4.9.2 Park Ranger

- (a) In order to provide oversight of parks usage and assistance to residents and visitors during high utilization times, the City reserves the right to create and maintain regular work shifts that cover Saturdays and Sundays at the straight time regular rate of pay.
- (b) The regular workweek for the Park Ranger shall be five (5) days of eight (8) hours each Tuesday through Saturday, five (5) days of eight (8) hours each Wednesday through Sunday, or five (5) days of eight (8) hours each Sunday through Thursday.
- (c) The regular shift start times for the Park Ranger 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) 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 4.8 above. Nothing in this Section prohibits an employee from requesting a modification to their 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.

4.9.3 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 4.8 above. 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.

4.9.4 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. 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.

4.9.5 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.

4.10 Higher Classification Work

4.11 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 they are regularly assigned, for a period of five consecutive days or longer, out of class pay shall be provided at ten percent (10%) 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.

New Year's Day	First day of January
Dr. Martin Luther King Jr.'s Birthday	Third Monday of January
President's Day	Third Monday of February
Memorial Day	Last Monday of May
Juneteenth	Nineteenth day of June
Independence Day	Fourth day of July
Labor Day	First Monday in September
Veteran's Day	Eleventh day of November
Thanksgiving Day	Fourth Thursday in November
Native American Heritage Day	Day immediately following Thanksgiving Day
Christmas Eve	Twenty fourth of December
Christmas Day	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.

- 5.2 All contractual holidays shall be considered as days worked, for purposes of calculating overtime.
- 5.3 In 2023 only and because July 4th falls on a Tuesday in 2023, employees will receive July 3rd as a paid holiday in addition to the holidays listed in Section 5.1 above.

ARTICLE 6: VACATION

- 6.1 Employees shall have the option of selecting from two vacation/sick leave schedules. Once a selection is made, it will stay in force for the duration of the employee’s tenure with the City. 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.

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.

7.2 Medical, dental, orthodontia, and vision insurance premiums.

7.2.1 Association members have agreed to be covered by the City's Medical Plans 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 Dental and Orthodontia Insurance premiums shall be paid by the Employer (100%) for all regular full time and regular part-time employees and their dependents. This provision is for the purchase of AWC Delta Dental Plan J and AWC Orthodontia Plan V or AWC Willamette Dental Plan (\$10 copay). New employees shall be eligible for said benefits on the first day of the first month following employment.

7.2.3 The Employer shall pay each month one hundred percent (100%) of the premiums necessary for purchase of AWC Vision Service Plan \$0 Copay Second Pair Plan.

7.2.4 Regular part-time employees shall be eligible for employee only medical benefits at the same premium share offered to full time employees and outlined in Appendix D. The Employer will pay employee dependent premium share based on the following schedule:

Percentage of FTE	Employer Percentage – Dependents	Employee Percentage – Dependents
0.75	90%	10%
0.625	80%	20%
0.5	70%	30%

New employees shall be eligible for said benefits on the first day of the first month following employment.

7.3 Life & Disability Insurances.

7.3.1 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.

7.3.2 The Employer shall pay for a long-term disability plan for each regular full time employee as approved by Human Resources.

- 7.4 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 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 If the City attains WellCity designation, employee premium share as outlined in Appendix D will be based on the discounted premium rate.

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.
- 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: parent, parent-in-law, spouse, domestic partner, sibling, children, step-children, the employee's grandparents, and grandchildren.
- 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, sibling, parent-in-law, sibling-in-law, grandparent, grandchild, parent's sibling

(e.g. aunt or uncle), sibling's child (e.g. niece or 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. Upon the death of a co-worker, employees will be allowed to attend memorial services during their regularly scheduled work day with no loss of pay or accrued leave.

ARTICLE 10: OTHER LEAVES

- 10.1 Jury Duty – An employee who is required to serve on a jury or an employee who, as a result of official duties, is required to appear before a Court, Legislative Committee, or quasi-judicial body as a witness in response to a subpoena or other directive, shall be allowed authorized leave with pay less any amount received for such service.
- 10.2 Leave of Absence without Pay – The City may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Leave may be granted to an employee for a period of up to thirty (30) calendar days in a year by the department director. If a leave goes beyond thirty (30) calendar days, the Mayor may grant an additional extension of up to sixty (60) calendar days for a total of ninety (90) calendar days in a year. Further extensions are at the discretion of the Mayor.

ARTICLE 11: FAMILY AND MEDICAL LEAVE

- 11.1 The City will comply with all Federal and State Family Leave laws.
- 11.2 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 12: EDUCATION TUITION REIMBURSEMENT

- 12.1 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 13: DEFERRED COMPENSATION

- 13.1 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 14: CLOTHING AND SUPPLIES ALLOWANCE

- 14.1 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.
- 14.2 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 15: PERFORMANCE OF DUTY

- 15.1 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 16: GRIEVANCE PROCEDURE

- 16.1 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.
 - 16.1.1 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.
 - 16.1.2 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.
 - 16.1.3 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.
 - 16.1.4 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.

- 16.1.5 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 their 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.
- 16.1.6 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).
- 16.1.7 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 17: SAVING CLAUSE

- 17.1 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 18: MANAGEMENT RIGHTS

- 18.1 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.
- 18.2 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.
- 18.3 It is understood by the parties that every incidental duty connected with operations enumerated in job descriptions is not always specifically described.
- 18.4 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.
- 18.5 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.

- 18.6 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:
- 18.6.1 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.
- 18.6.2 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.
- 18.6.3 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.
- 18.6.4 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.
- 18.7 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 19: DISCIPLINE

- 19.1 The Employer agrees that any employee who has passed probation may be disciplined only for just cause.
- 19.2 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.
- 19.3 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.

- 19.4 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 20: ENTIRE AGREEMENT

- 20.1 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.
- 20.2 This Agreement may be modified or amended by mutual consent of both parties at any time.

ARTICLE 21: NON-DISCRIMINATION

- 21.1 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.
- 21.2 Whenever words denoting the masculine gender are used in this Agreement, they are intended to apply equally to either gender.

ARTICLE 22: LAYOFF AND RECALL

- 22.1 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 their 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.
- 22.2 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.
- 22.3 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 they have 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 them.

ARTICLE 23: DURATION OF AGREEMENT

This Agreement shall become effective upon the last date a party signs the Agreement but not earlier than January 1, 2023 and shall remain in force until midnight December 31, 2024.

SIGNED this _____ day of 2/7/2023, 2023 at Issaquah, Washington.

CITY OF ISSAQUAH

AFSCME ISSAQUAH ADMINISTRATIVE
STAFF ASSOCIATION

DocuSigned by:
Mary Lou Pauly 2/7/2023
CEFF9F862CD7468...
Mary Lou Pauly, Mayor

DocuSigned by:
Jason Bond 2/7/2023
F3F41D2A6A1B46E...
Jason Bond, President

DocuSigned by:
Roger P. Moller 2/7/2023
F05E1BFDCF5A49C...
Roger Moller, Staff Representative
WSCCCE

APPENDIX A
to the
AGREEMENT
by and between
CITY OF ISSAQUAH, WASHINGTON
and
ISSAQUAH ADMINISTRATIVE STAFF ASSOCIATION
January 1, 2023 through December 31, 2024

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 2023 Wages: Effective January 1, 2023, the City shall implement a new pay range, as included below. 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. Upon implementation of the new pay range and effective January 1, 2023, employees shall receive a six percent (6.0%) cost of living adjustment. Wage increases as a result of placement on the new pay range and the cost of living adjustment shall apply retroactively for all pay periods between January 1, 2023 and the date the contract is approved by the City Council.
- A.1.1 In addition, employees will receive a lump sum payment amount to make up the difference between the percentage increase of their new step placement on the new pay range, the six percent (6.0%) cost of living adjustment described in A.1, and ten percent (10%). The maximum amount of this lump sum shall be four percent (4.0%) calculated based on the top step of the salary range for the employee's classification. For example, an employee who received a 1% increase when placed on a new step in the new pay range and then received the 6% COLA would be eligible for a 3% lump sum payment. The lump sum payment will be paid in two installments. Employees must be employed from January 1, 2023 to June 30, 2023 to receive the first lump sum installment, and must be employed from July 1, 2023 to November 30, 2023 to receive the second lump sum installment.
- A.1.2 Employees who are frozen and therefore not eligible for the January 1, 2024 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 2024 calendar year. This lump sum payment is calculated based upon the frozen salary level. Employees who are frozen are eligible for the lump sum payment described in A.1.1 on the same basis as other employees. The maximum amount shall be four percent (4.0%) calculated based on the top step of the salary range for the employee's classification.
- A.2 2024 Wages: Effective January 1, 2024, the rates of pay for each classification in effect on December 31, 2023 shall be increased by one hundred percent (100%) of the CPI-U Seattle/Tacoma/Bellevue June-to-June index, with a minimum increase of two percent (2.0%) and a maximum increase of four percent (4.0%). Employees who are frozen and therefore not eligible for the January 1, 2024 increase to base wage shall receive an equivalent amount

APPENDIX A (CONT.)

in the form of a lump sum payment for services performed, to be paid in equal increments with each paycheck in the 2024 calendar year. This lump sum payment is calculated based upon the frozen salary level.

SALARY SCHEDULE EFFECTIVE JANUARY 1, 2023

Grade	Classification Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
A010	Senior Lifeguard	Annual	\$40,807	\$42,440	\$44,137	\$45,903	\$47,739	\$49,649	\$51,634	\$53,700
		Monthly	\$3,400.60	\$3,536.64	\$3,678.12	\$3,825.22	\$3,978.24	\$4,137.38	\$4,302.86	\$4,474.98
		Pay Period	\$1,700.30	\$1,768.32	\$1,839.06	\$1,912.61	\$1,989.12	\$2,068.69	\$2,151.43	\$2,237.49
A011	Custodian	Annual	\$44,908	\$46,704	\$48,572	\$50,515	\$52,536	\$54,637	\$56,823	\$59,095
		Monthly	\$3,742.30	\$3,892.00	\$4,047.68	\$4,209.58	\$4,377.96	\$4,553.08	\$4,735.22	\$4,924.62
		Pay Period	\$1,871.15	\$1,946.00	\$2,023.84	\$2,104.79	\$2,188.98	\$2,276.54	\$2,367.61	\$2,462.31
	Recreation Assistant	Annual	\$44,908	\$46,704	\$48,572	\$50,515	\$52,536	\$54,637	\$56,823	\$59,095
		Monthly	\$3,742.30	\$3,892.00	\$4,047.68	\$4,209.58	\$4,377.96	\$4,553.08	\$4,735.22	\$4,924.62
		Pay Period	\$1,871.15	\$1,946.00	\$2,023.84	\$2,104.79	\$2,188.98	\$2,276.54	\$2,367.61	\$2,462.31
A012	Office Assistant	Annual	\$49,398	\$51,374	\$53,429	\$55,566	\$57,789	\$60,101	\$62,505	\$65,005
		Monthly	\$4,116.54	\$4,281.20	\$4,452.42	\$4,630.52	\$4,815.74	\$5,008.38	\$5,208.72	\$5,417.06
		Pay Period	\$2,058.27	\$2,140.60	\$2,226.21	\$2,315.26	\$2,407.87	\$2,504.19	\$2,604.36	\$2,708.53
A013	None	Annual	\$54,279	\$56,451	\$58,709	\$61,057	\$63,499	\$66,039	\$68,681	\$71,428
		Monthly	\$4,523.30	\$4,704.22	\$4,892.38	\$5,088.08	\$5,291.60	\$5,503.28	\$5,723.40	\$5,952.34
		Pay Period	\$2,261.65	\$2,352.11	\$2,446.19	\$2,544.04	\$2,645.80	\$2,751.64	\$2,861.70	\$2,976.17
A014	Administrative Specialist	Annual	\$59,747	\$62,136	\$64,622	\$67,207	\$69,895	\$72,691	\$75,598	\$78,622
		Monthly	\$4,978.88	\$5,178.04	\$5,385.16	\$5,600.56	\$5,824.58	\$6,057.56	\$6,299.86	\$6,551.86
		Pay Period	\$2,489.44	\$2,589.02	\$2,692.58	\$2,800.28	\$2,912.29	\$3,028.78	\$3,149.93	\$3,275.93
	Facilities Services Worker I	Annual	\$59,747	\$62,136	\$64,622	\$67,207	\$69,895	\$72,691	\$75,598	\$78,622
		Monthly	\$4,978.88	\$5,178.04	\$5,385.16	\$5,600.56	\$5,824.58	\$6,057.56	\$6,299.86	\$6,551.86
		Pay Period	\$2,489.44	\$2,589.02	\$2,692.58	\$2,800.28	\$2,912.29	\$3,028.78	\$3,149.93	\$3,275.93
	Fiscal Specialist I	Annual	\$59,747	\$62,136	\$64,622	\$67,207	\$69,895	\$72,691	\$75,598	\$78,622
		Monthly	\$4,978.88	\$5,178.03	\$5,385.15	\$5,600.56	\$5,824.58	\$6,057.56	\$6,299.87	\$6,551.86
		Pay Period	\$2,489.44	\$2,589.02	\$2,692.58	\$2,800.28	\$2,912.29	\$3,028.78	\$3,149.93	\$3,275.93
	Parks Operations Worker I	Annual	\$59,747	\$62,136	\$64,622	\$67,207	\$69,895	\$72,691	\$75,598	\$78,622
		Monthly	\$4,978.88	\$5,178.03	\$5,385.15	\$5,600.56	\$5,824.58	\$6,057.56	\$6,299.87	\$6,551.86
		Pay Period	\$2,489.44	\$2,589.02	\$2,692.58	\$2,800.28	\$2,912.29	\$3,028.78	\$3,149.93	\$3,275.93
	Recreation Leader	Annual	\$59,747	\$62,136	\$64,622	\$67,207	\$69,895	\$72,691	\$75,598	\$78,622
		Monthly	\$4,978.88	\$5,178.03	\$5,385.15	\$5,600.56	\$5,824.58	\$6,057.56	\$6,299.87	\$6,551.86
		Pay Period	\$2,489.44	\$2,589.02	\$2,692.58	\$2,800.28	\$2,912.29	\$3,028.78	\$3,149.93	\$3,275.93

APPENDIX A (CONT.)

A015	Business Tax and Cash Control Coordinator	Annual	\$65,702	\$68,330	\$71,063	\$73,906	\$76,862	\$79,936	\$83,134	\$86,459
		Monthly	\$5,475.16	\$5,694.16	\$5,921.92	\$6,158.80	\$6,405.16	\$6,661.36	\$6,927.82	\$7,204.92
		Pay Period	\$2,737.58	\$2,847.08	\$2,960.96	\$3,079.40	\$3,202.58	\$3,330.68	\$3,463.91	\$3,602.46
	Engineering Technician	Annual	\$65,702	\$68,330	\$71,063	\$73,906	\$76,862	\$79,936	\$83,134	\$86,459
		Monthly	\$5,475.15	\$5,694.15	\$5,921.92	\$6,158.80	\$6,405.15	\$6,661.35	\$6,927.81	\$7,204.92
		Pay Period	\$2,737.57	\$2,847.08	\$2,960.96	\$3,079.40	\$3,202.57	\$3,330.68	\$3,463.90	\$3,602.46
	Facilities Services Worker II	Annual	\$65,702	\$68,330	\$71,063	\$73,906	\$76,862	\$79,936	\$83,134	\$86,459
		Monthly	\$5,475.15	\$5,694.15	\$5,921.92	\$6,158.80	\$6,405.15	\$6,661.35	\$6,927.81	\$7,204.92
		Pay Period	\$2,737.57	\$2,847.08	\$2,960.96	\$3,079.40	\$3,202.57	\$3,330.68	\$3,463.90	\$3,602.46
	Fiscal Specialist II	Annual	\$65,702	\$68,330	\$71,063	\$73,906	\$76,862	\$79,936	\$83,134	\$86,459
		Monthly	\$5,475.15	\$5,694.15	\$5,921.92	\$6,158.80	\$6,405.15	\$6,661.35	\$6,927.81	\$7,204.92
		Pay Period	\$2,737.57	\$2,847.08	\$2,960.96	\$3,079.40	\$3,202.57	\$3,330.68	\$3,463.90	\$3,602.46
	Parks Operations Worker II	Annual	\$65,702	\$68,330	\$71,063	\$73,906	\$76,862	\$79,936	\$83,134	\$86,459
		Monthly	\$5,475.15	\$5,694.15	\$5,921.92	\$6,158.80	\$6,405.15	\$6,661.35	\$6,927.81	\$7,204.92
		Pay Period	\$2,737.57	\$2,847.08	\$2,960.96	\$3,079.40	\$3,202.57	\$3,330.68	\$3,463.90	\$3,602.46
PC Technician I	Annual	\$65,702	\$68,330	\$71,063	\$73,906	\$76,862	\$79,936	\$83,134	\$86,459	
	Monthly	\$5,475.15	\$5,694.15	\$5,921.92	\$6,158.80	\$6,405.15	\$6,661.35	\$6,927.81	\$7,204.92	
	Pay Period	\$2,737.57	\$2,847.08	\$2,960.96	\$3,079.40	\$3,202.57	\$3,330.68	\$3,463.90	\$3,602.46	
Permit Technician	Annual	\$65,702	\$68,330	\$71,063	\$73,906	\$76,862	\$79,936	\$83,134	\$86,459	
	Monthly	\$5,475.15	\$5,694.15	\$5,921.92	\$6,158.80	\$6,405.15	\$6,661.35	\$6,927.81	\$7,204.92	
	Pay Period	\$2,737.57	\$2,847.08	\$2,960.96	\$3,079.40	\$3,202.57	\$3,330.68	\$3,463.90	\$3,602.46	
Planning Technician	Annual	\$65,702	\$68,330	\$71,063	\$73,906	\$76,862	\$79,936	\$83,134	\$86,459	
	Monthly	\$5,475.15	\$5,694.15	\$5,921.92	\$6,158.80	\$6,405.15	\$6,661.35	\$6,927.81	\$7,204.92	
	Pay Period	\$2,737.57	\$2,847.08	\$2,960.96	\$3,079.40	\$3,202.57	\$3,330.68	\$3,463.90	\$3,602.46	
A016	Building Inspector	Annual	\$72,243	\$75,132	\$78,138	\$81,263	\$84,514	\$87,894	\$91,410	\$95,066
		Monthly	\$6,020.22	\$6,261.04	\$6,511.48	\$6,771.94	\$7,042.80	\$7,324.52	\$7,617.50	\$7,922.20
		Pay Period	\$3,010.11	\$3,130.52	\$3,255.74	\$3,385.97	\$3,521.40	\$3,662.26	\$3,808.75	\$3,961.10
	Construction Inspector	Annual	\$72,243	\$75,132	\$78,138	\$81,263	\$84,514	\$87,894	\$91,410	\$95,066
		Monthly	\$6,020.22	\$6,261.03	\$6,511.47	\$6,771.93	\$7,042.81	\$7,324.52	\$7,617.50	\$7,922.20
		Pay Period	\$3,010.11	\$3,130.51	\$3,255.74	\$3,385.96	\$3,521.40	\$3,662.26	\$3,808.75	\$3,961.10
	Emergency Preparedness Coordinator	Annual	\$72,243	\$75,132	\$78,138	\$81,263	\$84,514	\$87,894	\$91,410	\$95,066
		Monthly	\$6,020.22	\$6,261.03	\$6,511.47	\$6,771.93	\$7,042.81	\$7,324.52	\$7,617.50	\$7,922.20
		Pay Period	\$3,010.11	\$3,130.51	\$3,255.74	\$3,385.96	\$3,521.40	\$3,662.26	\$3,808.75	\$3,961.10
	Facilities Services Lead	Annual	\$72,243	\$75,132	\$78,138	\$81,263	\$84,514	\$87,894	\$91,410	\$95,066
		Monthly	\$6,020.22	\$6,261.03	\$6,511.47	\$6,771.93	\$7,042.81	\$7,324.52	\$7,617.50	\$7,922.20
		Pay Period	\$3,010.11	\$3,130.51	\$3,255.74	\$3,385.96	\$3,521.40	\$3,662.26	\$3,808.75	\$3,961.10
	Parks Operations Lead	Annual	\$72,243	\$75,132	\$78,138	\$81,263	\$84,514	\$87,894	\$91,410	\$95,066
		Monthly	\$6,020.22	\$6,261.03	\$6,511.47	\$6,771.93	\$7,042.81	\$7,324.52	\$7,617.50	\$7,922.20
		Pay Period	\$3,010.11	\$3,130.51	\$3,255.74	\$3,385.96	\$3,521.40	\$3,662.26	\$3,808.75	\$3,961.10
	Park Ranger	Annual	\$72,243	\$75,132	\$78,138	\$81,263	\$84,514	\$87,894	\$91,410	\$95,066
		Monthly	\$6,020.22	\$6,261.03	\$6,511.47	\$6,771.93	\$7,042.81	\$7,324.52	\$7,617.50	\$7,922.20
		Pay Period	\$3,010.11	\$3,130.51	\$3,255.74	\$3,385.96	\$3,521.40	\$3,662.26	\$3,808.75	\$3,961.10
	PC Technician II	Annual	\$72,243	\$75,132	\$78,138	\$81,263	\$84,514	\$87,894	\$91,410	\$95,066
		Monthly	\$6,020.22	\$6,261.03	\$6,511.47	\$6,771.93	\$7,042.81	\$7,324.52	\$7,617.50	\$7,922.20
		Pay Period	\$3,010.11	\$3,130.51	\$3,255.74	\$3,385.96	\$3,521.40	\$3,662.26	\$3,808.75	\$3,961.10
	Recreation Coordinator	Annual	\$72,243	\$75,132	\$78,138	\$81,263	\$84,514	\$87,894	\$91,410	\$95,066
		Monthly	\$6,020.22	\$6,261.03	\$6,511.47	\$6,771.93	\$7,042.81	\$7,324.52	\$7,617.50	\$7,922.20
		Pay Period	\$3,010.11	\$3,130.51	\$3,255.74	\$3,385.96	\$3,521.40	\$3,662.26	\$3,808.75	\$3,961.10

APPENDIX A (CONT.)

A017	Code Enforcement Officer	Annual	\$79,564	\$82,747	\$86,057	\$89,499	\$93,079	\$96,802	\$100,674	\$104,701
		Monthly	\$6,630.36	\$6,895.58	\$7,171.40	\$7,458.26	\$7,756.60	\$8,066.86	\$8,389.54	\$8,725.12
		Pay Period	\$3,315.18	\$3,447.79	\$3,585.70	\$3,729.13	\$3,878.30	\$4,033.43	\$4,194.77	\$4,362.56
	Senior Building Inspector	Annual	\$79,564	\$82,747	\$86,057	\$89,499	\$93,079	\$96,802	\$100,674	\$104,701
		Monthly	\$6,630.37	\$6,895.59	\$7,171.41	\$7,458.27	\$7,756.60	\$8,066.86	\$8,389.54	\$8,725.12
		Pay Period	\$3,315.19	\$3,447.79	\$3,585.71	\$3,729.13	\$3,878.30	\$4,033.43	\$4,194.77	\$4,362.56
	Senior Planning Inspector	Annual	\$79,564	\$82,747	\$86,057	\$89,499	\$93,079	\$96,802	\$100,674	\$104,701
		Monthly	\$6,630.37	\$6,895.59	\$7,171.41	\$7,458.27	\$7,756.60	\$8,066.86	\$8,389.54	\$8,725.12
		Pay Period	\$3,315.19	\$3,447.79	\$3,585.71	\$3,729.13	\$3,878.30	\$4,033.43	\$4,194.77	\$4,362.56
A018	Senior Construction Inspector	Annual	\$87,472	\$90,971	\$94,610	\$98,394	\$102,330	\$106,423	\$110,680	\$115,108
		Monthly	\$7,289.36	\$7,580.92	\$7,884.18	\$8,199.54	\$8,527.54	\$8,868.62	\$9,223.36	\$9,592.30
		Pay Period	\$3,644.68	\$3,790.46	\$3,942.09	\$4,099.77	\$4,263.77	\$4,434.31	\$4,611.68	\$4,796.15
	Senior Engineering Technician	Annual	\$87,472	\$90,971	\$94,610	\$98,394	\$102,330	\$106,423	\$110,680	\$115,108
		Monthly	\$7,289.36	\$7,580.93	\$7,884.17	\$8,199.54	\$8,527.52	\$8,868.62	\$9,223.37	\$9,592.30
		Pay Period	\$3,644.68	\$3,790.47	\$3,942.09	\$4,099.77	\$4,263.76	\$4,434.31	\$4,611.68	\$4,796.15

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

January 1, 2023 through December 31, 2024

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.
- B.2. 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.
- B.3. Newly hired or promoted employees may receive an initial step increase of four percent (4%) 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.
- B.4. Each employee shall be eligible for an annual step increase on the merit date within their salary range. Increases will be restricted to four percent (4%) on the employee's base salary (excluding any and all premiums) and may not exceed the maximum of the range.
- B.5. 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, 2023 through December 31, 2024

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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, 2023 through December 31, 2024

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Premium Sharing
City Plan Employee Contribution rate

AWC Regence HealthFirst \$250 Deductible Plan	Employee premium share
Employee	0%
Spouse	10%
1st dependent	10%
2nd dependent	10%

AWC Regence High Deductible Health Plan	Employer HSA contribution - \$3350 employee, full family \$6650 **
Employee	0%
spouse	0%
1st dependent	0%
2nd dependent	0%

AWC Kaiser Permanente \$200 Deductible Plan	Employee premium share
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APPENDIX D (CONT.)

Employee	0%
Spouse	10%
1st dependent	10%
2nd dependent	10%

D.1 The City and the Union will partner to explore AWC WellCity criteria for plan year 2024 and beyond.