

MEMORANDUM OF UNDERSTANDING  
By and Between  
THE CITY OF ISSAQUAH  
And  
THE ISSAQUAH POLICE SUPPORT SERVICES ASSOCIATION

**2020-2021 Collective Bargaining Agreement Extension**

This Memorandum of Understanding ("MOU") is entered into by and between the City of Issaquah (the "City") and the Issaquah Police Support Services Association (the "Association"). The parties have reached mutual agreement to the following, which shall extend the current 2017-2020 collective bargaining agreement ("CBA") between the parties and amend the CBA with regard to the provisions outlined in Section 2 below.

**SECTION 1. PURPOSE**

WHEREAS, the current CBA, is due to expire on December 31, 2020,

WHEREAS, the parties have a mutual interest in extending the current contract through December 31, 2021,

WHEREAS, the parties have a mutual interest in resolving the outstanding unfair labor practice ("ULP") complaint,

NOW THEREFORE, the parties have met, discussed these matters, and have agreed to the following.

**SECTION 2. AGREEMENT REGARDING AMENDMENTS TO THE CBA**

A. CLASSIFICATION AND COMPENSATION STUDY IMPLEMENTATION AND COST OF LIVING ADJUSTMENT

a. Appendix A, Section A.2 shall be amended as follows:

A.2 Wage Addendum (Pursuant to Article 8.1):

**REVISED SALARY AND WAGE SCHEDULE**

A.2.1 2017 Wages: Effective January 1, 2017, the rates of pay for each classification listed below and in effect on December 31, 2016, shall be the same as in 2016. However, the City will also pay all eligible employees a lump sum amount equal to one and eight tenths percent (1.8%) of the employee's gross earned compensation received between January 1, 2017 and December 31, 2017, minus payroll taxes. Gross earnings are defined as regular earnings plus any overtime.

A.2.2 2018 Wages: Effective January 1, 2018, the rates of pay for each classification listed below and in effect on December 31, 2017 shall be increased by two percent (2.0%).

A.2.3 2019 Wages: Effective January 1, 2019, the rates of pay for each classification listed below and in effect on December 31, 2018 shall be increased by two percent (2.0%).

A.2.4 2020 Wages: Effective January 1, 2020, the rates of pay for each classification listed below and in effect on December 31, 2019 shall be increased by two percent (2.0%).

A.2.5 Retroactivity: Employees active and working on the date that the contract is ratified by the Association shall receive the lump sum amount for 2017, as described in A.2.1, and retroactive pay for all pay periods between January 1, 2018 and the date the contract is ratified, minus applicable payroll taxes. Earned/compensated wages includes salary and overtime pay.

A.2.6 Effective January 1, 2021, the City shall implement a new pay range as included below [provided as Attachment A to this MOU]. No employee's wage shall be decreased as a result of implementation of the new pay range. 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.

A.2.7 Upon implementation of the new pay range and effective January 1, 2021, employees shall receive a one percent (1.0%) cost of living adjustment. The 1% cost of living adjustment on January 1, 2021 shall not apply to employees in the Police Communications Specialist and Lead Police Communications Specialist classifications. Employees who are frozen and therefore not eligible for the January 1, 2021 cost of living adjustment 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.

~~*Effective 1/1/15, the MEP program will be eliminated and effective 1/1/16 will be replaced by adding steps G and H. Employees hired prior to 1/1/15 shall then be eligible for Steps A through H.*~~

**MEP History:**

~~*Effective 1/1/15, the MEP program will be eliminated and effective 1/1/16 will be replaced by adding steps G and H. Employees hired prior to 1/1/15 shall then be eligible for Steps A through H.*~~

**Administration:**

~~*a) Employees hired prior to 1/1/15 who are at step F in 2015 will be moved to step G or H depending upon their MEP eligibility rate on January 1, 2016.*~~

~~*b) Employees hired after 1/1/15 are eligible for Steps A through F. Steps G and H shall be at the same level as Step F. The parties agree to revisit increases to Steps G and H for employees hired on or after 1/1/15, during subsequent contract negotiations. In the meantime, these employees shall not be eligible for Steps G or H.*~~

~~*c) Step G represents the 5% MEP eligible employee's pay and step H represents the 7% MEP eligible employee's pay, as understood in the prior CBA between the parties.*~~

~~*d) Eligibility for advancement: Employees not at Step F will continue to be eligible to advance to Step G based on their annual review date. Before an employee can move to Step H, the employee must be at Step G for forty-eight (48) months.*~~

~~*e) Lateral employees who are hired into a Step above Step A shall be credited with an equivalent number of months of service, for purposes of step advancement, commensurate with whatever Step the employee was placed into when hired.*~~

b. Appendix A, Section A.4 shall be amended as follows:

A.4 ~~STEPS A to B, B to C, C to D, D to E, E to F, F to G and G to H~~ STEPS 1 to 2, 2 to 3, 3 to 4, 4 to 5, 5 to 6, 6 to 7, 7 to 8, and 8 to 9 are STEP increases which become effective upon completion of the specified months of employment identified herein. Employees are eligible for STEP increases every twelve (12) months until they reach the top step in their pay range. These STEP increases are based on the employee performing adequately at a satisfactory rate of improvement. ~~The length of time at each step is adjusted by this Agreement as provided on the attached pay schedule~~ Lateral employees who are hired into a STEP above STEP 1 shall be credited with an equivalent number of months of service, for purposes of step advancement, commensurate with whatever STEP the employee was placed into when hired.

A.4.1 All STEP increases shall be three percent (3%) up to the top of the salary range.

B. RECORDS FIELD TRAINING OFFICER

a. Appendix A, Section A.8 shall be amended as follows:

A.8 Specialty Incentive Pay. Corrections Officers, ~~and~~ Police Communication Specialists, Police Records Specialists, and Police Records Support Specialists assigned to serve as a Field Training Officer (FTO) shall be paid, when performing all the responsibilities assigned as the designated Field Training Officer, as follows:

- 4% of the maximum hourly range for their assigned job classification rounded to the nearest penny.

C. ATTACHMENT A

a. The IPSSA salary schedules provided in Appendix A, Sections A.2 and A.3 of the CBA shall be amended as attached in Attachment A.

D. DURATION OF AGREEMENT

a. Article 21: Duration, Section 21.1 shall be amended as follows:

21.1 This Agreement shall be effective January 1, 2017 (and shall remain in full force and effect through December 31, 2021~~2020~~, unless otherwise provided for herein, and shall remain in effect during the course of negotiations on a new Agreement.

**SECTION 3. UNFAIR LABOR PRACTICE SETTLEMENT**

- A. In order to settle the outstanding ULP, PERC Case No. 132984-U, regarding the retention incentive for the Police Communications Specialists and Lead Police Communications Specialists, the parties agree to the following:
  - a. Police Communications Specialists and Lead Police Communications Specialists shall not receive the one percent (1.0%) cost of living adjustment on January 1, 2021, as indicated in the amendments to Appendix A, Section A.2 provided in Section 2 above.
  - b. The following shall be the step placement of the Police Communications Specialists and Lead Police Communications Specialists upon implementing the new salary ranges provided in Attachment A:
    - i. Lead Police Communications Specialists:
      - 1. Felicia Moore – Step 8
      - 2. Tricia Bellizzi – Step 8
    - ii. Police Communications Specialists:
      - 1. Andrea Grieve – Step 9
      - 2. Michael Liebetrau – Step 9
      - 3. Kristina Benko – Step 9
      - 4. Tanya Jackson – Step 8
      - 5. Teresa Davenport – Step 8
  - c. The Association shall withdraw the ULP at its earliest convenience.


**SECTION 4. MISCELLANEOUS**

- A. To the extent this MOU conflicts with any provisions of the CBA or City policies/procedures, this MOU shall control from January 1, 2021 to December 31, 2021.
- B. The parties acknowledge that all parties have fulfilled their obligations to engage in collective bargaining over the subjects contained in this MOU.
- C. Any dispute regarding the interpretation and/or application of this Agreement shall be handled pursuant to the terms of the CBA’s grievance procedures.

**SECTION 5. SIGNATURES**

By signature below, all parties agree that the above represents the parties’ full and entire agreement with regards to the one-year extension of the current CBA through December 31, 2021, and resolution of the ULP, PERC Case No. 132984-U.

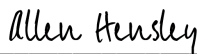
FOR THE CITY:

DocuSigned by:  
  
 \_\_\_\_\_  
CEFF9F862CD7468...  
 Mary Lou Pauly, Mayor  
 City of Issaquah

12/23/2020

\_\_\_\_\_  
Date

FOR THE ASSOCIATION:

DocuSigned by:  
  
 \_\_\_\_\_  
3E8222ADE75F41E  
 Allen Hensley, President  
 Issaquah Police Support Services Association

12/22/2020

\_\_\_\_\_  
Date

MEMORANDUM OF UNDERSTANDING  
By and Between  
THE CITY OF ISSAQUAH  
And  
THE ISSAQUAH POLICE SUPPORT SERVICES ASSOCIATION

**2020-2021 Collective Bargaining Agreement Extension**

**Attachment A**

***Salary and Wage Tables:***

2021 New Wage Table (not including 1.0% cost of living adjustment)

Grade	Classification Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
PS10	Police Records Specialist	Annual	\$52,409	\$54,030	\$55,701	\$57,424	\$59,200	\$60,976	\$62,805	\$64,689	\$66,630
		Monthly	\$4,367.44	\$4,502.52	\$4,641.77	\$4,785.33	\$4,933.33	\$5,081.33	\$5,233.77	\$5,390.79	\$5,552.51
		Pay Period	\$2,183.72	\$2,251.26	\$2,320.89	\$2,392.67	\$2,466.67	\$2,540.67	\$2,616.89	\$2,695.39	\$2,776.26
		Hourly	\$25.20	\$25.98	\$26.78	\$27.61	\$28.46	\$29.32	\$30.19	\$31.10	\$32.03
PS11	Police Records Support Specialist	Annual	\$55,065	\$56,768	\$58,524	\$60,334	\$62,200	\$64,066	\$65,988	\$67,968	\$70,007
		Monthly	\$4,588.77	\$4,730.69	\$4,877.00	\$5,027.83	\$5,183.33	\$5,338.83	\$5,499.00	\$5,663.97	\$5,833.89
		Pay Period	\$2,294.38	\$2,365.34	\$2,438.50	\$2,513.92	\$2,591.67	\$2,669.42	\$2,749.50	\$2,831.98	\$2,916.94
		Hourly	\$26.47	\$27.29	\$28.14	\$29.01	\$29.90	\$30.80	\$31.72	\$32.68	\$33.66
PS12	Lead Police Records Specialist	Annual	\$57,810	\$59,598	\$61,441	\$63,341	\$65,300	\$67,259	\$69,277	\$71,355	\$73,496
		Monthly	\$4,817.47	\$4,966.46	\$5,120.06	\$5,278.42	\$5,441.67	\$5,604.92	\$5,773.06	\$5,946.26	\$6,124.64
		Pay Period	\$2,408.73	\$2,483.23	\$2,560.03	\$2,639.21	\$2,720.83	\$2,802.46	\$2,886.53	\$2,973.13	\$3,062.32
		Hourly	\$27.79	\$28.65	\$29.54	\$30.45	\$31.39	\$32.34	\$33.31	\$34.31	\$35.33
PS13	Corrections Officer	Annual	\$60,643	\$62,518	\$64,452	\$66,445	\$68,500	\$70,555	\$72,672	\$74,852	\$77,097
		Monthly	\$5,053.55	\$5,209.84	\$5,370.97	\$5,537.08	\$5,708.33	\$5,879.58	\$6,055.97	\$6,237.65	\$6,424.78
		Pay Period	\$2,526.77	\$2,604.92	\$2,685.49	\$2,768.54	\$2,854.17	\$2,939.79	\$3,027.99	\$3,118.82	\$3,212.39
		Hourly	\$29.16	\$30.06	\$30.99	\$31.94	\$32.93	\$33.92	\$34.94	\$35.99	\$37.07
	Police Communications Specialist	Annual	\$60,643	\$62,518	\$64,452	\$66,445	\$68,500	\$70,555	\$72,672	\$74,852	\$77,097
		Monthly	\$5,053.55	\$5,209.84	\$5,370.97	\$5,537.08	\$5,708.33	\$5,879.58	\$6,055.97	\$6,237.65	\$6,424.78
		Pay Period	\$2,526.77	\$2,604.92	\$2,685.49	\$2,768.54	\$2,854.17	\$2,939.79	\$3,027.99	\$3,118.82	\$3,212.39
		Hourly	\$29.16	\$30.06	\$30.99	\$31.94	\$32.93	\$33.92	\$34.94	\$35.99	\$37.07
PS14	Corrections Transport Officer	Annual	\$63,741	\$65,712	\$67,745	\$69,840	\$72,000	\$74,160	\$76,385	\$78,676	\$81,037
		Monthly	\$5,311.76	\$5,476.04	\$5,645.40	\$5,820.00	\$6,000.00	\$6,180.00	\$6,365.40	\$6,556.36	\$6,753.05
		Pay Period	\$2,655.88	\$2,738.02	\$2,822.70	\$2,910.00	\$3,000.00	\$3,090.00	\$3,182.70	\$3,278.18	\$3,376.53
		Hourly	\$30.64	\$31.59	\$32.57	\$33.58	\$34.62	\$35.65	\$36.72	\$37.83	\$38.96
	Lead Police Communications Specialist	Annual	\$63,741	\$65,712	\$67,745	\$69,840	\$72,000	\$74,160	\$76,385	\$78,676	\$81,037
		Monthly	\$5,311.76	\$5,476.04	\$5,645.40	\$5,820.00	\$6,000.00	\$6,180.00	\$6,365.40	\$6,556.36	\$6,753.05
		Pay Period	\$2,655.88	\$2,738.02	\$2,822.70	\$2,910.00	\$3,000.00	\$3,090.00	\$3,182.70	\$3,278.18	\$3,376.53
		Hourly	\$30.64	\$31.59	\$32.57	\$33.58	\$34.62	\$35.65	\$36.72	\$37.83	\$38.96

## 2021 New Wage Table (including 1.0% cost of living adjustment for eligible positions)

Grade	Classification Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
<b>PS10</b>	Police Records Specialist	Annual	\$52,933	\$54,571	\$56,258	\$57,998	\$59,792	\$61,586	\$63,433	\$65,336	\$67,296
		Monthly	\$4,411.12	\$4,547.55	\$4,688.19	\$4,833.19	\$4,982.67	\$5,132.15	\$5,286.11	\$5,444.69	\$5,608.04
		Pay Period	\$2,205.56	\$2,273.77	\$2,344.10	\$2,416.59	\$2,491.33	\$2,566.07	\$2,643.06	\$2,722.35	\$2,804.02
		Hourly	\$25.45	\$26.24	\$27.05	\$27.88	\$28.75	\$29.61	\$30.50	\$31.41	\$32.35
<b>PS11</b>	Police Records Support Specialist	Annual	\$55,616	\$57,336	\$59,109	\$60,937	\$62,822	\$64,707	\$66,648	\$68,647	\$70,707
		Monthly	\$4,634.66	\$4,778.00	\$4,925.77	\$5,078.11	\$5,235.17	\$5,392.22	\$5,553.99	\$5,720.61	\$5,892.23
		Pay Period	\$2,317.33	\$2,389.00	\$2,462.88	\$2,539.06	\$2,617.58	\$2,696.11	\$2,776.99	\$2,860.30	\$2,946.11
		Hourly	\$26.74	\$27.57	\$28.42	\$29.30	\$30.20	\$31.11	\$32.04	\$33.00	\$33.99
<b>PS12</b>	Lead Police Records Specialist	Annual	\$58,388	\$60,194	\$62,055	\$63,974	\$65,953	\$67,932	\$69,970	\$72,069	\$74,231
		Monthly	\$4,865.64	\$5,016.13	\$5,171.26	\$5,331.20	\$5,496.08	\$5,660.97	\$5,830.79	\$6,005.72	\$6,185.89
		Pay Period	\$2,432.82	\$2,508.06	\$2,585.63	\$2,665.60	\$2,748.04	\$2,830.48	\$2,915.40	\$3,002.86	\$3,092.95
		Hourly	\$28.07	\$28.94	\$29.83	\$30.76	\$31.71	\$32.66	\$33.64	\$34.65	\$35.69
<b>PS13</b>	Corrections Officer	Annual	\$61,249	\$63,143	\$65,096	\$67,109	\$69,185	\$71,261	\$73,398	\$75,600	\$77,868
		Monthly	\$5,104.08	\$5,261.94	\$5,424.68	\$5,592.45	\$5,765.42	\$5,938.38	\$6,116.53	\$6,300.03	\$6,489.03
		Pay Period	\$2,552.04	\$2,630.97	\$2,712.34	\$2,796.23	\$2,882.71	\$2,969.19	\$3,058.27	\$3,150.01	\$3,244.51
		Hourly	\$29.45	\$30.36	\$31.30	\$32.26	\$33.26	\$34.26	\$35.29	\$36.35	\$37.44
<b>PS14</b>	Corrections Transport Officer	Annual	\$64,378	\$66,370	\$68,422	\$70,538	\$72,720	\$74,902	\$77,149	\$79,463	\$81,847
		Monthly	\$5,364.87	\$5,530.80	\$5,701.85	\$5,878.20	\$6,060.00	\$6,241.80	\$6,429.05	\$6,621.93	\$6,820.58
		Pay Period	\$2,682.44	\$2,765.40	\$2,850.93	\$2,939.10	\$3,030.00	\$3,120.90	\$3,214.53	\$3,310.96	\$3,410.29
		Hourly	\$30.95	\$31.91	\$32.90	\$33.91	\$34.96	\$36.01	\$37.09	\$38.20	\$39.35

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 Issaquah, WA 98027  
 laurenk@issaquahwa.gov  
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 laurenk@issaquahwa.gov

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Allen Hensley  
 allenh@issaquahwa.gov  
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Mary Lou Pauly  
 marylou@issaquahwa.gov  
 Mayor  
 City of Issaquah  
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Lauren Knox  
 laurenk@issaquahwa.gov  
 City of Issaquah  
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact City of Issaquah:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [gust@issaquahwa.gov](mailto:gust@issaquahwa.gov)

### **To advise City of Issaquah of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [gust@issaquahwa.gov](mailto:gust@issaquahwa.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from City of Issaquah**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [gust@issaquahwa.gov](mailto:gust@issaquahwa.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with City of Issaquah**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [gust@issaquahwa.gov](mailto:gust@issaquahwa.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Issaquah as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Issaquah during the course of your relationship with City of Issaquah.