

OFFICE CLERICAL AGREEMENT
By and Between
THE CITY OF SUNNYSIDE
and
TEAMSTERS LOCAL #760

ORIGINAL

JANUARY 1, 2024 -- DECEMBER 31, 2026

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OFFICE-CLERICAL AGREEMENT

**By and Between
CITY OF SUNNYSIDE
And
TEAMSTERS LOCAL NO. 760**

JANUARY 1, 2024 TO DECEMBER 31, 2026

ARTICLE 1 - PREAMBLE

- 1.1 This Agreement is made and entered into by and between the CITY OF SUNNYSIDE, WASHINGTON, hereinafter called the "City," and TEAMSTERS LOCAL No. 760, hereinafter referred to as the "Union," for the purpose of fixing the scale of wages, schedule of hours, and working conditions affecting the bargaining unit employees.

ARTICLE 2 - RECOGNITION AND BARGAINING UNIT

- 2.1 The City recognizes the Union as the exclusive bargaining agent for all Regular Full-Time and Regular Part-Time and Probationary Office-Clerical employees of the City of Sunnyside. The City Manager, Human Resources Personnel, Public Works Director, Public Works Deputy Director, Seasonal employees, Elected Officials, Administrative Personnel (e.g. City Clerk, etc.), Confidential Employees and all other Supervisors, Confidential employees, and all employees currently covered as part of an existing bargaining unit shall be excluded.

ARTICLE 3 - UNION MEMBERSHIP

- 3.1 Employees of the Employer covered by this Agreement may, following the beginning of such employment join the Union.
- 3.2 The Union agrees to represent all employees within the bargaining unit without regard to Union membership. The Union shall provide the Employer with thirty (30) calendar days' notice of any change in the dues structure and/or the initiation fee structure.
- 3.3 When the Employer hires a new employee, the Employer shall, within fourteen (14) calendar days of the date of employment, notify the Union in writing giving the name, social security number, hire date, address, and classification of the employee hired. The Employer will inform new, transferred, promoted, or demoted employees in writing prior to appointment into positions included in the bargaining unit(s) of the Union's exclusive representation status. The Employer will furnish the employees appointed into bargaining unit positions membership materials supplied by the Union. The Employer will inform employees in writing if they are subsequently appointed to a position that is not in a bargaining unit. Per statute, Union representatives shall be given thirty minutes paid time with each new employee to discuss union membership.
- 3.4 Dues Cancellation: An employee may cancel payroll deduction of dues by written notice to the Employer and the Union. The cancellation will become effective on the second payroll after receipt of the notice.
- 3.5 When provided a "voluntary check-off" authorization in the form furnished by the Union and signed by an employee, the Employer agrees to deduct from the employee's pay the

Union's applicable dues, as prescribed in the "voluntary check-off" form. The full amount of monies so deducted by the Employer shall be promptly forwarded to the Union by check along with an alphabetized list showing names and amounts deducted from each employee.

- 3.6 Hold Harmless: The Union agrees to defend and hold the Employer harmless against all suits, orders or judgments brought or issued which may arise from the Employer making a good faith effort to administer this section.

ARTICLE 4 - RIGHTS OF PARTIES

- 4.1 Management Rights: The City has certain core management rights which it has the right to exercise without bargaining about the decision(s) and the effect(s). These core management rights are inclusive of but not limited to:

- 4.1.1 The right to direct and supervise all operations of the work force;
- 4.1.2 The right to plan, direct and control all the operations and services of the City;
- 4.1.3 The right to determine the methods, means, organization and number of personnel by which such operations and services are to be conducted inclusive of but not limited to hours of work, shifts, crew sizes, automation, changes in technology and any other topics associated with the methods, means, organization and number of personnel;
- 4.1.4 The right to hire, assign, transfer and promote employees;
- 4.1.5 The right to determine the need for educational courses and to assign employees to such courses to be decided by the City and paid for by the City;
- 4.1.6 The right to demote, suspend without pay, discipline or discharge for just cause;
- 4.1.7 The right to lay off employees due to lack of work, lack of funds, budget constraints and/or reorganization;
- 4.1.8 The right, from time to time, to establish, modify and enforce reasonable rules and regulations subject to providing fifteen (15) working days written notification except in the event of an emergency, in which case as much notice as is practicable will be provided;
- 4.1.9 The right to determine at all times, the City's budget and to enforce employment actions based on the City's assessment of budgetary needs and constraints;
- 4.1.10 The right to create new job descriptions or to modify existing job descriptions from time to time subject only to the Union's right to bargain about only the pay for such position(s) but not the content of the job description(s) unless the modification to the existing job description could reasonably lead to a current incumbent becoming disqualified for their existing job. Should that happen, the Union shall have a right to bargain the proposed language changes in the content to the existing job description.

The foregoing listing of core management rights of the City shall not be deemed to exclude other core management rights of the City not specifically set forth above which have been previously determined as such by PERC.

- 4.2 Union: The Union does not waive any right the Union has under applicable State Laws including but not limited to the right to require the City to bargain collectively concerning any subject matter held by State Laws to be mandatory which is not otherwise covered by this Agreement.

ARTICLE 5 - DEFINITIONS OF EMPLOYEES

- 5.1 Temporary Employee: A temporary employee is one who has been appointed by the City to a temporary position with the City. Such an employee may work on a part-time or full-time seasonal basis as prescribed by the City. Such temporary employee(s) shall not be used to displace regular part-time or regular full-time employees and, furthermore, temporary employees shall not be used as a subterfuge by the City to avoid the hiring of regular part-time or full-time employees. In no event shall a temporary employee be employed for longer than eight (8) consecutive months unless extended for a longer period by mutual agreement of the City and the Union. A temporary employee is not a member of the bargaining unit and is not entitled to any of the benefits covered by this Agreement.
- 5.2 Regular Part-time Employee: A Regular Part-time employee is one who has been appointed by the appointing authority, has successfully completed his/her probationary period, who may work less than eight (8) hours per day and less than forty (40) hours in a work week, will be paid not less than the wage rate for the type of work performed. A regular part-time employee is entitled to accrue all benefits and conditions as set forth in this Agreement, on a pro-rata basis.
- 5.3 Regular Full-time Employee: A Regular Full-time employee is one who has been appointed by the appointing authority of the City, has successfully completed his/her probationary period, is employed on a regular basis for forty (40) hours per work week, is paid per the attached salary schedule for the type of work performed. A regular full-time employee is entitled to accrue the full benefits and conditions of this Agreement.
- 5.4 Probationary Employee: A probationary employee is one who is appointed by the appointing authority of the City to a position authorized by the City. The employee shall serve a probationary period of not less than one year, or twelve (12) consecutive calendar months. A probationary employee shall work under the provisions of this Agreement but shall be on a trial basis as determined by the City. A probationary employee can be terminated at any time during the probationary period without just cause and without any recourse. Such a discharge during the probationary period by the City is not grievable under this Agreement, by the Union and/or the employee.
- 5.4.1 No temporary employee will be used while a regular or regular part-time employee is on layoff due to lack of work or lack of funds, which is qualified and able to perform the work.

ARTICLE 6 - SENIORITY AND LAYOFF

- 6.1 No employee shall acquire seniority until he/she has become a regular employee under this Agreement. A regular employee is one who has successfully completed six (6) consecutive calendar months of service with the City and shall be considered to have acquired such status upon his/her first date of employment, or the date of his last break in service, whichever is the later. A list of employees arranged in the order of their seniority shall be given to the Union annually.
- 6.2 The seniority of an employee shall be considered broken, all rights forfeited, and there

is no obligation under this Agreement to rehire when the employee:

- 6.2.1 Voluntarily leaves the service to the City;
 - 6.2.2 Is discharged for just cause;
 - 6.2.3 Is laid off due to lack of work, lack of funds, budget constraints or reorganization for more than twelve (12) consecutive calendar months;
 - 6.2.4 Is absent from work because of an illness or injury not to exceed twelve (12) consecutive calendar months, unless extended by the City;
 - 6.2.5 Leaves the bargaining unit to accept a position with the City outside the bargaining unit; or
 - 6.2.6 Fails to return to work upon recall from an indefinite lay-off within seven (7) calendar days after receipt of written notice from the City at his/her last known address appearing on the City's records; or
 - 6.2.7 Is absent from work with no notice to the Employer for a period of three (3) consecutive work days or more unless there are extenuating circumstances that prevented the employee from contacting their supervisor as required. The extenuating circumstances must clearly demonstrate the employee's inability to contact their supervisor.
- 6.3 There shall be no deduction from continuous service for any time lost which does not constitute a break in service as set forth herein.
- 6.4 Layoff - Recall: The Employer has the right to determine when a layoff becomes necessary. In reducing the personnel because of lack of work, lack of funds, budget restraints or reorganization or other legitimate reason, the last employee hired within a job classification shall be the first (1st) laid off; on returning employees to work, the last employee laid off within a job classification shall be the first (1st) rehired, provided the employee has the qualifications, skills, abilities, experience and education to perform all the duties of the position and has maintained the necessary certifications. A more senior employee proposed for layoff has the right to bump down a more junior employee in a lower classification in which they have served and are qualified for the position based on the current job description.
- 6.5 In the event of a layoff, the City agrees to give the employees a minimum of ten (10) working days' notice and each employee shall give the City at least ten (10) working days' notice prior to leaving City employment. This shall not apply to discharges carried out under Article 21.
- 6.5.1 Should either party fail to give the ten (10) working days' notice, that party may be subject to the penalty of wages at the contract rate for each day not so notified to the maximum of ten (10) working days; Holidays excepted.

ARTICLE 7 - PROMOTIONS - RE-ASSIGNMENT - POSTING - TRIAL PERIOD

- 7.1 The term "promotion" shall mean the advancement of an employee to a position of greater responsibility and a higher paying assignment of work.
- 7.1.1 The term re-assignment shall mean the assignment of an employee, at the employee's request, to a position the employee considers to be in his/her interest regardless of the wage rate.
- 7.2 Notices of opening(s) in positions covered by this Agreement, shall be posted at

appropriate City locations and a copy sent to the Union. The notices will contain a description of the job, the qualifications, job site location, wage rates, and hours of work.

- 7.2.1 The City will make every effort to maintain the current office clerical staffing levels. In the event that a reduction in force appears to be necessary, the City will notify the Union in writing. The parties agree to meet to discuss and explore options and alternatives to the reduction in force prior to it becoming effective in an effort to avert such action.
- 7.3 Application forms for the open position(s) will be available at the City's personnel office and the opening(s) will remain posted for a period of not less than five (5) working days. Employees wishing to make an application for the open position must do so within such a period.
- 7.4 The applicant who is most qualified for the position advertised by virtue of training, experience, performance, ability, reliability, job attendance, dependability, and physical fitness shall fill the open position. When qualifications are substantially equal between applicants, the employee with the highest seniority standing will fill the position.
- 7.5 Nothing herein will preclude the City from making temporary assignments during posting periods.
- 7.6 An employee who has successfully bid a new position opening shall serve a probationary period of not more than six (6) months at their new position. Exception: The City may grant an extension to this six (6) month probation period. Should the employee fail to satisfactorily perform the duties of their new position as required by the City or should he/she elect to return to his/her former position, they must do so without exception within the six (6) month probation period, or extension thereof, and they shall be reinstated to his/her former position or a comparable position unless he/she is discharged for just cause.
- 7.7 A lateral transfer of an employee between positions covered under this Agreement shall not affect his/her seniority rights.

ARTICLE 8 - DEMOTION OR TRANSFER

- 8.1 The term "demotion or transfer" shall mean the re-assignment of an employee (not requested by the employee) from:

Demotion: a) his present position to a lower paying position.

Transfer: b) the moving of an employee from one classification to another work classification involving a significant change of duties at no change in pay.

A written statement setting forth the reasons for such action shall be given to the employee at least fifteen (15) calendar days prior to the effective date of the action. The employee shall have the right to appeal the "demotion or transfer" under Article 22, of this Agreement. Should the transfer be requested by the employee, they shall retain all seniority rights within the bargaining unit and will assume the specific wage rate of the new classification that corresponds to their current wage rate.

ARTICLE 9 - SICK LEAVE - OTHER LEAVES

- 9.1 Regular employees shall accumulate sick leave on the basis of eight (8) hours per month

from the first (1st) day of employment.

- 9.1.1 Regular (part-time) employees shall accumulate sick leave on a pro-rata basis, based on the full-time sick leave accrual rate as shown in Section 9.1, not to exceed the full-time rate.
- 9.2 An employee shall be entitled to Sick Leave benefits when he/she is absent from his/her duties by reason of his/her sickness or injury, or when through exposure to contagious diseases, his/her presence at work would jeopardize the health of others, or as permitted by RCW 49.26.1210. Notification of absence on account of illness or injury shall be given to the Department Supervisor or his/her designee before, if anticipatable, but in no event later than on the first (1st) day of absence. Failure to notify the Department Supervisor before, if anticipatable, but in no event later than on the first (1st) day of absence, may constitute cause for loss of leave pay unless there are extenuating circumstances that prevented the employee from contacting their supervisor as required. The extenuating circumstances must clearly demonstrate the employee's inability to contact their supervisor. A Department Supervisor may require a doctor's statement from the employee, verifying the employee's condition which prevented him from returning to work after three consecutive workdays. Sick leave may be taken in increments of one-quarter (1/4) hour or more.
 - 9.2.1 Daily sick leave payments shall mean pay at the employee's regular straight time pay rate for those days the employee would have worked had the disability not occurred. Should an eligible employee use less than one (1) full day of sick leave, such sick leave shall be deducted for the actual time away from the job on a quarter-hour basis.
 - 9.2.2 Sick leave pay shall be integrated with Article 17, Health Care Benefit Plans, accident and sickness weekly income benefit so that the sum of the daily sick leave allowance hereunder and the aforesaid Health Care Benefit Plan shall not exceed one hundred percent (100%) of the regular daily rate at straight time for any one (1) day. Any portion of the sick leave pay allowance not received by the employee by reason of any such reduction shall be retained in his/her employee's sick leave pay account as part of his/her accumulated sick leave pay credits.
- 9.3 Sick Leave on Vacation: Whenever an employee off duty on paid vacation is ill or injured during that period, he/she may request that the City charge such absence to his/her sick leave account by sending prompt notice of illness or injury and a doctor's statement verifying same to his/her Department supervisor. Remaining vacation shall then be deferred.
- 9.4 Washington Family Care Act: An employee shall be entitled to use any or all of the employee's choice of sick leave or other paid time off, subject to all provisions of this Agreement relating to such leave, to care for: (a) a child of the employee with a health condition that requires treatment or supervision; or (b) a spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition as provided in RCW 49.12.270 or 49.46.
- 9.5 Family Medical Leave Act: The provisions of the Family Medical Leave Act (FMLA) are available pursuant to the provisions stated in "Appendix B - Family Medical Leave Act," should any employee be absent from work for more than ten (10) calendar days due to a condition defined under the provisions of the Family Medical Leave as eligible for FMLA leave (except in the case where an employee has no accrued leave available).

- 9.6 Paid Family Medical Leave: The City shall comply with the State Paid Family Medical Leave (PFML) program RCW 50A.04.010. The parties will each pay the portions of the PFML premiums that are specified in RCW 50A.04.115.
- 9.7 Bereavement Leave: When a regular full-time or regular part-time employee is absent from work for the purpose of arranging for, or attending, the funeral of a member of his/her immediate family, such employee may be granted up to five (5) consecutive working days off with pay, with approval of his/her Department Supervisor. Immediate family shall include the spouse, parent, child, stepchild, brother, sister, in-laws, grandparents, and grandchildren. For extended family including aunts, uncles, and cousins, employees may be granted up to three (3) working days off. Employees may be granted one (1) day off for the death of close friends or other acquaintances upon approval of their supervisor. Additional time off may be granted in exceptional circumstances by the Department Director. Any additional time off may be charged as Sick Leave, Compensatory time, vacation time or other leave bank as the option of the employee.
- 9.8 Personal Day: Employees covered by this Agreement may be absent from work for one (1) work day per year without loss of pay or benefits for the purposes of personal business that must take place during normal work hours. Such absence shall be charged against the employee's sick leave bank if any is available. If no sick leave is available, such time shall be deducted from any other leave bank as determined by the employee.
- 9.9 Maternity Leave: No female employee will be required to leave work at the expiration of any arbitrary time period during pregnancy but will be allowed to work as long as she is able to safely perform the duties of her job, and as long as her physician, in writing, advises. Periodic reports from her physician concerning the advisability of continuing work may be required by the Employer. Absence for maternity will be first charged against any sick leave accrued, then charged against any holiday time or vacation time as may have been accrued. Leaves of absence for maternity may be granted by the City Manager in accordance with the provisions of City Ordinances with regard to leaves of absence without pay. It is understood that both parties will work together to comply with the applicable provisions of state law to the extent that it addresses the issue of maternity leave and mandates certain policies upon units of local government in the State of Washington.
- 9.10 Worker's Compensation: Any employee who is eligible for State Industrial Compensation for time off for on-the-job injury, will be paid their regular salary by the City when they are absent from work for the first 90 days by the Kept On Salary (KOS) program established by the Department of Labor & Industries. While the employee is being paid under the KOS program, their regular accruals will be paused, so that while no leave is used, they will not gain additional hours during the period of KOS. The use of KOS pay is in conjunction with the City's desire to bring employees back to work on light duty or with transitional work as soon as practical. If an employee is unable to return to work in any capacity following ninety (90) days, the City may evaluate the employee's condition and determine whether to keep the employee in KOS status or change to Time-Loss compensation. In the event that the employee is changed to Time-Loss compensation following the ninety (90) days KOS period, employees will begin using and accruing leave during the remainder of their time away from work. Employees receiving Time-Loss compensation from the State of Washington must remit the payment to the City and have their leave bank reimbursed by the number of hours proportionate to the time-loss pay.

9.11 Sick Leave Maximum & Incentive: Any unused sick leave allowance in any year shall accumulate year to year, not to exceed one thousand forty (1,040) hours, into a bank for the future use of an employee, provided that an employee who accrues more than one thousand forty (1,040) hours of sick leave as of December 31st of any year shall be compensated for the sick leave hours accrued in excess of one thousand forty (1,040) hours at the rate of twenty-five percent (25%) of his or her sick leave in excess of one thousand forty (1,040) hours at his or her current salary rate. The compensation for excess accrued sick leave shall be paid to the eligible employee with the January 15th payroll of the following year. In addition, employees shall receive cash out of twenty-five percent (25%) of their accrued sick leave bank upon death, leaving employment after ten (10) years of employment, or retiring from the City of Sunnyside (pursuant to DRS guidelines for retirement).

9.11.1 Employees who are terminated for cause do not qualify to receive any sick leave cash out.

9.12 Leave of Absence: The City may grant a leave of absence for a period of up to six (6) months. This period may be extended by mutual agreement between the Union and the City. Such leave of absence shall be in writing with a copy to the Union. Employees granted a leave of absence in accordance with this provision shall not suffer a break in seniority during such leave of absence or any extension thereof.

ARTICLE 10 - TERMINATION OF EMPLOYMENT

10.1 Upon termination of employment for any reason all regular full-time and regular part-time employees shall receive severance pay for:

10.1.1 Accrued and unused floating holidays after June 30 each year and unused.

10.1.2 Accrued and unused vacations.

10.1.3 Overtime for which pay has been authorized.

10.1.4 Accrued Compensatory Time.

10.2 Upon separation of employment, the employee's lump sum payout shall be limited to two hundred forty (240) hours comprised of vacation and holidays. Any time in excess of two hundred forty (240) hours shall be taken by the employee prior to the employee's separation date, or forfeited, however, an employee may not use paid time off to extend their employment, and their last working day will be considered their separation date. At no time shall any lump sum pay out exceed two hundred forty (240) hours during the final two (2) years of employment prior to termination in order to avoid excess compensation as determined by the Department of Retirement Systems and in order to comply with State Law concerning pension calculations. This shall not in any way limit the employee's timely pay for time worked in the current or previous pay period.

10.3 In case of death of an employee, such compensation shall be made to the next of kin of the deceased in accordance with State Statute (R.C.W., Title 11).

10.4 A lapse in service of an employee for a period of time longer than thirty (30) working days by reason of resignation or discharge shall serve to eliminate the accumulated length of service of such employee for sick leave and vacation benefits and compensation, and such employee thereafter re-entering the service of the City shall be considered a new employee.

ARTICLE 11 - JURY DUTY

11.1 When a regular employee covered by this Agreement is called for Jury Duty, or is subpoenaed as a witness to testify, in any municipal, county, state or federal court, and cannot reasonably avoid being absent from work, he/she shall advise his/her supervisor upon receipt of such call, and if taken from his/her work for such service, shall be reimbursed as provided herein for any loss of wages while actually performing such service. The employee will sign over to the City his/her Jury Duty or subpoena pay excluding those monies for travel and meal allowances.

11.1.1 Any employee reporting for Jury Duty or subpoenaed as above, and if excused for the balance of that day, shall report as soon as possible to his/her supervisor for the purpose of work assignment.

ARTICLE 12 - VACATIONS

12.1 All eligible employees shall accrue and be granted vacation with pay according to the following schedule:

Years of Service by hiring date	Annual Accumulated	Monthly (hours)
Beginning with one (1) year and through three (3) years	96 hours	8.00 hours
Beginning with year four (4) through year five (5)	120 hours	10.00 hours
Beginning with year six (6) through year nine (9)	144 hours	12.00 hours
Beginning with year ten (10) through year fifteen (15)	160 hours	13.33 hours
Beginning with year sixteen (16) through year eighteen (18)	176 hours	14.66 hours
Beginning with year nineteen (19) through year twenty-one (21)	192 hours	15.99 hours
Beginning with year twenty-two (22) and beyond	208 hours	17.32 hours
Beginning with year Twenty-Five and beyond	224 hours	18.67 hours

12.2 Pro-rata vacation shall be paid to all employees who are discharged, laid off, or who quit.

12.3 A regular part-time employee shall receive vacation leave on a pro-rata basis, basis as determined by the hours worked during the period in which it was accrued as compared to full-time employment.

12.4 Absence from work because of disability due to sickness or accident will not be deducted from employee's accrued time for vacation benefits except as otherwise provided in this Agreement. Absence from work must be supported by acceptable medical evidence of disability as determined by the Employer and provided the employee returns to work promptly upon being able to do so. No vacation shall accrue during a leave of absence.

12.5 New employees shall accrue vacation during their first year of employment; however, no vacations may be taken during the first six (6) consecutive months of employment. Vacations may be taken after six (6) months of employment. No vacation shall accrue during a leave of absence.

- 12.6 One-half (1/2) of all vacations shall be taken within one (1) year from the date of accrual. On the recommendation of the Department Head and subject to the consent of the City Manager, accrued vacation not to exceed thirty (30) working days may be taken in any twelve (12) month period. At least forty (40) hours of vacation each year shall be taken in succession, holidays not included. Maximum accrued vacation shall be limited to three hundred (300) hours as of December 31, of any year.

ARTICLE 13 - HOLIDAYS

- 13.1 Eligible employees will observe and be paid for the following recognized holidays and all other days recognized by the City regardless upon which day of the week the holiday should fall:

New Year's Day	Martin Luther King, Jr. Day	President's Day
Memorial Day	Juneteenth	Independence Day
Labor Day	Veteran's Day	Thanksgiving Day
Day After Thanksgiving	Christmas Day	Floating Holiday

- 13.2 Regular part-time employees shall receive holiday pay on a pro-rata basis, based on the full-time holiday leave rate as per Section 13.1, not to exceed the full-time rates.
- 13.3 When a holiday falls on a Friday or Saturday, the Thursday prior to shall be observed, and when a holiday falls on a Sunday, the Monday following shall be observed as the holiday.
- 13.4 Holiday Premium Pay: Any employee who works on any of the aforementioned holidays shall receive premium pay at the rate of one and one-half (1-1/2) his/her straight time hourly rate of pay for the hours worked on such holiday in addition to his/her holiday pay. Any employee shall have the option to receive the equivalent number of hours off at the rate of one and one-half (1-1/2) times the number of hours worked on such holidays to be scheduled off by mutual agreement between the employee and the City, or to be paid. These hours will be defined as compensatory time and will fall under the compensatory time limitations as stated in Article 14.3.2.
- 13.5 Holidays which occur during vacation or sick leave shall not be charged against said leaves.

ARTICLE 14 - HOURS OF WORK - OTHER WORK PROVISIONS

- 14.1 Five Day Work Week: For regular full-time employees, eight (8) hours within nine (9) consecutive hours shall constitute a day's work. All employees shall be allowed one (1) hour unpaid for lunch. The normal work week shall consist of five (5) consecutive eight (8) hour days within a calendar week of Monday through Friday. The work week for payroll purposes will begin at 12:00 am on Monday and end at 11:59 pm on Sunday. The normal work day shall be from 8:00 a.m. to 5:00 p.m. Any change of the normal work day(s), work shift(s), work week(s) and work period(s) as defined in this Section shall be mutually agreed between the City and a majority of the affected employees. If the affected employee(s) cannot reach a majority decision with the City in establishing or revising work day(s), work shift(s), work week(s) and work period(s), then the City shall have the right to establish and implement changes in work day(s), work shift(s), work week(s), and/or work period(s).
- 14.2 Four Day Work Week: A work schedule of ten (10) hours of work within ten and one half (10 1/2) consecutive hours shall constitute a day's work. All employees shall be allowed

thirty (30) minutes for lunch. The normal work week for such employees shall be Monday - Thursday. Fridays, Saturdays, and Sundays are not considered to be normal work days. The normal work day will be from 7:30 A.M. to 6:00 P.M. In the event the Employer wishes to discontinue such a schedule, at least fourteen (14) days advance notice shall be provided to the employees, unless an emergency exists, in which case, notice shall be given as far in advance as possible.

- 14.3 Overtime: Those employees working a five (5) day eight (8) hour schedule shall be paid overtime for all hours worked or compensated in excess of eight (8) hours per day or exceeding forty (40) hours per week shall be paid at the rate of time and one-half (1-1/2) his/her regular hourly rate.
 - 14.3.1 Those employees working on a four (4) day ten (10) hour schedule shall be paid overtime for all compensated hours in excess of ten (10) hours per day or forty (40) hours per week shall be paid at the rate of time and one-half (1-1/2) his/her regular hourly rate.
 - 14.3.2 Compensatory Time: It is the employee's option to accrue the equivalent hours of overtime as compensatory time at the rate of one and one-half (1-1/2) times. Compensatory time may be accrued to a maximum of eighty (80) hours throughout the year. It is the employee's responsibility not to request an accrual of any hours which might put his/her compensatory time balance over the eighty (80) hour maximum at any time during the year. Subject to prior approval by the City, the employees will arrange to take their compensatory time off so as to not put an excessive burden on their fellow workers or in such a way as to interfere with the operations of the City. It is the City's position to allow the accrual of compensatory time to provide the employees with additional leave time throughout the year in which the time is accrued. Therefore, any accrued Compensatory Time remaining on the books at the end of November of any given year will be paid with the first pay period in December. The time will be paid at the rate of the employee's straight time hourly rate since the compensatory time was accrued at one and one-half (1-1/2) times the number of hours worked. By mutual agreement with the Employer, an employee may work an alternate work schedule and take an equivalent amount of compensatory time off within the same work week. Such an exchange of time shall not, by itself, entitle the employee to overtime.
- 14.4 Any extra services required on Friday, Saturday, or Sunday or over the regular assigned work week shall be paid for at time and one-half (1-1/2) the employee's regular hourly rate or the employee may accrue the equivalent hours at the rate of time and one-half (1-1/2) to be taken as compensatory time.
- 14.5 Call out - Call back: Each call out or call back ordered by an employee's supervisor shall be paid for actual time worked at the rate of time and one-half (1-1/2) his/her hourly rate or for one (1) hour straight time at his/her regular hourly rate, whichever is the greater amount.
- 14.6 Rest Periods: All employees shall be granted a fifteen (15) minute rest break approximately half-way through the first half (1/2) of their shift and a fifteen (15) minute rest break approximately half-way through the second half (1/2) of their shift. Such breaks shall be taken without loss of pay and the employee shall not be required to make up such time. The fifteen (15) minutes allowed for each break shall include shutdown and startup time.
- 14.7 Employees shall not combine their rest periods with their lunch or elect to forego their

rest periods and/or lunch to leave work early.

ARTICLE 15 - CLASSIFICATIONS - WAGE RATES - OTHER PROVISIONS

- 15.1 See attached Appendix A - Office-Clerical Employees
- 15.2 See attached Appendix B - Family Medical Leave
- 15.3 Spanish Language: Employees who are proficient bi-lingual (English / Spanish) in writing and speaking shall receive a premium equal to three (5.00%) percent of their base monthly salary. Qualification to receive this premium shall be determined by the City Manager.
(The above referenced Appendices are attached and incorporated by this reference.)

ARTICLE 16 - PAY ARRANGEMENTS

- 16.1 All employees shall be paid all monies earned by the tenth (10th) of each month for all hours worked during the pay period from the sixteenth (16th) through last day of the month for the preceding semi-monthly payroll period and the twenty-fifth (25th) of each month, for all hours worked from the first (1st) day through the fifteenth (15th) day of the current month. There shall be no deductions other than required by law or authorized in writing by the employee.
 - 16.1.1 The City will have an option to pay employees on a bi-weekly cycle (26 pay periods per year) paid on Friday. If the pay day falls on a holiday recognized in Article 13 of this Agreement, the preceding day shall become the pay day. The City will provide the Union with at least ninety (90) days' advanced written notice of any such change.
 - 16.1.2 Any errors in an employee's pay shall be corrected on the next pay period, provided the error(s) are reported by the employee at least five (5) days prior to the issuance of the next paycheck. This reporting timeline is designed to allow processing time and failure to meet it will not result in the forfeiture of an employee's right to claim an adjustment at a later date.
 - (a) The pay arrangements defined in this Article shall have no effect on Article 14 of this Agreement nor shall they be construed to establish a defined work week for the purposes of the F.L.S.A.
- 16.2 Upon discharge or quitting, the City shall pay all monies due the employee on the pay period or within fifteen (15) calendar days following such quitting or discharge, providing the employee has settled all accounts.
- 16.3 In case of monies claimed by the employee but disallowed by the City, a fully detailed written explanation must be given the employee.
- 16.4 No claim for wages shall be recognized unless presented to the City and the Union within thirty (30) calendar days from the date of the pay period giving rise to such claim. In the event the claim is timely, as outlined in this Section, the wage correction shall be limited to thirty (30) calendar days prior to the date the written claim is received.
- 16.5 The City shall furnish each employee with an itemized statement of earnings and deductions for each pay period.
- 16.6 The City upon request, will supply the Union representative with all necessary payroll records needed by the Union representative to determine whether the City is complying with this Agreement.

ARTICLE 17 - HEALTH CARE BENEFIT PROGRAMS

- 17.1 The employer currently provides the following medical, dental, and vision coverage for all eligible:

Medical -	Washington Teamsters Plan "A"
Dental -	Washington Teamsters Plan "A"
Vision -	Washington Teamsters Plan "EXT"

It is understood that the employer shall make an annual determination of which insurer provides the best and most cost-effective coverage for medical, dental, and vision coverage that will provide equivalent coverage as currently provided but is not required to obtain said coverage from the current provider. It is also understood that the current provider may, at their option choose not to provide coverage at the conclusion of any contract year and that employer shall then seek to obtain substantially equivalent coverage from another provider.

17.1.1 Eligibility threshold for Washington Teamsters Welfare Trust medical insurance requiring an employer contribution shall be for each Regular Full-time, Regular Part-time employee who has eighty (80) compensable hours in the previous month. Compensable hours include, but are not limited to regular hours, overtime, vacation, sick, holiday and severance pay.

Effective upon ratification of this contract and thru the term of this Agreement, the Employer and the employee shall split the monthly premium on the basis of 87% paid by the employer and 13% paid by the employee.

- 17.2 Each employee has been provided a copy of this labor agreement, and current copies of the benefit booklet for each health care coverage named in Section 17.1 above. It is the responsibility of the employee to read these health care booklets, to determine when he will become eligible for each benefit. In the event an employee should have a month go by in which he/she is not compensated for the required number of hours for the City to pay their premium, it is the employee's responsibility to immediately contact the Local Union office to determine which of the benefits allow self-payments to continue the coverage for himself and family. If an employee misplaces any of the booklets, he/she should contact the Local Union office for a replacement copy.
- 17.3 The Employer shall pay 100% of the premium for a basic life insurance policy as described below:
- Washington Teamsters Welfare Trust Employee Life / AD&D and Dependent Life Plan "A" (\$30,000/\$3,000)

ARTICLE 18 - REMITTANCE FOR EMPLOYEE BENEFIT PLANS

- 18.1 The total amount due for each calendar month for each of the employee benefit plans set forth in Article 17 shall be remitted in a lump sum not later than ten (10) business days after the last business day of such preceding month.

ARTICLE 19 - ACCEPTANCE OF TRUSTS

- 19.1 The City hereby acknowledges that it has received true copies of the Washington Teamsters Welfare Trust, Teamsters Vision Care Trust, and Washington Teamsters Dental Trust shall be considered a party thereto. The City further agrees that the Employer-Trustees named in said trusts, and their successors in trust, are and shall be

his/her representatives and consents to be bound by the actions and determinations of the Trustees.

ARTICLE 20 - RETIREMENT CONTRIBUTION-INDUSTRIAL ACCIDENT INSURANCE-OASI

- 20.1 The City shall pay into the appropriate employee's retirement program, Industrial Insurance and OASI as required, and at the prescribed rate, by law.
- 20.2 The bargaining unit member's pre-tax wages shall be reduced each month by the amounts paid on the account of each member pursuant to sections 20.2.1 and 20.2.2 hereof.
 - 20.2.1 Effective January 1, 2024 and through the life of this agreement, the Employer shall pay one dollar and zero cents (\$1.00) per compensable hour each month into the Western Conference of Teamsters Pension Trust Fund on the account of each bargaining unit member for every hour for which compensation was paid up to a maximum of 2080 hour per year, said amount to be computed monthly.
 - 20.2.2 Effective January 1, 2024 and through the life of this agreement one dollar and zero cents (\$1.00) per hour will be diverted from the employee's wages to the Western Conference of Teamsters Pension Trust, total contribution paid by the Employer will be two dollars and zero cents (\$2.00) per compensable hour.
- 20.3 The total amount due for each calendar month shall be remitted in a lump sum not later than ten (10) days after the last business day of each month. The Employer agrees to abide by such rules as may be established by the Trustees of said Trust to facilitate the determination of the hours for which contributions are due, the prompt and orderly collection of such amounts and the accurate reporting and recording of such hours and such amounts paid on account of each member of the bargaining unit. Failure to make all payments herein provided for within the time specified shall be a breach of this Agreement.

ARTICLE 21 - DISCHARGE - SUSPENSION - WRITTEN WARNING NOTICE

- 21.1 The City may discipline an employee for just cause, but no employee shall be disciplined unless a written notice of investigation has previously been given to such employee and a copy to the Union, setting forth the complaint against said employee concerning their work or conduct. This written notice of investigation shall only be required for disciplinary actions 21.1.1 (b) through (e). Written notice shall be given within fourteen (14) calendar days of the date of such violation, or within fourteen (14) calendar days from the date such violation became known to the City and the City has had reasonable time to investigate the violation. The employee will be provided, in a Loudermill pre-disciplinary action meeting, an opportunity to respond, orally or in writing, to the complaint(s), and to state why disciplinary action should not be taken. The notice shall specify the nature of the complaint and shall include an explanation of the evidence of the complaint. The explanation of evidence shall not, however, be construed to limit the evidence which may later be produced at any disciplinary hearing(s), nor shall it preclude the introduction of evidence which explains, clarifies, adds more detail or documentation regarding the complaint, or which is introduced to present a more complete case, or which is the project of continued investigation.

No such prior warning notice shall be necessary if the cause for discharge is dishonesty, drinking related to his/her employment, carrying unauthorized passengers, gross insubordination, illegal possession and/or use of federally designated drug abuse items,

willful destruction of public property, or such other misconduct which is so serious in nature as to justify discharge without such prior disciplinary action.

21.1.1 Disciplinary actions shall include only the following:

- (a) Verbal reprimand, which may be documented in writing;
- (b) Written reprimand;
- (c) Suspension;
- (d) Demotion (where applicable);
- (e) Discharge/Termination

- 21.2 The City shall give a copy of such disciplinary actions to the employee, and a copy sent to the Union at the time it is given to the employee. An employee may protest such disciplinary actions pursuant to the provisions of Article 22 of this Agreement.
- 21.3 The City shall give to a suspended without pay or discharged employee a written notice of suspension or termination and at the same time send a copy to the Union.
- 21.4 An employee and/or the Union shall have the right to protest any such discharge or suspension without pay. Any such protest shall be presented to the City Manager or his/her designee in writing within fourteen (14) calendar days after the discharge or suspension without pay, and if not presented within such period, the right of protest shall be waived. Such protest will be submitted at Step 4 of the grievance procedure contained in Article 22 of this Agreement.
- 21.5 The Union shall immediately take this protest up with the City Manager or his/her designee, and if it is not resolved within twenty-one (21) calendar days, the matter may be submitted to arbitration pursuant to the terms of Article 22, of this Agreement.
- 21.6 In the case of a suspension without pay, the City has the option of offering the affected employee the opportunity to serve such suspension by deducting the equivalent amount of time from the employee's vacation accrual.

ARTICLE 22 - GRIEVANCE AND ARBITRATION PROCEDURE

- 22.1 Policy: The parties recognize that the most effective accomplishment of the work of the City requires prompt consideration and equitable adjustments of the employee's grievances. It is the desire of the parties to adjust grievances informally whenever possible, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances which can be resolved only after a formal review. Accordingly, the following procedure is hereby established in order that grievances of employees covered by this Agreement may be resolved as fairly and expeditiously as possible.
- 22.2 "Grievance" as used herein shall mean any dispute involving the interpretation or application of the provisions of this Agreement.
- 22.3 STEP 1: An employee having a concern which he feels could be a grievance shall bring up the matter within fourteen (14) calendar days of the concern giving rise to the grievance, or fourteen (14) calendar days such matter became known to the employee, or it shall be deemed waived. The employee is to first (1st) discuss the matter with their immediate supervisor, to provide an opportunity for clarification and/or appropriate adjustment, consistent with the terms of this Agreement. The employee shall have the option of being accompanied by his/her Union representative if he/she

feels it is necessary.

- 22.4 **STEP 2:** If it is determined a grievance does exist and it is not resolved in Step 1, within fourteen (14) calendar days, the grievance shall be reduced to writing and an attempt will be made to resolve the grievance with the Department Head or his/her designee, the Union and the grievant(s), within fourteen (14) calendar days of the conclusion of Step 1. If the grievance is not satisfactorily resolved within an additional fourteen (14) calendar days, then,
- 22.5 **STEP 3:** An attempt will be made to resolve the grievance with the City Manager, the Union and the grievant(s) within fourteen (14) calendar days of the conclusion of Step 2. If the grievance is not satisfactorily resolved within an additional twenty-one (21) calendar days, then, either party shall have the right to submit the dispute or grievance to arbitration.
- A. Grievances involving formal discipline shall be initiated at Step 3 and heard by the City Manager. The grievance must be filed with the City Manager within fourteen (14) calendar days after the discipline is issued.
- 22.6 **STEP 4:** If the matter is submitted to arbitration, the City and the Union may select an impartial arbitrator within fourteen (14) calendar days after the agreement is made to arbitrate. If the parties fail to agree within this period upon an arbitrator who is able and willing to serve, either party may, within seven (7) calendar days thereafter request the Public Employees Relations Commission to submit a list of seven (7) disinterested persons who are qualified and willing to act as an impartial arbitrator. From that list, within seven (7) calendar days after its receipt, the parties shall flip a coin to determine who shall strike the first (1st) name, then each will alternately strike one of the names submitted until only one (1) name remains. The person whose name remains shall be selected as the sole arbitrator.
- 22.7 The arbitrator shall commence hearings within a reasonable period of time after his/her selection and shall render his/her award in writing within thirty (30) calendar days. The award of the arbitrator, together with his/her written findings and conclusions shall be final and binding upon the parties to this Agreement, and upon the complaining employee or employees, if any. The Arbitrator is not vested with the power to change this Agreement in any of its parts.
- 22.8 The arbitrator's fees and expenses, the cost of any hearing room, shall be borne equally by the City and the Union. All other costs and expenses shall be borne by the party incurring them.
- 22.9 The City and the Union agree to comply with the time limitations set forth above and either party shall have the right to insist that the time limitations be complied with, provided, however, said time limitations may be waived by mutual agreement, but in no event shall failure to comply with the above time limits deprive the arbitrator of authority to decide the grievance.
- 22.10 All grievances as defined in this Article shall be settled in accordance with the procedures outlined above, and there shall be no lockout, strike, interruption of work, slowdown, or other interference with production during the life of this Agreement.

ARTICLE 23 - MAINTENANCE OF STANDARDS - MISCELLANEOUS PROVISIONS

- 23.1 The Union and the City recognize the principle of a fair day's work for a fair day's pay;

that jobs and job security of employees working under this Agreement are best protected through the efficient and productive operation of the City. The City may establish reasonable work standards which shall take into account all factors relating to the work assignment.

- 23.2 Union Non-Discrimination: No employee shall be discriminated against for acting on a committee of the Union. No employee shall suffer a reduction in wages and/or more favorable working conditions due to the signing of this Agreement.
- 23.3 Bargaining Unit Work: Employees who are members of the bargaining unit shall normally perform work of the bargaining unit, unless the continuation of such practice proves to be wasteful or unproductive.
- 23.4 The City agrees not to enter into any agreement or contract with its employees individually or collectively, which in any way conflicts with the terms and provisions of this Agreement and Appendixes.
- 23.5 New Job Classifications: In the event new job classifications are established within operations covered by this Agreement, the rates shall be subject to negotiations between the parties. The rates agreed upon shall be effective as of the date they are put into use.
- 23.6 Access: Authorized agents of the Union shall have access to the City's establishment during working hours for the purpose of adjusting disputes, investigating working conditions, and ascertaining that the Agreement is being adhered to; provided, however, that there is no undue interruption of the City's working schedule.
- 23.7 Work Rules: The Union recognizes the right of the City to establish such reasonable employer rules and personnel policies governing disciplinary matters, as long as such rules and policies are provided to the employees and are not in conflict with the terms and provisions of this Agreement.
- 23.8 Non-Discrimination: The parties to this Agreement acknowledge their responsibilities under Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act of 1967 and do hereby agree not to discriminate on the basis of race, color, religion, sex, national origin, or age.
- 23.9 Gender: Where masculine gender has been used in any provision of this Agreement, it is used solely for the purpose of illustration and shall not in any way be used to designate the sex of the employee eligible for any position, classification, or the benefits provided in this Agreement.
- 23.10 Medical Exams: Any physical examination (including inoculations), required by the City shall be taken on Employer time and shall be paid by the City, after submission to the Employer's medical insurance carrier, provided said services are by a certified physician or institution.
- 23.11 Residency Requirements: The City may not require that any employee live within any specific geographical area unless the job duties of the individual can be shown to require an emergency response. Where such a requirement can be shown, the employee may be required to live within a thirty (30) minute normal driving time of City Limits.

ARTICLE 24 - PERSONNEL FILES

- 24.1 Subject to the limitations stated in RCW 49.12.260, employees shall have the right to review material upon written request during regular business hours between 8:00 AM and 5:00PM, Monday through Friday. The employee may have a representative of the

Union accompany him or her if so desired. Upon request, copies of documents in the personnel file shall be provided by the Employer to the employee.

- 24.2 The personnel file shall contain all annual evaluation reports that have been completed and such other material that would assist in evaluating the employee.
- 24.3 Materials, including evaluations, judged by the employee to be negative and/or derogatory may be answered or rebutted by the employee in writing. Such a written response shall be attached to the material in question and become a part of the personnel file.
- 24.4 The Employer will provide the employee with a copy of any material that is placed in his or her personnel file within fourteen (14) calendar days of such action.
- 24.5 Any verbal, written reprimand or warning received by an employee shall be maintained in the employee's personnel file for one (1) year.
- 24.6 After three (3) years, an employee may have records of suspension or demotion, other than yearly evaluations, verbal or written reprimands warnings (see section 24.5 above,) expunged from the employee's file, provided that further misconduct has not taken place within such three (3) years, in which case all reports of further misconduct will remain in the employee's file for three (3) years from the date of the latest incident giving rise to the derogatory material being placed in the employee's file.
- 24.7 When an employee reviews his or her personnel file, he/she will sign and date the review only to indicate the review.
- 24.8 Other records retained in the personnel file and subject to review by the employee upon written request include but are not limited to: (1) Employee's application form; (2) Certification records; (3) Payroll information; (4) Routine correspondence; and (5) Evaluations.

ARTICLE 25 - NO STRIKES

- 25.1 The City and the Union agree that the public interest requires efficient and uninterrupted performance of all City services and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. Specifically, the Union shall not cause or condone, nor shall any employees engage in any work stoppage, including any strike, slow-down, and refusal to perform any customarily assigned duties, sick leave absence which is not bona-fide or other interference with the City functions by employees under this Agreement. Should same occur, the Union agrees to take appropriate steps to end such interference. Any concerted action by any employee in any bargaining unit shall be deemed a work stoppage if any of the above activities has occurred.
- 25.2 Upon notification in writing by the City to the Union that any of its members are engaged in a work stoppage, the Union shall immediately, in writing, order such members to immediately cease engaging in such work stoppage and provide the City with a copy of such order. The employee shall not be entitled to any pay and benefits during such a strike or work stoppage and further may be subject to disciplinary action up to and including discharge.

ARTICLE 26 - RANDOM DRUG TESTING

- 26.1 The City and Local #760 support a drug free community and in an effort to set an

example for the citizens and more particularly the youth of our city have agreed that all bargaining unit employees will be subject to a program of random drug testing administered by an independent third party. This program will be a condition of employment for all employees in this bargaining unit. Any employee covered by this bargaining agreement who tests positive shall be subject to disciplinary action including discharge from employment with the city.

- 26.2 Any employee in this bargaining unit who tests positive for any alcohol or illegal drugs, or prescriptions drugs which could negatively affect their job performance and for which they do not have a valid prescription or which they are not using as directed by their physician, or who refuses to take such test will be subject to disciplinary action including termination of employment with the City. Any employee in this bargaining unit who tests positive shall, on the first such occurrence, be immediately removed from the work place and placed on unpaid administrative leave and shall report to a City approved substance abuse counselor for evaluation as directed by their Department Head and shall not return to work until said counselor has notified the Department Head that the employee does not pose a threat to him/herself or other employees and has by written agreement enrolled in an appropriate rehabilitation program. Said employee shall be required to meet all the terms of the rehabilitation program and be subject to additional testing at least monthly until released from the program. For a period of two years such employees shall be subject to testing up to six (6) times in each twelve (12) month period. Any subsequent positive test during the remaining tenure of the employee or refusal of the employee to submit to any required test or failure to complete any of the terms of the rehabilitation program for such employees shall result in discharge from employment.
- 26.3 Any employee who voluntarily advises their Department Head that they have a drug or alcohol problem and who agrees to a plan of treatment or rehabilitation shall not be subject to disciplinary action for the first occurrence so long as they fully comply with the terms of the treatment or rehabilitation program. The treatment or rehabilitation program must be approved by the Department Head and the employee must agree that the provider of the program shall share with the Department Head periodic reports on the employee's participation and the final results of the program. Any employee who fails to meet the terms of the program, has a subsequent positive test or has a second occurrence shall be subject to discharge from employment with the City.

ARTICLE 27 - SAVINGS CLAUSE

- 27.1 If any Article or Section of the Agreement or any Appendixes thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, the balance of this Agreement or any Appendixes thereto shall continue in full force and effect. The Article or Section held invalid shall be modified as required by law or the tribunal of competent jurisdiction or shall be re-negotiated for the purpose of an adequate replacement. If such negotiations shall not result in mutually satisfactory agreement, the City agrees to be bound by the Union's position if approved by any tribunal of competent jurisdiction, or a tribunal agreed to by the parties.

ARTICLE 28 - TERM OF AGREEMENT

28.1 This Agreement shall be in full force and effect from January 1, 2024 and shall remain in full force and effect through December 31, 2026. Either party may, upon sixty (60) calendar days' notice prior to the date of expiration, give notice to terminate or amend to the other party. In the event only notice to amend is given, the Agreement shall remain in effect while the parties negotiate amendments. Language changes shall be effective beginning from the date of the signing of this Agreement by the last signing party.

SIGNATURE PAGE

Signed for:
CITY OF SUNNYSIDE

By 
Rob Layman
Interim City Manager

Date 7/22/24

Signed for:
TEAMSTERS LOCAL #760

By 
Richard A. Salinas
Secretary Treasurer

Date 7.10.24

ORIGINAL

APPENDIX "A" -- DEFINITIONS, CLASSIFICATION, WAGE RATES AND LONGEVITY PAY

ARTICLE 1A - DEFINITION AND DIRECTION OF OFFICE-CLERICAL EMPLOYEES

- 1.A.1 An Office-Clerical employee is one who is engaged in many varied office-clerical functions of the City.
- 1.A.2 The Office-Clerical employees will be under the direct authority of the following: Accounting staff are under the authority of the Finance Director and direction of the Finance Supervisor; Court staff are under the authority of the sitting Municipal Court Judge and the direction of the Court Administrator; Building and Development staff are under the authority of the Community Development Director and their direction, or that of their designee; Technology staff are under the authority of the City Manager and the direction of the Technology Systems Manager; Recreation staff are under the authority of the designated department director and the direction of the Recreation Supervisor; all other staff are under the authority of the designated department director and their direction, or that of their designee.

ARTICLE 2A - CLASSIFICATIONS - WAGE RATES - OTHER PROVISIONS

- 2.A.1 The following salary schedules for Office Clerical employees shall be effective on the dates indicated for each schedule. Employees shall move one (1) Step on the appropriate classification on the first full pay period following their anniversary for date of hire. Said Steps shall be equal to five (5.00%) percent. Any reference to Annual and Monthly Wages shall be for example purposes only. The Hourly Wage shall be calculated by multiplying the prior year hourly rate times the increase in percentage listed for the current year of the contract.
 - a. Effective January 1, 2024, there shall be a five percent (5%) general increase to the previous year's wage scale to all Steps.
 - b. Effective January 1, 2025, there shall be a three percent (3%) general increase to the previous year's wage scale to all Steps.
 - c. Effective January 1, 2026, there shall be a three percent (3%) general increase to the previous year's wage scale to all Steps.
- 2.A.1.1 New employees are usually to be hired at Step "A", but the employer retains the right to assess an employee's previous experience and hire at Step "B" or higher on a case-by-case basis. Following the completion of one year of employment, or the completion of probation, whichever comes sooner, employees will progress to the next step on the pay scale, until they reach Step "E." The Employer may, however, retain an employee at the employee's salary step if the employee's job performance has not been satisfactory. Such retention shall be subject to the Agreement's Grievance Procedure. In no event shall an employee suffer a reduction in wages due to promotion or reclassification.

TEAMSTERS - OFFICE CLERICAL - Effective January 1, 2024 - 5% Cost of Living & Parity Adjustment									
CLASSIFICATION	STEP A		STEP B		STEP C		STEP D		STEP E
Accounting Specialist 2	\$30.33	H	\$31.85	H	\$33.44	H	\$35.11	H	\$36.87
	\$5,257.20	M	\$5,520.67	M	\$5,796.27	M	\$6,085.73	M	\$6,390.80
	\$63,086.40	A	\$66,248.00	A	\$69,555.20	A	\$73,028.80	A	\$76,689.60
Accounting Specialist 1	\$28.89	M	\$30.33	M	\$31.85	M	\$33.44	M	\$35.11
	\$5,007.60	M	\$5,257.20	M	\$5,520.67	M	\$5,796.27	M	\$6,085.73
	\$60,091.20	A	\$63,086.40	A	\$66,248.00	A	\$69,555.20	A	\$73,028.80
Lead Court Clerk	\$26.88	M	\$28.22	M	\$29.63	M	\$31.11	M	\$32.67
	\$4,659.20	M	\$4,891.47	M	\$5,135.87	M	\$5,392.40	M	\$5,662.80
	\$55,910.40	A	\$58,697.60	A	\$61,630.40	A	\$64,708.80	A	\$67,953.60
Permit Coordinator	\$26.36	M	\$27.68	M	\$29.06	M	\$30.51	M	\$32.04
	\$4,569.07	M	\$4,797.87	M	\$5,037.07	M	\$5,288.40	M	\$5,553.60
	\$54,828.80	A	\$57,574.40	A	\$60,444.80	A	\$63,460.80	A	\$66,643.20
Technology Support Assistant	\$26.06	M	\$27.36	M	\$28.73	M	\$30.17	M	\$31.68
	\$4,517.07	M	\$4,742.40	M	\$4,979.87	M	\$5,229.47	M	\$5,491.20
	\$54,204.80	A	\$56,908.80	A	\$59,758.40	A	\$62,753.60	A	\$65,894.40
Court Clerk	\$25.60	M	\$26.88	M	\$28.22	M	\$29.63	M	\$31.11
	\$4,437.33	M	\$4,659.20	M	\$4,891.47	M	\$5,135.87	M	\$5,392.40
	\$53,248.00	A	\$55,910.40	A	\$58,697.60	A	\$61,630.40	A	\$64,708.80
Operator/Receptionist	\$24.72	M	\$25.96	M	\$27.26	M	\$28.62	M	\$30.05
	\$4,284.80	M	\$4,499.73	M	\$4,725.07	M	\$4,960.80	M	\$5,208.67
	\$51,417.60	A	\$53,996.80	A	\$56,700.80	A	\$59,529.60	A	\$62,504.00
Accounting Assistant	\$24.63	M	\$25.86	M	\$27.15	M	\$28.51	M	\$29.94
	\$4,269.20	M	\$4,482.40	M	\$4,706.00	M	\$4,941.73	M	\$5,189.60
	\$51,230.40	A	\$53,788.80	A	\$56,472.00	A	\$59,300.80	A	\$62,275.20
Development Technician	\$24.63	M	\$25.86	M	\$27.15	M	\$28.51	M	\$29.94
	\$4,269.20	M	\$4,482.40	M	\$4,706.00	M	\$4,941.73	M	\$5,189.60
	\$51,230.40	A	\$53,788.80	A	\$56,472.00	A	\$59,300.80	A	\$62,275.20
Recreation Assistant/Community Center Receptionist	\$22.69	M	\$23.82	M	\$25.01	M	\$26.26	M	\$27.57
	\$3,932.93	M	\$4,128.80	M	\$4,335.07	M	\$4,551.73	M	\$4,778.80
	\$47,195.20	A	\$49,545.60	A	\$52,020.80	A	\$54,620.80	A	\$57,345.60

TEAMSTERS - OFFICE CLERICAL - Effective January 1, 2025 - 3% Cost of Living Adjustment									
CLASSIFICATION	STEP A		STEP B		STEP C		STEP D		STEP E
Accounting Specialist 2	\$31.24	H	\$32.80	H	\$34.44	H	\$36.16	H	\$37.97
	\$5,414.93	M	\$5,685.33	M	\$5,969.60	M	\$6,267.73	M	\$6,581.47
	\$64,979.20	A	\$68,224.00	A	\$71,635.20	A	\$75,212.80	A	\$78,977.60
Accounting Specialist 1	\$29.76	M	\$31.25	M	\$32.81	M	\$34.45	M	\$36.17
	\$5,158.40	M	\$5,416.67	M	\$5,687.07	M	\$5,971.33	M	\$6,269.47
	\$61,900.80	A	\$65,000.00	A	\$68,244.80	A	\$71,656.00	A	\$75,233.60
Lead Court Clerk	\$27.69	M	\$29.07	M	\$30.52	M	\$32.05	M	\$33.65
	\$4,799.60	M	\$5,038.80	M	\$5,290.13	M	\$5,555.33	M	\$5,832.67
	\$57,595.20	A	\$60,465.60	A	\$63,481.60	A	\$66,664.00	A	\$69,992.00
Permit Coordinator	\$27.15	M	\$28.51	M	\$29.94	M	\$31.44	M	\$33.01
	\$4,706.00	M	\$4,941.73	M	\$5,189.60	M	\$5,449.60	M	\$5,721.73
	\$56,472.00	A	\$59,300.80	A	\$62,275.20	A	\$65,395.20	A	\$68,660.80
Technology Support Assistant	\$26.84	M	\$28.18	M	\$29.59	M	\$31.07	M	\$32.62
	\$4,652.27	M	\$4,884.53	M	\$5,128.93	M	\$5,385.47	M	\$5,654.13
	\$55,827.20	A	\$58,614.40	A	\$61,547.20	A	\$64,625.60	A	\$67,849.60
Court Clerk	\$26.37	M	\$27.69	M	\$29.07	M	\$30.52	M	\$32.05
	\$4,570.80	M	\$4,799.60	M	\$5,038.80	M	\$5,290.13	M	\$5,555.33
	\$54,849.60	A	\$57,595.20	A	\$60,465.60	A	\$63,481.60	A	\$66,664.00
Operator/Receptionist	\$25.46	M	\$26.73	M	\$28.07	M	\$29.47	M	\$30.94
	\$4,413.07	M	\$4,633.20	M	\$4,865.47	M	\$5,108.13	M	\$5,362.93
	\$52,956.80	A	\$55,598.40	A	\$58,385.60	A	\$61,297.60	A	\$64,355.20
Accounting Assistant	\$25.37	M	\$26.64	M	\$27.97	M	\$29.37	M	\$30.84
	\$4,397.47	M	\$4,617.60	M	\$4,848.13	M	\$5,090.80	M	\$5,345.60
	\$52,769.60	A	\$55,411.20	A	\$58,177.60	A	\$61,089.60	A	\$64,147.20
Development Technician	\$25.37	M	\$26.64	M	\$27.97	M	\$29.37	M	\$30.84
	\$4,397.47	M	\$4,617.60	M	\$4,848.13	M	\$5,090.80	M	\$5,345.60
	\$52,769.60	A	\$55,411.20	A	\$58,177.60	A	\$61,089.60	A	\$64,147.20
Recreation Assistant/Community Center Receptionist	\$23.37	M	\$24.54	M	\$25.77	M	\$27.06	M	\$28.41
	\$4,050.80	M	\$4,253.60	M	\$4,466.80	M	\$4,690.40	M	\$4,924.40
	\$48,609.60	A	\$51,043.20	A	\$53,601.60	A	\$56,284.80	A	\$59,092.80

TEAMSTERS - OFFICE CLERICAL - Effective January 1, 2026 - 3% Cost of Living Adjustment									
CLASSIFICATION	STEP A		STEP B		STEP C		STEP D		STEP E
Accounting Specialist 2	\$32.18	H	\$33.79	H	\$35.48	H	\$37.25	H	\$39.11
	\$5,577.87	M	\$5,856.93	M	\$6,149.87	M	\$6,456.67	M	\$6,779.07
	\$66,934.40	A	\$70,283.20	A	\$73,798.40	A	\$77,480.00	A	\$81,348.80
Accounting Specialist 1	\$30.65	M	\$32.18	M	\$33.79	M	\$35.48	M	\$37.25
	\$5,312.67	M	\$5,577.87	M	\$5,856.93	M	\$6,149.87	M	\$6,456.67
	\$63,752.00	A	\$66,934.40	A	\$70,283.20	A	\$73,798.40	A	\$77,480.00
Lead Court Clerk	\$28.52	M	\$29.95	M	\$31.45	M	\$33.02	M	\$34.67
	\$4,943.47	M	\$5,191.33	M	\$5,451.33	M	\$5,723.47	M	\$6,009.47
	\$59,321.60	A	\$62,296.00	A	\$65,416.00	A	\$68,681.60	A	\$72,113.60
Permit Coordinator	\$27.96	M	\$29.36	M	\$30.83	M	\$32.37	M	\$33.99
	\$4,846.40	M	\$5,089.07	M	\$5,343.87	M	\$5,610.80	M	\$5,891.60
	\$58,156.80	A	\$61,068.80	A	\$64,126.40	A	\$67,329.60	A	\$70,699.20
Technology Support Assistant	\$27.65	M	\$29.03	M	\$30.48	M	\$32.00	M	\$33.60
	\$4,792.67	M	\$5,031.87	M	\$5,283.20	M	\$5,546.67	M	\$5,824.00
	\$57,512.00	A	\$60,382.40	A	\$63,398.40	A	\$66,560.00	A	\$69,888.00
Court Clerk	\$27.16	M	\$28.52	M	\$29.95	M	\$31.45	M	\$33.02
	\$4,707.73	M	\$4,943.47	M	\$5,191.33	M	\$5,451.33	M	\$5,723.47
	\$56,492.80	A	\$59,321.60	A	\$62,296.00	A	\$65,416.00	A	\$68,681.60
Operator/Receptionist	\$26.22	M	\$27.53	M	\$28.91	M	\$30.36	M	\$31.88
	\$4,544.80	M	\$4,771.87	M	\$5,011.07	M	\$5,262.40	M	\$5,525.87
	\$54,537.60	A	\$57,262.40	A	\$60,132.80	A	\$63,148.80	A	\$66,310.40
Accounting Assistant	\$26.13	M	\$27.44	M	\$28.81	M	\$30.25	M	\$31.76
	\$4,529.20	M	\$4,756.27	M	\$4,993.73	M	\$5,243.33	M	\$5,505.07
	\$54,350.40	A	\$57,075.20	A	\$59,924.80	A	\$62,920.00	A	\$66,060.80
Development Technician	\$26.13	M	\$27.44	M	\$28.81	M	\$30.25	M	\$31.76
	\$4,529.20	M	\$4,756.27	M	\$4,993.73	M	\$5,243.33	M	\$5,505.07
	\$54,350.40	A	\$57,075.20	A	\$59,924.80	A	\$62,920.00	A	\$66,060.80
Recreation Assistant/Community Center Receptionist	\$24.07	M	\$25.27	M	\$26.53	M	\$27.86	M	\$29.25
	\$4,172.13	M	\$4,380.13	M	\$4,598.53	M	\$4,829.07	M	\$5,070.00
	\$50,065.60	A	\$52,561.60	A	\$55,182.40	A	\$57,948.80	A	\$60,840.00

2.A.2 Longevity pay will be calculated by percentage of base salary and accrue monthly according to the schedule below. Longevity shall be paid annually on the first payroll of December each year. Any member whose longevity calculation would be less under the percentage method will be bumped to the next step on the longevity schedule, not to exceed 1 year.

YEARS OF SERVICE	MONTHLY LONGEVITY PAY
5	1%
10	1.75%
15	2.50%
20	3.25%

APPENDIX "B" -- FAMILY MEDICAL LEAVE ACT

ARTICLE 1B - GENERAL PROVISIONS

1.B.1 Availability of Leave: Subject to the conditions and privileges below, an eligible employee shall be entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period for one or more of the following:

1.B.1.1 Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.

1.B.1.2 Because of the placement of a son or daughter with the employee for adoption or foster care.

1.B.1.3 In order to care for the spouse or a son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition.

1.B.1.4 Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.

1.B.2 Definition of Certain Terms

1.B.2.1 "Eligible Employee" means an employee who has been employed (a) for at least twelve (12) months by the employer, and (b) for at least 1,250 hours of service with such employer during the previous twelve (12) month period.

1.B.2.2 "Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves (a) in-patient care in a hospital, hospice, or residential medical care facility; or (b) continuing treatment by a health-care provider.

1.B.2.3 "Health-care Provider" means (a) a Doctor of Medicine or osteopathy, who is authorized to practice medicine or surgery (as appropriate) by the state in which the doctor practices; or (b) any other person determined by the U. S. Secretary of Labor to be capable of providing health-care services.

1.B.2.4 "Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is (a) under eighteen (18) years of age; or (b) eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

1.B.2.5 "Spouse" means a husband or wife, as the case may be.

1.B.3 Birth or Placement of Child - Computation of Leave

The entitlement to leave because of the birth of a son or daughter of the employee, in order to care for such son or daughter, or because of the placement of a son or daughter with the employee for adoption or foster care, shall expire at the end of the twelve (12)-month period beginning on the date of such birth or placement.

1.B.4 Leave Taken Intermittently or on a Reduced-leave Schedule:

1.B.4.1 General Provisions: Leave taken because of the birth of a son or daughter of the employee, in order to care for such son or daughter; or, because of the placement of a son or daughter with the employee for adoption or foster care, shall not be taken by an employee intermittently or on a reduced-leave schedule unless the employee and the employer agree otherwise. Leave under paragraphs (3) or (4) of Subsection A above may be taken

intermittently or on a reduced-leave schedule when medically necessary, and the employer determines that such intermittent or reduced-leave schedule will not unduly disrupt the operations of the employer. The taking of leave intermittently or on a reduced-leave schedule pursuant to this paragraph shall not result in a reduction of the total amount of leave to which the employee is entitled beyond the amount of leave actually taken.

- 1.B.4.2 Temporary Transfer: If an employee requests intermittent leave, or leave on a reduced-leave schedule, but such leave is foreseeable based on planned medical treatment, the employer may require such employee to transfer temporarily to an available alternative position offered by the employer for which the employee is qualified and that (a) has equivalent pay and benefits; and (b) better accommodates recurring periods of leave than the regular employment position of the employee.
- 1.B.5 Required Use of Accrued Paid Leave: An employee taking family and/or medical leave shall be required to substitute, and first use accrued paid vacation leave, sick leave, compensatory time, emergency leave, and any other accrued paid personal leave, for leave provided under this policy. Family and/or medical leave taken in excess of the employee's accrued paid vacation leave, sick leave, compensatory time, emergency leave, and any other accrued paid personal leave, shall be without compensation.
- 1.B.6 Both Spouses Employed by the City: In any case in which a husband and wife entitled to family and/or medical leave are employed by the City of Sunnyside, the aggregate number of work weeks of leave to which both may be entitled shall be limited to twelve (12) work weeks during any twelve (12)-month period, if such leave is taken because of the birth or placement of a son or daughter, or in order to care for a sick parent.

ARTICLE 2B - PROCEDURES

2.B.1 Foreseeable Leave

- 2.B.1.1 Requirement of Notice: In any case in which the necessity for leave is foreseeable based on an expected birth or placement of a son or daughter, the employee shall provide the employer with not less than thirty (30) days' notice, before the date the leave is to begin, of the employee's intention to take leave under such subparagraph, except that if the date of the birth or placement requires leave to begin in less than thirty (30) days, the employee shall provide such notice as is practicable.
- 2.B.1.2 Duties of Employee: In any case in which the necessity for leave (a) in order to care for the spouse or a son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition; or (b) because of a serious health condition that makes the employee unable to perform the functions of the position of such employee, is foreseeable based on planned medical treatment, the employee:
- (a) Shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer, subject to the approval of the health-care provider of the employee or the health-care provider of the son, daughter, spouse, or parent of the employee, as appropriate; and
 - (b) Shall provide the employer with not less than thirty (30) days' notice, before the date the leave is to begin, of the employee's intention to

take leave under such subparagraph, except that if the date of the treatment requires leave to begin in less than thirty (30) days, the employee shall provide such notice as is practicable.

2.B.2 Certification:

2.B.2.1 A request for leave (a) in order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition, or (b) because of a serious health condition that makes the employee unable to perform the functions of the position of such employee, shall be supported by a certification issued by the health-care provider of the eligible employee or of the son, daughter, spouse, or parent of the employee, as appropriate. The employee shall provide, in a timely manner, a copy of such certification to the employer.

2.B.2.2 Sufficient Certification: Certification provided above shall be sufficient if it states:

- (a) The date on which the serious health condition commenced;
- (b) The probable duration of the condition;
- (c) The appropriate medical facts within the knowledge of the health-care provider regarding the condition;
- (d) A statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed to care for the son, daughter, spouse, or parent; or, a statement that the employee is unable to perform the functions of the position of the employee, as appropriate;
- (e) In the case of certification for intermittent leave, or leave on a reduced-leave schedule for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment;
- (f) In the case of certification for intermittent leave, or leave on a reduced-leave schedule, a statement of the medical necessity for the intermittent leave or leave on a reduced-leave schedule and the expected duration of the intermittent leave or reduced-leave schedule.

2.B.3 Second Opinion: In any case deemed appropriate by the employer, the employer may require, at the expense of the employer, that the eligible employee obtain the opinion of a second health-care provider designated or approved by the employer.

2.B.4 Resolution of Conflicting Opinions:

- (a) In General. In any case in which the second opinion described above differs from the opinion in the original certification, the employer may require, at the expense of the employer, that the employee obtain the opinion of a third health-care provider designated or approved jointly by the employer and the employee.
- (b) Finality. The opinion of the third health-care provider concerning the information certified shall be considered to be final and shall be binding upon the employer and the employee.

2.B.5 Subsequent Recertification: The employer may require that the eligible employee obtain subsequent recertifications on a reasonable basis.

ARTICLE 3.B - EMPLOYMENT AND BENEFITS PROTECTION

3.B.1 Restoration to Position:

3.B.1.1 In General. Except as provided below, any eligible employee who takes family and/or family medical leave under this section for the intended purpose of the leave, shall be entitled, on return from such leave:

- (a) To be restored by the employer to the position of employment held by the employee when the leave commenced; or
- (b) To be restored to an equivalent position with equivalent employment benefits, pay, or other terms and conditions of employment.

3.B.2 Loss of Benefits: The taking of leave under this policy and procedure shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

3.B.3 Nothing in this section shall be construed to entitle any restored employee to: (a) the accrual of any seniority or employment benefits during any period of leave; or (b) any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

3.B.4 Certification: As a condition of restoration under Subparagraph (A) above, for an employee who has taken leave because of serious health condition that makes the employee unable to perform the functions of the position of such employee, such employee shall receive certification from the health-care provider of the employee that the employee is able to resume work.

3.B.5 Maintenance of Health Benefits:

3.B.5.1 Coverage: Except as provided in Subparagraph 2 below, during any period that an eligible employee takes family and/or medical leave, the employer will maintain existing health insurance coverage, as available, for the duration of such leave at the level and under the condition's coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

3.B.5.2 Failure to Return from Leave: The employer may recover the premium the employer paid for maintaining coverage for the employee under such health insurance plan during any period of unpaid family and/or medical leave if:

- (a) The employee fails to return from leave after the period of leave to which the employee is entitled has expired; and
- (b) The employee fails to return to work for a reason other than:
 - (i) The continuation, recurrence, or onset of a serious health condition that entitles the employee to leave (a) in order to care for the spouse, or a son, daughter, or parent of the employee, or (b) because of a serious health condition that makes the employee unable to perform the functions of the position of such employee; or
 - (ii) Other circumstances beyond the control of the employee.

ARTICLE 4B - FORMS

Forms necessary to administer the provisions for Family Medical Leave shall be provided by the Human Resource Department as determined by the City Manager.