

**AGREEMENT BY AND BETWEEN THE CITY OF SEATTLE AND  
TEAMSTERS LOCAL UNION NO. 117 FOR SEATTLE CENTER  
GUEST SERVICES PERSONNEL**

**Effective January 1, 2023 through December 31, 2026**

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## **NONDISCRIMINATION**

The City and the Union shall not unlawfully discriminate against any employee by reason of race, color, creed, age, color, sex, gender identity, gender expression, genetic information, national origin, religious belief, marital status, sexual orientation, political ideology, ancestry or the presence of any sensory, status as a disabled veteran, a Vietnam era veteran or other covered veteran, mental or physical disability unless based on a bona fide occupational qualification reasonably necessary to the operations of the City. The parties agree nothing in this Agreement shall serve to prevent a job placement or other reasonable accommodation as may be made pursuant to state or federal law for prevention of discrimination on the basis of disability.

## ARTICLE 1 - RECOGNITION, BARGAINING UNIT AND TEMPORARY EMPLOYMENT

- 1.1 The City hereby recognizes the Union as the exclusive collective bargaining representative for the purposes stated in Chapter 108, Extra Session, Laws of 1967 of the State of Washington of all employees employed within the bargaining unit defined in Appendix A to this Agreement.
- 1.2 All employees covered by this Agreement who are "temporary employees" as that term is defined by City Ordinance are eligible for the following premium pay and benefit options and are subject to the terms and conditions herein not otherwise conflicting with other provisions of the Contract. Where the provisions in Personnel Rule 11 do not conflict with the expressed provisions of this Agreement, Personnel Rule 11 shall apply and be subject to the grievance procedure as provided for in Article 6.
- 1.3 **Temporary Employees:** A temporary assignment is defined as one of the following types:
- A. **Position Vacancy:** An interim assignment for up to one (1) year to perform work associated with a regularly budgeted position that is temporarily vacant and has no incumbent.
  - B. **Incumbent Absence:** An interim assignment for up to one (1) year to perform work associated with a regularly budgeted position when the incumbent is temporarily absent.
  - C. **Less than half-time assignment:** For seasonal, on-call, intermittent or regularly scheduled work that may be ongoing or recur from year to year but does not exceed one thousand forty (1,040) hours per year except as provided by Personnel Rule 11.
  - D. **Short-term assignment:** An assignment of up to one (1) year to perform work in response to emergency or unplanned needs such as peak workload, special project, or other short-term work that does not recur and does not continue from year to year.
  - E. **Term-limited assignment:** An assignment to perform time-limited work of more than one (1) but not more than three (3) years for time-limited work related to:
    - A specific project, grant or other non-routine substantial body of work, or for the replacement of a regularly appointed employee when that employee is absent on long-term disability time loss, medical or military leave of absence.
    - 1. Replacement of a regularly appointed employee who is assigned to special term-limited project work; or

2. Replacement of a regularly appointed employee who has been released for Union Leave pursuant to Article 17.30.

1.3.1 Temporary employees covered by this agreement are eligible to apply for all positions advertised internally.

1.3.2 A temporary employee who has worked in an excess of five hundred (520) regular hours and who is appointed to a regular position in a Step Progression Pay Program without a break in service greater than thirty (30) days shall have their temporary service salary placement, provided the service was in a job title corresponding to the same or higher classification in the same series as the regular appointment.

1.3.3 The parties agree that the City's Temporary Employment philosophy and practices will be part of the Labor Management Leadership Committee (LMLC) Workplan.

1.3.4 Effective upon ratification of this contract, temporary employees shall be entitled to the overtime meal reimbursement as set forth in Article 17.7.

1.4 Temporary workers in the following types of assignments shall cease receiving premium pay at the time indicated and begin receiving wage progression and benefits as provided in SMC 4.20.055 D:

A. Interim and short-term assignments after one thousand forty (1,040) regular straight time hours for the remainder of the assignment unless the Seattle Human Resources Director determines that the assignment will terminate so imminently that the benefits package would be of minimal value to the worker.

B. Term-limited assignments starting with the first day and for the duration of the assignment.

C. Any assignment that the appointing authority has proposed be converted to regular position authority regardless of the number of hours worked.

1.5 **Premiums Applicable Only to City of Seattle Temporary Employees Who Are Not In Benefits-Eligible Assignments:** Each employee employed in positions covered by this Agreement shall receive premium pay as hereinafter set forth based upon the corresponding number of cumulative non-overtime hours worked by the employee unless the employee is in a benefits-eligible assignment:

A. 0001st hour through 0520th hour. 5% premium pay

B. 0521st hour through 1,040th hour 10% premium pay

- C. 1,041st hour through 2,080th hour 15% premium pay (If an employee worked 800 hours or more in the previous twelve [12] months, the employee shall receive twenty percent [20%] premium pay.)
- D. 2,081st hour +20% premium pay (If an employee worked eight hundred [800] hours or more in the previous twelve [12] months, the employee shall receive twenty-five percent (25%) premium pay.)
- E. The appropriate percentage premium payment shall be applied to all gross earnings.

1.5.1 Once a temporary employee reaches a given premium level, the premium shall /not be reduced for that employee as long as the employee continues to work for the City without a voluntary break in service as set forth within paragraph 10 below. Non-overtime hours already worked by an existing employee shall apply in determining the applicable premium rate. In view of the escalating and continuing nature of the premium, the City may require that an employee be available to work for a minimum number of hours or periods of time during the year.

1.5.2 The premium pay in Article 1.5 does not include either increased vacation pay due to accrual rate increases or the City's share of any retirement contributions. Any increase in a temporary employee's vacation accrual rate percentage shall be added on to the premium pay percentages for the employee to whom it applies.

1.6 **Medical, Dental and Vision Coverage to Temporary Employees Who Are Not In Benefits-Eligible Positions:** Once a temporary employee has worked at least one thousand forty (1,040) cumulative non-overtime hours and at least eight hundred (800) non-overtime hours or more in the previous twelve (12) months, the employee may within ninety (90) calendar days thereafter elect to participate in the City's medical, dental and vision insurance programs by agreeing to pay the required monthly premium. To participate, the temporary employee must agree to a payroll deduction equal to the amount necessary to pay the monthly health care premiums, or the City, at its discretion, may reduce the premium pay of the employee who chooses this option in an amount equal to the insurance premiums. The temporary employee must continue to work enough hours each month to pay the premiums and maintain eligibility. After meeting the requirements stated in this Section, a temporary employee shall also be allowed to elect this option during any subsequent open enrollment period allowed regular employees. An employee who elects to participate in these insurance programs and fails to make the required payments in a timely fashion shall be dropped from City medical, dental and vision coverage and shall not be able to participate again while employed by the City as temporary unless the employee is converted from receiving premium pay to receiving benefits. If a temporary employee's hours of work are insufficient for their pay to cover the

insurance premium, the temporary employee may, on no more than one occasion, pay the difference, or self-pay the insurance premium, for up to three (3) consecutive months.

- 1.6.1 Cumulative sick leave computed at the same rate and with all benefits and conditions required by Seattle Municipal Code Chapter 14.16 and other applicable laws, such as RCW 49.46.210 shall be granted to all temporary employees not eligible for fringe benefits pursuant to SMC 4.20.055 (C).
- 1.7 **Holiday Work For Non-Benefits-Eligible Temporary Employees:** A Non-benefited temporary employee who works on any of the specific calendar days designated as paid holidays, as specified in Section 17.9.D, shall be paid at the rate of one and one-half (1½) times the employee's regular straight-time hourly rate of pay for hours worked during the employee's scheduled shift. As distinguished from Regular Employees (who honor the holiday on the preceding Friday or following Monday adjacent to the holiday), the holiday premium pay shall apply to these temporary employees who work on the weekend day specified as the holiday listed and dated in Section 17.9.D.
- 1.8 **Benefits-Eligible Temporary Employee Holiday Pay:** A Benefits-eligible temporary employee shall be compensated at the straight-time rate of pay for all officially recognized City holidays that occur subsequent to the employee becoming eligible for fringe benefits, for as long as the employee remains in such eligible assignment.
  - 1.8.1 To qualify for holiday pay, the employee must be on active pay status the normally scheduled workday before or after the holiday as provided by Section 17.9.D.
  - 1.8.2 Officially recognized City holidays that fall on Saturday shall be observed on the preceding Friday. Officially recognized City holidays that fall on Sunday shall be observed on the following Monday. If the City's observance of a holiday falls on a temporary employee's normal day off, the employee shall be eligible for another day off, with pay during the same work week.
  - 1.8.3 Temporary employees who work less than eighty (80) hours per pay period shall have their holiday pay pro-rated based on the number of straight-time hours compensated during the preceding pay period.
  - 1.8.4 A temporary employee shall receive two (2) personal holidays immediately upon becoming eligible for fringe benefits, provided the employee has not already received personal holidays in another assignment within the same calendar year.
  - 1.8.5 Personal holidays cannot be carried over from calendar year to calendar year, nor can they be cashed out.

- 1.8.6 A temporary employee must use any personal holidays before the employee's current eligibility for fringe benefits terminates. If an employee requests and is denied the opportunity to use the personal holiday benefit during the eligibility assignment, the employing unit must permit the employee to use and be compensated for any remaining personal holidays immediately following the last day worked in the assignment, prior to termination of the assignment.
- 1.9 A temporary employee who is scheduled to work regularly or on and off throughout the year and who has worked two thousand eighty (2080) cumulative non-overtime hours without a voluntary break in service and who has also worked eight hundred (800) non-overtime hours or more in the previous twelve (12) months, may request an unpaid leave of absence not to exceed the amount of vacation time the employee would have earned in the previous year if the employee had not received vacation premium pay in lieu of annual paid vacation. Where such requests are made, the timing and scheduling of such unpaid leaves must be agreeable to the employing department. The leave shall be handled in a manner similar to the scheduling of vacation for regular employees. This provision shall not be applicable in cases where a temporary employee accrues vacation time rather than premium pay as set forth within paragraph 10.
- 1.10 Premium pay set forth within Article 1.5 shall be in lieu of the base level of vacation and all other fringe benefits, such as sick leave benefits that exceed legal requirements, holiday pay, funeral leave, military leave, jury duty pay, disability leave, and medical and dental insurance, except as otherwise provided herein.
- 1.11 The City may, at any time after ninety (90) calendar days' advance notification to and upon consultation with the Union, provide all fringe benefits covered by the premium pay set forth within Article 1.5 to all or some groups (departmental or occupational) of employees to the same extent that they are available to regular employees within the same group, and in such event the premium pay provision in Article 1.5 shall no longer be applicable to that particular group of employees. The City, at its discretion, may also after ninety (90) calendar days' advance notification to and upon consultation with the Union, provide paid vacation benefits to all or some groups (departmental or occupational) of employees to the same extent that they are available to regular employees without providing other fringe benefits and in such event the premium pay in Article 1.5 shall be reduced by a percentage amount equivalent to the value of vacation benefits. The applicable amount for base-level vacation shall be recognized as four-point eight one percent (4.81%) which could be higher dependent upon accrual rate increases. The City shall not use this option to change to and from premiums and benefits on an occasional basis. The City may also continue to provide benefits in lieu of all or part of the premiums in Article 1.5 where it has already been doing so and it may in such cases reduce the premium paid to the affected employees by the applicable percentage.

- 1.12 A temporary employee who is assigned to a benefits eligible assignment will receive fringe benefits in-lieu-of premium pay until the assignment is converted or terminated.
- 1.13 The premium pay provisions set forth within Article 1.5 shall apply to cumulative non-overtime hours that occur without a voluntary break in service by the employee. A voluntary break in service shall be defined as quit, resignation, service retirement, or failure to return from an unpaid leave. If the employee has not worked for at least .one (1) year (12 months or 26 pay periods) it shall be presumed that the employee's break in service was voluntary.
- 1.14 A temporary employee who has worked one thousand and forty (1,040) straight-time hours and is receiving benefits from the City may, by mutual agreement, be allowed to accrue compensatory time if the work unit in which the temporary employee is assigned has a practice/policy of accruing compensatory time. Scheduling compensatory time shall be by mutual agreement with the supervisor. If the temporary employee does not use all accrued compensatory time prior to the termination of the benefits eligible assignment, any remaining compensatory time will be cashed out upon termination of the assignment.
- 1.15 A temporary employee who receives fringe benefits in-lieu-of premium pay may be eligible for the sick leave transfer program.
- 1.16 The City may work temporary employees beyond one thousand forty (1,040) regular hours within any twelve (12) month period: provided however, the City shall not use temporary employees to supplant regular positions. The City shall not assign or schedule temporary employees (or fail to do so) solely to avoid accumulation of regular hours that would increase the premium pay provided for in Section 3, or solely to avoid considering creation of regular positions.
- 1.17 In the event that an interim assignment of a temporary employee to a vacant regular position accrues more than one thousand five hundred (1500) hours or accumulates hours in eighteen (18) or more consecutive pay periods, the City shall notify the Union that a labor-management meeting shall take place within two (2) weeks for the purpose of discussing the status of filling the vacant position prior to one (1) year.
- 1.18 A temporary employee who is in a term-limited assignment shall receive service credit for layoff purposes if the employee is immediately hired (within thirty (30) business days without a break in service) into the same job title and position after the term is completed.

## ARTICLE 2 - RIGHTS OF MANAGEMENT

- 2.1 The right to hire, promote, discipline and/or discharge for just cause, improve efficiency, determine the work schedules and location of Department headquarters are examples of management prerogatives. However, it is understood that the City retains its right to manage and operate its Departments except as may be limited by an express provision of this Agreement.
- 2.1.1 Seattle Center shall have the sole discretion to determine how many employees it will recruit or maintain on its employment lists. Such lists may be reduced or added to at the sole discretion of the Center. Before the Center reduces the number of employees (by layoff), it shall provide written notice to the Union at least thirty (30) calendar days before the reduction and shall agree to meet with the Union, upon its written request, to bargain the effects of the layoff.
- 2.2 Delivery of municipal services in the most efficient, effective and courteous manner is of paramount importance to the City, and as such, maximized performance is recognized to be an obligation of employees covered by this Agreement. In order to achieve this goal, the parties hereby recognize the City's right to determine the methods, processes and means of providing municipal services, to increase, diminish or change municipal equipment, including the introduction of any and all new, improved or automated methods or equipment, the assignment of employees to specific jobs within the bargaining unit, in accordance with their job classification or title. Staff who choose not to work the post assigned to them at an event will be released from the shift and will not be compensated for any time on that shift beyond the time actually worked. Further, such refusal will be the basis for disciplinary action.
- 2.3 The Union recognizes the City's right to establish and/or revise performance standards. Such standards may be used to determine acceptable performance levels, prepare work schedules, and measure the performance of employees.
- 2.4 In establishing new and/or revising existing performance standards, the City shall meet, prior to implementation, with Union and employee representatives in a labor-management committee meeting to jointly discuss such performance standards. The City also agrees that performance standards shall be reasonable.

## ARTICLE 3 - EMPLOYEE RIGHTS

- 3.1 **Discipline:** The City may suspend, demote, or discharge an employee for just cause.
- 3.1.1 The parties agree that in their respective roles primary emphasis shall be placed on preventing situations requiring disciplinary actions through effective employee/management relations. The primary objective of discipline shall be to correct and rehabilitate, not to punish or penalize. To facilitate this objective, the City will communicate clearly to employees the nature of a given meeting. To this end, in order of increasing severity, the disciplinary actions that the City may take against an employee include:
- A. Verbal warning;
  - B. Written reprimand;
  - C. Suspension;
  - D. Demotion; or
  - E. Termination.
- 3.1.2 Which disciplinary action is taken depends upon the circumstances, including the seriousness of the employee's misconduct.
- 3.1.3 **Discipline Sunset Clause:** Provided the employee has received no further or additional discipline in the intervening period, a verbal warning or written reprimand may not be used for progressive discipline after two (2) years other than to show notice of any rule or policy at issue.
- 3.1.4 Discipline that arises as a result of a violation of workplace policies or City Personnel Rules regarding harassment, discrimination, retaliation, or workplace violence, shall not be subject to 3.13 Discipline Sunset Clause, above.
- 3.2 **Personnel Files:** Employees shall have the right to inspect their personnel files per the terms and conditions of RCW 49.12.240 and .250.
- 3.2.1 Subject to the employee's consent and knowledge, a specified authorized representative may review the employee's personnel file(s). These files consist of multiple parts which are not maintained in a single location. Specifically, a personnel record is maintained in Human Resources, as is a separate, confidential health and safety record. Additionally, a supervisor's file is maintained by the unit supervisor.

- 3.2.2 Typically, the personnel record maintained in Human Resources (HR) will contain job application(s), performance evaluations, disciplinary documents, and such additional communications as are needed to track and record an individual's employment with the City.
- 3.2.3 The contents of the health and safety record will include records of any on-the-job injury and claims, records of examination by medical authority related to pre-employment and inquiry into injury on the job, and any other information which might be regarded as medical in nature in conformance with federal statute.
- 3.2.4 The supervisor's file is maintained in the unit by the supervisor and may contain scheduling information, requests for release from scheduled shifts, notices of minor performance/attendance infractions, responses to such notices, coaching memos, performance notations provided by Head and Assistant Head Ushers, ESR, the public, and clients, and any other memoranda which may aid in the daily management of the unit.
- 3.2.5 All three (3) files are maintained in a confidential manner, consistent with the requirements of state statutes regarding disclosure of public records. Some duplication of contents may occur between files, but removal of a document from one will result in removal from all.
- 3.2.6 An employee will be provided a copy of positive or adverse material placed in or removed from the employee's personnel record. The employee may attach comments to materials placed in the personnel record and request that documents be removed from it unless removal is prohibited under Article .1.4, above.
- 3.3 **Utilization of Contract Services:** The City will make every effort to utilize its employees to perform all work, but the City reserves the right to contract out for bargaining unit work under the following guidelines: (1) required expertise is not available within the City work force, or (2) the occurrence of peak loads above the work force capability.
- 3.3.1 Determination as to (1), or (2) above shall be made by the department head involved; provided, however, prior to approval by the department head involved to contract out work under this provision, the Union will be notified thirty (30) days prior to the start of any new contract or as soon as the department is aware of the need to contract. This notification shall include:
1. A detailed justification for the proposed contracting;
  2. A labor force analysis demonstrating why the current workforce cannot complete the work;
  3. The location where the work will be performed;

4. A description of the work to be contracted;
5. The estimated duration and amount of the contract;
6. The intended start date; and
7. The date the work must be completed, if applicable.

The City will, during its budget process, review the use of contractors in the terms of nature of work, the duration, and the number of hours of contractor work being performed in conjunction with affected Union(s). Based on the review, if the City and Union(s) determine(s) there is an ongoing need, the parties will, in good faith, collaboratively determine whether the circumstances warrant the proposal of additional regular positions.

- 3.3.2 The Union recognizes that the City may use contracted personnel for search concerts and festivals; however, the level and use of Guest Services personnel and contractors will be defined through the Joint Labor-Management Committee. In the case of search concerts, depending on the nature of the work, the Seattle Center may use Guest Services personnel for some assignments. In the case of major festivals, the City and the Union shall define the staffing levels and the uses of Guest Services personnel and contractors for major festivals through the Joint Labor-Management Committee.
- 3.3.3 The Union may grieve contracting out for work as described herein, if such contract involves work normally performed by employees covered by this Agreement.
- 3.4 **Facility Closures:** When a Seattle Center facility closes for repair, renovation, etc., Guest Services personnel typically assigned to such facility will be utilized to the fullest extent possible for the remaining work, consistent with contractual obligations to clients, contractors and in consideration of the nature of the work to be performed. The Union and Seattle Center will meet to discuss and resolve issues of application of seniority in such circumstances.
  - 3.4.1 When Seattle Center acquires a facility and is responsible for managing the facility, Guest Services work will be the work of the bargaining unit subject to the provisions of this Agreement.
- 3.5 **Employment Security:** Labor and management support continuing efforts to provide the best service delivery and the highest-quality service in the most cost-effective manner to the citizens of Seattle. Critical to achieving this purpose is the involvement of employees in sharing information and creatively addressing workplace issues, including administrative and service delivery productivity, efficiency, quality controls, and customer service.

- 3.5.1 Labor and management agree that, in order to maximize participation and results from the Employee Involvement Committees (EIC), no one will lose employment or equivalent rate of pay with the City of Seattle because of efficiencies resulting from an EIC initiative.
- 3.5.2 In instances where the implementation of an EIC recommendation does result in the elimination of a position, management and labor will work together to find suitable alternative employment for the affected employee. An employee who chooses not to participate in and/or accept a reasonable employment offer, if qualified, will terminate any rights under this Employment Security provision.

## ARTICLE 4 - LABOR MANAGEMENT COMMITTEE

- 4.1 The City and the Union, recognizing the value of mutual cooperation, hereby agree to establish a joint committee to enhance labor management relations within the Seattle Center. The function of the committee is to discuss methods and means to enhance event services, promote implementation of this Agreement, as well as to discuss any other matters pertaining to- events services and/or the welfare of Guest Services employees covered by this Agreement.
- 4.2 The Union representatives and/or the City representatives may initiate discussion of any subject outlined above. An agenda describing the issues in question shall be prepared by the party presenting topics for discussion and shall be distributed to all committee members at least three (3) days in advance of each meeting. This committee shall discuss all problems submitted by representatives of either party in hopes of facilitating a possible resolution to those problems and shall function in an advisory capacity rather than a final decision-making capacity; provided, however, it is understood that this committee shall not be considered a collective bargaining forum nor shall this Article be construed to limit, restrict or reduce the management's rights outlined in this Agreement.
- 4.3 Said committee shall consist of no more than ten (10) members, five (5) of whom shall be designated by the Director of Seattle Center and five (5) by the Union. One of the Union's designees shall be a Business Representative of the Union and the Union's other four (4) designees shall be members of the bargaining unit, one from each representative area when applicable.
- 4.3.1 One of the City's designees shall be the City Director of Labor Relations or designee and the City's other four (4) designees shall be Seattle Center employees appointed by the Director of Seattle Center.
- 4.3.2 Bargaining unit members and City management personnel may attend the meetings for purposes of observation. A reasonable limitation on the number of attendees may be imposed by mutual agreement of the parties to this Contract.

## ARTICLE 5 - UNION MEMBERSHIP AND DUES

- 5.1 The City agrees to deduct from the paycheck of each employee, who has so authorized it, the regular initiation fee, regular monthly dues, assessments and other fees as certified by the Union. The amounts deducted shall be transmitted monthly to the Union on behalf of the employees involved. The performance of this function is recognized as a service to the Union by the City and The City shall honor the terms and conditions of each worker's Union payroll deduction authorization(s) for the purposes of dues deduction only. The Union agrees to indemnify and hold the Employer harmless from all claims, demands, suits or other forms of liability that arise against the Employer for deducting dues from Union members, including those that have communicated a desire to revoke a previous deduction authorization, along with all other issues related to the deduction of dues or fees.
- 5.2 The City will provide the Union access to all newly hired employees and/or persons entering the bargaining unit within thirty (30) days of such hire or entry into the bargaining unit. The Union and a shop steward/member leader will have at least thirty (30) minutes with such individuals during the employee's normal working hours and at their usual worksite or mutually agreed upon location.
- 5.3 The City will require all new employees to attend a New Employee Orientation (NEO) within thirty (30) days of hire. The NEO will include an at-minimum thirty (30) minute presentation by a Union representative to all employees covered by a collective bargaining agreement. At least five (5) working days before the date of the NEO, the City shall provide the Union with a list of names of their bargaining unit attending the Orientation.
- 5.4 The individual Union meeting and NEO shall satisfy the City's requirement to provide a New Employee Orientation Union Presentation under Washington State law. The City of Seattle, including its officers, supervisors, managers and/or agents, shall remain neutral on the issue of whether any bargaining unit employee should join the Union or otherwise participate in Union activities at the City of Seattle.
- 5.5 **New Employee and Change in Employee Status Notification:** The City will notify the Union with New Hire information as soon as possible. the City will supply the Union with the following information on a monthly basis for new employees:
- a) Name,
  - b) Home address,
  - c) Personal phone,
  - d) Email (if a member offers),
  - e) Job classification and title,
  - f) Department and division,

- g) Work location,
- h) Date of hire,
- i) (FLSA) status: Hourly or salary,
- j) Compensation rate.

### **Adoption of New Personnel Management System (Workday)**

Upon transition to a new Personnel Management System (Workday) the City agrees to notify the appropriate Union with New Hire information no later than one work week after the employee's first day of work. In the event that transition is delayed or the system is unable to send weekly notification, the Parties agree to meet to discuss an alternative notification process no later than May 1, 2024.

The City will also notify the Union on a monthly basis regarding employee status changes for employees who have transferred into a bargaining unit position and of any employees who are no longer in the bargaining unit.

- 5.6 Any employee may revoke their authorization for payroll deduction of payments to their Union by written notice to the Union in accordance with the terms and conditions of their dues authorization. Every effort will be made to end the deductions effective on the first payroll, and not later than the second payroll, after receipt by the City of confirmation from the union that the terms of the employee's authorization regarding dues deduction revocation have been met. The City will refer all employee inquiries or communications regarding union dues to the appropriate Union.

See Also: Appendix C

- 5.7 **Democrat, Republican, Independent Voters Education (D.R.I.V.E.):** Upon receipt of a written authorization form that conforms to legal requirements, the City shall deduct from the pay of such bargaining unit employee the amount of contribution the employee voluntarily chooses for deduction for political purposes and shall transmit the same as directed by the Union on a check separate from the Union dues transmittal check. The Union shall have the responsibility to inform employees as required by law concerning the employee's right to revoke the request for said deduction.

## ARTICLE 6 – GRIEVANCE PROCEDURE

6.1 For purposes of this Agreement, any dispute between the City and the Union or between the City and any employee concerning the interpretation, application, claim of breach or violation of the express terms of this Agreement shall be deemed a contract grievance.

6.2 A contract grievance in the interest of a majority of the employees in the bargaining unit shall be reduced to writing by the Union and may be introduced at Step 3 of the contract grievance procedure and be processed within the time limits set forth herein.

Removal of an employee from a list on which the employee has provisional placement pursuant to Section 15.15 of Article 15 shall not be a proper subject for this grievance procedure. Removal for a newly hired employee under the terms of that provision shall be deemed a termination of employment and shall also not be a subject for this grievance procedure.

6.3 Because it is mutually beneficial to resolve disputes at the lowest possible level, thereby avoiding the filing of grievances, employees and their shop stewards are encouraged to discuss issues with an immediate supervisor in a timely manner prior to filing a grievance hereunder, but in no event does this informal discussion extend the time limits for filing a grievance set forth in Section 6.4, Step 1.

6.4 A contract grievance shall be processed in accordance with the following procedure:

6.4.1 **Step 1:** A contract grievance shall be presented in writing by the Union Representative to the Guest Services Manager or designee and or the Seattle Center Director's designee within fifteen (15) business days of the alleged contract violation. The written grievance shall include: 1) a description of the facts and circumstances of the grievance, 2) identification of the Section(s) of the Agreement allegedly violated, and 3) the proposed remedy. If requested by a shop steward or union representative, the Parties will convene a meeting. The Guest Services Manager, designee and/or the Seattle Center Director's designee shall consult and/or arrange a meeting within five (5) business days with the Union Representative to resolve the contract grievance. The parties shall make every effort to settle the contract grievance at this stage promptly. The grievance shall be answered in writing within ten (10) business days after discussion of the alleged contract grievance with the Union Representative.

**Step 2:** If the contract grievance is not resolved as provided in Step 1, it shall be forwarded in writing together with a written statement as to the Union's reason for non-acceptance of the Step 1 response, by the Union's Representative, to the City Director of Labor Relations with a copy to the Seattle Center Director within ten (10) business days after the Step 1 answer is received by the Union. The Director of Labor Relations or their designee shall investigate the grievance and, if deemed appropriate, they shall convene a meeting between the appropriate parties. They shall thereafter make a confidential recommendation to the affected department head who shall in turn give the Union a *detailed* answer in writing ten (10) business days after receipt of the grievance or the meeting between the parties.

6.4.3 **Mediation:** At the time the aggrieved employee and/or the Union submits the grievance to the Seattle Center Director and the City Director of Labor Relations, the Union Representative or designee or the aggrieved employee or the Seattle Center Director may submit a written request for voluntary mediation assistance, with a copy to the Office of Employee Ombud (OEO) Director, the City Director of Labor Relations and the Union Representative or designee. If the OEO Director determines that the case is in line with the protocols and procedures of the OEO process, within fifteen (15) working days from receipt of the request for voluntary mediation assistance, the OEO Director or designee will schedule a mediation conference and make the necessary arrangements for the selection of a mediator(s). The mediator(s) will serve as an impartial third party who will encourage and facilitate a resolution to the dispute. The mediation conference(s) will be confidential and will include the parties. The Union Representative or designee and a Labor Negotiator from City Labor Relations may attend the mediation conference(s). Other persons may attend with the permission of the mediator(s) and both parties. If the parties agree to settle the matter, the mediator(s) will assist in drafting a settlement agreement, which the parties shall sign. An executed copy of the settlement agreement shall be provided to the parties, with either a copy or a signed statement of the disposition of the grievance submitted to the City Director of Labor Relations and the Union. The relevant terms of the settlement agreement shall be provided by the parties to the Seattle Center's designated officials who need to assist in implementing the agreement. If the grievance is not settled within ten (10) working days of the initial mediation conference date, the City Director of Labor Relations, the appropriate division head and the appropriate Union Representative or designee shall be so informed by the OEO Director or designee.

6.4.4 The parties to mediation shall have no power through a settlement agreement to add to, subtract from, alter, change, or modify the terms of the Collective Bargaining Agreement or to create a precedent regarding the interpretation of the Collective Bargaining Agreement or to apply the settlement agreement to any circumstance beyond the explicit dispute applicable to said settlement agreement.

- 6.4.5 If the grievance is not resolved through mediation or mediation is not pursued, the Director of Labor Relations or designee shall investigate the alleged contract grievance and, if deemed appropriate, shall convene a meeting between the appropriate parties. The Director shall thereafter make a confidential recommendation to the Seattle Center Director who shall, in turn, provide the Union with an answer ten (10) business days after receipt of the contract grievance or the meeting between the parties.
- 6.4.6 As part of its submission of the grievance as provided for above, the Union Representative may propose to the Director of Labor Relations an alternative process for resolution at Step 2. Upon concurrence of the Director of Labor Relations, the Seattle Center Director, and the Union, the parties may agree to refer the matter to a committee made up of two (2) representatives designated by the Employer and two (2) representatives designated by the Union who shall meet at a mutually agreeable time for the purpose of resolving the grievance. The Union shall name its committee members in the letter in which the Union pursues the grievance to Step 2 and the alternative process is proposed. The committee shall, within ten (10) business days of having met, provide a written finding as to its recommendations for resolving the matter or a notice of impasse to the Union, the Director of Labor Relations, and the Seattle Center Director.
- 6.4.7 If the Seattle Center Director, the Director of Labor Relations, and the Union are not agreeable to the proposed resolution, the matter will be considered unresolved.
- 6.4.8 (Bargaining unit employees who may be designated by the Union to participate as a committee member shall not be on paid City time for this process as with all other grievance meetings.)
- 6.4.9 **Step 3:** If the contract grievance is not settled in Step 2, it may be referred to the Federal Mediation and Conciliation Services by the Union or the Employer for arbitration to be conducted under its voluntary labor arbitration regulations. Such reference to arbitration will be made within thirty (30) calendar days after receipt of the decision in Step 2.
- 6.4.10 Mediation can be requested at Step 3 in the same manner as outlined in Step 2. If the grievance is to be submitted to binding arbitration following mediation, it must be submitted within the time frame specified in Step 3 and processed within the time frame specified in Step 3 after receipt of notification from the OEO Director or designee that the grievance was not resolved in mediation.
- 6.4.11 The parties agree to abide by the award made in connection with any arbitrable grievance. There will be no suspension of work, slowdown or curtailment of services while any grievance is in process of adjustment or arbitration.

- 6.4.12 In connection with any arbitration proceeding held pursuant to this Agreement, it is understood as follows:
- A. The arbitrator shall have no power to render a decision that will add to, subtract from or alter, change, or modify the terms of this Agreement, and the arbitrator's power shall be limited to interpretation or application of the express terms of this Agreement, and all other matters shall be excluded from arbitration.
  - B. The decision of the arbitrator regarding any arbitrable difference shall be final, conclusive and binding upon the City, the Union and the employees involved.
  - C. The cost of the arbitrator shall be borne equally by the City and the Union, and each party shall bear the cost of presenting its own case.
  - D. The arbitrator's decision shall be made in writing and shall be issued to the parties within thirty (30) calendar days after the case is submitted to the arbitrator.
  - E. In no event shall this Agreement alter or interfere with disciplinary procedures followed by the City or provided for by City Charter, Ordinance or Law.
- 6.5 If at any step in the contract grievance procedure, management's answer in writing is unsatisfactory, the Union's reason for non-acceptance must be presented in writing.
- 6.6 Failure by an employee or the Union to comply with any time limitation of the procedure in this Article shall constitute withdrawal of the grievance. Failure of the Seattle Center management and/or Seattle Department of Human Resources to properly comply with the time limits herein shall have the effect of automatically allowing the Union to advance the grievance to the next step.
- 6.6.1 Provided, however, any time limits stipulated in the grievance procedure may be extended for stated periods of time by the appropriate parties by mutual agreement in writing.
- 6.7 Arbitration awards and grievance settlements shall not be made retroactive beyond the date of occurrence or nonoccurrence upon which the grievance is based, that date being sixty (60) calendar days or less prior to the initial filing of the contract grievance.

6.8 **Peer Review:** The parties have agreed through a Memorandum of Agreement that either party may request that grievances submitted to arbitration be subjected to a confidential Peer Review by a committee of peers from management or labor, respectively, in which case the time lines of the grievance procedure will be held in abeyance pending the completion of the Peer Review process.

6.9 **Offer of Settlement:** The parties have agreed through a Memorandum of Agreement that either party may make an Offer of Settlement to encourage settlement of a grievance in advance of a scheduled arbitration hearing, with the potential consequence that the party refusing to accept an Offer of Settlement may be required to bear all of the costs of arbitration, excluding attorney and witness fees, contrary to Section 6.4.c.

6.10 **Property Interest Discipline Grievance**

- A. The burden of proof in disciplinary procedures shall be upon the City.
- B. Where an appointing authority or their designee imposes or intends to impose property level discipline a preliminary notice of discipline shall be given to the employee. This preliminary notice of discipline shall contain (a) charges; (b) general description of the alleged acts and/or conduct upon which the charge is based and (c) the penalty to be imposed. A copy of the preliminary notice of discipline shall be concurrently provided to the local Union office. Upon request of the Union, the City shall provide a complete copy of the investigation files in advance of any Loudermill hearing requested in advance of issuing the formal discipline. The Union may also request a meeting to review the investigation file with the City's investigator. And Labor Relations. Both requests must be made timely, may not unduly delay the City's disciplinary processes.

## ARTICLE 7 - WORK STOPPAGE

- 7.1 The City and the Union signatory to this Agreement agree that the public interest requires the efficient and uninterrupted performance of all City services, and to this end pledge their best effort to avoid or eliminate any conduct contrary to this objective. During the term of this Agreement, the Union and/or the employees covered by this Agreement who engage in any of the foregoing actions shall be subject to such disciplinary actions as may be determined by the City; including but not limited to the recovery of any financial losses suffered by the City.
- 7.2 In the event, however, that there is a work stoppage or any other interference with City functions which is not authorized by the Union, the City agrees that there shall be no liability on the part of the Union, its officers or representatives; provided that in the event of such unauthorized action, they first meet the following conditions:
- A. Within not more than eight (8) hours after notification by the City of the occurrence of any such unauthorized action, the Union shall publicly disavow the same by posting a notice on the bulletin boards available, stating that such action is unauthorized by the Union;
  - B. The Union, its officers and representatives shall promptly order its members to return to work notwithstanding the existence of any wildcat picket line;
  - C. The Union, its officers and representatives will, in good faith, use every reasonable effort to terminate such unauthorized action;
  - D. The Union shall not question the unqualified right of the City to discipline or discharge employees engaged in or encouraging such action. It is understood that such action on the part of the City shall be final and binding upon the Union and its members and shall in no case be construed as a violation by the City of any provisions in this Agreement.

## ARTICLE 8 - CLASSIFICATIONS AND RATES OF PAY

- 8.1 The classifications of employees covered by this Agreement and the corresponding rates of pay are set forth in Appendix A, attached hereto and made a part of this Agreement. The rates in Appendix A are illustrative of the increases provided in Articles 8.1.1 through 8.1.3 and any discrepancies shall be governed by those Articles.
- 8.1.1 Effective January 4, 2023, employees' base wages will be increased by five percent (5%).
- 8.1.2 Effective January 3, 2024, employees' base wages will be increased by four and one half percent (4.5%).
- 8.1.3 Effective January 4, 2025, employees' base wages will be increased by one hundred percent (100%) of the annual average growth rate of the bi-monthly Seattle-Tacoma-Bellevue Area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the period June 2022 through June 2023 to the period June 2023 through June 2024. However, this percentage increase shall not be less than two percent (2%) nor shall it exceed four percent (4%).
- 8.1.4 Effective January 10, 2026, employees' base wages will be increased one hundred percent (100%) of the annual average growth rate of the bi-monthly Seattle-Tacoma-Bellevue area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the period June 2023 through June 2024 to the period June 2024 through June 2025. However, this percentage increase shall not be less than two percent (2%) nor shall it exceed four percent (4.0%). After calculating new base wage for 2026 using the formula above, the base wage will have an additional one-point-zero-percent (1.0%) added, the total not to exceed five percent (5%).
- 8.1.5 Effective December 25, 2019, employees will pay the employee portion of the required premium [listed as the WA Paid Family Leave Tax and the WA Paid Medical Leave Tax on an employee's paystub] of the Washington State Paid Family and Medical Leave Program.
- 8.2 Intermittent employees performing work of the bargaining unit covered by this Agreement shall be eligible for premium pay and other benefit options as provided in Article 1.
- 8.2.1 Intermittent employees are temporary employees as that term is defined by City ordinance for purposes of eligibility for benefits as provided for in Article 1.
- 8.3 Regular employees in positions covered by this Agreement shall be eligible for benefits as provided in Articles 17 and 18 and shall be paid the rates of pay as provided for in the section so designated in Appendix A.

## ARTICLE 9 - LEAVES OF ABSENCE

- 9.1 Leave of absence may be granted provided:
- A. The employee requests the leave in writing.
  - B. The request is received by the Guest Services Manager ten (10) business days prior to the date requested except in an emergency or as in Section 9.2(a).
  - C. The reason for the leave is consistent with Section 9.2.
- 9.2 Duration of leave of absence will be in accordance with the following:
- A. **Disability:** For the period of time of disability up to twelve (12) months. In cases of such disability, the employee must submit a request for a leave of absence within two (2) weeks from the day the employee was off the job or released from a hospital if the disability was unanticipated. The Guest Services Manager may require reasonable proof sufficient to verify the employee's need for a medical leave of absence and the employee's ability to return to work.
  - B. **Military Service:** For the period of time necessary to serve in the Armed Forces of the United States.
  - C. **Business Reasons:** For up to a total of ninety (90) days in a twelve (12) month period.
  - D. Other reasons including, but not limited to, family circumstances, travel, education and other reasons that the Guest Services Manager or designee considers valid--for up to a total of ninety (90) days in a twelve (12) month period.
  - E. The minimum period for a leave of absence shall be one (1) week.
- 9.2.1 The combination of leave for c. and d. above may not exceed one hundred twenty (120) days in the same twelve (12) month period.
- 9.3 The employee will be given a written response within seven (7) business days of any request for a leave of absence. If the leave is granted, the duration of the leave will be stated in the response. All extensions, if granted, shall be authorized in writing.
- 9.4 The employee shall notify the Guest Services Manager in writing of their availability for work by the date of the expiration of an authorized leave of absence, or whenever the employee is available for work, whichever occurs first. The employee who does not make contact with the Guest Services Manager per this Section of the Agreement will be notified of this

noncompliance by a certified letter requiring the employee to respond within ten (10) business days of the notice mailing date. Should the employee fail to be available for or accept work thereafter, they will be considered to have quit employment.

- 9.5 The employee will be reactivated on the call list(s) within five (5) business days after the Guest Services Manager or designee is notified by the employee that the employee is ready to return to work and shall be eligible for assignments to be made after that date.

## **ARTICLE 10 - SUBORDINATION OF AGREEMENT**

- 10.1 It is understood that the parties hereto and the employees of the City are governed by the provisions of applicable federal and state laws and the City Charter. When any provisions thereof are in conflict with or are different from the provisions of this Agreement, the provisions of said federal or state law or City Charter are paramount and shall prevail.
- 10.2 It is also understood that the parties hereto and the employees of the City are governed by applicable City ordinances and said ordinances are paramount except where they conflict with the express provisions of this Agreement.

## ARTICLE 11 - UNION REPRESENTATIVES

- 11.1 Authorized representatives of the Union may, after notifying the Guest Services Manager during normal business hours, visit the work location of employees covered by this Agreement at any reasonable time for the purpose of investigating grievances or other matters relating to this Agreement. Only in those cases where the timely investigation of grievances relating to this Agreement would be seriously jeopardized will notification to the Guest Services Manager be circumvented. However, in no case will a visit to the work location occur without notification to the City official in charge at that work location. Such representatives shall limit their activities during such visits to matters relating to this Agreement. City work hours shall not be used by employees or Union Representatives for the conduct of Union business or the promotion of Union affairs.
- 11.2 The City agrees to recognize employees appointed as shop stewards by the Union. The Union shall make available to the City a complete list of stewards and shall update such list when changes occur.
- 11.3 The Union will be allowed access to and use of bulletin board space solely for the purpose of posting Union notices relating to general Union activities. All such notices, prior to posting, will be signed by a shop steward or the business agent or elected officer of the Union and cleared with the Director of Seattle Center or designee. The designee for the Guest Services Unit shall be the Guest Services Manager, or Executive to whom the employee reports, or the Seattle Center Human Resources Manager.
- 11.4 The Employer shall make available to the Union annually during the month of September a complete listing of employees in the bargaining unit by facility list and classification in seniority order based first on date of placement, and then on date of hire in the Guest Services Unit. Changes in status shall be forwarded to the Union as these changes occur.
- 11.5 Union representatives and/or members of the bargaining unit not assigned to an event in progress shall not attempt to gain access to the Employer's premises during such event for purposes other than stated in Section 1 of this Article.
- 11.6 The City agrees to supply the Union with a copy of each letter, memorandum, or other written notice of a disciplinary nature given to individuals of the bargaining unit or notices made available to all members of the bargaining unit. However, the City will ask the employee, and if the employee says "no," then a copy of the written notice of a disciplinary nature will not be sent to the Union.

- 11.7 The City agrees to notify the Union in writing at least ten (10) business days prior to the proposed date of implementation of any changes in rules, regulations, procedures, and practices, which affect negotiable wages, hours, and working conditions. This shall not prevent the City from implementation if such notice has not been given, nor shall it limit the City's obligation to negotiate with the Union as required by law.
- 11.8 The parties to this Agreement recognize the value to both the Union and the City of having employees express their perspective(s) as part of the negotiations process. Employees who participate in bargaining as part of the Union's bargaining team during the respective employee's work hours shall remain on paid status, without the Union having to reimburse the City for the cost of their time, PROVIDED the following conditions are met:
- A. Bargaining preparation and meetings of the Union's bargaining team other than actual negotiations shall not be applicable to this provision;
  - B. No more than an aggregate of one hundred fifty (150) hours of paid time for the negotiation sessions resulting in a labor agreement, including any associated overtime costs, shall be authorized under this provision.
  - C. If the aggregate of one hundred fifty (150) hours is exceeded, the Union shall reimburse the City for the cost of said employee(s) time, including any associated overtime costs.

## ARTICLE 12 - WORK OUTSIDE OF CLASSIFICATION

- 12.1 An intermittent employee who has not met the annual minimum hours quota, as defined in the Dispatch Procedure Memorandum of Understanding, and who remains on the seniority list will not be given seniority priority for out of classification assignments until the employee has completed the minimum hours requirement. At that time, the employee will be returned to normal seniority position for out of classification work.
- 12.2 Employees on out of classification lists need to demonstrate a willingness to work in such position(s). Employees who do not demonstrate such willingness will be notified in accordance with the notification procedures in the Dispatch Procedure Memorandum of Agreement. The parties agree that all cases will be considered on a case-by-case basis but acknowledge that demonstrated unwillingness to work may result in an employee being dropped from an out-of-class list(s).
- 12.3 Whenever an employee is assigned by proper authority to perform all of the duties and accept all of the responsibility of an employee at a higher-paid classification for at least one hour or longer, the employee shall be paid at the rate established for such classification while performing such duties and accepting such responsibility. Proper authority shall be a supervisory employee in the line of organization which shall normally be the Head Usher or an Events Service Representative. In the event a supervisor's position is to be filled, proper authority shall be the Guest Services Manager or Event Service Representative. In the absence of both, a line of progression shall be as established by policy of the Guest Services Manager; provided, however, the Seattle Center Director or designee shall have the sole authority to direct Supervisors or Events Service Representatives as to when to assign employees to a higher classification.
- 12.4 An employee who is worked out of classification or who is promoted on an interim basis from a classification falling under this bargaining unit to another bargaining unit shall remain under the jurisdiction of this bargaining unit until such time as the employee's promotion becomes permanent.

## ARTICLE 13 - SAFETY STANDARDS

- 13.1 All work shall be done in a competent and safe manner and in accordance with the State of Washington Safety Codes and safety procedures and regulations of Seattle Center and the City of Seattle.
- 13.2 Affected Unions shall be notified in advance and included in any processes that are used by City Departments to determine employee membership on all departmental, divisional, and sectional Safety Committees. Union notification and engagement protocols will be facilitated through departmental labor management committees.
- 13.3 **Citywide Health and Safety Committee:** The Employer and the Coalition of City Unions (“CCU”) shall form a City-wide health and safety committee. CCU member unions shall appoint no more than ten (10) members of the committee. The Employer shall appoint a maximum of 10 members to the committee. The committee shall convene at least quarterly. The Parties may meet more frequently by mutual agreement.
- 13.4 **Departmental Health and Safety Committee:** Each City department will form joint safety committees in accordance with WISHA requirements at each permanent work location where there are eleven (11) or more employees. Where there is need, safety committees may also be formed at division levels, and/or unit levels, however these shall not replace the departmental safety committee.
- When setting up safety committee elections, a department will notify the unions represented at that location and the union shall have 14 days to provide the City with a list of union appointed members proportionate to their representation at the location. Meetings will be conducted in accordance with WAC 296-800-13020. Committee recommendations will be forwarded to the appropriate Appointing Authority for review and action, as necessary. The Appointing Authority or designee will report follow-up action/information to the Safety Committee.
- 13.5 **Employee Workplace Safety:** The City shall make reasonable efforts to provide an environment free from violence, harassment and other hazardous conditions. When the Union or employee(s) report a hazardous conditions in the City operated workplace, the City shall conduct a risk assessment to identify potential hazards and make efforts to mitigate any findings. Both the risk assessment and mitigation plan will be shared with the impacted labor Unions.

- 13.6 Recognizing the health and safety impacts of climate change to workers and the community, City Departments shall follow OSHA/WISHA guidelines and recommendations in order to create written worksite safety plans to prevent heat-related illness and ensure emergency preparedness for employees in the event of extreme outdoor heat.
- 13.7 **Ergonomic Assessments:** At the request of an employee, the Employer will ensure that an ergonomic assessment of the employee's workplace is completed in City facilities. Solutions to identified issues/concerns will be implemented within available resources.
- 13.8 **Air Quality Assessments:** Air quality concerns brought to the Safety Committee will be evaluated and processed in accordance with the safety committee section above.
- 13.9 **Pandemic Health and Safety:** The City will follow guidelines as set by the CDC and local Public Health entities with regard to any pandemic or disease outbreak.

## ARTICLE 14 - HOURS OF WORK AND OVERTIME

- 14.1 The workweek is Wednesday through Tuesday.
- 14.2 All time worked by an intermittent employee in excess of eight (8) consecutive hours shall be compensated at the overtime rate of one and one-half (1 ½) times the established regular straight-time rate of pay. "Consecutive hours" shall be defined to include circumstances where there is a break of one (1) hour or less between work times. It is agreed that an employee need not be assigned to work if overtime pay would be required.
- 14.3 Employees who work in excess of forty (40) hours in any one (1) work week shall receive one and one-half (1 1/2) times the regular straight-time rate of pay for all hours worked in excess of forty (40). It is agreed that the City has the right to monitor all overtime and that, should an employee be scheduled to work an event that would result in the employee working beyond forty (40) hours in a work week, the City will determine if such employee will work the event.
- 14.4 The base rate from which the overtime rate shall be computed is the rate of the position to which the employee is assigned while working on an overtime basis.
- 14.5 Intermittent employees called to work an event shall be paid a minimum of four (4) hours at the straight-time rate of pay and shall remain on duty for the number of hours as determined by the Guest Services Manager. Seattle Center management shall determine the hours of a shift, the length of a shift, and may add to or reduce the number of hours of a shift. When shift hours are unexpectedly extended, employees may request they be relieved from duty and not required to work the extra hours if the hours will conflict with other employment or cause other personal hardship. It shall be the determination of the Guest Services Manager as to whether the request will be approved. An employee shall be paid only one four (4) hour minimum in one day from a single promoter or licensee, regardless of the number of performances, unless a break without pay exceeding two (2) hours is required between performances.
- 14.5.1 A call for one (1) exhibition, trade show, festival, meeting, or convention shall not be considered more than one (1) call for which one (1) four (4) hour minimum is due unless a required break exceeds two (2) hours. Separate four (4) hour minimums are due for work at separate performances sponsored by separate promoters on a single day.
- 14.5.2 For the purposes of this Section, a shift that begins in one (1) twenty-four (24) hour day and extends into the next twenty-four (24) hour day shall be considered "worked" in the same day.

- 14.5.3 For any day's schedule of events, the Employer shall schedule an employee for at least one event or performance, assuming events are scheduled, and based on the employee's seniority and availability and the needs of the lessee. A second event may be scheduled for any one employee, but only after consideration has been given to other employees who have signed up for work that day.
- 14.5.4 Employees who are scheduled to work and report for work but are not assigned when they report shall be paid a minimum of four (4) hours at the regular straight-time rate of pay, unless the event is canceled for any reason. If an event is canceled, employees shall be paid two (2) hours at the regular straight-time rate of pay.
- 14.5.5 Employees may be released from work prior to the four (4) hour minimum due to event staffing needs. Determination as to how many staff will be released early is at the discretion of management.
- 14.5.6 Senior employees have first right of refusal.
- 14.5.7 If the employee requests to be released prior to working four (4) hours, the four (4) hour minimum payment shall not apply.
- 14.5.8 If the Employer directs the release of an employee prior to the employee working four (4) hours, the employee shall receive the minimum four (4) hours payment.
- 14.5.9 An employee assigned to work may be reassigned to work a second facility/event/ performance during the scheduled hours of work of the original assignment without an additional four (4) hour minimum. If reassignment results in assignment to a lower-paid job title than in the original assignment, the employee will be paid at the higher rate for the reassignment even though not performing work at that level. For example, this means that an employee originally scheduled to work an Armory event who would have been assigned to a Door Attendant position, will be paid as a Door Attendant if reassigned to McCaw Hall as an Usher.
- 14.6 Upon ratification of this Agreement, when a temporary employee exceeds the threshold for overtime pay as defined in subsection 14.2 of this Article by at least two (2) hours, the employee shall be paid twenty dollars (\$20.00) as allowance for a meal.
- 14.6.1 In lieu of any meal compensation as set forth within this Section, the City may, at its discretion, provide a meal.
- 14.7 There shall be no pyramiding of overtime pay.
- 14.8 An employee will be paid for acquiring and returning radios or other technology required to perform bargaining unit work.

## ARTICLE 15 - GENERAL CONDITIONS

- 15.1 Failure to attend required training may be subject to progressive discipline. When feasible, Seattle Center will schedule multiple training sessions.
- 15.2 The City shall provide and clean uniforms on a reasonable basis when employees are required to wear uniforms. The uniforms shall be the property of the City and shall be stored on the City's premises at the end of each employee's shift. The Center shall have the right to replace or revise any uniforms provided.
- 15.3 The Union and the City hereby agree that a proper visual image of Seattle Center employees to the public is essential, and, as such, employees are required to wear the appropriate uniforms and/or specific garments provided and other specified apparel.
- 15.3.1 The Center shall specify certain types and colors of garments employees are required to provide and wear with the uniforms which are provided by the Center. These garments shall be provided by employees at their own expense. Current specified garments are: white shirt/blouse, black slacks/skirt, and black shoes. The City recognizes the requirement to negotiate with the Union should the City choose to make changes in the garments employees are required to provide outside of the basic garments and colors already described herein. The Center shall determine whether the garments provided by the employee are presentable. Staff shall adhere to the guidelines relating to uniforms, clothing and personal appearance as outlined in the Seattle Center's Guest Services Operational Guidelines after approval of the Labor Management Committee
- 15.4 Storage space for wearing apparel shall be provided by the City on the City's premises; in addition, the City shall, where appropriate, provide an attendant to check out and in all wearing apparel provided by the City. The person performing these duties may also work an event in some other capacity. Personal effects may be stored in the area provided by the City for the storage of City-furnished wearing apparel.
- 15.5 Employee name plates shall identify employees by first name and last name initial and employee number only or as otherwise agreed by the parties. Identification cards shall not be used to gain access to a paid event unless the employee is assigned to work that event. Personnel who misuse their cards will be subject to disciplinary action that may include dismissal.
- 15.5.1 Picture Identification cards may be issued and, if so issued, shall be worn in a conspicuous place by all employees within the bargaining unit.
- 15.6 Employees shall pay the published rates for parking at Seattle Center lots but shall be eligible for parking discount privileges consistent with those offered to other Seattle Center employees who pay for parking.

- 15.6.1 No later than March 1, 2020, the City and Union agree that either party may demand the reopening the Agreement for the purpose of negotiating the adoption of ORCA cards for use on the Monorail.
- 15.6.2 Effective January 1, 2020, the City will increase the Commute Trip Reduction (“CTR”) parking benefit cost to the employee from \$7.00 to \$10.00.
- 15.7 Employees are encouraged to use direct deposit. For employees who do not choose direct deposit, paychecks shall be mailed to the employee's designated address.
- 15.8 The Employer shall make available to employees working alone in a closed facility a two-way radio which shall remain the property of the City. The Employer shall make necessary rules and procedures for check-out and return of radios.
- 15.9 This Agreement shall represent all employee rights, privileges, and benefits granted by the City to its employees. Unless specifically and expressly set forth in this Agreement, all rules, regulations, practices and benefits previously granted are not in effect.
- 15.10 The Union and the City hereby agree that the City of Seattle Affirmative Action program will be adhered to in relation to the employees covered by this Agreement.
- 15.11 Where those duties covered by this Agreement are assigned to a different or new classification, the Union will continue to be recognized as the exclusive bargaining representative for those duties.
- 15.12 A Door Attendant is one who controls the movement of people through doors or gates but is not required to prevent unauthorized entry into buildings or designated areas through doors not designated as authorized entrances.
- 15.13 With respect to filling positions, the Center shall post opening notices for Usher positions for seven (7) business days and all other position openings shall be posted for the period designated by the Seattle Department of Human Resources for such postings for regular City positions. Postings shall be made in each room normally used by Guest Services personnel in the Key Arena, McCaw Hall, as well as other locations as determined by the Seattle Center Human Resources Manager. Qualifications for acceptance of application, if any, shall be included in the opening notice.

- 15.14 Employees must be specifically qualified by Seattle Center to work as Head Usher, Assistant Head Usher, Door Attendant, and Guards. Current Head and Assistant Head Ushers, and Guards shall remain on separate lists for each job title in the seniority order in which they were placed. Employees shall be notified within thirty (30) calendar days of their selection for placement on these lists once the selection has been made, or the Guest Services Manager shall post a notice on bulletin boards identifying those employees selected.
- 15.15 **Provisional Placement:** Newly hired intermittent employees and current employees who apply and are determined to be qualified for placement on a seniority list for any job title shall be placed on the seniority list on a provisional basis pending a final review and determination of acceptable work performance. Such determination shall be made by the Guest Services Manager within one calendar year of placement on a list or after completion of twenty (20) assignments, whichever occurs first. Removal from a list within this provisional placement period shall not be a proper subject for the grievance procedure herein.
- 15.15.1 Removal for a newly hired employee under this provision shall be deemed a termination of employment. Newly hired intermittent employees terminated from employment within the first five hundred (500) hours of employment shall not have the right to grieve such action under the grievance and arbitration provisions herein.
- 15.16 References in this Agreement to timelines use the term “business days,” which shall be defined as Monday through Friday except for City-designated holidays normally observed on those days by City offices. A deadline which falls on such a holiday will be extended to the next business day.
- 15.17 An employee who fails to return a uniform, badge, and/or keys when required to do so, including resignation or termination from employment, shall have the replacement cost deducted from the employee’s next paycheck.
- 15.18 Prior to and/or following an employee’s shift, and/or during an employee’s breaks during a shift, an employee may make purchases at concession and souvenir stands. Such purchases shall not be made by an employee during work time. Further, delays caused by an employee who is engaging in a purchase during authorized time shall not be accepted as a valid reason for an employee not being able to begin work on time or extending an employee’s break beyond the authorized time.
- 15.19 The City and the Union each reserve the right to re-open for negotiations the terms applicable to physically operating the new facilities where technological advancements and permanent employee staffing of the facility may necessitate changes to this contract.

- 15.20 The Stage Door position at the McCaw Hall shall be staffed by members of Laborers International Union of North America, Local 242, Security Officers. The interior backstage - house entrance, shall be staffed by Guest Services staff.
- 15.21 Non-profit events at the Nesholm Lecture Hall shall utilize no fewer than one (1) bargaining unit member in the classification of Door Attendant, or a higher classification. Non-profit promoters shall have the option of utilizing up to four (4) volunteers per event to staff Nesholm Hall (in addition to the paid bargaining unit member(s)).
- 15.22 **Transfer of Business or Business Interest:** Prior to any sale or transfer of business or business interest in Seattle Center, the City agrees to meet with the Union to bargain the effects and/or impacts that such transfer may have on the bargaining unit members. The City shall notify the Union in as far in advance as possible so as to permit full discourse in the matter.
- 15.23 **On the Job Training:** The City may establish on-the-job training program(s) in a different classification and/or within another bargaining unit for the purpose of providing individuals an opportunity to compete and potentially move laterally and/or upwardly into new career fields. Prior to implementation of such a program(s) relative to bargaining unit employees, the City shall discuss the program(s) with the Union. The issue of bargaining unit jurisdiction and/or salary shall be a proper subject for negotiations at that time upon the request of either party.
- 15.24 The parties agree that Guest Services Personnel at the Seattle Center who leave temporary employee status for regular appointment and later return from regular appointment to temporary employee status without a break in paid status shall retain the premium pay level they previously had as a temporary employee.
- 15.25 If at any time an Intermittent Seattle Center Guest Services employee chooses to transfer from the Guest Services Unit to another City department or Seattle Center Unit and they find they would like to return to Seattle Center Guest Services, they may retain their seniority in the Guest Services work list if they return within ninety (90) days of their transfer. If they resign from the City of Seattle or decide to return after ninety (90) days, they will be required to reapply for employment. If rehired, they will be placed at the bottom of seniority on the work list. (Application of these provisions has no effect on retention of premium pay level or beginning again at the first premium pay level.)

- 15.26 The Union and the City agree to the following:
- A. A reopener on impacts associated with revisions to the Affordable Care Act (ACA);
  - B. No later than sixty (60) days after the full ratification of this Agreement, the Parties agree to initiate interest-based bargaining (IBB) on the subject of Change Team co-lead compensation, workload balance, and workplace protections. The Parties further agree that both the Director of Human Resources or designee(s), equal numbers of management and labor representatives and up to six (6) members of department Change Teams will be members of the IBB negotiation team. Upon completion of IBB, the Parties may agree by mutual consent to reopen this Agreement to incorporate agreed upon language. The Parties acknowledge that any new or modified language developed in IBB may need parameter approval from the LRPC and adoption by the Seattle City Council in order to be enforceable.
  - C. For the duration of this agreement, the City agrees to a reopener to discuss the City's compensation philosophy and methods and processes associated with determining wage adjustments, including the City's interest in total compensation; and,
  - D. For the duration of this agreement, the Union agrees to open negotiations to modify Personnel Rule 10.3.3 to include current employees in the City's criminal background check policy.

15.27 **Outdoor Working Conditions:** Bargaining unit work routinely involves working outdoors. Employees required to work outdoors during inclement weather, upon employee request, will have consistent access to pop-up tents, provided they are in an area that does not impede operations, lighting where available, as well as weather-appropriate clothing.

15.28 **Dependent Care Task Force:** The City and the Coalition of City Unions recognize a common interest in supporting employees by increasing access to safe, affordable, and quality dependent care services.

To meet this interest, the Parties will convene a joint Task Force to study options for a possible child and dependent care benefit program, including the possibility of a multi-employer dependent care voucher program. The joint Task Force shall be made up of equal numbers of labor representatives and representatives of the City.

The Task Force assessment should include an analysis of the need for dependent care by City employees, affordability, quality, location of child and adult care providers, and the administrative infrastructure needed to oversee the program. The assessment should also include an analysis of the costs and benefits of a dependent care benefit program and possible revenue

sources such as the potential excess Health Insurance Rate Stabilization Fund. By mutual agreement, the Task Force may consult with outside experts to help with the assessment.

The Task Force shall provide a written report, with its analysis and recommendations, no later than end of year 2024.

15.29 **Encampment Clean-Up Safety and Compensation:** The Parties agree to examine the City's safety protocols and encampment premium as each relates to homeless encampment clean-up. During the term of this Agreement, the City and impacted Coalition unions agree to meet and discuss existing practices and to consider potential improvements to the existing safety protocols and encampment premium. Should the Parties reach Agreement in principle on any changes to the safety protocols, the City agrees, subject to the approval of the City Council and the Mayor, to reduce such agreement to writing.

15.30 **Telecommuting:** Nothing in this Article abridges the Employer's rights enumerated within this Agreement.

Telecommuting is an arrangement in which an employee's job duties may be performed at an alternative worksite, such as the employee's residence or a satellite office located closer to the employee's residence than the primary worksite where the employee is regularly assigned.

Telework is recognized by the City and its employees as a practical, feasible and durable work alternative when it benefits the City of Seattle in one (1) or more of the following ways:

- A. Maintains and enhances the delivery and resilience of City services;
- B. Improves employee effectiveness, productivity and morale;
- C. Maximizes utilization of City of Seattle office facilities;
- D. Reduces absenteeism;
- E. Promotes employee health and wellness, including ergonomic health;
- F. Improves employee recruitment and retention;
- G. Improves air quality and reduce traffic congestion;
- H. Enhances the working life and opportunities of persons with disabilities; and
- I. Other reasons as defined by the appointing authority.

15.30.1 **Telecommuting Agreement:** Telecommuting is encouraged but not mandated for employees, including temporary employees. Each bargaining unit member will have the opportunity to request a telecommuting agreement. The bargaining unit member must submit the request in writing to the City.

The City and the bargaining unit member will evaluate the feasibility of a request through an interactive process consistent with Personnel Rule 9.2 - Telecommuting. The City will consider all information provided by the bargaining unit member, including but not limited to health and safety, childcare, elder care and other family care, equity and transportation needs when making a decision on whether to grant a request.

When reporting to a primary worksite is required by an "in-office" weekly minimum policy, four hours work shall constitute an "in office" shift and the minimums may be met based on an average within a pay period. "In office" will include field work such as, but not limited to, inspections, public meetings, trainings, events and work at City designated facilities, provided the employee is in paid status and performing work on behalf of the City.

The employee shall report to the employing unit's primary worksite for public-facing services when so directed.

The employee shall take reasonable precautions to protect City owned equipment, if any, from theft, damage, or misuse. It remains the employer's responsibility to insure equipment used for approved telecommuting purposes.

The decision whether or not to grant a telecommuting agreement must be in writing and must include the reason(s) for the denial or approval, and provided to the employee.

Supervisors will add information about telecommuting agreement eligibility to position descriptions and job postings.

Working relationship between supervisor and employee, negative performance reviews and/or employee disciplinary history unrelated to telecommuting may not be considered as the sole basis for denial of a telecommuting agreement request unless the City has documented a nexus between the performance/discipline and the remote work request.

Denied telecommuting agreement requests will be reported to the Union. The bargaining unit member will have the opportunity to request a reconsideration of a denial to the Appointing Authority or designee.

15.30.2 **Changes to Agreed Telecommuting Agreements:** Employees approved for telecommuting acknowledge and recognize that business and/or employee needs arise that may necessitate a temporary deviation from an approved telecommuting agreement. The City or employee shall provide as much advance notice as possible. Alternative deviations may be considered and such deviations, whenever possible, should be infrequent.

The terms and conditions of individual telecommuting agreement shall be set forth in completed and signed remote work agreements with a copy provided to the Union.

The City or the bargaining unit member may terminate a telecommuting agreement, in writing, with a minimum advance notice of thirty (30) calendar days. When the City terminates a Telecommuting Agreement, the employee must receive written notification stating the reason(s) for the termination. Upon receiving written notification of termination, the employee may appeal the termination of the schedule to the department head. The employee may have a union representation during an appeal meeting.

## ARTICLE 16 - DISPATCH PROCEDURES

- 16.1 Dispatch procedure issues shall be addressed by the parties in a Memorandum of Agreement signed by the Seattle Center Director and a designated official of the Union.
- 16.1.1 Disputes as to interpretation or allegations of violation of this memorandum shall be raised for resolution in the labor-management process as provided for in the Collective Bargaining Agreement and shall not be a proper subject for consideration under the grievance and arbitration provisions of the Agreement. Issues left unresolved may be referred by the parties to a mediation process.
- 16.2 Neither the procedures for dispatching and work assignments nor any provisions of this Agreement shall serve to limit or define when the Center may assign work to regular, part-time employees or when the Center may assign work to intermittent employees. Seattle Center will not cancel a confirmed intermittent employee's shift for purposes of making an assignment to a regular, part-time employee unless such cancellation is made on or before the second day prior to the day of the scheduled shift. For example, a shift scheduled on a Friday must be canceled on or before Wednesday. The Center will call the intermittent employee to cancel the shift and will follow up the same day with a letter in the mail with a copy sent to the Union. Should Seattle Center cancel a confirmed intermittent employee's shift for purposes of meeting the minimum weekly hours requirement of a regular employee to the shift within two (2) days of the event, the intermittent employee so canceled will be entitled to two (2) hours "show time" pay for that event.
- 16.2.1 Employees may apply to voluntarily transfer from one facility seniority list to another as openings occur. The Guest Services Manager will ensure openings are posted at McCaw Hall. There will be no involuntary transfers.
- 16.3 In emergent situations in lieu of contracting out bargaining unit work the parties agree to waive the facilities dispatch list procedure to allow for adequate staffing at another Seattle Center venue.
- 16.4 The Employer will first ask for volunteers prior to making any mandatory assignments. Mandatory assignments will be done in reverse seniority order.
- 16.5 The dispatching function and job assignments will be made as outlined in Seattle Center Work Assignment and Dispatching Procedures. Seattle Center or the Union may propose changes in the procedures as deemed appropriate to assure staffing needs are fulfilled in an efficient manner. The City will notify the Union of proposed changes. The Union may call a labor-management meeting to discuss those changes and may request that the changes be delayed until the parties have met.

## ARTICLE 17 - TERMS AND CONDITIONS OF EMPLOYMENT FOR REGULARLY APPOINTED, POSITIONS

NOTE: Articles 17 and 18 are applicable to regularly appointed positions only. The City reserves the right to hire employees into regular full-time or part-time positions.

17.1 **Work Schedules:** Work schedules shall be set forth in advance to the extent possible. It is recognized, however, that given such hours are associated with events at Seattle Center, changes may occur. Nothing herein shall be construed to guarantee any employee a number of hours of work.

17.1.2 **Hours of Work:** For regular, part-time employees, an average workday shall be four (4) or more hours and an average workweek shall be twenty (20) or more hours. Employees will be paid a minimum of four (4) hours, for any day on which they are scheduled to work. The Seattle Center will endeavor to equitably distribute hours of work among regular appointed employees with the understanding that variances may occur due to the availability and skills of the respective employees.

17.1.3 Regular employees shall have first priority to schedule up to forty (40) hours per week.

17.2 **Overtime:** All time worked by an employee for one promoter in excess of eight (8) hours in one (1) day shall be compensated at the overtime rate of one and one-half (1 ½) times the straight-time rate of pay, provided that the City has required that the same employee(s) work the performances which take place in one (1) calendar day.

17.2.1 Employees who work in excess of forty (40) hours in any one (1) workweek shall receive one and one-half (1 ½) times the regular straight-time rate of pay for all hours worked in excess of forty (40). It is agreed that the City has the right to monitor all overtime and that, should an employee be scheduled to work an event that would result in the employee working beyond forty (40) hours in a workweek, the City will determine if such employee will work the event.

17.2.2 Overtime shall be paid at the overtime rate, or by mutual consent between the employee and the employee's supervisor, in compensatory time at the rate of one and one-half (1 ½) hours for each hour worked.

17.3 For the purpose of this section the following definitions shall apply:

A. Work Schedule – This is an employee's assigned workdays, work shift, and days off.

B. Workday – This is an employee's assigned day(s) of work.

- C. Work Shift – This is an employee’s assigned hours of work in a workday.
- D. Days Off – This is an employee’s assigned non-working days.
- E. A “workweek”, for purposes of determining whether an employee exceeds forty (40) hours per workweek, shall be a seven (7) consecutive day period of time beginning on Wednesday and ending on Tuesday except when expressly designated by the Seattle Center to begin and end on different days and times from the normal Wednesday through Tuesday workweek.

17.3.1 Under normal operating circumstances, regular employees shall be offered scheduled overtime hours of work prior to temporary employees. However, in emergency or short timeframe circumstances (thirty-six (36) hours or less), the City reserves the right to schedule employees from either of the seniority pools in order to meet business needs.

17.3.2 **Extended Notice Work Schedule Change:** At least fourteen (14) calendar days’ advance notification shall be afforded to affected regular employees when work schedule changes lasting longer than thirty (30) calendar days are required by the City. The fourteen (14) calendar day advance notice may be waived by mutual agreement of the employee and management, with notice to the Union.

A. **Short Notice Work Schedule Change:** At least forty-eight (48) hours advance notification shall be afforded to affected regular employees when work schedule changes lasting less than thirty (30) calendar days are required by the City. In instances where forty-eight (48) hours advance notification is not provided to an employee, said employee shall be compensated at the overtime rate of pay for the first work shift worked under the new schedule.

B. **Short Notice Work Shift Change:** At least forty-eight (48) hours advance notification shall be afforded to affected regular employees when work shift changes lasting less than thirty (30) calendar days are required by the City. In instances where forty-eight (48) hours advance notification is not provided to an employee, said employee shall be compensated at the overtime rate of pay for the first work shift worked under the new schedule.

17.4 **Meal Period:** Employees scheduled to work at least an eight (8) hour shift shall receive a meal period which shall normally commence no less than two (2) hours nor more than five (5) hours from the beginning of the employee's shift. The meal period shall be no less than one-half (1/2) hour nor more than one (1) hour in duration and shall be without compensation.

17.4.1 Upon request of an employee and agreement by the Supervisor, the shift may be scheduled without a meal period.

- 17.4.2 Should an employee be required to work through the scheduled meal period and unable to reschedule the meal period some other time during the shift, all hours worked shall be compensated. In no event will meal periods be scheduled at the end of a shift.
- 17.5 **Rest Breaks:** Employees who work at least a seven (7) hour shift shall receive a fifteen (15) minute rest break during the first four (4) hour period of their workday, and a second fifteen (15) minute rest break during the second portion of their workday. Employees shall be compensated at their prevailing wage rate for time spent while on rest breaks.
- 17.5.1 Employees who work at least a four (4) hour but less than seven (7) hour shift shall receive at least one fifteen (15) minute rest break during the shift.
- 17.6 Where work conditions require continuous staffing throughout a work shift the City may, in lieu of the meal period and rest periods set forth within Sections 17.3 and 17.4, provide a working meal period and working rest periods during working hours without a loss in pay so that such periods do not interfere with ongoing work requirements.
- 17.7 **Meal Reimbursement:**
- A. When an employee is specifically directed by the City to work two (2) hours or longer at the beginning or end of their normal work shift away from their place of residence of not less than eight (8) hours or otherwise works under circumstances for which meal reimbursement is authorized per Ordinance 111768 and the employee actually purchases a reasonably priced meal away from their place of residence as a result of such additional hours of work, the employee shall be reimbursed for the "reasonable cost" of such meal in accordance with Ordinance 111768. In order to receive reimbursement, the employee must furnish the City with a dated original itemized receipt from the establishment for said meal no later than the end of the following pay period; otherwise, the employee shall be paid twenty dollars (\$20.00) in lieu of reimbursement for the meal.
- B. To receive reimbursement for a meal under this provision the following rules shall be adhered to:
1. Said meal must be eaten within a reasonable time after completion of the overtime work. Meals cannot be saved, consumed and claimed at some later date.
  2. In determining "*reasonable cost*," the following shall also be considered:
    - a. The time period during which the overtime is worked; and

- b. The availability of reasonably priced eating establishments at that time; and
  - c. The employee's dietary needs.
3. The City shall not reimburse for the cost of alcoholic beverages.
- C. In lieu of any meal compensation as set forth within this Section, the City may, at its discretion, provide a meal.
- D. When an employee is called out to the field or a City facility in an emergency to work two (2) hours or longer of unscheduled overtime, immediately prior to or after their normal work shift of not less than eight (8) hours, said employee shall be eligible for meal reimbursement pursuant to this section; provided, however, if the employee is not given time off to eat a meal within a reasonable time after completion of the overtime, the employee shall be paid a twenty dollars (\$20.00) in lieu of reimbursement for the meal.

Any time spent consuming a meal during working hours shall be without compensation.

17.8 **Language Premium:** Effective upon ratification of this Agreement by the Parties, employees assigned to perform bilingual, interpretive and/or translation services for the City shall receive a two hundred dollar (\$200.00) per month premium pay. The City shall ensure employees providing language access services are independently evaluated and approved. The City may review the assignment annually and may terminate the assignment at any time.

17.9 **Compensatory Time Off In Lieu Of Overtime Pay**

- A. Compensation for overtime work, by mutual agreement of the Supervisor and the employee, may be in compensatory time off in an amount equal to one and one-half (1 1/2) times the number of hours worked.
- B. Earned compensatory time may be scheduled off by mutual agreement of the employee and the employee's Supervisor.
- C. The Department will develop a policy to determine the maximum amount of compensatory time that may be accumulated. Such policy may also set a date or time period by which compensatory time will be used and if not used that it will be paid for at the prescribed rate.

17.10 Employees in regularly funded positions shall be due all benefits as provided by City personnel and benefit ordinances as cited in the Seattle Municipal Code (SMC), Chapter 4, as now and hereafter amended to include:

**A. Vacation:**

Effective sixty (60) calendar days after full ratification of this replacement contract, the above table shall be superseded and replaced with the following vacation accrual rate table:

Accrual Years	Accrual Hours	Vacation Days	Hours per Year	Maximum Hours
Year 0-3	0-6,240	12	96	192
Year 4-7	6,241-14,560	16	128	256
Year 8-13	14,561-27,040	20	160	320
Year 14-18	27,041-37,440	23	184	368
Year 19	37,440 -39,520	24	192	384
Year 20	39,521-41,600	25	200	400
Year 21	41,601 – 43,680	26	208	416
Year 22	43,681 – 45,760	27	216	432
Year 23	45,761 – 47,840	28	224	448
Year 24	47,841 – 49,920	29	232	464
Year 25+	49,921+	30	240	480

Up to forty (40) hours of accrued vacation may be compensated in one workweek.

**B. Sick Leave:** Sick leave shall be defined as paid time off from work for a qualifying reason as set forth below. Employees covered by this Agreement shall accumulate sick leave credit at the rate of .046 hours for each hour on regular pay status not exceeding 40 hours per week, as shown on the payroll. If an employee’s overall accrual rate falls below the accrual rate required by Chapter 14.16 (Paid Sick and Safe Time Law), the employee shall be credited with sick leave hours so that the employee’s total sick leave earned per calendar year meets the minimum accrual requirements of Chapter 14.16. Unlimited sick leave credit may be accumulated. New employees entering City service shall not be entitled to use sick leave with pay during the first thirty (30) days of employment but shall accrue sick leave credits during such thirty (30) day period. An employee is authorized to use paid sick leave for hours that the employee was scheduled to have worked for the following reasons:

1. An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, treatment of a mental or physical illness, injury, or health condition, or preventive care; or as otherwise required by Chapter 14.16 and other applicable laws such as RCW 49.46.210; or
2. To allow the employee to provide care for an eligible family member as defined by Seattle Municipal Code Chapter 4.24.005 with a mental or physical illness, injury, or health condition; or care for a family member who needs preventative medical care, or as otherwise required by Chapter 14.16 and other applicable laws such as RCW 49.46.210; or
3. When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such reason, or as otherwise required by Chapter 14.16 and other applicable laws such as RCW 49.46.210; or
4. For absences that qualify for leave under the Domestic Violence Leave Act, chapter 49.76 RCW; or
5. The non-medical care of a newborn child of the employee or the employee's spouse or domestic partner; or
6. The non-medical care of a dependent child placed with the employee or the employee's spouse or domestic partner for purposes of adoption, including any time away from work prior to or following placement of the child to satisfy legal or regulatory requirements for the adoption.
7. Sick leave used for the purposes contemplated by Article 17.9.B.5 and 17.9.B.6 must end before the first anniversary of the child's birth or placement.
8. An employee unable to work a scheduled event due to illness will be allowed to choose whether to be compensated with sick leave or to accept other work to make up the hours or to be compensated only for the hours worked. However, if the hours will be less than twenty (20) in the week, the employee must cover illness absence with accrued sick leave in order to maintain insurance benefits.
9. Abuse of paid sick leave or use of paid sick leave not for an authorized purpose may result in denial of sick leave payment and/or discipline up to and including dismissal.

10. **Shared Sick Leave Pool:** The City will standardize the current sick leave transfer (“donation”) program across all City departments through the following actions:

- Standardization of:
  - Forms
  - Processing templates
  - FAQs
  - Interdepartmental donation of sick leave
- Anonymizing sick leave requests for potential recipients
- Anonymizing sick leave donations from contributors

The intent of the program is to create a mandatory and uniform system that will function across departments as the established protocol for all sick leave donation requests and donations. The City agrees to perform this standardization using a Labor-Management Committee (“LMC”) meeting, which will work in consultation with appropriate subject matter experts (“SMEs”), including but not limited to Seattle Human Resources, FAS Citywide Payroll and Business Systems, ITD HRIS and Race and Social Justice SMEs. The City further agrees to convene the LMC no later than 90 days from execution of this Agreement and to meet no less than monthly on the standardization process beginning in the month following the initial convening of the LMC.

C. **Bereavement Leave:** All employees covered by this Agreement are allowed forty (40) hours off without salary deduction for bereavement purposes in the event of the death of any relative. Bereavement leave may be used in full day increments or increments of one (1) hour, at the employee’s discretion. Bereavement leave must be used within one (1) year; employees may submit for exceptions to this within thirty (30) days (requests that come in after the 30 days will be considered) of the death if they know they will need longer than one (1) year to use leave for that event. This benefit is prorated for less-than-full time employees.

For purposes of this Section, “relative” is defined as any person related to the employee by blood, marriage, adoption, fostering, guardianship, in loco parentis, or domestic partnership.

D. **Holidays:** SMC Section 4.20.190, .200 and .210.

The following days shall be recognized as paid holidays:

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	Third Monday in January
President's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	July 19
Independence Day	July 4
Labor Day	First Monday in September
Indigenous Peoples' Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	First Friday after Thanksgiving Day
Christmas	December 25
First Personal Holiday	
Second Personal Holiday	
Third & Fourth Personal Holidays	(after completion of nine (9) years of service)

- 17.11 Whenever any paid holiday falls upon a Sunday, the following Monday shall be recognized as the paid holiday. Whenever any paid holiday falls upon a Saturday, the preceding Friday shall be recognized as the paid holiday; provided, however, paid holidays falling on Saturday or Sunday shall be recognized and paid on those actual days (Saturday or Sunday) for employees who are regularly scheduled to work those days. Payment shall be made only once per affected employee for any one holiday.
- 17.12 An employee who is required to work on a holiday shall be paid for the holiday at the regular straight-time rate of pay - prorated based on the hours worked in the pay period preceding the pay period of the holiday - and, in addition, the employee shall receive one and one-half (1 ½) times the regular straight-time hourly rate of pay for those hours worked on the holiday; or by mutual agreement between the employee and the City, the employee may receive one and one-half (1 1/2) times those hours worked in the form of compensatory time off to be taken at another mutually agreed-upon date.
- 17.13 To qualify for holiday pay, City employees shall have been on pay status their normal workday before or their normal workday following the holiday; provided, however, employees returning from non-pay leave who start work the day after a holiday shall not be entitled to pay for the holiday preceding their first day of work.
- 17.14 Employees on pay status on or prior to February 12<sup>th</sup> shall be entitled to use the First Personal Holiday referenced above during that calendar year. Employees on pay status on or prior to October 1<sup>st</sup> shall be entitled to use the Second Personal Holiday referenced above during that calendar year.

**17.15 Employees who have either:**

- A. Completed eighteen thousand seven hundred and twenty (18,720) hours or more on regular pay status on or before December 31<sup>st</sup> of the current year shall receive an additional two (2) personal holidays for a total of (4) personal holidays to be added to their leave balance on the pay date of the first pay period in January of the following year.
- B. A Personal Holiday shall be used during the calendar year as a regular holiday. Use of the Personal Holiday shall be requested in advance. When the Personal Holiday has been approved in advance and is later canceled by the City with less than a thirty (30) day advance notice, the employee shall have the option of rescheduling the day or receiving holiday premium pay which is the same rate as defined above for all time worked on the originally scheduled Personal Holiday.

**17.16 Medical/Dental/Life Insurance:** SMC Sections 4.56 and 4.60

Employees shall be eligible for benefits in the same manner as other City employees except that such eligibility will not be established or continued unless the employee is compensated for at least eighty (80) hours in a calendar month.

The parties agree to enter into the Memorandum of Agreement associated with the Tentative Agreement dated October 3, 2007, between the City and the Coalition of City Unions, which by reference is incorporated herein.

The City shall provide medical, dental and vision plans (with Kaiser Standard, Kaiser Deductible, Aetna Traditional Aetna Preventive, and Delta Dental of Washington as self-insured plans, and Dental Health Service and Vision Services Plan) for all regular employees represented by unions that are a party to the Memorandum of Agreement established to govern the plans. Said plans, changes thereto and premiums shall be established through the Joint Labor-Management Health Care Committee in accordance with the provisions of the Memorandum of Agreement established by the parties to govern the functioning of said Committee.

**17.17 Retirement and VEBA:**

- A. Pursuant to Ordinance 78444 as amended, employees shall be covered by the Seattle City Employees Retirement System.
- B. Effective January 1, 2017, consistent with Ordinance 78444, as amended, the City shall implement a new defined benefit retirement plan (SCERS II) for new employees hired on or after January 1, 2017.

17.18 **VEBA:** Each bargaining unit will participate annually in a vote to determine whether to participate in a Health Reimbursement Account (HRA) Voluntary Employee Benefits Association (VEBA) to provide post-retirement medical expense benefits to members who retire from City service.

**A. Contributions from Unused Paid Time off at Retirement**

1. Eligibility-to-Retire Requirements:
  - a. 5-9 years of service and are age 62 or older;
  - b. 10-19 years of service and are age 57 or older;
  - c. 20-29 years of service and are age 52 or older; or
  - d. 30 years of service and are any age
2. The City will provide each bargaining unit with a list of its members who are expected to meet any of the criteria in paragraph A above as of the end of each calendar year.
3. If the members of the bargaining unit who have met the criteria described in paragraph A above vote to require VEBA contributions from unused paid time off, then all members of the bargaining unit who are eligible to retire and those who become eligible during the life cycle of this contract shall, as elected by the voting members of the bargaining unit:
  - a. Contribute 35% of their unused sick leave balance into the VEBA upon retirement; or
  - b. Contribute 50% of their unused vacation leave balance into the VEBA upon retirement; or
  - c. Contribute both 35% of their unused sick leave balance and 50% of their unused vacation leave balance upon retirement.
4. Following any required VEBA contribution from a member's unused sick leave, the remaining balance will be forfeited; members may not contribute any portion of their unused sick leave balance to the City of Seattle Voluntary Deferred Compensation Plan or receive cash.
5. If the members of the bargaining unit who have satisfied the eligibility-to-retain requirements described in paragraph A above do not vote to require VEBA contributions from unused sick leave, members may either:

- a. Transfer 35% of their unused sick leave balance to the City of Seattle Voluntary Deferred Compensation Plan, subject to the terms of the Plan and applicable law; or
- b. Cash out their unused sick leave balance at 25% to be paid on their final paycheck.

Whether the employee elects option a. or b. above, any remaining balance of the member's unused sick leave will be forfeited.

**B. Contributions from Employee Wages (all regular employees who are part of the bargaining unit)**

- 1. If the bargaining unit votes to require VEBA contributions from employee wages, then all members of the bargaining unit shall, as elected by the bargaining unit annually as to all of its members, make a mandatory employee contribution of one of the amounts listed below into the VEBA while employed by the City:
  - a. \$25 per month, or
  - b. \$50 per month.

**C. ALLOCATION OF RESPONSIBILITY:** The City assumes no responsibility for the tax consequences of any VEBA contributions made by or on behalf of any member. Each union that elects to require VEBA contributions for the benefit of its members assumes sole responsibility for insuring that the VEBA complies with all applicable laws, including, without limitation, the Internal Revenue Code, and agrees to indemnify and hold the City harmless for any taxes, penalties and any other costs and expenses resulting from such contributions.

**D. Sabbatical Leave and VEBA:** Members of a bargaining unit that vote to accept the VEBA **and** who meet the eligible-to-retain criteria are not eligible to cash-out their sick leave at twenty-five percent (25%) as a part of their sabbatical benefit. Members who do not meet the eligible-to-retain criteria may cash-out their sick leave at twenty-five percent (25%) in accordance with the sabbatical benefit.

17.19 **Industrial Injury and Insurance Benefits:** SMC Section 4.44, as interpreted and amended per the labor-management task force on Industrial Insurance.

17.20 **Leaves of Absence:** Shall be requested and considered and approved (or not) in the same manner as with other regular employees of Seattle Center. Guidelines shall include state law and regulations and the City's Personnel Rules.

- 17.21 **Layoff:** SMC Section 4.04.220 and including eligibility to interview for vacant positions in the same and other departments for which a laid-off employee is qualified under the terms of the Project Hire Program.
- 17.22 Suspension and/or termination actions may be processed through the grievance procedure for employees in regularly appointed positions. A regularly appointed employee covered by this Agreement must, upon initiating objections relating to disciplinary action, use either the grievance procedure contained herein (with the Union processing the grievance) or pertinent procedures regarding disciplinary appeals under the City Personnel Ordinance including Civil Service procedures. Under no circumstances may an employee use both the grievance procedure and Personnel Ordinance procedures, including Civil Service procedures, relative to the same disciplinary action. In the event both a contract grievance and a Civil Service Commission appeal have been filed regarding the same disciplinary action, only upon withdrawal of the Civil Service Commission appeal may the grievance be pursued under this contract grievance procedure. Such withdrawal must be made within a timely manner so as to meet the grievance filing deadline herein.
- 17.23 **Metro Passes:** The City shall provide a transit subsidy consistent with SMC 4.20.370.
- 17.24 **Pay for Deployed Military**
- A. A bargaining unit member in the Reserves, National Guard, or Air National Guard who is deployed on extended unpaid military leave of absence and whose military pay (plus adjustments) is less than one hundred percent (100%) of their base pay as a City employee shall receive the difference between one hundred percent (100%) of their City base pay and their military pay (plus adjustments).
- City base pay shall include every part of wages except overtime.
- B. A bargaining unit member who is ordered to active military duty by the United States government and who has exhausted the annual paid military leave benefit and is on unpaid military leave of absence shall be eligible to retain the medical, dental and vision services coverage and optional insurance coverage for the member's eligible dependents provided as a benefit of employment with the City of Seattle, at the same level and under the same conditions as though the member was in the City's employ, pursuant to program guidelines and procedures developed by the Seattle Human Resources Director and pursuant to the City's administrative contracts and insurance policies. Optional insurance includes but is not necessarily limited to Group Term Life (Basic and Supplemental), Long Term Disability, and Accidental Death and Dismemberment. Eligibility for

coverage shall be effective for the duration of the employee's active deployment.

- 17.25 **Paid Parental Leave:** Employees who meet the eligibility requirements of the Seattle Municipal Code Chapter 4.27, "Paid Parental Leave," may take leave for bonding with their new child.
- 17.26 **Washington State Paid Family and Medical Leave:** Employees receiving SPFML may use any of their accrued paid and/or granted leave ("leave") to supplement the SPFML benefit payment, up to 100% of their weekly salary paid by the City of Seattle. The use of such leave to augment the SPFML benefit shall be called "supplemental leave pay." Use of Leave by an employee to supplement SPFML is strictly voluntary. The City cannot require an employee to use accrued Leave to supplement SPFML benefits.

### **Supplemental Leave Pay Utilization Process**

- A. Leave for the purposes of this proposal, is defined as all accrued and/or granted leave as set forth and defined in the City of Seattle Municipal Code Title 4 (Personnel) Sections 4.24 through 4.34 (vacation, sick leave, floating, merit, comp time, executive, etc.).
- B. Supplemental leave pay may be accessed starting the first pay period after the City has received the final SPFML claim determination notice from the Washington State Employment Security Department ("ESD").
- C. Supplemental Leave Supplemental leave can be used by employees based on the date range signified in the SPFML eligibility letter. For instances in which that date has passed, employees can submit time sheet correction requests to add the use of supplemental leave, as defined above. No time sheet corrections or reactivity shall be applied to any date or SPFML prior to the execution of this Agreement.
- D. The use of supplemental leave to "top-up" an employee's SPFML benefit shall not exceed the amount of accrued and/or granted leave the employee has available in their balances.
- E. The use of accrued and/or granted paid leave to supplement the SPFML benefit will be available in 15 minute increments, except for when the accrued and/or granted paid Leave the employee requests to be used to supplement the SPFML must be used in full day increments as specified by a given collective bargaining agreement or by City code or Personnel rules (e.g. personal holidays), and then shall be only available in full-day increments.
- F. An employee must have already accrued the paid/granted leave they seek to use for the pay period in which they seek to use it.

G. It is the employee's responsibility for determining whether they have the accrued/ and or granted leave they seek to use in a given pay period to supplement the SPFML.

17.27 For the duration of this agreement, the City and the Coalition agree to re-open each collective bargaining agreement, upon receipt by a Coalition Union of a demand by the City, for the following mandatory subjects of bargaining:

Changes associated with revisions made to the Affordable Care Act (ACA).

Changes arising from or related to the Washington Paid Family and Medical Leave Program (Title 50A RCW) including, but not limited to, changes to the City's current paid leave benefit which may arise as a result of final rulemaking from the State of Washington, which may include changes to the draw down requirements associated with the City's Paid Family and Parental Leave programs.

17.28 **Emergency Day:** One (1) day or a portion thereof per Agreement year without loss of pay may be taken off subject to approval of the employee's supervisor and/or appointing authority when it is necessary that the employee be immediately off work to attend to one of the following situations either of which necessitates immediate action on the part of the employee:

The employee's spouse or domestic partner, child, parents or grandparents has unexpectedly become seriously ill or has had a serious accident; or

An unforeseen occurrence with respect to the employee's household (e.g., fire, flood or ongoing loss of power). "Household" shall be defined as the physical aspects, including pets, of the employee's residence or vehicle.

The emergency leave benefit must also be available to the employee in the event of inclement weather or natural disaster within the City limits or within the city or county in which the member resides that makes it impossible or unsafe for the employee to physically commute to their normal work site at the start of their normal shift.

A "day" of emergency leave may be used for separate incidents, in one (1) hour increments. The total hours compensated under this provision, however, shall not exceed eight (8) hours in a contract year.

17.29 **Bea's Law:** Paid Family Care Leave, which includes "Bea's Law" is here by incorporated by reference into this Agreement.

17.30 **Union Leave:** Upon written request, a regular employee elected or appointed to a Union office that requires all of their time will be given a leave of absence without pay from work, not to exceed one (1) year, with approval of the appointing authority based on the business needs of the department. The appointing authority will respond to such requests in writing within fourteen (14) calendar days. Should the appointing authority reject a request for Union Leave, the written response will include an explanation of the business need for the denial. Requests for Union Leave will not be unreasonably denied.

Leave may not be approved for more than one (1) employee at a time per Department. To be eligible for Union Leave under this provision, the employee must not currently be serving a probation or trial service.

A regular employee designated by the Union to serve on official union business that requires a part of their time will be given a leave of absence without pay from work, provided it can be done without detriment to City services and at least forty-eight (48) hours written notice is given to the Director. The employee will not suffer a loss of bargaining unit seniority rights and will accumulate the same during such leave.

The parties agree that at the City's sole discretion, the leave may be terminated in the event of layoff. The City will provide one month notice before recalling an employee. The parties further agree that the City may at its sole discretion hire term limited temporary employees to backfill for the absent employee.

## ARTICLE 18 - PROBATIONARY PERIOD AND TRIAL SERVICE PERIOD

(APPLICABLE TO EMPLOYEES IN REGULARLY APPOINTED POSITIONS ONLY)

NOTE: Articles 17 (except for Sick Leave provisions) and 18 are applicable to regularly appointed positions only. The City reserves the right to hire employees into a regular full-time or part-time positions.

18.1 The following shall define terms used in this Article:

- A. **Probationary Period:** A twelve (12) month period of employment following an employee's initial regular appointment within the Civil Service to a position.
- B. **Regular Appointment:** The authorized appointment of an individual to a position in the Civil Service.
- C. **Trial Service Period/Regular Subsequent Appointment:** A twelve (12) month trial period of employment of a regular employee beginning with the effective date of a subsequent, regular appointment from one classification to a different classification through promotion or transfer to a classification in which the employee has not successfully completed a probationary or trial service period or rehire from a Reinstatement Recall List to a department other than that from which the employee was laid off.
- D. **Regular Employee:** An employee who has successfully completed a twelve (12) month probationary period and has had no subsequent break in service as occasioned by quit, resignation, discharge for just cause or retirement.
- E. **Revert:** To return an employee who has not successfully completed a trial service period to a vacant position in the same class and former department (if applicable) from which the employee was appointed.
- F. **Reversion Recall List:** If no such vacancy exists to which the employee may revert, they will be removed from the payroll and their name placed on a Reversion Recall List for the class/department from which the employee was removed.

18.2 **Probationary Period/Status of Employee:** Employees who are initially appointed to a position shall serve a probationary period of twelve (12) months.

- A. The probationary period shall provide the department with the opportunity to observe a new employee's work, to train and aid the new employee in adjustment to the position, and to terminate any employee whose work performance fails to meet the required standards.

B. An employee shall become regular after having completed the probationary period unless the individual is dismissed under provisions of Section 18.3 and 18.3.1.

18.3 **Probationary Period/Dismissal:** An employee may be dismissed during the probationary period after having been given written notice five (5) working days prior to the effective date of dismissal. However, if the department believes the best interest of the City requires the immediate dismissal of the probationary employee, written notice of only one (1) full working day prior to the effective date of the dismissal shall be required. The reasons for the dismissal shall be filed with the Seattle Human Resources Director and a copy sent to the Union.

18.3.1 An employee dismissed during the probationary period shall not have the right to grieve or arbitrate the dismissal. When proper advance notice of the dismissal is not given, the employee may enter an appeal (for payment of up to five (5) days' salary), which the employee would have otherwise received had proper notice been given. If such a claim is sustained, the employee shall be entitled to the appropriate payment of salary but shall not be entitled to reinstatement.

18.4 **Trial Service Period:** An employee who has satisfactorily completed the probationary period and who is subsequently appointed to a position in another classification shall serve a twelve (12) month trial service period, in accordance with Section 18.1.

A. The trial service period shall provide the department with the opportunity to observe the employee's work and to train and aid the employee in adjustment to the position, and to revert such an employee whose work performance fails to meet required standards.

B. An employee who has been appointed from one classification to another classification within the same or different department and who fails to satisfactorily complete the trial service period shall be reverted to a vacant position within that department and classification from which the employee was appointed.

C. Where no such vacancy exists, such employee shall be given fifteen (15) calendar days' written notice prior to being placed on a Reversion Recall List for the employee's former department and former classification and being removed from the payroll.

D. An employee's trial service period may be extended up to three (3) additional months by written mutual agreement between the department, the employee and the Union, subject to approval by the Seattle Human Resources Director prior to expiration of the trial service period.

- E. Employees who have been reverted during the trial service period shall not have the right to appeal the reversion.
- F. The names of regular employees who have been reverted for purposes of reemployment in their former department shall be placed upon a Reversion Recall List for the same classification from which they were promoted or transferred for a period of one (1) year from the date of reversion.
- G. If a vacancy is to be filled in a department and a valid Reversion Recall List for the classification for that vacancy contains the name(s) of eligible employees who have been removed from the payroll from that classification and from that department, such employees shall be reinstated in order of their length of service. The employee who has the most service shall be the first reinstated.
- H. An employee whose name is on a valid Reversion Recall List who accepts employment with the City in the same job classification shall have their name removed from the Reversion Recall List. Refusal to accept placement from a Reversion Recall List to a position the same, or essentially the same, as that which the employee previously held shall cause an employee's name to be removed from the Reversion Recall List, which shall terminate rights to reemployment under this Reversion Recall List provision.
- I. A reverted employee shall be paid at the step of the range that the employee normally would have received had the employee not been promoted or transferred.

18.5 **Subsequent Appointments During Probationary Period or Trial Service Period:** If a probationary employee is subsequently appointed in the same classification from one department to another, the receiving department may, with approval of the Seattle Human Resources Director, require that a complete twelve (12) month probationary period be served in that department. If a regular employee or an employee who is still serving a trial service period is subsequently appointed in the same classification from one department to another, the receiving department may, with the approval of the Seattle Human Resources Director, require that a twelve (12) month trial service period be served in that department.

- A. If a probationary employee is subsequently appointed to a different classification in the same or different department, the employee shall serve a complete twelve (12) month probationary period in the new classification. If a regular employee is subsequently appointed to a different classification in the same or different department, the employee shall serve a complete twelve (12) month trial service period in the new classification.

- B. Within the same department, if a regular employee is appointed to a higher classification while serving in a trial service period, the trial service period for the lower classification and the new trial service period for the higher classification shall overlap, provided that the higher and lower classifications are in the same or a closely related field. The employee shall complete the terms of the original trial service period and be given regular status in the lower classification. Such employee shall also be granted the rights normally accruing to trial service for the remainder of the trial service period in the higher classification.
- C. Within the same department, if a probationary employee is regularly appointed to a higher classification while serving in a probationary period, the probationary period and the new trial service period for the higher classification shall overlap provided the higher and the lower classifications are in the same or a closely related field. The employee shall complete the term of the original probationary period and be given regular standing in the lower class. Such employee shall also be granted the rights normally accruing to trial service for the remainder of the trial service period in the higher classification.

18.6 The probationary period shall be equivalent to twelve (12) months of service following regular appointment. Occasional absences due to illness, vacations, jury duty, and military leaves shall not result in an extension of the probationary period, but upon approval of the Seattle Human Resources Director, an employee's probationary period may be extended so as to include the equivalent of a full twelve (12) months of actual service where there are numerous absences.

## **ARTICLE 19 - AMENDMENTS TO THE AGREEMENT**

- 19.1 The Employer and the Union may mutually agree to amend this Agreement.
- 19.2 Attachments and/or Amendments, Letters of Understanding, Letters of Agreement, or Memoranda of Understanding or Memoranda of Agreement may be attached to and shall be incorporated in the Agreement by this reference.

## **ARTICLE 20 – SAVINGS CLAUSE**

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

## **ARTICLE 21 - ENTIRE AGREEMENT**

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

**ARTICLE 22 - TERM OF AGREEMENT**

- 22.1 All terms and provisions of this Agreement shall become effective on January 1, 2023 by both parties unless otherwise specified elsewhere in this Agreement and shall remain in effect through December 31, 2026. Upon beginning negotiations for a successor agreement, any modifications requested by either party shall be presented at the first date mutually agreed upon to exchange opening proposals and any modifications requested at a later date shall not be subject to negotiations, unless mutually agreed upon by both parties.
- 22.2 In the event that negotiations for a new Agreement extend beyond the anniversary date of this Agreement, the terms of this Agreement shall remain in full force and effect until a new Agreement is consummated or unless consistent with RCW 41.56.123, the City serves the Union with ten (10) days' notification of intent to unilaterally implement its last offer and terminate the existing Agreement.

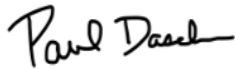
Signed this 18 day of April, 2024.

Teamsters Local Union No. 117,  
Affiliated with the International  
Brotherhood Of Teamsters

THE CITY OF SEATTLE

Executed under authority of

Ordinance 120757.



Paul Dascher, Secretary-Treasurer



Bruce Harrell, Mayor



Shaun Van Eyk, Labor Relations Director

## APPENDIX A

### 1.1 Intermittent/Temporary Employee Hourly Rates of Pay Effective January 4, 2023

Effective January 4, 2023, employees' base wages will be increased by five percent (5%) and wages shall be as follows:

Premium Pay Rates (Refer to Article 1)

Job Classification	Step	Base Hourly Rate	Premium Pay Rate 5%	Premium Pay Rate 10%	Premium Pay Rate 15%	Premium Pay Rate 20%	Premium Pay Rate 25%
Head Usher	1	29.88	31.37	32.87	34.36	35.86	37.35
Assistant Head Usher	1	26.30	27.62	28.93	30.25	31.56	32.88
Usher	1	23.91	25.11	26.30	27.50	28.69	29.89
Door Attendant/ Splitter	1	24.75	25.99	27.23	28.46	29.70	30.94
Admission Guard	1	25.58	26.86	28.14	29.42	30.70	31.98

Head Usher – Step progression shall apply for benefits-eligible temporary employees in this classification.

Wardrobe Attendant - An Usher designated by Seattle Center to perform the wardrobe attendant function shall be paid at the rate of Assistant Head User while so assigned.

**1.2 Intermittent/Temporary Employee Hourly Rates of Pay Effective January 3, 2024**

Effective January 3, 2024, employees’ base wages will be increased by four and one half percent (4.5%) and wages shall be as follows:

Premium Pay Rates (Refer to Article 1)

<b>Job Classification</b>	<b>Step</b>	<b>Base Hourly Rate</b>	<b>Premium Pay Rate 5%</b>	<b>Premium Pay Rate 10%</b>	<b>Premium Pay Rate 15%</b>	<b>Premium Pay Rate 20%</b>	<b>Premium Pay Rate 25%</b>
Head Usher	1	31.23	32.79	34.35	35.91	37.48	39.04
Assistant Head Usher	1	27.49	28.86	30.24	31.61	32.99	34.36
Usher	1	24.98	26.23	27.48	28.73	29.98	31.23
Door Attendant/ Splitter	1	25.86	27.15	28.45	29.74	31.03	32.33
Admission Guard	1	26.73	28.07	29.40	30.74	32.08	33.41

Head Usher – Step progression shall apply for benefits-eligible temporary employees in this classification.

Wardrobe Attendant - An Usher designated by Seattle Center to perform the wardrobe attendant function shall be paid at the rate of Assistant Head User while so assigned.

**1.3 Intermittent/Temporary Employee Hourly Rates of Pay Effective January 4, 2025**

Effective January 4, 2025, employees’ base wages will be increased by one hundred percent (1% plus 100%) of the annual average growth rate of the bi-monthly Seattle-Tacoma-Bellevue Area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the period June 2022 through June 2023 to the period June 2023 through June 2024. However, this percentage increase shall not be less than two percent (2%) nor shall it exceed four percent (4%).

Wardrobe Attendant - An Usher designated by Seattle Center to perform the wardrobe attendant function shall be paid at the rate of Assistant Head Usher while so assigned.

**1.4 Intermittent/Temporary Employee Hourly Rates of Pay Effective January 10, 2026**

Effective January 10, 2026, employees’ base wages will be increased one hundred percent (100%) of the annual average growth rate of the bi-monthly Seattle-Tacoma-Bellevue area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the period June 2023 through June 2024 to the period June 2024 through June 2025. However, this percentage increase shall not be less than two percent (2%) nor shall it exceed four percent (4.0%). After calculating new base wage for 2026 using the formula above, the base wage will have an additional one-point-zero-percent (1.0%) added, the total not to exceed five percent (5%).

Wardrobe Attendant - An Usher designated by Seattle Center to perform the wardrobe attendant function shall be paid at the rate of Assistant Head Usher while so assigned.

**2.1 Regular Employee Titles and Hourly Rates of Pay Effective January 4, 2023**

Effective January 4, 2023, employees’ base wages will be increased by five percent (5%) and shall be as follows:

<b>Job Classification</b>	<b>Entry Hours</b>	<b>1,040 Hrs</b>	<b>3,120 Hrs</b>	<b>5,200 Hrs</b>	<b>7,280 Hrs</b>
Admissions Employee	26.30	27.35	28.44	29.59	30.77
Head Usher	29.88	31.08	32.32	33.61	34.95

**2.2 Regular Employee Titles and Hourly Rates of Pay Effective January 3, 2024**

Effective January 3, 2024, employees’ base wages will be increased by four and one half percent (4.5%) and shall be as follows:

<b>Job Classification</b>	<b>Entry Hours</b>	<b>1,040 Hrs</b>	<b>3,120 Hrs</b>	<b>5,200 Hrs</b>	<b>7,280 Hrs</b>
Admissions Employee	27.49	28.58	29.72	30.92	32.15
Head Usher	31.23	32.48	33.77	35.12	36.53

**2.3 Regular Employee Titles and Hourly Rates of Pay Effective January 4, 2025**

Effective January 4, 2025, employees' base wages will be increased by one hundred percent (1% plus 100%) of the annual average growth rate of the bi-monthly Seattle-Tacoma-Bellevue Area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the period June 2022 through June 2023 to the period June 2023 through June 2024. However, this percentage increase shall not be less than two percent (2%) nor shall it exceed four percent (4%).

**2.4 Regular Employee Titles and Hourly Rates of Pay Effective January 10, 2026**

Effective January 10, 2026, employees' base wages will be increased one hundred percent (100%) of the annual average growth rate of the bi-monthly Seattle-Tacoma-Bellevue area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the period June 2023 through June 2024 to the period June 2024 through June 2025. However, this percentage increase shall not be less than two percent (2%) nor shall it exceed four percent (4.0%). After calculating new base wage for 2026 using the formula above, the base wage will have an additional one-point-zero-percent (1.0%) added, the total not to exceed five percent (5%).

3.1 Employees will be placed at the first step of the salary range upon initial appointment unless the appointing authority or designee approves a salary step exception due to recruiting difficulties.

## APPENDIX B

### MEMORANDUM OF UNDERSTANDING

By and Between  
THE CITY OF SEATTLE  
And  
COALITION OF CITY UNIONS

(Amending certain collective bargaining agreements)

Certain Unions representing employees at the City of Seattle have formed a coalition (herein referred to as "Coalition of City Unions") to collectively negotiate the impacts of the *Janus v. AFSCME* Supreme Court decision and other conditions of employment with the City of Seattle (herein referred to as "City;" together the City and this Coalition of City Unions shall be referred to as "the Parties"); and

This Coalition of City Unions for the purpose of this Memorandum of Understanding (MOU) shall include the following individual Unions, provided that the named Unions are also signatory to this MOU: the International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers and Helpers, Local 104; the International Union of Painters and Allied Trades District Council#5; the Inland boatmen's Union of the Pacific; Professional and Technical Engineers, Local 17; the International Brotherhood of Teamsters, Local 11 7; the International Brotherhood of Electrical Workers, Local 46; the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry, Local 32; the International Brotherhood of Teamsters, Local 763; the International Union of Operating Engineers, Local 286; the UNITE Hotel Employees & Restaurant Employees, Local 8; the Public Service & Industrial Employees, Local 1239; the Washington State Council of County and City Employees, Local 21; the International Alliance of Theatrical Stage Employees and Moving Picture Technicians, Artists and Allied Crafts of the United States and Canada, Local 15; the Sheet Metal Workers International Association, Local 66; the Seattle Municipal Court Marshals' Guild; the Pacific Northwest Regional Council of Carpenters; the International Association of Machinists and Aerospace Workers, District Lodge 160, Local 289; the Seattle Parking Enforcement Officers Guild; the Seattle Police Dispatchers' Guild; the Seattle Police Management Association; and the Seattle Police Officers' Guild.

### Background

In June of 2018, the United States Supreme Court issued the *Janus v. AFSCME decision*. In response to this change in circumstances, this Coalition of City Unions issued demands to bargain regarding the impacts and effects of the *Janus v. AFSCME* Supreme Court decision.

Included in the Parties collective bargaining agreements is a subordination of agreement clause that in summary states, *It is understood that the parties hereto and the employees of the City are governed by the provisions of applicable federal law, City Charter, and state law. When any*

*provisions thereof are in conflict with or are different from the provisions of this Agreement, the provisions of said federal law, City Charter, or state law are paramount and shall prevail.*

The Parties have agreed to engage in negotiations over the impacts and effects of this change in circumstances to reflect compliance with the Janus v. AFSCME Supreme Court decision.

## **Agreements**

### **Section A. Amended Union Dues and Membership Language**

The Parties agree to amend and modify each of the Parties' collective bargaining agreements as follows:

#### **Article X - Union Engagement and Payroll Deductions**

The City agrees to deduct from the paycheck of each employee, who has so authorized it, the regular initiation fee, regular monthly dues, assessments and other fees as certified by the Union. The amounts deducted shall be transmitted monthly to the Union on behalf of the employees involved. The performance of this function is recognized as a service to the Union by the City and The City shall honor the terms and conditions of each worker's Union payroll deduction authorization(s) for the purposes of dues deduction only. The Union agrees to indemnify and hold the Employer harmless from all claims, demands, suits or other forms of liability that arise against the Employer for deducting dues from Union members, including those that have communicated a desire to revoke a previous deduction authorization, along with all other issues related to the deduction of dues or fees.

The City will provide the Union access to all newly hired employees and/or persons entering the bargaining unit within thirty (30) days of such hire or entry into the bargaining unit. The Union and a shop steward/member leader will have at least thirty (30) minutes with such individuals during the employee's normal working hours and at their usual worksite or mutually agreed upon location.

The City will require all new employees to attend a New Employee Orientation (NEO) within thirty (30) days of hire. The NEO will include an at-minimum thirty (30) minute presentation by a Union representative to all employees covered by a collective bargaining agreement. At least five (5) working days before the date of the NEO, the City shall provide the Union with a list of names of their bargaining unit attending the Orientation.

The individual Union meeting and NEO shall satisfy the City's requirement to provide a New Employee Orientation Union Presentation under Washington State law. The City of Seattle, including its officers, supervisors, managers and/or agents, shall remain neutral on the issue of whether any bargaining unit employee should join the Union or otherwise participate in Union activities at the City of Seattle.

**New Employee and Change in Employee Status Notification:** The City shall supply the Union with the following information on a monthly basis for new employee's: name, home address, personal phone and email (if a member offers), job classification and title, department, division, work location, date of hire, hourly or salary status, compensation rate.

Any employee may revoke their authorization for payroll deduction of payments to their Union by written notice to the Union in accordance with the terms and conditions of their dues authorization. Every effort will be made to end the deductions effective on the first payroll, and not later than the second payroll, after receipt by the City of confirmation from the union that the terms of the employee's authorization regarding dues deduction revocation have been met. The City will refer all employee inquiries or communications regarding union dues to the appropriate Union.

#### Section B. Agreement on Impacts of the *Janus v. AFSCME* Supreme Court Decision

The Parties further agree:

1. **Member Training:** During each year of this agreement a Union's principal officer may request that Union members be provided with at least eight (8) hours or one (1) day, whichever is greater, of paid release time to participate in member training programs sponsored by the Union. The Parties further agree that the release of employees shall be three (3) employee representatives per each Union in an individual Department; or two percent (2%) of a single Union's membership per each department, to be calculated as a maximum of two percent (2%) of an individual Union's membership in that single department (not citywide), whichever is greater. The approval of such release time shall not be unreasonably denied for arbitrary and/or capricious reasons. When granting such requests, the City will take into consideration the operational needs of each Department. At its sole discretion, the City may approve paid release time for additional employee representatives from each Department on a case-by-case basis.
2. The Unions shall submit to the Office of Labor Relations and the Department as far in advance as possible, but at least fourteen (14) calendar days in advance, the names of those members who will be attending each training course. Time off for those purposes shall be approved in advance by the employee's supervisor.
3. **New Employees:** The City shall work with the Seattle Department of Technology to develop an automated system to provide the Union with the following information within ten (10) working days after a new employee's first day of work: name, home address, personal phone and email (if a member offers), job classification and title, department, division, work location, date of hire, hourly or salary status, compensation rate, FTE status. Until the process has been automated the departments may provide the Union notice at the same time the department notifies SDHR benefits, by sending an email to the Union providing the notice of hire. Upon automation departments may elect to not provide notice to the Unions and official notice will only be given by SDHR. The Parties agree to continue to work with departments to provide notice of new hires to the Union no later than 10 working days from the employee first day of work.
4. This agreement is specific and limited to the referenced demand to bargain and the associated negotiations related to the impacts regarding the *Janus v. AFSCME*

decision and sets no precedent or practice by the City and cannot be used or introduced in any forum or proceeding as evidence of a precedent or a practice.


5. Issues arising over the interpretation, application, or enforceability of the provisions of this agreement shall be addressed during the Coalition labor management meetings and shall not be subject to the grievance procedure set forth in the Parties ' collective bargaining agreements.
6. The provisions contained in " Section B" of this MOU will be reviewed when the current collective bargaining agreements expire. The Parties reserve their rights to make proposals during successor bargaining for a new agreement related to the items outlined in this MOA.
7. This Parties signatory to this MOU concur that the City has fulfilled its bargaining obligations regarding the demand to bargains filed as a result of the Janus v. AFSCME Supreme Court decision.

SIGNED this    day of            2018.

Executed under the Authority of Ordinance No.

FOR THE CITY OF SEATTLE:

  
\_\_\_\_\_  
Jenny A. Durkan,  
Mayor

  
\_\_\_\_\_  
~~Susan McNab~~, Bobby Humes  
Interim Seattle Human Resources Director

  
\_\_\_\_\_  
Laura A. Southard,  
Deputy Director/Interim Labor Relations Director

SIGNATORY UNIONS:

  
\_\_\_\_\_  
Elizabeth Rockett, Field Representative  
IU Painters and Allied Trades,  
District Council #5

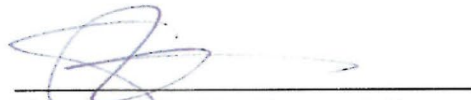
\_\_\_\_\_  
Natalie Kelly, Business Representative  
HERE, Local 8

  
\_\_\_\_\_  
Andrea Friedland, Business Representative  
IATSE, Local 15

  
\_\_\_\_\_  
Amy Bowles, Union Representative  
PTE, Local 17  
Professional, Technical, Senior Business,  
Senior Professional Administrative Support



Ray Sugarman, Union Representative  
PTE, Local 17  
Professional, Technical, Senior Business,  
Senior Professional Administrative Support



Shaun Van Eyk, Union Representative  
PTE, Local 17  
Professional, Technical, Senior Business,  
Senior Professional Administrative Support, &  
Probation Counselors



Mark Watson, Union Representative  
WSCCCE, Council 2, Local 21, 21C, 21Z, 2083  
& Local 21-PA Assistant



Steven Pray, Union Representative  
PTE, Local 17  
Professional, Technical, Senior Business,  
Senior Professional Administrative Support, &  
Probation Counselors



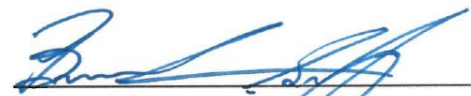
Kurt Swanson, Business Representative  
UA Plumbers and Pipefitters Local 32



Janet Lewis, Business Representative  
IBEW, Local 46



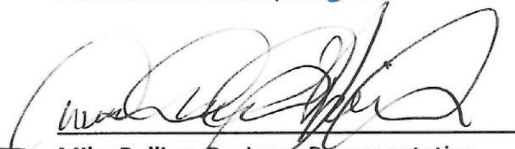
Kal Rohde, Business Representative  
Sheet Metal Workers, Local 66



Brian Self, Business Representative  
Boilermakers Union, Local 104



John Scearcy, Secretary-Treasurer  
Teamsters, Local 117; JCC and Community  
Service Officers & Evidence Warehouse



Mike Bolling, Business Representative  
IU Operating Engineers, Local 286

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Brandon Hemming, Business Representative  
IAMAW, District Lodge 160, Local 289  
& 79



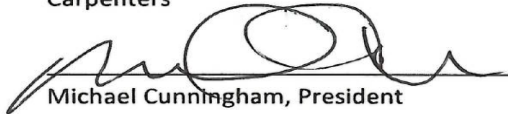
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Ian Gordon, Business Manager  
PSIE, Local 1239 and Local 1239 Security  
Officers (JCC); Local 1239 Recreation Unit



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Dave Quinn, Business Representative  
Pacific Northwest Regional Council of  
Carpenters



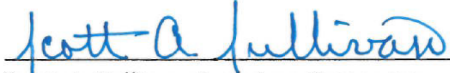
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Michael Cunningham, President  
Seattle Police Dispatchers' Guild



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Scott Bachler, President  
Seattle Police Management Association



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Scott A. Sullivan, Secretary-Treasurer  
Teamsters, Local 763; JCC

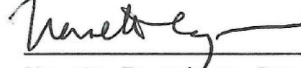
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Peter Hart, Regional Director  
Inland Boatmen's Union of the Pacific



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Scott Fuquay, President  
Seattle Municipal Court Marshals' Guild  
IUPA, Local 600




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Nanette Toyoshima, President  
SPEOG, Seattle Parking Enforcement Officers'  
Guild





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Kevin Stuckey, President  
Seattle Police Officers' Guild

  
Brandon Hemming, Business Representative  
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Pacific Northwest Regional Council of  
Carpenters

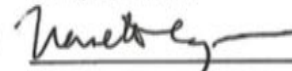
  
Michael Cunningham, President  
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Seattle Police Management Association

  
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SPEOG, Seattle Parking Enforcement Officers'  
Guild

Kevin Stuckey, President  
Seattle Police Officers' Guild

Coalition of City Unions  
Memorandum of Understanding

7

## Appendix C

LETTER OF AGREEMENT

BETWEEN

THE CITY OF SEATTLE

And

THE COALITION OF CITY UNIONS

### **WORK/LIFE SUPPORT COMMITTEE**

The City of Seattle and the Coalition of City Unions agree to enter into the following Memorandum of Agreement to create and address certain topics at a Work/Life Support Committee. The terms of the Letter of Agreement are as follows:

- 1) **Purpose.** The Work/Life Support Committee ("WLSC") shall be a City-wide labor management committee to promote an environment for employees that supports and enhances their ability to meet their responsibilities as employees of the City of Seattle and support their work/life balance. The WLSC may provide recommendations to the Mayor and City Council on programs and policies that further support work/life balance.
- 2) **Workplan.** The WLSC shall develop an annual workplan to identify programs and policies that promote a work/life balance for City employees. These may include, but are not limited to, dependent care subsidy/support program for eligible employees, enhancing alternative work arrangements, flexible work hours, job sharing, on-site/near-site child care, expanding the definition of family for access to leave benefits, shift swaps, resource and referral services, emergency level, and back-up care. The WLSC may conduct and make recommendations no later than March 31 of each year.
- 3) **Membership.** The membership of WLSC shall be made up of the Mayor or designee, the Director of Labor Relations or designee, up to five Directors or designee from City departments, and members designated by the Coalition of City Unions ("CCU") at equal numbers as the management representatives. If a CCU designee is a City employee, they shall notify their supervisor. Management will not unreasonably deny the participation of City employees on paid release time to serve on the WLSC.
- 4) **Meetings.** The WLSC shall meet at least four (4) times per calendar year. The WLSC may meet more frequently if necessary if all parties agree.
- 5) **Additional Resources.** The WLSC may establish subcommittees that include other department representatives and/or subject matter experts. These subcommittees shall conform with rules established by the WLSC.
- 6) **Authority.** The WLSC and its subcommittee(s) shall not have the authority to change, amend, modify or otherwise alter collective bargaining agreements.

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Kal Rohde, Business Representative  
Sheet Metal Workers, Local 66

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Brian Self, Business Representative  
Boilermakers Union, Local 104

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John Scearcy, Secretary-Treasurer  
Teamsters, Local 117; JCC and Community  
Service Officers & Evidence Warehouse




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Mike Bolling, Business Representative  
IU Operating Engineers, Local 302


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Scott Sullivan, Secretary-Treasurer  
Teamsters, Local 763; JCC and Municipal  
Court



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Mary Keefe, Business Agent  
Teamsters, Local 763; JCC and Municipal  
Court



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Ian Gordon, Business Manager  
PSIE, Local 1239 and Local 1239 Security  
Officers (JCC); Local 1239 Recreation Unit

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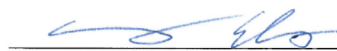
Peter Hart, Regional Director  
Inland Boatmen's Union of the Pacific

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Dave Quinn, Business Representative  
Pacific Northwest Regional Council of  
Carpenters

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Scott Fuquay, President  
Seattle Municipal Court Marshals' Guild  
IUPA, Local 600



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Cory Ellis, President  
Seattle Police Dispatchers' Guild

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Brandon Hemming, Business Representative  
IAMAW, District Lodge 160, Local 289  
& 79