

# MEMORANDUM OF UNDERSTANDING

Between

Spokane Regional Emergency Communications

and

Washington State Council of County and City Employees, Council 2, AFSCME

The parties agree to the following:

**Term of Contract** - Date of ratification 2019 through December 31, 2021.

**Line Staff Wages:**

2019 SREC Line Staff Pay Table			
Job Classification	Hourly	Monthly	Annual
Supv 3 Three Disciplines	\$40.18	\$6,964	\$83,569
Supv 2 Two Disciplines	\$39.17	\$6,790	\$81,480
Supv 1 One Discipline	\$38.22	\$6,624	\$79,492
Supervisor 1 Training	\$35.34	\$6,126	\$73,507
C03 Law and Fire	\$32.45	\$5,625	\$67,500
CO 2 Law or Fire	\$30.91	\$5,358	\$64,294
CO 2 Dispatch Training	\$29.44	\$5,103	\$61,240
CO 1 6 + Years	\$27.83	\$4,823	\$57,880
CO 1 4 - 6 Years	\$26.51	\$4,594	\$55,131
CO 1 1.5 - 3 Years	\$25.25	\$4,376	\$52,512
CO 1 > Training - 1.5 Years	\$24.05	\$4,168	\$50,018
CO 1 911 / Crime Check Training	\$22.90	\$3,970	\$47,642
Report Technician	\$20.40	\$3,536	\$42,437
Report Technician Training	\$19.43	\$3,368	\$40,416

Based on the Employer's proposed 2019 SREC Line Staff Pay Table which is included above, effective 07/01/19, Line Staff on the County's payroll as of 06/30/19 or the City's payroll as of 07/01/19, will receive the following:

- No current SREC employee V-rated at a higher level of pay will have his or her pay lowered.
- V-Rate former SCSO CO 2s and Supervisors with 10 or more years of County service at a wage increase of 15% above the Spokane County hourly rate that was in effect on 06/30/19.
- V-Rate all Supervisors at the +15% wage rate proposed for SCSO Dispatch Supervisors.
- V-Rate CO 1s with 10 or more years of County service at the CO 2 Dispatch Training rate.
  - Once trained in Law Dispatch, they would move to the CO 2 wage.
- V-Rate CO 2s who are not in training at the CO 3 wage.
- Place the incumbent Public Records Specialist at Step 3.
- Place the incumbent Public Safety Systems Supervisor at Step 4.
- Place Public Safety System Specialist (Radio/IT) Chad Heikila at Step 3.

- **Add a Supervisor 1 training wage (Pay incumbents in training this hourly rate or their current hourly rate, whichever is greater).**

**Public Safety Systems Supervisor**

Monthly	\$6,131.99	\$6,438.59	\$6,760.52	\$7,098.55	\$7,453.48	\$7,826.15	\$8,217.46
Annual	\$73,583.93	\$77,263.12	\$81,126.28	\$85,182.59	\$89,441.72	\$93,913.81	\$98,609.50

**Public Safety System Specialists (Radio / IT)**

Monthly	\$5,550.23	\$5,827.74	\$6,119.12	\$6,425.08	\$6,746.33	\$7,083.65	\$7,437.83
Annual	\$66,602.71	\$69,932.84	\$73,429.49	\$77,100.96	\$80,956.01	\$85,003.81	\$89,254.00

**Payroll & Accounting Specialist**

Monthly	\$3,376.69	\$3,545.52	\$3,722.80	\$3,908.94	\$4,104.38	\$4,309.60	\$4,525.08
Annual	\$40,520.24	\$42,546.25	\$44,673.57	\$46,907.25	\$49,252.61	\$51,715.24	\$54,301.00

**Payroll & Accounting Technician**

Monthly	\$2,577.37	\$2,706.23	\$2,841.55	\$2,983.62	\$3,132.80	\$3,289.44	\$3,453.92
Annual	\$30,928.39	\$32,474.81	\$34,098.55	\$35,803.48	\$37,593.65	\$39,473.33	\$41,447.00

**Public Records Specialist**

Monthly	\$3,176.08	<b>\$3,334.88</b>	\$3,501.63	\$3,676.71	\$3,860.54	<b>\$4,053.57</b>	\$4,256.25
Annual	\$38,112.95	\$40,018.60	\$42,019.53	<b>\$44,120.51</b>	\$46,326.53	<b>\$48,642.86</b>	\$51,075.00

Except for the Public Records Specialist, Public Safety Systems Supervisor and Public Safety System Specialist (Chad Heikkila) exceptions, employees would be moved to the step in the SREC pay table that is the next step higher than their current salary with the County. They would then receive step increases every 12 months until they reach the top step.

**Medical**

Coverage providers will be as detailed in the executed July 2, 2019 MOU between the Parties.

The Employees' monthly premium share towards the PPO or HMO medical, dental and vision plan will be based on the following percentages of the total cost of the coverage:

Employee	5%
Employee & Child(ren)	10%
Employee & Spouse	10%
Full Family	10%

**Paid Time Off (PTO)**

*Eligibility and Allowance:*

Employees shall start to earn PTO on their first day of employment. Employees separating from service on a date that does not correspond to the end of a pay period will not accrue prorated PTO credit for that final, partial pay period.

During Phase 1 and Phase 2 training, Report Technicians and CO 1 employees can only use earned PTO hours for sick leave absences but not for vacation leave.

Should a Report Technician or CO I"trainee" not make it to Phase 3 of his/her training, upon separation of employment, any PTO hours in his/her leave bank will not be paid out due to their release from training and/or separation of employment.

During Phase 3 training, Report Technician and CO 1 employees may use earned PTO hours for sick and/or vacation leave purposes.

Paid Time Off shall be earned annually based on the following schedule:

Years of Service	Hours per Month	Annual Maximum Carryover
0-4 years	16	384
5-7 years	18	432
8-10 years	20	480
11-14 years	22	528
15-19 years	24	576
20 years or more	26	576

*PTO Maximum Balance:*

Paid Time Off may be accumulated to a total of twice the amount earned annually or to a maximum amount of 576 hours, whichever is lower. Any paid time off accumulated beyond this limit will be forfeited.

Each year effective the end of December, for any PTO hours accumulated over the employee's annual maximum carryover limit, SREC will automatically transfer these additional hours over the limit from the employee's PTO leave bank to their catastrophic leave bank. The maximum balance an employee can have in his/her catastrophic account is 800 hours.

**Catastrophic Sick Leave Accounts**

For employees who start employment with SREC on or after July 1, 2019 who had leave balances with the City of Spokane or Spokane County the following will apply:

- For employees who had a PTO balance and no catastrophic account their uncashed PTO balance will transfer to SREC on an hour for hour basis.
- For employees who had a PTO balance and a catastrophic account, their uncashed PTO balance and full catastrophic account balance will transfer to SREC on an hour for hour basis.
- For employees who had vacation and sick leave balances.
  - o Uncashed vacation will become their initial PTO balance on an hour for hour basis.
  - o At their sole discretion, employees may transfer up to 80 hours of PTO credit from their sick leave balance on a 1 for 2 basis (e.g., 160 hours of sick leave would become 80 hours of additional PTO).
  - o All remaining sick leave will be converted to a catastrophic account.

*Use of Catastrophic Account*

Employees may use catastrophic leave under the following conditions:

Their absence from work is due to mental or physical illness, injury or health condition to accommodate the employee's need for medical diagnosis, care, or treatment of mental or physical illness, injury or health condition or an employee's need for preventive medical care. Time off also includes needed leave to care for a family member as allowed and defined under the Washington Family Care Act.

Their absence exceeds twenty-four (24) consecutive hours from work. The first twenty-four hours of absence will be applied to their PTO balance. Any remaining consecutive days missed from work will be applied to their catastrophic account. Exceptions may be made for non-contiguous days of absence for recurring, scheduled treatments such as chemotherapy.

### **Paid Holidays**

1. New Year's Day (January 1st)
2. Martin Luther King Jr.'s. Birthday (3rd Monday in January)
3. President's Day (3rd Monday in February)
4. Memorial Day (Last Monday in May)
5. Independence Day (4th of July)
6. Labor Day (1st Monday in September)
7. Veteran's Day (November 11)
8. Thanksgiving Day (4th Thursday in November)
9. Day after Thanksgiving (4th Friday in November)
10. Christmas Day (December 25)
11. One (1) Floating Holiday

Any other day so designated as a one (1) time holiday by the Governor of the State of Washington or the President of the United States shall be recognized and observed as a one (1) time event.

### **For Non-Shift Workers:**

Holidays falling on Saturday will be observed the preceding Friday or following Monday if the preceding Friday is also a holiday. Holidays falling on Sunday will be observed the Monday immediately following, unless that Monday is also a holiday, then it will be observed the preceding Friday.

### *Eligibility*

Except for the Floating Holiday, which must be used in the calendar year earned and does not carry over or paid out on separation from employment, employees shall be eligible for holiday pay under the following conditions:

The employee would have been scheduled to work on such a day if it had not been observed as a holiday unless the employee is on layoff.

If a holiday is observed on an employee's scheduled day off, at the employee's option he/she shall be paid for the un-worked holiday, or be given the preceding or following work day off without having their PTO balance deducted.

If a Holiday falls on a day where the employee has paid vacation or is on paid sick leave they will be paid Holiday pay and not have their PTO deducted.

Eligible employees who perform no work on a holiday shall be paid their current hourly rate of pay times the number of hours in their regular work day.

If an employee works on any of the holidays listed above, he/she shall be paid the following premium rate in addition to his/her holiday pay.

One and one-half (1½) times his/her regular rate of pay for all hours within his/her regular work day.

Two (2) times his/her regular rate of pay for all hours in excess of his/her regular work day.

For Shift Workers:

Holidays will be observed on the actual date of the holiday. For example: If the holiday falls on a Saturday or Sunday and is the employee's regularly scheduled work day, the holiday shall be observed on the day upon which said holiday falls.

*Eligibility*

Except for the Floating Holiday, which must be used in the calendar year earned and does not carry over or paid out on separation from employment, employees shall be eligible for holiday pay under the following conditions:

The employee would have been scheduled to work on such a day if it had not been observed as a holiday unless the employee is on layoff.

If a holiday is observed on an employee's scheduled day off, at the employee's option he/she shall be paid for the un-worked holiday, or be given the preceding or following work day off without having their PTO balance deducted.

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Two (2) times his/her regular rate of pay for all hours in excess of his/her regular work day.

**Seniority**

*Seniority Defined:*

Job Classification Seniority: The length of continuous service in the employee's job classification (**upon transferring to SREC job classification would include the last County/City and SREC job classifications combined job classification seniority**). Job classification seniority shall be used in determining, shift bids, vacation preference, etc.

Communication Center Seniority: The length of continuous service in a position with Employer **(to include the last County/City and SREC continuous combined length of service seniority)**. Employer seniority shall be the determining factor if job classification seniority is equal.

If all seniority is equal, then the exiting entry level test placement when originally hired by the City of Spokane, Spokane County or SREC will be used.


Longevity


Instead of paying a monthly longevity bonus of \$40.00 - \$200.00 to each eligible employee, provide Personal Holiday (PH) time off. (A day would be based on the number of hours in the employee's regular work day). PHs must be used in the calendar year earned and do not carry over to the next year nor are they paid out upon separation of employment. The proposed PH formula is as follows:

Longevity Formula:

Continuous Service	Personal Holiday
Over 10 years	1.00 day
Over 15 years	1.50 days
Over 20 years	2.00 days


**For Employer**

  
\_\_\_\_\_  
Bryan Collins  
SREC Governing Board Chair

  
\_\_\_\_\_  
Steve Reinke  
SREC Executive Director

Dated: August 1, 2019

**For Union**

  
\_\_\_\_\_  
Bill Keenan, Director of Organizing  
AFSCME Council 2

  
\_\_\_\_\_  
Gordon Smith, Staff Representative

  
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Natalie Hilderbrand, Staff Representative

Dated: July 29, 2019