

# Collective Bargaining Agreement

Between

**Thurston Conservation District**



and

**Local 330, Washington State Council  
of County and City Employees**

**American Federation of State,  
County and Municipal Employees,  
AFSCM-AFLCIO**



January 1, 2025 through December 31, 2027

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**Collective Bargaining Agreement**  
By and Between  
Thurston Conservation District, Washington  
And  
Local 330, Washington State Council of County and City Employees,  
American Federation of State, County and Municipal Employees, AFSCM-  
AFLCIO  
January 1, 2025 – December 31, 2027

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## Preamble

1 This Agreement is entered into by and between the Board of Supervisors of The  
2 Thurston Conservation District, hereafter referred to as the "District," and the  
3 Washington State Council of City & County Employees, AFSCME, Council 2, AFL-  
4 CIO, hereafter referred to as the "Union."

5 In implementing this Agreement, a harmonious working relationship between the  
6 parties, based on the principles of collaboration and mutual respect, will best help the  
7 achievement of common objectives. It is the intent of the parties to support the mission  
8 of The District with a commitment to collaboration, honesty, mutual respect, and fair  
9 treatment to all employees, management and board supervisors, as well as the promotion  
10 of environmental sustainability in the delivery of high quality, efficient services to  
11 Thurston County. The parties recognize the value of employees, managers and board  
12 supervisors, the work they perform, and the contributions they make to the District.  
13 This Agreement specifies wages, hours, and other terms and conditions of employment,  
14 and provides methods for prompt and fair resolution of differences.

## 15 Article 1: Union Recognition

16 1.1. Thurston Conservation District recognizes the Union as the exclusive bargaining  
17 representative for collective negotiations on personnel matters including wages,  
18 hours, and working conditions regarding the employees described as follows:

19 All full-time and regular part-time non-supervisory employees of the Thurston  
20 Conservation District, excluding confidential employees, and all other  
21 employees.

22 1.2. This Agreement covers the employees in the bargaining unit described above.

23 1.3. If the Public Employment Relations Commission (PERC) certifies the Union as the  
24 exclusive bargaining representative during the term of this Agreement for a  
25 bargaining unit for any other conservation districts for which the Washington State  
26 Conservation Commission is the coordinating state agency for, the terms of this  
27 Agreement will apply.

## Article 2: Anti-Discrimination

28 2.1 Under this Agreement, neither party will discriminate against employees on the basis  
29 of religion, age, sex, status as a breastfeeding parent, marital status, race, color,  
30 creed, national origin, political affiliation, military status, status as an honorably  
31 discharged veteran, a disabled veteran or Vietnam era veteran, sexual orientation,

1 gender expression, gender identity, any real or perceived sensory, mental or physical  
2 disability, genetic information, status as a victim of domestic violence, sexual assault  
3 or stalking, or because of the participation or lack of participation in union activities.  
4 Bona fide occupational qualifications based on the above traits do not violate this  
5 Section.

6 **2.2** Employees who feel they have been the subjects of discrimination are encouraged  
7 to discuss such issues with the District’s Executive Director, or file a complaint in  
8 accordance with the District’s policy. In cases where an employee files both a  
9 grievance and an internal complaint regarding the same alleged discrimination, the  
10 grievance will be suspended until the internal complaint process has been completed.

11 **2.3** Both parties agree that unlawful harassment will not be tolerated.

12 **2.4** Both parties agree that nothing in this Agreement will prevent the implementation  
13 of an approved affirmative action plan.

14 **2.5** Both parties agree that nothing in this Agreement will prevent an employee from  
15 filing a complaint with the Washington State Human Rights Commission, Office of  
16 Civil Rights, or the Equal Employment Opportunities Commission.

### **Article 3: Workplace Behavior**

17 **3.1** The District and the Union agree that all employees should work in an environment  
18 that fosters mutual respect and professionalism. The parties agree that inappropriate  
19 behavior in the workplace does not promote a District’s business, employee well-  
20 being, or productivity. All employees are responsible for contributing to such an  
21 environment and are expected to treat others with courtesy and respect.

22 **3.2** Inappropriate workplace behavior by employees, Supervisors, managers, and clients  
23 will not be tolerated. If an employee and/or the employee’s union representative  
24 believes the employee has been subjected to inappropriate workplace behavior, the  
25 employee and/or the employee’s representative is encouraged to report this behavior  
26 to the District Executive Director and/or the union representative. If the  
27 inappropriate workplace behavior involves the District Executive Director, an  
28 employee and/or the employee’s union representative will report this behavior to the  
29 Union and/or the Finance and Administration Manager, who will inform the Board  
30 of Supervisors if unable to resolve. An employee or the employee’s representative  
31 should identify and describe the inappropriate workplace behavior. The District will  
32 investigate the reported behavior and take appropriate action as necessary per  
33 District policy. The employee and/or union representative will be notified upon

1 conclusion of the investigation. The District will provide the employee and the union  
2 representative with a copy of the investigation report.

3 **3.3** The District and the Union do not tolerate bullying behavior from anyone in the  
4 workplace. Whether it be:

- 5 • Employee to employee;
- 6 • Employee to management (and vice versa);
- 7 • Council 2 staff to employee (and vice versa)
- 8 • Council 2 staff to management (and vice versa)

9 Bullying, or workplace aggression, is the use of repeated, health-harming  
10 mistreatment, verbal abuse, force, coercion, hurtful teasing, comments, or threats,  
11 that threaten, humiliate, intimidate, sabotage or interfere with work of one or more  
12 individuals. The behavior is often repeated and habitual and does not necessarily  
13 have a triggering event. Bullying may be psychological (sometimes referred to as  
14 "*emotional*" or "*relational*"), verbal, physical, and cyber (or "*electronic*").  
15 Workplace bullying intensifies over time, rather than improving.

16 Instances of bullying may appear minor, but when viewed collectively paint a  
17 picture of abusive behavior in the workplace.

18 Example: If an employee is being cyber bullied, looking at one email does not  
19 seem harmful, but when you look at numerous emails received from a bully, it  
20 shows the pattern of workplace abuse.

21 Bullying must be reported to the Executive Director and is subject to Article 8:  
22 Discipline and Discharge.

23 **3.4** Normal workplace conflict is based on differences that people have or about  
24 disagreements over a particular issue or issues in the workplace.

25 Example: Employee "A" might have conflict with Employee "B" because they  
26 scheduled a weekly meeting at a time in which Employee "A" could not attend  
27 but needed to attend. Eventually, they would work it out, let it go, and move  
28 on. Conflict is normal and inevitable. In many cases, it makes the organization  
29 stronger when it is managed appropriately.

30 There is a tiered process for resolving employee-to-employee workplace conflicts:

- 31 • Employees engaged in conflict will attempt to resolve the issue together.
- 32 • If they are not successful, they will request support from their immediate  
33 supervisor(s).
- 34 • If that is not successful, the parties will request support from the Executive  
35 Director.

- 1           • If that is not successful, the District may retain the services of a 3<sup>rd</sup> party  
2           mediator – like the Thurston County Dispute Resolution Center.

3           TCD and the Union recognize that workplace aggression does not make the  
4           environment better, and it deteriorates the culture, making it unbearable for  
5           everyone involved, even those who are perpetrating the violence, and therefore  
6           does not tolerate such actions.<sup>1</sup>

7           In the event of employee-to-employee workplace conflict or suspected bullying  
8           Council 2 will support all parties.

9   **3.5**   Retaliation against employees who make a workplace behavior complaint will not  
10          be tolerated.

11   **3.6**   The District and the Union may agree to joint training on workplace behavior for all  
12          employees.

13   **3.7**   An employee who is subjected to disrespectful, bullying, or hostile treatment during  
14          a work meeting is encouraged to notify meeting members and withdraw from the  
15          meeting, if needed. The employee will not be subject to discipline for taking this  
16          action. In addition, the employee may request a meeting with the Executive Director  
17          to discuss expectations for future meeting facilitation, ground rules, and  
18          participation expectations in order to assure fair and professional conduct.

## **Article 4: Union Rights and Activities**

### **19   4.1   Right to Representation**

20          An employee has the right to representation at all levels on any matter adversely  
21          affecting the employee’s conditions of employment. The exercise of this right  
22          shall not unreasonably delay or postpone a meeting. Representation will not apply  
23          to discussions with an employee in the normal course of duty, such as giving  
24          instructions, assigning work, informal discussions, delivery of paperwork, staff or  
25          work unit meetings or other routine communications with an employee.

### **26   4.2   Staff Representatives**

27          The Union will provide the District with a written list of staff representatives  
28          assigned to the District. The Union will provide written notice to the District of  
29          any changes within thirty (30) calendar days of the changes.

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<sup>1</sup> <https://bluetigercommons.lincolnu.edu/social-and-behavioral-sciences-faculty-publications/3/>

1 Staff representatives will have access to the District’s offices or facilities within  
2 their jurisdiction to carry out representational activities.

3 The District’s written Board or administrative policies pertaining to employees  
4 represented by the Union will be made available to staff representatives.

5 **4.3 Union Stewards**

6 Steward List

7 The Union will provide the District with a written list of current Union stewards.  
8 The District will not recognize an employee as a Union steward if the employee’s  
9 name does not appear on the list.

10 Release Time

11 Union stewards will be granted a reasonable amount of time during their core  
12 hours of work to investigate and process grievances in accordance with Article 7,  
13 Grievance Procedure. In addition, Union stewards will be released during their  
14 core hours of work to prepare for and attend meetings within the bargaining unit  
15 and District for the following representational activities:

- 16 • Investigatory interviews and pre-disciplinary meetings in accordance with  
17 Article 8, Discipline;
- 18 • Union-Management Committee meetings and Union-Management  
19 Committee pre-meetings in accordance with Article 10, Union-Management  
20 Committee;
- 21 • Informal grievance resolution meetings, grievance meetings, alternative  
22 dispute resolution meetings, or arbitration hearings in accordance with  
23 Article 7, Grievance Procedure; and
- 24 • In accordance with Section 5.9, New Employee Orientation.

25 Steward Mentoring

26 A second shop steward may observe representational activities specified in Section  
27 4.3.B.1 and Section 4.3.B.3 above for the purpose of mentoring and training. The  
28 WFSE will provide written notice of the Union steward’s name to Human Resource  
29 Services prior to the training.

30 Notification

31 The Union steward will notify the supervisor before attending any meeting or  
32 hearing during the steward’s core hours of work. All notifications must include the  
33 approximate amount of time the steward expects the activity to take. District  
34 business requiring the Union steward’s immediate attention will be completed prior  
35 to the steward attending the meeting or hearing. Union stewards will suffer no loss  
36 in pay for attending meetings and hearings that are scheduled during the Union

1 steward's core hours of work. Attendance at meetings or hearings during the Union  
2 steward's non-work hours will not be considered as time worked.

3 If the amount of time a Union steward spends performing representational activities  
4 is unreasonably affecting the steward's ability to accomplish assigned duties, the  
5 District will notify and discuss the concerns with the steward, the Chief Steward and  
6 the Council Representative.

7 **4.4 Employees**

8 Release Time

9 Employees will be provided a reasonable amount of time during their core hours  
10 of work to meet with the Union steward and/or staff representative to process a  
11 grievance. In addition, employees will be released during their core hours of work  
12 to prepare for and attend meetings or hearings for the following:

- 13 1. Informal grievance resolution meetings, grievance meetings, alternative  
14 dispute resolution meetings, or arbitration hearings in accordance with  
15 Article 7, Grievance Procedure, and held during the employee's core hours  
16 of work;
- 17 2. Subpoenaed Witnesses in an Arbitration and Unfair Labor Practices - when  
18 an employee is subpoenaed as a witness on behalf of the Union in arbitration  
19 and unfair labor practice cases, the employee will not be required to use paid  
20 leave time for an appearance occurring during the employee's core work  
21 hours.
- 22 3. Investigatory interviews and/or pre-disciplinary meetings in accordance with  
23 Article 8, Discipline; and
- 24 4. Negotiations in accordance with Article 15, Mandatory Subjects.

25 Notification

26 The employee will notify their supervisor before attending any meeting or hearing  
27 during the employee's core hours of work. All notifications must include the  
28 approximate amount of time the employee expects the activity to take. District  
29 business requiring the employee's immediate attention must be completed prior to  
30 the employee attending the meeting or hearing. Employees will suffer no loss in pay  
31 for attending meetings and hearings that are scheduled during the employee's core  
32 hours of work. Attendance at meetings or hearings during the employee's non-work  
33 hours will not be considered as time worked.

34 If the amount of time an employee spends preparing for or attending meetings or  
35 hearings is unreasonably affecting the employee's ability to accomplish assigned  
36 duties, the District will notify and discuss the concerns with the employee, the Chief  
37 Steward and the Council Representative.



1     **4.5 Use of District Facilities, Resources, and Equipment**

2         Meeting Space and Facilities

3         The District’s facilities may be used by the Union to hold meetings in accordance  
4         with District policy, availability of the space, and with prior notice to the District.

5         Supplies and Equipment

6         The Union and employees shall not use District -purchased supplies or equipment  
7         to conduct internal Union business.

8         E-mail, Fax Machines, and the Internet

9         Employees may use District-owned e-mail to request Union representation. Union  
10         representatives and stewards may use District owned/operated equipment to  
11         communicate with the affected employees and/or the District for the purpose of  
12         administration of this Agreement to include electronic transmittal of grievances and  
13         responses in accordance with Article 7, Grievance Procedure. It is the responsibility  
14         of the sending party to ensure the material is received.

15         The Union and its shop stewards will not use the above-referenced District  
16         equipment for any purpose prohibited by the Washington State Executive Ethics  
17         Board. Communication that occurs over district-owned equipment is the property  
18         of the District and may be subject to public disclosure.

19     **4.6 Bulletin Boards**

20         The District will provide a designated bulletin board and space for the bulletin  
21         boards for Union communication. Material posted on a bulletin board will be  
22         appropriate to the workplace, politically non-partisan, in compliance with state  
23         ethics laws, and clearly identified as Union literature. Union information shall not  
24         be posted or otherwise disseminated at any other location in the worksite.

25     **4.7 Time Off for Union Activities**

26         Union-designated employees may request to be allowed time off without pay to  
27         attend Union-sponsored meetings, training sessions, conferences, and conventions,  
28         and such requests will be granted, provided the absence of the employee(s) does not  
29         unreasonably interfere with the operating needs of the District. If the requested  
30         absence is approved, employees may use leave, such as personal holiday or accrued  
31         vacation leave, or leave without pay.

32         The Union will give the District a written list of the names of the employees it is  
33         requesting to attend the above-listed activities, at least fourteen (14) calendar days  
34         prior to the activity.

1     **4.8 Temporary Employment with the Union**

2     With thirty (30) calendar days’ notice, unless agreed otherwise, employees may be  
3     granted leave without pay to accept temporary employment with the Union for a  
4     specified duration, not to exceed thirty (30) days, provided the employee’s time off  
5     will not unreasonably interfere with the operating needs of the District as  
6     determined by management. The parties may agree to an extension of leave without  
7     pay up to an additional six (6) months. The returning employee will be employed  
8     in the same or a comparable position.

9     **4.9 Council 2 President and Vice-President (If Employed by the District)**

10     Leave of Absence

11     Upon request of the Union, the District will grant leave with pay for the Council 2  
12     President and Vice-President for their term of office. The Union will give the  
13     District at least thirty (60) calendar days prior notice, unless otherwise agreed to in  
14     writing. The Union will reimburse the District for the “fully burdened costs of the  
15     positions” the District incurs as a result of placing the Council President and Vice-  
16     President on leave with pay during the period of absence. The Union will reimburse  
17     the District by the 20<sup>th</sup> of each month for the previous month.

18     Leave Balances

19     The President and Vice-President will accrue vacation and sick leave during the  
20     period of absence; however, when the President and Vice-President return to  
21     District service their leave balances will not exceed their leave balances on the date  
22     the period of absence commenced. If the President or Vice-President retire or  
23     separate from District service at the end of the period of absence, their leave balances  
24     will not exceed their leave balances on the date the period of absence commenced.  
25     Reporting of leave will be submitted to the District. All leave requests will be  
26     submitted within the required time limits.

27     Indemnification

28     The Union will defend, indemnify and hold harmless the District for any and all  
29     costs including attorney’s fees, damages, settlements, or judgments, or other costs,  
30     obligations, or liabilities the District incurs as a result of any demands, claims, or  
31     lawsuits filed against the District arising out of or in relation to actions taken by the  
32     President or Vice-President, or their status as President and Vice President, during  
33     the period of absence.

34     Return Rights

35     The President and Vice-President will have the right to return to the same or a  
36     comparable position, provided such position is vacant or occupied by a temporary  
37     employee, and provided such reemployment is not in conflict with other articles in

1 this Agreement. The employee and the District may enter into a written agreement  
2 regarding return rights prior to the commencement of the leave.

3 **4.10 Master Agreement Negotiations-Release Time**

4 The Union will provide the District a written list of the employees serving on the  
5 master agreement negotiations team in accordance with Section 4.8 B, above.

6 The District will approve paid release time for formal negotiation sessions for up to  
7 three (3) Union team members.

8 Subject Matter Experts

9 Either party may invite subject matter experts to present information during formal  
10 negotiation sessions when pertinent topics are under negotiations for a time period  
11 agreed to by the parties. The Union will provide the District with the names of the  
12 employee subject matter experts seven (7) calendar days prior to the identified  
13 negotiation session(s), unless mutually agreed otherwise. The District will release  
14 the Union-selected subject matter experts to attend formal negotiations if their  
15 absence(s) does not cause a disruption of work or impact operations. The District  
16 may approve compensatory time, vacation time, personal holiday, personal leave, or  
17 leave without pay for the subject matter expert to attend negotiation sessions, or at  
18 the discretion of the supervisor an employee may adjust their work schedule to  
19 present as a subject matter expert in negotiations. Attendance at the formal  
20 negotiations session(s) during the employee subject matter expert's non-work time  
21 will not be compensated for nor considered time worked.

22 Confidentiality/Media Communication

23 Formal negotiations sessions will be closed to the press and the public unless agreed  
24 otherwise by the Chief Negotiators. No proposal will be placed on the parties'  
25 websites or other public places such as bulletin boards. The parties are not precluded  
26 from communicating with their respective constituencies about the status of  
27 negotiations while they are taking place. There will be no public disclosure or public  
28 discussion of the issues being negotiated until resolution is reached on all issues  
29 submitted for negotiations.

## **Article 5: Hiring and Appointments**

30 **5.1 Filling Positions**

31 The District will determine when a position will be filled, the type of appointment  
32 to be used when filling the position, and the knowledge, skills, and abilities  
33 necessary to perform the duties of the specific position. The District shall determine  
34 whether a position will be filled on a full-time or part-time basis. Consideration will

1 be limited to individuals who have the knowledge, skills, abilities, and qualifications  
2 required for the position.

3 **5.2 Types of Positions**

4 Employee: A person occupying a position and who is paid a salary or wage for  
5 services rendered. A new employee must provide necessary documentation to  
6 comply with Federal Law (I-9) within 3 days of employment.

7 Regular Employee: Any employee who has been appointed to continuous year-  
8 round employment and receives employment benefits. Regular Employees are  
9 identified as regularly scheduled Full-Time, Part-Time, and Limited Term  
10 Employees.

11 Temporary Employee: Any seasonal, contracted, project, or emergency employee  
12 hired for usually less than one year and who is not eligible for employment benefits.  
13 If employment continues for 12 consecutive months with compensated hours  
14 exceeding 70 hours every month, the temporary employee automatically becomes a  
15 Regular Employee. Temporary Employees who become Regular Employees will not  
16 have to complete another probationary period.

17 Exempt Employee: An employee who is paid a fixed salary, rather than an hourly  
18 wage, and whose duties meet the criteria for exclusion from the state and federal  
19 overtime wage requirements. Exempt Employees are entitled to Exchange Time.

20 Non-Exempt Employee: An employee who, because of their duties or hourly status,  
21 is entitled to Compensatory Time compensation.

22 **5.3 Recruitment of Candidates**

23 The hiring process begins when a need for an employee is identified, whether by a  
24 vacancy or as a result of a program enhancement.

- 25 1. The job description is reviewed or established and the position  
26 announcement is developed. Advertising may be conducted using various  
27 means to solicit candidate applications. The District will ensure diversity,  
28 equity and inclusion is included in their hiring process.
- 29 2. Application materials shall be obtained from all interested parties.  
30 Interviews may be conducted in a manner set forth by the Executive Director  
31 of the District.
- 32 3. A copy of the offer letter together with the application materials will be filed  
33 in the Accounting Department as the beginning of the new employee's  
34 personnel file. Accounting will prepare a Payroll Action Form for  
35 appropriate approvals.

1    **5.4 Opportunities for Bargaining Unit Applicants**

2       The District recognizes the importance of creating and maintaining opportunities for  
3       career advancement for qualified bargaining unit employees. When a bargaining unit  
4       position becomes available that the District intends to fill, if there are qualified  
5       bargaining unit applicants for the position, the District will invite them to participate  
6       in the initial interviews.

7    **5.5 Movement**

8       An employee may initiate a written request for a transfer or voluntary demotion to  
9       the District Executive Director. If the employee is successful, the District may grant  
10      the employee a transfer voluntary demotion or elevation as long as the employee  
11      possesses the skills and abilities for the position.

12   **5.6 Permanent Status**

13      An employee, other than those designated as temporary, will attain permanent status  
14      in their position upon successful completion of their probationary period.

15   **5.7 Probationary Period**

16      The Probationary Period for employees will be one hundred and eighty days (180)  
17      days of continuous employment from the date on which an employee starts in their  
18      position.

19   **5.9 New Employee Orientation**

20      When new employees are hired, the Union will be given an opportunity to have a  
21      Union representative speak to the new employees during their orientation for at  
22      least thirty (30) minutes to provide information about the Union and this  
23      Agreement. The District will provide notice to the Union’s Council Representative  
24      and the Chief Steward of a new employee’s hire at the same time the new  
25      employee is given their appointment letter.

26                                    **Article 6: Union Deductions and Status Reports**

27   **6.1 Notification to Employees**

28      The District will inform new, transferred, promoted, or demoted employees in  
29      writing prior to appointment into positions included in the bargaining unit of the  
30      Union’s exclusive representation status. Upon appointment to a bargaining unit  
31      position, the District will furnish the employees with membership materials  
32      provided by the Union. The District will inform employees in writing if they are  
33      subsequently appointed to a position that is not in a bargaining unit.

1     **6.2 Union Deduction**

2     Within thirty (30) days from when the Union provides written notice of  
3     employee’s authorization for deduction in accordance with the terms and  
4     conditions of their signed membership card, the District will deduct from the  
5     employee’s salary an amount equal to the dues required to be a member of the  
6     Union. The District will provide payments for the deductions to the Union at the  
7     Union’s official headquarters each pay period.

8     Forty-five (45) calendar days prior to any change in dues, the Union will provide  
9     the District the percentage and maximum dues to be deducted from the employee’s  
10    salary.

11    **6.3 Voluntary Deductions**

12    P.E.O.P.L.E

13    The District agrees to deduct from the wages of any employee who is a member of  
14    the Union deduction for the PEOPLE program. Written authorizations must be  
15    requested in writing by the employee and may be revoked by the employee at any  
16    time by giving written notice to both the District and the Union. The District agrees  
17    to remit electronically, on each state payday, any deductions made to the Union  
18    together with an electronic report showing:

- 19       • Employee name;
- 20       • Amount deducted for P.E.O.P.L.E.
- 21       • Deduction code.

22    Trustmark Universal Life Insurance with Long Term Care

23    The District agrees to deduct from the wages of an employee who is a member of  
24    the Union deductions for the Trustmark Universal Life Insurance with Long Term  
25    Care. Written authorizations must be provided. Authorizations may be revoked by  
26    the employee at any time by giving written notice to the District. The District agrees  
27    to remit electronically, on each state payday, any deductions made to Trustmark  
28    together with an electronic report showing:

- 29       • Employee name;
- 30       • Amount deducted for Trustmark
- 31       • Deduction code.

32  
33    **6.4 Status Reports**

34    A. No later than the tenth (10<sup>th</sup>) of each month, the District will provide the Union  
35    with a report in an electronic format of the following data, if maintained by the  
36    District, for employees in the bargaining unit:

- 37       • Employee name;

- 1 • Unique employee identification number and last four digits of social
  - 2 security number;
  - 3 • Work phone number;
  - 4 • Work e-mail address (if available);
  - 5 • Position title;
  - 6 • Appointment date;
  - 7 • Pay scale group;
  - 8 • Pay scale level;
  - 9 • Employment percent;
  - 10 • Seniority date;
  - 11 • Separation date;
  - 12 • Total salary from which union dues is calculated;
  - 13 • Deduction amount;
  - 14 • Overtime eligibility designation.
- 15 B. Information provided pursuant to this Section will be maintained by the Union
- 16 in confidence according to the law.
- 17 C. The Union will indemnify the District for any violations of employee privacy
- 18 committed by the Union pursuant to this Section.

19 **6.5 Revocation**

20 An employee may revoke their authorization for payroll deduction of payments to

21 the Union by written request to the Union in accordance with the terms and

22 conditions of their signed membership card. Upon receipt by the District of

23 confirmation from the Union that the terms of the employee’s authorization for

24 payroll deduction revocation have been met, every effort will be made to end the

25 deduction effective on the first payroll, and not later than the second payroll.

26

27 **6.6 Indemnification**

28 The Union agrees to indemnify and hold the District harmless from all claims,

29 demands, suits or other forms of liability that arise against the District for or on

30 account of compliance with this Article and any and all issues related to the

31 **Article 7: Grievance Procedure**

32 **7.1 Objective**

33 The Union and the District agree that it is in the best interest of all parties to resolve

34 disputes at the earliest opportunity and at the lowest level. The Union and the

35 District encourage problem resolution between employees and management and

36 are committed to assisting in resolution of disputes as soon as possible. In the

1 event a dispute is not resolved in an informal manner, this Article provides a  
2 formal process for resolution.

3

## 4 **7.2 Terms and Requirements**

### 5 Grievance Definition

6 A grievance is an allegation by an employee, a group of employees or the  
7 employer that there has been a violation, misapplication, or misinterpretation of  
8 this Agreement, which occurred during the term of this Agreement. The term  
9 "grievant" as used in this Article includes the term "grievants."

### 10 Filing a Grievance

11 Grievances may be filed by the Union on behalf of an employee or on behalf of a  
12 group of employees.

13 The Employer may initiate a grievance of actions by authorized representatives  
14 believed to be in conflict with this Agreement.

### 15 Computation of Time

16 The time limits in this Article must be strictly adhered to unless mutually modified  
17 in writing. Days are calendar days, and will be counted by excluding the first day  
18 and including the last day of timelines. When the last day falls on a Saturday,  
19 Sunday or holiday, the last day will be the next day which is not a Saturday,  
20 Sunday or holiday. Transmittal of grievances, appeals and responses will be in  
21 writing, and timelines will apply to the date of receipt, not the date of postmarking.  
22 Grievances, appeals, and responses may also be submitted electronically.

### 23 Failure to Meet Timelines

24 Failure by the Union to comply with the timelines will result in the automatic  
25 withdrawal of the grievance. Failure by the District to comply with the timelines  
26 will result in the District granting the requested remedies.

### 27 Contents

28 The written grievance must include the following information:

- 29 • A statement of the pertinent facts surrounding the nature of the grievance;
- 30 • The date upon which the incident occurred;
- 31 • The specific article and section of the Agreement violated;
- 32 • The steps taken to informally resolve the grievance and the individuals  
33 involved in the attempted resolution;
- 34 • The specific remedy requested;
- 35 • The name of the grievant, or the group if it is a group grievance; and
- 36 • The name and signature of the Union representative.



1 Failure by the Union to describe the steps taken to informally resolve the grievance  
2 at the time of filing will not be the basis for invalidating the grievance.

3 Resolution

4 If the District provides the requested remedy or a mutually agreed-upon  
5 alternative, the grievance will be considered resolved and may not be moved to the  
6 next step.

7 Withdrawal

8 A grievance may be withdrawn at any time.

9 Resubmission

10 If terminated, resolved or withdrawn, a grievance cannot be resubmitted.

11 Pay

12 Release time will be provided to grievants and union stewards in accordance with  
13 Article 4, Union Rights and Activities.

14 Consolidation

15 The District may consolidate grievances arising out of the same set of facts.

16 Bypass

17 Any of the steps in this procedure may be bypassed with mutual written consent of  
18 the parties involved at the time the bypass is sought.

19 Grievance Files

20 Written grievances and responses will be maintained separately from the personnel  
21 files of the employees.

22 **7.3 Filing and Processing**

23 Filing

24 A grievance must be filed within thirty (30) days of the occurrence giving rise to the  
25 grievance or the date the grievant knew or could reasonably have known of the  
26 occurrence. This thirty (30) day period will be used to attempt to informally resolve  
27 the dispute.

28 Alternative Resolution Methods

29 Any time during the grievance process, by mutual consent, the parties may use  
30 alternative methods to resolve the dispute. If the parties agree to use alternative  
31 methods, the time frames in this Article are suspended. If the selected alternative  
32 method does not result in a resolution, the Union may return to the grievance process  
33 and the time frames resume. Any expenses and fees of alternative methods will be  
34 shared equally by the parties.

1            Processing

2            **Step 1 - Executive Director of Designee**

3            If the issue is not resolved informally, the Union may present a written grievance to  
4            the District’s Executive Director or designee within the thirty (30) day period  
5            described above. The Executive Director or designee will meet or confer by  
6            telephone with a Union steward and/or Union staff representative and the grievant  
7            within fifteen (15) days of receipt of the grievance, and will respond in writing to  
8            the Union within fifteen (15) days after the meeting.

9            **Step 2 – Mediation**

10           If the grievance is not resolved at Step 1, the Union may file a request for  
11           mediation with the Public Employment Relations Commission (PERC) in  
12           accordance with [WAC 391-55-020](#), with a copy to district’s Executive Director  
13           within thirty (30) days of receipt of the Step 1 decision. In addition to all other  
14           filing requirements, the request must include a copy of the grievance and  
15           responses.

16           **Step 3 - Arbitration:**

17           If the grievance is not resolved at Step 2, the Union may file a request for  
18           arbitration. The demand to arbitrate the dispute must be filed with the American  
19           Arbitration Association (AAA) within thirty (30) days of the Union's receipt of the  
20           Step 3 response.

21           Selecting an Arbitrator

22           The parties will select an arbitrator by mutual agreement or by alternately  
23           striking names supplied by the AAA, and will follow the Labor Arbitration  
24           Rules of the AAA unless they agree otherwise in writing.

25           Authority of the Arbitrator

26           The arbitrator will:

- 27           • Have no authority to rule contrary to, add to, subtract from, or modify  
28           any of the provisions of this Agreement;  
29           • Be limited in his or her decision to the grievance issue(s) set forth in  
30           the original written grievance unless the parties agree to modify it.  
31           • The decision of the arbitrator will be final and binding upon the  
32           Union, the District and the grievant.

33           Arbitration Costs

- 34           • The expenses and fees of the arbitrator, and the cost (if any) of the  
35           hearing room, will be shared equally by the parties.  
36           • If the arbitration hearing is postponed or canceled because of one  
37           party, that party will bear the cost of the postponement or

- 1 cancellation. The costs of any mutually agreed upon postponements  
2 or cancellations will be shared equally by the parties. If the  
3 cancellation is a result of factors outside the control of either party,  
4 then the cancellation costs will be shared equally by the parties.
- 5 • If either party desires a record of the arbitration, a court reporter may  
6 be used. If that party purchases a transcript, a copy will be provided  
7 to the arbitrator free of charge. If the other party desires a copy of the  
8 transcript, it will pay for half of the costs of the fee for the court  
9 reporter, the original transcript and a copy.
  - 10 • Each party is responsible for the costs of its staff representatives,  
11 attorneys, and all other costs related to the development and  
12 presentation of their case. Every effort will be made to avoid the  
13 presentation of repetitive witnesses. The Union is responsible for  
14 paying any travel or per diem expenses for its witnesses, the grievant  
15 and the union steward.
  - 16 • If, after the arbitrator issues their award, either party files a motion  
17 with the arbitrator for reconsideration, the moving party will bear the  
18 additional expenses of the arbitrator.

19 **7.4 Successor Clause**

20 Grievances filed during the term of this Agreement will be processed to  
21 completion  
22 in accordance with the provisions during the same term of this Agreement.

23 **Article 8: Discipline and Discharge**

24 **8.1** The District will not discipline or discharge any permanent employee without “just  
25 cause” as defined as fair and honest reason.

26 **8.2** Discipline includes oral and written reprimands, reductions in pay, suspensions,  
27 demotions, and discharges. Oral reprimands will be identified as such and, if  
28 documented, such documentation will be placed in the personnel file only, subject  
29 to removal in accordance with Section 9.11. This article does not preclude the  
30 District from providing informal feedback related to an employee’s performance.

31 **8.3** When disciplining an employee, the District will protect the privacy of the  
32 employee.

33 **8.4** The District has the authority to conduct investigations in a manner deemed  
34 appropriate by the District.

1 Immediate supervisors are permitted to be present in conversations throughout the  
2 disciplinary process.

3 **8.5** An employee has the right to a union representative at an investigatory interview  
4 called by the District, if the employee reasonably believes discipline could result.  
5 Union representatives may attend and observe, but shall not interfere or participate  
6 in, an investigatory interview. Assistance and counsel is permitted prior to and  
7 following the investigatory interview. An employee may also have a union  
8 representative at a pre-disciplinary meeting. If the requested representative is not  
9 reasonably available, the employee will select another representative who is  
10 available.

11 During an investigation, employees will answer all appropriate questions truthfully  
12 and to the best of the employee's knowledge.

13 The role of the union representative in regard to District -initiated investigations is  
14 to provide assistance and counsel to the employee and not interfere with the  
15 District's right to conduct the investigation. The District, the employee, and the  
16 Union Representative or Union Steward will engage cooperatively and respectfully  
17 throughout the investigation. Cooperatively means fully and truthfully  
18 participating in the interview, attending scheduled meetings, and working together  
19 in good faith. Respectfully means treating all individuals with professionalism and  
20 kindness – yelling, swearing, name-calling or threatening will not be tolerated.  
21 Failure to do so will be considered interference with or failure to cooperate in the  
22 investigation.

23 The District will notify and advise the employee with updates of the status of the  
24 investigation every thirty (30) days until the investigation is complete. Upon  
25 notification that the Union is representing the employee for purposes of the  
26 investigation the District will provide simultaneous notification to the Union on  
27 correspondence regarding the investigation.

28 **8.6** An employee placed on an alternate assignment, or administrative leave if alternate  
29 assignment is not applicable, during an investigation will not be prohibited from  
30 contacting their union steward unless there is a conflict of interest, in which case  
31 the employee may contact another union steward. This does not preclude the  
32 District from restricting an employee's access to the District's premises, network  
33 or public records.

34 **8.7** Prior to imposing discipline, except oral or written reprimands, the District will  
35 inform the employee and the union staff representative in writing of the reasons for  
36 the contemplated discipline and an explanation of the evidence, copies of any  
37 written documents relied upon to take the action and the opportunity to view other

1 evidence, if any. This information will be sent to the union staff representative on  
2 the same day it is provided to the employee. The employee will be provided an  
3 opportunity to respond either at a meeting scheduled by the District, or in writing if  
4 the employee prefers. A pre-disciplinary meeting with the District will be  
5 considered time worked.

6 **8.8** The District will provide an employee with fifteen (15) calendar days' written  
7 notice prior to the effective date of a reduction in pay or demotion.

8 **8.9** The District will normally provide an employee with seven (7) calendar days'  
9 written notice prior to the effective date of a discharge. If the District fails to  
10 provide seven (7) calendar days' notice, the discharge will stand and the employee  
11 will be entitled to payment of salary for time the employee would otherwise have  
12 been scheduled to work had seven (7) calendar days' notice been given.

13 However, the District may discharge an employee immediately without pay in lieu  
14 of the seven (7) calendar days' notice period if, in the District's determination, the  
15 continued employment of the employee during the notice period would jeopardize  
16 the good of the District. The District will provide the reasons immediate action is  
17 necessary in the written notice.

18 **8.10** The District will provide the Union with a copy of any disciplinary letters.

19 **8.11** The District has the authority to impose discipline, which is then subject to the  
20 grievance procedure set forth in Article 7.

21 **8.12** The district may immediately terminate an employee, without prior disciplinary  
22 meetings or actions, for just cause offenses such as: deliberate dishonesty, theft,  
23 gross insubordination or outright refusal to perform assigned work, immoral  
24 conduct, willful violation of District policies, intoxication, threats and/or acts of  
25 violence towards any person, threats and/or acts of vandalism, destruction or theft  
26 of public records, or felony/misdemeanor conviction, or any other just cause  
27 offense warranting immediate termination.

28 **8.13** The District may put an employee on a performance improvement plan for minor  
29 offenses such as: skill, communication, or attitude related matters.

30 **8.14** Performance improvement plans will detail the areas that an employee must make  
31 improvement, and a reasonable timeline for the employee to make that  
32 improvement, as determined by the District. Performance improvement plans may  
33 last no longer than ninety (90) days. If significant improvement is not met within  
34 ninety (90) days, the employee may be subject to just cause termination. If the

1 District determines that significant improvement is demonstrated by the employee,  
2 a subsequent ninety (90) day performance improvement plan may be issued.

3 **8.15** The District will provide training and support, as deemed reasonable and feasible  
4 by the District, to support the improvement of the performance of employees on a  
5 performance improvement plan.

## 6 **Article 9: Employee Files**

7 **9.1** The District will maintain one (1) official personnel file for each employee. The  
8 Executive Director will maintain the personnel file. This will not preclude the  
9 maintenance of all lawful files and records as needed by the District. Additional  
10 employee files may include attendance files, payroll files, and medical files.

11 **9.2** Each employee has the right to review their personnel file, attendance file, payroll  
12 file and medical file. The District will determine the location of all employee files.  
13 An employee may arrange to examine their own employee files. Written  
14 authorization from the employee is required before any representative of the  
15 employee will be granted access to employee files. Review of employee files will  
16 be in the presence of a District representative during business hours. The employee  
17 and/or representative may not remove any contents. The District may charge a  
18 reasonable fee for copying any materials beyond the first copy requested by the  
19 employee or their representative.

20 **9.3** An employee may insert a reasonable amount of job-related material in their  
21 personnel file that reflects favorably on their job performance. An employee may  
22 provide a written rebuttal to any information in the files that they consider  
23 objectionable.

24 **9.4** Adverse material or information related to alleged misconduct that is determined to  
25 be false, and all such information in situations where the employee has been fully  
26 exonerated of wrongdoing, will be promptly removed from the employee's files.  
27 The District may retain this information in a legal defense file.

28 **9.5** When documents in an employee file are the subject of a public disclosure request  
29 under [RCW 42.56](#), the District will provide the employee with a copy of the request  
30 at least ten (10) business days in advance of the intended release date.

31 **9.6** Employees will be provided a copy of all adverse material at the time the materials  
32 are included in the personnel file.

1 **9.7** Information in employee files will be retained only as long as it has a reasonable  
2 bearing on the employee's job performance or upon the efficient and effective  
3 management of the District.

4 **9.8** Anonymous material, not otherwise substantiated, will not be placed in an employee  
5 file.

6 **9.9** The District will ensure the security and confidentiality of employee files.

7 **9.10** Medical files will be kept separate and confidential in accordance with state and  
8 federal law.

9 **9.11 Removal of Documents**

10 Records of disciplinary actions will be removed from an employee's personnel file  
11 after two (2) years if:

- 12 • Circumstances do not warrant a longer retention period;
- 13 • There has been no subsequent discipline.

14 Nothing in this Section will prevent the District from agreeing to an earlier removal  
15 date.

16 **Article 10: Union-Management Communication Committee**  
17 **(UMCC)**

18 **10.1 Purpose**

19 The District and the Union endorse the goal of a constructive and cooperative  
20 relationship. To promote and foster such a relationship, a Union-Management  
21 Communication Committee will be established. The purpose of the committee(s) is  
22 to provide communication between the parties, to share information, to address  
23 concerns and to promote constructive union-management relations.

24 **10.2 Committees**

25 Either party may request a committee meeting and propose items for discussion on  
26 topics which may include, but are not limited to: administration of the Agreement,  
27 changes to applicable law, legislative updates, resolving workplace problems and/or  
28 organizational change. Meetings will occur within thirty (30) days of when they  
29 were requested.

30 The committee(s) will meet, discuss and exchange information of a group nature and  
31 general interest to both parties.

32 Participation







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## **Article 13: Savings Clause**

### **Partial Invalidity**

If any court or administrative agency of competent jurisdiction finds any Article, Section or portion of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect. If such a finding is made, the parties agree to make themselves available to negotiate a substitute for the invalid Article, Section or portion.

## **Article 14: Distribution of Agreement**

- 14.1** The District will post the Agreement electronically on the District website as soon as feasible.
- 14.2** The District will provide all current and new employees with a link to the Agreement. All employees will be authorized access to the Agreement link. Each employee may print and staple or clip one (1) copy of the Agreement from the link on work time on District-purchased paper and District-owned equipment.

## **Article 15: Mandatory Subjects**

- 15.1** In accordance with RCW 41.56 the District will satisfy its collective bargaining obligation before changing a matter that is a mandatory subject. Mandatory subjects are personnel matters including wages, hours and working conditions.
1. The District will notify the Executive Director of the Union of these changes in writing, citing this Article. The written notice must include:
    - A description of the intended change, including information relevant to the change;
    - Who will be affected by the change; and
    - The date the District intends to implement the change.
  2. Within twenty eight (28) calendar days of receipt of the written notice the Union may request negotiations over the changes. The timeframe for filing a demand to bargain will begin after the District has provided written notice to the Executive Director of the Union. The twenty eight (28) calendar day period may be used to informally discuss the matter with the District and to request/gather information related to the proposed change.
  3. In the event the Union does not request negotiations the District may implement the changes without further negotiations unless both parties agree in writing to extend the time.



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## **Article 17: Layoff and Recall**

**17.1** The District will determine the basis for, extent, effective date and the length of layoffs in accordance with the provisions of this Article. A layoff is a District-initiated action that results in:

- Separation from service;
- Employment in a position with a lower salary;
- Reduction in the work year; or
- Reduction in the number of work hours.

When it is determined that layoffs, other than a temporary layoff, will occur, the District will provide written notice to the Executive Director of the Union, and the WFSE council representative with:

- As much advance notice as possible, but not less than thirty (30) calendar days' notice (this time period may run concurrent with the notice period provided by the District to the employee);
- An opportunity to meet with affected employees prior to the implementation of the layoff; and

Upon the Union's request, the District will bargain impacts to the bargaining unit. Bargaining will not serve to delay the onset of the layoff.

### **17.2 Basis for Layoff**

The reasons for layoffs include, but are not limited to, the following:

- Lack of funds;
- Lack of work; or
- Organizational change.

### **17.3 Voluntary Layoff, Leave of Absence or Reduction in Hours**

An employee may volunteer to be laid off, take an unpaid leave of absence or reduce their hours of work in order to reduce layoffs. Employees who volunteer to be laid off will have their names placed on the layoff list.

### **17.4 Probationary Employees**

Probationary employees will be laid off before permanent employees.

### **17.5 Notification to Employees**

Permanent employees will receive written notice at least twenty-one (21) calendar days before the effective layoff date. The notice will include:

- The basis for the layoff;
- The employee's layoff unit options

The Union will be provided with a copy of the notice.

1 If the District chooses to implement a layoff action without providing twenty-one  
2 (21) calendar days' notice, the employee will be paid their salary for the days that  
3 they would have worked had full notice been given.

4 Employees will be provided up to five (5) calendar days to accept or decline, in  
5 writing, any options provided to them. This time period will run concurrent with the  
6 twenty-one (21) calendar days' notice provided by the District to the employee.

7 Days are calendar days, and will be counted by excluding the first day and including  
8 the last day of timelines. When the last day falls on a Saturday, Sunday or holiday,  
9 the last day will be the next day which is not a Saturday, Sunday or holiday.

10 **17.6 Options**

11 Employees being laid off will be provided with the three (3) highest paying  
12 available options, in descending order, as follows:

- 13 • A vacant position at the same salary range for which the employee has the  
14 qualifications, skills and abilities
- 15 • A vacant position in a lower salary range for which the employee has the  
16 qualifications, skills and abilities
- 17 • A position held by the least senior employee at the same salary for which  
18 the employee has the qualifications, skills and abilities
- 19 • A position held by the least senior employee in a lower paying job  
20 classification, for which the employee has the qualifications, skills and  
21 abilities.

22 **17.7 Recall**

23 Permanent employees who are laid off will have their names placed on the layoff  
24 list for the position from which they were laid off or bumped. An employee's name  
25 will remain on the layoff list for twelve (12) months from the effective date of their  
26 layoff.

27 When a vacancy occurs and where there are names on a layoff list, the District will  
28 fill the position with the most senior employee who has the skills and abilities to  
29 perform the duties of the position.

30 Removal from Layoff Lists

31 An employee will be removed from the layoff list if they waive appointments to a  
32 position three (3) times. In addition, an employee will have her name removed from  
33 all layoff lists upon retirement, resignation or discharge from the District.

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## **Article 18: Licensure and Certification**

**18.1** The District will continue its current practices related to licensure and certification or comply with 18.2, 18.3 and 18.4, below, whichever provides the greater benefit to the employee.

### **18.2 Conditions of Employment**

When a license and/or certification is required as a part of the qualifications for a position prior to the appointment of an employee into the affected position, the employee will be responsible for the initial cost of the license and/or certification. Thereafter, the District will be responsible for maintaining the license and/or certification and for all renewal costs.

### **18.3 Outside Entity Requirements**

When an outside entity, (e.g., by state regulation or local ordinance), requires a new license and/or certification following the appointment of the employee into the affected position, the District will reimburse the employee for the initial cost of the new license and/or certification. Thereafter, the District will be responsible for maintaining the license and/or certification and for all renewal costs.

### **18.4 District Convenience**

When a license and/or certification is not required by an outside entity and the District, for its own convenience, requires a new license and/or certification following the appointment of the employee into the affected position, the District will reimburse the employee for the initial cost of the new license and/or certification. Thereafter, the District will continue to pay for maintaining the license and/or certification and for all renewal costs.

**18.5** Employees will notify their Executive Director or designee if their work-related license and/or certification has expired, or has been restricted, revoked or suspended within twenty-four (24) hours of expiration, restriction, revocation or suspension, or prior to their next scheduled shift, whichever occurs first.

### **18.6 Continuing Education Units**

Employees in positions that require licensures or certifications with Continuing Education Unit (CEU) requirements will be allowed to do so on work time and at the District's expense, based on documentation from the licensure or certification provider. This provision does not apply to the Washington State driver's license.

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## Article 19: Safety and Health

**19.1** The District, employees, and the Union have a significant responsibility for workplace safety and health.

The District will provide a work environment in accordance with safety and health standards established by the Washington Industrial Safety and Health Act (WISHA).

Employees will comply with all safety and health practices and standards established by the District.

The District and employees will contribute to a healthy workplace including not knowingly exposing co-workers and the public to conditions that would jeopardize their health or the health of others. The District may direct employees to use leave in accordance with Article 36 Sick Leave, when employees self-report contagious health conditions.

The Union will work cooperatively with the District on safety and health related matters and encourage employees to work in a safe manner.

**19.2** Employees will take an active role in creating a safe and healthy workplace by reporting immediate safety issues to their supervisor. All parties will comply with [WAC 296-360-150](#) regarding unsafe work assignments. The District will address reported unsafe working conditions and take appropriate action.

**19.3** The District will determine and provide the required safety devices, personal protective equipment and apparel, which employees will wear and/or use. The District will provide employees with orientation and/or training to perform their jobs safely. In addition, if necessary, training will be provided to employees on the safe operation of equipment prior to use.

**19.4** At least once every two years, the District will conduct an Emergency Preparedness assessment and training, which will include how to respond in the event of an “active shooter.”

**19.5 Remote Access:** When employees are required to work in areas lacking cellular coverage, the District will provide an emergency locator radio beacon or a radio with remote access or a satellite emergency notification device, for emergency use purposes.

During periods of public health emergencies where presence in the office increases the health risk to employees, employees will only be required to report to the worksite in-person when doing so is critical to the employee's job functions.

1 Employees may continue to use authorized telework agreements and remote work  
2 options.

3 **19.6** The District and Council 2 recognize the importance of maintaining safe facilities  
4 and operations for the benefit of all District staff and the communities served by  
5 the District. We recognize the importance of prudent measures to prevent District  
6 employees, families, and loved ones from being exposed to, or infected by  
7 diseases.

8 **19.7 Health and Safety**

9 The District will provide a healthy and safe work environment that complies with  
10 all DOH, L&I, CDC, federal, state and local guidelines as applicable. In the event  
11 guidelines conflict, TCD will develop safe and reasonable guidelines for staff, and  
12 follow guidelines of local health authorities.

- 13 • Employee and visitor masking requirements will be followed as outlined by  
14 federal, state and local guidelines.
- 15 • Symptom screenings requirements will be completed in accordance with  
16 federal, state and local guidelines.
- 17 • Portable air purifiers will be used in shared workspaces in accordance with  
18 federal, state and local guidelines.
- 19 • The District will provide required Personal Protective Equipment (PPE) for  
20 staff in accordance with federal, state and local guidelines.

21 **19.8 Leave**

22 Employees may use sick leave or flex their schedules to receive vaccination or  
23 recover from vaccination side effects. Employees that have accrued less than three  
24 (3) sick days or have exhausted their sick leave, may use other forms of accrued  
25 leave, leave without pay, request shared leave or adjust work schedules, if  
26 possible, to accommodate necessary recovery time.

27 **Article 20: Tools and Equipment**

28 **20.1 Tools and Equipment**

29 As established by current practices, the District will determine and provide  
30 necessary tools, tool allowance, and equipment. The District will repair or replace  
31 District-provided tools and equipment if damaged or worn out beyond usefulness in  
32 the normal course of business. Employees are accountable for equipment and/or  
33 tools assigned to them and will maintain them in a clean and serviceable condition.

34 **20.2** The District will make a reasonable effort to provide prior notice to employees when  
35 assigning tasks that require clothing other than normal attire.



1 **20.3** Employees that require field gear will receive reimbursement for up to \$300.00 total  
 2 over a 2-year period to be used for the purchase of individualized field gear (e.g.,  
 3 boots or rain gear).

4 **20.4 Work-Issued Mobile Phones and Similar Devices:**

5 District bargaining unit employees required to use a mobile phone/similar device for  
 6 work purposes will be provided with a work mobile phone/similar device. The  
 7 District will determine appropriate monthly service plans and will pay the associated  
 8 costs. Proper usage and associated procedures regarding work mobile phones/similar  
 9 devices are outlined in District Policy 8.2 (Organization Mobile Phone and Similar  
 10 Devices).

11 **Article 21: Holidays**

12 **21.1 Paid Holidays**

13 The following days are paid holidays for all eligible employees:

Martin Luther King Jr.'s Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Native American Heritage Day	The Friday following the fourth Thursday in November
Christmas Day	December 25

14 **21.2 Observance of Holidays**

15 The District may establish calendars that observe holidays on dates other than those  
 16 listed above, or as modified by current institutional practices.

17 **21.3 Holiday Rules**

18 As a trial, beginning January 1, 2025, a normal full-time workweek will be 36  
 19 hours per week rather than the historic 40 hours per week. As part of this trial,  
 20 part-time employees will earn 7.2 hours for each holiday in 2025. This item may  
 21 be renegotiated at the end of the trial.

22 The following rules apply to all holidays.

- 1 • Employees who are scheduled to work 10-hour days will earn 10 hours per  
2 holiday.
- 3 • Employees who are scheduled to work 9-hour days will earn 9 hours per  
4 holiday.
- 5 • All other full-time employees will earn 8 hours per holiday.
- 6 • Employees who work less than a full-time schedule will earn 7.25 hours per  
7 holiday.
- 8 • Employees will be paid for the hours actually worked on a holiday at the  
9 overtime rate, only with prior written approval by the Executive Director.

#### 10 **21.4 Holiday Pay**

11 Employees will receive pay equivalent to the employee's work shift on the  
12 holiday.

13 When a holiday falls on the employee's scheduled workday, that day will be  
14 considered the holiday.

15 When a holiday falls on the employee's scheduled day off the District will provide  
16 an alternate day off.

17 When a holiday falls on a Saturday, the Friday before will be the holiday. When a  
18 holiday falls on a Sunday, the following Monday will be the holiday.

#### 19 **21.5 Unpaid Holidays for Reason of Faith, Conscience, or Cultural Event**

20 Leave without pay will be granted for up to two (2) workdays per calendar year for  
21 (1) a reason of faith or conscience; (2) an organized activity conducted under the  
22 auspices of a religious denomination, church, or religious organization; or (3) a  
23 cultural event, including tribal celebrations. Leave without pay may only be denied  
24 if the employee's absence would impose an undue hardship on the District as defined  
25 by [WAC 82-56](#) or the employee is necessary to maintain public safety.

26 The District will allow an employee to use compensatory time, exchange time,  
27 personal holiday or vacation leave in lieu of leave without pay. All requests to use  
28 compensatory time, exchange time, personal holiday or vacation leave requests must  
29 indicate the leave is being used in lieu of leave without pay for a reason of faith or  
30 conscience.

31 An employee's seniority date, probationary period will not be affected by leave  
32 without pay taken for a reason of faith or conscience.

33 Employees will only be required to identify that the request for leave is for a reason  
34 of (1) a reason of faith or conscience; (2) an organized activity conducted under the

1 auspices of a religious denomination, church, or religious organization; or (3) a  
2 cultural event, including tribal celebrations.

## 3 **Article 22: Performance Evaluation**

### 4 **22.1 Objective**

5 The performance evaluation process gives the supervisor and the employee an  
6 opportunity to discuss performance goals and to assess and review the employee's  
7 and the supervisor's performance with regard to those goals. As part of this process,  
8 supervisors and employees will create a plan to provide support to the employee  
9 and/or the supervisor in their professional development, with the intention that their  
10 skills and abilities are aligned with District mission and goals. Specific supervisor  
11 and employee problems or concerns will be raised at the time of the occurrence or  
12 the awareness of the occurrence.

### 13 **22.2 Evaluation Process**

14 Supervisor will meet with the employee at the beginning of their review period to  
15 discuss the employee's position description and make any necessary updates. The  
16 position description will include expectations for the review period.

17 Supervisors and employees regularly provide informal feedback so they are aware  
18 of how they are performing.

19 Formal performance appraisals should be conducted annually, around the  
20 employee's anniversary date.

21 New employees will receive a formal review within the first six months of their hire  
22 date. This review will include a discussion regarding the employee's position  
23 description and making any necessary updates. The position description will include  
24 expectations for the subsequent review period.

25 Prior to the formal review meeting, the employee completes a self-evaluation using  
26 the District's Employee Evaluation and Development Plan form.

27 The Employee Evaluation and Development Plan for includes:

- 28 • Performance Feedback
- 29 • Performance Expectations
- 30 • Future Training and Development
- 31 • Organizational Support Needs
- 32 • Employee promotional and advancement opportunities.

1 The position description will be the basis for the performance discussion. The  
2 discussion will start with a review of the position description for appropriateness to  
3 the duties assigned.

4 A Peer Review form is also available and may be used at the option of the employee.  
5 The peer review is to be independent from the performance appraisal, and is  
6 designed to provide additional feedback to the employee. The employee and  
7 supervisor may select up to 3 people to prepare a peer performance evaluation. The  
8 supervisor will receive the evaluations, and prepare a compilation, maintaining the  
9 confidentiality of the individual evaluations. The supervisor will be responsible for  
10 accurately and fairly communicating to the employee the results from the peer  
11 review.

12 Upon completion of the performance review, the supervisor will prepare a written  
13 evaluation for the employee, and the personnel file.

14 **22.3** If an employee disagrees with their performance evaluation, the employee has the  
15 right to attach a rebuttal.

16 **22.4** Performance evaluations will not be used to initiate discipline.

## 17 **Article 23: Scientific Integrity and Freedom of Speech**

### 18 **23.1 Purpose**

19 Currently the stated vision of the District is “to create healthy, functioning  
20 ecosystems in Thurston County through advocacy, education, and technical  
21 assistance efforts; thereby empowering every citizen of Thurston County to be a  
22 steward of the environment.” The organizational vision is subject to revision by  
23 the District. Scientific integrity and freedom of speech for District employees are  
24 necessary conditions in the fulfillment of the District’s vision.

25 **23.2** The District shall protect scientific integrity and bargaining unit members shall  
26 enjoy its benefits:

- 27 • In the conduct of research towards the fulfillment of the District’s Vision.
- 28 • In the development of their own education and communication methods, in  
29 all work settings including the classroom and in the field, to disseminate  
30 information to and to empower citizens of Thurston County in the creation  
31 and stewardship of healthy, and functioning ecosystems.
- 32 • In the pursuit of the publication of scientific, peer-reviewed articles and  
33 research.

1   **23.3** All bargaining unit members shall be guaranteed the protections of freedom of  
2       speech as derived from the First Amendment of the Constitution of United States  
3       and Article One, Section Five of the Washington State Constitution. In exercising  
4       speech rights outside of TCD sponsored scientific research, unit members shall  
5       note that they are speaking on their own behalf and not on behalf of the District.

6   **23.4** In exercising scientific integrity and freedom of speech, all bargaining unit  
7       members shall conduct themselves according to District policies and procedures,  
8       and uphold and communicate consistently with the Mission, Vision and Strategic  
9       Plan Priorities of the District.

## 10                   **Article 24: Training and Employee Development**

11   **24.1** The District and the Union recognize the value and benefit of education, training  
12       seminars, workshops, and conferences designed to enhance an employee’s ability to  
13       perform their job duties. Training and all other employee development opportunities  
14       will be provided to employees in accordance with District policies and available  
15       resources.

16   **24.2** Attendance at district approved education, training seminars, workshops, and  
17       conferences will be considered time worked. The District will make reasonable  
18       attempts to schedule District approved training during an employee’s regular work  
19       shift. The District will pay the registration, and associated travel costs for District  
20       approved education, training seminars, workshops, and conferences.

### 21   **24.3 Master Agreement Training**

22       The District and the Union agree that training on this agreement is important for the  
23       day-to-day administration of this Agreement and will jointly develop and facilitate  
24       a training on this agreement.

25       The training will be conducted once annually for every year of the agreement and  
26       will be considered time worked for all bargaining unit members wishing to  
27       participate.

28   **24.4** Employees will communicate their education and training desires annually through  
29       the performance evaluation process.

30   **24.5** Employees who use District, and/or State tuition reimbursement/waiver programs  
31       may request flexible schedules and schedule changes to attend college courses.

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**Article 25: Travel**

Employees required to travel in order to perform their duties will be reimbursed for any authorized travel expenses (e.g., mileage and/or per diem), in accordance with the regulations established by the District policy.

**Article 26: Volunteers and Interns**

The District will utilize volunteers and interns only to the extent they supplement and do not supplant bargaining unit employees. Volunteers and interns will not supervise bargaining unit employees.

**Article 27: Health Care Coverage and Wellness**

**27.1 Health Care Coverage**

The District will continue its current policy of offering paid coverage to employees. Health Care Coverage will include; medical coverage, prescription coverage, dental, vision and basic life insurance. The parties will meet annually before November 15<sup>th</sup> once plan information becomes available to negotiate future Health Care Coverage to be implemented effective January 1<sup>st</sup> of the following calendar year.

The District will provide an insurance plan option to pay seventy five percent (75%) of dependent, spousal, and domestic partner coverage. The District will allow coverage for partners not classified as “spouses” that are allowed for under the insurance plan. District allowances for partners cannot be more restrictive than what the insurance plan permits. The employee’s share must be paid by the employee either through payment or withdrawal from their payroll check. Employees will notify the District by November 25th of each year which plan option they would like to enroll/renew for the following year.

For the purposes of this Article only, and only in accordance with the Affordable Care Act (ACA), regular and limited duration employees employed on average at least 30 hours of service per week, or 130 hours of service per month, will be considered full-time for the purpose of medical, dental and basic life insurance benefits. If this provision of the ACA is amended or rescinded, this paragraph will become void and the District will immediately return to its previous definition of “full-time employee” for other purposes, upon which time only eligible regular and limited duration employees regularly scheduled to work the weekly number of hours equal to the regular work schedule of the department will be considered full-time.

1    **27.2 Health Reimbursement Account**

2       The District will establish and provide a health reimbursement account for all  
3       medical expenses that are excludable from gross income under applicable law.

4       Each January during the term of this agreement, employees will have the option to  
5       choose from two offered HRA plans:

- 6           • Plan A: \$750 annual HRA
- 7           • Plan B: \$450 annual HRA and \$300 Wellness Allowance (detailed in  
8           27.3(B))

9       Based on the selected plan option, the District will contribute the appropriate amount  
10      to each permanent employee’s health reimbursement account (\$750 for Plan A or  
11      \$450 for Plan B), along with the two hundred seventy five dollar (\$275) HRA plan  
12      renewal fee.

13      Beginning January 1, 2020 the District will pay the one-time HRA plan set-up fee  
14      of three hundred seventy five dollars (\$375).

15      Unused balances as of December 31st of each calendar year will return to the  
16      District.

17    **27.3 Wellness**

18      The parties mutually agree to support affordable and innovative ways to  
19      promote employee wellness.

20      As approved by the Executive Director, permanent bargaining unit  
21      members will be allowed schedule adjustments to attend approved  
22      health enhancement meetings such as nutrition education and  
23      substance abuse programs.

24      **Wellness Allowance:** The District shall reimburse employees who select  
25      Plan B (above in 27.2(B)) up to three hundred dollars (\$300) annually for  
26      the purpose of promoting wellness by subsidizing individual gym/fitness  
27      memberships, fitness classes, fitness program expenses, or fitness  
28      equipment. Requests for reimbursement covering costs for the calendar  
29      year must be submitted, with accompanying receipts, to the Finance &  
30      Administrative Manager no later than January 15th of the following year.  
31      Unused balances as of December 31st of each calendar year will return to  
32      the District. Reimbursable expenses must comply with any and all laws  
33      and regulations for this type of benefit.

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## Article 28: District Closure

**28.1** If the Executive Director or designee of the District determines that the public health, property or safety is jeopardized and it is advisable due to emergency conditions to suspend the operation of the District, the following will govern employees:

Hours that the District office is officially closed due to inclement weather, natural disaster, or other emergent circumstances will be counted as hours worked for the purposes of leave and benefit accrual for all employees.

If the office is officially open and an employee is still unable to get to work because of inclement weather, natural disaster, or other emergent circumstances, the employee shall make a telework arrangement with their supervisor or charge the time absent to the following, in order listed:

- Compensatory time;
- Exchange time;
- Sick leave and/or annual leave;
- Leave without pay. However, at the request of the employee, leave without pay shall be permitted rather than paid time off.

**28.2** If, due to power or internet outage where work duties are internet-dependent, the employee is unable to telework, the District will work with the employee to arrange a work space or absent time will be charged to the following, in the order listed:

- Compensatory time;
- Exchange time;
- Sick leave and/or annual leave;
- Leave without pay. However, at the request of the employee, leave without pay shall be permitted rather than paid time off.

**28.3** If District employees experience a heat wave, employees will be permitted flextime, as business needs allow, so that employees can work during cooler parts of the day. The District will also work with employees to make cool work spaces available at the office for employees that lack air conditioning at their telework sites.

**28.4** Tardiness due to an employee's inability to report for scheduled work because of inclement weather, natural disaster, or other emergent circumstances will be allowed up to one hour at the beginning of the workday. Inclement weather tardiness in excess of one hour shall be charged as provided in section 28.1 B. In



1 extreme extenuating circumstances, the Executive Director may allow time in  
2 excess of one hour.

3 **28.5** An employee unable to report to work due to inclement weather, natural disaster,  
4 or other emergent circumstances must call their supervisor within thirty (30)  
5 minutes, or as soon as practical, of the employee's normal beginning time for work.

## 6 **Article 29: Commute Trip Reduction**

7 **29.1** The District will continue to encourage but not require employees to use alternate  
8 means of transportation to commute to and from work consistent with the Commute  
9 Trip Reduction law and the needs of the District. In addition, the District recognizes  
10 the benefit of electrical vehicles in reducing emissions and providing the public with  
11 cleaner air.

12 **29.2** The District and the Union recognize the value of compressed workweeks, flextime  
13 arrangements and telecommuting/telework.

14 **29.3** Employees may choose an alternative work schedule with supervisor approval to  
15 enable them to carpool, use transit, or reduce their vehicle miles traveled (See Article  
16 35).

### 17 **29.4 Public Transit, Carpools, Walking and Cycling**

18 The District will encourage carpooling, walking and bicycling options. The  
19 District will also provide safe bicycle storage for bicycle commuters.

20 The District will offer flexible work hours if possible to assist employees to meet  
21 the varied transit schedules, and will reimburse up to \$36 per month toward the  
22 expense of the monthly transit tickets.

### 23 **29.5 Electric Vehicles**

24 The District will allow use of an electric outlet for charging electric vehicles for  
25 level one (1) charging.

### 26 **29.6 Telecommuting/Telework**

27 Teleworking is a business practice that benefits the District, employees, the  
28 economy and the environment. Telework is a tool for reducing commute trips,  
29 pollutants, energy consumption and our carbon footprint. Telework may result in  
30 economic, organizational and employee benefits such as increased productivity  
31 and morale, reduced use of sick leave, reduced parking needs and office space.  
32 Telework contributes to work life balance.

33 The District supports and encourages appropriate use of telework.

- 1 • Telework is the practice of using mobile technology to perform required job  
2 functions from home or another District approved location.
- 3 • District employees will be permitted to telework, as is consistent with their  
4 position's duties.
- 5 • The District may require an employee to attend meetings in person. The  
6 District may require in-office or field presence due to specific work priorities  
7 or projects that require in-person presence.
- 8 • The Employer reserves the right to reduce, modify or eliminate an employee  
9 telework assignment based on business needs or if there are performance  
10 and/or attendance concerns, to include not complying with the terms of a  
11 telework agreement. Prior to reduction, modification, or elimination of a  
12 telework assignment for performance or attendance concerns, the Employer  
13 will provide an employee with advance notice of two weeks and an  
14 opportunity to correct the stated concerns.
- 15 • District employees that telework will be provided with basic telework  
16 equipment, including a work-issued laptop/computer. Equipment furnished  
17 to employees will be the property of the District.
- 18 • If a telework request is denied in full/in part, the District will provide a  
19 written summary outlining the reasons why the request was not granted in  
20 full/in part.

## 21 **Article 30: Resignation**

- 22 **30.1** District employees who voluntarily terminate their employment must give at least  
23 two weeks written notice to their supervisor, stating the reason(s) for the resignation.
- 24 **30.2** An exit interview should take place within the notice period given by the employee.
- 25 **30.3** When any employee ceases to work for the District, whether by discharge or by  
26 voluntary withdrawal, the wages due the employee, including accrued vacation,  
27 exchange time and comp time, and 25% of sick leave shall be paid no later than the  
28 end of the established pay period.
- 29 **30.4** The District will permit an employee to withdraw their resignation at any time prior  
30 to the effective date.

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## **Article 31: Employee Privacy**

### **31.1 Confidentiality**

Employees have the right to confidentiality related to individual performance, personal information and personnel issues. The District will take appropriate steps to maintain such confidentiality.

### **31.2 Off-Duty Conduct**

The off-duty activities of an employee will not be grounds for disciplinary action unless said activities are proven to be detrimental to the operations of the District. Employees will report to their supervisor, program manager or director any arrests, criminal citations, court-imposed sanctions or conditions that are required to be reported by law by the start of their next scheduled work shift.

## **Article 32: Legal Defense**

If a bargaining unit employee becomes a defendant in a civil liability suit arising out of actions taken or not taken in the course of their employment for the District, the employee has the right to representation and indemnification through the District. Article 32 does not apply and protect covered employees from lawsuits unrelated to their work with or for the District.

## **Article 33: Management Rights**

Except as modified by this agreement, the District retains all rights, powers and duties of management which include, but are not limited to, the right to:

- Determine the District’s functions, programs, organizational structure and use of technology in accordance with RCW 89.08;
- Determine and amend the District’s budget and budgetary priorities;
- Direct and supervise employees;
- Take all necessary actions to carry out the functions of the District during an emergency;
- Determine the District’s mission and strategic plans;
- Develop, enforce, modify or terminate any policy, procedure, manual or work method associated with the operations of the District;
- Determine the location of operations, offices, work sites, including permanently moving or temporarily moving operations in whole or in part to other locations;
- Contract for provision of goods or services, other than those customarily and historically performed by bargaining unit employees;



1 Position descriptions will list the primary duties and responsibilities assigned to the  
2 position, skills and abilities needed for the position, essential functions of the  
3 position, other job-related information, and expectations of the position and the  
4 review period.

5 When a position is created or undergoes a substantial change, the Executive Director  
6 will review the position rating to determine the appropriate salary range. The  
7 following tools will be used to determine the appropriate salary range

- 8 • Current position description
- 9 • Knowledge of the District and job market
- 10 • Relationship to other positions at the District

11 If an employee requests clarification or change to their position rating or feels that  
12 information provided was incomplete or inaccurate, that employee may present  
13 information to the Executive Director. This request should be directed to the  
14 Executive Director.

## 15 **Article 35: Hours of Work, Overtime, Exchange Time**

### 16 **35.0 Reduced-Hour Workweek Trial**

17 As a trial, beginning January 1, 2025, a normal full-time workweek will be 36  
18 hours per week rather than the historic 40 hours per week.

19 **Trial Period Evaluation:** In the first & second quarters of 2025 staff and the  
20 board will agree on the metrics to evaluate the trial of 36-hour workweek. During  
21 the trial, staff will collect data and report the results of the trial based on these  
22 metrics to the board. Staff will work to address issues as they arise. At the end of  
23 2025, the board and staff will review the evaluation results. The board and staff  
24 may choose to continue the trial through 2026. By October 2026 (at the very  
25 latest), board and staff will review the results of the trial period and will determine  
26 the plan forward: 1) move to a 32-hour workweek; 2) remain at a 36-hour  
27 workweek; 3) return to a 40-hour workweek.

28 At the end of the trial period if the board and staff choose to:

- 29 • **Move to a 32-Hour workweek,** Staff will receive a 3.5% COLA annually.  
30 Staff will return to 2 Personal Days.
- 31 • **Remain at a 36-hour workweek,** Staff will earn an additional \$100 towards  
32 the HRA. Staff will maintain the 6 personal days. Staff will earn a 5.25%  
33 COLA in the first year and in subsequent years will receive a 3.5% COLA  
34 annually.

- 1           • **Return to a 40-hour workweek**, staff will earn an additional \$100 towards  
2           the HRA. Staff will maintain the 6 personal days. Staff will earn a 5.25%  
3           COLA and a step increase in the first year and in subsequent years will  
4           receive a 3.5% COLA annually.
- 5           • If agreement cannot be reached, this article and staff compensation articles  
6           will be reopened for negotiation at the end of the trial period.

7   **35.1 Definitions**

8   Workweek

9   The customary workweek for employees is 36 hours per week. For payroll and  
10   overtime purposes the work week is defined as Sunday at 12:00 a.m. PST to  
11   Saturday at 11:59 p.m. PST.

12   When necessary, to avoid issues with project implementation, supervisors may  
13   instruct staff to work more than 36 hours, up to 40 hours, for a particular week.

14   Overtime Eligible Employees

15   Employees who are covered by the overtime provisions of state and federal law  
16   (FLSA Non-Exempt).

17   Overtime Exempt Employees

18   Employees who are not covered by the overtime provisions of state and federal law  
19   (FLSA Exempt).

20   Full-time Employees

21   Employees who are scheduled to work thirty-six (36) hours per work week.

22   Part-time Employees

23   Employees who are scheduled to work less than thirty-six (36) hours per work week.

24   **35.2 Contact, Late for Work**

25   If an employee knows that they will be late for work or absent, it is the employee's  
26   responsibility to contact his or her supervisor as soon as possible.

27   **35.3 Meal and Rest Periods**

28   Employees are allowed an unpaid meal period of at least 30 minutes which  
29   commences no less than 2 hours nor more than 5 hours from the beginning of the  
30   shift. No employee shall be required to work more than 5 consecutive hours  
31   without an unpaid meal period. Employees working 3 or more hours longer than a  
32   normal workday are allowed at least one unpaid 30-minute meal period prior to or  
33   during the overtime period.

34   Employees are allowed a rest period of not less than 10 minutes on the District's  
35   time for each 4 hours of working time. Paid rest periods shall be scheduled as near

1 as possible to the midpoint of the work period. An employee is not required to work  
2 more than 3 hours without a paid rest period. Where the nature of the work allows,  
3 employees may take intermittent paid rest periods equivalent to 10 minutes for each  
4 4 hours worked; scheduled rest periods are not required.

5 **35.4 Overtime**

6 Overtime for all overtime eligible employees must be approved in advance by the  
7 Executive Director.

8 Overtime work is work in excess of 40 hours per week.

9 The Overtime Rate will be one and one-half (1-1/2) of an employee's regular rate of  
10 pay.

11 **35.5 Compensatory Time**

12 Compensatory Time in Lieu of Cash for Overtime

13 The District may grant Compensatory Time in lieu of cash payment to an overtime-  
14 eligible employee. Compensatory Time is time off with pay in lieu of overtime pay  
15 for pre-approved hours worked in excess of forty (40) per week. Compensatory  
16 Time must be granted at the rate of one and one-half (1-1/2) hours of Compensatory  
17 Time for each hour of overtime worked.

18 Compensatory Time Use

19 An employee must use Compensatory Time prior to using vacation leave.  
20 Compensatory Time must be pre-approved, used and scheduled in the same manner  
21 as in Article 37, Vacation Leave. Employees may use Compensatory Time for leave  
22 for the same reasons described in Article 37, Vacation Leave.

23 Compensatory Time Carry Over

24 Employees will be allowed to carry forward, from year to year of service, any unused  
25 Compensatory Time allowed under this provision and will retain and carry forward  
26 any unused Compensatory Time accumulated prior to the effective date of this  
27 Agreement. A combination of compensatory and vacation time is capped at 288  
28 hours (see Article 37).

29 Compensatory Time Separation

30 Any employee, who has been employed for at least six (6) continuous months will  
31 be entitled to payment for Compensatory Time leave credits when they:

- 32 • Resign,
- 33 • Retire,
- 34 • Are laid-off, or
- 35 • Are terminated by the District.

- 1           • In addition, a designated beneficiary, or the estate of a deceased employee if  
2           there is no beneficiary, will be entitled to payment for Compensatory Time  
3           leave credits.

4   **35.6 Exchange Time**

5           The District may grant Exchange Time in lieu of cash payment to overtime exempt  
6           employees who work more than 40 hours a week and to overtime non-exempt  
7           employees who work more than 36 hours and up to 40 hours a week. Exchange Time  
8           must be granted at the rate of one (1:1) hour for each hour of overtime worked.

9           Exchange Time Use

10          An employee must use Exchange Time prior to using vacation leave. Exchange  
11          Time must be pre-approved, used and scheduled in the same manner as in Article  
12          37, Vacation Leave. Employees may use Exchange Time for the same reasons  
13          described in Article 37, Vacation Leave.

14          Exchange Time Carry Over

15          Exchange time does not carry over from year to year. Exchange time will be capped  
16          for non-exempt employees at 36 hours.

17          Exchange Time Separation

18          Any employee, who has been employed for at least six (6) continuous months will  
19          be entitled to payment for Exchange Time leave credits when they:

- 20           • Resign,
- 21           • Retire,
- 22           • Are laid-off, or
- 23           • Are terminated by the District.
- 24           • In addition, a designated beneficiary, or the estate of a deceased employee if  
25           there is no beneficiary, will be entitled to payment for Exchange Time leave  
26           credits.

27   **35.7 Alternative Work Schedules**

28           In order to better utilize the workforce for the District and increase employee  
29           productivity, the District will make alternative work schedules an option available  
30           for employees, subject to the approval of the Executive Director.

31           Salaried employees must always record at least 36 hours each week. Part-time  
32           hourly employees may create flexible workweeks. Work shifts of different number  
33           of hours may be established for employees, with approval, as long as the business  
34           and customer service needs of the District are met, and the alternative work  
35           schedule meets federal and state laws.



- 1 To establish or amend a flexible work schedule:
- 2 • The employee must seek approval from their supervisor.
  - 3 • Hours of the alternative schedule may be non-traditional office hours as
  - 4 long as the Employee completes expected work, and the schedule aligns
  - 5 with the District’s business need.

6 Previously approved alternative work schedules will only be rescinded if business  
7 and customer service needs are not being met, new work assignments or tasks  
8 require a revision to the alternative work schedule, or performance or attendance  
9 concerns occur. Alternative work schedules may only be rescinded with a two-  
10 week notice, excluding emergent needs. The District will consider employees’  
11 personal and family needs when rescinding previously approved alternative work  
12 schedules.

## 13 **Article 36: Sick Leave**

### 14 **36.1 Sick Leave Accrual**

15 As a trial, beginning January 1, 2025, a normal full-time workweek will be 36 hours  
16 per week rather than the historic 40 hours per week. As part of this trial, full-time  
17 employees will accrue 7.20 hours of sick leave per month in 2025. This item may  
18 be renegotiated at the end of the trial.

19 Sick leave is accrued under the following conditions:

- 20 • Employees working less than a full-time schedule will accrue sick leave
- 21 credit on a prorated basis based on a 36-hour workweek..
- 22 • Sick leave credit will not accrue for employees during leave without pay
- 23 which exceeds ten (10) working days in any calendar month.
- 24 • Sick leave accruals for the prior calendar month will be credited and
- 25 available for employee use the first of the next calendar month.

### 26 **36.2 Sick Leave Use**

27 Sick leave may be used for:

- 28 • An employee's mental or physical illness, injury, or health condition; to
- 29 accommodate the employee's need for medical diagnosis, care, or treatment
- 30 of a mental or physical illness, injury, or health condition; or an employee's
- 31 need for preventive medical care;
- 32 • A death of a loved one.
- 33 • Childcare or eldercare emergencies.
- 34 • Illness care or health care appointments of relatives, significant others and
- 35 domestic partners when the presence of the employee is required. Care for

1 dependents (family members in employee’s immediate care), significant  
2 others or domestic partners that require treatment or supervision, or to make  
3 arrangements for extended care.

4 **36.3 Use of Other Leave for Sick Leave Purposes**

5 The District will allow an employee who has used all of their sick leave to use  
6 compensatory time, vacation leave, or a personal holiday for sick leave purposes.

7 **36.4 Restoration of Vacation Leave**

8 In the event an employee is injured or becomes ill while on vacation leave, the  
9 employee may submit a written request to use sick leave and have the equivalent  
10 amount of vacation leave restored.

11 **36.5 Sick Leave Reporting and Verification**

12 An employee must promptly notify their supervisor on their first day of sick leave  
13 and each day after, unless there is mutual agreement to do otherwise.

14 If the District suspects abuse, the District may discuss FMLA eligibility and/or  
15 require a written medical certificate for any sick leave absence. When a medical  
16 certificate is required, the District will state the reasons for suspicion of sick leave  
17 abuse.

18 An employee returning to work after any sick leave absence may be required to  
19 provide written certification from their health care provider that the employee is able  
20 to return to work and perform the essential functions of the job with or without  
21 reasonable accommodation.

22 The District may not adopt or enforce any policy that counts the use of paid sick  
23 leave for an authorized purpose as an absence that may lead to or result in  
24 discipline against the employee.

25 If the District requires an employee to provide verification from a health care  
26 provider identifying the need for use of paid sick leave the District must not  
27 require that the information provided explain the nature of the condition. If the  
28 District obtains any health information about an employee or an employee's family  
29 member, the District must treat such information in a confidential manner  
30 consistent with applicable privacy laws.

31 District-required verification may not result in an unreasonable burden or expense  
32 on the employee.

33 **36.6 Separation**

34 Any employee, who has been employed for at least six (6) continuous months will  
35 be entitled to payment for 25% of their sick leave credits when they:



During the 4 <sup>th</sup> year of employment	9 hours, 36 mins (9.60 hours)	115 hours, 12 mins (115.20 hours)
During the 5 <sup>th</sup> and 6 <sup>th</sup> years of employment	10 hours, 12 mins (10.20 hours)	122 hours, 24 mins (122.40 hours)
During the 7 <sup>th</sup> , 8 <sup>th</sup> and 9 <sup>th</sup> years of employment	10 hours, 48 mins (10.80 hours)	129 hours, 36 mins (129.60 hours)
During the 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> , 13 <sup>th</sup> and 14 <sup>th</sup> years of employment	12 hours	144 hours
During the 15 <sup>th</sup> , 16 <sup>th</sup> , 17 <sup>th</sup> , 18 <sup>th</sup> , 19 <sup>th</sup> and 20 <sup>th</sup> years of employment	13 hours, 12 mins (13.20 hours)	158 hours, 24 mins (158.40 hours)
During the 21 <sup>st</sup> , 22 <sup>nd</sup> , 23 <sup>rd</sup> and 24 <sup>th</sup> years of employment	14 hours, 24 mins (14.40 hours)	172 hours, 48 mins (172.80 hours)
During the 25 <sup>th</sup> and more years of employment	15 hours	180 hours

1 Employees working less than full-time will accrue vacation leave on a prorated  
 2 basis, based on a 36-hour workweek.

3 **37.2 Accrual Maximum**

4 The maximum allowable accrual balance for the sum total of vacation and  
 5 compensatory time shall be two hundred eighty eight(288) hours. Existing  
 6 employees with over 288 hours of combined vacation and compensatory time, will  
 7 be allowed to carry this accrued leave forward, and asked to work towards reducing  
 8 their accrued leave to the new 288-hour cap by the end of this agreement. Employees  
 9 may exceed the cap under special circumstances, with the approval of the Executive  
 10 Director.

11 **37.3 Vacation Scheduling**

12 A. All vacation leave is to be approved by the Executive Director, in advance. Leave  
 13 requests may be denied or alternative times for leave specified when it is in the best  
 14 interest of the District to do so, such as low levels of staffing, impending work  
 15 deadlines, and emergencies. Vacation leave will be approved or denied as soon as  
 16 possible, but in no case more than ten (10) calendar days before the date requested.  
 17 If the leave is denied, a reason will be provided in writing.

18 **37.4 Family Care**

19 Employees may use vacation leave for care of family members as required by the  
 20 Family Care Act, [WAC 296-130](#).

21 **37.5 Military Family Leave**

22 Employees may use vacation leave for leave as required by the Military Family  
 23 Leave Act, [RCW 49.77](#).

1 **37.6 Domestic Violence Leave**

2 Employees may use vacation leave for leave as required by the Domestic Violence  
3 Leave Act, [RCW 49.76](#).

4 **37.7 Use of Vacation Leave for Sick Leave Purposes**

5 The District will allow an employee who has used all of their sick leave to use  
6 vacation leave for sick leave purposes.

7 **37.8 Emergency Childcare**

8 Employees may use vacation leave for childcare emergencies after the employee has  
9 exhausted all of their accrued compensatory time.

10 **37.9 Carry Forward and Transfer**

11 Employees will be allowed to carry forward, from year to year of service, any  
12 unused vacation leave allowed under this provision and will retain and carry  
13 forward any unused vacation leave accumulated prior to the effective date of this  
14 Agreement.

15 **37.10 Separation**

16 Any employee, who has been employed for at least six (6) continuous months will  
17 be entitled to payment for vacation, compensatory, and exchange leave credits when  
18 they:

- 19 • Resign,
- 20 • Retire,
- 21 • Are laid-off, or
- 22 • Are terminated by the District.
- 23 • In addition, a designated beneficiary, or the estate of a deceased employee if  
24 there is no beneficiary, will be entitled to payment for vacation leave credits.

25 **37.11 Vacation Leave Cash Out**

26 A. Eligibility

- 27 • An employee must be employed by the District for a period of no less  
28 than one year.
- 29 • An employee may utilize a maximum of 216 hours for the purpose of  
30 cashing out vacation leave, when financially feasible for the District.
- 31 • An employee may utilize this benefit a maximum of once every two  
32 years.
- 33 • An employee may exercise this benefit with the approval of the  
34 Executive Director. The Executive Director may deny use of this benefit  
35 if the District finances cannot support the requested leave cash out.

36 B. Procedure

- 1 A District employee wishing to cash-out a portion of their vacation leave in  
2 a situation of need should do the following:
- 3 • Make the request in writing to the Executive Director of the District  
4 indicating the emergency purpose and the number of hours the employee  
5 wishes to cash-out.
  - 6 • The Executive Director of the District will respond to the request within  
7 three (3) working days. Any denials will be done in writing and will state  
8 the reason for the denial.
  - 9 • The payment for the cash out will be made as soon as practicable, but no  
10 later than the end of the next pay period.
  - 11 • Emergency situations are events that impose an immediate hardship on  
12 an employee that could not reasonably have been planned for in advance.

## 13 **Article 38: Miscellaneous Leave**

### 14 **38.1 Compensable Work-Related Injury or Illness Leave**

15 An employee who sustains a work-related illness or injury that is compensable  
16 under the state workers' compensation law may select time-loss compensation  
17 exclusively or leave payments in addition to time-loss compensation. Employees  
18 who take sick leave, vacation leave or compensatory time during a period in which  
19 they receive time-loss compensation will receive full sick leave, vacation leave or  
20 compensatory time pay in addition to any time-loss payments.

### 21 **38.2 Bereavement Leave**

22 Up to five (5) days of paid bereavement leave will be granted for the death of any  
23 family member, household member, or significant other that requires the employee's  
24 absence from work. Family members are defined for this purpose as parent,  
25 stepparent, sibling, parent-in-law, significant other/domestic partner's parent,  
26 spouse, domestic partner, grandparent, grandchild, child, stepchild, and a child in  
27 the custody of and residing in the home of an employee or a child for whom the  
28 employee provided care as a foster parent or guardian.

29 In addition, the District may approve an employee's request to use sick leave,  
30 compensatory time, vacation leave, personal days, leave without pay, or shared leave  
31 (see Article 40) for bereavement-related reasons including travel and making  
32 necessary family or funeral arrangements.

### 33 **38.3 Jury Duty Leave**

34 Employees will receive paid leave for jury duty. An employee will be allowed to  
35 retain any compensation paid to them for their jury duty service. An employee will

1 inform the District when notified of a jury summons and will cooperate in requesting  
2 a postponement of service if warranted by business demands.

3 **38.4 Military Leave**

4 Employees may request a schedule adjustment, use Personal Days, other accrued  
5 leave, or request Shared Leave (see article 40), in order to report for required military  
6 duty, training or drills including those in the National Guard or state active status.  
7 Military leave will be in addition to any vacation or sick leave to which the employee  
8 might otherwise be entitled and will not involve any loss of privileges or pay. An  
9 employee will only be charged military leave for days that they are scheduled to  
10 work.

11 **38.5 Life-Giving Procedures**

12 Employees may request a schedule adjustment, use accrued leave or request Shared  
13 Leave (see Article 40), as needed for the purpose of participating in life-giving  
14 procedures. A “life-giving procedure” is defined as a medically-supervised  
15 procedure involving the testing, sampling, or donation of blood, platelets, organs,  
16 fluids, tissues, and other human body components for the purposes of donation,  
17 without compensation, to a person or organization for medically necessary  
18 treatments.

19 **38.6 Personal Days**

20 As a trial, beginning January 1, 2025, a normal full-time workweek will be 36  
21 hours per week rather than the historic 40 hours per week. As part of this trial,  
22 employees will earn 6 Personal Days in 2025. This item may be renegotiated at the  
23 end of the trial.

24 Personal Days Use

25 An employee may use up to six (6) workdays as Personal Days each fiscal year  
26 during the life of this Agreement. Personal Days will be pre-approved, used and  
27 scheduled using the same manner as in Article 37, Vacation Leave. Employees may  
28 use Personal Days for the same reasons described in Article 37, Vacation Leave.

- 29 • Employees who are scheduled to work 10-hour days will earn 10 hours per  
30 Personal Day.
- 31 • Employees who are scheduled to work 9-hour days will earn 9 hours per  
32 Personal Day.
- 33 • All other full-time employees will earn 8 hours per Personal Day.
- 34 • Employees who are scheduled to work less than a full-time schedule will  
35 accrue 7.25 hours per personal day.

36 Personal Days Carry Over

1 Employees will not be allowed to carry forward, from year to year of service, any  
2 unused Personal Days allowed under this provision and will not retain and carry  
3 forward any unused Personal Days accumulated prior to the effective date of this  
4 Agreement.

5 Personal Days Separation

6 Employees are not entitled to payment for Personal Days credits when they separate  
7 from the District.

8 **38.7 Leave without Pay**

9 Leave without pay will be granted for the following reasons:

- 10 • Family and Medical Leave;
- 11 • Compensable Work-Related Injury or Illness Leave;
- 12 • Military leave;
- 13 • Cyclic employment;
- 14 • Volunteer firefighting leave
- 15 • Military family leave; or
- 16 • Educational leave;
- 17 • Child or elder care emergencies;
- 18 • Governmental service leave;
- 19 • Citizen volunteer or community service leave;
- 20 • Conditions applicable for leave with pay;
- 21 • Union Rights and Activities;
- 22 • Formal collective bargaining leave; or
- 23 • As otherwise provided for in this Agreement.

24 Leave without pay will be no more than twelve (12) months in any consecutive five  
25 (5) year period, except for:

- 26 • Compensable work-related injury or illness leave;
- 27 • Educational leave;
- 28 • Governmental service leave;
- 29 • Military leave;
- 30 • Seasonal employment leave;
- 31 • Leave for serious health condition taken under the provisions of, Family and  
32 Medical Leave.
- 33 • Leave taken voluntarily to reduce the effect of a layoff;
- 34 • Leave authorized in advance by the Executive Director as part of a plan to  
35 reasonably accommodate a person of disability;
- 36 • Leave to participate in union activities;
- 37 • Volunteer firefighting leave; or



- 1 • Domestic violence leave.

2 Any employee who is on leave without pay for more than twelve (12) months in any  
3 consecutive five (5) year period for reasons not listed in A, above, will be considered  
4 to have resigned their position.

5 Leave without pay will be pre-approved, used and scheduled in the same manner as  
6 in Article 37, Vacation Leave.

## 7 **Article 39: Family and Medical Leave**

8 **39.1** The Washington Family and Medical Leave Program (RCW 50A.05) is in effect  
9 beginning January 1, 2020 and eligibility for and approval of leave for purposes as  
10 described under that Program shall be in accordance with RCW 50A.05. In the event  
11 that the legislature amends all or part of RCW 50A.04, those amendments are  
12 considered by the parties to be incorporated herein. In the event that the legislature  
13 repeals all or part of RCW 50A.04, those revisions that are repealed are considered  
14 by the parties to be expired and no longer in effect upon the effective date of their  
15 repeal.

16 **39.2** Family and Medical Leave will be addressed in a manner which is consistent with  
17 the federal Family and Medical Leave Act of 1993 (FMLA), RCW 50A.05, and  
18 section 3.2.5 Family and Medical Leave of the District Policy and Procedures.

## 19 **Article 40: Shared Leave**

### 20 **40.1 Shared Leave**

21 The purpose of the leave sharing program is to permit employees, at no  
22 significantly increased cost to the District, of providing leave to come to the aid of  
23 another employee who may have depleted their leave or who are at risk of  
24 depleting their leave.

### 25 **40.2 Shared Leave Receipt**

26 An employee may be eligible to receive shared leave if the District has determined  
27 the employee meets any of the following criteria:

- 28 • The employee's absence and the use of shared leave are justified.
- 29 • The employee has depleted their vacation leave, sick leave, compensatory  
30 time and personal days, with the exception of up to eighty (80) hours of  
31 combined leave from the listed leave types.

1     **40.3 Shared Leave Use**

2             The District will determine the amount of leave, if any, which an employee may  
3             receive. However, an employee will not receive more than two hundred eighty-  
4             eight (288) days of shared leave.

5             The District should consider other methods of accommodating the employee’s  
6             needs, such as modified duty, modified hours, flex-time or special assignments in  
7             lieu of shared leave usage.

8             The receiving employee will be paid their regular rate of pay; therefore, the value  
9             of one (1) hour of shared leave may cover more or less than one (1) hour of the  
10            recipient’s salary.

11            Seven and twenty tenths (7.20) hours a month of accrued and/or shared leave may  
12            be used to provide for the continuation of benefits as provided by the District.

13     **40.4 Leave Donation**

14            An employee may donate vacation leave or sick leave to another employee for  
15            purposes of the leave sharing program under the following conditions:

- 16            A. The District approves the employee’s request to donate a specified amount  
17            of vacation leave to an employee authorized to receive shared leave; and
- 18                    • The full-time employee’s request to donate leave will not cause their  
19                    vacation leave balance to fall below seventy-two (72) hours. For part-  
20                    time employees, requirements for vacation leave balances will be  
21                    prorated; and
  - 22                    • Employees may donate excess vacation leave that they would not be  
23                    able to take due to approaching the leave cap of 288 hours.
- 24            B. The District approves the employee’s request to donate a specified amount  
25            of sick leave to an employee authorized to receive shared leave. The  
26            employee’s request to donate leave will not cause their sick leave balance  
27            to fall below seventy-two (72) hours after the transfer.
- 28            C. No employee may be intimidated, threatened, or coerced into donating  
29            leave for purposes of this program.

30     **40.5 Shared Leave Administration**

31            The leave received will be coded as shared leave and be maintained separately  
32            from all other leave balances.

33            An employee on leave transferred under these rules will continue to be classified  
34            as a District employee and will receive the same treatment in respect to salary,  
35            wages, and employee benefits as the employee would normally receive if using  
36            accrued vacation leave or sick leave.

1 Shared leave no longer needed or will not be needed at a future time will be  
2 returned to the donor(s).

3 The remaining shared leave is to be divided on a pro rata basis among the donors  
4 and reinstated to the respective donors' appropriate leave balances based upon  
5 each employee's current salary rate at the time of the reversion. The shared leave  
6 returned will be prorated back based on the donor's original donation.

7 Unused shared leave may not be cashed out but will be returned to the donors.  
8 Shared leave that is returned to the donating employee that exceeds the 288 hour  
9 leave cap may be paid out as cash to the original donating employee in the amount  
10 of excess beyond 288 hours, or an exception to the cap may be approved by the  
11 Executive Director.

12 An employee who uses leave that is transferred under this Section will not be  
13 required to repay the value of the leave that they used.

14 **40.6** If an employee later has a need to use shared leave due to the same condition listed  
15 in their previously approved request, the District must approve a new shared leave  
16 request for the employee.

## 17 **Article 41: Reasonable Accommodations and Disability** 18 **Separation**

### 19 **41.1 Disability Accommodations**

20 The District and the Union will comply with all relevant federal and state laws, and  
21 regulations providing reasonable accommodations to qualified individuals with  
22 disabilities. The District will maintain written procedures for reasonable  
23 accommodation for qualified individuals with disabilities. Upon request, the District  
24 will make the reasonable accommodation written procedures available to an  
25 employee.

26 An employee who believes that they suffer a disability and requires a reasonable  
27 accommodation to perform the essential functions of their position may request such  
28 an accommodation by submitting a request to the District.

29 Employees requesting accommodation must cooperate with the District in  
30 discussing the need for and possible form of any accommodation. The District may  
31 require supporting medical documentation and may require the employee to obtain  
32 a second medical opinion at the District's expense. Medical information disclosed  
33 to the District will be kept confidential.

1 The District will determine whether an employee is eligible for a reasonable  
2 accommodation and the accommodation to be provided.

3 **41.2 Safety Accommodations**

4 An employee may request a reasonable safety accommodation if the employee or  
5 the employee’s family member is a victim of domestic violence, sexual assault or  
6 stalking (or perceived victim). An employee may be required to show verification  
7 of the need for a safety accommodation by providing a police report showing the  
8 employee or family member was a victim, a court order protecting or separating the  
9 victim from the perpetrator of the act, or other evidence from the court or the  
10 prosecuting attorney to support the request. Documentation from an advocate for  
11 victims, an attorney, a member of the clergy or a medical or other professional who  
12 provides services to such victims may be provided, and it shall retain its confidential  
13 or privileged nature of communication pursuant to the extent provided by law. An  
14 employee can also provide a written statement that they or a family member are a  
15 victim and in need of the safety accommodation. Verification of the familial  
16 relationship to the victim can be in the form of a statement from the employee, a  
17 birth certificate, court document, or other similar documentation.

18 A reasonable safety accommodation may include, but is not limited to:

- 19 • A transfer, reassignment, modified schedule, changed work telephone  
20 number, changed work email address, changed workstation, installed lock,  
21 implemented safety procedure, or any other adjustment to a job structure,  
22 workplace facility, or work requirement in response to actual or threatened  
23 domestic violence, sexual assault, or stalking.
- 24 • Qualifying leave pursuant to Article 37 – Vacation, Article 36 – Sick Leave,  
25 Article 38– Personal Leave and Article 19 – Leave without Pay may be  
26 considered a reasonable safety accommodation.
- 27 • The District may deny a reasonable safety accommodation request based on  
28 an undue hardship, which means an action requiring significant difficulty or  
29 expense.

30 Other applicable safety reasonable accommodations for employees under the law or  
31 WAC would also apply.

32 **41.3 Pregnancy Accommodations**

33 For purposes of this section, “pregnancy” includes the employee’s pregnancy and  
34 pregnancy related health conditions.

35 A pregnant employee may request a reasonable accommodation, which may include  
36 any of the following:

- 37 • Providing more frequent, longer or flexible restroom breaks;

- 1 • Modifying a no food or drink policy;
- 2 • Job restructuring, part-time or modified work schedules, reassignment to a
- 3 vacant position, or acquiring or modifying equipment, devices, or an
- 4 employee's work station;
- 5 • Providing seating or allowing the employee to sit more frequently if their job
- 6 requires them to stand;
- 7 • Providing for a temporary transfer to a less strenuous or less hazardous
- 8 position;
- 9 • Providing assistance with manual labor and limits on lifting;
- 10 • Scheduling flexibility for prenatal visits; and
- 11 • Any further pregnancy accommodation an employee may request, and to
- 12 which the District must give reasonable consideration in consultation with
- 13 information provided on pregnancy accommodation by the department of
- 14 labor and industries or the attending health care provider of the employee.

15 The District may deny a reasonable pregnancy related accommodation based on  
16 undue hardship if the requested accommodation requires significant difficulty or  
17 expense. The District may not claim undue hardship for the accommodations listed  
18 above in Section 41.3 B.1, 2 and 4, or for limits on lifting over seventeen pounds,  
19 and the District may not request written certification for those same accommodation  
20 requests.

21 The District will not require a pregnant employee to take leave if another reasonable  
22 accommodation can be provided.

23 The District, except for the limitations in Section 41.3 C above, can require the  
24 employee to provide written certification from her treating health care professional  
25 regarding the need for a reasonable accommodation.

26 The District does not have to create a position for an employee asking for a  
27 pregnancy accommodation or transfer a less senior employee, or promote the  
28 pregnant employee as part of a reasonable accommodation.

29 Other applicable pregnancy reasonable accommodations for employees under the  
30 law or WAC would also apply.

#### 31 **41.4 Disability Separation**

32 An employee with permanent status may be separated from service when the District  
33 determines that the employee is unable to perform the essential functions of the  
34 employee's position due to a mental, sensory, or physical disability, which cannot  
35 be reasonably accommodated. Determinations of disability may be made by the  
36 District based on an employee's written request for disability separation or after

1 obtaining a written statement from a licensed physician or licensed mental health  
2 professional. The District can require an employee to obtain a medical examination,  
3 at the District's expense, from a licensed physician or licensed mental health  
4 professional of the District's choice. Evidence may be requested from the licensed  
5 physician or licensed mental health professional regarding the employee's  
6 limitations.

7 When the District has medical documentation of the employee's disability and has  
8 determined that the employee cannot be reasonably accommodated in any available  
9 position for which they qualify, or the employee requests separation due to  
10 disability, the District may immediately separate the employee.

11 The District will inform the employee in writing of the option to apply to return to  
12 employment prior to their separation due to disability. The District will provide  
13 assistance to individuals seeking reemployment under this Article for twelve (12)  
14 months. If reemployed, upon successful completion of the employee's probationary  
15 period, the time between separation and reemployment will not be considered a  
16 break in service.

17 A disability separation is not a disciplinary action. Disability separation at the  
18 employee's request is not subject to the grievance procedure.

## 19 **Article 42: Compensation**

### 20 **42.1 Across the Board Increases**

21 On January 1, 2025-2027, the classifications and pay table outlined in Appendix A  
22 through Appendix D take effect.

23 Employees will be paid no less than the minimum wage directed by the local  
24 ordinance.

### 25 **42.4 Pay for Performing the Duties of a Higher Classification**

26 Employees who are temporarily assigned the full scope of duties and  
27 responsibilities for more than ten (10) calendar days of a higher-paid position will  
28 be notified in writing and will be advanced to the range and step of that position  
29 for the duration of the assignment. Intermittent project assignments for employees  
30 who are temporarily assigned duties of a higher classification for more than ten  
31 (10) calendar days may also be eligible to receive pay commensurate to the  
32 temporary classification for the hours/days spent performing the temporary  
33 responsibilities. All other hours/days spent performing regularly assigned duties  
34 will be compensated at the employee's regular rate.

1     **42.5 Salary Adjustments**

2             The District may increase an employee’s step within the salary range to encourage  
3             job advancement or address issues related to recruitment, retention or other  
4             business needs.

5     **42.6 Demotion**

6             An employee who voluntarily demotes to a position in a different job with a lower  
7             salary range will be placed in the new range at a salary equal to their previous base  
8             salary. If the previous base salary exceeds the new range maximum, the employee’s  
9             base salary will be set equal to the new range maximum.

10    **42.7 Salary Overpayment Recovery**

11            When the District has determined that an employee has been overpaid wages, the  
12            District will provide written notice to the employee that will include the following  
13            items:

- 14                    • The amount of the overpayment;
- 15                    • The basis for the claim; and
- 16                    • The rights of the employee under the terms of this Agreement.

17            Within thirty (30) days of receipt of the notice of salary overpayment, the employee  
18            must choose one (1) of the following options for paying back the overpayment:

- 19                    • Voluntary wage deduction;
- 20                    • Cash; or
- 21                    • Check.

22            The employee will have the option to repay the overpayment over a period of time  
23            equal to the number of pay periods during which the overpayment was made. The  
24            employee and the District may agree to make other repayment arrangements. The  
25            payroll deduction to repay the overpayment will not exceed five percent (5%) of the  
26            employee’s disposable earnings in a pay period. However, the District and employee  
27            can agree to an amount that is more than the five percent (5%).

28            If the employee fails to choose one (1) of the three (3) options described above  
29            within the timeframe specified, the District will deduct the overpayment owed from  
30            the employee’s wages over a period of time equal to the number of pay periods  
31            during which the overpayment was made.

32            Any overpayment amount still outstanding at separation of employment will be  
33            deducted from the earnings of the final pay period.

34            Any dispute concerning the occurrence or amount of the overpayment will be  
35            resolved through the grievance procedure of this Agreement.

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## **Article 43: Child Friendly Workplace**

### **43.1 Infants at Work**

The parent may only participate in the Infants at Work program with one infant at a time between the ages of six weeks and twelve months old.

To be eligible for the program, the parent must contact the District Executive Director to schedule a time for a workspace consultation. The consultation will include reviewing procedures for safety, security, and evacuations. An individual plan will be developed, if feasible, for the employee and will take into account the safety of the infant and the business needs of the District.

The infant, and parent are all strongly encouraged to be vaccinated, as appropriate for age, in accordance with state law requirements and the recommendations of the United States Centers for Disease Control and Prevention’s (CDC's) Advisory Committee on Immunization Practices (ACIP).

The parent must take the infant home if the infant:

- Becomes sick while in the workplace;
- Is disruptive for a prolonged period of time;
- Causes significant distraction in the work place; or
- Prevents the parent from accomplishing work.

The decision to take the infant home may be made by either the parent or the District’s Executive Director. If the infant is taken home, the parent must submit leave.

### **43.2 Lactating Employees in the Workplace**

The District will provide

- Reasonable break time for an employee to express milk for infant/child; and
- A private room, other than a bathroom, that is shielded from view and free of intrusion from co-workers and the public.

## **Article 44: Term of Agreement**

**44.1** All provisions of this Agreement will become effective January 1, 2025, and will remain in full force and effect through December 31, 2027; however, if this Agreement expires while negotiations between the Union and the District are underway for a successor Agreement, the terms and conditions of this Agreement will remain in effect for a period not to exceed one (1) year from the expiration date pursuant to RCW 42.56.



1 **44.2** This agreement includes a trial of a 36-hour workweek. Related articles (Articles 21,  
2 27, 35, 36, 37, and 38) may be renegotiated at the completion of the trial and before  
3 the end date of this agreement.

4 **44.3** Either party may request negotiations of a successor Agreement by notifying the  
5 other party in writing no sooner than July 1, 2026. In the event that such notice is  
6 given, negotiations will begin at a time agreed upon by the parties.

7 **Article 45: District Policy and Procedures**

8 **45.1** District employees will be given the opportunity to provide input and  
9 recommendations on revisions to policies or procedures that are scheduled for  
10 review or revision by the TCD Board.

11 **45.2** District employees must provide written feedback to the Executive Director on  
12 scheduled policies or procedures a minimum of 2 weeks prior to the review date of  
13 the TCD Board.

14 **45.3** District employees may propose at any time to the Executive Director regarding new  
15 policy or procedures. The Executive Director will provide proposals to the TCD  
16 Board within 2 weeks of receipt of policy proposals. The TCD Board may elect to  
17 schedule the proposal for discussion within a subcommittee meeting, work session  
18 or regular Board meeting.

19 **Article 46: Retirement**

20 The District will continue its current practice of providing retirement benefits to  
21 District employees and will meet in accordance with article 15, Mandatory  
22 Subjects before making a change to this practice.

23 **Article 47: Gender Neutral Restroom Signage**

24 Restroom signage will display a commitment to an inclusive and welcoming work  
25 environment for all employees and visitors, regardless of their gender identity  
26 and/or expression. Restroom signage will include a gender-neutral reference.  
27

1 **APPENDIX A: JOB CLASSIFICATIONS AND RANGES**

<b>Current Job Class</b>	<b>Job Class Effective 1/1/2025</b>	<b>Range on Wage Table</b>
<b>Conservation</b>		
Conservation Program Manager	Conservation Program Director	20-24
Agriculture Program Manager	Agriculture Program Manager	15-19
Habitat Program Manager	Habitat Program Manager	15-19
Habitat Specialist	Senior Habitat Restoration Specialist	10-14
Resource Specialist	Senior Natural Resources Specialist	10-14
Habitat Technician	Habitat Restoration Specialist	7-9
Resource Technician	Natural Resources Specialist	7-9
<b>Education and Outreach</b>		
Community sustainability Program Director	Community sustainability Program Director	20-24
Communications and Education Program Director	Communications and Education Program Director	20-24
Education and Outreach Specialist	Senior Education and Outreach Specialist	10-14
Education and Outreach Specialist	Education and Outreach Specialist	7-9
SS Green Senior Specialist	SS Green Senior Specialist	10-14
<b>Restoration Crew</b>		
Restoration Crew Lead	Restoration Crew Lead	7-9
Restoration Crew Assistant	Restoration Crew Assistant	7-9
<b>Finance</b>		
Finance and Administration Director	Finance and Administration Director	20-24
Senior Accountant	Accountant	15-19
Administrative Projects Senior Specialist	Administrative Projects Senior Specialist	10-14
Accounting Specialist	Accounting Specialist	7-9
Administrative Assistant	Administrative Assistant	1-6

2

## **Appendix B:2025 Salary Table**

- 36-Hour Workweek
- 1.75% COLA

# 2025 TCD Salary Table



Job Class	Range	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	Assistant	Annual	32,123.46	33,729.63	35,416.11	37,186.91	39,046.26	40,998.57	43,048.50	45,200.93	47,460.97	49,834.02
2		Monthly	2,676.95	2,810.80	2,951.34	3,098.91	3,253.86	3,416.55	3,587.38	3,766.74	3,955.08	4,152.84
3		B-Monthly	1,338.48	1,405.40	1,475.67	1,549.45	1,626.93	1,708.27	1,793.69	1,883.37	1,977.54	2,076.42
4		Hourly	17.16	18.02	18.92	19.86	20.86	21.90	23.00	24.15	25.35	26.62
5	Assistant	Annual	33,729.63	35,416.11	37,186.91	39,046.26	40,998.57	43,048.50	45,200.93	47,460.97	49,834.02	52,325.72
6		Monthly	2,810.80	2,951.34	3,098.91	3,253.86	3,416.55	3,587.38	3,766.74	3,955.08	4,152.84	4,360.48
7		B-Monthly	1,405.40	1,475.67	1,549.45	1,626.93	1,708.27	1,793.69	1,883.37	1,977.54	2,076.42	2,180.24
8		Hourly	18.02	18.92	19.86	20.86	21.90	23.00	24.15	25.35	26.62	27.95
9	Assistant	Annual	35,416.11	37,186.91	39,046.26	40,998.57	43,048.50	45,200.93	47,460.97	49,834.02	52,325.72	54,942.01
10		Monthly	2,951.34	3,098.91	3,253.86	3,416.55	3,587.38	3,766.74	3,955.08	4,152.84	4,360.48	4,578.50
11		B-Monthly	1,475.67	1,549.45	1,626.93	1,708.27	1,793.69	1,883.37	1,977.54	2,076.42	2,180.24	2,289.25
12		Hourly	18.92	19.86	20.86	21.90	23.00	24.15	25.35	26.62	27.95	29.35
13	Assistant	Annual	37,186.91	39,046.26	40,998.57	43,048.50	45,200.93	47,460.97	49,834.02	52,325.72	54,942.01	57,689.11
14		Monthly	3,098.91	3,253.86	3,416.55	3,587.38	3,766.74	3,955.08	4,152.84	4,360.48	4,578.50	4,807.43
15		B-Monthly	1,549.45	1,626.93	1,708.27	1,793.69	1,883.37	1,977.54	2,076.42	2,180.24	2,289.25	2,403.71
16		Hourly	19.86	20.86	21.90	23.00	24.15	25.35	26.62	27.95	29.35	30.82
17	Assistant	Annual	39,046.26	40,998.57	43,048.50	45,200.93	47,460.97	49,834.02	52,325.72	54,942.01	57,689.11	60,573.57
18		Monthly	3,253.86	3,416.55	3,587.38	3,766.74	3,955.08	4,152.84	4,360.48	4,578.50	4,807.43	5,047.80
19		B-Monthly	1,626.93	1,708.27	1,793.69	1,883.37	1,977.54	2,076.42	2,180.24	2,289.25	2,403.71	2,523.90
20		Hourly	20.86	21.90	23.00	24.15	25.35	26.62	27.95	29.35	30.82	32.36
21	Assistant	Annual	40,998.57	43,048.50	45,200.93	47,460.97	49,834.02	52,325.72	54,942.01	57,689.11	60,573.57	63,602.24
22		Monthly	3,416.55	3,587.38	3,766.74	3,955.08	4,152.84	4,360.48	4,578.50	4,807.43	5,047.80	5,300.19
23		B-Monthly	1,708.27	1,793.69	1,883.37	1,977.54	2,076.42	2,180.24	2,289.25	2,403.71	2,523.90	2,650.09
24		Hourly	21.90	23.00	24.15	25.35	26.62	27.95	29.35	30.82	32.36	33.98
25	Specialist / Coordinator	Annual	43,048.50	45,200.93	47,460.97	49,834.02	52,325.72	54,942.01	57,689.11	60,573.57	63,602.24	66,782.36
26		Monthly	3,587.38	3,766.74	3,955.08	4,152.84	4,360.48	4,578.50	4,807.43	5,047.80	5,300.19	5,565.20
27		B-Monthly	1,793.69	1,883.37	1,977.54	2,076.42	2,180.24	2,289.25	2,403.71	2,523.90	2,650.09	2,782.60
28		Hourly	23.00	24.15	25.35	26.62	27.95	29.35	30.82	32.36	33.98	35.67
29	Specialist / Coordinator	Annual	45,200.93	47,460.97	49,834.02	52,325.72	54,942.01	57,689.11	60,573.57	63,602.24	66,782.36	70,121.47
30		Monthly	3,766.74	3,955.08	4,152.84	4,360.48	4,578.50	4,807.43	5,047.80	5,300.19	5,565.20	5,843.46
31		B-Monthly	1,883.37	1,977.54	2,076.42	2,180.24	2,289.25	2,403.71	2,523.90	2,650.09	2,782.60	2,921.73
32		Hourly	24.15	25.35	26.62	27.95	29.35	30.82	32.36	33.98	35.67	37.46
33	Specialist / Coordinator	Annual	47,460.97	49,834.02	52,325.72	54,942.01	57,689.11	60,573.57	63,602.24	66,782.36	70,121.47	73,627.55
34		Monthly	3,955.08	4,152.84	4,360.48	4,578.50	4,807.43	5,047.80	5,300.19	5,565.20	5,843.46	6,135.63
35		B-Monthly	1,977.54	2,076.42	2,180.24	2,289.25	2,403.71	2,523.90	2,650.09	2,782.60	2,921.73	3,067.81
36		Hourly	25.35	26.62	27.95	29.35	30.82	32.36	33.98	35.67	37.46	39.33
37	Senior Specialist	Annual	49,834.02	52,325.72	54,942.01	57,689.11	60,573.57	63,602.24	66,782.36	70,121.47	73,627.55	77,308.92
38		Monthly	4,152.84	4,360.48	4,578.50	4,807.43	5,047.80	5,300.19	5,565.20	5,843.46	6,135.63	6,442.41
39		B-Monthly	2,076.42	2,180.24	2,289.25	2,403.71	2,523.90	2,650.09	2,782.60	2,921.73	3,067.81	3,221.21
40		Hourly	26.62	27.95	29.35	30.82	32.36	33.98	35.67	37.46	39.33	41.30

Job Class	Range	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
41	<b>Senior Specialist</b>	<b>Annual</b>	<b>52,325.72</b>	<b>54,942.01</b>	<b>57,689.11</b>	<b>60,573.57</b>	<b>63,602.24</b>	<b>66,782.36</b>	<b>70,121.47</b>	<b>73,627.55</b>	<b>77,308.92</b>	<b>81,174.37</b>
42		Monthly	4,360.48	4,578.50	4,807.43	5,047.80	5,300.19	5,565.20	5,843.46	6,135.63	6,442.41	6,764.53
43		B-Monthly	2,180.24	2,289.25	2,403.71	2,523.90	2,650.09	2,782.60	2,921.73	3,067.81	3,221.21	3,382.27
44		Hourly	27.95	29.35	30.82	32.36	33.98	35.67	37.46	39.33	41.30	43.36
45	<b>Senior Specialist</b>	<b>Annual</b>	<b>54,942.01</b>	<b>57,689.11</b>	<b>60,573.57</b>	<b>63,602.24</b>	<b>66,782.36</b>	<b>70,121.47</b>	<b>73,627.55</b>	<b>77,308.92</b>	<b>81,174.37</b>	<b>85,233.09</b>
46		Monthly	4,578.50	4,807.43	5,047.80	5,300.19	5,565.20	5,843.46	6,135.63	6,442.41	6,764.53	7,102.76
47		B-Monthly	2,289.25	2,403.71	2,523.90	2,650.09	2,782.60	2,921.73	3,067.81	3,221.21	3,382.27	3,551.38
48		Hourly	29.35	30.82	32.36	33.98	35.67	37.46	39.33	41.30	43.36	45.53
49	<b>Senior Specialist</b>	<b>Annual</b>	<b>57,689.11</b>	<b>60,573.57</b>	<b>63,602.24</b>	<b>66,782.36</b>	<b>70,121.47</b>	<b>73,627.55</b>	<b>77,308.92</b>	<b>81,174.37</b>	<b>85,233.09</b>	<b>89,494.74</b>
50		Monthly	4,807.43	5,047.80	5,300.19	5,565.20	5,843.46	6,135.63	6,442.41	6,764.53	7,102.76	7,457.90
51		B-Monthly	2,403.71	2,523.90	2,650.09	2,782.60	2,921.73	3,067.81	3,221.21	3,382.27	3,551.38	3,728.95
52		Hourly	30.82	32.36	33.98	35.67	37.46	39.33	41.30	43.36	45.53	47.81
53	<b>Senior Specialist</b>	<b>Annual</b>	<b>60,573.57</b>	<b>63,602.24</b>	<b>66,782.36</b>	<b>70,121.47</b>	<b>73,627.55</b>	<b>77,308.92</b>	<b>81,174.37</b>	<b>85,233.09</b>	<b>89,494.74</b>	<b>93,969.48</b>
54		Monthly	5,047.80	5,300.19	5,565.20	5,843.46	6,135.63	6,442.41	6,764.53	7,102.76	7,457.90	7,830.79
55		B-Monthly	2,523.90	2,650.09	2,782.60	2,921.73	3,067.81	3,221.21	3,382.27	3,551.38	3,728.95	3,915.40
56		Hourly	32.36	33.98	35.67	37.46	39.33	41.30	43.36	45.53	47.81	50.20
57	<b>Manager</b>	<b>Annual</b>	<b>63,602.24</b>	<b>66,782.36</b>	<b>70,121.47</b>	<b>73,627.55</b>	<b>77,308.92</b>	<b>81,174.37</b>	<b>85,233.09</b>	<b>89,494.74</b>	<b>93,969.48</b>	<b>98,667.96</b>
58		Monthly	5,300.19	5,565.20	5,843.46	6,135.63	6,442.41	6,764.53	7,102.76	7,457.90	7,830.79	8,222.33
59		B-Monthly	2,650.09	2,782.60	2,921.73	3,067.81	3,221.21	3,382.27	3,551.38	3,728.95	3,915.40	4,111.16
60		Hourly	33.98	35.67	37.46	39.33	41.30	43.36	45.53	47.81	50.20	52.71
61	<b>Manager</b>	<b>Annual</b>	<b>66,782.36</b>	<b>70,121.47</b>	<b>73,627.55</b>	<b>77,308.92</b>	<b>81,174.37</b>	<b>85,233.09</b>	<b>89,494.74</b>	<b>93,969.48</b>	<b>98,667.96</b>	<b>103,601.35</b>
62		Monthly	5,565.20	5,843.46	6,135.63	6,442.41	6,764.53	7,102.76	7,457.90	7,830.79	8,222.33	8,633.45
63		B-Monthly	2,782.60	2,921.73	3,067.81	3,221.21	3,382.27	3,551.38	3,728.95	3,915.40	4,111.16	4,316.72
64		Hourly	35.67	37.46	39.33	41.30	43.36	45.53	47.81	50.20	52.71	55.34
65	<b>Manager</b>	<b>Annual</b>	<b>70,121.47</b>	<b>73,627.55</b>	<b>77,308.92</b>	<b>81,174.37</b>	<b>85,233.09</b>	<b>89,494.74</b>	<b>93,969.48</b>	<b>98,667.96</b>	<b>103,601.35</b>	<b>108,781.42</b>
66		Monthly	5,843.46	6,135.63	6,442.41	6,764.53	7,102.76	7,457.90	7,830.79	8,222.33	8,633.45	9,065.12
67		B-Monthly	2,921.73	3,067.81	3,221.21	3,382.27	3,551.38	3,728.95	3,915.40	4,111.16	4,316.72	4,532.56
68		Hourly	37.46	39.33	41.30	43.36	45.53	47.81	50.20	52.71	55.34	58.11
69	<b>Manager</b>	<b>Annual</b>	<b>73,627.55</b>	<b>77,308.92</b>	<b>81,174.37</b>	<b>85,233.09</b>	<b>89,494.74</b>	<b>93,969.48</b>	<b>98,667.96</b>	<b>103,601.35</b>	<b>108,781.42</b>	<b>114,220.49</b>
70		Monthly	6,135.63	6,442.41	6,764.53	7,102.76	7,457.90	7,830.79	8,222.33	8,633.45	9,065.12	9,518.37
71		B-Monthly	3,067.81	3,221.21	3,382.27	3,551.38	3,728.95	3,915.40	4,111.16	4,316.72	4,532.56	4,759.19
72		Hourly	39.33	41.30	43.36	45.53	47.81	50.20	52.71	55.34	58.11	61.02
73	<b>Manager</b>	<b>Annual</b>	<b>77,308.92</b>	<b>81,174.37</b>	<b>85,233.09</b>	<b>89,494.74</b>	<b>93,969.48</b>	<b>98,667.96</b>	<b>103,601.35</b>	<b>108,781.42</b>	<b>114,220.49</b>	<b>119,931.52</b>
74		Monthly	6,442.41	6,764.53	7,102.76	7,457.90	7,830.79	8,222.33	8,633.45	9,065.12	9,518.37	9,994.29
75		B-Monthly	3,221.21	3,382.27	3,551.38	3,728.95	3,915.40	4,111.16	4,316.72	4,532.56	4,759.19	4,997.15
76		Hourly	41.30	43.36	45.53	47.81	50.20	52.71	55.34	58.11	61.02	64.07
77	<b>Director</b>	<b>Annual</b>	<b>81,174.37</b>	<b>85,233.09</b>	<b>89,494.74</b>	<b>93,969.48</b>	<b>98,667.96</b>	<b>103,601.35</b>	<b>108,781.42</b>	<b>114,220.49</b>	<b>119,931.52</b>	<b>125,928.09</b>
78		Monthly	6,764.53	7,102.76	7,457.90	7,830.79	8,222.33	8,633.45	9,065.12	9,518.37	9,994.29	10,494.01
79		B-Monthly	3,382.27	3,551.38	3,728.95	3,915.40	4,111.16	4,316.72	4,532.56	4,759.19	4,997.15	5,247.00
80		Hourly	43.36	45.53	47.81	50.20	52.71	55.34	58.11	61.02	64.07	67.27

Job Class	Range	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
81	<b>Director</b>	<b>Annual</b>	<b>85,233.09</b>	<b>89,494.74</b>	<b>93,969.48</b>	<b>98,667.96</b>	<b>103,601.35</b>	<b>108,781.42</b>	<b>114,220.49</b>	<b>119,931.52</b>	<b>125,928.09</b>	<b>132,224.50</b>
82		Monthly	7,102.76	7,457.90	7,830.79	8,222.33	8,633.45	9,065.12	9,518.37	9,994.29	10,494.01	11,018.71
83		B-Monthly	3,551.38	3,728.95	3,915.40	4,111.16	4,316.72	4,532.56	4,759.19	4,997.15	5,247.00	5,509.35
84		Hourly	45.53	47.81	50.20	52.71	55.34	58.11	61.02	64.07	67.27	70.63
85	<b>Director</b>	<b>Annual</b>	<b>89,494.74</b>	<b>93,969.48</b>	<b>98,667.96</b>	<b>103,601.35</b>	<b>108,781.42</b>	<b>114,220.49</b>	<b>119,931.52</b>	<b>125,928.09</b>	<b>132,224.50</b>	<b>138,835.72</b>
86		Monthly	7,457.90	7,830.79	8,222.33	8,633.45	9,065.12	9,518.37	9,994.29	10,494.01	11,018.71	11,569.64
87		B-Monthly	3,728.95	3,915.40	4,111.16	4,316.72	4,532.56	4,759.19	4,997.15	5,247.00	5,509.35	5,784.82
88		Hourly	47.81	50.20	52.71	55.34	58.11	61.02	64.07	67.27	70.63	74.16
89	<b>Director</b>	<b>Annual</b>	<b>93,969.48</b>	<b>98,667.96</b>	<b>103,601.35</b>	<b>108,781.42</b>	<b>114,220.49</b>	<b>119,931.52</b>	<b>125,928.09</b>	<b>132,224.50</b>	<b>138,835.72</b>	<b>145,777.51</b>
90		Monthly	7,830.79	8,222.33	8,633.45	9,065.12	9,518.37	9,994.29	10,494.01	11,018.71	11,569.64	12,148.13
91		B-Monthly	3,915.40	4,111.16	4,316.72	4,532.56	4,759.19	4,997.15	5,247.00	5,509.35	5,784.82	6,074.06
92		Hourly	50.20	52.71	55.34	58.11	61.02	64.07	67.27	70.63	74.16	77.87
93	<b>Director</b>	<b>Annual</b>	<b>98,667.96</b>	<b>103,601.35</b>	<b>108,781.42</b>	<b>114,220.49</b>	<b>119,931.52</b>	<b>125,928.09</b>	<b>132,224.50</b>	<b>138,835.72</b>	<b>145,777.51</b>	<b>153,066.38</b>
94		Monthly	8,222.33	8,633.45	9,065.12	9,518.37	9,994.29	10,494.01	11,018.71	11,569.64	12,148.13	12,755.53
95		B-Monthly	4,111.16	4,316.72	4,532.56	4,759.19	4,997.15	5,247.00	5,509.35	5,784.82	6,074.06	6,377.77
96		Hourly	52.71	55.34	58.11	61.02	64.07	67.27	70.63	74.16	77.87	81.77
97	<b>Executive Director</b>	<b>Annual</b>	<b>103,601.35</b>	<b>108,781.42</b>	<b>114,220.49</b>	<b>119,931.52</b>	<b>125,928.09</b>	<b>132,224.50</b>	<b>138,835.72</b>	<b>145,777.51</b>	<b>153,066.38</b>	<b>160,719.70</b>
98		Monthly	8,633.45	9,065.12	9,518.37	9,994.29	10,494.01	11,018.71	11,569.64	12,148.13	12,755.53	13,393.31
99		B-Monthly	4,316.72	4,532.56	4,759.19	4,997.15	5,247.00	5,509.35	5,784.82	6,074.06	6,377.77	6,696.65
100		Hourly	55.34	58.11	61.02	64.07	67.27	70.63	74.16	77.87	81.77	85.85
101	<b>Executive Director</b>	<b>Annual</b>	<b>108,781.42</b>	<b>114,220.49</b>	<b>119,931.52</b>	<b>125,928.09</b>	<b>132,224.50</b>	<b>138,835.72</b>	<b>145,777.51</b>	<b>153,066.38</b>	<b>160,719.70</b>	<b>168,755.69</b>
102		Monthly	9,065.12	9,518.37	9,994.29	10,494.01	11,018.71	11,569.64	12,148.13	12,755.53	13,393.31	14,062.97
103		B-Monthly	4,532.56	4,759.19	4,997.15	5,247.00	5,509.35	5,784.82	6,074.06	6,377.77	6,696.65	7,031.49
104		Hourly	58.11	61.02	64.07	67.27	70.63	74.16	77.87	81.77	85.85	90.15
105	<b>Executive Director</b>	<b>Annual</b>	<b>114,220.49</b>	<b>119,931.52</b>	<b>125,928.09</b>	<b>132,224.50</b>	<b>138,835.72</b>	<b>145,777.51</b>	<b>153,066.38</b>	<b>160,719.70</b>	<b>168,755.69</b>	<b>177,193.47</b>
106		Monthly	9,518.37	9,994.29	10,494.01	11,018.71	11,569.64	12,148.13	12,755.53	13,393.31	14,062.97	14,766.12
107		B-Monthly	4,759.19	4,997.15	5,247.00	5,509.35	5,784.82	6,074.06	6,377.77	6,696.65	7,031.49	7,383.06
108		Hourly	61.02	64.07	67.27	70.63	74.16	77.87	81.77	85.85	90.15	94.65
109	<b>Executive Director</b>	<b>Annual</b>	<b>119,931.52</b>	<b>125,928.09</b>	<b>132,224.50</b>	<b>138,835.72</b>	<b>145,777.51</b>	<b>153,066.38</b>	<b>160,719.70</b>	<b>168,755.69</b>	<b>177,193.47</b>	<b>186,053.15</b>
110		Monthly	9,994.29	10,494.01	11,018.71	11,569.64	12,148.13	12,755.53	13,393.31	14,062.97	14,766.12	15,504.43
111		B-Monthly	4,997.15	5,247.00	5,509.35	5,784.82	6,074.06	6,377.77	6,696.65	7,031.49	7,383.06	7,752.21
112		Hourly	64.07	67.27	70.63	74.16	77.87	81.77	85.85	90.15	94.65	99.39
113	<b>Executive Director</b>	<b>Annual</b>	<b>125,928.09</b>	<b>132,224.50</b>	<b>138,835.72</b>	<b>145,777.51</b>	<b>153,066.38</b>	<b>160,719.70</b>	<b>168,755.69</b>	<b>177,193.47</b>	<b>186,053.15</b>	<b>195,355.80</b>
114		Monthly	10,494.01	11,018.71	11,569.64	12,148.13	12,755.53	13,393.31	14,062.97	14,766.12	15,504.43	16,279.65
115		B-Monthly	5,247.00	5,509.35	5,784.82	6,074.06	6,377.77	6,696.65	7,031.49	7,383.06	7,752.21	8,139.83
116		Hourly	67.27	70.63	74.16	77.87	81.77	85.85	90.15	94.65	99.39	104.36
117	<b>Executive Director</b>	<b>Annual</b>	<b>132,224.50</b>	<b>138,835.72</b>	<b>145,777.51</b>	<b>153,066.38</b>	<b>160,719.70</b>	<b>168,755.69</b>	<b>177,193.47</b>	<b>186,053.15</b>	<b>195,355.80</b>	<b>205,123.59</b>
118		Monthly	11,018.71	11,569.64	12,148.13	12,755.53	13,393.31	14,062.97	14,766.12	15,504.43	16,279.65	17,093.63
119		B-Monthly	5,509.35	5,784.82	6,074.06	6,377.77	6,696.65	7,031.49	7,383.06	7,752.21	8,139.83	8,546.82
120		Hourly	70.63	74.16	77.87	81.77	85.85	90.15	94.65	99.39	104.36	109.57

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## **Appendix C: 2026 Salary Table**

As a trial, beginning January 1, 2025, a normal full-time workweek will be 36 hours per week rather than the historic 40 hours per week. If the trial is complete before January 1, 2026, this item may be renegotiated at the end of the trial.

- 36-Hour Workweek
- 5.25% COLA



# 2026 TCD Salary Table\_36-Hour Workweek



Job Class	Range	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	<b>Assistant</b>	<b>Annual</b>	<b>33,809.94</b>	<b>35,500.43</b>	<b>37,275.45</b>	<b>39,139.23</b>	<b>41,096.19</b>	<b>43,151.00</b>	<b>45,308.55</b>	<b>47,573.98</b>	<b>49,952.67</b>	<b>52,450.31</b>
2		Monthly	2,817.49	2,958.37	3,106.29	3,261.60	3,424.68	3,595.92	3,775.71	3,964.50	4,162.72	4,370.86
3		Bi-Monthly	1,408.75	1,479.18	1,553.14	1,630.80	1,712.34	1,797.96	1,887.86	1,982.25	2,081.36	2,185.43
4		Hourly	18.06	18.96	19.91	20.91	21.95	23.05	24.20	25.41	26.68	28.02
5	<b>Assistant</b>	<b>Annual</b>	<b>35,500.43</b>	<b>37,275.45</b>	<b>39,139.23</b>	<b>41,096.19</b>	<b>43,151.00</b>	<b>45,308.55</b>	<b>47,573.98</b>	<b>49,952.67</b>	<b>52,450.31</b>	<b>55,072.82</b>
6		Monthly	2,958.37	3,106.29	3,261.60	3,424.68	3,595.92	3,775.71	3,964.50	4,162.72	4,370.86	4,589.40
7		Bi-Monthly	1,479.18	1,553.14	1,630.80	1,712.34	1,797.96	1,887.86	1,982.25	2,081.36	2,185.43	2,294.70
8		Hourly	18.96	19.91	20.91	21.95	23.05	24.20	25.41	26.68	28.02	29.42
9	<b>Assistant</b>	<b>Annual</b>	<b>37,275.45</b>	<b>39,139.23</b>	<b>41,096.19</b>	<b>43,151.00</b>	<b>45,308.55</b>	<b>47,573.98</b>	<b>49,952.67</b>	<b>52,450.31</b>	<b>55,072.82</b>	<b>57,826.47</b>
10		Monthly	3,106.29	3,261.60	3,424.68	3,595.92	3,775.71	3,964.50	4,162.72	4,370.86	4,589.40	4,818.87
11		Bi-Monthly	1,553.14	1,630.80	1,712.34	1,797.96	1,887.86	1,982.25	2,081.36	2,185.43	2,294.70	2,409.44
12		Hourly	19.91	20.91	21.95	23.05	24.20	25.41	26.68	28.02	29.42	30.89
13	<b>Assistant</b>	<b>Annual</b>	<b>39,139.23</b>	<b>41,096.19</b>	<b>43,151.00</b>	<b>45,308.55</b>	<b>47,573.98</b>	<b>49,952.67</b>	<b>52,450.31</b>	<b>55,072.82</b>	<b>57,826.47</b>	<b>60,717.79</b>
14		Monthly	3,261.60	3,424.68	3,595.92	3,775.71	3,964.50	4,162.72	4,370.86	4,589.40	4,818.87	5,059.82
15		Bi-Monthly	1,630.80	1,712.34	1,797.96	1,887.86	1,982.25	2,081.36	2,185.43	2,294.70	2,409.44	2,529.91
16		Hourly	20.91	21.95	23.05	24.20	25.41	26.68	28.02	29.42	30.89	32.43
17	<b>Assistant</b>	<b>Annual</b>	<b>41,096.19</b>	<b>43,151.00</b>	<b>45,308.55</b>	<b>47,573.98</b>	<b>49,952.67</b>	<b>52,450.31</b>	<b>55,072.82</b>	<b>57,826.47</b>	<b>60,717.79</b>	<b>63,753.68</b>
18		Monthly	3,424.68	3,595.92	3,775.71	3,964.50	4,162.72	4,370.86	4,589.40	4,818.87	5,059.82	5,312.81
19		Bi-Monthly	1,712.34	1,797.96	1,887.86	1,982.25	2,081.36	2,185.43	2,294.70	2,409.44	2,529.91	2,656.40
20		Hourly	21.95	23.05	24.20	25.41	26.68	28.02	29.42	30.89	32.43	34.06
21	<b>Assistant</b>	<b>Annual</b>	<b>43,151.00</b>	<b>45,308.55</b>	<b>47,573.98</b>	<b>49,952.67</b>	<b>52,450.31</b>	<b>55,072.82</b>	<b>57,826.47</b>	<b>60,717.79</b>	<b>63,753.68</b>	<b>66,941.36</b>
22		Monthly	3,595.92	3,775.71	3,964.50	4,162.72	4,370.86	4,589.40	4,818.87	5,059.82	5,312.81	5,578.45
23		Bi-Monthly	1,797.96	1,887.86	1,982.25	2,081.36	2,185.43	2,294.70	2,409.44	2,529.91	2,656.40	2,789.22
24		Hourly	23.05	24.20	25.41	26.68	28.02	29.42	30.89	32.43	34.06	35.76
25	<b>Specialist / Coordinator</b>	<b>Annual</b>	<b>45,308.55</b>	<b>47,573.98</b>	<b>49,952.67</b>	<b>52,450.31</b>	<b>55,072.82</b>	<b>57,826.47</b>	<b>60,717.79</b>	<b>63,753.68</b>	<b>66,941.36</b>	<b>70,288.43</b>
26		Monthly	3,775.71	3,964.50	4,162.72	4,370.86	4,589.40	4,818.87	5,059.82	5,312.81	5,578.45	5,857.37
27		Bi-Monthly	1,887.86	1,982.25	2,081.36	2,185.43	2,294.70	2,409.44	2,529.91	2,656.40	2,789.22	2,928.68
28		Hourly	24.20	25.41	26.68	28.02	29.42	30.89	32.43	34.06	35.76	37.55
29	<b>Specialist / Coordinator</b>	<b>Annual</b>	<b>47,573.98</b>	<b>49,952.67</b>	<b>52,450.31</b>	<b>55,072.82</b>	<b>57,826.47</b>	<b>60,717.79</b>	<b>63,753.68</b>	<b>66,941.36</b>	<b>70,288.43</b>	<b>73,802.85</b>
30		Monthly	3,964.50	4,162.72	4,370.86	4,589.40	4,818.87	5,059.82	5,312.81	5,578.45	5,857.37	6,150.24
31		Bi-Monthly	1,982.25	2,081.36	2,185.43	2,294.70	2,409.44	2,529.91	2,656.40	2,789.22	2,928.68	3,075.12
32		Hourly	25.41	26.68	28.02	29.42	30.89	32.43	34.06	35.76	37.55	39.42
33	<b>Specialist / Coordinator</b>	<b>Annual</b>	<b>49,952.67</b>	<b>52,450.31</b>	<b>55,072.82</b>	<b>57,826.47</b>	<b>60,717.79</b>	<b>63,753.68</b>	<b>66,941.36</b>	<b>70,288.43</b>	<b>73,802.85</b>	<b>77,492.99</b>
34		Monthly	4,162.72	4,370.86	4,589.40	4,818.87	5,059.82	5,312.81	5,578.45	5,857.37	6,150.24	6,457.75
35		Bi-Monthly	2,081.36	2,185.43	2,294.70	2,409.44	2,529.91	2,656.40	2,789.22	2,928.68	3,075.12	3,228.87
36		Hourly	26.68	28.02	29.42	30.89	32.43	34.06	35.76	37.55	39.42	41.40
37	<b>Senior Specialist</b>	<b>Annual</b>	<b>52,450.31</b>	<b>55,072.82</b>	<b>57,826.47</b>	<b>60,717.79</b>	<b>63,753.68</b>	<b>66,941.36</b>	<b>70,288.43</b>	<b>73,802.85</b>	<b>77,492.99</b>	<b>81,367.64</b>
38		Monthly	4,370.86	4,589.40	4,818.87	5,059.82	5,312.81	5,578.45	5,857.37	6,150.24	6,457.75	6,780.64
39		Bi-Monthly	2,185.43	2,294.70	2,409.44	2,529.91	2,656.40	2,789.22	2,928.68	3,075.12	3,228.87	3,390.32
40		Hourly	28.02	29.42	30.89	32.43	34.06	35.76	37.55	39.42	41.40	43.47



Job Class	Range	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
41	<b>Senior Specialist</b>	<b>Annual</b>	<b>55,072.82</b>	<b>57,826.47</b>	<b>60,717.79</b>	<b>63,753.68</b>	<b>66,941.36</b>	<b>70,288.43</b>	<b>73,802.85</b>	<b>77,492.99</b>	<b>81,367.64</b>	<b>85,436.03</b>
42		Monthly	4,589.40	4,818.87	5,059.82	5,312.81	5,578.45	5,857.37	6,150.24	6,457.75	6,780.64	7,119.67
43		Bi-Monthly	2,294.70	2,409.44	2,529.91	2,656.40	2,789.22	2,928.68	3,075.12	3,228.87	3,390.32	3,559.83
44		Hourly	29.42	30.89	32.43	34.06	35.76	37.55	39.42	41.40	43.47	45.64
45	<b>Senior Specialist</b>	<b>Annual</b>	<b>57,826.47</b>	<b>60,717.79</b>	<b>63,753.68</b>	<b>66,941.36</b>	<b>70,288.43</b>	<b>73,802.85</b>	<b>77,492.99</b>	<b>81,367.64</b>	<b>85,436.03</b>	<b>89,707.83</b>
46		Monthly	4,818.87	5,059.82	5,312.81	5,578.45	5,857.37	6,150.24	6,457.75	6,780.64	7,119.67	7,475.65
47		Bi-Monthly	2,409.44	2,529.91	2,656.40	2,789.22	2,928.68	3,075.12	3,228.87	3,390.32	3,559.83	3,737.83
48		Hourly	30.89	32.43	34.06	35.76	37.55	39.42	41.40	43.47	45.64	47.92
49	<b>Senior Specialist</b>	<b>Annual</b>	<b>60,717.79</b>	<b>63,753.68</b>	<b>66,941.36</b>	<b>70,288.43</b>	<b>73,802.85</b>	<b>77,492.99</b>	<b>81,367.64</b>	<b>85,436.03</b>	<b>89,707.83</b>	<b>94,193.22</b>
50		Monthly	5,059.82	5,312.81	5,578.45	5,857.37	6,150.24	6,457.75	6,780.64	7,119.67	7,475.65	7,849.43
51		Bi-Monthly	2,529.91	2,656.40	2,789.22	2,928.68	3,075.12	3,228.87	3,390.32	3,559.83	3,737.83	3,924.72
52		Hourly	32.43	34.06	35.76	37.55	39.42	41.40	43.47	45.64	47.92	50.32
53	<b>Senior Specialist</b>	<b>Annual</b>	<b>63,753.68</b>	<b>66,941.36</b>	<b>70,288.43</b>	<b>73,802.85</b>	<b>77,492.99</b>	<b>81,367.64</b>	<b>85,436.03</b>	<b>89,707.83</b>	<b>94,193.22</b>	<b>98,902.88</b>
54		Monthly	5,312.81	5,578.45	5,857.37	6,150.24	6,457.75	6,780.64	7,119.67	7,475.65	7,849.43	8,241.91
55		Bi-Monthly	2,656.40	2,789.22	2,928.68	3,075.12	3,228.87	3,390.32	3,559.83	3,737.83	3,924.72	4,120.95
56		Hourly	34.06	35.76	37.55	39.42	41.40	43.47	45.64	47.92	50.32	52.83
57	<b>Manager</b>	<b>Annual</b>	<b>66,941.36</b>	<b>70,288.43</b>	<b>73,802.85</b>	<b>77,492.99</b>	<b>81,367.64</b>	<b>85,436.03</b>	<b>89,707.83</b>	<b>94,193.22</b>	<b>98,902.88</b>	<b>103,848.02</b>
58		Monthly	5,578.45	5,857.37	6,150.24	6,457.75	6,780.64	7,119.67	7,475.65	7,849.43	8,241.91	8,654.00
59		Bi-Monthly	2,789.22	2,928.68	3,075.12	3,228.87	3,390.32	3,559.83	3,737.83	3,924.72	4,120.95	4,327.00
60		Hourly	35.76	37.55	39.42	41.40	43.47	45.64	47.92	50.32	52.83	55.47
61	<b>Manager</b>	<b>Annual</b>	<b>70,288.43</b>	<b>73,802.85</b>	<b>77,492.99</b>	<b>81,367.64</b>	<b>85,436.03</b>	<b>89,707.83</b>	<b>94,193.22</b>	<b>98,902.88</b>	<b>103,848.02</b>	<b>109,040.42</b>
62		Monthly	5,857.37	6,150.24	6,457.75	6,780.64	7,119.67	7,475.65	7,849.43	8,241.91	8,654.00	9,086.70
63		Bi-Monthly	2,928.68	3,075.12	3,228.87	3,390.32	3,559.83	3,737.83	3,924.72	4,120.95	4,327.00	4,543.35
64		Hourly	37.55	39.42	41.40	43.47	45.64	47.92	50.32	52.83	55.47	58.25
65	<b>Manager</b>	<b>Annual</b>	<b>73,802.85</b>	<b>77,492.99</b>	<b>81,367.64</b>	<b>85,436.03</b>	<b>89,707.83</b>	<b>94,193.22</b>	<b>98,902.88</b>	<b>103,848.02</b>	<b>109,040.42</b>	<b>114,492.45</b>
66		Monthly	6,150.24	6,457.75	6,780.64	7,119.67	7,475.65	7,849.43	8,241.91	8,654.00	9,086.70	9,541.04
67		Bi-Monthly	3,075.12	3,228.87	3,390.32	3,559.83	3,737.83	3,924.72	4,120.95	4,327.00	4,543.35	4,770.52
68		Hourly	39.42	41.40	43.47	45.64	47.92	50.32	52.83	55.47	58.25	61.16
69	<b>Manager</b>	<b>Annual</b>	<b>77,492.99</b>	<b>81,367.64</b>	<b>85,436.03</b>	<b>89,707.83</b>	<b>94,193.22</b>	<b>98,902.88</b>	<b>103,848.02</b>	<b>109,040.42</b>	<b>114,492.45</b>	<b>120,217.07</b>
70		Monthly	6,457.75	6,780.64	7,119.67	7,475.65	7,849.43	8,241.91	8,654.00	9,086.70	9,541.04	10,018.09
71		Bi-Monthly	3,228.87	3,390.32	3,559.83	3,737.83	3,924.72	4,120.95	4,327.00	4,543.35	4,770.52	5,009.04
72		Hourly	41.40	43.47	45.64	47.92	50.32	52.83	55.47	58.25	61.16	64.22
73	<b>Manager</b>	<b>Annual</b>	<b>81,367.64</b>	<b>85,436.03</b>	<b>89,707.83</b>	<b>94,193.22</b>	<b>98,902.88</b>	<b>103,848.02</b>	<b>109,040.42</b>	<b>114,492.45</b>	<b>120,217.07</b>	<b>126,227.92</b>
74		Monthly	6,780.64	7,119.67	7,475.65	7,849.43	8,241.91	8,654.00	9,086.70	9,541.04	10,018.09	10,518.99
75		Bi-Monthly	3,390.32	3,559.83	3,737.83	3,924.72	4,120.95	4,327.00	4,543.35	4,770.52	5,009.04	5,259.50
76		Hourly	43.47	45.64	47.92	50.32	52.83	55.47	58.25	61.16	64.22	67.43
77	<b>Senior Manager</b>	<b>Annual</b>	<b>85,436.03</b>	<b>89,707.83</b>	<b>94,193.22</b>	<b>98,902.88</b>	<b>103,848.02</b>	<b>109,040.42</b>	<b>114,492.45</b>	<b>120,217.07</b>	<b>126,227.92</b>	<b>132,539.32</b>
78		Monthly	7,119.67	7,475.65	7,849.43	8,241.91	8,654.00	9,086.70	9,541.04	10,018.09	10,518.99	11,044.94
79		Bi-Monthly	3,559.83	3,737.83	3,924.72	4,120.95	4,327.00	4,543.35	4,770.52	5,009.04	5,259.50	5,522.47
80		Hourly	45.64	47.92	50.32	52.83	55.47	58.25	61.16	64.22	67.43	70.80
81	<b>Senior Manager</b>	<b>Annual</b>	<b>89,707.83</b>	<b>94,193.22</b>	<b>98,902.88</b>	<b>103,848.02</b>	<b>109,040.42</b>	<b>114,492.45</b>	<b>120,217.07</b>	<b>126,227.92</b>	<b>132,539.32</b>	<b>139,166.28</b>

Job Class	Range	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
82		Monthly	7,475.65	7,849.43	8,241.91	8,654.00	9,086.70	9,541.04	10,018.09	10,518.99	11,044.94	11,597.19
83		Bi-Monthly	3,737.83	3,924.72	4,120.95	4,327.00	4,543.35	4,770.52	5,009.04	5,259.50	5,522.47	5,798.60
84		Hourly	47.92	50.32	52.83	55.47	58.25	61.16	64.22	67.43	70.80	74.34
85	<b>22</b>	<b>Annual</b>	<b>94,193.22</b>	<b>98,902.88</b>	<b>103,848.02</b>	<b>109,040.42</b>	<b>114,492.45</b>	<b>120,217.07</b>	<b>126,227.92</b>	<b>132,539.32</b>	<b>139,166.28</b>	<b>146,124.60</b>
86		Monthly	7,849.43	8,241.91	8,654.00	9,086.70	9,541.04	10,018.09	10,518.99	11,044.94	11,597.19	12,177.05
87		Bi-Monthly	3,924.72	4,120.95	4,327.00	4,543.35	4,770.52	5,009.04	5,259.50	5,522.47	5,798.60	6,088.52
88		Hourly	50.32	52.83	55.47	58.25	61.16	64.22	67.43	70.80	74.34	78.06
89	<b>23</b>	<b>Annual</b>	<b>98,902.88</b>	<b>103,848.02</b>	<b>109,040.42</b>	<b>114,492.45</b>	<b>120,217.07</b>	<b>126,227.92</b>	<b>132,539.32</b>	<b>139,166.28</b>	<b>146,124.60</b>	<b>153,430.83</b>
90		Monthly	8,241.91	8,654.00	9,086.70	9,541.04	10,018.09	10,518.99	11,044.94	11,597.19	12,177.05	12,785.90
91		Bi-Monthly	4,120.95	4,327.00	4,543.35	4,770.52	5,009.04	5,259.50	5,522.47	5,798.60	6,088.52	6,392.95
92		Hourly	52.83	55.47	58.25	61.16	64.22	67.43	70.80	74.34	78.06	81.96
93	<b>24</b>	<b>Annual</b>	<b>103,848.02</b>	<b>109,040.42</b>	<b>114,492.45</b>	<b>120,217.07</b>	<b>126,227.92</b>	<b>132,539.32</b>	<b>139,166.28</b>	<b>146,124.60</b>	<b>153,430.83</b>	<b>161,102.37</b>
94		Monthly	8,654.00	9,086.70	9,541.04	10,018.09	10,518.99	11,044.94	11,597.19	12,177.05	12,785.90	13,425.20
95		Bi-Monthly	4,327.00	4,543.35	4,770.52	5,009.04	5,259.50	5,522.47	5,798.60	6,088.52	6,392.95	6,712.60
96		Hourly	55.47	58.25	61.16	64.22	67.43	70.80	74.34	78.06	81.96	86.06
97	<b>25</b>	<b>Executive Director</b>	<b>109,040.42</b>	<b>114,492.45</b>	<b>120,217.07</b>	<b>126,227.92</b>	<b>132,539.32</b>	<b>139,166.28</b>	<b>146,124.60</b>	<b>153,430.83</b>	<b>161,102.37</b>	<b>169,157.49</b>
98		Monthly	9,086.70	9,541.04	10,018.09	10,518.99	11,044.94	11,597.19	12,177.05	12,785.90	13,425.20	14,096.46
99		Bi-Monthly	4,543.35	4,770.52	5,009.04	5,259.50	5,522.47	5,798.60	6,088.52	6,392.95	6,712.60	7,048.23
100		Hourly	58.25	61.16	64.22	67.43	70.80	74.34	78.06	81.96	86.06	90.36
101	<b>26</b>	<b>Executive Director</b>	<b>114,492.45</b>	<b>120,217.07</b>	<b>126,227.92</b>	<b>132,539.32</b>	<b>139,166.28</b>	<b>146,124.60</b>	<b>153,430.83</b>	<b>161,102.37</b>	<b>169,157.49</b>	<b>177,615.36</b>
102		Monthly	9,541.04	10,018.09	10,518.99	11,044.94	11,597.19	12,177.05	12,785.90	13,425.20	14,096.46	14,801.28
103		Bi-Monthly	4,770.52	5,009.04	5,259.50	5,522.47	5,798.60	6,088.52	6,392.95	6,712.60	7,048.23	7,400.64
104		Hourly	61.16	64.22	67.43	70.80	74.34	78.06	81.96	86.06	90.36	94.88
105	<b>27</b>	<b>Executive Director</b>	<b>120,217.07</b>	<b>126,227.92</b>	<b>132,539.32</b>	<b>139,166.28</b>	<b>146,124.60</b>	<b>153,430.83</b>	<b>161,102.37</b>	<b>169,157.49</b>	<b>177,615.36</b>	<b>186,496.13</b>
106		Monthly	10,018.09	10,518.99	11,044.94	11,597.19	12,177.05	12,785.90	13,425.20	14,096.46	14,801.28	15,541.34
107		Bi-Monthly	5,009.04	5,259.50	5,522.47	5,798.60	6,088.52	6,392.95	6,712.60	7,048.23	7,400.64	7,770.67
108		Hourly	64.22	67.43	70.80	74.34	78.06	81.96	86.06	90.36	94.88	99.62
109	<b>28</b>	<b>Executive Director</b>	<b>126,227.92</b>	<b>132,539.32</b>	<b>139,166.28</b>	<b>146,124.60</b>	<b>153,430.83</b>	<b>161,102.37</b>	<b>169,157.49</b>	<b>177,615.36</b>	<b>186,496.13</b>	<b>195,820.94</b>
110		Monthly	10,518.99	11,044.94	11,597.19	12,177.05	12,785.90	13,425.20	14,096.46	14,801.28	15,541.34	16,318.41
111		Bi-Monthly	5,259.50	5,522.47	5,798.60	6,088.52	6,392.95	6,712.60	7,048.23	7,400.64	7,770.67	8,159.21
112		Hourly	67.43	70.80	74.34	78.06	81.96	86.06	90.36	94.88	99.62	104.61
113	<b>29</b>	<b>Executive Director</b>	<b>132,539.32</b>	<b>139,166.28</b>	<b>146,124.60</b>	<b>153,430.83</b>	<b>161,102.37</b>	<b>169,157.49</b>	<b>177,615.36</b>	<b>186,496.13</b>	<b>195,820.94</b>	<b>205,611.98</b>
114		Monthly	11,044.94	11,597.19	12,177.05	12,785.90	13,425.20	14,096.46	14,801.28	15,541.34	16,318.41	17,134.33
115		Bi-Monthly	5,522.47	5,798.60	6,088.52	6,392.95	6,712.60	7,048.23	7,400.64	7,770.67	8,159.21	8,567.17
116		Hourly	70.80	74.34	78.06	81.96	86.06	90.36	94.88	99.62	104.61	109.84
117	<b>30</b>	<b>Executive Director</b>	<b>139,166.28</b>	<b>146,124.60</b>	<b>153,430.83</b>	<b>161,102.37</b>	<b>169,157.49</b>	<b>177,615.36</b>	<b>186,496.13</b>	<b>195,820.94</b>	<b>205,611.98</b>	<b>215,892.58</b>
118		Monthly	11,597.19	12,177.05	12,785.90	13,425.20	14,096.46	14,801.28	15,541.34	16,318.41	17,134.33	17,991.05
119		Bi-Monthly	5,798.60	6,088.52	6,392.95	6,712.60	7,048.23	7,400.64	7,770.67	8,159.21	8,567.17	8,995.52
120		Hourly	74.34	78.06	81.96	86.06	90.36	94.88	99.62	104.61	109.84	115.33

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## **Appendix D: 2027 Salary Table**

As a trial, beginning January 1, 2025, a normal full-time workweek will be 36 hours per week rather than the historic 40 hours per week. This item may be renegotiated at the end of the trial.

- 36-Hour Workweek
- 3.50% COLA

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# 2027 TCD Salary Table\_36-Hour Workweek



Job Class	Range	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	<b>Assistant</b>	<b>Annual</b>	<b>34,993.28</b>	<b>36,742.95</b>	<b>38,590.10</b>	<b>40,509.10</b>	<b>42,534.56</b>	<b>44,661.28</b>	<b>46,894.35</b>	<b>49,239.07</b>	<b>51,701.02</b>	<b>54,286.07</b>
2		Monthly	2,916.11	3,061.91	3,215.01	3,375.76	3,544.55	3,721.77	3,907.86	4,103.26	4,308.42	4,523.84
3		Bi-Monthly	1,458.05	1,530.96	1,607.50	1,687.88	1,772.27	1,860.89	1,953.93	2,051.63	2,154.21	2,261.92
4		Hourly	18.69	19.63	20.61	21.64	22.72	23.86	25.05	26.30	27.62	29.00
5	<b>Assistant</b>	<b>Annual</b>	<b>36,742.95</b>	<b>38,590.10</b>	<b>40,509.10</b>	<b>42,534.56</b>	<b>44,661.28</b>	<b>46,894.35</b>	<b>49,239.07</b>	<b>51,701.02</b>	<b>54,286.07</b>	<b>57,000.37</b>
6		Monthly	3,061.91	3,215.01	3,375.76	3,544.55	3,721.77	3,907.86	4,103.26	4,308.42	4,523.84	4,750.03
7		Bi-Monthly	1,530.96	1,607.50	1,687.88	1,772.27	1,860.89	1,953.93	2,051.63	2,154.21	2,261.92	2,375.02
8		Hourly	19.63	20.61	21.64	22.72	23.86	25.05	26.30	27.62	29.00	30.45
9	<b>Assistant</b>	<b>Annual</b>	<b>38,590.10</b>	<b>40,509.10</b>	<b>42,534.56</b>	<b>44,661.28</b>	<b>46,894.35</b>	<b>49,239.07</b>	<b>51,701.02</b>	<b>54,286.07</b>	<b>57,000.37</b>	<b>59,850.39</b>
10		Monthly	3,215.01	3,375.76	3,544.55	3,721.77	3,907.86	4,103.26	4,308.42	4,523.84	4,750.03	4,987.53
11		Bi-Monthly	1,607.50	1,687.88	1,772.27	1,860.89	1,953.93	2,051.63	2,154.21	2,261.92	2,375.02	2,493.77
12		Hourly	20.61	21.64	22.72	23.86	25.05	26.30	27.62	29.00	30.45	31.97
13	<b>Assistant</b>	<b>Annual</b>	<b>40,509.10</b>	<b>42,534.56</b>	<b>44,661.28</b>	<b>46,894.35</b>	<b>49,239.07</b>	<b>51,701.02</b>	<b>54,286.07</b>	<b>57,000.37</b>	<b>59,850.39</b>	<b>62,842.91</b>
14		Monthly	3,375.76	3,544.55	3,721.77	3,907.86	4,103.26	4,308.42	4,523.84	4,750.03	4,987.53	5,236.91
15		Bi-Monthly	1,687.88	1,772.27	1,860.89	1,953.93	2,051.63	2,154.21	2,261.92	2,375.02	2,493.77	2,618.45
16		Hourly	21.64	22.72	23.86	25.05	26.30	27.62	29.00	30.45	31.97	33.57
17	<b>Assistant</b>	<b>Annual</b>	<b>42,534.56</b>	<b>44,661.28</b>	<b>46,894.35</b>	<b>49,239.07</b>	<b>51,701.02</b>	<b>54,286.07</b>	<b>57,000.37</b>	<b>59,850.39</b>	<b>62,842.91</b>	<b>65,985.06</b>
18		Monthly	3,544.55	3,721.77	3,907.86	4,103.26	4,308.42	4,523.84	4,750.03	4,987.53	5,236.91	5,498.75
19		Bi-Monthly	1,772.27	1,860.89	1,953.93	2,051.63	2,154.21	2,261.92	2,375.02	2,493.77	2,618.45	2,749.38
20		Hourly	22.72	23.86	25.05	26.30	27.62	29.00	30.45	31.97	33.57	35.25
21	<b>Assistant</b>	<b>Annual</b>	<b>44,661.28</b>	<b>46,894.35</b>	<b>49,239.07</b>	<b>51,701.02</b>	<b>54,286.07</b>	<b>57,000.37</b>	<b>59,850.39</b>	<b>62,842.91</b>	<b>65,985.06</b>	<b>69,284.31</b>
22		Monthly	3,721.77	3,907.86	4,103.26	4,308.42	4,523.84	4,750.03	4,987.53	5,236.91	5,498.75	5,773.69
23		Bi-Monthly	1,860.89	1,953.93	2,051.63	2,154.21	2,261.92	2,375.02	2,493.77	2,618.45	2,749.38	2,886.85
24		Hourly	23.86	25.05	26.30	27.62	29.00	30.45	31.97	33.57	35.25	37.01
25	<b>Specialist / Coordinator</b>	<b>Annual</b>	<b>46,894.35</b>	<b>49,239.07</b>	<b>51,701.02</b>	<b>54,286.07</b>	<b>57,000.37</b>	<b>59,850.39</b>	<b>62,842.91</b>	<b>65,985.06</b>	<b>69,284.31</b>	<b>72,748.52</b>
26		Monthly	3,907.86	4,103.26	4,308.42	4,523.84	4,750.03	4,987.53	5,236.91	5,498.75	5,773.69	6,062.38
27		Bi-Monthly	1,953.93	2,051.63	2,154.21	2,261.92	2,375.02	2,493.77	2,618.45	2,749.38	2,886.85	3,031.19
28		Hourly	25.05	26.30	27.62	29.00	30.45	31.97	33.57	35.25	37.01	38.86
29	<b>Specialist / Coordinator</b>	<b>Annual</b>	<b>49,239.07</b>	<b>51,701.02</b>	<b>54,286.07</b>	<b>57,000.37</b>	<b>59,850.39</b>	<b>62,842.91</b>	<b>65,985.06</b>	<b>69,284.31</b>	<b>72,748.52</b>	<b>76,385.95</b>
30		Monthly	4,103.26	4,308.42	4,523.84	4,750.03	4,987.53	5,236.91	5,498.75	5,773.69	6,062.38	6,365.50
31		Bi-Monthly	2,051.63	2,154.21	2,261.92	2,375.02	2,493.77	2,618.45	2,749.38	2,886.85	3,031.19	3,182.75
32		Hourly	26.30	27.62	29.00	30.45	31.97	33.57	35.25	37.01	38.86	40.80
33	<b>Specialist / Coordinator</b>	<b>Annual</b>	<b>51,701.02</b>	<b>54,286.07</b>	<b>57,000.37</b>	<b>59,850.39</b>	<b>62,842.91</b>	<b>65,985.06</b>	<b>69,284.31</b>	<b>72,748.52</b>	<b>76,385.95</b>	<b>80,205.25</b>
34		Monthly	4,308.42	4,523.84	4,750.03	4,987.53	5,236.91	5,498.75	5,773.69	6,062.38	6,365.50	6,683.77
35		Bi-Monthly	2,154.21	2,261.92	2,375.02	2,493.77	2,618.45	2,749.38	2,886.85	3,031.19	3,182.75	3,341.89
36		Hourly	27.62	29.00	30.45	31.97	33.57	35.25	37.01	38.86	40.80	42.84
37	<b>Senior Specialist</b>	<b>Annual</b>	<b>54,286.07</b>	<b>57,000.37</b>	<b>59,850.39</b>	<b>62,842.91</b>	<b>65,985.06</b>	<b>69,284.31</b>	<b>72,748.52</b>	<b>76,385.95</b>	<b>80,205.25</b>	<b>84,215.51</b>
38		Monthly	4,523.84	4,750.03	4,987.53	5,236.91	5,498.75	5,773.69	6,062.38	6,365.50	6,683.77	7,017.96
39		Bi-Monthly	2,261.92	2,375.02	2,493.77	2,618.45	2,749.38	2,886.85	3,031.19	3,182.75	3,341.89	3,508.98
40		Hourly	29.00	30.45	31.97	33.57	35.25	37.01	38.86	40.80	42.84	44.99

Job Class	Range	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
41	<b>Senior Specialist</b> 11	Annual	57,000.37	59,850.39	62,842.91	65,985.06	69,284.31	72,748.52	76,385.95	80,205.25	84,215.51	88,426.29
42		Monthly	4,750.03	4,987.53	5,236.91	5,498.75	5,773.69	6,062.38	6,365.50	6,683.77	7,017.96	7,368.86
43		Bi-Monthly	2,375.02	2,493.77	2,618.45	2,749.38	2,886.85	3,031.19	3,182.75	3,341.89	3,508.98	3,684.43
44		Hourly	30.45	31.97	33.57	35.25	37.01	38.86	40.80	42.84	44.99	47.24
45	<b>Senior Specialist</b> 12	Annual	59,850.39	62,842.91	65,985.06	69,284.31	72,748.52	76,385.95	80,205.25	84,215.51	88,426.29	92,847.60
46		Monthly	4,987.53	5,236.91	5,498.75	5,773.69	6,062.38	6,365.50	6,683.77	7,017.96	7,368.86	7,737.30
47		Bi-Monthly	2,493.77	2,618.45	2,749.38	2,886.85	3,031.19	3,182.75	3,341.89	3,508.98	3,684.43	3,868.65
48		Hourly	31.97	33.57	35.25	37.01	38.86	40.80	42.84	44.99	47.24	49.60
49	<b>Senior Specialist</b> 13	Annual	62,842.91	65,985.06	69,284.31	72,748.52	76,385.95	80,205.25	84,215.51	88,426.29	92,847.60	97,489.98
50		Monthly	5,236.91	5,498.75	5,773.69	6,062.38	6,365.50	6,683.77	7,017.96	7,368.86	7,737.30	8,124.17
51		Bi-Monthly	2,618.45	2,749.38	2,886.85	3,031.19	3,182.75	3,341.89	3,508.98	3,684.43	3,868.65	4,062.08
52		Hourly	33.57	35.25	37.01	38.86	40.80	42.84	44.99	47.24	49.60	52.08
53	<b>Senior Specialist</b> 14	Annual	65,985.06	69,284.31	72,748.52	76,385.95	80,205.25	84,215.51	88,426.29	92,847.60	97,489.98	102,364.48
54		Monthly	5,498.75	5,773.69	6,062.38	6,365.50	6,683.77	7,017.96	7,368.86	7,737.30	8,124.17	8,530.37
55		Bi-Monthly	2,749.38	2,886.85	3,031.19	3,182.75	3,341.89	3,508.98	3,684.43	3,868.65	4,062.08	4,265.19
56		Hourly	35.25	37.01	38.86	40.80	42.84	44.99	47.24	49.60	52.08	54.68
57	<b>Manager</b> 15	Annual	69,284.31	72,748.52	76,385.95	80,205.25	84,215.51	88,426.29	92,847.60	97,489.98	102,364.48	107,482.70
58		Monthly	5,773.69	6,062.38	6,365.50	6,683.77	7,017.96	7,368.86	7,737.30	8,124.17	8,530.37	8,956.89
59		Bi-Monthly	2,886.85	3,031.19	3,182.75	3,341.89	3,508.98	3,684.43	3,868.65	4,062.08	4,265.19	4,478.45
60		Hourly	37.01	38.86	40.80	42.84	44.99	47.24	49.60	52.08	54.68	57.42
61	<b>Manager</b> 16	Annual	72,748.52	76,385.95	80,205.25	84,215.51	88,426.29	92,847.60	97,489.98	102,364.48	107,482.70	112,856.84
62		Monthly	6,062.38	6,365.50	6,683.77	7,017.96	7,368.86	7,737.30	8,124.17	8,530.37	8,956.89	9,404.74
63		Bi-Monthly	3,031.19	3,182.75	3,341.89	3,508.98	3,684.43	3,868.65	4,062.08	4,265.19	4,478.45	4,702.37
64		Hourly	38.86	40.80	42.84	44.99	47.24	49.60	52.08	54.68	57.42	60.29
65	<b>Manager</b> 17	Annual	76,385.95	80,205.25	84,215.51	88,426.29	92,847.60	97,489.98	102,364.48	107,482.70	112,856.84	118,499.68
66		Monthly	6,365.50	6,683.77	7,017.96	7,368.86	7,737.30	8,124.17	8,530.37	8,956.89	9,404.74	9,874.97
67		Bi-Monthly	3,182.75	3,341.89	3,508.98	3,684.43	3,868.65	4,062.08	4,265.19	4,478.45	4,702.37	4,937.49
68		Hourly	40.80	42.84	44.99	47.24	49.60	52.08	54.68	57.42	60.29	63.30
69	<b>Manager</b> 18	Annual	80,205.25	84,215.51	88,426.29	92,847.60	97,489.98	102,364.48	107,482.70	112,856.84	118,499.68	124,424.67
70		Monthly	6,683.77	7,017.96	7,368.86	7,737.30	8,124.17	8,530.37	8,956.89	9,404.74	9,874.97	10,368.72
71		Bi-Monthly	3,341.89	3,508.98	3,684.43	3,868.65	4,062.08	4,265.19	4,478.45	4,702.37	4,937.49	5,184.36
72		Hourly	42.84	44.99	47.24	49.60	52.08	54.68	57.42	60.29	63.30	66.47
73	<b>Manager</b> 19	Annual	84,215.51	88,426.29	92,847.60	97,489.98	102,364.48	107,482.70	112,856.84	118,499.68	124,424.67	130,645.90
74		Monthly	7,017.96	7,368.86	7,737.30	8,124.17	8,530.37	8,956.89	9,404.74	9,874.97	10,368.72	10,887.16
75		Bi-Monthly	3,508.98	3,684.43	3,868.65	4,062.08	4,265.19	4,478.45	4,702.37	4,937.49	5,184.36	5,443.58
76		Hourly	44.99	47.24	49.60	52.08	54.68	57.42	60.29	63.30	66.47	69.79
77	<b>Senior Manager</b> 20	Annual	88,426.29	92,847.60	97,489.98	102,364.48	107,482.70	112,856.84	118,499.68	124,424.67	130,645.90	137,178.19
78		Monthly	7,368.86	7,737.30	8,124.17	8,530.37	8,956.89	9,404.74	9,874.97	10,368.72	10,887.16	11,431.52
79		Bi-Monthly	3,684.43	3,868.65	4,062.08	4,265.19	4,478.45	4,702.37	4,937.49	5,184.36	5,443.58	5,715.76
80		Hourly	47.24	49.60	52.08	54.68	57.42	60.29	63.30	66.47	69.79	73.28
81	<b>Senior Manager</b> 21	Annual	92,847.60	97,489.98	102,364.48	107,482.70	112,856.84	118,499.68	124,424.67	130,645.90	137,178.19	144,037.10



Job Class	Range	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
82		Monthly	7,737.30	8,124.17	8,530.37	8,956.89	9,404.74	9,874.97	10,368.72	10,887.16	11,431.52	12,003.09
83		Bi-Monthly	3,868.65	4,062.08	4,265.19	4,478.45	4,702.37	4,937.49	5,184.36	5,443.58	5,715.76	6,001.55
84		Hourly	49.60	52.08	54.68	57.42	60.29	63.30	66.47	69.79	73.28	76.94
85	<b>22</b>	<b>Annual</b>	<b>97,489.98</b>	<b>102,364.48</b>	<b>107,482.70</b>	<b>112,856.84</b>	<b>118,499.68</b>	<b>124,424.67</b>	<b>130,645.90</b>	<b>137,178.19</b>	<b>144,037.10</b>	<b>151,238.96</b>
86		Monthly	8,124.17	8,530.37	8,956.89	9,404.74	9,874.97	10,368.72	10,887.16	11,431.52	12,003.09	12,603.25
87		Bi-Monthly	4,062.08	4,265.19	4,478.45	4,702.37	4,937.49	5,184.36	5,443.58	5,715.76	6,001.55	6,301.62
88		Hourly	52.08	54.68	57.42	60.29	63.30	66.47	69.79	73.28	76.94	80.79
89	<b>23</b>	<b>Annual</b>	<b>102,364.48</b>	<b>107,482.70</b>	<b>112,856.84</b>	<b>118,499.68</b>	<b>124,424.67</b>	<b>130,645.90</b>	<b>137,178.19</b>	<b>144,037.10</b>	<b>151,238.96</b>	<b>158,800.91</b>
90		Monthly	8,530.37	8,956.89	9,404.74	9,874.97	10,368.72	10,887.16	11,431.52	12,003.09	12,603.25	13,233.41
91		Bi-Monthly	4,265.19	4,478.45	4,702.37	4,937.49	5,184.36	5,443.58	5,715.76	6,001.55	6,301.62	6,616.70
92		Hourly	54.68	57.42	60.29	63.30	66.47	69.79	73.28	76.94	80.79	84.83
93	<b>24</b>	<b>Annual</b>	<b>107,482.70</b>	<b>112,856.84</b>	<b>118,499.68</b>	<b>124,424.67</b>	<b>130,645.90</b>	<b>137,178.19</b>	<b>144,037.10</b>	<b>151,238.96</b>	<b>158,800.91</b>	<b>166,740.95</b>
94		Monthly	8,956.89	9,404.74	9,874.97	10,368.72	10,887.16	11,431.52	12,003.09	12,603.25	13,233.41	13,895.08
95		Bi-Monthly	4,478.45	4,702.37	4,937.49	5,184.36	5,443.58	5,715.76	6,001.55	6,301.62	6,616.70	6,947.54
96		Hourly	57.42	60.29	63.30	66.47	69.79	73.28	76.94	80.79	84.83	89.07
97	<b>25</b>	<b>Executive Director</b>	<b>112,856.84</b>	<b>118,499.68</b>	<b>124,424.67</b>	<b>130,645.90</b>	<b>137,178.19</b>	<b>144,037.10</b>	<b>151,238.96</b>	<b>158,800.91</b>	<b>166,740.95</b>	<b>175,078.00</b>
98		Monthly	9,404.74	9,874.97	10,368.72	10,887.16	11,431.52	12,003.09	12,603.25	13,233.41	13,895.08	14,589.83
99		Bi-Monthly	4,702.37	4,937.49	5,184.36	5,443.58	5,715.76	6,001.55	6,301.62	6,616.70	6,947.54	7,294.92
100		Hourly	60.29	63.30	66.47	69.79	73.28	76.94	80.79	84.83	89.07	93.52
101	<b>26</b>	<b>Executive Director</b>	<b>118,499.68</b>	<b>124,424.67</b>	<b>130,645.90</b>	<b>137,178.19</b>	<b>144,037.10</b>	<b>151,238.96</b>	<b>158,800.91</b>	<b>166,740.95</b>	<b>175,078.00</b>	<b>183,831.90</b>
102		Monthly	9,874.97	10,368.72	10,887.16	11,431.52	12,003.09	12,603.25	13,233.41	13,895.08	14,589.83	15,319.32
103		Bi-Monthly	4,937.49	5,184.36	5,443.58	5,715.76	6,001.55	6,301.62	6,616.70	6,947.54	7,294.92	7,659.66
104		Hourly	63.30	66.47	69.79	73.28	76.94	80.79	84.83	89.07	93.52	98.20
105	<b>27</b>	<b>Executive Director</b>	<b>124,424.67</b>	<b>130,645.90</b>	<b>137,178.19</b>	<b>144,037.10</b>	<b>151,238.96</b>	<b>158,800.91</b>	<b>166,740.95</b>	<b>175,078.00</b>	<b>183,831.90</b>	<b>193,023.49</b>
106		Monthly	10,368.72	10,887.16	11,431.52	12,003.09	12,603.25	13,233.41	13,895.08	14,589.83	15,319.32	16,085.29
107		Bi-Monthly	5,184.36	5,443.58	5,715.76	6,001.55	6,301.62	6,616.70	6,947.54	7,294.92	7,659.66	8,042.65
108		Hourly	66.47	69.79	73.28	76.94	80.79	84.83	89.07	93.52	98.20	103.11
109	<b>28</b>	<b>Executive Director</b>	<b>130,645.90</b>	<b>137,178.19</b>	<b>144,037.10</b>	<b>151,238.96</b>	<b>158,800.91</b>	<b>166,740.95</b>	<b>175,078.00</b>	<b>183,831.90</b>	<b>193,023.49</b>	<b>202,674.67</b>
110		Monthly	10,887.16	11,431.52	12,003.09	12,603.25	13,233.41	13,895.08	14,589.83	15,319.32	16,085.29	16,889.56
111		Bi-Monthly	5,443.58	5,715.76	6,001.55	6,301.62	6,616.70	6,947.54	7,294.92	7,659.66	8,042.65	8,444.78
112		Hourly	69.79	73.28	76.94	80.79	84.83	89.07	93.52	98.20	103.11	108.27
113	<b>29</b>	<b>Executive Director</b>	<b>137,178.19</b>	<b>144,037.10</b>	<b>151,238.96</b>	<b>158,800.91</b>	<b>166,740.95</b>	<b>175,078.00</b>	<b>183,831.90</b>	<b>193,023.49</b>	<b>202,674.67</b>	<b>212,808.40</b>
114		Monthly	11,431.52	12,003.09	12,603.25	13,233.41	13,895.08	14,589.83	15,319.32	16,085.29	16,889.56	17,734.03
115		Bi-Monthly	5,715.76	6,001.55	6,301.62	6,616.70	6,947.54	7,294.92	7,659.66	8,042.65	8,444.78	8,867.02
116		Hourly	73.28	76.94	80.79	84.83	89.07	93.52	98.20	103.11	108.27	113.68
117	<b>30</b>	<b>Executive Director</b>	<b>144,037.10</b>	<b>151,238.96</b>	<b>158,800.91</b>	<b>166,740.95</b>	<b>175,078.00</b>	<b>183,831.90</b>	<b>193,023.49</b>	<b>202,674.67</b>	<b>212,808.40</b>	<b>223,448.82</b>
118		Monthly	12,003.09	12,603.25	13,233.41	13,895.08	14,589.83	15,319.32	16,085.29	16,889.56	17,734.03	18,620.74
119		Bi-Monthly	6,001.55	6,301.62	6,616.70	6,947.54	7,294.92	7,659.66	8,042.65	8,444.78	8,867.02	9,310.37
120		Hourly	76.94	80.79	84.83	89.07	93.52	98.20	103.11	108.27	113.68	119.36

1 THE PARTIES, BY THEIR SIGNATURES BELOW, ACCEPT AND AGREE TO  
2 THE TERMS AND CONDITIONS OF THIS COLLECTIVE BARGAINING  
3 AGREEMENT.

4  
5  
6

7 Executed this 28<sup>th</sup> day of January.

8  
9

10 For Thurston Conservation District:

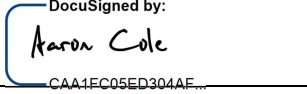
11

12  Sarah Moorehead, Executive Director  
13 \_\_\_\_\_  
14 3786B8740ADF43B...

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16

17 For the Washington State Council of County and City Employees:

18

19  Aaron Cole, Union Representative AFSCME Local 3300  
20 \_\_\_\_\_  
21 CAA1EC05ED304AE...

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23

24 The below 2025-2027 bargaining team members were integral in reaching final  
25 agreement.

26

27 For the Washington State Council of County and City Employees:

28 Susan Shelton

29

30 Kiana Sinner

31

32 Sam Nadell

33

34

35 For the District:

36 Sarah Moorehead

37

38 Betsie De Wreede

39

40 Marianne Tompkins