

**AGREEMENT**

**By and Between**

**CITY OF RENTON**

**and**

**LOCAL 2170,**

**WASHINGTON STATE COUNCIL OF COUNTY AND  
CITY EMPLOYEES**

**AMERICAN FEDERATION OF STATE, COUNTY AND  
MUNICIPAL**

**EMPLOYEES, AFL-CIO**

***January 1, 2016 – December 31, 2018***

**AFSCME, Local 2170 Contract  
2016 – 2018**

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## **PREAMBLE**

This Agreement is between the City of Renton (hereinafter called the Employer) and Local 2170, Washington State Council of County and City Employees, American Federation of State, County and Municipal Employees, AFL-CIO (hereinafter called the Union) for the purpose of setting forth a mutual understanding of the parties as to conditions of employment for those employees for whom the Employer recognizes the Union as the exclusive collective bargaining representative.

The Employer and the Union shall cooperate to provide the public with efficient, cost-effective, and courteous delivery of public services, to encourage good attendance of employees, and to promote a climate of labor relations that will aid in achieving a high level of efficiency and productivity in all departments of City government. The parties will work together to address and adapt to the inevitable issues of change, to devise varying methods and work procedures adapted to the changing circumstances of their particular areas of responsibilities.

## **ARTICLE 1 – RECOGNITION AND BARGAINING UNIT**

### **1.1. Union Recognized**

Pursuant to RCW 41.56.060 the Employer hereby recognizes the Union as the exclusive bargaining representative for all limited term, probationary and regular Renton City employees in those classifications listed in Appendix A.

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Limited term employees have all rights under this contract with the exception of bumping (see City Policy #330-11, dated 10/15/2005). If a limited term position is converted to a regular position, the incumbent shall remain in the position and shall be converted as well (and will be eligible for bumping rights). A limited term employee shall have their time in the limited term position count toward their overall classification and City seniority.

A regular employee who applies for and is appointed to a limited term position shall have the right to return to their previous classification should the limited term position not be converted to regular status and there is a vacant position available in their previous classification.

It shall be a condition of employment that all employees of the Employer covered by this Agreement who are members of the Union in good standing and those who are not members on the execution date of this Agreement, on or before the thirtieth day following the execution date of this Agreement, shall become and remain members in good standing in the Union. It also shall be a condition of employment that all employees covered by this Agreement and hired on or after its execution date, on the thirtieth day following the beginning of such employment, shall become and remain members in good standing in the Union.

The Employer and the Union agree that the right of non-association of employees based on bona fide religious tenets or teachings of a church or religious body of which such public employee is a member shall be protected at all times and such public employees shall pay such sum as is provided in RCW 41.56, "Chapter 59, Laws of 1973".

## **1.2. Excluded Positions**

The Union recognizes the following positions as being excluded from the represented classifications listed in Appendix A:

- 1.2.1. All positions in the Human Resources & Risk Management Department.
- 1.2.2. All clerical or secretarial positions designated as “confidential” in each department. Only one “confidential” designation will be allowed in each department.

## **1.3. New Positions**

Should it become necessary to establish a new job classification within the bargaining unit during the term of this Agreement, the City will create the classification. The salary for any new classification within the bargaining unit shall be subject to negotiations. The Union shall be notified of any newly created classifications in the City, which are not recognized by other bargaining units, including the City’s initial determination regarding bargaining unit status.

Disagreements regarding the appropriateness of their inclusion or exclusion from the bargaining unit will be referred to the Public Employment Relations Commission for resolution.

## **1.4. Executive Board Meetings**

The Union will provide a calendar of all regularly scheduled Executive Board meetings for the next calendar year in December of the preceding year to the Human Resources & Risk Management Administrator.

### **1.5. Job Classification Changes**

Changes to existing position classifications and position descriptions shall be provided to the Union president and secretary ten (10) working days prior to the next regularly scheduled Executive Board meeting. The Union shall respond to the changes, in writing, within ten (10) working days of the meeting, unless an extension is mutually agreed upon. If the Union's written response is not provided within the timeframe above, management may move forward with the changes that have been submitted.

### **1.6. Reclassification Reviews**

An employee may request a position review for proper classification placement when the employee believes that there has been significant change in duties and responsibilities of the position. Reclassification reviews will be done in accordance with City Policy #320-05 (Request for Reclassification), as established July 7, 2009, to the extent that such does not conflict with the agreement. A Position Description Questionnaire (PDQ) form must be fully completed and requires review by the employee's supervisor, the Division Director and the Department Administrator.

The deadline for submittal of the PDQ to the employee's supervisor is May 1. The Department shall forward the request to the Human Resources Department within 30 days of the initial request. If the Department does not forward the request within 30 days, the employee may submit the request directly to the Human Resources Department to ensure the submission deadline is met. The Human Resources Department will notify the employee within seven (7)

working days of the receipt of the request. Requests submitted to Human Resources by the July 1 deadline and subsequently approved shall be included in the following year's budget.

Those approved by the City Council shall have an effective date of January 1 of that budget year. Any delays in the reclassification process shall not affect the implementation date and all pay shall be retroactive to January 1 of that budget year.

Any appeals will be reviewed by the Human Resources and Risk Management Administrator for a final decision. Human Resources will meet with the Union regarding salary placement of any revised position(s).

Once a request to reclassify a position has been submitted and reviewed, no further consideration will be given to reclassifying the position for a twenty-four (24) month period following submission.

## **ARTICLE 2 – UNION MEMBERSHIP AND DUES DEDUCTION**

### **2.1. Payroll Deduction**

The Employer agrees to deduct from the paycheck of each employee, who has so authorized it, the regular monthly dues uniformly required of members of the Union. The amounts deducted shall be transmitted monthly to the Union on behalf of the employees involved. Authorization by the employee shall be on a form approved by the parties hereto and may be revoked by the employee upon request.

## **2.2. PAC Program**

The Employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The City will allow AFSCME, Local 2170 the option to have funds deducted from member's paychecks twelve (12) times annually to allow contributions to the AFSCME PAC program. The City will send a check once a month to Washington State Council of County and City Employees, AFSCME Council 2. The Employer agrees to remit any deductions made pursuant to this provision to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

## **2.3. Hold Harmless Agreement**

The Union will indemnify, defend, and hold the Employer harmless against any claims made and against any suit instituted against the Employer on account of any actions by the Employer in administering recognition, union membership and dues deduction.

## **2.4. Refunds**

The Union agrees to refund to the Employer any amounts paid to it in error on account of the check-off provision upon presentation of proper evidence thereof.

## **2.5. New Employees**

The Employer will furnish to the Local Union Treasurer the names of all new employees in the bargaining unit as specified in Article 1, Section 1.1, within five (5) working days of hire.

Newly hired employees shall be granted 30 minutes to meet with their Steward or another officer of the Union.

## **2.6. Union Officer List**

The Union agrees to furnish the Employer with a list of Union Officers and Shop Stewards and to maintain such list in a current status.

# **ARTICLE 3 – HOURS OF WORK**

## **3.1. Work Week**

The work week shall consist of seven (7) days beginning immediately after 12:00 midnight on Saturday and ending at 12:00 midnight the following Saturday. The regular work week shall consist of forty (40) hours, exclusive of lunch, within the work week. Exceptions to this shall be alternative work schedules, and work weeks which, when utilized, shall be reduced to writing and signed off by the Employer, employee and the Union. The City or the employee may discontinue alternative/flex work schedules and work weeks in accordance with Article 3, Section 3.3.3.

Discontinuation of alternative/flex work schedules shall not require the approval of the Union.

### **3.2. Work Day**

A regular work day shall consist of not more than ten (10) hours, exclusive of lunch, unless otherwise provided for through an agreed upon alternative work schedule.

### **3.3. Work Schedules**

- 3.3.1. Normal Work Week – The normal work week shall be five (5) consecutive days of not more than eight (8) hours per day, Monday through Friday, exclusive of the lunch period, except where the work day or work week is different and accepted as a condition of employment or mutually agreed upon in writing between the Union, employee and the Employer.
- 3.3.2. Flextime and Alternative Work Schedules – Employees may work flex-time or alternative work schedules, with prior supervisory approval. Flexible work schedules shall be mutually agreed upon between the Employer and the employee. All flex-time and alternative work schedules shall be reduced to writing and signed off by the Employer, employee and the Union. Flex-time schedules, by example only, shall be schedules that provide for daily or weekly adjustable work hours. Alternative work schedules, by example only, shall be schedules that allow for schedules other than 5 consecutive days (Monday through Friday) of 8 hours work.
- 3.3.3. Schedule Changes – Work schedule changes may be initiated by the Employer or the employee. When

schedule changes of thirty (30) days or more are initiated by the Employer, employees will receive written notice of the change thirty (30) calendar days prior to the effective date of the change. Except in emergency situations and situations that are unforeseen or unanticipated, employees will receive written notice a minimum of two working days before all other schedule changes initiated by the Employer. If written notice is not received as outlined herein the employee shall receive pay at one and one-half (1½) times their normal hourly rate for the first shift worked on the new schedule. The City will not manipulate work schedules for the sole purpose of avoiding the payment of overtime.

Work schedule changes initiated by the employee may take place immediately with the concurrence of the supervisor, provided that the change does not create an undue hardship in the department or disservice to the public.

- 3.3.4. Consecutive Hours Worked – Employees shall not work more than sixteen (16) consecutive hours during any consecutive twenty-four (24) hour period.

### **3.4. Meal and Rest Periods**

- 3.4.1. Meal Period – There shall be an unpaid meal period of not less than one-half (1/2) hour nor more than one (1) hour during the regular workday. If an employee is required to work two (2) or more hours beyond his or her regular work day the employee shall be entitled to

an additional paid meal period of one-half (1/2) hour. For each additional four (4) hour overtime increment beyond the two (2) hours, the employee shall receive an additional meal period of one-half (1/2) hour. If the Employer furnishes meals, the employee shall eat them on his or her own time. Whenever possible the meal period shall be scheduled near the middle of the workday.

- 3.4.2. Rest Period – Except in emergency situations, there shall be one fifteen (15) minute rest period during each four (4) hour period of the workday whenever feasible. Emergency situations are defined as situations where injury to persons, loss of life and/or serious public or private property damage are possible.

### **3.5. Clean-Up Time**

Employees whose work requires personal clean-up prior to leaving the Employer's premises or job site shall be allowed necessary time for doing so prior to meal breaks, not to exceed five (5) minutes, and the end of the shift, not to exceed ten (10) minutes. Work schedules shall be arranged so employees may take advantage of this provision where it is applicable.

## ARTICLE 4 –OVERTIME

### 4.1. Overtime

- 4.1.1. Allocation of Overtime – The Employer shall determine when and by whom overtime will be worked. Whenever feasible, the Employer will request volunteers from among the employees with the requisite skills to perform the work, before requiring employees to work overtime. Overtime opportunities will be allocated as equally as possible among employees within a work unit.
- 4.1.2. Overtime Rate – Except as otherwise provided in this Article, all hours worked in excess of the employee’s scheduled workday, when worked upon the direction or approval of the employee’s supervisor, shall be paid at the rate of one and one-half (1½) times the employee’s straight-time hourly rate or compensated by granting one and one-half (1½) times the number of excess hours worked as compensatory time. Overtime shall be based on compensated hours and in accordance with FLSA regulations. The employee shall make his or her choice (overtime pay or compensatory time) known to his or her supervisor not later than the end of the work week in which the work was performed.
- 4.1.3. Compensatory Time – Compensatory time off, when granted, shall be at a time convenient to the employee and consistent with the operating needs of the

Employer. Compensatory time off shall be taken under this Article as required by the Fair Labor Standards Act, if such continues to be applicable to local government employees. Compensatory time banks shall not exceed one hundred (100) hours.

Employees may cash out compensatory time during any pay period throughout the calendar year. Any compensatory time over forty (40) hours as of December 31 will be automatically cashed out at the employee's regular rate of pay and paid on the January 10 paycheck. Employees with forty (40) hours or less shall be allowed to carry over the time into the following year.

- 4.1.4. Computing Overtime – The nearest one-quarter (1/4) hour shall be used in computing overtime.
- 4.1.5. Meeting Attendance Outside of Normal Work Schedule – With supervisory approval, each employee that is required to attend a meeting on their normally scheduled workday before or after their regularly scheduled shift shall be allowed to modify their schedule during the work week of the meeting so that the work week does not exceed their regularly scheduled hours. This Section does not prohibit employees that modify their time, as above, from receiving overtime as otherwise provided in this Article for hours worked outside of their normally scheduled work day that fall on non-modified days.

4.1.6. Extended Overtime (6<sup>th</sup> and 7<sup>th</sup> Day) – Employees required to work on a sixth consecutive day shall be paid at the rate of time and one-half (1 ½) for the first twelve (12) hours and the rate of two times (2x) their regular rate of pay, consistent with Section 4.3 below, for any hours worked in excess of twelve (12) hours. Employees required to work on a seventh consecutive day shall be paid at two (2) times their regular rate of pay for all hours worked. There is no eighth, ninth or tenth day. Holiday, vacation, sick leave and comp-time do not count as paid work when determining the seven consecutive days.

#### **4.2. Call-back Pay**

Call-back shall be defined as all time worked in excess of a scheduled shift, which is not an extension of that shift, and is unanticipated, unforeseen, and not a regular function of the employee's work schedule. "Unanticipated, unforeseen" shall include, but not be limited to, work that is performed where the employee has been notified after the conclusion of their regular work day and the work is performed prior to the start of their next regular work day.

Employees who are required to report to the work site or the field shall be paid a minimum of two (2) hours at a rate of two times (2x) their regular hourly rate of pay, starting from the time they answer the phone through the time they return home (portal to portal).

Employees who are not required to report to the work site or field but can address the issue(s) from home shall be paid for one (1) hour of work at two times (2x) their regular hourly rate so long as

the time is spent working and not merely informational, i.e., schedule change. Employees who qualify for the one (1) hour call back pay shall not be subject to the provisions of paragraph 4.5 of this Article regarding the suspension of standby pay. Employees who work more than one (1) hour without reporting to the worksite or field shall be paid at (2x) their regular hourly rate for all hours worked at home and will be subject to the provisions of paragraph 4.5 of this Article regarding the suspension of standby pay.

Recreation staff involved in conducting scheduled recreation programs/events shall be excluded from this provision.

Employees who must attend regularly scheduled meetings after their normal work hours shall be paid a one (1) hour minimum at the time and one-half (1½) rate.

#### **4.3. Extended Overtime**

Employees required to work more than four (4) hours beyond the end of their scheduled workshift shall be paid at two times (2x) their regular rate of pay for all time worked beyond the first four hours of overtime.

#### **4.4. Shift Differential**

A shift differential of \$1.00 shall be paid for all hours worked by an employee when fifty percent (50%) of his or her regular workday is between 12:00 midnight and 8:00 a.m. When such shift is requested by the employee and approved by the Employer, this provision shall not apply.

#### **4.5. Standby**

The Employer reserves the right to establish a standby program. Based on service needs, each department may establish a roster of qualified personnel who would be available for callback during an emergency situation. Personnel identified as on standby shall be required to carry a cell phone or other device and be able to respond immediately to callback situations without restrictions or impairments.

Employees on standby shall receive standby pay as follows: Starting with the first full pay period following ratification and adoption of the 2016-2018 agreement, standby pay shall increase to \$2.60 per hour; as of January 1, 2017, standby pay shall increase to \$2.75 per hour; as of January 1, 2018, standby pay shall increase to \$2.90 per hour. Standby allowance shall be suspended upon callback and the provisions of Section 4.2 of this Article shall prevail. Standby periods shall be determined by the Employer.

Qualified personnel shall be determined by the Employer and assigned by seniority on a rotational basis. Every effort will be made to establish the roster on a volunteer basis. If insufficient volunteers exist, placement on the roster shall be mandatory.

#### **4.6. Uniform Allowance**

Employees in the Fire Inspector classifications shall receive a uniform allowance of \$300 per annum. In lieu of this allowance and at the Employer's option, a quartermaster system may be instituted. Under this program the employer would purchase and maintain, including cleaning, any equipment or clothing required by

the employer. Prior to implementation both parties shall agree as to what is required equipment and clothing.

#### **4.7. Acting Pay**

When an employee is asked to assume the duties of a position at a higher salary grade on a temporary basis, the employee shall receive a premium equal to five percent (5%) of their base salary, provided the temporary promotion will extend for at least fifteen (15) calendar days.

### **ARTICLE 5 – SICK LEAVE**

#### **5.1. Sick Leave Accrual**

Sick leave is available when an employee is absent as a result of personal illness or injury, or when medically necessary to care for the employee's child, parent, parent-in-law, spouse, domestic partner or a domestic partner's child, and grandparent, as provided by the Family Care Act of Washington (FCA), WAC 296-130, and/or the Family and Medical Leave Act (FMLA), the Washington State Family Leave Act (FLA), or any qualified FMLA covered reason.

- 5.1.1. Upon employment, new full time employees shall receive twenty-four (24) hours sick leave. At the end of the first three months of full time employment an additional twenty-four (24) hours sick leave shall be granted. At the completion of six full months of employment, employees shall accrue sick leave at the rate of eight (8) hours per month. Employees who resign or are terminated prior to completing six full

months of employment shall reimburse the Employer for any used but unearned sick leave.

5.1.2. Sick leave accrual shall be prorated based on the employee's regularly scheduled weekly hours of work, divided by 40.

5.1.3. Employees shall be allowed to use sick leave in increments of fifteen (15) minutes.

## **5.2. Sick Leave Cash Out**

For employees hired before January 1, 1994, cash payment of accrued, unused sick leave shall be made upon a PERS I employee's resignation, retirement, discharge (unless discharge is a result of the employee's conviction of any criminal statutes relating to or connected with his/her employment), or death. Such payment shall be limited to 50% of accumulated but unused sick leave, to a maximum of 960 hours. In the event of death, payment shall be made to the estate of the employee.

Employees hired on or after January 1, 1994, shall not be eligible for cash out of any accrued but unused sick leave.

## **5.3. Long Term Disability Plan**

All employees will be enrolled in an Employer-sponsored long-term disability plan with a benefit equal to 60% of base salary after a maximum waiting period of 90 calendar days or exhaustion of sick leave – whichever is longer. The Employer will pay the premiums necessary to fund the benefits of the plan.

#### **5.4. Notification Requirements**

- 5.4.1. Sick leave may be taken in lieu of vacation time whenever an employee is on vacation and becomes sick or hospitalized. A doctor's certificate of the illness must be furnished by the employee in a timely manner to substantiate such sickness or disability. This exchange will not alter the employee's scheduled vacation except by mutual agreement with the Employer.
- 5.4.2. The Employer may require a signed statement from the employee's Health Care Provider for absences of three (3) days or longer or if the City reasonably suspects sick leave abuse.
- 5.4.3. An employee who will be out on sick leave must notify his or her immediate supervisor or other designated person of the absence prior to the start of said leave, or as soon as possible.

#### **5.5. Abuse of Sick Leave**

Use of sick leave is restricted to the purposes set forth in Section 5.1 of this Article. Employees found to be abusing sick leave privileges shall be subject to disciplinary action, pursuant to Article 16, Section 16.3.

### **ARTICLE 6 – HOLIDAYS**

Employees shall receive holidays in accord with the following:

## **6.1. Observed Holidays**

The following days shall be observed as legal holidays:

- 6.1.1. January 1 (New Year's Day)
- 6.1.2. Third Monday in January (Martin Luther King, Jr. Day)
- 6.1.3. Last Monday in May (Memorial Day)
- 6.1.4. July 4 (Independence Day)
- 6.1.5. 1<sup>st</sup> Monday in September (Labor Day)
- 6.1.6. November 11 (Veterans' Day)
- 6.1.7. 4<sup>th</sup> Thursday in November (Thanksgiving)
- 6.1.8. 4<sup>th</sup> Friday in November (day after Thanksgiving)
- 6.1.9. December 25 (Christmas Day)
- 6.1.10. The day before Christmas shall be a holiday for employees when Christmas Day occurs on a Tuesday or Friday. The day after Christmas shall be a holiday for City employees when Christmas day occurs on a Monday, Wednesday, or Thursday. When Christmas day occurs on a Saturday, the two preceding working days shall be observed as holidays. When Christmas Day occurs on a Sunday, the two working days following shall be observed as holidays.
- 6.1.11. Two personal holidays of employee's choice. Existing employees will be eligible for the two (2) personal holidays from the beginning of the year. Upon employment, new employees will be eligible for one (1) day (8 hours) of personal holiday to use. After being employed for six (6) months, the employee will

be eligible for the second day (8 hours) of personal holiday to use. Except, if the employee begins employment on/or after July 1<sup>st</sup>, they will not be eligible for the second personal holiday in that year.

- 6.1.12. Any other day proclaimed by the Governor for all political subdivisions of the State; or by the Mayor of the City.

## **6.2. Holiday Pay**

- 6.2.1. Working on Holidays - Holiday situations are as follows:

- 6.2.1.1. For employees working on an observed holiday, the observed holiday shall be considered the holiday.
- 6.2.1.2. For employees working on an actual holiday but not the observed holiday, the actual holiday shall be considered the holiday.
- 6.2.1.3. For employees working on both the actual holiday and the observed holiday, only the actual holiday shall be considered a holiday.

- 6.2.2. Pay Rates for Working on Holidays: Employees scheduled to work in one of the three (3) situations listed above shall receive one and one-half (1½) times their regular rate of pay for all hours worked on the holiday and the employee shall be permitted to:

- 6.2.2.1. Schedule an alternate day off within the same calendar year (up to eight (8) hours) with prior

approval from his or her supervisor which does not cause significant operational disruption for the department; or

6.2.2.2. Receive up to eight (8) hours holiday pay for that holiday worked.

6.2.3. The decision to grant holiday pay or a compensatory day off shall be determined in advance.

6.2.4. Employees scheduled in advance to work on a holiday shall be scheduled for a minimum of four (4) hours.

### **6.3. Holidays Falling on Scheduled Day Off**

Whenever the actual holiday or the observed holiday falls on an employee's regularly scheduled day off, the employee shall be allowed to use eight (8) hours, in one (1) hour increments, at anytime before the end of the year. If both the actual holiday and the observed holiday occur on regularly scheduled days off the employee shall be granted only eight (8) hours off with pay. Unused holidays granted under this provision shall have no cash value.

### **6.4. Holidays Falling on Weekends**

When a holiday falls on a Saturday, the preceding Friday shall be observed as the Holiday. When a holiday falls on a Sunday, the following Monday shall be observed as the holiday. For employees regularly scheduled Saturday and/or Sunday, holidays shall be observed on the actual holidays. If an employee is scheduled to work on both an observed holiday and the actual holiday, they will be compensated as described in Section 6.2 of this Article.

## 6.5 Regular Part-time

All regular part-time employees subject to the provisions of this Agreement shall receive holiday leave at a pro-rated amount based on the number of hours scheduled in their work week divided by forty (40) hours.

## 6.6. Personal Holiday Use/Cash Out

Personal Holiday hours may be used in 15 minute increments. Personal Holiday hours not used by the employee by December 31 will be cashed out at the employee's hourly base rate for that same year, and paid on the January 10 pay check.

Eligible Personal Holiday hours not used by the employee at time of employment separation for any reason will be cashed out at the employee's current hourly base rate and paid in the employee's final paycheck.

## ARTICLE 7 – VACATIONS

### 7.1. Accrual Rate

The following vacation benefits shall be provided:

Length of Service	Days per Year	Hours per Pay Period	Hours per Year
0 through 5 years	12	4	96
6 through 10 years	18	6	144
11 through 15 years	21	7	168
16 through 20 years	24	8	192
21 and subsequent years	27	9	216

7.1.1 Regular part-time employees subject to the provisions of this Agreement shall be provided vacation benefits at a pro-rated amount based on the number of hours scheduled in their workweek divided by forty (40) hours.

7.1.2 Employees may use accrued vacation leave in increments of fifteen (15) minutes.

## **7.2. Maximum Vacation Accumulation**

The maximum accumulation of vacation time for an employee shall not exceed twice the current annual accrual limit as provided in above Section 7.1.

## **7.3. Vacation Requests**

Requests for vacation leave are subject to supervisory approval. Except in emergency situations, requests for vacation leave shall be submitted in writing, at least the work day prior to the requested time off. Vacation requests shall be responded to within one week unless submitted less than two weeks in advance. For vacation requests submitted less than two weeks in advance, a response within one working day after receipt is required.

## **7.4 Cash Out Upon Separation**

Vacation accrued but unused during the term of the employee's employment with the city will be cashed out at the employee's hourly base rate at the time the employee separates from city employment.

## ARTICLE 8 – BEREAVEMENT LEAVE

Up to three days with pay shall be given to employees for each instance of a death of the employee's mother, father, step-parent, legal guardian, spouse/domestic partner, child, stepchild, child of a domestic partner, mother-in-law, father-in-law, sister, brother, brother-in-law, sister-in-law, grandchild, or grandparents. The number of hours of bereavement leave allowed regular part-time employees covered by this Agreement shall be adjusted to reflect the number of scheduled hours in their workweek.

All requests for extended bereavement leave shall be approved by the Department Administrator in advance. Employees may use accrued vacation, compensatory time, and/or personal holiday hours to cover extended bereavement leave. Sick leave may be used if all other leave banks are exhausted.

## ARTICLE 9 – INSURANCES

### Definitions:

**REHBT:** Renton Employees' Healthcare Board of Trustees

**REHP:** Renton Employees' Healthcare Plan

**Funding Goal:** It is the responsibility of the Renton Employees' Healthcare Board of Trustees to establish and maintain fund goals in relationship to the Renton Employee's Healthcare Plan.

**Plan Member:** An eligible Renton employee, along with their dependents, that is covered under the Renton Employees' Healthcare Plan.

**Premiums:** The contributions made to the REHP by both the City and the employees to cover the total cost of purchasing the REHP. Contributions made by employees for co-pays, lab fees, ineligible charges, etc., are not considered premiums for the purpose of this Article.

## **9.1. Health Insurance**

- 9.1.1. Participation - The City and the Local/Union/Guild agree to jointly manage the REHP during the term of this agreement. The REHBT is comprised of AFSCME Local 2170; Police Guild; and the City, and will meet at least quarterly to review the REHP including costs associated with the REHP.

Medical coverage shall be provided in accord with the laws of the State of Washington, RCW 41.26.150 and federal plans: Patient Protection and Affordable Care Act and the Health Care and Education Affordability Reconciliation Act of 2010. The Local/Union/Guild agrees to continue participation in the REHBT and to identify and support cost containment measures.

- 9.1.2. Plan Coverage - The City will provide a medical/dental, vision, and prescription drug insurance plan for all eligible employees including all bargaining unit members and their eligible dependents.

**AFSCME, Local 2170 Contract  
2016 – 2018**

9.1.3. Premiums - For the calendar years 2016 through calendar year 2020, the total cost of the plan shall be divided as follows:

YEAR	CITY	EMPLOYEES
2016	92%	8%
2017	92%	8%
2018	92%	8%
2019	92%	8%
2020	91%	9%

Employee premiums will be based upon the following categories:

- Employee
- Employee/1
- Employee/2+
- Employee/Spouse or Domestic Partner
- Employee/Spouse or Domestic Partner/1
- Employee/Spouse or Domestic Partner/2+

9.1.4. Projected Costs –The plan contributions shall be calculated by the percentage of actual plan cost increase that occurred in the previous year. The year in review shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

9.1.5. Group Health Coverage – Bargaining unit members that chose to be covered by Group Health insurance will be required to pay the premium equivalent to the self funded plan, plus any additional premium amount

charged by Group Health that exceeds the amount required by the City's self funded plan.

- 9.1.6. Renton Employees' Healthcare Board of Trustees – The REHBT includes members from each participating Union. Each union will have a maximum of one (1) vote, i.e. the Police Guild has two (2) bargaining units but only receives one (1) vote on the REHBT. The City only receives one (1) vote also. If all bargaining units participate, the voting bodies would be as follows: AFSCME – 2170; Police Guild; and the City for a total of three (3) votes.
- 9.1.7. Plan Changes – The members of the REHBT shall have full authority to make plan design changes without further concurrence from bargaining unit members and the City Council during the life of this agreement.
- 9.1.8. Voting – Changes in the REHP will be determined by a majority of the votes cast by REHBT members. A tie vote of the REHBT members related to a proposed plan design change will result in continuing the current design.
- 9.1.9. Surplus – Any surplus in the Medical Plan shall remain available only for use by the Renton Employees' Health Plan Board of Trustees for either improvements in the Plan, future costs increase offsets, rebates to participants, or reduction in employee contributions.

## **9.2 Cadillac Tax**

If by July 1<sup>st</sup>, 2019, the Cadillac Tax required by the Affordable Care Act is still in effect and will require additional funding of the Renton Employees' Healthcare Plan, the parties agree to meet and negotiate changes to the plan in such a way as to address the impacts of the Cadillac Tax.

## **9.3. Life Insurance**

The Employer shall furnish to the employee a group term life insurance policy in the amount of the employee's annual salary plus longevity, rounded to the nearest \$1,000 including double indemnity and limited to a maximum benefit of \$50,000. The Employer shall furnish a group term life insurance policy for \$1,000 for the employee's spouse and \$1,000 for each dependent.

## **9.4. Federal/State Healthcare Options**

In the event of a Federal/State healthcare option, the REHBT shall have the option to review the proposed Federal/State option and take appropriate actions.

## **9.5. COBRA**

When an employee or dependent's health care benefits ceases, the employee or dependent shall be offered medical and dental benefits under the provision of Consolidated Omnibus Budget Reconciliation Act (COBRA).

## **ARTICLE 10 – JURY DUTY**

When an employee is called for jury duty or is subpoenaed as a witness in any litigation/administrative hearing process in which

the employee is not a party, such time shall be considered as time worked and paid at the appropriate salary level of the employee. Employees shall be required to give reasonable advance notice of such subpoena or other legal requirement to appear and provide the City with a copy of the subpoena or other legal document requiring the employee's presence. The copy of the subpoena or legal document will be given to the City in advance of the hearing or jury duty or if that is not possible, then the copy must be furnished within 72 hours after the hearing or jury duty date. All monies received as witness or jury fees must be signed over to the City excluding any mileage/expense reimbursements. Employees will be required to call their supervisor when less than a normal workday is required by jury or witness duty. The supervisor shall determine if the employee shall be required to report to work and shall take into consideration the travel time of the employee.

## **ARTICLE 11 – EDUCATION AND CONFERENCE**

### **11.1. Time Off and Financial Reimbursement**

Employees will be granted reasonable amounts of time off and financial reimbursement for attending training programs whenever such training is work-related and attendance is required by the Employer.

### **11.2. Valid Business Expenses**

Employees who conduct authorized, official City business or participate in conferences as official representatives of the Employer while outside the City shall be reimbursed for all valid business expenses.

### **11.3. Access to Training**

The Employer is committed to the principle of training for all employees. Whenever feasible, training shall be made available for each employee within a classification within a division to prepare them to perform all the job duties associated with that classification. Equal access to training opportunities to the extent that operational requirements permit shall be provided.

## **ARTICLE 12 – SALARIES**

### **12.1. Salaries**

12.1.1. Effective January 1, 2016, salaries shall be increased by 2% over the base wages of 2015, and retro activity shall not be issued until the last paycheck in September 2016.

12.1.2. Effective January 1, 2017, base wages shall be increased by 2.5%.

12.1.3. Effective January 1, 2018, base wages shall be increased by 2.5%.

### **12.2. Step Increases**

All anniversary step increases shall begin being paid upon the payday following the anniversary date and thereafter during the life of this Agreement.

## ARTICLE 13 - LONGEVITY

### 13.1. Longevity Pay Calculation

Employees shall receive monthly longevity pay in accordance with the following scale:

#### Years of Service

5 years	2.0% of the monthly Grade a13, step E
10 years	3.0 % of the monthly Grade a13, step E
15 years	4.0% of the monthly Grade a13, step E
20 years	5.0% of the monthly Grade a13, step E
25 years	6.0% of the monthly Grade a13, step E
30 years	7.0% of the monthly Grade a13, step E

Regular part-time employees covered by this Agreement shall receive a pro-rated amount of this scale based on the number of hours scheduled in their workweek.

### 13.2. Longevity Pay Date

Longevity will be paid as follows based on adjusted service date:

- If the employee's Adjusted Service Date is on or between the 1<sup>st</sup> and the 15<sup>th</sup>, the employee will receive their longevity allowances on the 25<sup>th</sup> of that month.
- If the employee's Adjusted Service Date is on or between the 16<sup>th</sup> and the 31<sup>st</sup>, the employee will receive their longevity allowances on the 10<sup>th</sup> of the next month.

## **ARTICLE 14 – DEFERRED COMPENSATION**

The Employer shall make a deposit equal to four percent (4%) of each eligible employee's base wage into a deferred compensation account selected by the employee from the accounts provided by the City, each pay period.

## **ARTICLE 15 – PAY PERIOD**

Employees shall be paid twice each month and any employee who is laid off or terminated shall be paid all monies due on the next following payday. All employees shall be paid on the 10<sup>th</sup> and 25<sup>th</sup> day of each month. If the 10<sup>th</sup> or 25<sup>th</sup> day of the month falls on a holiday or weekend period, the employees shall be paid on the last business day prior to that period.

All employees will participate in payroll direct deposit.

Effective the second full pay period after contract implementation, the employer shall no longer issue paper pay stubs to employees. Employees will receive instructions regarding online viewing of their individual pay stubs prior to this change.

The employer will provide computer stations in convenient work locations to enable employees to access and print their electronic pay stubs during working hours.

## **ARTICLE 16 – MANAGEMENT RIGHTS**

Subject only to the limitations expressly stated in this Agreement, the Union recognizes the prerogative of the Employer to operate and manage its affairs in accord with its responsibilities, powers, and authority, including but not limited to the following:

- 16.1.** The right to establish reasonable work rules.
- 16.2.** The right to schedule overtime in a manner most advantageous to the Employer.
- 16.3.** The right to discipline and/or discharge employees for just cause.
- 16.4.** The right to determine work schedules, to establish the methods and processes by which work is to be performed and the number of employees necessary to perform the work.
- 16.5.** The right to assign work and determine the duties performed by employees in classifications included in the bargaining unit.
- 16.6.** The employer shall retain the right to determine whether layoffs are necessary and in which departments, divisions, and classifications they will occur.

Further, it is understood by both parties that every incidental duty connected with operations enumerated in a job classification is not always specifically described.

## **ARTICLE 17 – UNION ACTIVITIES**

### **17.1. Paid Release Time**

With prior notice, the Employer will grant employees who are Union officials, or members who are appointed to a joint management committee, reasonable time off with pay for the purpose of attending scheduled meetings with City officials.

Additionally, members may have 30 minutes prior to the meeting to prepare and 30 minutes after the meeting to debrief. The Shop Steward or alternate Shop Steward and/or one Union official will be granted reasonable time off with pay by the immediate supervisor to investigate grievances. Notwithstanding the above, only two employees per work section shall be released to attend Union meetings during the workday and must code their time as union business.

### **17.2. Facility Access**

The designated Staff Representative of the Union shall be allowed access at all reasonable times to all facilities of the Employer wherein the employees covered under this contract may be working. Access shall be granted for the purpose of conducting necessary official local Union business and investigating grievances; provided there is minimal interruption to normal work processes.

### **17.3. Union Communication**

The Employer shall permit the reasonable use of bulletin boards, e-mail, and interoffice mail by the Union for the posting of notices or communications relating to official Union business.

### **17.4. Training Time**

Union officials may request reasonable time off with pay to attend training that is beneficial to both labor and management. Approval will be at the discretion of the employee's Department Administrator or designee for the scheduling of time, the appropriateness of the leave shall be at the discretion of the Human Resources Department.

### **17.5. Negotiations**

Six (6) members of the Union shall be granted paid release time to participate in negotiations occurring during their normally scheduled work hours. The Union agrees that a bargaining team that is as broadly representative as possible of the various work sites, departments, classifications, and demographics is a goal when selecting the participants for the Union bargaining team.

## **ARTICLE 18 – LABOR/MANAGEMENT COMMITTEE**

The Employer and the Union agree that a need exists for closer cooperation between labor and management, and that from time to time suggestions and complaints of a general nature affecting the Union and the Employer need consideration. To accomplish this end, the Employer and the Union agree that not more than three (3) authorized representatives of the Union shall function as one-half of a Labor/Management Committee; the other half being not more than three (3) representatives of the Employer named for that purpose. The parties agree to allow expanded participation in Labor/Management Committee discussions, when necessary, by mutual agreement. Said committee shall meet as requested by either party for the purpose of discussing and facilitating the resolution of all problems which may arise between the parties other than those for which another procedure is provided by law or by other provisions of this Agreement. It is understood and agreed that the purpose of this committee does not include the hearing of formal grievances brought under the provisions of Article 23 of this Agreement.

## **ARTICLE 19 – WORK STOPPAGES AND EMPLOYER PROTECTION**

### **19.1. Uninterrupted City Services**

The Employer and the Union agree that the public interest requires efficient and uninterrupted performance of all City services and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective during the term of this Agreement or any extension mutually agreed upon. Specifically, the Union shall not cause or condone any work stoppage including any strike, slowdown, non-bona fide sick leave absence, refusal to perform any customarily assigned duties, refusal to cross a picket line on City premises (unless same is sanctioned by the King County Labor Council), or other interference with City functions by employees under this Agreement. Any concerted action by any employee in any bargaining unit shall be deemed a work stoppage if any of the foregoing activities has occurred. Should any such activity occur, the Union agrees to take appropriate action immediately to end such interference.

### **19.2. Work Stoppage**

Upon notification in writing by the Employer to the Union that any of its members are engaged in a work stoppage, the Union immediately shall order, in writing, such members to cease engaging immediately in such work stoppage and shall provide the Employer with a copy of such order. In addition, a responsible official of the Union shall publicly order such Union employees to cease engaging in such a work stoppage.

### **19.3. Disciplinary Action for Work Stoppage**

Regardless of any penalty to which the Union is subject under this Section, any employee who commits any act prohibited in this section may be subject to the following penalties:

- 19.3.1. Oral reprimand
- 19.3.2. Written reprimand
- 19.3.3. Suspension (notice to be given in writing)
- 19.3.4. Discharge

It is understood that these penalties are not necessarily sequential. Disciplinary action resulting from violation of this Article will be tailored to the nature and severity of the offense.

## **ARTICLE 20 – NON-DISCRIMINATION**

The Employer and the Union agree that they shall not discriminate against any employee because of race, color, religion, national origin, ethnic group, age, gender, marital status, sexual orientation, genetic information, disability status, veteran/military status, union affiliation, non-affiliation or union activities as sanctioned by this contract, and/or any other protected class or characteristic under federal, state, or local law.

## **ARTICLE 21 – RECRUITMENT AND SELECTION PROCESS**

### **21.1. Posting of Vacancies**

Whenever the Employer determines to fill a vacant bargaining unit position the Employer will post the announcement on the City's

website and provide the announcement to the Union's Executive Board. Vacancies may be posted as internal only recruitments for at least seven (7) working days or external recruitments for at least ten (10) working days. Any City employee may apply for a vacant position. All bargaining unit employees who apply and meet the selection criteria shall be tested in accordance with procedures set forth in the job announcement. Recruitments that are posted internally and then re-posted externally will be considered the same recruitment.

A bargaining unit applicant failing to advance during an internal only recruitment will not be considered during any subsequent external recruitment for the vacant position. Internal postings that result in only one employee passing the selection process may be re-posted externally. An internal applicant that has passed the prior internal selection process will be considered during the subsequent external process.

Any bargaining unit employee not meeting the selection criteria may request, and will receive in writing, the selection criteria used and the criteria that they did not meet.

## **21.2. Selection Process**

21.2.1. Selection Procedure. The filling of vacancies will be done in an objective, fair and impartial manner. The Employer will determine the selection procedure which may include written, practical and oral examinations. Selection criteria will bear a direct

relationship to job performance and constitute bona fide occupational qualifications necessary to properly and efficiently function in the position. All qualified applicants will go through a consistent selection procedure and be informed of the passing point for any administered exam.

21.2.2. Process Review. In the event that a bargaining unit applicant is not selected, that employee may request, and shall be given in writing, his or her itemized score and placement according to test results within one week of the request.

### **21.3. Eligible Candidate Pool**

A candidate that passes the selection process as specified in Section 21.2 above has been determined to be qualified for the position and will have their application remain in the “eligible candidate pool” for that particular recruitment. Hiring managers may offer a position to any candidate who passes the selection process and has their name in the eligible candidate pool.

The Employer may use the eligible candidate pool for a period of up to twelve (12) months to fill vacancies for the same position or another position in the same job classification.

### **21.4. Promotional Opportunities**

Whenever a promotional opportunity within the bargaining unit is created through the conversion of an existing filled position to a

new classification with higher duties, the Employer shall give only employees within the same classification and section an opportunity to apply for the promotion.

The Employer will distribute an announcement of the promotional opportunity to the Union President and employees in the same classification and section as the position to be restructured.

Eligible employees may apply for the position by submitting an application within the seven (7) working day posting period. The Employer will award the promotion to the most qualified employee in accordance with Section 21.2 of this Article.

## **ARTICLE 22 – PROBATIONARY PERIOD**

### **22.1. 12-Month Probationary Period**

New employees shall serve a probationary period during their first twelve months of employment. During this time, they are considered “At Will” employees and serve at the pleasure of the Employer. Employees terminated during their first twelve months of employment shall not have recourse to the grievance procedure.

### **22.2. 6-Month Probationary Period**

Existing City employees who are promoted shall serve a six month probationary period. In the event a promoted employee fails to pass probation:

Series Position: The employee will return to his/her lower classification in the series.

Non-Series Position: The employee shall be eligible to return to his/her previous position, if it has not been filled. If the position has been filled, the employee may be eligible to return to his/her previous position if the current incumbent fails their probationary period.

## **ARTICLE 23 – GRIEVANCE PROCEDURE**

### **23.1. Definition**

Grievance is hereby defined as the question or challenge raised by an employee or the Union as to the correct interpretation or application of this Agreement by the Employer. It is the purpose of this clause to provide the employees and the Union with an orderly and effective means of achieving consideration of any grievance, which may arise during the life of this Agreement.

### **23.2. Grievance Process**

The following steps are agreed upon as the appropriate order of contact:

**Step 1.** An employee and/or his/her Union representative must present a grievance within fifteen (15) working days of occurrence or when the Union or employee knew or should have known of the occurrence to the official of the Employer most immediately involved. If, however, the grievance concerns a payroll matter involving the

computation of the employee's wages the grievance must be presented within thirty (30) calendar days of occurrence or when the Union or employee knew or should have known of the occurrence. The parties shall have fifteen (15) working days to resolve the grievance. The parties agree to meet to discuss the grievance at the request of either party.

**Step 2.** If not resolved at Step 1, the employee (grievant) shall refer the matter in writing to the Union Grievance Committee for investigation and determination of whether the grievance shall be advanced. Advancement or settlement of a grievance beyond Step 1 of the Grievance Procedure shall be the sole authority of the Union Grievance Committee. The Grievance Committee shall be given reasonable time off with pay for this purpose.

**Step 3.** The employee and/or Union representative shall present the grievance within 20 working days of the Step 1 response in writing to the employee's Department Administrator. The Department Administrator shall attempt to resolve the matter within 10 working days of the receipt of the written grievance.

**Step 4.** If not resolved by the Department Administrator, the grievance shall be presented, in writing, together with all pertinent materials to the Mayor within ten (10) working days. The Mayor, or designated representative shall schedule a meeting with the Union for the purpose of hearing and reviewing the merits of the grievance. The

Mayor, or designated representative, shall attempt to resolve the grievance within ten (10) working days of receipt of the material.

**Step 5.** In the event that the grievance is not resolved by the Mayor, the matter may, within twenty (20) working days after the Mayor's decision has been rendered, be referred by either party to the arbitration process. If the matter is not referred to arbitration within this period, it shall be considered resolved.

If referred to arbitration: (1) the arbitrator's decision shall be final and binding, (2) the arbitrator shall be empowered to render a decision based on interpretation of the contract only and shall not add or delete from the provisions of this Agreement, (3) the arbitrator shall render a decision within thirty (30) days of hearing, (4) the arbitrator shall be selected by a joint request of a list of names (Washington) from the Federal Mediation and Conciliation Service (F.M.C.S.). Upon receipt, the parties shall eliminate names alternately until one name remains, (5) it is agreed that the costs shall be borne equally between the parties with the exception that if the matter is a question of procedural arbitrability, the losing party shall bear all expenses for the services of the arbitrator. Except as provided above, each party shall be responsible for paying their own costs and fees incurred in the matter.

### **23.3. Employer Grievance**

The following procedure shall be observed if the Employer files a grievance against the Union for an alleged violation of the contract:

**Step 1.** The Mayor or his/her designated representative shall present the grievance in writing to the Union Staff Representative within 10 days of occurrence. The Union shall attempt to resolve the matter within thirty (30) days of receipt.

**Step 2.** If the matter is not satisfactorily resolved at Step 1, the Employer may within twenty (20) working days refer the matter to arbitration using the procedure outlined in Section 23.2, Step 5.

### **23.4. Grievance Documentation**

Written submissions shall include the specific article(s) of the contract, which were allegedly violated, the specific facts and the remedy sought.

### **23.5. Grievance Timelines**

Grievances shall be properly filed and processed within the timetables outlined at each step. If these timetables are violated by the Union, the grievance shall be deemed waived. If violated by the Employer, the grievance shall be advanced to the next step. Through mutual agreement, the parties may put timelines on abeyance or extend them for a set period of time.

## **ARTICLE 24 – HEALTH, SAFETY AND PRODUCTIVITY**

### **24.1. Quality and Safety of Work**

All work shall be done in a competent, productive and professional manner. Work shall also be done, in accord with State, Federal, and City safety codes and with ordinances and rules relating to this subject.

### **24.2. Working Conditions**

It shall not be considered a violation of this Agreement if any employee refuses to work with unsafe equipment, where adequate safeguards are not provided, or when the facilities and services are not being maintained in a reasonably sanitary condition. It shall be a requirement of the employee to immediately report all unsafe conditions in accordance with the procedures established by the employee Safety Committee to his/her supervisor upon becoming aware of those conditions. In addition to the Departmental Representatives, Local 2170 shall have a designated member on the Safety Committee as appointed by the Local Executive Board.

### **24.3. Rain Gear**

Where necessary, employees furnished rain gear by the Employer will be provided up to one (1) set of new rain gear annually, provided that new rain gear will not be issued until used rain gear is returned by the employee to the appropriate supervisor.

### **24.4. Custodial Services**

The Employer shall provide custodial services to employee restrooms and lunchrooms to insure sanitary conditions.

## **24.5. Safety Shoes**

Regular employees in positions requiring Safety Shoes or Steel Toed Boots shall be entitled to \$175 reimbursement annually for the purchase of shoes or boots. Reimbursement can be provided on a more frequent basis if deemed necessary by the immediate supervisor based upon the nature of the work assignment.

## **ARTICLE 25 – SAVINGS CLAUSE**

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

## **ARTICLE 26 – ENTIRE AGREEMENT**

The Agreement expressed herein in writing constitutes the entire Agreement between the parties is intended to replace the prior agreement and no oral statement shall add to or supersede any of its provisions.

The parties acknowledge that each has had the unlimited right and opportunity to make demands and proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right and opportunity are set forth in this Agreement. Therefore, unless otherwise agreed, the Employer

and the Union, for the duration of this Agreement, each voluntarily and unqualifiedly agree to waive the right to oblige the other party to bargain with respect to any subject or matter not specifically referred to or covered in this Agreement.

All wages and/or benefits being received prior to this contract by members covered in this Agreement shall not be reduced except where specifically modified by this Agreement.

### **ARTICLE 27 – PRIORITY OF FEDERAL, STATE AND CITY LAWS**

It is understood and agreed by and between the parties that in negotiations and collective bargaining and in the administration of all matters covered by this Agreement, the parties hereto and the City employees are governed by the provisions of applicable State laws, City Ordinances and Resolutions. If there is a conflict between any provision of this Agreement and State law, the latter shall prevail. Provided, however, the Employer agrees that no Ordinance or Resolution shall modify or change any article or section of this Agreement during the life of said Agreement.

### **ARTICLE 28 – VOLUNTEERS**

The City and Union agree that volunteer programs can be mutually beneficial to the City, employees and citizens of Renton. The parties recognize that volunteer programs provide a sense of community involvement and require a commitment of time and service on behalf of the volunteer. To that end, the City is committed to working in partnership with the Union to build successful volunteer programs.

The use of volunteers will not supplant bargaining unit positions. No bargaining unit member shall be laid off as a result of volunteer programs.

The City and the Union will meet in a labor-management forum and come to mutual agreement prior to implementing any new volunteer programs.

## **ARTICLE 29 – DISCIPLINE**

### **29.1 Discipline**

The City shall not discipline or discharge an employee without just cause. Employees shall be given the opportunity to have a Union Representative present at meetings where disciplinary proceedings will take place.

The City agrees with the principles of progressive discipline. Disciplinary action generally includes the following progressive steps:

- 29.1.1. Oral reprimand (which shall be reduced to writing although not placed in the employee's personnel file)
- 29.1.2. Written reprimand
- 29.1.3. Suspension
- 29.1.4. Discharge

Disciplinary action will be tailored to the nature and severity of the offense. Management maintains the right to take disciplinary action, as they deem appropriate.

## **29.2 Demotion**

The term “demotion” as used in this provision means the involuntary reassignment of an employee from a position in one job classification to a lower paying position in another job classification. In any case involving demotion, the employee shall have the right to due process.

## **ARTICLE 30 – LEAVE DONATION**

A Leave Donation Program has been established to assist employees faced with a serious medical illness or injury to themselves or an immediate family member. The Leave Donation Program will be administered in accordance with City Policy #350-12 (Leave Donation), as established effective May 1, 2006. The following exception applies as a benefit above and beyond those granted by the Policy. Domestic partners shall be considered family when considering qualifying events for donation.

## **ARTICLE 31 – LAYOFF AND RECALL**

### **31.1. Layoff and Recall**

The Employer shall retain the Right to determine whether lay-offs are necessary and in which department(s) and classification(s) they will occur.

## 31.2. Definitions

- 31.2.1. Adjusted Hire Date: The date used to determine “City Seniority.” The Adjusted Hire Date is calculated on the employee’s length of continuous service with the City in a regular full-time or part-time position. Part-time employees will have their length of continuous service adjusted for longevity purposes. Seniority earned as a regular, part-time employee shall be prorated. The City will calculate the number of compensated hours in any regular position and divide the total by full time equivalent hours (i.e., 2080 hours per year) to determine the employee’s adjusted hire date for purpose of seniority.
- 31.2.2. Bumping Rights: An employee’s ability to move into the same classification or another classification, in which he/she has previously achieved regular status, based on his/her overall seniority.
- 31.2.3. Classification: A classification is a position or group of positions performing similar duties that have the same title, class code, and salary range.
- 31.2.4. Classification Series: A series of related classifications with an entry level and one or more additional levels as defined in City Policy #320-01, Classification Series.

- 31.2.5. Initial Probationary Period: The probationary period served by a new employee when hired into a regular position with the City.
- 31.2.6. Layoff: A reduction in the workforce due lack of funds, lack of work, or the result of a reorganization.
- 31.2.7. Recall List (also called “Reemployment List,” “Rehire List,” or “Layoff List”): A list of employees who have been laid off from a specific classification and who are eligible for recall.
- 31.2.8. Original Hire Date: The first day an employee started working for the City, either in a regular status or non-regular status position.
- 31.2.9 Previously Held Position: A position within the City’s classification system to which the employee has been formally appointed and successfully completed probation.
- 31.2.10. Probationary Employee: An employee in their initial probationary period who has not achieved regular employee status.
- 31.2.11. Recall (also called “Reinstatement”): When an employee on the recall list returns to the classification from which he/she was laid off or to a lower classification in which they previously achieved regular employee status.

**31.2.12. Seniority:**

31.2.12.1 City Seniority, or “Adjusted Hire Date,” is an employee’s length of continuous service with the City in a regular full-time or part-time position.

31.2.12.2 Classification Seniority is the date that the employee was appointed to his/her current position. Classification seniority shall be prorated as described under the definition of Adjusted Hire Date.

**31.3. Departmental Review**

31.3.1. Each department may periodically review its budget and projected workload to determine if layoffs are necessary.

31.3.2. If it becomes necessary to initiate organizational change for any reason that results in the reduction of employees, the Department Administrator will discuss the organizational change with the Mayor or designee and the Human Resources Risk Management Administrator prior to making any changes. The

Department Administrator will determine which classifications will be affected.

31.3.3. The Mayor will have final authority to eliminate positions and/or lay off employees.

**31.4. Human Resources Risk Management Review**

31.4.1 Once the Department Administrator has determined which classification(s) will be affected, Human Resources Risk Management (HRRM) will determine which employee(s) shall be laid off.

31.4.2. No lay-off or reduction to a lower classification shall be executed so long as there are non-regular (temporary) employees, whether full-time or part time, performing substantially similar job duties in a specific department/division.

31.4.3. For the purpose of the initial layoff, classification seniority shall be the determining factor. Employees shall be laid off from their department or major division in the inverse order of their classification seniority in the classification in which the work force is being reduced. New employees in the affected classification, serving in their initial probationary period, shall be separated before any regular Union employee is laid off in the work unit.

31.4.4. At no time shall layoff, bumping, or recall result in a promotion.

- 31.4.5. Tie-Breakers: In the event two or more employees have the same classification seniority, City seniority shall prevail. In the event two or more employees have the same City seniority, a tie-breaker will be used to determine the employee with the least seniority. The tie-breaker will be the last four digits of the employee's social security number. The employee with the lowest number shall be considered the employee with the lowest seniority.
- 31.4.6. It is understood that classifications may change title. If a classification has been re-titled or a new classification created and the duties are substantially the same, the employee shall be considered having "previously achieved regular employee status" in the re-titled or new classification.

### **31.5. Notice of Layoff**

- 31.5.1 It is the City's intent to provide employees with notice of any layoff at least thirty (30) calendar days in advance of the intended layoff date. When such a time period is not possible, employees shall be provided with at least two weeks (14 calendar days) notice or receive two weeks' pay in lieu of notification.
- 31.5.2 Layoffs resulting from the biennial budget process shall not be final until such time as the budget is adopted by the City Council.

### **31.6. Bumping Rights**

- 31.6.1. An employee who is laid off may replace another employee in an equal or lower classification series in which the employee works or has previously achieved regular employee status, provided such employee has greater City seniority than the employee whom he/she seeks to replace, and provided the replacing employee is qualified to perform the work without further training.
- 31.6.2. An employee who is laid off may not replace another employee in the same classification in the same workgroup from which they are in the process of being laid off.
- 31.6.3. The requirement to have previously worked in a classification shall not apply to employees bumping down to a lower compensated position within a recognized classification series (e.g., Maintenance Service Worker, Fire Inspector, etc.).
- 31.6.4. If the employee is not eligible to bump into another classification based on his/her City seniority, the employee shall be laid off and have his/her name placed on the recall list.

### **31.7. Recall Rights**

- 31.7.1. The name of any employee who is laid off shall be placed on the recall list for a period of two (2) years.
- 31.7.2. Employees who are laid off may be recalled to the original classification from which they were laid off or to a lower classification in which they previously achieved regular status with the City, provided they are qualified at the time to perform the work in the classification to which they are recalled without further training.
- 31.7.3. When there is a recall during the life of the recall list, employees who are still on the list shall be recalled in the inverse order in which they were laid off.
- 31.7.4. The City shall not hire new employees in a given classification as long as there are still employees on the recall list eligible for recall to that classification.
- 31.7.5. If employees bump into another classification or if employees are recalled to a lower classification in a series, they shall have the right to return to the classification from which they were originally laid off as long as their name remains on the recall list.
- 31.7.6. An employee who bumps into the same classification but in a different department/division shall have no recall rights to the position from which he/she was originally laid off from.

- 31.7.7. Employees shall be responsible for keeping HRRM informed of a current e-mail, phone number, and postal mailing address. HRRM will provide notice of recall using e-mail and certified mail. Employees who are recalled to a position shall have seven (7) calendar days from the date they receive notification by certified mail of the recall to respond to HRRM and either accept or reject the position.
- 31.7.8. Employees who reject, or fail to respond to, a recall offer back to the original classification from which they were laid off shall have their names removed from the recall list.
- 31.7.9. Seniority dates will be handled as follows during the event of recall, or rehire into a different regular position. For the purposes of this section, “regular position” also includes Limited Term positions:
- 31.7.9.1 **City seniority:** Employees who have been recalled or rehired into a regular position within the recall period shall retain their City seniority as of the date of layoff and shall begin accumulating additional City seniority when recalled or rehired back to work.
- 31.7.9.2 **Classification seniority:** Employees who have been laid off shall begin accumulating additional classification seniority when

recalled to the classification from which they were laid off. Employees who are rehired into a different regular position within the recall period shall begin accumulating classification seniority in the “new” classification as of their date of rehire.

**31.7.9.3 Employees affected by layoffs:** Employees who bump into a different classification as part of a layoff shall retain their classification seniority as of the date of layoff and shall begin accumulating additional classification seniority when recalled back to the classification from which they were originally laid off. City seniority shall continue to accumulate as long as the employee remains continuously employed in a regular position.

**31.7.9.4 Accrual rates:** Longevity, vacation, and sick leave accrual rates shall be the same as they were on the date of the layoff.

**31.7.10** Employees recalled, or rehired into a different regular position within the recall period, shall have their sick leave balance restored to the amount he/she had at the time of the layoff, excluding any cashed out hours.

## **ARTICLE 32 – FINGERPRINTING**

### **32.1. Fingerprint Check Requirements**

All union members who have authorized access to or direct responsibility for configuring and maintaining computer systems and networks that could access Criminal Justice Information (CJI) and/or have access to the Criminal Justice Information System (CJIS) network must pass a fingerprint check prior to unescorted access. Fingerprint check results will be provided to the Police Chief or designee for review and determination to pass or fail access.

### **32.2. Fingerprint Check Passed**

Employees moving into a position that requires a fingerprint check must be fingerprinted and successfully pass prior to receiving a formal written offer.

### **32.3. Fingerprint Check Failed**

If access is denied, management will attempt to transfer the employee to a non-CJI/CJIS access location. The union member may also request alternative employment for which he/she qualifies, if available. It is understood that in order to continue the employment of a member denied access, the city may need to place the member in an alternate job or job site without posting the position. Failure to be granted access shall not be considered part of the discipline process. The union and the city shall utilize the Labor/Management Committee process to negotiate any potential impacts.

### **32.4. Right of Appeal**

Members denied access by the Chief of Police will have the right of appeal. Appeal may be made in writing or by scheduling a meeting with the Police Chief. If a meeting is requested a good faith attempt will be made to meet within ten (10) business days to hear the appeal. The Police Chief will issue a final determination within five (5) business days of the appeal meeting or receipt of a written appeal, if no meeting was requested. In the case of transfer or promotion the position being applied for will not be filled until the appeal has been heard and decided by the Police Chief.

Members will have the right to be assisted in the appeal, be it a meeting or written form, by an AFSCME Council 2 Representative or designee.

### **32.5 Document Destruction**

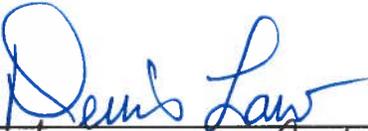
All documents will be destroyed after the final report has been provided to Human Resources or after any appeal process is completed. The final report presented to Human Resources will not be kept in the Personnel file.

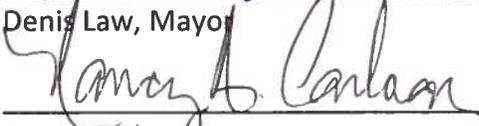
**ARTICLE 33 – DURATION OF AGREEMENT**

This Agreement shall become effective January 1, 2016, and shall remain in full force and effect until and through December 31, 2018.

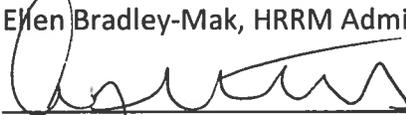
Signed this 3<sup>rd</sup> day of August, 2016 at Renton, Washington.

**CITY OF RENTON**

  
\_\_\_\_\_  
Denis Law, Mayor

  
\_\_\_\_\_  
Nancy Carlson,  
Former HRRM Administrator

  
\_\_\_\_\_  
Ellen Bradley-Mak, HRRM Administrator

  
\_\_\_\_\_  
Angela Thomas, Senior HR Analyst

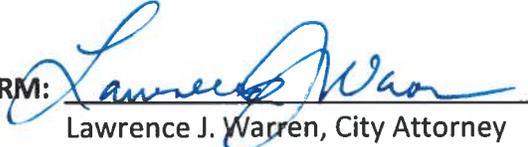
  
\_\_\_\_\_  
Jen Becht, Finance Analyst 2

**RENTON REGIONAL FIRE AUTHORITY**

  
\_\_\_\_\_  
Mark Peterson, Fire Chief

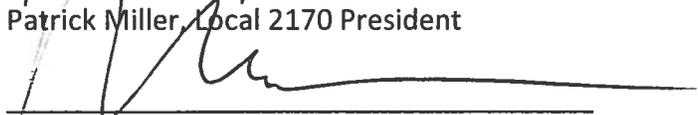
**ATTEST:**

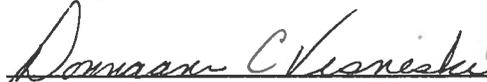
  
\_\_\_\_\_  
Jason Seth, City Clerk

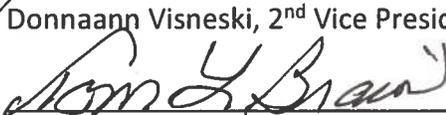
**APPROVED AS TO FORM:**   
\_\_\_\_\_  
Lawrence J. Warren, City Attorney

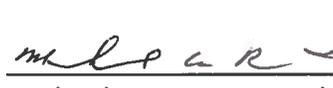
**LOCAL 2170, WASHINGTON STATE COUNCIL  
OF COUNTY AND CITY EMPLOYEES,  
AMERICAN FEDERATION OF STATE, COUNTY,  
AND MUNICIPAL EMPLOYEES, AFL-CIO.**

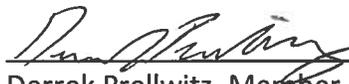
  
\_\_\_\_\_  
Patrick Miller, Local 2170 President

  
\_\_\_\_\_  
Mark Watson, Staff Representative  
Washington State Council of County & City Employees

  
\_\_\_\_\_  
Donnaann Visneski, 2<sup>nd</sup> Vice President

  
\_\_\_\_\_  
Tom L. Brain, Treasurer

  
\_\_\_\_\_  
Michael A. Benoit, Member

  
\_\_\_\_\_  
Derrek Prellwitz, Member

  
\_\_\_\_\_  
Stephanie Rary, Member



**AFSCME, Local 2170 Contract  
2016 – 2018**

**APPENDIX A – AFSCME CLASSIFICATIONS  
IN ALPHABETICAL ORDER (with Job Grades)**

a03	*Accounting Assistant I	a19	*Fire Plans Reviewer/Inspector II
a05	*Accounting Assistant II	a23	*Fire Plans Reviewer/Inspector III
a07	*Accounting Assistant III	a11	Fleet Management Technician
a09	*Accounting Assistant IV	a21	*GIS Analyst I
a19	Accounting Supervisor	a23	*GIS Analyst II
a09	Administrative Secretary I	a04	*Golf Course Maintenance Worker I
a11	Airport Maintenance Worker	a08	*Golf Course Maintenance Worker II
a23	Assistant Airport Manager	a12	*Golf Course Maintenance Worker III
a17	*Assistant Planner	a09	Golf Course Operations Assistant
a21	*Associate Planner	a15	Grounds Equipment Mechanic
a21	Building Inspector/Combination	a07	Hearing Examiner's Secretary
a21	Building Inspector/Electrical	a20	Housing Repair Coordinator
a23	Building Plan Reviewer	a08	Housing Repair Technician
a23	Business Systems Analyst	a20	Human Services Coordinator
a25	Capital Project Coordinator	a19	HVAC Systems Technician
a21	*Civil Engineer I	a08	Judicial Specialist
a25	*Civil Engineer II	a10	Judicial Specialist/Trainer
a28	*Civil Engineer III	a24	Lead Building Inspector
a19	Code Compliance Inspector	a22	Lead Code Compliance Inspector
a12	Communications Specialist I	a24	Lead Construction Inspector
a21	Communications Specialist II	a04	Lead Custodian
a21	Construction Inspector II	a24	Lead Fire Inspector
a17	Custodial Maintenance Supervisor	a16	Lead Golf Course Maintenance Worker
a26	Construction Inspector Supervisor	a11	Lead Maintenance Custodian
a01	Custodian	a16	Lead Maintenance Services Worker
a24	Database Technician	a08	Lead Office Assistant
a18	Development Services Representative	a16	Lead Park Maintenance Worker
a20	*Economic Development Specialist	a19	Lead Vehicle & Equipment Mechanic
a19	Electrical Technician	a18	Lead Water Util Pump Station Mechanic
a21	Emergency Management Coordinator	a07	Legal Assistant
a19	Energy Plans Reviewer/Permit Rep.	a15	Lift Station Technician
a13	*Engineering Specialist I	a17	Maintenance Buyer
a19	*Engineering Specialist II	a07	Maintenance Custodian
a23	*Engineering Specialist III	a04	*Maintenance Services Worker I
a25	Facilities Coordinator	a08	*Maintenance Services Worker II
a21	Facilities Supervisor	a12	*Maintenance Services Worker III
a13	*Facilities Technician I	a09	Mechanic's Assistant
a15	*Facilities Technician II	a22	Neighborhood Program Coordinator
a18	Farmers Market Coordinator	a20	*Network Systems Specialist
a09	Fire District Liaison		
a17	*Fire Inspector I		
a19	*Fire Inspector II		
a21	*Fire Inspector III		
a12	Fire Code Inspector/Trainee		
a17	*Fire Plans Reviewer/Inspector I		

**AFSCME, Local 2170 Contract  
2016 – 2018**

a32	Network Systems Manager	a07	Secretary II
a01	*Office Assistant I	a24	*Senior Economic Development Specialist
a03	*Office Assistant II	a24	*Senior Network Systems Specialist
a05	*Office Assistant III	a28	*Senior Planner
a17	Paralegal	a15	Senior Program Specialist
a21	Park Maintenance Supervisor	a24	*Senior Systems Analyst
a04	*Parks Maintenance Worker I	a17	Senior Service Desk Technician
a08	*Parks Maintenance Worker II	a21	Service Desk Supervisor
a12	*Parks Maintenance Worker III	a13	Service Desk Technician
a23	Pavement Management Technician	a09	*Signal/Electronics Systems Ass't I
a11	Payroll Analyst	a13	*Signal/Electronics Systems Ass't II
a10	Permit Technician	a17	*Signal/Electronics Systems Tech I
a23	Plan Reviewer	a21	*Signal/Electronics Systems Tech II
a15	Planning Technician	a04	Solid Waste Maintenance Worker
a32	Principal Civil Engineer – Transportation Systems Division	a23	Street Maintenance Services Supervisor
a07	Print & Mail Operator	a21	*Systems Analyst/Programmer
a13	Print & Mail Supervisor	a08	*Traffic Maintenance Worker I
a04	Pro Shop Assistant	a12	*Traffic Maintenance Worker II
a10	Probation Clerk	a21	Traffic Signage & Marking Supervisor
a18	Probation Officer	a24	Transportation Planner
a16	Program Assistant	a32	Utility/GIS Engineer
a25	*Program Development Coordinator I	a15	Vehicle & Equipment Mechanic
a29	*Program Development Coordinator II	a23	Waste Water Maintenance Services Supv.
a13	Program Specialist	a21	Water Maintenance Services Supervisor
a25	Property Services Agent	a07	Water Meter Technician
a23	Property Services Specialist	a17	Water Quality/Treatment Plant Operator
a18	Public Records Analyst	a19	Water Utility Instrument/SCADA Tech
a08	Purchasing Assistant	a21	Water Utility Maintenance Supervisor
a11	Records Management Coordinator	a15	Water Utility Maintenance Technician
a09	Records Management Specialist	a17	Web Specialist
a18	Recreation Program Coordinator		
a11	Recreation Specialist		*Classification Series
a09	Recreation Systems Technician		
a05	Secretary I		

**APPENDIX B – SALARY INDEX FOR 2016**

(see next page)

# AFSCME, Local 2170 Contract 2016 – 2018

2016 CITY OF RENTON INDEX OF POSITIONS AND PAY RANGES												
AFSCME, Local 2170											COLA 2.0%	
											Increase effective January 1, 2016	
Grade	Code	Position Title	STEP A		STEP B		STEP C		STEP D		STEP E	
			Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual
a40			8,639	103,668	9,071	108,852	9,531	114,372	10,014	120,168	10,520	126,240
a39			8,443	101,316	8,862	106,344	9,298	111,576	9,770	117,240	10,264	123,168
a38			8,227	98,724	8,639	103,668	9,071	108,852	9,531	114,372	10,014	120,168
a37			8,038	96,456	8,443	101,316	8,862	106,344	9,298	111,576	9,770	117,240
a36			7,834	94,008	8,227	98,724	8,639	103,668	9,071	108,852	9,531	114,372
a35			7,647	91,764	8,038	96,456	8,443	101,316	8,862	106,344	9,298	111,576
a34			7,460	89,520	7,834	94,008	8,227	98,724	8,639	103,668	9,071	108,852
a33			7,280	87,360	7,647	91,764	8,038	96,456	8,443	101,316	8,862	106,344
a32	2413	Network Systems Manager	7,104	85,248	7,460	89,520	7,834	94,008	8,227	98,724	8,639	103,668
a32	2428	Principal Civil Engineer - Transp. Sys Division	7,104	85,248	7,460	89,520	7,834	94,008	8,227	98,724	8,639	103,668
a32	2425	Utility/GIS Engineer	7,104	85,248	7,460	89,520	7,834	94,008	8,227	98,724	8,639	103,668
a31			6,926	83,112	7,280	87,360	7,647	91,764	8,038	96,456	8,443	101,316
a30			6,760	81,120	7,104	85,248	7,460	89,520	7,834	94,008	8,227	98,724
a29	2570	Program Development Coordinator II	6,595	79,140	6,926	83,112	7,280	87,360	7,647	91,764	8,038	96,456
a28	2475	Civil Engineer III	6,433	77,196	6,760	81,120	7,104	85,248	7,460	89,520	7,834	94,008
a28	2422	Senior Planner	6,433	77,196	6,760	81,120	7,104	85,248	7,460	89,520	7,834	94,008
a27			6,277	75,324	6,595	79,140	6,926	83,112	7,280	87,360	7,647	91,764
a26	8112	Construction Inspector Supervisor	6,122	73,464	6,433	77,196	6,760	81,120	7,104	85,248	7,460	89,520
a25	2480	Capital Project Coordinator	5,974	71,688	6,277	75,324	6,595	79,140	6,926	83,112	7,280	87,360
a25	2474	Civil Engineer II	5,974	71,688	6,277	75,324	6,595	79,140	6,926	83,112	7,280	87,360
a25	2481	Facilities Coordinator	5,974	71,688	6,277	75,324	6,595	79,140	6,926	83,112	7,280	87,360
a25	2470	Program Development Coordinator I	5,974	71,688	6,277	75,324	6,595	79,140	6,926	83,112	7,280	87,360
a25	2170	Property Services Agent	5,974	71,688	6,277	75,324	6,595	79,140	6,926	83,112	7,280	87,360
a24	2420	Database Technician	5,828	69,936	6,122	73,464	6,433	77,196	6,760	81,120	7,104	85,248
a24	3450	Lead Building Inspector	5,828	69,936	6,122	73,464	6,433	77,196	6,760	81,120	7,104	85,248
a24	3469	Lead Construction Inspector	5,828	69,936	6,122	73,464	6,433	77,196	6,760	81,120	7,104	85,248
a24	3439	Lead Fire Inspector	5,828	69,936	6,122	73,464	6,433	77,196	6,760	81,120	7,104	85,248
a24	2403	Senior Economic Development Specialist	5,828	69,936	6,122	73,464	6,433	77,196	6,760	81,120	7,104	85,248
a24	2416	Senior Network Systems Specialist	5,828	69,936	6,122	73,464	6,433	77,196	6,760	81,120	7,104	85,248
a24	2451	Senior Systems Analyst	5,828	69,936	6,122	73,464	6,433	77,196	6,760	81,120	7,104	85,248
a24	2476	Transportation Planner	5,828	69,936	6,122	73,464	6,433	77,196	6,760	81,120	7,104	85,248
a23	2078	Assistant Airport Manager	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140	6,926	83,112
a23	2429	Building Plan Reviewer	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140	6,926	83,112
a23	2421	Business Systems Analyst	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140	6,926	83,112
a23	2472	Engineering Specialist III	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140	6,926	83,112
a23	3448	Fire Plans Reviewer/Inspector III	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140	6,926	83,112

# AFSCME, Local 2170 Contract 2016 – 2018

2016 CITY OF RENTON INDEX OF POSITIONS AND PAY RANGES												
AFSCME, Local 2170										COLA 2.0% Increase effective January 1, 2016		
Grade	Code	Position Title	STEP A		STEP B		STEP C		STEP D		STEP E	
			Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual
a23	2505	GIS Analyst II	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140	6,926	83,112
a23	8175	Pavement Management Technician	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140	6,926	83,112
a23	2450	Plan Reviewer	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140	6,926	83,112
a23	2484	Property Services Specialist	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140	6,926	83,112
a23	8001	Street Maintenance Services Supervisor	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140	6,926	83,112
a23	8002	Waste Water Maintenance Services Supervisor	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140	6,926	83,112
a22	2430	Lead Code Compliance Inspector	5,550	66,600	5,828	69,936	6,122	73,464	6,433	77,196	6,760	81,120
a22	5197	Neighborhood Program Coordinator	5,550	66,600	5,828	69,936	6,122	73,464	6,433	77,196	6,760	81,120
a21	2424	Associate Planner	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140
a21	3452	Building Inspector/Combination	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140
a21	3451	Building Inspector/Electrical	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140
a21	2473	Civil Engineer I	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140
a21	2200	Communications Specialist II	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140
a21	3472	Construction Inspector	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140
a21	5130	Emergency Management Coordinator	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140
a21	3089	Facilities Supervisor	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140
a21	3440	Fire Inspector III	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140
a21	5111	GIS Analyst I	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140
a21	8006	Parks Maintenance Supervisor	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140
a21	2412	Service Desk Supervisor	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140
a21	3476	Signal/Electronics Systems Technician II	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140
a21	2417	Systems Analyst/Programmer	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140
a21	8004	Traffic Signage & Marking Supervisor	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140
a21	8000	Water Maintenance Services Supervisor	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140
a21	3473	Water Utilities Maintenance Supervisor	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324	6,595	79,140
a20	2402	Economic Development Specialist	5,280	63,360	5,550	66,600	5,828	69,936	6,122	73,464	6,433	77,196
a20	2487	Housing Repair Coordinator	5,280	63,360	5,550	66,600	5,828	69,936	6,122	73,464	6,433	77,196
a20	2489	Human Services Coordinator	5,280	63,360	5,550	66,600	5,828	69,936	6,122	73,464	6,433	77,196
a20	2419	Network Systems Specialist	5,280	63,360	5,550	66,600	5,828	69,936	6,122	73,464	6,433	77,196
a19	6128	Accounting Supervisor	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324
a19	2427	Code Compliance Inspector	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324
a19	7182	Electrical Technician	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324
a19	3453	Energy Plans Reviewer/Permit Representative	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324
a19	2471	Engineering Specialist II	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324
a19	3441	Fire Inspector II	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324
a19	3447	Fire Plans Reviewer/Inspector II	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324
a19	3485	HVAC Systems Technician	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324
a19	7172	Lead Vehicle & Equipment Mechanic	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324
a19	8178	Water Utility Instrumentation/SCADA Technician	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688	6,277	75,324
a18	5013	Public Records Analyst	5,028	60,336	5,280	63,360	5,550	66,600	5,828	69,936	6,122	73,464
a18	3456	Development Services Representative	5,028	60,336	5,280	63,360	5,550	66,600	5,828	69,936	6,122	73,464
a18	5195	Farmers Market Coordinator	5,028	60,336	5,280	63,360	5,550	66,600	5,828	69,936	6,122	73,464
a18	3480	Lead Water Utility Pump Station Mechanic	5,028	60,336	5,280	63,360	5,550	66,600	5,828	69,936	6,122	73,464
a18	2015	Probation Officer	5,028	60,336	5,280	63,360	5,550	66,600	5,828	69,936	6,122	73,464
a18	2083	Recreation Program Coordinator	5,028	60,336	5,280	63,360	5,550	66,600	5,828	69,936	6,122	73,464
a17	2423	Assistant Planner	4,902	58,824	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688
a17	8008	Custodial Maintenance Supervisor	4,902	58,824	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688
a17	3442	Fire Inspector I	4,902	58,824	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688
a17	3445	Fire Plans Reviewer/Inspector I	4,902	58,824	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688
a17	8374	Maintenance Buyer	4,902	58,824	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688
a17	5001	Paralegal	4,902	58,824	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688
a17	5213	Senior Service Desk Technician	4,902	58,824	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688
a17	3477	Signal/Electronics Systems Technician I	4,902	58,824	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688
a17	3470	Water Quality/Treatment Plant Operator	4,902	58,824	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688

# AFSCME, Local 2170 Contract 2016 – 2018

2016 CITY OF RENTON INDEX OF POSITIONS AND PAY RANGES												
AFSCME, Local 2170										COLA 2.0%		
Increase effective January 1, 2016												
Grade	Code	Position Title	STEP A		STEP B		STEP C		STEP D		STEP E	
			Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual
a17	6270	Web Specialist	4,902	58,824	5,149	61,788	5,412	64,944	5,688	68,256	5,974	71,688
a16	8284	Lead Golf Course Maintenance Worker	4,787	57,444	5,028	60,336	5,280	63,360	5,550	66,600	5,828	69,936
a16	8074	Lead Maintenance Services Worker	4,787	57,444	5,028	60,336	5,280	63,360	5,550	66,600	5,828	69,936
a16	8080	Lead Parks Maintenance Worker	4,787	57,444	5,028	60,336	5,280	63,360	5,550	66,600	5,828	69,936
a16	5194	Program Assistant	4,787	57,444	5,028	60,336	5,280	63,360	5,550	66,600	5,828	69,936
a15	7181	Facilities Technician II	4,664	55,968	4,902	58,824	5,149	61,788	5,412	64,944	5,688	68,256
a15	7184	Grounds Equipment Mechanic	4,664	55,968	4,902	58,824	5,149	61,788	5,412	64,944	5,688	68,256
a15	8174	Lift Station Technician	4,664	55,968	4,902	58,824	5,149	61,788	5,412	64,944	5,688	68,256
a15	5122	Planning Technician	4,664	55,968	4,902	58,824	5,149	61,788	5,412	64,944	5,688	68,256
a15	7170	Vehicle & Equipment Mechanic	4,664	55,968	4,902	58,824	5,149	61,788	5,412	64,944	5,688	68,256
a15	3474	Water Utility Maintenance Technician	4,664	55,968	4,902	58,824	5,149	61,788	5,412	64,944	5,688	68,256
a15	5180	Senior Program Specialist	4,664	55,968	4,902	58,824	5,149	61,788	5,412	64,944	5,688	68,256
a14			4,555	54,660	4,787	57,444	5,028	60,336	5,280	63,360	5,550	66,600
a13	3471	Engineering Specialist I	4,442	53,304	4,664	55,968	4,902	58,824	5,149	61,788	5,412	64,944
a13	7180	Facilities Technician I	4,442	53,304	4,664	55,968	4,902	58,824	5,149	61,788	5,412	64,944
a13	7110	Print & Mail Supervisor	4,442	53,304	4,664	55,968	4,902	58,824	5,149	61,788	5,412	64,944
a13	8177	Signal/Electronics Systems Assistant II	4,442	53,304	4,664	55,968	4,902	58,824	5,149	61,788	5,412	64,944
a13	5179	Program Specialist	4,442	53,304	4,664	55,968	4,902	58,824	5,149	61,788	5,412	64,944
a13	5214	Service Desk Technician	4,442	53,304	4,664	55,968	4,902	58,824	5,149	61,788	5,412	64,944
a12	2201	Communications Specialist I	4,337	52,044	4,555	54,660	4,787	57,444	5,028	60,336	5,280	63,360
a12	3444	Fire Code Inspector Trainee	4,337	52,044	4,555	54,660	4,787	57,444	5,028	60,336	5,280	63,360
a12	8283	Golf Course Maintenance Worker III	4,337	52,044	4,555	54,660	4,787	57,444	5,028	60,336	5,280	63,360
a12	8173	Maintenance Services Worker III	4,337	52,044	4,555	54,660	4,787	57,444	5,028	60,336	5,280	63,360
a12	5011	Multimedia/Records Specialist	4,337	52,044	4,555	54,660	4,787	57,444	5,028	60,336	5,280	63,360
a12	8083	Parks Maintenance Worker III	4,337	52,044	4,555	54,660	4,787	57,444	5,028	60,336	5,280	63,360
a12	8573	Traffic Maintenance Worker II	4,337	52,044	4,555	54,660	4,787	57,444	5,028	60,336	5,280	63,360
a11	8473	Airport Maintenance Worker	4,229	50,748	4,442	53,304	4,664	55,968	4,902	58,824	5,149	61,788
a11	7173	Fleet Management Technician	4,229	50,748	4,442	53,304	4,664	55,968	4,902	58,824	5,149	61,788
a11	8183	Lead Maintenance Custodian	4,229	50,748	4,442	53,304	4,664	55,968	4,902	58,824	5,149	61,788
a11	6265	Payroll Analyst	4,229	50,748	4,442	53,304	4,664	55,968	4,902	58,824	5,149	61,788
a11	5012	Records Management Coordinator	4,229	50,748	4,442	53,304	4,664	55,968	4,902	58,824	5,149	61,788
a11	2486	Recreation Specialist	4,229	50,748	4,442	53,304	4,664	55,968	4,902	58,824	5,149	61,788
a10	6164	Judicial Specialist/Trainer	4,126	49,512	4,337	52,044	4,555	54,660	4,787	57,444	5,028	60,336
a10	6263	Permit Technician	4,126	49,512	4,337	52,044	4,555	54,660	4,787	57,444	5,028	60,336
a10	6163	Probation Clerk	4,126	49,512	4,337	52,044	4,555	54,660	4,787	57,444	5,028	60,336
a09	6131	Accounting Assistant IV	4,024	48,288	4,229	50,748	4,442	53,304	4,664	55,968	4,902	58,824
a09	6151	Administrative Secretary I	4,024	48,288	4,229	50,748	4,442	53,304	4,664	55,968	4,902	58,824
a09	6152	Fire District Liaison	4,024	48,288	4,229	50,748	4,442	53,304	4,664	55,968	4,902	58,824
a09	8286	Golf Course Operations Assistant	4,024	48,288	4,229	50,748	4,442	53,304	4,664	55,968	4,902	58,824
a09	8070	Mechanic's Assistant	4,024	48,288	4,229	50,748	4,442	53,304	4,664	55,968	4,902	58,824
a09	5010	Records Management Specialist	4,024	48,288	4,229	50,748	4,442	53,304	4,664	55,968	4,902	58,824
a09	5160	Recreation Systems Technician	4,024	48,288	4,229	50,748	4,442	53,304	4,664	55,968	4,902	58,824
a09	8176	Signal/Electronics Systems Assistant I	4,024	48,288	4,229	50,748	4,442	53,304	4,664	55,968	4,902	58,824
a08	8282	Golf Course Maintenance Worker II	3,927	47,124	4,126	49,512	4,337	52,044	4,555	54,660	4,787	57,444
a08	7126	Housing Repair Technician	3,927	47,124	4,126	49,512	4,337	52,044	4,555	54,660	4,787	57,444
a08	6162	Judicial Specialist	3,927	47,124	4,126	49,512	4,337	52,044	4,555	54,660	4,787	57,444
a08	6109	Lead Office Assistant	3,927	47,124	4,126	49,512	4,337	52,044	4,555	54,660	4,787	57,444
a08	8172	Maintenance Services Worker II	3,927	47,124	4,126	49,512	4,337	52,044	4,555	54,660	4,787	57,444
a08	8082	Parks Maintenance Worker II	3,927	47,124	4,126	49,512	4,337	52,044	4,555	54,660	4,787	57,444
a08	8375	Purchasing Assistant	3,927	47,124	4,126	49,512	4,337	52,044	4,555	54,660	4,787	57,444
a08	8572	Traffic Maintenance Worker I	3,927	47,124	4,126	49,512	4,337	52,044	4,555	54,660	4,787	57,444

**AFSCME, Local 2170 Contract  
2016 – 2018**

2016 CITY OF RENTON INDEX OF POSITIONS AND PAY RANGES												
AFSCME, Local 2170										COLA 2.0%		
										Increase effective January 1, 2016		
Grade	Code	Position Title	STEP A		STEP B		STEP C		STEP D		STEP E	
			Monthly	Annual							Monthly	Annual
a07	6132	Accounting Assistant III	3,833	45,996	4,024	48,288	4,229	50,748	4,442	53,304	4,664	55,968
a07	6165	Legal Assistant	3,833	45,996	4,024	48,288	4,229	50,748	4,442	53,304	4,664	55,968
a07	8184	Maintenance Custodian	3,833	45,996	4,024	48,288	4,229	50,748	4,442	53,304	4,664	55,968
a07	7112	Print & Mail Operator	3,833	45,996	4,024	48,288	4,229	50,748	4,442	53,304	4,664	55,968
a07	6142	Secretary II	3,833	45,996	4,024	48,288	4,229	50,748	4,442	53,304	4,664	55,968
a07	8110	Water Meter Technician	3,833	45,996	4,024	48,288	4,229	50,748	4,442	53,304	4,664	55,968
a06			3,743	44,916	3,927	47,124	4,126	49,512	4,337	52,044	4,555	54,660
a05	6134	Accounting Assistant II	3,649	43,788	3,833	45,996	4,024	48,288	4,229	50,748	4,442	53,304
a05	6130	Office Assistant III	3,649	43,788	3,833	45,996	4,024	48,288	4,229	50,748	4,442	53,304
a05	6141	Secretary I	3,649	43,788	3,833	45,996	4,024	48,288	4,229	50,748	4,442	53,304
a04	8281	Golf Course Maintenance Worker I	3,562	42,744	3,743	44,916	3,927	47,124	4,126	49,512	4,337	52,044
a04	8181	Lead Custodian	3,562	42,744	3,743	44,916	3,927	47,124	4,126	49,512	4,337	52,044
a04	8171	Maintenance Services Worker I	3,562	42,744	3,743	44,916	3,927	47,124	4,126	49,512	4,337	52,044
a04	8081	Parks Maintenance Worker I	3,562	42,744	3,743	44,916	3,927	47,124	4,126	49,512	4,337	52,044
a04	6282	Pro Shop Assistant	3,562	42,744	3,743	44,916	3,927	47,124	4,126	49,512	4,337	52,044
a04	8576	Solid Waste Maintenance Worker	3,562	42,744	3,743	44,916	3,927	47,124	4,126	49,512	4,337	52,044
a03	6136	Accounting Assistant I	3,474	41,688	3,649	43,788	3,833	45,996	4,024	48,288	4,229	50,748
a03	6120	Office Assistant II	3,474	41,688	3,649	43,788	3,833	45,996	4,024	48,288	4,229	50,748
a02			3,395	40,740	3,562	42,744	3,743	44,916	3,927	47,124	4,126	49,512
a01	8182	Custodian	3,307	39,684	3,474	41,688	3,649	43,788	3,833	45,996	4,024	48,288
a01	6111	Office Assistant I	3,307	39,684	3,474	41,688	3,649	43,788	3,833	45,996	4,024	48,288

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LONGEVITY PAY (Article 13.1)			
Step a13, E = \$5,412			
Completion of 5 Yrs	2% Step a13E	\$108	per month
Completion of 10 Yrs	3% Step a13E	\$162	per month
Completion of 15 Yrs	4% Step a13E	\$216	per month
Completion of 20 Yrs	5% Step a13E	\$271	per month
Completion of 25 Yrs	6% Step a13E	\$325	per month
Completion of 30 Yrs	7% Step a13E	\$379	per month

The City contributes 4% of employee's base wage per year to a deferred compensation account. (Article 14)

## **APPENDIX C – SALARY REVIEW**

During the process of negotiations for the 2016-2018 collective bargaining agreement, the parties agreed to a review of salaries for classifications covered by the Local 2170 agreement. Recognizing that the City had gathered salary data in 2014, the union agrees to utilize, where appropriate, such data by updating any changes to the jurisdictions' salary plans for the fiscal years 2015 and 2016. The parties also agree to utilize, where appropriate, resources such as the AWC Salary Survey in an attempt to minimize cost and time commitments.

The review of salaries shall be handled through a committee comprised of three union representatives and three representatives from Human Resources.

Meetings of the committee shall begin in sufficient time and frequency to accommodate a completion of the review by July 1, 2017. Once the review is complete, the parties agree to meet to negotiate the implementation of any changes necessary to the AFSCME salary plan to become effective January 1, 2018.



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2016 – 2018**

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