
COLLECTIVE BARGAINING AGREEMENT

BY AND BETWEEN THE

CITY OF SHELTON

AND

INTERNATIONAL ASSOCIATION OF
MACHINISTS AND AEROSPACE WORKERS
IAMAW WOODWORKERS LOCAL LODGE W-38

(Representing Customer Service Employees)

January 1, 2025 - December 31, 2027

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COLLECTIVE BARGAINING AGREEMENT
BY AND BETWEEN
CITY OF SHELTON, WASHINGTON
AND
INTERNATIONAL ASSOCIATION OF
MACHINISTS AND AEROSPACE WORKERS
IAMAW WOODWORKERS LOCAL LODGE W-38

(Representing Customer Service Employees)

ARTICLE 1 PREAMBLE

- 1.1 This Agreement is made and entered into by and between the City of Shelton, hereinafter known as the "City" and the International Association of Machinists and Aerospace Workers, IAMAW Woodworkers Local Lodge W-38, hereinafter known as the "Union."
- 1.2 It is the purpose of this Agreement to achieve and maintain harmonious relations between the City and the Union, to provide for equitable and peaceful adjustments of differences which may arise, and to establish proper standards of wages, hours and other conditions of employment.
- 1.3 The members of the Union are to regard themselves as public employees and are to be governed by the highest ideals of honor and integrity in order that they may merit the respect and confidence of the general public.

ARTICLE 2 RECOGNITION

- 2.1 The City recognizes the Union as the sole and exclusive bargaining representative for the purposes of establishing wages, hours, and working conditions for all regular full-time and regular part-time clerical employees of the City of Shelton, excluding supervisors, professionals, confidential employees, temporary employees, and all employees covered by another collective bargaining agreement. Based on the City's operational needs (e.g., to serve as backup), the City may assign the non-represented Accounting Assistant position to temporarily perform the duties for the Customer Service Representative and Customer Service Specialist positions.
- 2.2 If a temporary position is filled for more than 120 days and the Union believes that the position should be recognized for inclusion in the bargaining unit, the Union shall notify the City in writing of the reason(s) for including the position in the bargaining unit. Within ten (10) business days of receipt of such notice, the City and the Union agree to meet to discuss inclusion and to attempt to resolve the matter between the parties. If resolution is not achieved at this meeting, the parties agree to refer the matter to PERC for final resolution.

ARTICLE 3 UNION SECURITY

- 3.1 UNION MEMBERSHIP OPTIONS - All bargaining unit employees whose normal schedule
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is at least 60 hours per month may become and remain members in good standing of the Union. Employees may choose not to join the Union and have no obligation to make payments or payroll deductions payable to it. Neither the City nor the Union may interfere with, restrain, coerce, or discriminate against an employee based upon their decision regarding Union membership or providing it financial support.

- 3.2 PAYROLL DEDUCTION - Upon timely receipt of a written authorization form executed by an individual employee and certifying the employee's voluntary decision to be a member of the Union and to authorize payroll deductions, the City agrees to make the appropriate payroll deductions. The written authorization form (Appendix E) will provide the right for the employee to withdraw from Union membership and cease deductions of dues and assessments during a thirty consecutive day period on not less than an annual basis.
- 3.3 CITY INDEMNIFICATION - The Union will defend, indemnify, and hold the City harmless against all liability, including allegations, claims, actions, suits, demands, damages, obligations, losses, settlements, judgments, costs and expenses (including attorneys' fees) that arise out of any action taken or not taken by the City in implementation of Article 3 of the Agreement. The Union further agrees to refund to the City any amounts paid to it in error.

ARTICLE 4 UNION REPRESENTATIVES

- 4.1 Not more than two (2) employees may attend labor negotiations without suffering loss of pay or leave time.
- 4.2 UNION NOTICES - A bulletin board shall be provided for the Union notices. The Union shall keep the board in good order. The Union shall hold the City harmless for any loss resulting from anything on the bulletin board.

ARTICLE 5 MANAGEMENT RIGHTS

- 5.1 The Union recognizes the prerogative of the City to manage and administer the City and its departments. The city has - whether exercised or not - all of the rights, powers and authority heretofore existing, including, but not limited to the following: to determine the standard(s) of services offered; to determine the standards and methods of selection, promotion and transfer of employment; to direct its employees; to take disciplinary action; to determine the methods, tools, and standards of assessing and/or evaluating employee performance; to relieve its employees from duty because of lack of work or other reason(s); to issue and endorse rules and regulations; to maintain and improve the efficiency of operations; to contract for goods and services; to terminate services rendered or supplied, including the right to determine whether goods or services are made or purchased; to determine the methods, means, staffing level, and personnel to conduct operations; to determine the amount and method of training and supervision necessary; to determine job classifications of City positions; to determine the work schedules of its employees; to assign overtime; and to fulfill all of its legal responsibilities.
- 5.2 The enumeration of management prerogatives shall not be deemed to exclude other management prerogatives not specifically enumerated.

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- 5.3 The exercise of the foregoing rights and authority, the adoption of policies, rules, regulations and practices in furtherance thereof, and the exercise of managerial judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent that such specified and express terms hereof are in conformance with the federal, state and local law.
- 5.4 The exercise of the foregoing rights and authority, the adoption of policies, rules, regulations and practices in furtherance thereof, and the exercise of managerial judgment and discretion in connection therewith shall be consistent with General Rule 29 of the Washington State Court Rules and shall not in any way, directly or indirectly be subject to the grievance procedure set forth herein.

ARTICLE 6 HOURS OF WORK/OVERTIME

- 6.1 **WORK WEEK** - For most bargaining unit positions, the work schedule shall generally consist of five eight-hour days commencing Monday and ending on Friday. All scheduled workweeks shall include a minimum of two consecutive days off. At the direction of the director of the department an alternate work schedule may be established as appropriate to the needs of the City. When possible, the City will provide advance notice to the employee of any changes in the work schedule.
- 6.2 **OVERTIME** - Management has the right to assign and require overtime work. All work performed in excess of forty (40) hours per week shall be paid at the overtime rate of one and one-half (1.5) times the regular rate of pay, which shall not include any premiums, in accordance with the Fair Labor Standards Act. Paid leave shall be considered hours worked for overtime purposes.
- 6.3 **COMPENSATORY TIME** -Overtime pay may be waived when an overtime eligible employee makes a written request to accrue compensatory time off in lieu of overtime pay and the supervisor approves the request. The decision to grant or deny compensatory time accrual is left to the sole discretion of management. Compensatory time off shall be earned at the same rate as overtime in accordance with the Fair Labor Standards Act. Employees shall be allowed to use their accrued compensatory time off upon reasonable notice and consistent with the City's reasonable operating needs through mutual agreement with their supervisor. Management may direct employees to use accrued compensatory time. Employees terminating their service with the City shall be paid for all accrued compensatory time as shown due the employee on the City's records. In no case will an employee be allowed to accumulate compensatory time in excess of eighty (80) hours.
- 6.4 **CALL BACK** - Any employee shall be given a minimum of two (2) hours overtime when called back to work. Callback time is defined as follows - when an employee has completed his or her regular shift or period of work and has left the place of work and is requested to come back to the place of work. Any scheduling arrangements made prior to leaving the place of work are not considered callback time.

ARTICLE 7 VACATION

- 7.1 Vacations are authorized for all regular full-time employees shall accrue monthly, as follows:

Years of Service	Hours Per Month	Hours Per Year
0 through 5	10 Hours	120 hours
Beginning 6 through 10	14 Hours	168 hours
Beginning 11 through 15	18 Hours	216 hours
Beginning 16+	22 Hours	264 hours

Vacations are also authorized for all regular part-time employees on a pro-rated basis. Vacation time off is paid at the employee's base pay rate at the time of vacation.

- 7.1.1 In determining years of service for the purpose of computing vacation leave, all continuous service with the City of Shelton is included.
- 7.2 Where employment commences on or before the fifteenth day of any month, vacation leave shall accrue as of the first day of such month; where employment commences after the fifteenth day of any month, vacation leave shall accrue as of the first day of the following month.
- 7.3 Vacation leave shall accrue and accumulate except during an unpaid leave of absence greater than 30 days. Accrued vacation is posted and available for use on a monthly basis. If an employee has more than 10 hours of leave without pay in any given month vacation accruals will be pro-rated.
- 7.4 Employees may carry unused vacation time forward to the next calendar year. Employees shall be allowed to accrue their vacation time up to a maximum "cap" of two times (2x) of the employee's current accrual rate {e.g., an employee accruing 18 hours per month (216 hours per year) is subject to a 432-hour accrual cap). Any hours accrued over the "cap" shall be forfeited by the employee. It shall be the sole responsibility of the employee to assure that their vacation accrual does not exceed the "cap" amount.
- 7.5 Any vacation accrual over the "cap" shall only be allowed under the most critically extenuating circumstances, which shall have been pre-approved by the Department Head and the City Manager.
- 7.6 Upon separation of employment, regular status employees who have completed their probationary or introductory period shall be paid for all eligible vacation time that has been earned through the last day of work. If employment ends on or before the fifteenth of the month, the employee does not get the vacation time accrual for that month. If employment ends after the fifteenth of the month, vacation time is accrued for that month and shall be paid.
- 7.7 Refer to Personnel Policy 200-1360, Retirement Benefits, regarding vacation pay-off upon retirement.

ARTICLE 8 SICK LEAVE

- 8.1 **RATE OF ACCRUAL** - All full-time employees shall accrue sick leave at the rate of eight (8) hours per month. Accrued leave shall be posted on a monthly basis and shall be available for use when posted.

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- 8.1.1 Employees who work less than full-time or less than a full month shall accrue sick leave on a prorated basis.
 - 8.1.2 When the employee is on leave without pay, they shall accrue sick leave consistent with City policy.
 - 8.2 CARRY OVER "CAP" - An employee may carry over a maximum of 960 hours of accrued sick leave to the following calendar year. Any accrued sick leave in excess of 960 hours shall be forfeited.
 - 8.3 UTILIZATION - Sick leave benefits are intended to provide income protection in the event of illness or injury. Sick leave may be granted by the (non-bargaining-unit) supervisor in the following instances:
 - 8.3.2 An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care.
 - 8.3.3 To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care.
 - 8.3.4 When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason.
 - 8.3.5 An employee is authorized to use paid sick leave for absences that qualify for leave under the domestic violence leave act, chapter 49.76 RCW.
 - 8.3.6 At the discretion of the supervisor, an employee may be granted sick leave where the employee's presence on the job could jeopardize the health of fellow employees.
 - 8.3.7 The City may require verification from the employee for the qualifying reason(s) for using sick leave for any absence exceeding three (3) consecutive days. An employee may be disciplined, up to and including termination, for abusing the use of sick leave.
 - 8.3.8 Regardless of the reason for use, it shall be the responsibility of the employee to notify his or her supervisor before the scheduled start of the workday whenever possible. The direct supervisor must also be contacted on each additional day of absence unless the employee is instructed otherwise.
 - 8.4 SICK LEAVE BUY-BACK - Employees who have accrued a balance of a minimum of 480 hours of sick leave may elect annually to redeem sick leave hours accumulated during the working year at the rate of \$100.00 per day to a maximum annual buy-back of \$1,200.00. This redemption shall be paid with the December paycheck.
 - 8.5 SEPARATION - Employees who separate from City employment voluntarily or because of
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layoff shall be paid for unused sick leave in excess of 480 hours, cashed out at the employee's regular rate of pay, to the maximum of \$6,000 total.

- 8.6 DEFINITION OF FAMILY MEMBER - A "family member" is defined as (a) a child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status; (b) a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; (c) a spouse; (d) a registered domestic partner; (e) a grandparent; (f) a grandchild; or (g) a sibling.

ARTICLE 9 BEREAVEMENT LEAVE

- 9.1 Upon the death of an employee's immediate family member and with sufficient documentation, the employee is eligible for no more than three (3) workdays, not more than eight (8) hours per day, of paid bereavement leave. Bereavement leave must be used within 30 calendar days of the date of death. Under extenuating circumstances, a supervisor may, at his/her discretion, approve the use of additional days of accrued sick or earned vacation leave for this purpose.

- 9.2 Immediate family is defined as set forth in the City's Personnel Policy and Procedure Manual

ARTICLE 10 FAMILY/MEDICAL LEAVE

- 10.1 DEFINITION OF FAMILY/MEDICAL LEAVE - Subject to the definitions and requirements provided in state and federal law as currently written or hereafter amended regarding family/medical leave, an eligible employee may be granted up to twelve (12) work weeks of family or medical leave during any rolling 24-month period for one or more of the following events:

- the birth and first-year care of a child;
- the placement of a child for adoption or foster care in the employee's home;
- the care of the employee's spouse, child or parent with a serious health condition;
- or the employee's own serious health condition which renders him/her unable to perform the functions of his/her position.

- 10.2 NOTICE REQUIREMENTS - The employee must request leave by contacting the supervisor thirty (30) days in advance when the leave is foreseeable. If the leave was not foreseeable, the employee must provide as much notice as practicable.

- 10.3 DETERMINATIONS - Whether or not an employee requests family/medical leave, the City may determine that an employee's leave qualifies as family/medical leave and designate the leave as such. Employees may be required to provide a physician's certification on a form provided by the City. The City may request an objective medical examination to verify the need for leave and to determine whether the leave qualifies as family/medical leave.

- 10.4 SUBSTITUTION OF PAID LEAVE - The City requires the employee to substitute accrued paid leave (sick leave, vacation leave, compensatory time) for unpaid FMLA leave.

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- 10.5 ADJUSTMENT OF ANNIVERSARY DATE - An employee on family/medical leave will have his/her anniversary date adjusted accordingly for each (30) calendar days of unpaid leave.
 - 10.6 CONTINUATION OF GROUP MEDICAL INSURANCE - The employee may elect to continue group medical insurance during the period of such leave but must repay the employer's portion of premium expenses if he or she fails to return to City employment after taking family/medical leave.
 - 10.7 RIGHT TO RETURN TO SAME OR EQUIVALENT POSITION - Employees on approved family/medical leave are entitled to return to the same or equivalent position upon completion of the leave.
 - 10.8 WASHINGTON PAID FAMILY AND MEDICAL LEAVE PROGRAM - The City complies with the Washington State Paid Family and Medical Leave (PFML) law, Title 50A RCW, a program administered by the Washington Employment Security Department (ESD) to provide paid leave benefits and job protection to eligible employees who need leave for certain family and medical reasons. Consistent with State law, PFML leave will run concurrently with the federal Family and Medical Leave Act (FMLA) if both are applicable.
 - 10.8.1.1 PAYROLL DEDUCTIONS - The PFML program is funded through premiums collected by ESD via payroll deductions and employer contributions. Each year, consistent with the law, employees will pay through payroll deductions the full cost of the premiums associated with family leave benefits and their portion of medical benefits. Should the State modify PFML premiums or the percentage of premiums subject to collection through payroll deductions during the term of this Agreement, the City will modify payroll practices to reflect such statutory changes.
 - 10.8.1.2 STATE PFML BENEFITS; INSURANCE - Employees may not supplement the State PFML benefits with accrued or other paid leave from the City and are not eligible for PFML benefits if they are receiving time-loss benefits through the workers' compensation system. When an employee is on leave and receiving PFML benefits from the State, the employee is deemed to be in unpaid status for purposes of the City's policies. Insurance coverage will be handled in the same manner as other unpaid leaves of absence, pursuant to the City's policy and subject to any laws requiring continuation of coverage.

ARTICLE 11 HOLIDAYS

- 11.1 List - All employees shall be entitled to the holidays listed below:

<u>Holiday</u>	<u>Date to be Observed</u>
New Year's Day	January 1st
Martin Luther King Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	First Monday in September

Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day Following Thanksgiving
Christmas	December 25th
Two Floating Holidays	At Employee's Choice

11.2 HOLIDAY OBSERVANCE

11.2.1 FOR NON-COURT EMPLOYEES - For non-court employees, the City may designate another day of observance when a designated holiday falls on a Saturday or Sunday.

A full-time employee assigned a work schedule that does not have a work scheduled on a holiday, will reschedule their working hours for the affected holiday week to schedule eight (8) hours of holiday pay. The affected employee must receive supervisor approval prior to adjusting their work schedule for the holiday.

11.2.2 FOR COURT EMPLOYEES - For court employees, designated holidays will be observed consistent with the state court system.

11.3 Normally, only those bargaining unit employees designated in advance by appropriate supervision will be required to work on a designated holiday. An employee who is required to work on a holiday shall have the option to be paid at the rate of one-and- one-half the regular rate of pay for all hours worked in addition to regular pay or to be given time off (compensatory time) at the time-and-one-half rate in lieu of overtime pay. If the employee elects time off it shall be taken at a time mutually agreed upon by employee and the supervisor.

11.4 FLOATING HOLIDAYS - The two floating holidays (16 hours total for full-time employees) may be used pursuant to all of the following guidelines:

11.4.1 The employee has been employed for a minimum of six months; and

11.4.2 The request does not unduly disrupt service to the public and has received prior approval.

11.4.3 Employees who work less than a full-time schedule shall have their two floating holidays prorated based on their regular work schedule.

11.4.4 Floating holidays must be taken during the calendar year, or the days will be forfeited. Exceptions to this "use it or lose it" provision may only be granted by the City Manager and only when the employee can show that management has unduly denied the employee an opportunity to schedule and use his or her floating holiday(s).

ARTICLE 12 NOTICE OF DISCIPLINE AND DISCHARGE

12.1 JUST CAUSE - The City or Court may discipline and discharge employees for just cause.

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- 12.2 NOTICE - The City or Court shall notify the bargaining unit employee of any punitive disciplinary action concurrent with commencement of the action.
- 12.2.1 With the exception of instances of egregious misconduct, the City or Court agree that all non-probationary employees shall be given two (2) weeks' notice, or two (2) weeks' pay prior to discharge.
- 12.3 PROGRESSIVE DISCIPLINE - The City and Court agree that, with the exception of instances of serious misconduct, discipline will generally proceed from less severe to more severe (for example: oral warning, written warning, suspension without pay, and then termination). However, the City and Court retain the sole right to determine what level and type of discipline should be imposed.
- 12.4 TERMINATION - Non-probationary employees shall be notified in writing of the reason(s) for discharge at the time of or prior to separation. The Union shall be furnished with a copy of the reasons for discharge concurrent with commencement of the action.
- 12.5 PROBATIONARY EMPLOYEES - The City or Court may separate probationary employees with or without cause and is not subject to Article 13 (Grievance).

ARTICLE 13 GRIEVANCE

- 13.1 PROCEDURE - A grievance shall be any disagreement as to the interpretation or application of a specific provision of this Agreement. No grievance shall be considered or processed unless it is submitted within fifteen (15) business days after the occurrence of the event giving rise to the grievance or within fifteen (15) business days after the employee or the Union has or should have obtained knowledge of the occurrence of the event giving rise to the grievance. In no case will the City or Court consider a grievance unless it is submitted within sixty (60) calendar days of the occurrence of the event giving rise to the grievance regardless of any claims of knowledge or notice. Verbal warnings or verbal reprimands may not be grieved.
- 13.2 STEP ONE
- 13.2.1 For non-Court employees, the employee or their steward shall bring the grievance to the attention of the (non-bargaining unit) supervisor. The grievance must be submitted in writing and must specify the specific provision(s) of this Agreement believed to have been violated, the manner in which the violation is alleged to have occurred, the names of any relevant witnesses, and the remedy requested. The supervisor will investigate the grievance and attempt to effectuate an equitable solution.
- 13.2.2 For Court employees, the employee shall submit the grievance to the Court Administrator. The Court Administrator shall respond to the grievance in accordance with Step One, above.
- 13.3 STEP TWO
- 13.3.1 For non-Court employees, if an equitable solution is not reached at the expiration of fifteen (15) business days, the grievant may appeal the matter to the director of the appropriate

department. The Step Two grievance must be submitted in writing and must specify the specific provision(s) of this agreement believed to have been violated, the manner in which the violation is alleged to have occurred, the names of any relevant witnesses, and the remedy requested. The department head or designee will investigate the grievance and reply in writing within fifteen (15) business days.

13.3.2 For Court employees, the Court Administrator will promptly forward a copy of any Step 2 grievance to the Presiding Judge. If the grievance involves subject matter delegated to the Court under GR 29(f), the Presiding Judge shall respond to the grievance in accordance with Step Two, above.

13.4 STEP THREE

13.4.1 For non-Court employees, if the City's director of the department's response does not satisfy the grievant, the matter may be appealed within fifteen (15) business days of receipt of the director's written response to the City Manager. The Step Three grievance must be submitted in writing and must specify the specific provision(s) of this Agreement believed to have been violated, the manner in which the violation is alleged to have occurred, the names of any relevant witnesses, and the remedy requested. The City Manager or designee will investigate the grievance and reply in writing within fifteen (15) business days.

13.4.2 For Court employees, the City Manager will promptly forward a copy of any Step 3 grievance to the Presiding Judge. If the grievance involves subject matter delegated to the Court under GR 29(f), the Court's response at Step Two shall be adopted for Step Three unless the Court determines otherwise.

13.5 STEP FOUR - If the City's response does not satisfy the Union, the Union may request arbitration. The request for arbitration must be submitted to the City Manager within fifteen (15) business days of receipt of the Step Three response. The Union's request for arbitration must be submitted in writing and must specify the specific provision(s) of this agreement believed to have been violated, the manner in which the violation is alleged to have occurred, and the remedy requested.

If the grievance involves a Court employee and the subject matter is delegated to the Presiding Judge under GR 29(f), the Presiding Judge shall be involved in the arbitration process and may substitute entirely for the Employer, depending on the subject matter involved.

Within fifteen (15) business days of notice to the City Manager, the Union must submit a request to the Public Employment Relations Commission (PERC) to certify a panel of nine (9) arbitrators with a business office in Washington or Oregon. Alternatively, before the fifteen (15) business day period has expired, the Union and the City may mutually agree upon an arbitrator. If a PERC panel is used, after flipping a coin to determine which party goes first, the parties shall alternately eliminate the name of one person on the list until only one name remains. The person whose name was not eliminated shall be the arbitrator, and arbitration shall commence on a mutually acceptable date.

13.6 AUTHORITY OF THE ARBITRATOR - Questions of arbitrability shall be decided by the arbitrator. Only after a decision is made that the matter is procedurally arbitrable or that such preliminary determination cannot reasonably be made, the arbitrator shall proceed to hear

the merits of the dispute. The arbitrator shall have no authority to rule contrary to, amend, modify, nullify, add to, or subtract from the provisions of this Agreement. The arbitrator shall have no authority to amend or modify a penalty or other management action except by finding a contractual violation. The arbitrator shall hold a hearing so that both parties may present their respective cases. The decision of the arbitrator shall be rendered within thirty (30) calendar days after the close of the hearing. The decision of the arbitrator shall be final and binding upon the parties to the grievance provided the decision does not involve action by the City which is beyond its jurisdiction.

- 13.7 COSTS AND EXPENSES - Expenses incident to the services of the arbitrator shall be borne equally by the parties regardless of the decision of the arbitrator and for court reporter expenses. Each party shall be responsible for compensation of its own representatives, attorneys and witnesses.
- 13.8 TIME LIMITS - Time limits referred to in the Article may be waived by mutual written agreement. It is the intent of the parties that all procedures and timelines set forth herein shall be strictly followed. If the City fails to timely respond during the grievance procedure, the grievance shall automatically move to the next grievance step. If the grievant or the Union fail to timely advance the grievance to the next step, the grievance right is waived, and the grievance is abandoned forever.
- 13.9 In the case of disciplinary actions, both appealable to the Civil Service Commission and grievable under the terms of this contract, a written election of remedies shall be made after receipt of the Step 3 response. An employee may elect to either pursue an appeal to the Civil Service Commission or continue with the contractual grievance procedure, but not both. Time limits will be extended for either side, if necessary, to complete a reasonable investigation before the election of remedies is made. Appeal for disciplinary actions shall proceed directly to the Civil Service Commission pursuant to the rules of the Commission or to Step 3 as provided in this agreement.

ARTICLE 14 HEALTH AND WELFARE INSURANCE BENEFITS

- 14.1 The Employer will make available to all full-time employees and their enrolled dependents a choice between four Association of Washington Cities health care plans: (1) HealthFirst 250, (2) KP200, (3) a HealthFirst High Deductible plan, or (4) a Kaiser Permanente High Deductible plan.
- 14.2 The City's premium share for medical benefits for the duration of the agreement is reflected in Appendix D.
- 14.3 DENTAL COVERAGE - The City shall provide and pay all premiums for dental insurance for full time employees and their enrolled dependents through the Association of Washington Cities Dental Plan E.
- 14.4 VISION COVERAGE - The Employer shall pay 100% of the premiums for the VSP vision care plan.
- 14.5 DISABILITY COVERAGE - The City shall provide long-term disability coverage to each employee covered by this Agreement. The plan shall provide a 60% benefit payable after a ninety (90) day elimination period.

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- 14.6 LIFE INSURANCE - The City will provide, on behalf of each full-time employee, term-life insurance in the face amount of \$50,000, \$10,000 coverage for the employee's spouse, and \$2,000 for each dependent child. However, at no time shall the amounts provided violate the provisions of RCW 48.24.030. The City shall pay the full premium cost for the above life insurance.
 - 14.7 Employees who work less than full-time or less than a full month shall accrue insurance benefits on a prorated basis. When the employee is on leave without pay, their eligibility for and health and welfare benefits shall be consistent with City policy.
 - 14.8 The Employees may establish a Retiree Medical Savings Plan through employee contributions.

ARTICLE 15 WAGES AND LONGEVITY

- 15.1 Effective January 1, 2025, the City shall provide a 3.0% general wage adjustment to all employees.
- 15.2 Effective January 1, 2026, the City shall provide a 2.5% general wage adjustment to all employees.
- 15.3 Effective January 1, 2027, the City shall provide a 2.25% general wage adjustment to all employees except if the CPI-U, West B/C region, from June 2025-to-June 2026, exceeds 3.0%; the parties will initiate scheduling by August 1, 2026, to bargain wages only to apply for 2027. For example, if the relevant year-over-year CPI-U is 3.1%, the parties will open the Agreement to bargain wages only. If the relevant CPI-U is 3.0% or lower, employees will receive a 2.25% general wage adjustment.
- 15.4 Progression through the above step plan shall be based upon satisfactory performance as determined by the Employer.
- 15.5 ANNUAL STEP INCREASES - New employees or existing employees who transferred or promoted into positions requiring an additional six-month probationary period, shall receive a step increase upon successful completion of the probationary period. For employees that, under Article 21.1, are holding a Civil Service position, the initial step increase shall be at the six-month anniversary. At no time shall step increases or compensation exceed the maximum of the grade.
 - 15.5.1 STARTING WAGE AND INCREASES - Employees will be placed on the current salary schedule. Increases per the schedule will be based on receiving a satisfactory performance appraisal and in consideration of completing all or part of the employee's orientation to the job at the discretion of the department director. The employee will be eligible for step increases every six months for the first two years of employment only, followed by yearly increases thereafter.

15.5.2 STEP INCREASE - Based on the completion of a satisfactory introductory period and performance appraisal, step increases shall follow the salary schedule with each employee receiving at least an annual step increase on the anniversary date. Step increases may not exceed the maximum of the range. The City Manager retains the discretion to implement a step increase at any time.

15.5 PROMOTIONS - If an employee is promoted through re-classification of a position to a higher level or through appointment to another bargaining unit position at a higher level, his/her salary shall be increased to the greater of the minimum of the new salary grade or 105% of the previous salary.

15.6 DEMOTIONS - An employee who is demoted for disciplinary or voluntary reasons will receive a reduction in salary as determined by the department director and City Manager so that the new salary is within the appropriate grade for the new classification.

15.7 HIRING SALARY - The hiring salary is solely determined by the City. New employees generally, will begin their employment at the minimum of the grade for the classification. With the approval of the City Manager, a new employee may be started beyond the minimum of the grade if the City Manager is convinced that the best qualified applicant has experience and qualifications exceeding advertised requirements.

15.8 Part-time employees shall receive the hourly equivalent to the applicable monthly wage rates for all hours worked. For the purpose of this section, hourly rate shall be defined as the monthly rate of pay divided by 173.33.

15.9 LONGEVITY - The City agrees to the following longevity pay scale which shall be added to the monthly salary of each employee eligible:

Starting 5 th year	\$50.00
Starting 10 th year	\$100.00
Starting 15 th year	\$150.00
Starting 20 th year	\$200.00
Starting 25 th year	\$250.00
Starting 30 th year	\$300.00
Starting 35 th year	\$350.00

15.10 TUITION REIMBURSEMENT - Employees may apply for tuition reimbursement through Policy 200-1880 with an annual cap of \$1,000.

15.11 UNIFORM ALLOWANCE: Code Enforcement and Animal Control Officers:

The City will provide Code Enforcement and Animal Control Officers with protective equipment (e.g., ballistic vest, oleoresin capsicum spray, work gloves, protective apron/smock/bite-resistant protective sleeves) and replace them as needed. Officers are responsible for purchasing required and authorized uniforms and footwear with their uniform allowance. Newly hired officers will receive a \$800 uniform allowance and then are eligible for the next regular \$400 installment following at least 12 months of employment. For example, an officer beginning employment in March would receive a \$800 allowance and be eligible for a \$400 allowance in July of the subsequent calendar year. Thereafter, the officer

will receive the uniform allowance of \$400 each on their January and July payroll.

ARTICLE 16 DEFERRED COMPENSATION MATCH

- 16.1 The Employer shall contribute matching funds into one of the City's adopted deferred compensation programs as follows: for each dollar contributed by the employee, the Employer shall contribute dollar-for-dollar matching funds to a maximum of six and two-tenths percent (6.2%) of the employee's regular rate of pay. The employee may contribute additional funds with no Employer match as determined or restricted by the adopted deferred compensation plan.

ARTICLE 17 SAVINGS CLAUSE

- 17.1 Should any provisions of this Agreement or the applications of such provisions be rendered or declared invalid by a court action or by reason of any existing or subsequently enacted legislation, the remaining parts or portion of this Agreement shall remain in full force and effect.

ARTICLE 18 ENTIRE AGREEMENT

- 18.1 The parties acknowledge that each as had the unlimited right to make proposals and to negotiate fully the terms and conditions of this Agreement and any matter deemed a proper subject for a collective bargaining agreement. The results of this exercise of rights are set forth in this agreement.
- 18.2 The agreement expressed herein in writing constitutes the entire agreement between the parties, and no oral or written statements shall supersede any of its provisions unless mutually agreed upon by both parties and an amendment or revision to said article or section is properly adopted by both the Union and the City.

ARTICLE 19 CONTRACTING/SUBCONTRACTING

- 19.1 It is the general policy of the City to continue to utilize its employees to perform work that they are qualified to perform. However, the City reserves the right to contract out and/or eliminate any work it deems necessary in the interests of efficiency, economy, improved work product, or emergency. Nothing in this Agreement shall prevent the City from exercising its right to contract out and/or eliminate any work or functions performed by employees in this bargaining unit.
- 19.2 Except where an emergency situation exists, before the City changes its policy involving the overall elimination, contracting, and/or subcontracting of work in a general area, where such policy change will result in the loss of work and/or layoff of more than one bargaining unit employee, the City will notify the Union of the elimination and/or contracting of such work or functions, provide the Union with a 30-day period for comments, and consider the Union's comments before making a final determination.
- 19.3 The City agrees that it will not layoff bargaining unit employee to replace them with contracted labor if the work/function will continue to be performed/provided by the City of

Shelton. This provision does not apply to inter-agency contracts with other governmental entities.

ARTICLE 20 NO STRIKE, NO LOCKOUT

- 20.1 Neither the Union, nor its officers, agents, representatives, or members shall instigate, promote, cause, engage in or authorize its members to instigate, promote, cause or engage in any strike, sympathy strike, shutdown, slowdown, picketing or any other stoppage of work or interference of any kind with operations during the life of this agreement.
- 20.2 In the event of unauthorized interruptions, the Union agrees it will join the City in requiring members to return to work immediately. Upon failure, employees who engage in any of the foregoing actions shall be subject to disciplinary action, up to and including suspension or discharge. No individual shall receive any portion of his or her salary or benefits while engaging in activities in violation of this Article.
- 20.3 There shall be no lockout by the City during the term of the Agreement.

ARTICLE 21 SENIORITY

- 21.1 **PROBATION** - All new employees, including rehires, shall be considered probationary employees and must successfully complete a six- (6) month probationary period before attaining regular employee status. During the probationary period, the probationary employee may be disciplined or discharged at the sole discretion of the City and such action shall not be subject to appeal to the grievance procedure. Civil Service employees will have a twelve (12) months probationary period.
- 21.2 **PROMOTIONS AND TRANSFERS.** When a non-Civil Service vacancy within the bargaining unit is created and the City decides to fill the vacancy, bargaining unit employees with the necessary qualifications shall have a three-business-day period to apply for the position before the vacant position is advertised externally. The three-business-day period is for consideration only, and the City retains all rights to select and hire personnel.
- 21.3 **PROCEDURES FOR REDUCTION IN PERSONNEL.** Employees will be laid off from the affected classification (based on job title) within the department in accordance with their seniority and their ability to perform the remaining work available without further training. Ability to perform the work shall take into consideration the employee's training, experience, skills, educational requirements (where appropriate), and specific licenses and certifications related to the job. When two or more employees have relatively equal qualifications to do the work without further training, the employee(s) with the least seniority will be laid off first.
- 21.4 **RECALL PROCEDURE.** Employees shall be recalled in the reverse order of layoff by classifications within the department. The City has no obligation to recall an employee after he or she has been on continuous layoff for a period of one year. Also, if an employee does not return to work when recalled, the City shall have no further obligation to recall the individual.
- 21.5 Any employee elected as a delegate on behalf of the Union necessitating leave, may at

the discretion of the City Manager/Court Administrator or designee be granted vacation leave or leave without pay by the City, provided sufficient advance notice is given so that such employee's work may be properly cared for.

- 21.6 Seniority shall be retained and accumulated for any employee who has been promoted to a position out of the bargaining unit for a period of twelve (12) months, at the end of which time his/her seniority shall be forfeited.

ARTICLE 22 EMERGENCY COOPERATION

- 22.1 The City and the Union agree to work in partnership toward a flexible and expeditious response to man-made and natural disasters and emergencies, including potential emergency conditions arising from computer problems. For the purpose of this Article "emergency or disaster" shall have the meaning as provided in RCW 38.52.010 (6). Under conditions of emergency or disaster, the Union agrees that in accordance with its management rights provisions of this Agreement the City may take the following emergency actions: (1) assign out-of-class work to bargaining unit employees; (2) assign bargaining unit work to excluded employees and/or management employees; (3) assign duties to bargaining unit employees which are not within the job descriptions of the employee(s); (4) hire temporary and contract employees to do bargaining unit work when no qualified bargaining unit employee is available; (5) in the event of a serious revenue shortfall resulting from an emergency or disaster, the City may offer bargaining unit employees the option of a temporary reduction in their compensation in lieu of reduction in force. Under the conditions of an emergency or disaster, the Union agrees that so long as the emergency actions described herein are undertaken during the existence of an emergency or disaster (with a City Commission declaration of an emergency or disaster as soon as practicable), or the period of recovery immediately following an emergency or disaster, such action shall not constitute a violation of any terms or conditions of the Agreement.

ARTICLE 23 DURATION

- 23.1 This Agreement shall remain in full force and effect January 1, 2025, through December 31, 2027. Written notice shall be provided within 30 days of ratification by the parties. The union and City shall give written notice on or before September 1st of any year the Agreement is due to be amended or terminated; provided, that if notice of modification or termination is given, this Agreement shall remain in effect consistent with RCW 41.56.123. On notice, the parties shall meet and negotiate in good faith to arrive at agreed modification or new contract to be effective as the expiration of the term thereof.

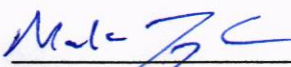
IN WITNESS WHEREOF, the parties have executed this Agreement as their free and voluntary act on the dates set forth below.

ARTICLE 23 DURATION

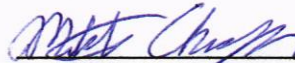
23.1 This Agreement shall remain in full force and effect January 1, 2025, through December 31, 2027. Written notice shall be provided within 30 days of ratification by the parties. The union and City shall give written notice on or before September 1 of any year the Agreement is due to be amended or terminated; provided, that if notice of modification or termination is given, this Agreement shall remain in effect consistent with RCW 41.56.123. On notice, the parties shall meet and negotiate in good faith to arrive at agreed modification or new contract to be effective as the expiration of the term thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as their free and voluntary act on the dates set forth below.

CITY OF SHELTON



Mark Ziegler Date
City Manager



Mitchell Chapman Date
Union President



Larry Bickett Date
Business Representative

APPENDIX A
2025 Wage Schedule

SALARY SCHEDULE		Base Min.	End of 6 Mths.	End of 1 Yr.	End of 18 Mths.	End of 2 Yrs.	End of 3 Yrs.	End of 4 Yrs.	End of 5 Yrs.	End of 6 Yrs.
Position	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
Customer Service Representative II	14	44,091.21 3,674.27 21.20	46,295.77 3,857.98 22.26	48,610.55 4,050.88 23.77	51,041.08 4,253.42 24.54	52,572.31 4,381.03 25.28	54,149.48 4,512.46 26.03	55,773.96 4,647.83 26.81	57,447.19 4,787.27 27.62	59,170.60 4,930.88 28.45
Customer Service Specialist II Administrative Support Assistant	15	46,143.95 3,845.33 22.18	48,451.14 4,037.60 23.29	50,873.70 4,239.47 24.46	53,417.38 4,451.45 25.68	55,019.90 4,584.99 26.45	56,670.50 4,722.54 27.25	58,370.61 4,864.22 28.06	60,121.73 5,010.14 28.90	61,925.38 5,160.45 29.77
Permit & Applications Coordinator Judicial Specialist Animal Shelter Tech Lead	16	48,472.72 4,039.39 23.30	50,896.36 4,241.36 24.47	53,441.18 4,453.43 25.69	56,113.22 4,676.10 26.98	57,796.63 4,816.39 27.79	59,530.53 4,960.88 28.62	61,316.45 5,109.70 29.48	63,155.94 5,263.00 30.36	65,050.62 5,420.88 31.27
Records/Evidence Clerk	17	52,699.13 4,391.59 25.34	55,333.63 4,611.14 26.60	58,100.32 4,841.69 27.93	61,005.33 5,083.78 29.33	62,835.49 5,236.29 30.21	64,720.55 5,393.38 31.12	66,662.16 5,555.18 32.05	68,662.03 5,721.84 33.01	70,721.89 5,893.49 34.00
Sr. Judicial Specialist	18	55,916.96 4,659.75 26.88	58,713.10 4,892.76 28.23	61,648.87 5,137.41 29.64	64,731.32 5,394.28 31.12	66,672.80 5,556.07 32.05	68,672.98 5,722.75 33.02	70,733.17 5,894.43 34.01	72,855.16 6,071.26 35.03	75,040.82 6,253.40 36.08
Animal Control Officer Code Enforcement Officer Sr. Records/Evidence Clerk	19	58,711.93 4,892.66 28.23	61,647.52 5,137.29 29.64	64,729.89 5,394.16 31.12	67,966.39 5,663.87 32.68	70,005.37 5,833.78 33.66	72,105.53 6,008.79 34.67	74,268.71 6,189.06 35.71	76,496.76 6,374.73 36.78	78,791.67 6,565.97 37.88
	20	61,648.87 5,137.41 29.64	64,731.32 5,394.28 31.12	67,967.88 5,663.99 32.68	71,366.27 5,947.19 34.31	73,507.26 6,125.61 35.34	75,712.48 6,309.37 36.40	77,983.85 6,498.65 37.49	80,323.37 6,693.61 38.62	82,733.07 6,894.42 39.78
Sr. Code Enforcement Officer	21	64,718.79 5,393.23 31.11	67,955.20 5,662.93 32.67	71,352.96 5,946.08 34.30	74,920.61 6,243.38 36.02	77,168.23 6,430.69 37.10	79,483.27 6,623.61 38.21	81,867.77 6,822.31 39.36	84,323.80 7,026.98 40.54	86,853.51 7,237.79 41.76

APPENDIX B
2026 Wage Schedule

SALARY SCHEDULE		Base Min.	End of 6 Mths.	End of 1 Yr.	End of 18 Mths.	End of 2 Yrs.	End of 3 Yrs.	End of 4 Yrs.	End of 5 Yrs.	End of 6 Yrs.
Position	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
Customer Service Representative II	14	45,193.49 3,766.12 21.73	47,453.16 39,954.43 22.81	49,825.82 4,152.15 23.95	52,317.11 4,359.76 25.15	53,886.62 4,490.55 25.91	55,503.22 4,625.27 26.68	57,168.31 4,764.03 27.48	58,883.37 4,906.95 28.31	60,649.87 5,054.16 29.16
Customer Service Specialist II Administrative Support Assistant	15	47,297.54 3,941.46 22.74	49,662.42 4,138.54 23.88	52,145.54 4,345.46 25.07	54,752.82 4,562.73 26.32	56,395.40 4,699.62 27.11	58,087.26 4,840.60 27.93	59,829.88 4,985.82 28.76	61,624.77 5,135.40 29.63	63,473.52 5,289.46 30.52
Permit & Applications Coordinator Judicial Specialist Animal Shelter Tech Lead	16	49,684.54 4,140.38 23.89	52,168.77 4,347.40 25.08	54,777.21 4,564.71 26.34	57,516.05 4,793.00 27.65	59,241.55 4,936.80 28.48	61,018.80 5,084.90 29.34	62,849.36 5,237.45 30.22	64,734.84 5,394.57 31.12	66,676.88 5,556.41 32.06
Records/Evidence Clerk	17	54,016.61 4,501.38 25.97	56,716.97 4,726.41 27.27	59,552.83 4,962.74 28.63	62,530.46 5,210.87 30.06	64,406.38 5,367.20 30.96	66,338.56 5,528.21 31.89	68,328.72 5,694.06 32.85	70,378.58 5,864.88 33.84	72,489.94 6,040.83 34.85
Sr. Judicial Specialist	18	57,314.88 4,776.24 27.56	60,180.93 5,015.08 28.93	63,190.09 5,265.84 30.38	66,349.60 5,529.13 31,90	68,339.62 5,694.97 32.86	70,389.81 5,865.82 33.84	72,501.50 6,041.79 34.86	74,676.54 6,223.05 35.90	76,916.84 6,409.74 36.98
Animal Control Officer Code Enforcement Officer Sr. Records/Evidence Clerk	19	60,179.73 5,014.98 28.93	63,188.70 5,265.73 30.38	66,348.14 5,529.01 31.90	69,665.55 5,805.46 33.49	71,755.50 5,979.63 34.50	73,908.17 6,159.01 35.53	76,125.42 6,343.79 36.60	78,409.18 6,534.10 37.70	80,761.46 6,730.12 38.83
	20	63,190.09 5,265.84 30.38	66,349.60 5,529.13 31,90	69,667.07 5,805.46 33.49	73,150.43 6,095.87 35.17	75,344.95 6,278.75 36.22	77,605.29 6,467.11 37.31	79,933.45 6,661.12 38.43	82,331.46 6,860.95 39.58	84,801.40 7,066.78 40.77
Sr. Code Enforcement Officer	21	66,336.75 5,528.06 31.89	69,654.08 5,804.51 33.49	73,136.78 6,094.73 35.16	76,793.63 6,399.47 36.92	79,097.44 6,591.45 38.03	81,470.35 6,789.20 39.17	83,914.46 6,992.87 40.34	86,431.89 7,202.66 41.55	89,024.85 7,418.74 42.80

APPENDIX C
2027 Wage Schedule

SALARY SCHEDULE		Base Min.	End of 6 Mths.	End of 1 Yr.	End of 18 Mths.	End of 2 Yrs.	End of 3 Yrs.	End of 4 Yrs.	End of 5 Yrs.	End of 6 Yrs.
Position	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
Customer Service Representative II	14	46,210.34	48,520.86	50,946.90	53,494.24	55,099.07	56,752.04	58,454.60	60,208.24	62,14.49
		3,850.86	4,043.40	4,245.57	4,457.85	4,591.59	4,729.34	4,871.22	5,017.35	5,167.87
		22.22	23.33	24.49	25.72	26.49	27.28	28.10	28.95	29.81
Customer Service Specialist II Administrative Support Assistant	15	48,361.74	50,779.83	53,318.81	55,984.76	57,664.30	59,394.22	61,176.05	63,011.33	64,901.67
		4,030.14	4,231.65	4,443.23	4,665.40	4,805.36	4,949.52	5,098.00	5,250.94	5,408.47
		23.25	24.41	25.63	26.92	27.72	28.55	29.41	30.29	31.20
Permit & Applications Coordinator Judicial Specialist Animal Shelter Tech Lead	16	50,802.44	53,342.56	56,009.69	58,810.16	60,574.49	62,391.72	64,263.47	66,191.37	68,177.11
		4,233.54	4,445.21	4,667.47	4,900.85	5,047.87	5,199.31	5,355.29	5,515.95	5,681.43
		24.42	25.65	26.93	28.27	29.12	30.00	30.90	31.82	32.78
Records/Evidence Clerk	17	55,231.99	57,993.10	60,892.76	63,937.40	65,855.52	67,831.18	69,866.11	71,962.10	74,120.96
		4,602.67	4,832.76	5,074.40	5,328.12	5,487.96	5,652.60	5,822.18	5,996.84	6,176.75
		26.55	27.88	29.28	30.74	31.66	32.61	33.59	34.60	35.64
Sr. Judicial Specialist	18	58,604.47	61,535.00	64,611.87	67,842.47	69,877.26	71,973.58	74,132.79	76,354.76	78,647.47
		4,883.71	5,127.92	5,384.32	5,653.54	5,823.11	5,997.80	6,177.73	6,363.06	6,553.96
		28.18	29.58	31.06	32.62	33.59	34.60	35.64	36.71	37.81
Animal Control Officer Code Enforcement Officer Sr. Records/Evidence Clerk	19	61,533.77	64,610.45	67,840.97	71,233.02	73,370.00	75,571.10	77,838.25	80,173.39	82,578.59
		5,127.81	5,384.20	5,653.41	5,936.09	6,114.17	6,297.59	6,486.52	6,681.12	6,881.56
		29.58	31.06	32.62	34.25	35.27	36.33	37.42	38.54	39.70
	20	64,611.87	67,842.47	71,234.58	74,796.31	77,040.21	79,351.41	81,731.95	84,183.91	86,709.43
		5,384.32	5,653.54	5,936.22	6,233.03	6,420.02	6,612.62	6,811.00	7,015.33	7,225.79
		31.06	32.62	34.25	35.96	37.04	38.15	39.29	40.47	41.69
Sr. Code Enforcement Officer	21	67,829.33	71,221.30	74,782.36	78,521.48	80,877.13	83,303.44	85,802.54	88,376.61	91,027.90
		5,652.44	5,935.11	6,231.86	6,543.46	6,739.76	6,941.95	7,150.21	7,364.72	7,585.66
		32.61	34.24	35.95	37.75	38.88	40.05	41.25	42.49	43.76

APPENDIX D

Medical Insurance and Health Reimbursement Account

- D.1 Effective with the January 2025 payroll, based on the employee and dependents' medical insurance enrollment, the Employer shall contribute a flat dollar amount of up to one-thousand-and-eight-hundred-and-fifty-dollars (\$1,850.00) per month toward the cost of medical insurance. Employees not utilizing the full \$1,850.00 may start a HRA and request the City deposit the difference up to \$75.00 per month into the HRA.

In no case shall the total contribution the City will pay for medical premiums and an HRA exceed \$1,850.00. Employees who choose a High Deductible plan may request that the City contribute 50% of the savings to the City between HealthFirst 250 and the High Deductible plan into an HSA.

- D.2 Effective with the January 2026 payroll, based on the employee and dependents' medical insurance enrollment, the Employer shall contribute a flat dollar amount of up to one-thousand-and-nine-hundred-dollars (\$1,900.00) per month toward the cost of medical insurance. Employees not utilizing the full \$1,900.00 may start a HRA and request the City deposit the difference up to \$75.00 per month into the HRA.

In no case shall the total contribution the City will pay for medical premiums and an HRA exceed \$1,900.00. Employees who choose a High Deductible plan may request that the City contribute 50% of the savings to the City between HealthFirst 250 and the High Deductible plan into an HSA.

- D.3 Effective with the January 2027 payroll, based on the employee and dependents' medical insurance enrollment, the Employer shall contribute a flat dollar amount of up to one-thousand-and-nine-hundred-and-fifty-dollars (\$1,950.00) per month toward the cost of medical insurance. Employees not utilizing the full \$1,950.00 may start a HRA and request the City deposit the difference up to \$75.00 per month into the HRA.

In no case shall the total contribution the City will pay for medical premiums and an HRA exceed \$1,950.00. Employees who choose a High Deductible plan may request that the City contribute 50% of the savings to the City between HealthFirst 250 and the High Deductible plan into an HSA.

APPENDIX E

The Employer agrees to form a committee within three months of this Agreement's full ratification. The City and Union will each appoint one member to the committee to review bargaining unit positions' current pay grades, workload, and updated training needs. The City and Union can also bring one subject matter to committee meetings.