

NON-CODE

**CITY OF REDMOND  
ORDINANCE NO. 2734**

AN ORDINANCE OF THE CITY OF REDMOND,  
WASHINGTON, AMENDING THE 2014 PAY PLAN FOR  
EMPLOYEES COVERED BY THE REDMOND CITY HALL  
EMPLOYEES ASSOCIATION REPRESENTING EMPLOYEES  
IN PROFESSIONAL, TECHNICAL AND  
ADMINISTRATIVE POSITIONS

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WHEREAS, the City of Redmond just completed labor contract negotiations with the Redmond City Hall Employees Association (RCHEA); and

WHEREAS, Pay Plan R was established and put into effect the negotiated salary ranges agreed to through the collective bargaining process; and

WHEREAS, the R Pay Plan salary ranges adopted by Ordinance No. 2711 have now been adjusted in accordance with the new agreement reached with the RCHEA bargaining unit.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Effective January 1, 2014, Pay Plan R covering all employees in the RCHEA bargaining unit is hereby amended to grant a 2.0 percent across-the-board increase to employees' salaries over those salaries in effect on December 31, 2013, as adopted by Ordinance No. 2711. Salary ranges in the R Pay Plan will be increased by the same percentage. The amended pay plan

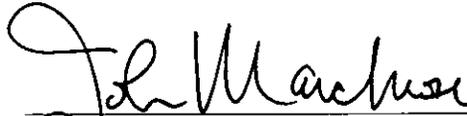
is attached as Exhibit 1 and incorporated herein as if set forth in full.

Section 2. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. This ordinance shall take effect five days after its publication, or publication of a summary thereof, in the City's official newspaper.

ADOPTED by the Redmond City Council this 18<sup>th</sup> day of March,  
2014.

CITY OF REDMOND

  
\_\_\_\_\_  
JOHN MARCHIONE, MAYOR

ATTEST:

  
\_\_\_\_\_  
MICHELLE M. HART, MMC, CITY CLERK

(SEAL)

APPROVED AS TO FORM:

  
\_\_\_\_\_  
JAMES HANEY, CITY ATTORNEY

FILED WITH THE CITY CLERK: March 4, 2014  
PASSED BY THE CITY COUNCIL: March 18, 2014  
SIGNED BY THE MAYOR: March 25, 2014  
PUBLISHED: March 24, 2014  
EFFECTIVE DATE: March 29, 2014  
ORDINANCE NO.: 2734

YES: Allen, Carson, Flynn, Margeson, Myers, Shutz, Stilin

**AGREEMENT**  
**BY AND BETWEEN**  
**THE CITY OF REDMOND**  
**AND**  
**THE REDMOND CITY HALL EMPLOYEES ASSOCIATION**  
**October 1, 2013 – September 30, 2016**

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**AGREEMENT**  
**BY AND BETWEEN**  
**THE CITY OF REDMOND**  
**AND**  
**THE REDMOND CITY HALL EMPLOYEES ASSOCIATION**

**October 1, 2013 – September 30, 2016**

This Agreement is by and between the City of Redmond (hereinafter referred to as the "City") and the Redmond City Hall Employees Association (hereinafter referred to as the "Association") for the purpose of setting forth the mutual understanding of the parties as to wages, hours and other conditions of employment of those employees for whom the City has recognized the Association as the exclusive collective bargaining representative. This Agreement is binding on the successors and assigns of the aforementioned parties.

**PREAMBLE**

The City and the Association agree that the efficient and uninterrupted performance of municipal functions is a primary purpose of this Agreement, as well as the establishment of fair and reasonable compensation and working conditions for employees of the City. This Agreement has been reached through the process of collective bargaining with the objective of fostering effective cooperation between the City and its employees. Therefore, this Agreement and the procedures which it establishes for the resolution of differences is intended to contribute to the continuation of good employee relations and to be in all respects in the public interest.

**ARTICLE 1 - RECOGNITION, BARGAINING UNIT AND MEMBERSHIP**

**Section 1. Description of Bargaining Unit:**

Pursuant to and in conformity with the Certification issued by the Public Employment Relations Commission in Case Number 2721-E-80-525, the City recognizes the Association as the sole and exclusive representative for the purposes of collective bargaining with respect to wages, hours and other conditions of employment for all employees in the following described bargaining unit (hereinafter referred to as "Employees"): regular full-time and regular part-time clerical, professional and technical employees, but excluding Public Works shop and field laborers and service persons,

park maintenance laborers; Police Department; Fire Department; supervisory and management; custodial; guards and confidential employees.

**Section 2. Association Security:**

Except as provided in Article 1, Section 3 below, all Employees covered by this Agreement, who are members of the Association on the effective date of this Agreement shall, as a condition of employment, remain members in good standing of the Association. All Employees hired after the date of execution of this Agreement shall, as a condition of employment, become members of the Association within thirty-one (31) days of hire and shall remain members in good standing thereafter. All Employees who are not members of the Association on the effective date of this Agreement and who elect not to become a member of the Association within thirty-one (31) days from the date of this Agreement shall, as a condition of employment, contribute an amount equal to the regular Association dues to the Association. Any bargaining unit member who becomes a member of the Association shall remain a member as a condition of employment.

**Section 3. Association Membership - Religious Objection:**

In accordance with RCW 41.56.122 Employees who, for bona fide, religious tenets or teachings of a church or religious body, are forbidden from joining an association or union, shall contribute an amount equal to regular Association dues to a non-religious charitable organization on or before the last working day of each month. The Employee shall furnish written proof of each payment to the Association treasurer.

**Section 4. Temporary Employees:**

Supplemental employees as defined in Chapter 15 of the Personnel Manual, as modified below and as it may hereafter be amended or revised, are not members of the bargaining unit nor required to join RCHEA; provided, this RCHEA membership exclusion does not apply to Limited Duration Employees as provided for in this section. Adjustments to pay plans applicable to supplemental employees will be with the aim of keeping wages of supplemental employees within eighty percent (80%) and one hundred ten percent (110%) of the entry wage for comparable bargaining unit classifications where comparables exist.

Chapter 15 of the Personnel Manual shall be modified as follows:

Section 15.15 - The "Project" employee category is deleted. A new Limited Duration Employee is added as follows:

Limited Duration  
Employee

- Specified starting and ending dates
- Expected Project duration six (6) to twenty-four (24) months
- Employment Agreement approved by the City Attorney
- Membership in the RCHEA Bargaining Unit
- For functions that do not represent usual bargaining unit work, the City may also contract for such services

Section 15.20 - Delete entire section.

Section 15.35 - Delete "Project employees are paid at a rate set forth in their Employment Agreement." Add, "Limited Duration Employees are paid at the same rate as a regular employee."

Section 15.45 - Delete all references to Project Employees, and add, "Limited Duration Employees shall receive the same benefits as regular employees."

Notwithstanding the City's good faith obligation to appropriately administer the supplemental employee policy, it is recognized that the Employees or Association may independently become aware of Employees classified by the City as supplemental employees in a manner which is not in conformance with the Personnel Manual. In such circumstances, the Association shall provide the City due notice of the alleged non-conformance. The City will have fifteen (15) calendar days to correct the non-conformance through any means it determines appropriate. If the alleged non-conformance continues after the fifteen (15) day notice period, the Association may initiate the grievance procedure as provided in Article 6.

## **ARTICLE 2 - ASSOCIATION DUES AND AGENCY FEES**

### **Section 1. Association Dues:**

Regular monthly Association dues and agency fees shall be deducted by the City from an Employee's paycheck when authorized in writing by the Employee. The amounts deducted shall be transferred monthly to the treasurer of the Association. The Association shall indemnify, defend and hold harmless the City against any claims made and any suit instituted against the City on account of good faith application of this Article, provided the City is not negligent in its application of this Article. The Association agrees to refund to the City any amounts paid to it in error in the

administration of this section upon presentation of proper evidence thereof. Any Employee who elects not to authorize payroll deduction of dues or agency fees shall be responsible for paying said amounts directly to the Association treasurer by the last working day of each month.

### **ARTICLE 3 - MANAGEMENT RESPONSIBILITIES**

#### **Section 1. Management Responsibilities:**

The management and direction of the work force is vested exclusively in the City, limited only by the terms of this Agreement and binding past practices of the parties to this Agreement. All matters not specifically limited by this Agreement and binding past practices may be administered for its duration by the City in accordance with such policies or procedures as the City may from time to time determine, provided, however, that nothing herein shall waive the Association's right to bargain over any changes involving mandatory subjects of bargaining and to appeal through the grievance procedure as set forth in this Agreement, when in the opinion of the Association, such exercise violates the terms of this Agreement.

### **ARTICLE 4 - LAYOFF PROCEDURE**

#### **Section 1. Layoff Sequence:**

Where job performance, ability and qualifications of RCHEA Employees in the same job classification are substantially equal, length of continuous service as a City employee shall govern in all layoffs of Employees covered by this Agreement, with the newer Employee to be the first laid off. Whenever a junior Employee is given preference over a senior Employee in this connection the latter shall be given, at his/her request, a written statement of the reasons. Whenever an Employee is laid off the Employee shall be given the opportunity to meet with their department director and have explained to him/her how the City arrived at its decision to lay that person off.

#### **Section 2. Layoff Notice:**

The City agrees to provide the Association and affected Employee thirty (30) calendar days notice prior to layoffs.

#### **Section 3. Temporary Projects/Funding:**

The elimination of a temporary project and/or a temporary funding source shall not constitute grounds for a layoff of a regular Employee assigned to the temporary project or funded by the temporary source. However, such elimination may otherwise be grounds for initiation of the layoff procedure described in this Article.

#### **Section 4. Recall to Work:**

Employees will be recalled to work in the reverse order from which they were laid off, provided the Employee recalled is competent to perform the available work. Employees on layoff will be eligible for recall for two (2) years from the date of layoff. The City will notify Employees subject to recall by mail at the last address shown in the City's records. The Employee will have thirty (30) calendar days from the postmark date on the notice in which to inform the City of their intent to accept or reject the recall to work. If the Employee fails to respond to the notice or rejects the recall then the Employee will be considered to have forfeited their recall rights.

**Section 5. Prohibition Against Use of a Performance Evaluation More Than 60 Days Late:**

If an employee's performance evaluation is more than 60 days late as of the date of the employee's pay anniversary date, and it lowers the average of their last three (3) performance evaluations, it may not be used as part of any City analysis of the employee's "job performance, ability and qualifications" made for purpose of layoff sequencing.

**Section 6. Bumping:**

A bargaining unit member who is laid off may bump any less senior Employee within the bargaining unit, provided he/she has previously held the position, or a position that requires substantially the same requisite skills, knowledge and abilities, and that the individual is able to perform the work of the position without further training. The Employee must inform the City within fifteen (15) calendar days of receiving their layoff notice if they wish to exercise their bumping rights, and the classification and position into which they desire to bump.

**ARTICLE 5 - PROBATIONARY PERIOD**

**Section 1. Probationary Period:**

An Employee's initial six (6) months of employment shall constitute a probationary period. The probation may be extended up to an additional six (6) months upon mutual agreement of the City and Association. An Employee may be terminated by the City at any time during the probationary period at the City's discretion, and without right of appeal. The reasons for termination shall be filed in the Employee's personnel file as a permanent record.

## ARTICLE 6 - GRIEVANCE PROCEDURE

### Section 1. Procedure:

Any grievance which may arise on the part of an Employee concerning the correct application or interpretation of this Agreement shall be handled in the following manner:

#### Step 1. Notice of Grievance:

Within ten (10) working days after the event giving rise to the grievance, the Employee or Association Representatives involved shall personally present the grievance to his/her immediate supervisor for disposition. The supervisor shall consider the grievance and within five (5) working days make such disposition as is consistent with the Agreement and shall advise the Employee of his/her action.

#### Step 2. Written Notice (Appeal) to Department Head:

If the grievance is not resolved under Step 1 above, it may be reduced to writing by the Association and appealed to the appropriate Department Head, provided this is done within ten (10) working days of receipt of the supervisor's response under Step 1. A written response shall be returned to the Association by the Department Head within ten (10) working days thereafter. The Department Head or designee may conduct such investigation as the Department Head deems appropriate in the course of preparing such response.

#### Step 3. Written Notice (Appeal) to Mayor:

If the grievance is not resolved under Step 2 above, it may be appealed to the Mayor in writing by the Association, provided this is done within five (5) working days of receipt of the Department Head's response under Step 2. The Mayor shall hear the matter promptly and shall make a final decision which shall be communicated to the Association in writing within fifteen (15) working days of the receipt of the appeal notice.

#### Step 4. Mediation (Optional):

If the grievance is not settled satisfactorily, the Association and City may mutually agree within fourteen (14) calendar days to submit the grievance to mediation. The two (2) parties will then have another fourteen (14) days to agree upon a mediator drawn from a panel of neutrals formally trained in grievance mediation.

The mediator will attempt to assure all necessary facts and considerations are revealed to him or her, but will not have authority to compel resolution of the grievance. Further, the parties will not be limited solely to the facts and consideration they presented at earlier steps in the grievance procedure. No transcript or record of the mediation conference will be made, nor will formal rules of evidence be followed.

If no settlement is reached in mediation, the grievance may be appealed to arbitration in accordance with Step 5 of this grievance procedure. In this case, the mediator may not serve as arbitrator, nor may either party reference the fact that a mediation conference was held or not held. Nothing said or done by the mediator may be referenced or introduced into evidence at the arbitration hearing and nothing said or done by either party for the first time in mediation may be used against it in arbitration.

The cost of the mediator will be borne equally by both parties.

**Step 5. Written Notice (Appeal) to Neutral Arbitrator:**

If the grievance is not resolved in Step 3 above, the grievance may, within fifteen (15) working days be referred by the Association to a neutral arbitrator by written notice to the City. The arbitrator shall be selected in the following manner: The City and the Association shall jointly request the Federal Mediation and Conciliation Service to provide a list of seven (7) arbitrators from the Pacific Northwest, which the City and the Association shall alternately eliminate the name of one person from the list until one name remains. The determination of which party shall eliminate a name first shall be made by the winner of a coin flip. It shall be the function of the arbitrator to hold a hearing at which the parties may submit their cases concerning the grievance. The arbitrator shall render a decision based on the interpretation and application of the provisions of this Agreement within thirty (30) calendar days after such hearing. The decision of the arbitrator shall be final and binding upon both parties to the grievance. The cost of the impartial arbitrator shall be borne equally by the Association and the City.

**Section 2. Waiver/Extension of Steps:**

In cases of disciplinary proceedings in which all levels of management have reviewed the matter and reached their decision on action to be taken prior to notification of the Employee, Steps 1 and 2 may be waived by mutual agreement in writing between the Department Head and the Association, with the grievance proceeding immediately thereafter to Step 3. Conversely, the time periods set forth in Steps 1, 2 and 3 may be extended by mutual agreement in writing between the parties provided that such extension is for a specified number of working days.

**Section 3. Cause/Immediate Discharge:**

The City may discipline or discharge an Employee for just cause. Depending on the severity of the charge, the City may discharge an Employee immediately for just cause. Employees on probation and Limited Duration Employees, as provided in Article 1, Section 4, shall be employed "at-will" and the just cause standard and this grievance procedure shall not apply to the discharge of such Employees.

**Section 4. Written Notice:**

Except as provided for in Section 3, above, no Employee shall be discharged for unsatisfactory work performance unless the Employee has at least received a written notice setting forth their deficiencies in performance. An Employee will be given an opportunity to sign such notices before they are added to their personnel file. A copy of the signed notice shall be given to the Employee and nothing may be added to the notice once it has been signed. Written warnings of unsatisfactory work performance shall remain in an Employee's file not more than one (1) year, provided no additional warning notices of unsatisfactory work performance have been added to the Employee's file. Letters of reprimand (for misconduct rather than performance deficiencies) may remain in an Employee's file indefinitely.

**Section 5. Attorney Fees:**

Each party shall be responsible for the cost of its own representation, including attorney's fees

**ARTICLE 7 - NO STRIKES OR LOCKOUTS**

**Section 1. No Strikes or Lockouts:**

During the term of this Agreement, neither the Association nor the Employees shall cause, engage in or sanction any work stoppage, strike, slowdown or other interference with City functions. Employees who engage in any of the foregoing actions shall be subject to disciplinary action by the City. The City shall not institute any lockout of Employees during the life of this Agreement.

**ARTICLE 8 - RATES OF PAY**

**Section 1. Wages:**

The 2014 monthly rates of pay for Employees shall be as set forth in Appendix "A" which by this reference shall be incorporated herein as if set forth in full.

During the term of this Agreement, as part of its Position Maintenance Program, which reviews and updates positions by classification families on an ongoing basis, the City will periodically notify the union of its desire to reopen this agreement for negotiations, provided however, that such negotiations shall be limited to the proposed rates of pay for specific classifications reviewed, and any new classifications proposed by the City, for the classifications reviewed by the City during each phase of the Position Maintenance Program. Upon each such request, the City and Association shall negotiate adjustments to the rates of pay for the classifications identified by the City. The implementation of agreed adjustments to the rates of pay shall be pursuant to Appendix "B", Guidelines for Compensation Study Implementation, unless the City and Association agree otherwise. Where there is agreement, Appendix A will be modified and implemented with approval of the City Council.

On January 1, 2015 and January 1, 2016 the rates of pay in Appendix A will be increased by the market adjustment percentage. The market adjustment is calculated by applying a one-third weight to each of the following components to determine the final percentage: the average percentage market adjustment provided by local cities to the salaries of general employees, the average percentage market adjustment provided by local businesses to the salary ranges of general employees, the average percentage market adjustment as predicted by the Milliman Global Puget Sound Compensation Survey. The survey and calculation of the market adjustment shall be performed by the City, provided that a representative of the Association may observe the survey process without participating therein. The Association acknowledges that the cooperation of local businesses normally requires confidentiality and that the Association representative may observe the City representative making survey calls, but will not participate in such calls or be entitled to hear the conversation on speaker phone or otherwise unless the individual being interviewed agrees after inquiry by the City representative. If, the City wishes to propose a re-weighting of the components, or wishes to propose cities and/or businesses to be surveyed that differ from those used to establish the prior year's market adjustment, it shall provide written notice to the Association. If the Association disagrees with the City's proposal, it shall have twenty (20) business days to respond in writing with an alternative proposal. The City and the Association shall then negotiate the differences between the two proposals in advance of conducting the survey. If the parties cannot agree within (30) days of the City's receipt of the Association's response, the City shall continue to utilize the survey methodology and participants utilized in the determination of the prior year's market adjustment.

**Section 2. Classification and Pay Administration:**

Job classifications and compensation administration for each Employee shall be established and administered in accordance with Appendix "C".

**Section 3. Evaluation to a Lower Pay Grade; "Y" Rates:**

If an incumbent Employee is in a job classification which is reclassified to a lower pay grade, the incumbent shall be placed in the lower pay grade at the rate which corresponds to the incumbent's pay before the reclassification (the "current pay"). If the incumbent's current pay falls within the new pay grade, then they shall be eligible for any pay increases within the new pay grade on their regular pay anniversary date as before the placement in the lower pay grade. If an incumbent's current pay is above the maximum of the new pay grade, the incumbent shall be assigned a "Y" rate in that pay grade and shall continue to receive his or her current pay. Any Employee assigned a "Y" rate shall not be eligible for a merit pay increase until such time as the incumbent's rate of pay equals the maximum of the pay grade to which his or her classification is assigned.

**Section 4. Effective Dates:**

Merit increases shall be effective on the Employee's pay anniversary date. Merit increases shall be administered in accordance with the merit matrix defined in Appendix "D." Pay increases upon promotion or reclassification shall be effective on the effective date of the promotion or reclassification. The Merit Matrix will be reviewed as provided in Section 1 of this Article.

**Section 5. Longevity Pay:**

Longevity pay will be paid to regular full-time Employees per the following schedule:

<u>Completed Years Continuous Service</u>	<u>Added Monthly Salary</u>
6 1/2 years	\$ 30.00
10 years	\$ 45.00
15 years	\$ 60.00
20 years	\$ 75.00

Longevity pay will be paid to regular part-time Employees in a prorated amount equal to the vacation accrual ratio provided in Redmond Personnel Manual 6.70 multiplied by the regular full-time longevity schedule.

**Section 6. Working Out-of-Class:**

An Employee assigned temporarily to a higher paying classification for forty (40) consecutive hours or more shall be paid at a rate five percent (5%) over the Employee's regular salary, or at the minimum salary of the higher classification, whichever is greater, retroactive to the beginning of said temporary assignment. Weekends or other regularly scheduled days off will not disrupt the continuity of hours. The out-of-class salary adjustment will be seven percent (7%) over an Employee's regular salary, or the minimum of the higher classification, whichever is greater, when a non-exempt Employee works out-of-class in an exempt classification (such as civil engineer) for forty (40) or more consecutive hours. In this situation the non-exempt Employee does not receive overtime pay for extra hours worked; instead, he or she receives four (4) hours of professional leave as provided for in Article 15, Section 5, for each thirty (30) calendar days worked in the exempt out-of-class assignment.

Except as otherwise provided for in this section, this working out of class provision may apply to temporary assignments in writing of up to six (6) months, whether or not a budgeted position or vacancy exists in the higher classification.

Holidays occurring within the period of the temporary assignment shall be considered time worked for the purpose of determining working-out-of-class duration and consecutive hours of work in the higher classification.

Sick leave and vacation used during a working out-of-class assignment of less than thirty (30) calendar days will be paid at the Employee's regular salary in their primary position. Sick leave and vacation time used during assignments lasting thirty (30) or more calendar days will be paid at the working-out-of-class rate.

This section shall not apply to temporary assignments which are made pursuant to prior mutual agreement between the Employee and his or her immediate supervisor for the purpose of providing a training opportunity to the Employee, for a mutually agreed period of time.

No Employee temporarily assigned to a lower pay grade will receive a reduction in pay by reason of such assignment. The Employee's immediate supervisor will be responsible for administering the provisions of this section on a timely basis.

### **Section 7. Trainees:**

A trainee classification may be established for any position in the bargaining unit to facilitate training programs for in-house employee development opportunities, or to fill position vacancies by candidates of high potential when fully qualified suitable candidates are not available for appointment. An Employee may serve in a trainee classification up to twelve (12) months.

A request to assign an Employee to a trainee classification must be made in writing by the hiring department and must be approved by the Human Resources Director and Mayor. Within thirty (30) days of the trainee's appointment the department must submit for approval by the Human Resources Department a training curriculum and evaluation plan to guide the trainee's development. If no training curriculum is developed for the trainee within nine (9) months of the trainee's date of hire, then the trainee shall be placed at the minimum of the assigned pay grade and the trainee designation shall cease. Trainee pay rates shall be set at a rate no more than fifteen percent (15%) below the minimum rate of the pay range for the classification as determined by the Human Resources Director. Trainees may receive a pay increase of up to five percent (5%) six (6) months after the date of hire provided satisfactory progress is being made by the trainee in acquiring the skills and abilities necessary to perform the duties of the non-trainee classification. Upon determination jointly by the department director and Human Resources Director that the trainee possesses the minimum qualifications for the class, the trainee will be moved to the minimum rate of pay for the class.

### **Section 8. Job Postings:**

The City will post notice of vacancies in bargaining unit positions or new bargaining unit positions a minimum of five (5) working days before the position closes.

## **Section 9. Timeliness of Performance Evaluations:**

The Human Resources Department will send the RCHEA Chair a list of all outstanding evaluations the first Friday of January 2014, January 2015 and January 2016. If the list indicates that a RCHEA member has an outstanding performance evaluation that is more than 60 days late on January 1, 2014, January 1, 2015 and/or January 1, 2016, the Association may reopen to negotiate regarding the issue of timeliness of performance evaluations.

## **ARTICLE 9 - HOLIDAYS**

### **Section 1. Holiday Schedule:**

The following twelve (12) paid legal holidays shall be recognized for Employees:

<u>Holiday</u>	<u>Date to be Observed</u>
New Year's Day	January 1
Martin Luther King's Birthday	3 <sup>rd</sup> Monday in January
Washington's Birthday	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Veteran's Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day after Thanksgiving	4 <sup>th</sup> Friday in November
Christmas Eve	December 24
Christmas Day	December 25
One Floating Holiday	Date selected by mutual agreement of Employee and supervisor.

## **ARTICLE 10 - VACATIONS**

### **Section 1. Vacation Schedule:**

<u>Years of Employment</u>	<u>Annual Vacation Days Earned</u>	<u>Vacation Hours Accrued Per Month</u>
1-2 years	12 days	8
3 years	13 days	8.6666
4 years	14 days	9.3333
5 years	16 days	10.6666
7 years	17 days	11.3333
9 years	18 days	12
11 years	19 days	12.6666
13 years	20 days	13.3333
15 years	21 days	14
17 years	22 days	14.6666
20 years	23 days	15.3333

**Section 2. Vacation Accrual/Vesting:**

Vacation credits shall accrue to Employees from commencement of employment. An Employee is eligible to use vacation days once the days are earned and the Employee's vacation request is approved. Employees may accumulate vacation leave time to a maximum of three hundred sixty-eight (368) hours. Any unused vacation time above the maximum is forfeited.

**Section 3. Scheduling:**

Vacations shall be scheduled by the City at times that cause minimum interference with operations but with due regard for the desires of the Employees.

**Section 4. Payout at Retirement - PERS I:**

The payout of accrued but unused vacation time upon the retirement of a PERS I Employee shall be as provided for in Article 12, Section 2 of this Agreement.

**Section 5. Processing of Limited Unpaid Leave:**

Up to three (3) days of unpaid leave in a calendar year may be processed using the City's standard leave request form practice, subject to approval by an Employee's immediate supervisor.

**ARTICLE 11 - HEALTH AND WELFARE**

**Section 1. Health Benefits:**

From October 1, 2013 to September 30, 2016, as the City opens and negotiates possible changes to medical, dental and vision benefits, due to the requirements and tax implications of the Affordable Care Act, with other bargaining groups, the City will notify the union of its desire to reopen this agreement for negotiations, provided however, that such negotiations shall be limited to health benefits.

Throughout the term of this Agreement, the City will maintain and administer on a self-insured basis medical, dental, and vision benefits.

Employees shall pay twenty percent (20%) of the cost of self-insurance premiums for dependent coverage. The dollar amount that equates to a twenty percent (20%) contribution has been actuarially determined for 2014 in Appendix "E." Employees shall pay the applicable dollar amounts on the Appendix for the twenty percent (20%) contribution. The city shall retain an independent third party actuary, experienced in setting premiums for self-funded plans, who shall determine the appropriate and prudent premiums for the self-insured plan, to be effective for that year. The independent third party shall use the usual and customary insurance/actuary principles and procedure to establish the premiums. Prior to the final premiums being set, the City and its independent third party shall meet with the Association to review the

methodology and data used to prepare the premiums. Premium contributions for part-time Employees shall continue to be pro-rated based on the City's contribution to full-time Employee and dependent premiums. For the purposes of this Article 11 only, the term "dependent" shall include Domestic Partner's dependent children. Such designation shall not control whether such individuals are dependents for any other purpose, including for federal income tax purposes.

The Association agrees to appoint a representative who will actively participate as a member of the Employee Benefits Advisory Committee (EBAC). EBAC will research increasing health care costs, as well as plan design and potential options for health care program delivery in an effort to control health care costs in a manner mutually beneficial to the City and the Employees. It is the City's goal to have active participation on the Committee by each bargaining unit and the non-represented employees.

EBAC will have the authority to recommend changes in the RedMed Self Insurance Plan. Recommended changes may become applicable to the Association represented Employees only upon ratification by the Association.

**Section 2. HMO Coverage:**

As alternative insurance coverage, the City will make available to Employees Health Maintenance Organization (HMO) coverage. However, the cost of such coverage which exceeds the premium costs of the benefits paid by the City as described above shall be paid by the Employee by payroll deduction.

**Section 3. Other Insurance:**

Group Term Life Insurance coverage in the amount of \$50,000 and Accidental Death and Dismemberment (AD&D) coverage in the amount of \$50,000 shall remain in effect for Employees with the premiums for such insurance to be paid by the City. The City will pay the full premium for regular part-time Employees. The increase in the amount of the insurance shall be effective upon the first (1st) day of the month following the execution of this Agreement.

Additionally, supplemental coverage shall be made available for purchase by Employees, with the amount, terms and conditions as specified by the insurance carrier.

## **ARTICLE 12 - SICK LEAVE and SHARED LEAVE**

### **Section 1. Accrual:**

Sick leave will be accrued and administered in accordance with the Personnel Manual and any amendments thereto effected pursuant to Article 17, Section 1, when not inconsistent with this Agreement, except that sick leave may also be used for mental health reasons and for up to five (5) days as parenting leave. Parenting leave is defined as leave used for the care of new born or newly adopted children. The basic leave credit shall be one (1) day of sick leave for each month of continuous full-time regular employment, with a maximum accumulation of one hundred twenty (120) days (nine hundred sixty (960) hours). Employees shall be eligible to utilize their accrued sick leave from their date of employment as a regular Employee.

### **Section 2. Retirement Bonus - PERS I:**

Upon retirement under the provisions of PERS I, an Employee will receive in one lump sum payment all their accrued but unused vacation up to a maximum of two hundred forty (240) hours, and twenty-five percent (25%) of their accrued but unused sick leave based on a maximum sick leave accumulation of nine hundred sixty (960) hours to the extent their twenty-five percent (25%) of sick leave exceeds forty-eight (48) hours. Any accrued vacation in excess of two hundred forty (240) hours and the first forty-eight (48) hours of the twenty-five percent (25%) sick leave payout shall be used by the Employee prior to their retirement date.

If the provisions of SHB 843 adopted in the 1984 legislative session and on which this section is based are repealed in their entirety, then the retirement bonus described in Section 3 of this Article shall apply equally to PERS I Employees.

If the provisions of SHB 843 are substantively amended or replaced, then the City and the Association shall reopen negotiations on this section at the request of either party.

### **Section 3. Retirement Bonus - PERS II and PERS III:**

Upon death or upon retirement under the provisions of PERS II and PERS III, an Employee (or their beneficiary) shall receive twenty-five percent (25%) of their accrued but unused sick leave benefits limited, however, to a maximum accumulation of one hundred twenty (120) days.

### **Section 4. Sick Leave Bonus:**

As a bonus for regularity, eligible Employees shall be entitled to a credit of twenty-five percent (25%) of their unused sick leave accrued during the preceding twelve (12) months, at the option of the Employee, to be added to their vacation leave or paid for at their regular rate of pay. Sick leave credit shall be determined and allowed on or about November 30th of each calendar year.

**Section 5. Sick Leave Bonus; On-the-Job Injury:**

In the event sick leave has been taken as a result of an on-the-job injury which was not the result of gross negligence or intentional harm by the individual claiming the injury, and which injury has been approved as a valid claim by State Industrial Insurance, the amount of such sick leave taken shall not be deducted for purposes of computing the credit on which the twenty-five percent (25%) bonus is allowed.

**Section 6. Use for Health Care:**

Upon approval of the Employee's immediate supervisor, accrued sick leave credits may be used for bona fide doctor and dental appointments for the Employee or a member of his or her family.

**Section 7. Dependent Illness:**

For the purposes of this section, "family" means spouse, Domestic Partner, son, daughter, step child, step parent, child of a Domestic Partner, parent, grandparent, parent-in-law or other member of the Employee's immediate household or a dependent elder living outside the immediate household. As used in this Agreement "Domestic Partner" means a person who has registered with the Washington Secretary of State as a domestic partner of an Employee under the requirements of Chapter 156, Laws of 2007 (SSB 5336), as is hereafter amended. Sick leave usage for dependent illness shall be consistent with state and federal laws and regulations.

**Section 8. Disability Benefit:**

Regular Employees who are disabled and unable to work on account of illness or injury for a period in excess of three (3) months, and who have used all of their sick leave and vacation benefits, shall receive, for a period not to extend beyond the end of six (6) months of absence from work, disability benefits in the following amounts, less weekly Worker's Compensation benefits received during the corresponding pay periods, based on length of City employment prior to the last day of work:

One year of employment	40% of salary
Two years of employment	50% of salary
Three years of employment	60% of salary

**Section 9. Shared Leave Program:**

1. **Purpose** - This Shared Leave Program enables regular employees to donate vacation and floating holiday leave, and compensatory time, to eligible Employees, who are faced with taking leave without pay or termination due to extraordinary and severe physical illness. Implementation of the program is subject to agreement by the City, and the availability of shared leave from other employees. The City's decisions in implementing and administering the Shared Leave Program shall be reasonable.

2. **Donation Restrictions** - The following restrictions shall apply to all shared leave transactions:
  - a. Employees may donate any amount of vacation leave provided the donation does not cause the employee's vacation leave balance to fall below forty (40) hours.
  - b. The City shall determine whether the Employee shall receive shared leave and, if so, the amount of donated leave the Employee may receive; provided, no Employee shall receive more than two thousand eighty-eight (2,088) hours of shared leave during total City employment.
3. **Coordination with Disability Benefit** - During the period that Employee is eligible for disability benefits under Article 12, Section 8 of the Agreement the Employee may use Shared Leave up to the amount necessary to make up the difference between the percent of salary paid pursuant to Article 12, Section 8 and one hundred percent (100%) of Employee's salary.
4. **Eligibility** -Employees may be eligible to receive shared leave under the following conditions:
  - a. When the City determines the Employee meets the criteria described in this policy.
  - b. The Employee is not eligible for time-loss compensation under RCW Chapter 51.32. If the time-loss claim is approved at a later time, all leave received shall be returned to the donors.
  - c. The Employee has complied with department policies regarding the use of sick leave.
  - d. The City shall require the Employee to submit information from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.
5. **Recipient Responsibilities**
  - a. Donated leave shall be used only by the recipient for the purposes specified in this policy.
  - b. All other forms of available paid leave shall be used prior to applying to the Shared Leave Program, provided that the Employee may reserve up to forty (40) hours of vacation leave.

6. **Return of Shared Leave** - Shared leave not used by the recipient shall be returned to the donor(s). Returned leave shall be:
  - a. Divided among the donors on a pro-rated basis, computed on the original donated value;
  - b. Returned at its original donor value; and
  - c. Reinstated to each contributor's leave balance.
7. **Calculation of Shared Leave** - The receiving Employee shall be paid at his or her base rate of pay. Therefore, depending on the value of the shared leave, one (1) hour of leave may cover more or less than one (1) hour of the recipient's salary. The dollar value of the leave shall be converted from the donor to the recipient. The leave received shall be coded as shared leave and maintained separately from all other leave balances.
8. **Voluntary** - Participation in the Shared Leave Program is voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating leave for purposes of this program.

## **ARTICLE 13 - DEATH AND BEREAVEMENT LEAVE**

### **Section 1. Death and Bereavement Leave:**

A regular Employee shall receive up to four (4) days off as approved by the Department head without loss of pay in the event of death or serious illness with impending death in the immediate family of the Employee. For the purposes of this section, "immediate family" shall be defined as spouse, Domestic Partner, son, daughter, step-brother, step-sister, stepchildren, child of a Domestic Partner, mother, father, step-parent, grandparents, grandchildren, brother, sister, mother-in-law, or father-in-law. Any time beyond this amount required because of travel or extenuating circumstances, or for time requested for a person other than specified in this section, shall be granted at the discretion of the Department Head, upon approval by the Mayor, and shall be chargeable to accrued leaves (i.e. vacation, sick leave, compensatory time) if any, and shall otherwise be without pay.

## **ARTICLE 14 - BENEFITS FOR REGULAR PART-TIME EMPLOYEES**

### **Section 1. Benefits for Regular Part-time Employees:**

If an Employee's scheduled hours are significantly and consistently less than those actually worked, the Employee shall receive benefits in proportion to the hours actually worked.

**Section 2. Health Care Benefits for Regular Part-time Employees:**

The City agrees to pay the premiums for health care benefits for regular part-time Employees in an amount equal to the percentage used for determining vacation accrual in the Personnel Manual multiplied by the health care premium paid by the City for full-time regular Employees.

**ARTICLE 15 - HOURS OF WORK AND OVERTIME**

**Section 1. Standard Work Day:**

Eight (8) or ten (10) hours shall constitute a normal day's work for all full-time Employees. Five (5) or four (4) consecutive days shall constitute a normal workweek. A normal workday is between the hours of 8:00 a.m. and 5:00 p.m. including a one (1) hour meal period and a normal workweek is Monday through Friday. However, upon prior fifteen (15) days' notice, the City shall have the right to change the schedules referred to herein, when deemed necessary to more effectively accomplish any of its responsibilities.

**Section 2. Flex-time:**

Flex-time schedules will be allowed as mutually agreed by Employee and supervisor. Flex-time will not be unreasonably denied.

**Section 3. Overtime:**

Non-exempt Employees who are required to work more than eight (8) hours in any one (1) day, or more than forty (40) hours in any one (1) week when assigned to an eight (8) hour schedule; or more than ten (10) hours in any one (1) day, or more than forty (40) hours in any one (1) week when assigned to a ten (10) hours schedule, shall be compensated for such overtime hours at one-and-one-half (1 ½) times the Employee's regular hourly rate of pay, except that two (2) times the Employee's regular hourly rate shall be compensated for hours worked on the seventh (7th) straight day of work by the Employee, provided that in the case of a different work schedule, authorized overtime shall be that in excess of such work schedule. Work which must be performed on Sunday shall be compensated at two (2) times the Employees regular hourly rate. In any given instance, time worked as an extension of a regular straight-time shift shall not be paid for unless such time exceeds fifteen (15) minutes. For the purpose of computing overtime, only authorized holidays, sick leave, bereavement and vacation leave shall be considered as time worked.

Non-exempt part-time Employees who are required to work beyond their normal work day shall be compensated as follows:

If the normal work day is . . .	Then the part-time Employee is compensated . . .
Less than eight (8) hours	Straight time pay up to eight (8) hours, then time-and-one-half (1 ½) after eight (8) hours
Eight (8) hours	Time-and-one-half (1 ½) after eight (8) hours
More than eight (8) hours	Time-and-one-half (1 ½) for time worked beyond their normal work day

Compensation for work greater than forty (40) hours in any one (1) workweek, and work on Sunday will be governed by the preceding paragraph.

**Section 4. Compensatory Time:**

A non-exempt Employee required to work overtime will be paid overtime at time-and-a-half UNLESS they choose, with the approval of their supervisor, to receive credit for compensatory time in lieu of overtime pay. If the Employee chooses this comp time option, they will receive comp time at a rate of one-and-one-half (1 ½) hours of compensatory time-off for each hour of overtime worked, up to a maximum of one hundred (100) comp time hours at any one time. Any hours over this limit shall be paid for at the overtime rate. For overtime hours worked on the seventh (7th) straight day of work by the Employee or for mandatory Sunday overtime, the Employee receiving approved comp time shall be credited with two (2) hours of compensatory time-off for each hour of overtime worked. An employee may only roll over one hundred (100) hours of comp time from one year to the next. Upon implementation of this agreement, any hours above the 100 hours must be cashed out at the employee's base rate of pay.

Requests for use of compensatory time shall be made by the Employee to their supervisor in the same way as for vacation leave. Such requests shall be granted within a reasonable period given due consideration by the supervisor of the desires of the Employee, normal schedule of work, anticipated peak workloads, emergency requirements of staff and services, and the need for and availability of qualified substitute staff. Requests for use of compensatory time shall not be granted if doing so will unduly disrupt operation. Full-time inspection Employees will be encouraged to use their accrued compensatory time during off-peak workload periods.

Upon termination of employment, non-exempt Employees will be paid for any accrued but unused comp time hours at their straight time rate of pay at the time of termination.

**Section 5. Professional Leave:**

Employees exempt from overtime compensation under the Federal Fair Labor Standards Act (FLSA) are afforded greater flexibility with regard to their work day. Further, in recognition of the additional hours worked by an FLSA exempt Employee

from time to time beyond their standard workweek, at the beginning of each calendar year, exempt Employees shall automatically be credited with six (6) days of professional leave. Professional leave is intended to be used for occasional paid days off without reducing an Employee's accrued vacation. Use of professional leave must be approved by an individual's supervisor. Professional leave may not be used to substitute for sick leave unless all sick-leave has been used. Any professional leave not used during the course of a calendar year shall be forfeited. Unused professional leave shall not be paid to an Employee upon resignation or termination.

**Section 6. Same Week Schedule Adjustments:**

Nothing in this Article shall preclude exempt or non-exempt Employees and their supervisor from agreeing to work schedule adjustments in the same workweek. For non-exempt Employees adjustments shall be on a straight time, hour for hour basis.

**Section 7. Emergency Work:**

During extended emergency work situations, meals may be provided, when authorized and approved by the Department Head or his or her designee, to the Employees involved in such extended work periods. Guidelines shall be established by the Department Head to provide for consistent application of this provision.

**Section 8. Callbacks:**

Any Employee called back after finishing a regular duty shift or called to report on the Employee's regular day off shall be paid for the time so worked at the overtime rate but shall be guaranteed two (2) hours at the overtime rate should such call be for less than two (2) hours; provided, however, that any Employee assigned to standby duty and called out shall be guaranteed only one (1) hour at the overtime rate within each twenty-four (24) hour period of such standby duty.

**Section 9. Standby Duty:**

Non-exempt Employees assigned to standby duty during their time off, and exempt Employees who have previously been assigned twenty-four (24) days of standby duty during that calendar year, shall be paid twenty percent (20%) of their regular straight-time hourly rate for each hour of standby. Employees assigned to standby on paid holidays specified in Article 9 shall be paid twenty-five percent (25%) of their regular straight-time hourly rate for each hour of standby; and it is further provided that the twenty-five percent (25%) rate shall apply for the entire weekend when the paid holiday is observed in conjunction with a weekend. All time actually worked by a standby Employee and paid at the overtime rate shall not be included as time for which standby pay is earned.

## **Section 10. Association Business:**

Each calendar year the aggregate of two (2) hours per week shall be permitted the Association, through the officers, board members, or their designees, without loss of pay for handling grievances, attending meetings or other legitimate Association business, subject to prior approval by the individual's Department Head, which approval shall not be unreasonably withheld. Two general membership meetings shall be allowed during work hours without loss of pay, one during negotiations and one to vote on the ratification of the contract. In addition to the above, for the term of this Agreement (i.e. through September 30, 2013) the time spent by the two (2) authorized Association representatives during their normal working hours attending EBAC meetings shall be authorized in addition to the two (2) hours per week provided above. By prior written authorization the appropriate department head and the Director of Human Resources may allow additional time for Association representatives to attend city/union meetings during working hours when they determine, in their sole joint discretion, that such authorization is in the City's best interests.

## **ARTICLE 16 - SAVINGS CLAUSE**

### **Section 1:**

Should any section of this Agreement or any attachments thereto be held invalid by operation of law or by any tribunal of competent jurisdiction, or should compliance with or enforcement of any provision be restrained by such tribunal, the remainder of this Agreement and addendum's shall not be affected thereby and both parties agree to meet and negotiate a substitute for any clause declared illegal.

## **ARTICLE 17 - SCOPE OF BARGAINING**

### **Section 1. Personnel Manual:**

The City of Redmond Personnel Manual authorized by Ordinance, and as supplemented or amended hereafter by Executive Order, is hereby made a part of this Agreement. The contents of the Personnel Manual are not intended to adversely change or replace any provision of this Agreement with respect to bargaining unit members. The Association retains the right to prior notice and an opportunity to negotiate any revision or amendment to the Personnel Manual which affects a mandatory subject of bargaining.

It is agreed that any change to the provisions of the current Personnel Manual affecting a mandatory subject of bargaining relating to the bargaining unit shall be made only after written notice to the Association. Within fourteen (14) calendar days of receipt of said notice, the Association shall inform the City in writing whether or not it agrees to the proposed change. Upon notification of agreement, or the failure of the Association to respond within fourteen (14) calendar days, the provision may be changed. Upon

notification of disagreement, the Association shall agree to begin negotiation over the change within thirty (30) calendar days of so notifying the City. The City and Association may agree to defer negotiation of the proposed change to the next negotiations addressing the entirety of the collective bargaining agreement.

**Section 2. Entire Agreement:**

The parties agree that each has had full and unrestricted right and opportunity to make, advance and discuss all matters properly within the province of collective bargaining. The above and foregoing Agreement constitutes the full and complete Agreement of the parties and there are no others, oral or written, except as herein referenced. Any modifications or supplements to this Agreement that are mutually agreed to shall be put in writing.

**ARTICLE 18 - TERM OF AGREEMENT**

**Section 1. Term of Agreement:**

This Agreement shall become effective October 1, 2013 and shall remain in effect through September 30, 2016.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2014

CITY OF REDMOND, WASHINGTON

REDMOND CITY HALL EMPLOYEES  
ASSOCIATION

By: \_\_\_\_\_  
JOHN MARCHIONE, MAYOR

By: \_\_\_\_\_  
Jairid Hoehn, CHAIR

ATTEST:

\_\_\_\_\_  
MICHELLE HART, CITY CLERK

\_\_\_\_\_  
DATE

**City of Redmond  
2014 RCHEA Employees "R" Pay Plan**

<b>Grade</b>	<b>Position</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
RA10	Accountant	\$4,355	\$5,117	\$5,879
RA20	Accountant - Senior	\$4,950	\$5,817	\$6,683
RA25	Accounting Specialist - Associate	\$3,326	\$3,826	\$4,325
RA26	Accounting Specialist	\$3,734	\$4,294	\$4,854
RA27	Accounting Specialist - Senior	\$4,256	\$4,895	\$5,534
RA30	Administrative Assistant	\$3,558	\$4,092	\$4,626
RA50	Administrative Specialist	\$3,782	\$4,350	\$4,917
RA60	Audio/Visual Operations Manager	\$5,009	\$6,091	\$7,172
RA70	Audio/Visual Specialist	\$3,785	\$4,597	\$5,408
RB01	Building Inspector Technician	\$4,187	\$4,816	\$5,444
RB20	Building Inspector	\$5,037	\$5,792	\$6,547
RB30	Building Inspector - Senior	\$5,540	\$6,371	\$7,201
RC20	Code Enforcement Officer	\$4,928	\$5,667	\$6,406
RC40	Construction Inspector	\$4,931	\$5,671	\$6,410
RC50	Construction Inspector - Lead	\$5,461	\$6,417	\$7,373
RD01	Database Analyst	\$5,248	\$6,085	\$6,921
RD20	Department Administrative Coordinator	\$4,292	\$4,936	\$5,580
RD30	Department Systems Support Coordinator	\$3,680	\$4,290	\$4,900
RD40	Deputy City Clerk	\$4,449	\$4,992	\$5,535
RE10	Engineer	\$5,684	\$6,679	\$7,673
RE01	Engineer - Associate	\$4,919	\$5,657	\$6,395
RE20	Engineer - Senior	\$6,685	\$7,855	\$9,025
RE40	Engineering Technician	\$4,552	\$5,235	\$5,918
RE30	Engineering Technician - Associate	\$3,676	\$4,228	\$4,780
RE50	Engineering Technician - Senior	\$4,990	\$5,739	\$6,487
RE60	Environmental Scientist - Associate	\$4,686	\$5,389	\$6,091
RE65	Environmental Scientist	\$5,690	\$6,686	\$7,681
RE70	Environmental Scientist - Senior	\$6,258	\$7,354	\$8,449
RF10	Financial Analyst	\$4,840	\$5,687	\$6,533
RF01	Financial Analyst - Associate	\$3,821	\$4,872	\$5,922
RF20	Financial Analyst - Senior	\$5,575	\$6,552	\$7,528
RF30	Financial Technician	\$3,215	\$3,697	\$4,179
RF40	Financial Technician - Senior	\$3,637	\$4,183	\$4,729
RG10	GIS Data Technician	\$4,214	\$4,846	\$5,477
RG15	Gis Analyst	\$4,787	\$5,625	\$6,462

## Appendix "A"

<b>Grade</b>	<b>Position</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
RG20	GIS Analyst - Senior	\$5,283	\$6,207	\$7,131
RG01	Graphics Designer	\$3,450	\$4,230	\$5,009
RL01	Legal Assistant	\$3,588	\$4,413	\$5,238
RM10	Management Analyst	\$4,337	\$5,559	\$6,780
RM01	Management Analyst - Associate	\$3,773	\$4,836	\$5,898
RM20	Management Analyst - Senior	\$4,988	\$6,394	\$7,799
RN01	Network Analyst	\$5,300	\$6,617	\$7,934
RN10	Network Systems Engineer	\$5,608	\$7,011	\$8,414
RP01	Paralegal	\$3,958	\$4,890	\$5,822
RP10	Payroll Analyst	\$4,051	\$4,659	\$5,267
RP15	Permit Technician	\$3,975	\$4,571	\$5,166
RP20	Planner - Assistant	\$4,396	\$5,056	\$5,716
RP25	Planner	\$4,835	\$5,681	\$6,527
RP35	Planner - Principal	\$6,057	\$7,117	\$8,176
RP30	Planner - Senior	\$5,506	\$6,470	\$7,433
RP45	Plans Examiner	\$5,450	\$6,267	\$7,084
RP55	Preschool Teacher	\$3,003	\$3,487	\$3,970
RP60	Print Shop Specialist	\$3,179	\$3,816	\$4,453
RP65	Program Administrator	\$5,217	\$5,937	\$6,657
RP70	Program Coordinator	\$4,539	\$5,163	\$5,787
RP75	Programmer Analyst	\$4,537	\$5,699	\$6,860
RP80	Programmer Analyst - Senior	\$5,381	\$6,772	\$8,163
RP85	Purchasing Agent	\$4,365	\$5,019	\$5,673
RP90	Purchasing Agent - Senior	\$5,198	\$6,108	\$7,018
RR01	Recreation Program Administrator	\$5,182	\$5,856	\$6,529
RR10	Recreation Program Assistant	\$3,761	\$4,267	\$4,773
RR20	Recreation Program Coordinator	\$4,531	\$5,085	\$5,638
RS10	Senior Systems Analyst	\$5,892	\$7,355	\$8,818
RS15	Stormwater Inspector	\$4,494	\$5,169	\$5,843
RS20	Systems Support Specialist	\$3,953	\$4,862	\$5,770
RT10	Technical Systems Coordinator	\$5,440	\$6,174	\$6,907
RV01	Van Driver	\$2,675	\$3,125	\$3,574
RW01	Webmaster	\$4,712	\$5,852	\$6,992

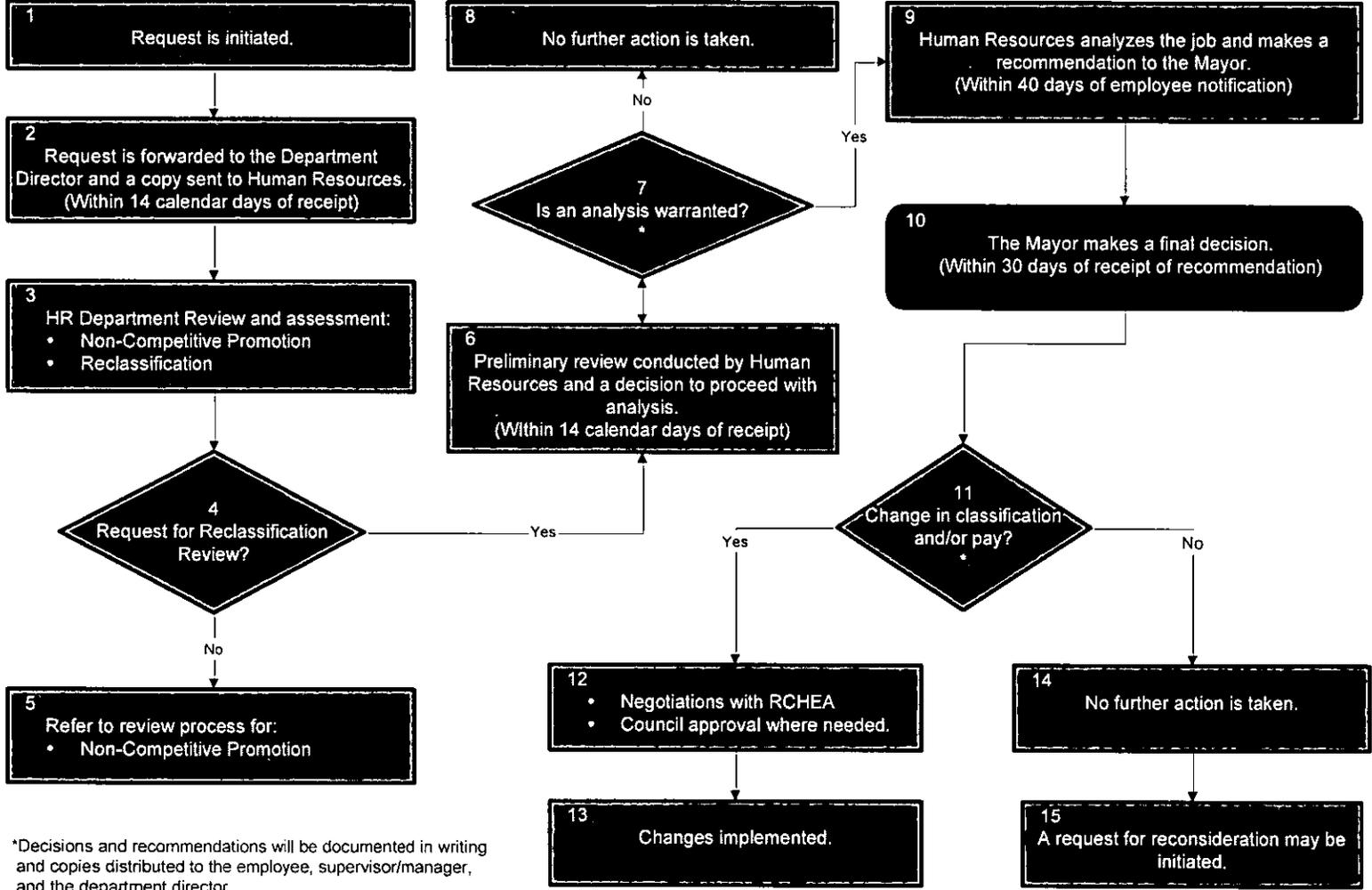
**CITY OF REDMOND**  
**Guidelines for Compensation Study Implementation**

When market data is used to make adjustments to salary ranges, individual employee pay will be adjusted in accordance with the following rules:

1. When the base pay of individual employees is found to be below the bottom of the new salary range, the individual's pay will be raised to the bottom of the new range and performance incentive rules will apply.
2. When the base pay of an individual employee is found to be above the top of the new salary range, the individual's pay will be frozen until such time as their base pay is within the assigned salary range for their position. Employees who are at the top of their range, or beyond the top of their range, will continue to be eligible for performance incentives, in instances where performance incentives are applicable.
3. When the base pay of an individual employee is within the new salary range, no adjustment will be made to an individual's pay. Performance incentive rules will apply when applicable.

# Review Process - Requests for Reclassification

Appendix "C"



\*Decisions and recommendations will be documented in writing and copies distributed to the employee, supervisor/manager, and the department director.

1 A request may be initiated by a manager/supervisor, the Department Director, or the employee. The request must be made on a standard request form.

2 If the request is initiated by the employee or the manager/supervisor, a copy of the request is forwarded to the Department Director, and to Human Resources.

3 Human Resources and the Department Director must determine whether a the request is for a reclassification, a non-competitive promotional increase, or working out of classification. If the request is for a non-competitive promotion, or working out of classification, the request will proceed directly to analysis.

4/5 Decision making point, is this a request for reclassification, non-competitive promotion, or working out of classification?

6 A preliminary analysis will be conducted to determine whether or not significant factors have changed in the position and whether further analysis is warranted.

7 Decision making point regarding the merits of continuing to analysis. The employee will be notified in writing of the decision. If no further action is taken at this point, the employee may resubmit the request with further information, or may choose to pursue the issue through a grievance process.

8 Further action will depend upon the decision of Human Resources and the Department Director. When no further action is taken, the employee will be notified in writing and a copy of the request and responses will be placed in the employee's personnel file.

9 If a review is determined to be warranted, Human Resources will conduct a job analysis and market study. Recommendations will be made regarding classification and pay. Copies of the analysis and the market study will be shared with the Department Director and with the employee, then forwarded to a Classification Review Committee.

10 The Mayor will review the request, the analysis and the recommendations and comments of the Committee. The Mayor will make the final decision to reclassify the position.

11 Decision point, a reclassification may be implemented based on the decision of the Mayor. The employee will be notified of the Mayor's decision and a copies of the decision will be distributed to Human Resources, the Union (when applicable), and the Department Director.

12/13 If no further action is recommended, the employee may appeal the decision using the process outlined in Section 4.50 of the Human Resources Policy Manual.

14 For employees covered by RCHEA contract, recommendations will be negotiated before implemented. Council approval will be requested when needed.

15 Changes will be implemented.

## RCHEA Merit Matrix Guidelines

Numerical Rating	Performance Level	Up to Midpoint	At the Midpoint Or Above	At Top
3.70 - 4.00	Level 1	5% on base + 2% lump sum	4% on base + 2% lump sum	3% lump sum
3.40 - 3.69	Level 2	5% on base	4% on base	2% lump sum
2.76 - 3.39	Level 3	3% on base	2% on base	0
2.00 - 2.75	Level 4	1% on base	0	0
1.00 - 1.99	Level 5	0	0	0

**Notes on the Merit Matrix:**

- (A) *Lump Sum*= This percent of annual salary is paid all at once and not added to base.
- (B) An employee's raise depends on two factors: (1) Their performance, and (2) the employee's current salary relative to the midpoint of their salary range.
- (C) "The compensation system will allow employees who perform to job standards to reach the midpoint of the salary range for their job class. Employees who perform at a level that exceeds job standards will be eligible to receive compensation that exceeds the salary grade midpoint."

## Rating Guidelines

NUMBER	RATING	DESCRIPTION
4	Outstanding	The employee has exceeded the expectations for this objective or critical skill area <i>by a wide margin</i> .
3	Exceeds Expectations	The employee's performance is above <i>meets expectations</i> and is consistent with the definition for exceeds expectations for this objective or critical skill area.
2	Meets Expectations	The employee has <i>met</i> the performance expectations for this objective or critical skill area.
1	Needs Improvement	The employee has <i>failed to meet</i> one or more of the significant performance expectations for this objective or critical skill area. Immediate improvement is necessary within ninety days.

### Exceptional Rating for Employees at the Top of their Salary Range

Employees who are at the top of their pay range and who demonstrate performance that significantly exceeds goals, targets, or expectations for all aspects of the job and/or who have made important and lasting contributions to the City of Redmond, are eligible to receive a 5 percent lump sum merit award. Exceptional merit awards require approval from the Mayor. This level of performance is seen on a very infrequent basis.

Appendix "E"

**City of Redmond**  
**2014 MEDICAL ONLY Premium Rate Sheet**  
**Employee Monthly Contributions With 20% Cost Sharing**

**Red Med Plan**

Hours Per Week	Employee Only	Employee & Child	Employee & 2 or more Children	Employee & Spouse	Employee, Spouse & Child	Employee, Spouse & 2 or more Children
<b>Full Time Employee</b>	\$0.00	\$48.34	\$113.62	\$111.66	\$160.00	\$225.28
32.5 - 37.4	\$72.16	\$144.76	\$242.78	\$239.84	\$312.44	\$410.48
27.5 - 32.4	\$144.32	\$241.18	\$371.96	\$368.02	\$464.88	\$595.68
22.5 - 27.4	\$216.48	\$337.60	\$501.12	\$496.22	\$617.34	\$780.88
20 - 22.4	\$288.62	\$434.00	\$630.30	\$624.40	\$769.78	\$966.08

**Group Health**

Hours Per Week	Employee Only	Employee & Child	Employee & 2 or more Children	Employee & Spouse	Employee, Spouse & Child	Employee, Spouse & 2 or more Children
<b>Full Time Employee</b>	\$0.00	\$47.64	\$111.64	\$109.26	\$156.90	\$220.92
32.5 - 37.4	\$70.36	\$141.90	\$238.04	\$234.46	\$306.00	\$402.14
27.5 - 32.4	\$140.72	\$236.18	\$364.42	\$359.66	\$455.10	\$583.38
22.5 - 27.4	\$211.08	\$330.44	\$490.82	\$484.86	\$604.20	\$764.60
20 - 22.4	\$281.44	\$424.70	\$617.20	\$610.06	\$753.30	\$945.82

**City of Redmond**  
**2014 DENTAL/VISION ONLY Premium Rate Sheet**  
**Employee Monthly Contributions With 20% Cost Sharing**

**Red Med Plan**

Hours Per Week	Employee Only	Employee & Child	Employee & 2 or more Children	Employee & Spouse	Employee, Spouse & Child	Employee, Spouse & 2 or more Children
<b>Full Time Employee</b>	\$0.00	\$20.62	\$48.48	\$21.86	\$42.48	\$70.34
32.5 - 37.4	\$17.44	\$48.38	\$90.16	\$50.24	\$81.16	\$122.94
27.5 - 32.4	\$34.88	\$76.12	\$131.82	\$78.60	\$119.84	\$175.54
22.5 - 27.4	\$52.32	\$103.88	\$173.50	\$106.98	\$158.54	\$228.16
20 - 22.4	\$69.76	\$131.62	\$215.16	\$135.34	\$197.22	\$280.76

**Group Health**

Hours Per Week	Employee Only	Employee & Child	Employee & 2 or more Children	Employee & Spouse	Employee, Spouse & Child	Employee, Spouse & 2 or more Children
<b>Full Time Employee</b>	\$0.00	\$20.62	\$48.48	\$21.86	\$42.48	\$70.34
32.5 - 37.4	\$17.44	\$48.38	\$90.16	\$50.24	\$81.16	\$122.94
27.5 - 32.4	\$34.88	\$76.12	\$131.82	\$78.60	\$119.84	\$175.54
22.5 - 27.4	\$52.32	\$103.88	\$173.50	\$106.98	\$158.54	\$228.16
20 - 22.4	\$69.76	\$131.62	\$215.16	\$135.34	\$197.22	\$280.76

**City of Redmond**  
**2014 MEDICAL/DENTAL/VISION Premium Rate Sheet**  
**Employee Monthly Contributions With 20% Cost Sharing**

**Red Med Plan**

Hours Per Week	Employee Only	Employee & Child	Employee & 2 or more Children	Employee & Spouse	Employee, Spouse & Child	Employee, Spouse & 2 or more Children
<b>Full Time Employee</b>	\$0.00	\$68.96	\$162.10	\$133.52	\$202.48	\$295.62
32.5 - 37.4	\$89.60	\$193.14	\$332.94	\$290.08	\$393.60	\$533.42
27.5 - 32.4	\$179.20	\$317.30	\$503.78	\$446.62	\$584.72	\$771.22
22.5 - 27.4	\$268.80	\$441.48	\$674.62	\$603.20	\$775.88	\$1,009.04
20 - 22.4	\$358.38	\$565.62	\$845.46	\$759.74	\$967.00	\$1,246.84

**Group Health**

Hours Per Week	Employee Only	Employee & Child	Employee & 2 or more Children	Employee & Spouse	Employee, Spouse & Child	Employee, Spouse & 2 or more Children
<b>Full Time Employee</b>	\$0.00	\$68.26	\$160.12	\$131.12	\$199.38	\$291.26
32.5 - 37.4	\$87.80	\$190.28	\$328.20	\$284.70	\$387.16	\$525.08
27.5 - 32.4	\$175.60	\$312.30	\$496.24	\$438.26	\$574.94	\$758.92
22.5 - 27.4	\$263.40	\$434.32	\$664.32	\$591.84	\$762.74	\$992.76
20 - 22.4	\$351.20	\$556.32	\$832.36	\$745.40	\$950.52	\$1,226.58

\*Wherever "spouse" is used in this Appendix, domestic partners are included as well.

City of Redmond  
2014 RCHEA Employees "R" Pay Plan

Attachment B, Exhibit 1

Grade	Position	Minimum	Midpoint	Maximum
RA10	Accountant	\$4,355	\$5,117	\$5,879
RA20	Accountant - Senior	\$4,950	\$5,817	\$6,683
RA25	Accounting Specialist - Associate	\$3,326	\$3,826	\$4,325
RA26	Accounting Specialist	\$3,734	\$4,294	\$4,854
RA27	Accounting Specialist - Senior	\$4,256	\$4,895	\$5,534
RA30	Administrative Assistant	\$3,558	\$4,092	\$4,626
RA50	Administrative Specialist	\$3,782	\$4,350	\$4,917
RA60	Audio/Visual Operations Manager	\$5,009	\$6,091	\$7,172
RA70	Audio/Visual Specialist	\$3,785	\$4,597	\$5,408
RB01	Building Inspector Technician	\$4,187	\$4,816	\$5,444
RB20	Building Inspector	\$5,037	\$5,792	\$6,547
RB30	Building Inspector - Senior	\$5,540	\$6,371	\$7,201
RC20	Code Enforcement Officer	\$4,928	\$5,667	\$6,406
RC40	Construction Inspector	\$4,931	\$5,671	\$6,410
RC50	Construction Inspector - Lead	\$5,461	\$6,417	\$7,373
RD01	Database Analyst	\$5,248	\$6,085	\$6,921
RD20	Department Administrative Coordinator	\$4,292	\$4,936	\$5,580
RD30	Department Systems Support Coordinator	\$3,680	\$4,290	\$4,900
RD40	Deputy City Clerk	\$4,449	\$4,992	\$5,535
RE10	Engineer	\$5,684	\$6,679	\$7,673
RE01	Engineer - Associate	\$4,919	\$5,657	\$6,395
RE20	Engineer - Senior	\$6,685	\$7,855	\$9,025
RE40	Engineering Technician	\$4,552	\$5,235	\$5,918
RE30	Engineering Technician - Associate	\$3,676	\$4,228	\$4,780
RE50	Engineering Technician - Senior	\$4,990	\$5,739	\$6,487
RE60	Environmental Scientist - Associate	\$4,686	\$5,389	\$6,091
RE65	Environmental Scientist	\$5,690	\$6,686	\$7,681
RE70	Environmental Scientist - Senior	\$6,258	\$7,354	\$8,449
RF10	Financial Analyst	\$4,840	\$5,687	\$6,533
RF01	Financial Analyst - Associate	\$3,821	\$4,872	\$5,922
RF20	Financial Analyst - Senior	\$5,575	\$6,552	\$7,528
RF30	Financial Technician	\$3,215	\$3,697	\$4,179
RF40	Financial Technician - Senior	\$3,637	\$4,183	\$4,729
RG10	GIS Data Technician	\$4,214	\$4,846	\$5,477
RG15	Gis Analyst	\$4,787	\$5,625	\$6,462

City of Redmond  
2014 RCHEA Employees "R" Pay Plan

Attachment B, Exhibit 1

Grade	Position	Minimum	Midpoint	Maximum
RG20	GIS Analyst - Senior	\$5,283	\$6,207	\$7,131
RG01	Graphics Designer	\$3,450	\$4,230	\$5,009
RL01	Legal Assistant	\$3,588	\$4,413	\$5,238
RM10	Management Analyst	\$4,337	\$5,559	\$6,780
RM01	Management Analyst - Associate	\$3,773	\$4,836	\$5,898
RM20	Management Analyst - Senior	\$4,988	\$6,394	\$7,799
RN01	Network Analyst	\$5,300	\$6,617	\$7,934
RN10	Network Systems Engineer	\$5,608	\$7,011	\$8,414
RP01	Paralegal	\$3,958	\$4,890	\$5,822
RP10	Payroll Analyst	\$4,051	\$4,659	\$5,267
RP15	Permit Technician	\$3,975	\$4,571	\$5,166
RP20	Planner - Assistant	\$4,396	\$5,056	\$5,716
RP25	Planner	\$4,835	\$5,681	\$6,527
RP35	Planner - Principal	\$6,057	\$7,117	\$8,176
RP30	Planner - Senior	\$5,506	\$6,470	\$7,433
RP45	Plans Examiner	\$5,450	\$6,267	\$7,084
RP55	Preschool Teacher	\$3,003	\$3,487	\$3,970
RP60	Print Shop Specialist	\$3,179	\$3,816	\$4,453
RP65	Program Administrator	\$5,217	\$5,937	\$6,657
RP70	Program Coordinator	\$4,539	\$5,163	\$5,787
RP75	Programmer Analyst	\$4,537	\$5,699	\$6,860
RP80	Programmer Analyst - Senior	\$5,381	\$6,772	\$8,163
RP85	Purchasing Agent	\$4,365	\$5,019	\$5,673
RP90	Purchasing Agent - Senior	\$5,198	\$6,108	\$7,018
RR01	Recreation Program Administrator	\$5,182	\$5,856	\$6,529
RR10	Recreation Program Assistant	\$3,761	\$4,267	\$4,773
RR20	Recreation Program Coordinator	\$4,531	\$5,085	\$5,638
RS10	Senior Systems Analyst	\$5,892	\$7,355	\$8,818
RS15	Stormwater Inspector	\$4,494	\$5,169	\$5,843
RS20	Systems Support Specialist	\$3,953	\$4,862	\$5,770
RT10	Technical Systems Coordinator	\$5,440	\$6,174	\$6,907
RV01	Van Driver	\$2,675	\$3,125	\$3,574
RW01	Webmaster	\$4,712	\$5,852	\$6,992