

HOOD RIVER COUNTY

AND

HOOD RIVER EMPLOYEES LOCAL UNION NO. 1082

AFSCME COUNCIL 75, AFL-CIO

(GENERAL EMPLOYEES)

JULY 1, 2017 THROUGH JUNE 30, 2020

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PREAMBLE

This Agreement is entered into by Hood River County, Oregon, hereinafter referred to as the "County" and Hood River Employees Local Union No. 1082, affiliated with the Oregon Public Employees Council 75 of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union", and is intended to cover rates of pay, hours of work, fringe benefits and conditions related to the employment of employees covered by the bargaining unit hereinafter described.

The parties agree as follows:

ARTICLE 1 - SCOPE OF AGREEMENT AND RECOGNITION

1.1 Scope of Bargaining Unit:

The bargaining unit covered by this Agreement shall be all Hood River County employees who work 20 hours or more per week in the following departments: Finance, Building, Juvenile, Health, Planning, Assessment and Records, District Attorney's Office, Elections, Justice Court and County Administration Office; excluding supervisory, confidential employees, employees working less than 20 hours per week, temporary employees hired for twelve (12) months or less a year and employees hired for the weed abatement and apple maggot control programs.

1.2 Recognition:

The County recognizes the Union as the sole and exclusive collective bargaining representative of all the employees covered by this Agreement for the purpose of representation on all matters related to terms and conditions of employment for such employees, except as otherwise provided in this Agreement.

ARTICLE 2 -MANAGEMENT RIGHTS

The rights to manage in every respect the functions of the "County" and of its employees are vested exclusively in the County, except to the extent that such rights are expressly modified by specific provisions of this Agreement. The County shall have the right to contract or sub-contract all work which is required by law to contract or sub-contract and may contract or sub-contract other work provided that the effect of such contracting or sub-contracting would not result in the layoff of current employees or reduction to the regularly scheduled hours of work available to current employees.

ARTICLE 3 - UNION RIGHTS

3.1 Dues Check-Off:

The County agrees to deduct the uniformly required Union membership dues and other authorized fees or assessments once each month from the pay of those employees who have authorized such deductions in writing.

3.2 Fair Share:

The County, upon notification from the Union, will deduct the uniformly required Union dues for non-members represented by the Union. Such uniformly required Union dues shall be determined in accordance with statutory and constitutional requirements. It is further agreed that should an employee who is a non-member object to fair share payments required by this Section and consequently files legal action against the Union or the County because of such payments, the County will not be obligated to collect such fair share payments from the employee until such time as the legal remedy is resolved.

3.3 Religious Exemption:

The provisions of Section 3.1 and 3.2 shall not apply if an employee objects in writing to the County, based on such employee's membership in a bona fide church or religious group whose tenets or teachings are contrary to such payment. The County will provide the Union with a copy of any such letter within five (5) days of its receipt.

In such instances, the employee shall authorize a deduction from their pay which is in lieu of and equivalent to the fair share amount determined in Section 3.2. Such payroll deduction shall be for the United Fund or other mutually satisfactory charitable organization as agreed to between the employee and the Union.

3.4 Months:

For the purpose of calculating months to determine the beginning or end of the payroll deductions called for in the preceding Sections of this Article, dues or like amounts shall be deducted for any calendar month during which the employee works ten (10) working days or more.

3.5 Hold Harmless:

The Union will Indemnify, defend and hold the county harmless against any claims made and against any suit instituted against the County as a result of any action taken pursuant to the provisions of this Article. The Union and the County each agree to reimburse any monies paid or not paid in error within thirty (30) days of notification of such error.

3.6 Notifications;

The Employer will notify the Union monthly of all new hires and/or changes in the following for existing employees; the employee's name, home address, classification, rate of pay and date of employment, job title, status change such as retirement or leaving a bargaining unit

position. During the life of this contract, the Union will notify the Employer periodically of individuals who have become members of the Union and to whom the Union fee provision of this Article will not thereafter apply. Additionally the Union shall notify the employer of newly elected or appointed to union office.

ARTICLE 4 - SENIORITY

Seniority is the length of continuous service worked by an employee in a Department for the County. Departmental seniority shall apply in determining vacation scheduling. Seniority shall be broken or terminated if an employee:

- a) Quits;
- b) Is discharged for just cause;
- c) Is laid off and fails to respond to written notice as provided in Article 17, Section 17.2;
- d) Is laid off work for a period of time greater than eighteen (18) months or a period of time equal to his/her seniority, whichever is shorter;
- e) Fails to report to work at the termination of an extended leave of absence;
- f) While on leave of absence accepts employment without permission;
- g) Retires.

ARTICLE 5 - HOURS OF WORK

5.1 Work Day:

The work day for full-time employees shall be eight (8) hours in duration plus an unpaid lunch period of not more than one (1) hour.

5.2 Work Week:

The regular work week for full-time employees shall normally consist of five (5) consecutive work days of eight (8) hours. Alternative work schedules such as 4/10 hour days may be scheduled by mutual agreement between the employee, department head and with the final approval of the County Administrator. Employees working alternative work schedules will continue to accrue sick leave benefits at 8 hours per month, 96 hours per year, and vacation accrual on the same hourly formula, regardless of the utilization for time off. Holidays will be compensated at 10 hours a day. When a holiday falls on a non-scheduled Friday of a four day work week, the employee will receive Thursday of that week off as holiday with pay. When a holiday falls on a non-scheduled Monday of a four day work week, the employee will receive Tuesday of that week off as holiday with pay.

5.3 Rest Periods:

Each employee shall be allowed a 15 minute rest period during each four (4) hours the employee is scheduled to work.

5.4 Meal Periods:

All employees shall be granted an unpaid meal period during each work shift. To the extent consistent with operating requirements of each Department, each meal period shall be scheduled as near as possible to the middle of the work day.

5.5 Work Schedules:

All shifts shall have an established starting and quitting time and that schedule, as determined by the Department Director, shall be posted in the Department. Unless mutually agreed upon by the employee(s) and the Department Director, the Department Director shall give

employees in the Department five (5) days notice of any change in their work schedule, except in an emergency situation beyond the control of the County.

ARTICLE 6 - OVERTIME

6.1 Overtime:

Employees shall receive overtime for all hours worked beyond eight (8) hours in a work day and forty (40) hours in any one work week. Overtime shall be paid at the rate of 1-1/2 times the employee's regular rate of pay. Employees working ten (10) hour a day shifts shall receive overtime for all hours worked beyond ten (10) hours in a work day and forty (40) hours in a work week.

6.2 Form of Compensation:

Overtime compensation shall be in the form of compensatory time off or cash, as determined by the Department Head. In no event shall an employee be allowed to accrue more than 40 hours of compensatory time. In the event an employee's compensatory bank has reached 40 hours, all overtime thereafter will be paid.

6.3 Callback:

In the event an employee is called back to work outside of their normal work shift and not previously scheduled in advance, they shall be reimbursed at a minimum of three (3) hours pay at one and one-half (1-1/2) the employees normal pay rate. Call-backs within the same three (3) hour period shall be considered one call-back. The form of compensation for call-back shall be at the Department Head's discretion.

6.4 Standby:

Employees who are placed on standby shall be compensated in accordance with 6.3 Call-Back, if called to duty.

ARTICLE 7 – COMPENSATION

7.1 Pay Day:

Wages for all employees shall be in accordance with Appendix A. Employees shall be paid 24 times per year. Pay periods shall be computed twice monthly, with the first period running from the 1st day of the month through the 15th day of the month. The employee's salary for the first pay period shall be paid by noon on the *TWENTY-THIRD (23RD)* day of the month and the salary for the second pay period shall be paid by noon on the *EIGHTH (8TH)* day of the following month. In the event the *8TH* or the *23RD* falls on a Saturday, Sunday or holiday, the employees shall be paid on the last Friday before the *8TH* or *23RD* or the last actual week day in that week.

If the regular payday, as described above, falls on a Monday which is a holiday, employee pay checks will be available by noon on the preceding Friday or as outlined in the above paragraph.

The County has established an automatic direct deposit system for employee paychecks consistent with this article. It shall be the employee's responsibility to designate a receiving financial institution that has the compatibility to conduct such transactions with the County's financial institution. In the event the County determines to discontinue direct deposits in the

future, the County agrees to negotiate with the Union for a period not to exceed 90 days, if so requested by the Union.

7.2 Trial Employees:

Until such time as a new employee has been designated as a regular employee by the County, he/she shall be designated trial employee and shall be subject to termination without recourse to any claim whatsoever of a violation hereof. A new employee shall be designated as a regular employee after nine (9) months of employment. Any employee who has successfully completed their trial period may not be discharged except as provided in Article 18. This step increase establishes the annual anniversary date for future annual increases.

Trial Service for new employees may utilize sick leave after 90 days, and accrued vacation after six months.

7.3 New Employees:

Employees newly hired or appointed After July 1, 2017, upon recommendation from the department head of satisfactory completion of the trial period specified in Section 7.2 shall attain regular employee status and advance one step on the salary schedule. Employees with regular employment status date on the first of the month shall have salary increases effective on the first (1st). Starting regular employment dates between the first (1st) of the month and the fifteenth (15th) of the month shall receive the salary increase effective on the sixteenth (16th) day of the month following the anniversary date of regular employment; employees with a starting employment date on the sixteenth of the month shall receive increases effective on the sixteenth (16th). Regular employment status dates between the sixteenth (16th) day of the month and the thirty first (31st) day of the month shall receive the salary increase effective on the first (1st) day of the month following the anniversary date of regular employment.

7.4 Step Advance:

Each regular employee, with the recommendation of the department head, shall annually advance one step on the salary schedule until the top of the salary schedule is reached. Part-time employees shall advance in accordance with the same calendar requirements as full time employees. Denial of step increase shall not be for arbitrary or capricious reasons.

Employees with a position anniversary date on the first of the month shall have salary increases effective on the first (1st). Anniversary dates between the first (1st) of the month and the fifteenth (15) of the month shall receive salary increases effective on the sixteenth (16th) day of the month following the anniversary date of position. Employees with a position anniversary date on the sixteenth (16th) of the month shall receive increases effective on the sixteenth (16th). Anniversary dates between the sixteenth (16th) of the month and the thirty first (31st) day of the month shall receive salary increases effective on the first (1st) of the month following the anniversary date of position.

7.5 Promotions:

An employee promoted to Step 1 of a different position, upon recommendation from the department head of satisfactory completion of the probationary period specified in Section 7.6, shall attain regular employee status at the new position and advance one step on the salary schedule.

Each promoted employee, with the recommendation of the department head, shall advance one step on the salary schedule on the employee's position anniversary date. Part time employees shall advance on the same schedule as full time employees.

Employees with a position anniversary date on the first of the month shall have salary increases effective on the first (1st). Anniversary dates between the first (1st) of the month and

the fifteenth (15) of the month shall receive salary increases effective on the sixteenth (16th) day of the month following the anniversary date of position; employees with a position anniversary date on the sixteenth (16th) of the month shall receive increases effective on the sixteenth (16th). Anniversary dates between the sixteenth (16th) of the month and the thirty first (31st) day of the month shall receive salary increases effective on the first (1st) of the month following the anniversary date of position.

7.6 Promotional Probation:

Any employee who has successfully completed an initial trial service period may not be discharged except for just cause as provided in Article 18 hereof. Such an employee may, however, during the first six (6) months after promotion or lateral transfer, be returned to his/her previous position without recourse to any claim whatsoever of a violation hereof.

7.7 Vehicle Expense:

In the event an employee is required to use a privately owned vehicle for the benefit of the County, reimbursement shall be at the prescribed County rate.

7.8 Longevity:

Longevity step increases shall be granted to employees who have been continuously employed by the County in the same department as follows:

After ten years - five percent (5%) increase

After fifteen years - two & one-half percent (2-1/2%) increase

Every five years thereafter - two & one-half percent (2-1/2%) increase.

In the event a position is reclassified and continues to be filled by the same employee, whether or not it has the same salary schedule, it shall be considered the same position for longevity purposes.

Longevity is based on continuous employment within a department. Accrued longevity is non-transferable when an employee voluntarily transfers employment to another department.

A lateral transfer that was initiated by management or a lateral transfer that occurred due to layoff will be considered the same position for longevity purposes.

7.9 Bilingual English/Spanish:

The County shall pay \$125.00 per month to job positions that, in the County's sole discretion must utilize a bilingual English/Spanish skill as an essential function of that job position.

ARTICLE 8 - VACATION LEAVE

8.1 Accrual:

After six (6) full months of continuous employment, employees shall be credited with five (5) days of vacation with pay, and upon completing one (1) full year of continuous employment, shall be credited with five (5) days of vacation with pay, totaling ten (10) days of vacation with pay for each full year. In all cases, vacation shall be scheduled with the approval of the department involved.

Vacation times shall be selected on the basis of seniority; however, each employee will be permitted to exercise his/her seniority only once in each year.

After five (5) full years of continuous employment by the County, an employee will accrue fifteen (15) days of vacation with pay per year.

After ten (10) full years of continuous employment by the County an employee shall accrue eighteen (18) days of vacation with pay per year.

After fifteen (15) full years of continuous employment by the County, an employee shall accrue twenty-one (21) days vacation with pay each year.

After twenty (20) full years of continuous employment with the County, an employee shall accrue twenty-four (24) days vacation with pay each year starting 7/1/17.

Employees shall be able to take vacation time in increments of one (1) hour or more.

8.2 Part-Time Employees:

Part-time employees shall be credited with vacation pro-rata that amount indicated in Section 1 of this Article that their normal or average hours of work each month compares to the hours of work of regular employees.

8.3 Vacation Use and Carry-Over:

Unless previously approved by the County Board of Commissioners, or its designees, no employee shall accumulate more than two times his/her annual accrued rate, and no employee shall fail to take less than five (5) working days of paid vacation each year after one (1) full year of continuous employment.

In no case shall an employee lose vacation time if they are unable to take time off due to the operational needs as approved by the County.

8.4 Payment in Lieu of Vacation Time:

No employee shall be paid extra wages or salary over and above the regular amount paid in lieu of annual leave or for working instead of utilizing vacation time earned, unless he/she has prior written approval from the Board of Commissioners.

8.5 Payment Upon Termination:

Upon termination of an eligible employee for any reason, accumulated vacation shall be paid in the employee's name.

ARTICLE 9 - SICK LEAVE

9.1 Accumulation:

All employees will earn eight (8) hours of sick leave with pay for each full calendar month worked. A total of 1040 hours of sick leave may be accrued by each employee. Sick leave shall not accrue during any period of leave of absence without pay.

9.2 Trial Service:

Newly hired trial employees may utilize sick leave after three(3) full calendar months of employment as indicated in Section 9.4 of this Article.

9.3 Part-Time Employees:

Part-time employees shall be credited with sick leave pro-rata that amount indicated in Section 1 of this Article that their normal or average hours of work each month compared to the hours of work of regular employees.

9.4 Utilization of Sick Leave:

Sick leave with pay is intended to be utilized when a regular employee is unable to perform their duties by reason of illness or injury beyond their control, and for dental or medical care of the employee, if such care is necessary and essential to the employee and appointment cannot be obtained except during normal working hours. The employee shall notify their Department Head of absence due to illness or injury, and the nature and expected length thereof, prior to the time such employee would otherwise have reported to work. The Department Head,

in his/her discretion, may require proof of the reason for utilization of sick leave, and may require a physician's statement or certificate.

Any illness or disability for which the employee is or could be eligible for benefits under Worker's Compensation shall not be covered under the terms of this Article but shall be covered by the provisions of Article 12.

An employee shall not work for other than the County while on sick leave until such time as they have requested, in writing, and received permission from the Department Head. Permission may be given where the work requested to be performed will not aggravate, prolong or complicate their illness or injury.

9.5 Sick Leave for Illness of Members of Immediate Family:

Sick leave may be utilized due to a serious illness in a regular employee's immediate family that requires attendance of the employee. An employee may be required to furnish satisfactory evidence of such illness from a licensed physician. Immediate family includes the employee's spouse, children, parents, spouse's parents, grandparents, brothers, sisters, and grandchildren. Stepparents, stepchildren, stepbrothers, stepsisters are considered immediate family when they reside in the household of the employee. Sick leave may also be utilized for birth or adoption of a child.

9.6 Retirement Credit:

The County agrees to exercise its options under ORS, Chapter 238, requesting the Public Employees Retirement System to include the monetary value to one-half (1/2) the accrued value of the accumulated sick leave of each retiring employee in computing the employee's "final average salary". This obligation shall be as directed by ORS Chapter 238, and the County shall incur no further obligation as a result of this Section.

9.7 Bereavement Leave:

Employees shall receive up to three (3) days paid bereavement leave. The above-described bereavement leave is concurrent with any other bereavement allowed by law.

ARTICLE 10 - LEAVE OF ABSENCE

10.1 Criteria and Procedure:

The County will consider a written application for leave of absence without pay not to exceed 180 calendar days if the County finds there is reasonable justification to grant such leave and that the work of the Department will not be seriously handicapped by the temporary absence of the employee. The County may terminate or cancel such leave by 30 days written notice mailed to the address given by the employee on his/her written application for such leave. Such leave shall not be approved for the purpose of accepting employment outside the service of the County, and notice that the employee has accepted permanent employment or entered into full-time business or occupation may be accepted by the County as resignation.

Any employee who is granted a leave of absence without pay under this Section, and who for any reason fails to return to work at the expiration or termination of said leave of absence, shall be considered as having resigned his/her position with the County, and his/her position shall be declared vacant, unless the employee, prior to expiration of his/her leave of absence, or prior to the termination date, has furnished evidence that he/she is unable to work by reason of sickness, physical disability or other legitimate reason beyond his/her control, and seeks an extension of leave for such reason. Such a request for extension shall be in writing. An extension shall be granted only for a specified period of time, and only if the County determines

that the request is reasonable and justified, and that the extension may be granted without unduly handicapping the operation of the Department.

10.2 Jury Duty:

An employee shall be granted leave with pay for jury duty, provided that such employee shall report for regular duty if the jury duty does not require a full shift or at such times as jury duty ends prior to the end of the normal work day.

10.3 Witness Leave:

Leave with pay shall also be granted to an employee subpoenaed as a witness in a criminal, civil or other official proceeding or trial provided he/she is not a party in interest to the proceeding and that such subpoena is related to their official duties with the County. As a condition of approval of leave for jury or witness duty with full pay, the employee must agree to turn over to the County all jury and witness fees at the time they are received, except mileage. No paid leave will be allowed when the Union is a party to the proceeding.

10.4 Military Leave:

Military leave shall be granted in accordance with applicable Federal and State statutes.

10.5 Voting Time:

Employees who are registered voters shall be granted adequate time to vote on any official election day, if, due to shift or work scheduling, they would otherwise not be able to vote.

10.6 Parental Leave:

Parental/Family leave will be granted in accordance with the applicable State or Federal Medical Leave Act which most benefits the employee.

ARTICLE 11 - HOLIDAYS

11.1 Holidays:

The following shall be recognized as holidays:

- New Year's Day
- President's Day
- Martin Luther King Jr. Birthday
- Memorial Day
- Labor Day
- Independence Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- (2) Personal holidays

Whenever a holiday falls on Sunday, the following Monday shall be observed as a holiday in that year. Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday in that year. The dates for the above holidays shall be those designated by Oregon State Law defining legal holidays in ORS 187.010 and ORS 187.020 or any subsequent amendments.

11.2 Personal Holidays:

Each employee shall select (2) personal holidays during each calendar year. Such holidays shall be subject to the scheduling needs of the Department, but in no event shall an employee lose their personal holidays where they are unable to take time off due to the requirements of the Department. Full time employees shall receive 16 hours per year. Part-

time employees shall receive personal holidays on a pro-rated basis. New hire employees shall be required to work 6 months prior to being eligible to utilize their personal holidays.

If an employee is unable to take their personal holiday(s) during a calendar year due to the operational needs of the County, he/she shall be able to carry hours over to the next year.

11.3 Holiday Pay:

Employees shall receive eight (8) hours pay for each of the holidays listed above on which they perform no work.

a) To be eligible for holiday pay, an employee must have been employed at least ten (10) days prior to the holiday and in a pay status for the entire regular work day before and after the holiday.

b) Part-time employees shall be credited with holiday pay pro-rata based on their normal average hours of work each month compared to the hours of work each month for regular employees.

c) Full-time employees who are regularly scheduled to work forty (40) hours per week and whose regularly scheduled day off falls upon the day of a holiday observance, shall be compensated for an additional eight (8) hours at the straight time hourly rate or will be scheduled for time off the day before or after the holiday, dependent on the needs of the department.

11.4 Holiday Work:

All work performed on the day of a holiday observance shall be compensated at one and one-half times the employees regular rate of pay and in addition to any holiday pay provided for herein.

11.5 Holiday During Leave:

Should an employee be on authorized leave when a holiday occurs, such holiday shall not be charged against that leave except in accordance with FMLA and OFLA.

ARTICLE 12 - WORKERS' COMPENSATION

All employees will, in accordance with the applicable statutes, be insured under the Worker's Compensation Law. The employee may utilize any accrued leave for the first three calendar days if the period of the temporary disability is for less than 14 calendar days (for non-hospitalized injuries). The employee will reimburse any accrued leave bank equal to any compensation paid for the same period by Worker's Compensation. During the period that the employee qualifies for time loss benefits (but not after a permanent disability has been awarded or after the employee has been certified to return to full or partial duty), the County will continue to contribute towards the cost of Medical, Dental and Life Insurance as though the employee was working.

ARTICLE 13 - WAGES

13.1 Wages:

Effective July 1, 2017 the hourly and equivalent monthly rates in effect prior to the July 1 of that year shall be increased by 2.5%. The Contract shall be reopened for wages and wage survey discussion the second and third years of the contract. (2018-2019 and 2019-2020).

13.2 New Classification:

When any position not listed in the Wage Schedule is established, the County shall designate a pay rate for the position and notify the Union. In the event the Union does not agree

that the rate is proper, the Union shall, within fourteen (14) calendar days of the County's notice, notify the County that it wishes to meet and negotiate wages for the new classification. This section shall not preclude the County from implementing the classification and the wage schedule prior to any negotiations.

13.3 Classification Reviews:

An employee whose position has not previously been analyzed for reclassification, or whose duties have significantly changed, may apply for reclassification by submitting a request to his/her Department head.

ARTICLE 14 - HEALTH AND WELFARE

14.1 Health, Dental and Life Insurance:

Effective July 1, 2017 through June 30, 2020, the County shall contribute 85% of the premium for the full time employee and/or employee and dependents each month on either plan. The employee will contribute 15% of the premiums. The County will contribute 85% of the employee only rate per month for part time employees.

(Note: The County does not intend to provide dual or double coverage for an employee whose spouse is also covered under a County medical plan.)

Effective July 1, 2017 through June 30, 2020, if the employee and spouse are both employed by Hood River County, the County shall provide coverage at 85% of the Employee and Spouse premium rate for the applicable year for one full time employee per month until such time as another dependent is added to the coverage.

The County will contribute 85% effective July 1, 2017 through June 30, 2020 of the employee only rate per month for part time employees. If the employee and spouse are both employed by Hood River County, the County shall provide coverage at 85% of the Employee or Employee and Spouse premium rate for the applicable year for one full time employee per month until such time as another dependent is added to the coverage.

The County shall make available to employees, 30 days in advance of each contract year, a choice of a health plans unless the Benefit and Fact Finding Committee recommends a single plan. The County will not voluntarily change insurance carriers or benefit levels without first arranging to meet with the Education and Fact Finding Benefit Committee member volunteers and elected union officers to consider alternative plans and/or benefit levels. The Committee will make recommendations to the Board of Commissioners.

One plan shall include vision coverage.

The County shall provide dental insurance coverage for eligible employees.

Effective 07/01/2017 the County shall contribute a maximum of \$105.00 per month for full family dental coverage.

The County shall provide a Life Insurance plan for each eligible employee.

14.2 Effective Date:

Medical, dental and life insurance shall become effective for employees on the first of the month following their date of employment. In order to maintain coverage, an employee needs to work 80 hours or more in the preceding month. Hours of work shall include sick leave hours, vacation hours, compensatory hours and holiday hours.

14.3 Retirement Pick-Up: The County will pick up or pay the employees' 6% retirement contribution to the Oregon Public Service Retirement Plan or its successor for all eligible employees.

14.4 Personal Choice Account:

Annually, the County agrees to offer to employees, a pre-tax compensation benefit Section 125 program, subject to authority and availability by the IRS.

ARTICLE 15 - GRIEVANCE PROCEDURE

It is recognized that from time to time questions may arise concerning the provisions of this Agreement. To accommodate the amicable and timely resolution of such questions, the parties agree that when the parties to this Agreement disagree as to the respective interpretation or application of the provisions of this Agreement, such disagreement shall be settled according to the terms herein-under provided.

Step 1: The aggrieved employee shall, within seven (7) calendar days of the occurrence of his/her demonstrated first knowledge, whichever shall occur later, meet with the immediate supervisor in an effort to resolve the grievance informally.

Step 2: If the grievance is not resolved in Step 1, it shall be filed in writing with the Department Head within twenty-eight(28) calendar days of the occurrence of the grievance or the employee's demonstrated first knowledge of same, whichever shall occur later. The written grievance shall provide:

- a) A specification as to the specific County action or lack of action that is the cause of the grievance;
- b) The specific Article(s) and Section(s) and Subsection(s) thereof alleged to have been violated; and
- c) The specific adjustment required. The Department Head shall investigate the particulars of the grievance and shall furnish a written reply within seven (7) calendar days of receipt.

Step 3: If the grievance is not resolved In Step 2, above, it shall be referred in writing to the County Commission or designee, by the employee or the Union, within fourteen (14) calendar days thereafter. The written notice shall contain the items required in the notice specified in Step 2. The County Commission shall consider the matter and shall issue a written decision within twenty-one (21) calendar days of the date the dispute is submitted to them.

Step 4: In the event the County Commission's decision is not satisfactory, the Union may, within fourteen (14) calendar days after receiving the written reply, serve written notice to the County Commission or designee of its intention to initiate mediation through the Conciliation Service of the Employee Relations Board.

Failure by the County to respond to a grievance within the time limits specified herein, shall constitute the County's rejection of the grievance at that step and allow the grievance to be pursued by the Union at the next step. Failure by the Union to pursue the grievance on a timely basis at any step, as outlined in this Article, shall constitute a dismissal of the grievance. The Union shall not be required to pursue any grievance which, in its sole determination, lacks merit.

ARTICLE 16 - GENERAL PROVISIONS

16.1 No Discrimination:

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin, religious beliefs, sexual orientation, union affiliation, veteran status, physical or mental

handicap disability, or political affiliation. The County shall provide benefits to same-sex domestic partners under this Agreement to the same extent as it does for spouses, subject to availability of domestic partner benefit coverage from the County's employee insurance carriers. The Employee shall successfully meet the definition of same sex domestic partner and sign an affidavit provided by the County in accordance with said definition. The Union shall share equally with the employer the responsibility for applying this provision of the Agreement.

16.2 Personnel Files:

A copy of all reports, memoranda or notes pertaining to an employee's job performance or attitude which are to be placed in this personnel file, will be given to the affected employee. An employee shall be allowed to inspect his/her personnel file at any reasonable time. Any reprimand or other record of disciplinary action may be removed from the employee's personnel file after one (1) year from the date of its issuance provided the employee requests its removal and the department head agrees to remove the material.

Employees shall be allowed to respond in writing to any material placed in their file and have such written response placed in their file.

16.3 Bulletin Board:

The County agrees to allow the Union to use the existing bulletin boards located in the Courthouse break room, and Health Department break room. The Union shall limit its posting of notices and bulletins to such bulletin boards and contents of such notices and bulletins shall be limited to information as it relates to employees and Union business. Such content shall not

contain inflammatory or derogatory material as determined by the County. The Union may post meeting notices on the main Courthouse Bulletin Board, but only one notice shall be posted at any time.

16.4 Travel Pay:

Whenever an employee is required to travel in the performance of their duty, such employee shall be allowed, in addition to their compensation, the actual and necessary travel expenses as defined in the County's Personnel Code.

16.5 Job Posting:

Except in emergency situations, the County agrees to post all job vacancies including new positions within the bargaining unit and for supervisory positions within the County for a minimum period of five (5) working days upon the established bulletin boards at all general employees work locations prior to filling the position.

ARTICLE 17 - LAYOFF AND RECALL

17.1 Layoff

In the event the County deems it necessary to lay off employees, such layoff shall occur within affected job classifications as determined by the County. Employees may bump to lower or lateral classifications within the work unit, provided that the employee has the knowledge, skills and ability to perform the duties of the classification in the position description, and has greater seniority than the incumbent to that classification. In the event 2 or more employees are determined equally qualified by the County, the senior employee shall be retained. In the event

the Union considers the Supervisor's above determination as relative qualifications and ability to have been arbitrary and in bad faith, it may submit that question as a grievance for handling in accordance with the grievance procedure, commencing at Step 2. If an employee receives layoff notice, the County may make a reasonable effort to place the employee in another vacant County position, provided that the employee has the required knowledge, skills and ability.

Whenever possible, the County will give thirty (30) days' notice of layoff, and in no event less than fifteen (15) days' notice. Employees laid off shall be compensated for any accrued vacation hours and compensatory time hours.

17.2 Recall

In the event a reduction in force has occurred, employees will be recalled in the reverse order of lay off, provided such employee is qualified to perform the available work. Such recall shall first be offered to the most senior employee that left the position that is available.

Any employee will be eligible for recall for eighteen (18) months after the date of his/her layoff. The County shall notify a laid-off employee of a position opening by registered letter, return receipt requested, at his/her address of record as maintained in the employee's personnel file. It shall be the employee's responsibility to ensure that his/her current address is on file at the time the layoff occurs and to provide in writing by certified mail notification of any change of address following the date of layoff.

The laid-off employee, upon receipt of notification of recall, shall send by certified mail a letter of Intent post-marked no later than five (5) calendar days from the date of receipt of such notification, indicating his/her acceptance or rejection of the position and have an additional fourteen (14) days thereafter in which to begin active employment. If the employee cannot be

reached at his/her address of record or if he/she rejects any position offered to him/her which is at least equivalent to the one held prior to layoff, he/she shall forfeit all re-employment rights. Employees who wish to waive re-employment rights may do so by written notification to the County. Employees returning from layoff shall have previously accrued sick leave and seniority reinstated, but shall not receive benefits for the period of layoff.

ARTICLE 18 - EMPLOYEE DISCIPLINE

18.3 Discipline:

Disciplinary action may include, but is not necessarily limited to, the following:

- a) Written reprimand;
- b) Demotions;
- c) Suspension;
- d) Discharge.

A written reprimand may include notice of suspension, demotion or disciplinary probation or warning of further disciplinary action which will ensue upon repetition or further cause for disciplinary action.

Disciplinary action may be imposed upon an employee for failing to fulfill his/her responsibilities as an employee of the County. Conduct of an employee which hinders the operation of the County shall be considered just cause for disciplinary action. Also, the willful giving of false information, or the withholding of information in making application for employment or willful violation of departmental rules, shall be considered just cause for disciplinary action. Any disciplinary action imposed upon an employee shall be protested only as a grievance through the regular grievance procedure. If the department head or other

supervisory employee has reason to discipline one or more of their employees, they shall make reasonable efforts to impose such discipline in a manner that will not unduly embarrass or humiliate the employee or the public.

ARTICLE 19 - STRIKES AND LOCKOUTS

During the term of this Agreement and any extension thereof, there will be no strikes, no work slowdowns, nor any other concerted interruptions of County service by the employees, actual or constructive. Employees in the bargaining unit, while acting in the course of their employment, shall not honor any picket line established by the Union or by any other labor organization when called upon to cross such picket line in the line of duty. Disciplinary action may be taken by the County against any employee or employees engaged in a violation of this Article. There shall be no lockout of employees in the unit by the County as a consequence of any dispute arising during the period of this Agreement.

ARTICLE 20 - SAVINGS CLAUSE

In the event any Article, Section or portion of this Agreement should be held invalid and unenforceable by any court of competent jurisdiction, such decision shall apply only to the specific Article, Section or portion thereof specified in the court's decision, and the remainder of

this Agreement shall not be affected thereby, and upon issuance of such a decision, the County and the Union will enter into collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement.

ARTICLE 21 - DURATION AND TERMINATION

This Agreement shall be effective July 1, 2017 and shall remain in full force and effect until June 30, 2018. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing not later than January 15, prior to the expiration of subsequent anniversary date that it wishes to modify this Agreement for any reason. In the event such notice is given, negotiations shall begin not later than thirty (30) days after said notice.

FOR THE UNION:

Date: 6/30/2017

[Signature]
Local President

Negotiating Team

Negotiating Team

Date: _____

[Signature]
Union Representative

FOR THE COUNTY:

Date: 6/30/17

[Signature]
Chair, Board of Commissioners

[Signature]
Commissioner

[Signature]
Commissioner

[Signature]
Commissioner

[Signature]
Commissioner

CLASSIFICATION
PLAN FOR
COURTHOUSE
UNION
EMPLOYEES

July 1, 2016 through June 30, 2017

STEP	MONTHLY FY 16/17	Semi-mo	ANNUALLY FY 16/16 COLA 1%	ANNUALLY FY 16/17 COLA 1.2%	HOURL
Accounts Payable & Payroll Clerk I -C01					
Step 1	\$2,532.75	\$1,266.38	30032.62	\$30,393.02	14.61
Step 2	\$2,659.34	\$1,329.67	31533.63	\$31,912.03	15.34
Step 3	\$2,791.35	\$1,395.67	33098.99	\$33,496.18	16.10
Step 4	\$2,931.51	\$1,465.76	34761.04	\$35,178.18	16.91
Step 5	\$3,078.51	\$1,539.25	36504.04	\$36,942.09	17.76
Step 6	\$3,232.30	\$1,616.15	38327.67	\$38,787.60	18.65
10 years	\$3,392.90	\$1,696.45	40231.98	\$40,714.76	19.57
15 years	\$3,477.71	\$1,738.85	41237.63	\$41,732.48	20.06
Accounts Payable Clerk II (New 7/1/15) -C47					
Step 1	\$3,076.58	\$1,538.29	36481.20	\$36,918.97	17.75
Step 2	\$3,230.41	\$1,615.21	38305.26	\$38,764.92	18.64
Step 3	\$3,391.93	\$1,695.97	40220.52	\$40,703.17	19.57
Step 4	\$3,561.53	\$1,780.76	42231.55	\$42,738.32	20.55
Step 5	\$3,739.60	\$1,869.80	44343.13	\$44,875.25	21.57
Step 6	\$3,926.58	\$1,963.29	46560.29	\$47,119.01	22.65
10 Years C 01/07	\$4,122.91	\$2,061.46	48888.30	\$49,474.96	23.79
15 Years C 01/08	\$4,225.99	\$2,112.99	50110.51	\$50,711.84	24.38
Payroll Clerk II -C40					
Step 1	\$2,931.51	\$1,465.76	34761.04	\$35,178.18	16.91
Step 2	\$3,078.51	\$1,539.25	36504.04	\$36,942.09	17.76
Step 3	\$3,232.30	\$1,616.15	38327.70	\$38,787.63	18.65
Step 4	\$3,392.90	\$1,696.45	40231.98	\$40,714.76	19.57
Step 5	\$3,562.54	\$1,781.27	42243.55	\$42,750.47	20.55
Step 6	\$3,740.66	\$1,870.33	44355.60	\$44,887.87	21.58
10 years	\$3,927.69	\$1,963.85	46573.42	\$47,132.30	22.66
15 years	\$4,025.89	\$2,012.94	47737.81	\$48,310.67	23.23
Appraisal Aide -C02					
Step 1	\$2,346.30	\$1,173.15	27821.72	\$28,155.58	13.54
Step 2	\$2,464.71	\$1,232.35	29225.78	\$29,576.49	14.22
Step 3	\$2,585.84	\$1,292.92	30662.13	\$31,030.08	14.92
Step 4	\$2,715.13	\$1,357.56	32195.20	\$32,581.54	15.66
Step 5	\$2,853.94	\$1,426.97	33841.22	\$34,247.31	16.47
Step 6	\$2,995.48	\$1,497.74	35519.56	\$35,945.80	17.28
10 years C 02/07	\$3,145.20	\$1,572.60	37294.86	\$37,742.40	18.15
15 years C 02/08	\$3,205.07	\$1,602.53	38004.76	\$38,460.81	18.49
Assessment Clerk I -C03					
Step 1 (7/01/2013)	\$2,464.71	\$1,232.35	29225.78	\$29,576.49	14.22
Step 2	\$2,585.84	\$1,292.92	30662.13	\$31,030.08	14.92
Step 3	\$2,672.94	\$1,336.47	31694.94	\$32,075.28	15.42

Step 4	\$2,804.95	\$1,402.48	33260.30	\$33,659.43	16.18
Step 5	\$2,946.49	\$1,473.25	34938.66	\$35,357.92	17.00
Step 6	\$3,093.49	\$1,546.74	36681.65	\$37,121.83	17.85
STEP	MONTHLY		ANNUALLY	ANNUALLY	HOURL
	FY 16/17		FY 15/16	FY 16/17	
			COLA 1%	COLA 1.2%	
Assessment Clerk II -C04					
Step 1	\$2,672.94	\$1,336.47	31694.94	\$32,075.28	15.42
Step 2	\$2,804.95	\$1,402.48	33260.30	\$33,659.43	16.18
Step 3	\$2,946.49	\$1,473.25	34938.65	\$35,357.91	17.00
Step 4	\$3,093.49	\$1,546.74	36681.65	\$37,121.83	17.85
Step 5	\$3,248.63	\$1,624.32	38521.31	\$38,983.56	18.74
Step 6	\$3,409.23	\$1,704.61	40425.61	\$40,910.72	19.67
10 years	\$3,582.08	\$1,791.04	42475.20	\$42,984.91	20.67
15 years	\$3,670.53	\$1,835.26	43524.02	\$44,046.31	21.18
20 years	\$3,762.29	\$1,881.15		\$45,147.48	21.71
Assistant Planner -C05					
Step 1	\$3,220.05	\$1,610.02	38182.39	\$38,640.58	18.58
Step 2	\$3,387.44	\$1,693.72	40167.33	\$40,649.33	19.54
Step 3	\$3,552.12	\$1,776.06	42119.97	\$42,625.41	20.49
Step 4	\$3,734.49	\$1,867.25	44282.54	\$44,813.93	21.55
Step 5	\$3,918.22	\$1,959.11	46461.14	\$47,018.67	22.61
Step 6	\$4,112.85	\$2,056.43	48768.99	\$49,354.22	23.73
10 years	\$4,319.71	\$2,159.86	51221.88	\$51,836.55	24.92
15 years	\$4,424.50	\$2,212.25	52464.47	\$53,094.04	25.53
Associate Planner -C06					
Step 1	\$3,437.81	\$1,718.90	40764.53	\$41,253.71	19.83
Step 2	\$3,607.93	\$1,803.97	42781.80	\$43,295.18	20.81
Step 3	\$3,790.29	\$1,895.14	44944.10	\$45,483.43	21.87
Step 4	\$3,979.46	\$1,989.73	47187.33	\$47,753.58	22.96
Step 5	\$4,174.09	\$2,087.05	49495.18	\$50,089.12	24.08
Step 6	\$4,387.76	\$2,193.88	52028.73	\$52,653.08	25.31
10 years	\$4,605.52	\$2,302.76	54610.88	\$55,266.21	26.57
15 years	\$4,719.83	\$2,359.91	55966.33	\$56,637.93	27.23
Chief Deputy Tax Collector (7-1-15) C07					
Step 1	\$3,569.55	\$1,784.77	42326.68	\$42,834.60	20.59
Step 2	\$3,748.03	\$1,874.01	44443.01	\$44,976.33	21.62
Step 3	\$3,935.43	\$1,967.71	46665.16	\$47,225.15	22.70
Step 4	\$4,132.20	\$2,066.10	48998.42	\$49,586.40	23.84
Step 5	\$4,338.81	\$2,169.41	51448.35	\$52,065.73	25.03
Step 6	\$4,555.75	\$2,277.88	54020.77	\$54,669.02	26.28
10 years	\$4,783.54	\$2,391.77	56721.81	\$57,402.47	27.60
15 years	\$4,903.13	\$2,451.56	58139.85	\$58,837.53	28.29
Code Specialist II -C09					

Step 1	\$3,220.05	\$1,610.02	38182.39	\$38,640.58	18.58
Step 2	\$3,387.44	\$1,693.72	40167.33	\$40,649.33	19.54
Step 3	\$3,552.12	\$1,776.06	42119.97	\$42,625.41	20.49
Step 4	\$3,734.49	\$1,867.25	44282.54	\$44,813.93	21.55
Step 5	\$3,918.22	\$1,959.11	46461.14	\$47,018.67	22.61
Step 6	\$4,112.85	\$2,056.43	48768.99	\$49,354.22	23.73
10 years	\$4,319.71	\$2,159.86	51221.88	\$51,836.55	24.92
15 years	\$4,424.49	\$2,212.25	52464.34	\$53,093.91	25.53

STEP	MONTHLY FY 16/17	SEMI- MONTHLY	ANNUALLY FY 15/16 COLA 1%	ANNUALLY FY 16/17 COLA 1.2%	HOURL
Code Specialist III -C10					
Step 1	\$3,437.81	\$1,718.90	40764.54	\$41,253.68	19.83
Step 2	\$3,607.93	\$1,803.97	42781.80	\$43,295.18	20.81
Step 3	\$3,790.29	\$1,895.14	44944.10	\$45,483.43	21.87
Step 4	\$3,979.46	\$1,989.73	47187.33	\$47,753.58	22.96
Step 5	\$4,174.09	\$2,087.05	49495.18	\$50,089.12	24.08
Step 6	\$4,387.76	\$2,193.88	52028.73	\$52,653.08	25.31
10 years	\$4,605.52	\$2,302.76	54610.88	\$55,266.21	26.57
15 years	\$4,719.83	\$2,359.91	56966.33	\$56,637.93	27.23

Environmental Health Specialist I -C33					
Step 1	\$2,780.45	\$1,390.22	32969.72	\$33,365.35	16.04
Step 2	\$2,921.99	\$1,460.99	34648.06	\$35,063.84	16.86
Step 3	\$3,066.25	\$1,533.13	36358.74	\$36,795.04	17.69
Step 4	\$3,217.32	\$1,608.66	38150.06	\$38,607.86	18.56
Step 5	\$3,381.99	\$1,691.00	40102.70	\$40,583.93	19.51
Step 6	\$3,548.04	\$1,774.02	42071.64	\$42,576.50	20.47
10 years	\$3,724.97	\$1,862.48	44169.55	\$44,699.59	21.49
15 years	\$3,817.52	\$1,908.76	45267.02	\$45,810.22	22.02

Environmental Health Reponse Coordinator -C41					
Step 1	\$3,674.60	\$1,837.30	43572.30	\$44,095.16	21.20
Step 2	\$3,859.71	\$1,929.86	45767.32	\$46,316.53	22.27
Step 3	\$4,052.96	\$2,026.48	48058.85	\$48,635.56	23.38
Step 4	\$4,257.09	\$2,128.54	50479.32	\$51,085.07	24.56
Step 5	\$4,469.40	\$2,234.70	52996.81	\$53,632.77	25.78
Step 6	\$4,692.87	\$2,346.43	55646.66	\$56,314.42	26.99
10 years	\$4,927.50	\$2,463.75	58428.88	\$59,130.03	28.43
15 years	\$5,050.71	\$2,525.36	59889.90	\$60,608.58	29.14

**Environmental Health Specialist II
-C34**

Step 1	\$3,335.73	\$1,667.87	39554.12	\$40,028.77	19.24
Step 2	\$3,501.78	\$1,750.89	41523.05	\$42,021.33	20.20
Step 3	\$3,674.60	\$1,837.30	43572.38	\$44,095.24	21.20
Step 4	\$3,859.70	\$1,929.85	45767.25	\$46,316.45	22.27
Step 5	\$4,052.96	\$2,026.48	48058.83	\$48,635.53	23.38
Step 6	\$4,257.10	\$2,128.55	50479.40	\$51,085.15	24.56
10 years	\$4,469.41	\$2,234.70	52996.92	\$53,632.88	25.79
15 years	\$4,581.71	\$2,290.86	54328.59	\$54,980.54	26.43

Health Accounting Clerk -C13

Step 1	\$2,532.75	\$1,266.38	30032.62	\$30,393.02	14.61
Step 2	\$2,659.34	\$1,329.67	31533.63	\$31,912.03	15.34
Step 3	\$2,791.35	\$1,395.67	33098.99	\$33,496.18	16.10
Step 4	\$2,931.51	\$1,465.76	34761.04	\$35,178.18	16.91
Step 5	\$3,078.51	\$1,539.25	36504.04	\$36,942.09	17.76
Step 6	\$3,232.30	\$1,616.15	38327.67	\$38,787.60	18.65
10 years	\$3,392.90	\$1,696.45	40231.98	\$40,714.76	19.57
15 years	\$3,477.71	\$1,738.85	41237.63	\$41,732.48	20.06

	MONTHLY	SEMI-	ANNUALLY	ANNUALLY	HOURL
	FY 16/17	MONTHLY	FY 15/16	FY 16/17	
			COLA 1%	COLA 1.2%	

Health Services Aide I -C14

Step 1	\$1,962.51	\$981.26	23270.89	\$23,550.14	11.32
Step 2	\$2,061.87	\$1,030.93	24449.00	\$24,742.38	11.90
Step 3	\$2,165.30	\$1,082.65	25675.44	\$25,983.54	12.49
Step 4	\$2,274.18	\$1,137.09	26966.52	\$27,290.12	13.12
Step 5	\$2,387.13	\$1,193.57	28305.92	\$28,645.59	13.77
Step 6	\$2,506.89	\$1,253.45	29726.01	\$30,082.72	14.46
10 years	\$2,630.75	\$1,315.38	31194.71	\$31,569.05	15.18
15 years	\$2,698.80	\$1,349.40	32001.56	\$32,385.58	15.57

Health Services Aide II -C15

Step 1	\$2,381.68	\$1,190.84	28241.30	\$28,580.19	13.74
Step 2	\$2,500.09	\$1,250.05	29645.35	\$30,001.09	14.42
Step 3	\$2,625.30	\$1,312.65	31130.06	\$31,503.62	15.15
Step 4	\$2,757.31	\$1,378.66	32695.42	\$33,087.77	15.91
Step 5	\$2,896.13	\$1,448.07	34341.47	\$34,753.57	16.71
Step 6	\$3,040.40	\$1,520.20	36052.12	\$36,484.74	17.54
10 years	\$3,191.46	\$1,595.73	37843.44	\$38,297.57	18.41
15 years	\$3,270.41	\$1,635.21	38779.57	\$39,244.92	18.87

**Juvenile Counselor (Step
increase 7/1/05) -C16**

Step 1	\$3,625.61	\$1,812.81	42991.46	\$43,507.36	20.92
Step 2	\$3,807.99	\$1,904.00	45154.03	\$45,695.88	21.97

Step 3	\$3,998.52	\$1,999.26	47413.29	\$47,982.25	23.07
Step 4	\$4,198.58	\$2,099.29	49785.59	\$50,382.93	24.22
Step 5	\$4,408.16	\$2,204.08	52270.70	\$52,897.95	25.43
Step 6	\$4,628.64	\$2,314.32	54885.11	\$55,543.73	26.70
10 years	\$4,860.08	\$2,430.04	57629.36	\$58,320.91	28.04
15 years	\$4,981.58	\$2,490.79	59070.09	\$59,778.94	28.74

Juvenile Tracker -C17

Step 1	\$2,453.83	\$1,226.91	29096.77	\$29,445.93	14.16
Step 2	\$2,576.31	\$1,288.16	30549.15	\$30,915.74	14.86
Step 3	\$2,704.25	\$1,352.12	32066.18	\$32,450.98	15.60
Step 4	\$2,840.34	\$1,420.17	33679.90	\$34,084.06	16.39
Step 5	\$2,981.88	\$1,490.94	35358.25	\$35,782.55	17.20
Step 6	\$3,132.95	\$1,566.47	37149.58	\$37,595.37	18.07
10 years	\$3,289.47	\$1,644.73	39005.53	\$39,473.60	18.98
15 years	\$3,371.11	\$1,685.56	39973.69	\$40,453.37	19.45

Justice Court Clerk -C11

Step 1	(7/1/2013)	\$2,931.51	\$1,465.76	34761.05	\$35,178.18	16.91
Step 2		\$3,078.51	\$1,539.25	36504.04	\$36,942.09	17.76
Step 3		\$3,232.30	\$1,616.15	38327.70	\$38,787.63	18.65
Step 4		\$3,392.90	\$1,696.45	40231.98	\$40,714.77	19.57
Step 5		\$3,562.54	\$1,781.27	42243.54	\$42,750.46	20.55
Step 6		\$3,740.66	\$1,870.33	44355.60	\$44,887.87	21.58

	MONTHLY FY 16/17	SEMI- MONTHLY	ANNUALLY FY 15/16 COLA 1%	ANNUALLY FY 16/17 COLA 1.2%	HOURL
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Lead Appraiser -C43

Step 1	\$3,454.14	\$1,727.07	40958.17	\$41,449.67	19.93
Step 2	\$3,628.34	\$1,814.17	43023.79	\$43,540.08	20.93
Step 3	\$3,806.62	\$1,903.31	45137.74	\$45,679.39	21.96
Step 4	\$3,993.07	\$1,996.53	47348.64	\$47,916.82	23.04
Step 5	\$4,199.95	\$2,099.98	49801.80	\$50,399.42	24.23
Step 6	\$4,409.54	\$2,204.77	52286.99	\$52,914.44	25.44
10 years	\$4,625.93	\$2,312.96	54852.87	\$55,511.10	26.69
15 years	\$4,745.68	\$2,372.84	56272.93	\$56,948.20	27.38

Legal Secretary -C19

Step 1	\$2,596.73	\$1,298.37	30791.30	\$31,160.80	14.98
Step 2	\$2,727.38	\$1,363.69	32340.48	\$32,728.56	15.73
Step 3	\$2,864.84	\$1,432.42	33970.49	\$34,378.14	16.53
Step 4	\$3,007.74	\$1,503.87	35664.87	\$36,092.85	17.35
Step 5	\$3,157.45	\$1,578.73	37440.17	\$37,889.45	18.22
Step 6	\$3,315.32	\$1,657.66	39312.15	\$39,783.89	19.13
10 years	\$3,481.35	\$1,740.67	41280.79	\$41,776.16	20.08
15 years	\$3,568.45	\$1,784.22	42313.60	\$42,821.37	20.59

Legal Secretary II- C44

Step 1	\$2,727.37	\$1,363.68	32340.34	\$32,728.43	15.73
Step 2	\$2,864.83	\$1,432.42	33970.33	\$34,377.98	16.53
Step 3	\$3,007.74	\$1,503.87	35664.92	\$36,092.90	17.35
Step 4	\$3,157.43	\$1,578.72	37439.93	\$37,889.21	18.22
Step 5	\$3,315.31	\$1,657.65	39311.96	\$39,783.71	19.13
Step 6	\$3,481.03	\$1,740.52	41277.07	\$41,772.40	20.08
10 years	\$3,655.12	\$1,827.56	43341.32	\$43,861.42	21.09
15 years	\$3,746.51	\$1,873.25	44425.00	\$44,958.10	21.61

Nurse Practioner -C32

Step 1	\$5,001.56	\$2,500.78	59307.00	\$60,018.68	28.86
Step 2	\$5,250.60	\$2,625.30	62260.12	\$63,007.24	30.29
Step 3	\$5,513.28	\$2,756.64	65374.84	\$66,159.34	31.81
Step 4	\$5,789.56	\$2,894.78	68650.88	\$69,474.69	33.40
Step 5	\$6,079.44	\$3,039.72	72088.23	\$72,953.29	35.07
Step 6	\$6,382.93	\$3,191.46	75686.89	\$76,595.13	36.82
10 years	\$6,701.39	\$3,350.70	79463.18	\$80,416.74	38.66
15 years	\$6,867.44	\$3,433.72	81432.11	\$82,409.30	39.62

Nutritionist-

Step 1	\$3,437.81	\$1,718.90	40764.53	\$41,253.71	19.83
Step 2	\$3,607.93	\$1,803.97	42781.80	\$43,295.18	20.81
Step 3	\$3,787.56	\$1,893.78	44911.78	\$45,450.72	21.85
Step 4	\$3,979.46	\$1,989.73	47187.33	\$47,753.58	22.96
Step 5	\$4,174.09	\$2,087.05	49495.18	\$50,089.12	24.08
Step 6	\$4,387.76	\$2,193.88	52028.73	\$52,653.08	25.31
10 years	\$4,605.52	\$2,302.76	54610.88	\$55,266.21	26.57
15 years	\$4,719.83	\$2,359.91	55966.33	\$56,637.93	27.23

MONTHLY
FY 16/17SEMI-
MONTHLYANNUALLY
FY 15/16ANNUALLY
FY 16/17

HOURL

			COLA 1%	COLA 1.2%	
Office Specialist I -C25					
Step 1	\$2,287.78	\$1,143.89	27127.83	\$27,453.37	13.20
Step 2	\$2,400.74	\$1,200.37	28467.26	\$28,808.87	13.85
Step 3	\$2,520.52	\$1,260.26	29887.64	\$30,246.26	14.54
Step 4	\$2,647.08	\$1,323.54	31388.32	\$31,764.98	15.27
Step 5	\$2,780.45	\$1,390.22	32969.72	\$33,365.35	16.04
Step 6	\$2,923.36	\$1,461.68	34664.36	\$35,080.33	16.87
10 years	\$3,064.90	\$1,532.45	36342.70	\$36,778.82	17.68
15 years	\$3,142.47	\$1,571.24	37262.53	\$37,709.68	18.13
Office Specialist II -C26					
Step 1	\$2,381.68	\$1,190.84	28241.30	\$28,580.19	13.74
Step 2	\$2,500.09	\$1,250.05	29645.35	\$30,001.09	14.42
Step 3	\$2,625.30	\$1,312.65	31130.06	\$31,503.62	15.15
Step 4	\$2,757.31	\$1,378.66	32695.42	\$33,087.77	15.91
Step 5	\$2,896.13	\$1,448.07	34341.47	\$34,753.57	16.71
Step 6	\$3,040.40	\$1,520.20	36052.12	\$36,484.74	17.54
10 years	\$3,191.46	\$1,595.73	37843.44	\$38,297.57	18.41
15 years	\$3,270.41	\$1,635.21	38779.57	\$39,244.92	18.87
Office Specialist III -C27					
Step 1	\$2,487.84	\$1,243.92	29500.07	\$29,854.07	14.35
Step 2	\$2,613.05	\$1,306.52	30984.78	\$31,356.60	15.08
Step 3	\$2,743.71	\$1,371.86	32534.11	\$32,924.52	15.83
Step 4	\$2,879.80	\$1,439.90	34147.83	\$34,557.61	16.61
Step 5	\$3,024.07	\$1,512.03	35858.48	\$36,288.78	17.45
Step 6	\$3,175.13	\$1,587.57	37649.84	\$38,101.61	18.32
10 years	\$3,334.38	\$1,667.19	39538.09	\$40,012.54	19.24
15 years	\$3,417.38	\$1,708.69	40522.28	\$41,008.54	19.72
Planning/Building Technician - C28					
Step 1	\$2,644.36	\$1,322.18	31356.02	\$31,732.29	15.26
Step 2	\$2,775.02	\$1,387.51	32905.36	\$33,300.22	16.01
Step 3	\$2,915.18	\$1,457.59	34567.41	\$34,982.22	16.82
Step 4	\$3,062.18	\$1,531.09	36310.41	\$36,746.13	17.67
Step 5	\$3,214.60	\$1,607.30	38117.74	\$38,575.15	18.55
Step 6	\$3,372.47	\$1,686.23	39989.72	\$40,469.60	19.46
10 years	\$3,543.96	\$1,771.98	42023.28	\$42,527.56	20.45
15 years	\$3,632.42	\$1,816.21	43072.12	\$43,588.99	20.96
Principle Planner (new 07/01/2003) -C42					

Step 1	\$4,429.95	\$2,214.97	52529.04	\$53,159.36	25.56
Step 2	\$4,651.78	\$2,325.89	55159.49	\$55,821.40	26.84
Step 3	\$4,885.87	\$2,442.93	57935.22	\$58,630.44	28.19
Step 4	\$5,128.12	\$2,564.06	60907.76	\$61,537.46	29.59
Step 5	\$5,385.34	\$2,692.67	63857.84	\$64,624.13	31.07
Step 6	\$5,654.62	\$2,827.31	67050.82	\$67,855.43	32.62
10 years	\$5,937.36	\$2,968.68	70403.42	\$71,248.26	34.25
15 years	\$6,085.79	\$3,042.90	72163.56	\$73,029.52	35.11

STEP	MONTHLY FY 16/17	SEMI- MONTHLY	ANNUALLY FY 15/16 COLA 1%	ANNUALLY FY 16/17 COLA 1.2%	HOURS
Property Appraiser -C29					
Step 1	\$3,470.47	\$1,735.23	41151.84	\$41,645.63	20.02
Step 2	\$3,646.02	\$1,823.01	43233.43	\$43,752.23	21.03
Step 3	\$3,827.04	\$1,913.52	45379.97	\$45,924.53	22.08
Step 4	\$4,020.30	\$2,010.15	47671.55	\$48,243.61	23.19
Step 5	\$4,220.36	\$2,110.18	50043.77	\$50,644.29	24.35
Step 6	\$4,431.32	\$2,215.66	52545.28	\$53,175.82	25.57
10 years	\$4,651.78	\$2,325.89	55159.46	\$55,821.37	26.84
15 years	\$4,767.47	\$2,383.73	56531.24	\$57,209.59	27.50
20 years	\$4,886.65	\$2,443.33	57944.49	\$58,639.83	28.19

Public Health Nurse C-30 (was C31 scale)					
Step 1	\$3,854.31	\$1,927.15	45703.25	\$46,251.69	22.24
Step 2	\$4,047.02	\$2,023.51	47988.41	\$48,564.27	23.35
Step 3	\$4,249.37	\$2,124.69	50387.83	\$50,992.48	24.52
Step 4	\$4,461.84	\$2,230.92	52907.22	\$53,542.11	25.74
Step 5	\$4,684.93	\$2,342.47	55552.59	\$56,219.22	27.03
Step 6	\$4,919.18	\$2,459.59	58330.22	\$59,030.18	28.38
Step 7L	\$5,165.14	\$2,582.57	61246.72	\$61,981.68	29.80
Step 8L	\$5,294.27	\$2,647.13	62777.89	\$63,531.23	30.54
Step 9L	\$5,426.63	\$2,713.31	64347.34	\$65,119.51	31.31

Records & Elections Clerk I -C45						
Step 1	07/01/13	\$2,464.71	\$1,232.35	29225.78	\$29,576.49	14.22
Step 2		\$2,585.84	\$1,292.92	30662.13	\$31,030.08	14.92
Step 3		\$2,672.94	\$1,336.47	31694.94	\$32,075.25	15.42
Step 4		\$2,804.95	\$1,402.47	33260.26	\$33,659.38	16.18
Step 5		\$2,946.49	\$1,473.24	34938.64	\$35,357.88	17.00
Step 6		\$3,093.48	\$1,546.74	36684.60	\$37,121.78	17.85

Records & Elections Clerk II -C46						
Step 1	12/20/04	\$2,672.94	\$1,336.47	31694.94	\$32,075.28	15.42
Step 2		\$2,804.95	\$1,402.48	33260.30	\$33,659.42	16.18
Step 3		\$2,946.49	\$1,473.25	34938.65	\$35,357.92	17.00
Step 4		\$3,093.49	\$1,546.74	36684.65	\$37,121.82	17.85

Step 5	\$3,248.63	\$1,624.32	38521.34	\$38,983.57	18.74
Step 6	\$3,409.23	\$1,704.61	40425.62	\$40,910.72	19.67
10 years	\$3,582.08	\$1,791.04	42475.20	\$42,984.90	20.67
15 years	\$3,670.53	\$1,835.26	43524.04	\$44,046.30	21.18

Senior Accounting Clerk/Tax Clerk/Computer Operator

Step 1	\$2,434.77	\$1,217.39	28870.80	\$29,217.25	14.05
Step 2	\$2,555.91	\$1,277.95	30307.18	\$30,670.87	14.75
Step 3	\$2,683.82	\$1,341.91	31823.95	\$32,205.84	15.48
Step 4	\$2,818.56	\$1,409.28	33421.64	\$33,822.70	16.26
Step 5	\$2,958.75	\$1,479.37	35083.96	\$35,504.97	17.07
Step 6	\$3,107.09	\$1,553.54	36842.96	\$37,285.08	17.93
10 years	\$3,260.88	\$1,630.44	38666.59	\$39,130.59	18.81
15 years	\$3,342.53	\$1,671.27	39634.77	\$40,110.39	19.28

	MONTHLY FY 16/17	SEMI- MONTHLY	ANNUALLY FY 15/16 COLA 1%	ANNUALLY FY 16/17 COLA 1.2%	HOURL
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Senior Planner -C36

Step 1	\$4,018.93	\$2,009.46	47655.26	\$48,227.12	23.19
Step 2	\$4,219.01	\$2,109.50	50027.76	\$50,628.10	24.34
Step 3	\$4,429.94	\$2,214.97	52528.99	\$53,159.33	25.56
Step 4	\$4,651.78	\$2,325.89	55159.46	\$55,821.37	26.84
Step 5	\$4,885.87	\$2,442.94	57935.27	\$58,630.49	28.19
Step 6	\$5,128.12	\$2,564.06	60807.74	\$61,537.43	29.59
10 years	\$5,385.34	\$2,692.67	63857.84	\$64,624.10	31.07
15 years	\$5,520.08	\$2,760.04	65455.50	\$66,240.97	31.85

WIC Clerk -C37

Step 1	\$2,381.68	\$1,190.84	28241.30	\$28,580.19	13.74
Step 2	\$2,500.09	\$1,250.05	29645.35	\$30,001.09	14.42
Step 3	\$2,625.30	\$1,312.65	31130.06	\$31,503.62	15.15
Step 4	\$2,757.31	\$1,378.66	32695.42	\$33,087.77	15.91
Step 5	\$2,896.13	\$1,448.07	34341.47	\$34,753.57	16.71
Step 6	\$3,040.40	\$1,520.20	36052.12	\$36,484.74	17.54
10 years	\$3,191.46	\$1,595.73	37843.44	\$38,297.57	18.41
15 years	\$3,270.41	\$1,635.21	38779.57	\$39,244.92	18.87

WIC Coordinator -C37

Step 1	\$2,381.68	\$1,190.84	28241.30	\$28,580.19	13.74
Step 2	\$2,500.09	\$1,250.05	29645.35	\$30,001.09	14.42
Step 3	\$2,625.30	\$1,312.65	31130.06	\$31,503.62	15.15

Step 4	\$2,757.31	\$1,378.66	32695.42	\$33,087.77	15.91
Step 5	\$2,896.13	\$1,448.07	34341.47	\$34,753.57	16.71
Step 6	\$3,040.40	\$1,520.20	36052.12	\$36,484.74	17.54
10 years	\$3,191.46	\$1,595.73	37843.44	\$38,297.57	18.41
15 years	\$3,270.41	\$1,635.21	38779.57	\$39,244.92	18.87

**STEP
WIC Paraprofessional Certifier -
C37**

Step 1	\$2,381.68	\$1,190.84	28241.30	\$28,580.19	13.74
Step 2	\$2,500.09	\$1,250.05	29645.35	\$30,001.09	14.42
Step 3	\$2,625.30	\$1,312.65	31130.06	\$31,503.62	15.15
Step 4	\$2,757.31	\$1,378.66	32695.42	\$33,087.77	15.91
Step 5	\$2,896.13	\$1,448.07	34341.47	\$34,753.57	16.71
Step 6	\$3,040.40	\$1,520.20	36052.12	\$36,484.74	17.54
10 years	\$3,191.46	\$1,595.73	37843.44	\$38,297.57	18.41
15 years	\$3,270.41	\$1,635.21	38779.57	\$39,244.92	18.87

Veteran's Service Officer C48

Step 1	\$3,543.95	\$1,771.97	42023.09	\$42,527.37	20.45
Step 2	\$3,721.14	\$1,860.57	44124.24	\$44,653.74	21.47
Step 3	\$3,907.20	\$1,953.60	46330.46	\$46,886.42	22.54
Step 4	\$4,102.56	\$2,051.28	48646.99	\$49,230.75	23.67
Step 5	\$4,307.69	\$2,153.85	51079.34	\$51,692.29	24.85
Step 6	\$4,523.07	\$2,261.54	53633.30	\$54,276.90	26.09
10 years	\$4,749.23	\$2,374.61	56314.96	\$56,990.74	27.40
15 years	\$4,867.96	\$2,433.98	57722.85	\$58,415.52	28.08

Code Compliance Coordinator

New 7/1/2014

Step 1	\$3,630.57	\$1,815.29	43050.24	\$43,566.84	20.95
Step 2	\$3,812.10	\$1,906.05	45202.75	\$45,745.19	21.99
Step 3	\$4,002.70	\$2,001.35	47462.89	\$48,032.44	23.09
Step 4	\$4,202.83	\$2,101.42	49835.99	\$50,434.02	24.25
Step 5	\$4,412.97	\$2,206.49	52327.74	\$52,955.67	25.46
Step 6	\$4,633.62	\$2,316.81	54944.08	\$55,603.41	26.73