

AGREEMENT

by and between

The City of Kirkland, Washington

and

LOCAL #1837

Washington State Council
of County and City Employees
of the
American Federation of State,
County and Municipal Employees
AFL-CIO

January 1, 2025 through December 31, 2027

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PREAMBLE

THIS AGREEMENT is made by and between the CITY OF KIRKLAND, WASHINGTON, (hereinafter referred to as the “Employer”), and Local 1837, Washington State Council of County and City Employees of the American Federation of State, County and Municipal Employees, AFL-CIO, (hereinafter referred to as the “Union”).

The purpose of the Employer and the Union in entering into this Agreement is to set forth their entire agreement with regard to wages, hours, and working conditions so as to promote uninterrupted public service, efficient operations, and harmonious relations, giving full recognition to the rights and responsibilities of the Employer and the Employees.

ARTICLE 1 – DEFINITIONS

As used herein, the following terms shall be defined as follows:

- 1.1 Affected Employees: An Affected Employee would be the least senior employee(s) within an affected job classification which are subject to lay-off or reduction in force and have certain rights as a result.
- 1.2 Affected Group: An Affected Group would be any job classification that is subject to a layoff.
- 1.3 Alternative Work Schedule: A work schedule that does not follow the standard business hours of Monday through Friday, 8:00 AM to 5:00 PM. Sample schedules may include, but are not limited to, 9/80s, 4/10s, and 4/9/4s.
- 1.4 Application of Seniority: How an employee’s years of continuous service are utilized to determine their respective rights in regard to postings, promotions, transfer, layoff, or recall.
- 1.5 Bargaining Unit (Union): Local 1837 Washington State Council of County and City Employees of the American Federation of State, County and Municipal Employees, AFL-CIO.
- 1.6 Bargaining Unit Seniority: The total length of continuous calendar-based service with the bargaining unit and the Employer.
- 1.7 Bumping: The displacement of a less senior regular employee by another regular employee with more seniority as defined by this Article.
- 1.8 Business Day: Unless otherwise defined with the specific Article/Section, a business day is Monday through Friday, 8:00 am to 5:00 pm, excluding observed holidays.
- 1.9 Competence: Ability to adequately perform will be defined as the immediate, clear and full performance on the job, with a minimal period of orientation and no material reduction in the efficiency of the operation or services, as determined by the Employer.
- 1.10 Competent: Competent shall mean having demonstrated skills and required experience to perform the job; and in case of disputes, the final decision shall be made by the Employer.

1.11 Comparable Employment: “Comparable employment,” “comparable position” shall be defined to include a position where the salary pay range and, educational and experience qualifications, FTE and workweek are substantially similar.

1.12 Continuous Service: Uninterrupted calendar-based employment with the Employer subject to the following provisions: service is terminated by resignation, termination, retirement, layoff or failure to respond to two offers of recall to former or comparable employment or suspended during leaves without pay of thirty (30) continuous days or more.

1.13 Department Seniority: Continuous calendar-based service of the employee with the department.

1.14 Employee: A person occupying a position and paid a salary or wage by the City of Kirkland covered by this Agreement as defined in Article 2. Employee shall not include any person retained by the Employer under a written personal services or consultant contract or agreement.

1.15 Employer: The City of Kirkland.

1.16 Employer Seniority: The total length of continuous calendar-based service with the Employer. Upon successful completion of the probationary period, the Employer seniority of the Regular employee shall be established as the initial date of hire including the service during the probationary period.

1.17 Executive, Administrative, and Professional Employees: All employees exempt from overtime eligibility as defined by the Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act.

1.18 Flex-time: A temporary variation in the employee’s standard/alternative work schedule.

1.19 Immediate Family: Persons related by blood, marriage, domestic partner (as defined by Employer Policy), legal adoption or guardianship in the degree of relationship of spouse/partner, child, parent, grandparent, brother, sister, grandchild, and other persons with the approval of the City Manager or designee. This definition applies to references of “Immediate Family” within the CBA with the exception of FMLA and PFML. For purposes of FMLA and PFML, appropriate statutory definitions of “Immediate Family” will apply in determining eligibility and approval of leave.

1.20 Job Classification Seniority: The total length of continuous service in a job classification within the Bargaining Unit.

1.21 Layoff: The on-going or prolonged reduction of an occupied position covered by this agreement resulting in the employee(s) being involuntarily reduced or separated from their regular position(s).

1.22 Loudermill Rights: An employee’s right to due process including a pre-disciplinary hearing prior to being deprived of the property rights of their positions.

1.23 Oral Warning: A documented conversation with the Employee addressing specific employment issues and what needs to be done to correct the issue.

1.24 Overtime: Work which has been performed by an Employee in excess of forty (40) hours per week.

1.25 Promotion: The appointment of an employee to a higher paid classification.

1.26 Regular Full-Time Employee: Any employee, hired for an indefinite period of time, who works forty (40) or more hours per week on a fixed, regular schedule and is compensated and accrues benefits based on full-time employment.

1.27 Regular Part-Time Employee: Any employee, hired for an indefinite period of time, who works less than forty (40) hours per week on a fixed regular schedule and is compensated and accrues benefits proportionate to the number of hours worked per pay period or per month.

1.28 Limited-Term Full-Time Employee: Any employee hired for a specific purpose or project and for a specific or definite period of time, who works forty (40) or more hours per week on a fixed, regular schedule and is compensated and accrues benefits based on full-time employment.

1.29 Limited Term Part-Time Employee: Any employee hired for a specific purpose or project and for a specific or definite period of time, who works less than forty (40) hours per week on a fixed, regular schedule and is compensated and accrues benefits proportionate to the number of hours worked per pay period or per month.

1.30 Standby: An Employee required by the employer to be available for potential work, including phone calls, text messages or email, outside the Employee's standard/alternative work schedule. Standby designation requires an Employee to remain in a condition to report to work if needed.

1.31 Transfer: Reassignment of an employee to the same classification in a different Department with different duties and responsibilities, or to a different classification in any Department, provided such different classification is equal or lower in pay than the employee's previous classification. A transfer to a lower paid classification represents a voluntary non-disciplinary demotion.

1.32 Vacation: A scheduled work day or accumulation of scheduled work days on which an employee may, by pre-arrangement, continue to receive the regular rate of compensation through the use of accrued paid leave while taking time off work.

1.33 Weingarten Rights: Employees' rights to Union representation during an interview that the employee reasonably believes may lead to their discipline.

1.34 Working Day: shall mean for the purpose of timelines associated with grievances, appeals and policy issues, an 8-hour working day, excluding holidays.

1.35 Written Warning: A written document identifying an employment issue(s), the needed correction in specific terms and potential consequence(s) if it reoccurs. A Written Warning shall be part of the employee's personnel file.

ARTICLE 2 – RECOGNITION

2.1 RECOGNITION

The Employer recognizes the Union as the exclusive collective bargaining representative for all regular employees of the City of Kirkland as noted in the classifications identified in Appendix A – Salary Schedules, excluding supervisory and confidential employees.

The Employer also recognizes the Union as the exclusive bargaining representative for all Limited-Term Employees (LTEs), as defined in Article 5.2.3, working in those job classifications identified in Appendix A, except interns and work study students as defined in Article 5.4. The Union agrees that representation of LTEs shall not include input into decisions regarding the tenure of LTEs. With respect to new job classifications, see Article 2.2.

The Employer also recognizes the Union as the exclusive bargaining representative for those Seasonal or On-Call employees working in represented job classifications, who attain benefits eligibility, consistent with Article 5.2.6.

Both the Employer and the Union recognize the benefit of utilizing volunteers from the local community. Volunteers shall be limited to performing tasks enumerated in mutually agreed to job descriptions which shall include work that is supportive of work performed by regular bargaining unit employees.

2.2 NEW CLASSIFICATIONS

When new regular or Limited-Term positions are created within the departments represented or the classifications listed in Article 9.1, the Union will be notified of the pending action ten (10) working days prior to the date that the position is first posted or advertised.

Should it become necessary to establish a new job classification within the bargaining unit during the life of this Agreement, the Employer may designate a job classification title and salary for the classification. The salary for any new classification within the bargaining unit shall be subject to negotiations.

When existing classifications are substantially modified within the departments represented or the classifications listed in Appendix A, the Union will be notified of the pending action within ten (10) Business Days of the date that the position is first posted / advertised or the proposed effective date of the action that would change the status of the classification.

It is mutually agreed that it is the intent of the parties to meet, upon request by either party, in order to discuss the inclusion or exclusion of the new or modified positions in the bargaining unit consistent with the duties, responsibilities, and organizational level of the classification.

The parties agree that new classification(s) designated and approved by the Employer to be within the non-represented pay plans shall be excluded from the bargaining unit, absent a request to meet within thirty (30) calendar days. Existing bargaining unit classifications shall remain within the bargaining unit absent a mutual agreement by the parties or a decision by the Public Employment Relations Commission (PERC).

The parties recognize the determination of whether a position is included within the bargaining unit may be reviewed by PERC upon petition by either party or jointly. Should PERC determine the classification to be included in the bargaining unit, the position shall be placed within the Union salary schedule at the appropriate rate of pay and at a step arrived at either by mutual agreement / negotiation or PERC ruling.

ARTICLE 3 –UNION SECURITY

3.1 DUES DEDUCTION

Upon receiving authorization from an employee, consistent with RCW 41.56.110, to deduct union dues and fees, if any, the Union shall notify the Employer in writing to deduct once each month from the wages of that employee for all Union dues and fees, if any, uniformly levied. The deductions shall be provided to the Union within thirty (30) days of the deduction request. The Employer will continue to deduct and remit dues and fees to the Union until such time as the Union notifies the Employer in writing that the dues authorization has been properly terminated. Following the Union's notice to the Employer to cease deductions, the Employer shall cease deductions no later than the second payroll after receipt of such notice.

If an employee has insufficient net pay to satisfy the deduction, no deduction shall be made from that employee for that month. The Union agrees to refund to the Employer any amounts paid to it in error upon presentation of proper evidence.

The Union shall indemnify, defend, and hold the Employer harmless, including for attorney's fees and costs, against any claims made and against any suit instituted against the Employer on account of compliance with this article and any and all issues related to the deduction of dues or fees for the Union.

The Union accepts its responsibility to fairly represent all employees in the bargaining unit regardless of membership status.

3.2 BARGAINING UNIT ROSTER

The Employer shall provide the Union with a roster of employees covered by this Agreement on a bi-annual basis or as requested by the Union pursuant to Article 8. The roster shall include name, address, salary, classification, department, hire date and termination date.

The Union agrees to supply Human Resources with current lists of officers and stewards. The Employer will recognize the officers and stewards as soon as the list is received, in writing, by Human Resources.

3.3 NONDISCRIMINATION – UNION ACTIVITY

Neither party shall discriminate against any employee because of membership in or non-membership in or activity on behalf of the Union. No employee shall be discharged or discriminated against for upholding Union principles, fulfilling duties as an officer in the Union or serving on a Union committee.

ARTICLE 4 – UNION / EMPLOYER RELATIONS

4.1 UNION ACCESS

After notifying the designated Human Resources Personnel, the Union's authorized staff representatives shall have access to the Employer's premises where employees covered by this Agreement are working for the purpose of investigating grievances and contract compliance. Access for other purposes shall not be unreasonably denied by the Employer. Such visits shall not interfere with or disturb employees in the performance of their work during working hours.

4.2 FACILITY USE

The conduct of Union business on Employer time and premises shall be subject to the limitations set forth in this Article and with the understanding that no Union member or officer shall use the Employer's equipment to conduct Union business.

The Union shall be permitted to use designated premises of the Employer for Union meetings, with or without Union staff present, provided it is not disruptive to operations and space is available. Use of the Employer's premises for meetings shall be limited to the hours of 5pm to 8am and 12pm to 1pm, unless otherwise approved by the Employer.

4.3 STEWARDS

The Union shall provide the Human Resources Department with a current list of all stewards and officers. With notice to the Employer, stewards and/or the officers shall be allowed reasonable time during working hours to investigate and process grievances, as defined in Article 4.8, 4.9 and 19.3. Employees shall attend Union meetings on their own time.

The Employer recognizes that the Union is entitled to at least one steward in each department in which bargaining unit members are employed.

4.4 ORIENTATION

The Employer will provide advance notification to the Union Department Representative and Local Union President (or designee) of all new hires by means of an electronic new hire offer letter, courtesy copy. A Union official and the newly hired employee shall, at no loss of pay, be granted thirty minutes to provide each new employee a basic overview of the employee's rights and responsibilities regarding Union membership, dues authorizations, and Union insurance.

4.5 BULLETIN BOARDS

The Employer will provide a bulletin board for Union use. No materials shall be posted except notices of meetings and elections, results of elections, changes in Union by-laws, notices of employee social occasions, similar Union notices, letters, and memoranda. All material shall be signed by an officer of the Union. Union will limit the posting of any material on the Employers' premises to its bulletin board.

4.6 CONTRACT DISTRIBUTION

The Union will provide access to a copy of this Agreement to each new and current employee in the unit.

4.7 NEGOTIATIONS RELEASE TIME

The Employer will make a good faith effort to assist in providing release time for Union negotiating team members participating in contract negotiations if negotiations take place on work time, provided that coverage can be arranged.

4.8 GRIEVANCE RELEASE TIME

Prior to any proposed investigation of a grievance, stewards or officers will provide notice to their and the Grievant's supervisor, which will be granted unless the steward, officer or Grievant is working on something that requires immediate attention. If permission cannot be immediately granted, the Employer will arrange to allow investigation of the grievance at the earliest possible time. When it is necessary for stewards or officers to conduct Union business authorized by this Agreement in an area or on a shift other than their own, they shall notify the supervisor of that area or shift of their presence and of the nature of their business. No compensation shall be provided by the Employer for such steward activities outside the employee's work shift, without express pre-authorization by the steward's Department Director or Human Resources.

4.9 UNION BUSINESS

Compensable Union business shall be defined as meeting with an authorized Employer representative who schedules a meeting during normal business hours when it is necessary for a Union officer/steward (who is also a member of the bargaining unit) to attend for the purpose of resolving a grievance filed by a member of the bargaining unit, or other issues that require the presence of a Union official. When reasonably possible, the Union officer/steward will notify their Supervisor or designee when they are requested to attend a Union meeting during regular business hours. Consistent with Articles 4.3, 4.8 and 19.3, stewards and/or the officers shall be afforded reasonable time for the investigation of grievance and compliance issues dealing with this Agreement. Other Union business will not be conducted on Employer time.

Any concerns by the Employer which indicate that a Union officer or steward is spending an unreasonable amount of time performing Union duties shall be referred to Human Resources for discussion and resolution with the Staff Representative of the Union or their designee.

The Union and the Employer have the right to communicate on matters of concern using e-mail, written correspondence, and telephonic communications. The Parties agree to ensure that all stakeholders are notified and copied appropriately. The parties agree to respond to written and e-mail correspondence within ten (10) Business Days and telephonic messages as soon as reasonably possible.

ARTICLE 5 – EMPLOYMENT

5.1 PROBATIONARY PERIODS

5.1.1 New Hire Probation - A new employee shall work under the terms of this Agreement but shall be subject to the normal six (6) month probation period, during which time the employee may be discharged without recourse from the employee or the Union.

The Employer may extend the six (6) month probationary period for new employees up to an additional six (6) months. The Employer shall provide a written notice to the Union and

the Employee no less than fourteen (14) calendar days prior to the probationary period's expiration of its intent to extend a probationary period. The Union and the Employee may request reconsideration of the decision within fourteen (14) calendar days of the date of the notice. The Employee will remain on probation until such time as a resolution has been determined.

5.1.2 LTE to Regular Position - When LTEs are hired into a regular position, the duration of the probationary period completed during the Limited-Term assignment will be applied to the probationary period of the regular position utilizing the following criteria:

- There is no change in job classification when moving from the limited-term to the regular position.
- There is no change in Department when moving from the limited-term to the regular position.
- There is no change in Supervisor when moving from the limited-term to the regular position.
- The employee has demonstrated full performance of the job during the limited-term assignment.
- The employee has not had performance issues during the limited-term assignment.

The Union will be notified if a probationary period is continued or restarted at the time of hire into the regular position.

5.1.3 Trial Service Period - Employees who are transferred or promoted to another position and/or job classification in the bargaining unit shall serve a trial service period for six (6) months of work, consistent with Article 7.3.

5.2 TYPES OF EMPLOYMENT

5.2.1 Regular Full-Time Employees:

A regular full-time employee is scheduled to work forty (40) hours per week in a regularly budgeted, on-going position. Regular full-time employees are eligible to receive the standard benefit package.

5.2.2 Regular Part-Time Employees:

A regular part-time employee typically is scheduled to work a minimum of twenty (20) hours per week but no more than forty (40) hours per week in a regularly budgeted, on-going position. Regular part-time employees are eligible to receive the standard benefit package, prorated to match the FTE percentage and adjusted by actual hours worked.

5.2.3 Limited-Term Employees:

A Limited-Term Employee is hired for a specific assignment that has a duration of employment and schedule that is anticipated to work one thousand and forty (1,040) hours or more in a twelve (12) month period.

A Limited-Term Employee is eligible for the standard benefits package and will be applied based on their anticipated work schedules. Limited-Term Full-Time Employees will

receive benefits per Article 5.2.1 and Limited-Term Part-Time Employees will receive benefits per Article 5.2.2 based on their anticipated work schedule.

5.2.4 Return Rights

If a regular employee accepts an assignment of a Limited-Term position, that employee will be eligible for return rights to their former position upon completion of the specific assignment or term of the Limited-Term employment or upon twenty (20) calendar days' notice from the Employer or 30 calendar days' notice from the employee, whichever is earlier. The regular employee shall continue to earn seniority as to their former position during the period of the Limited-Term position assignment. Any new-hire employee who is hired to fill the vacancy, which was created by the regular employee accepting a Limited-Term position, will also be hired as a Limited-Term employee and that employee will cease to have employment rights upon the return of the regular employee to the former position.

5.2.5 Bargaining Unit Status

Union membership will be applied per Article 3 for represented classifications per the terms of the Agreement. Employees moving to a Limited Term position, as above, will remain bargaining unit members, per the Agreement representing the Limited Term position.

After a Limited-Term position is filled longer than two (2) years, the Employer will provide notice and upon request of the Union, meet and discuss the status of the position with the Union. The Union may, however, request discussion of the status or term of a Limited-Term position at any point during the Limited-Term position. If or when the position is fully funded, the Limited Term employee serving in that position will be given the right of first refusal to continue in the position. Employees will be given ten (10) Business Days to exercise their right. If the employee accepts the fully funded position, they will cease to have any return rights to their prior position.

Employees in Limited-Term positions serve an anticipated but not guaranteed term. While a term of employment is anticipated, the assignment / project may be terminated at any time for any reason, with or without notice. The Employer shall provide a list of limited-term employees at least twice per year to the Local President and AFSCME Staff Representative containing start date, work location, job title, and estimated duration of employment.

5.2.6 Contingent and Miscellaneous Employees (Seasonal Employees and On-Call/Extra Help (Variable Hours) Employees):

A seasonal employee works for a specific amount of time and is not anticipated to work more than six (6) months and is not covered by the provisions of this contract.

A variable hour employee works in a limited, but on-going capacity. They do not have a specific end date. Their schedule may consist of an intermittent or varying schedule per week on an as needed basis and are anticipated to work fewer than one thousand and forty (1,040) hours within a consecutive twelve (12) month period. They are not covered by the provisions of this bargaining agreement.

If the one thousand and forty (1,040) hour limitation is met or exceeded in any one (1) type of employment within a consecutive twelve (12) month period, the employee will become eligible for the standard benefits package, consistent with current personnel rules. Benefits

shall be prorated to match the FTE percentage, as determined by service to that point and applied based on Article 5.2.2 above. The Employer shall provide a list of contingent employees upon request to the Local President and AFSCME Staff Representative containing start date, work location, and job title.

5.3 CONTRACTORS

The Employer will make good faith efforts to limit bargaining unit work to employees covered by this Agreement. “Contractors” who are not employees of the Employer will be permitted to do bargaining unit work where both the need is occasional and temporary and when there are not regular staff either qualified or available to do such work.

5.4 STUDENTS / INTERNS

Student and Internship programs may be created by the employer provided such does not take work away from budgeted classifications represented by the Union. The Employer will provide the Union with notice prior to student and/or internship program(s) implementation. The Employer will meet with the Union to discuss the impacts and benefits of the student and/or internship program(s) upon request by the Union.

ARTICLE 6 – HOURS OF WORK AND OVERTIME

6.1 WORKDAY / WORKWEEK

A regular full-time workweek shall consist of forty (40) hours of time actually worked or compensated within a seven (7) day period (typically Sunday 12:00 AM through Saturday 11:59 PM). Changes in work schedule, which may include changes in the schedule or total hours, shall be consistent with Article 6.2.

6.2 WORK SCHEDULES

6.2.1. Standard Work Schedule

The standard work schedule for full-time employees shall be Monday through Friday, 8:00 AM to 5:00 PM.

6.2.2. Alternative Work Schedule

An alternative work schedule is a work schedule that does not follow the standard business hours of Monday through Friday, 8:00 AM to 5:00 PM. Examples include, but are not limited to, 9/80s, 4/10s, 4/9/4s, etc.

6.2.3. Change of Work Schedule

The employer may change an employee’s work schedule at any time. If the Employer makes a permanent change to the employee’s work schedule, the employee shall be given at least ten (10) working days’ notice prior to the new schedule going into effect, unless such notice period is waived by mutual agreement of the Employee and Employer.

If the Employer makes a change in a non-exempt employee’s standard/alternative work schedule with less than five (5) working days’ notice, the employee shall be paid a ten percent (10%) premium based on the employee’s regular straight time hourly rate of pay for

the remainder of work week hours the employee is assigned to work outside their standard or alternative schedule.

6.2.4. Flex Time

Flex time is a temporary variation in the employee's standard/alternative work schedule. Flex time allows for the adjustment of an employee's hours of work for a single work day or work week. Flex time may be requested by the Employee, regardless of full-time equivalency (FTE) status, or by the supervisor, and must be mutually agreed upon in writing by the parties prior to the flex time being worked. Flex time will not be unreasonably denied.

Flex time, by nature and design, is not intended to add cost for the City and shall comply with the Fair Labor Standards Act (FLSA) and the Washington State Minimum Wage Act. The City will not manipulate work schedules for the sole purpose of avoiding payment of overtime.

6.3 REST / MEAL PERIODS

6.3.1. Rest Periods

All employees shall receive a fifteen (15) minute rest period for each consecutive four (4) hours worked, in addition to their meal period. Where the nature of the work allows employees to take intermittent rest periods equivalent to fifteen (15) minutes for each four (4) hours worked, scheduled rest periods are not required. Missed rest periods are not compensable as overtime. Rest periods may not be collected or not taken in order to shorten the work day or work week.

6.3.2 Meal Periods

Meal periods shall be thirty minutes, if the work period is more than five (5) consecutive hours, to be given not less than two (2) hours nor more than five (5) hours from the beginning of shift. Meal periods shall be on the employees' own time. Employees working three or more hours longer than a normal full-time work-day schedule shall be allowed at least one (1) thirty (30) minute unpaid meal period prior to or during the additional work period.

Employees who because of the nature of their work or by specific direction of their supervisor are required to eat their lunch while on duty at any city facility shall be provided a paid meal period. Employees whose meal period is normally unpaid may be paid overtime (per Article 6.4) for the time worked or have the day or workweek flexed.

Per Washington State Labor and Industries Employment Standards, Employees can waive their meal break requirement if both they and the Employer agree.

6.4 OVERTIME

6.4.1 Overtime Eligible

Employees listed in the salary schedule as "overtime eligible" are entitled to overtime compensation. Overtime shall be compensated at one and one half (1 ½) times the employee's normal hourly rate of pay or time off at that rate for all time worked over forty

(40) hours per week. Overtime shall be paid in fifteen (15) minute increments. Employees subject to emergency callback and not in a standby mode shall have holiday hours included in the calculation of hours worked for the purpose of calculating overtime.

A. For purposes of computing overtime, all contractual holidays, comp time, sick leave and vacation time off with pay shall be considered as time worked.

B. Non-pyramiding - Premium or overtime pay shall not be duplicated or pyramided. Except in emergent / emergency situations, all overtime must be approved in advance by the employee's immediate supervisor.

6.4.2 Overtime Exempt

Employees listed in Appendix A as "overtime exempt" are considered to be executive, administrative, or professional employees and are not entitled to overtime compensation. These employees are responsible for scheduling and performing their duties consistent with their job requirements and the needs of their department. The Employer shall work with employees to manage excessive discretionary time and evaluate staffing levels for affected employees/programs/projects periodically. In so doing, these employees occasionally may be required to work extra time beyond their normal work schedule and will be allowed to take discretionary time off with pay, provided that it does not interfere with the functions of their department. Greater variation in work schedules may be necessary for some employees depending on their job requirements. It is not required that extra time worked and discretionary time off be balanced hour for hour. The payment of the basic salary and benefits is not affected by extra time worked or discretionary time away from the job.

When scheduling use of discretionary time, employees will consult with their immediate supervisor prior to taking the time.

6.5 COMPENSATORY TIME

Overtime hours must be pre-approved by the Employer prior to it being worked by the employee. Generally, overtime shall be paid rather than compensatory time accrued. In lieu of overtime compensation, the Employee may request to accrue compensatory time at the rate of one and one-half (1 ½) for overtime hours worked, subject to the approval of their supervisor, at the time of authorizing the overtime. The Employee cannot be required to accept compensatory time accrual in lieu of overtime payment.

An Employee's request for use of compensatory time shall be granted provided that prior approval is given by the Employer and provided that the leave requested does not prevent a department or division from providing efficient public service. An Employee shall have the option of using compensatory time or vacation leave for approved paid time off.

Compensatory time, accrued in lieu of cash compensation for overtime hours worked, shall be paid out on an annual basis, on the first pay day following December 1st, for all hours earned through November 30th. The employee will submit a written request to the timekeeper by November 30th. The employee may elect to carry over up to forty (40) hours of compensatory time into the next cycle year.

Compensation shall not be paid (or compensatory time taken) more than once for the same hours under any provision of this Article or Agreement. Premium or overtime pay shall not be duplicated or pyramided unless required by the Fair Labor Standards Act, in which case premium or overtime pay shall be based on the employee's regular rate of pay.

6.6 TELEWORK

Employees may be allowed to telework subject to approval by their Department Director or Designee. To request a Telework Agreement, Employees must complete and sign the Telework Application in accordance with the Telework Agreement in Policy 6-3 of the Administrative Policy Manual (APM).

ARTICLE 7 – EMPLOYMENT PRACTICES

7.1 NONDISCRIMINATION

The Employer and Union shall ensure that all terms and conditions of employment included in this Agreement shall be administered in accordance with Administrative Policy Manual (APM) Chapter 4 and Federal or State law governing employment discrimination. Administration and application that is not in contravention of Federal or State law shall not be construed to be discrimination under this Article.

The Union and the Employer agree to provide equal opportunity as to the provisions of this Agreement to all their members and employees. Neither the Employer nor the Union shall discriminate against any person on the basis of such person's race, sex, marital status, color, creed or religion, national origin, age, veteran status, sexual orientation or the presence of any sensory, mental or physical disability, unless based upon a bona fide occupational qualification.

Wherever words denoting a specific gender are used in this Agreement, they are intended and shall be construed so as to apply equally to all genders.

Employees may challenge practices or actions that they allege violate the provisions of this Article through the Employer's Nondiscrimination Policy and procedures, and/or using those remedies available through applicable law. Alleged violations of this Article will not be the subject of grievances under Article 19 of this Agreement. Per APM Policy 4-47, the employee will receive a written report.

7.2 JOB POSTING

When a job opening or vacancy in the bargaining unit occurs for a regular, ongoing position, notice of such position shall be posted by the Human Resources department for a period of no less than five (5) working days before the position is filled. Unless otherwise provided in this Agreement, job openings shall always be posted internally ("internal posting") and may also be posted externally, at the City's discretion. Except as limited by Article 7.3, the Employer may consider applicants from within the Employer or may advertise and solicit applicants simultaneously from outside the City. The posting shall indicate the salary range for the position, the required or preferred minimum qualifications and/or experience, the department to which the position will report and the application process. Union positions will be identified as such.

Following the internal/external job posting process, the City may create an applicant pool for the particular job classification for up to three (3) months. At the City's discretion, it may select job candidates from the applicant pool in lieu of or in combination with the job posting process.

7.3 PROMOTIONS AND TRANSFERS

When a new position is created or a vacancy occurs, the Employer shall select the most qualified candidate to fill the position. The Union recognizes the Employer's obligation to comply with State and Federal statutes regarding Affirmative Action. At the discretion of the Employer, outside recruitment and selection may take place. It shall be the goal of the Employer to promote insofar as possible from the ranks of the employees. When an employee applies and is not selected for a vacancy, they will receive notification.

Promotions to a higher job classification shall be according to ability and seniority; ability determined to be equal, seniority shall prevail. There shall be a six (6) month trial service period, or less at the Employer's option, for such promotions, in order for the employees to acquire skills and demonstrate their qualifications, during which time the employee shall be compensated at the higher rate of pay. At any time during the trial service period the Employer may assign the promoted employee back to their previous position to help with workload or training.

During the trial service period, an employee promoted to a regular position may return to the former position by their choice. The employee may also be returned to their former position upon an evaluation of unsatisfactory performance by the employer during the six (6) month trial service period. Upon returning to the former position, the employee shall retain their seniority and be placed in the salary schedule and step in which they would have been had they not been promoted. The employee may voluntarily waive their return rights in writing, with a copy to the Union, at any point after the promotion has occurred.

Employees who are transferred or promoted to another position and/or classification in the bargaining unit shall serve a trial service period for six (6) months of work. The employer shall not be required to hold the positions open from which the employees were transferred or promoted. If the position is eliminated or filled, the trial service period and any associated return rights will end. If the previous position is filled, the right to assign the promoted employee back to the previous position to assist with workload or training shall continue. During the trial service period, the employees may be reassigned to their previous positions and/or job classifications at the sole discretion of the Employer. However, the discharge or discipline (as defined in Article 7.6) of a transferred or promoted employee who has passed their new hire probation shall be subject to the grievance procedure.

7.4 POLICIES / PERSONNEL FILE

7.4.1 Policies

Unless otherwise provided by the terms of this Agreement, the City of Kirkland Administrative and Personnel Policies shall apply to members of this bargaining unit. Employees shall also refer to Employer policies to resolve matters not covered by this Agreement or for clarification of matters covered by this Agreement. However, where there is a conflict between Employer policies and any provisions of this Agreement, the provision(s) of this Agreement shall govern.

7.4.2 Personnel Files

Employees shall have access to their personnel file with reasonable frequency. Upon request to the Human Resources department, access shall be provided within a maximum of four (4) working days. Conditions of hiring, termination, change in status, shift, evaluations, commendations and disciplinary actions shall be in writing with a copy to the Employee prior to placement in their personnel file. The Employer's failure to abide by this section pertaining to personnel file access shall not affect the Employer's ability to proceed with the merits of discipline or discharge but may be a separate Union grievable matter and any grievance timelines will be correspondingly extended.

Employees shall have the right to provide a written response to any written evaluations or disciplinary actions to be included in the personnel file. Upon approval of the Human Resources Department, employees may add additional documents to their personnel file including, but not limited to, certifications, degrees, and commendations.

7.5 EVALUATIONS

- A. The purpose of an evaluation is to help an employee be successful in performance and to understand the standards and goals of their position and their department. The evaluation will assess and focus on the employee's accomplishment of their job functions and the goals and standards of the position. Where the employee does not meet the above, a plan for correction, training or support should be developed with the employee.

- B. Evaluation may occur in two forms:

All regular employees should be formally evaluated in writing by their immediate supervisor and/or department head or designee during the probationary or trial service period and at least annually (at date of hire or a common date) thereafter.

Additionally, evaluation of job performance may occur at any time and on an ongoing basis. Evaluation may occur in various ways and may include coaching, counseling or written assessment.

- C. The evaluation process shall also include a review of the current job description.
- D. Evaluation shall not, by itself, constitute disciplinary action – disciplinary action must be specifically identified as such, in writing, consistent with Article 7.6.
- E. Employees will be given a copy of the evaluation. Employees will be required to sign the evaluation, acknowledging its receipt. Employee's signature is provided solely as verification that the employee received a copy of the evaluation, rather than as agreement or disagreement with the contents. Evaluations are not grievable, however, employees may elect to provide a written response to the evaluation, which will be retained with the evaluation in the employee's personnel file.

7.6 DISCIPLINE / CORRECTIVE ACTION

7.6.1 Discipline

The Employer agrees to act in good faith in the discipline, dismissal or demotion of any regular employee and any such discipline, dismissal or demotion shall be made only for just cause.

No employee shall be discharged except for just cause. The parties recognize that just cause requires progressive discipline. Progressive discipline may include:

- oral warnings, which will be documented;
- written warnings;
- suspension without pay;
- demotion; or
- discharge.

The intent of progressive discipline is to assist the employee with performance improvement or to correct misconduct. Progressive discipline shall not apply where the offense requires more serious discipline in the first instance. Both the sequencing and the steps of progressive discipline are determined on a case-by-case basis, given the nature of the problem. The Employer shall endeavor to correct employee errors or misjudgments in private, with appropriate Union representation if requested by the employee.

All disciplinary actions shall be clearly identified as such in writing. The employee will be requested to sign the disciplinary action. The employee's signature thereon shall not be construed as admission of guilt or concurrence with the discipline, but rather shall be requested as an indication that they have seen and comprehend the gravity of the disciplinary action. Employees shall have the right to review and comment on disciplinary actions in their personnel file.

A copy of all disciplinary notices shall be provided to the employee before such material is placed in their personnel file. Employees disciplined or discharged shall be entitled to utilize the grievance procedure. If, as a result of the grievance procedure utilization, just cause is not shown, personnel records shall be cleared of reference to the incident, which gave rise to the grievance.

The Employer will notify the Union in writing within three (3) working days after any notice of discharge. The failure to provide such notice shall not affect such discharge but will extend the period within which the affected employee may file a grievance.

7.6.2 Weingarten Rights

The Employer recognizes the right of an employee who reasonably believes that an investigatory interview with a supervisor may result in their discipline to request the presence of a Union representative at such an interview. Upon request, they shall be afforded a Union representative. The Employer will delay the interview for a reasonable period of time in order to allow a Union representative an opportunity to attend. If a Union

representative is not available or delay is not reasonable, the employee may request the presence of a bargaining unit witness.

7.6.3 Loudermill Rights

Employees shall also have a right to a notice and a determination meeting prior to any disciplinary action that would impact an employee's property rights (this does not include oral or written warnings). The Employer must provide a notice and statement in writing to the employee identifying the performance violations or misconduct alleged, a finding of fact and the reasons for the proposed action. The employee shall be given an opportunity to respond to the charges in a meeting with the Employer and shall have the right to Union representation during that meeting, upon request.

7.6.4 Just Cause

Discipline shall be subject to the grievance procedure in this Agreement as to whether or not such action as to any post-probationary employee was for just cause. Just cause shall be established if the following has been shown by the Employer:

- A. That the Employer did forewarn employee of possible consequences of conduct;
- B. That the Employer policy, rule, or order involved reasonably related to the orderly, efficient, or safe operation of the Employer;
- C. That before administering discipline, the Employer did make an effort to discover whether employee did, in fact, violate or disobey an Employer policy or rule;
- D. That the Employer conducted its investigation objectively;
- E. That, in the investigation, the Employer did obtain evidence or proof that the employee violated such Employer policy or rule;
- F. That the Employer applied its rules, orders, and penalties without discrimination under the circumstances; and
- G. That the degree of discipline was reasonably related to the seriousness of the offense and/or the employee's record.

7.7 OUTSIDE EMPLOYMENT

Employees shall be permitted to maintain other employment to the extent that it does not impair the employee's ability to perform their normal work duties and/or responsibilities with the City of Kirkland, nor create a conflict of interest as defined by the Employer's Personnel policies.

ARTICLE 8 – SENIORITY- (Section 8.1-8.4)-LAYOFF (Section 8.5-8.15)

8.1 ESTABLISHMENT OF SENIORITY

Seniority shall be established upon appointment to a regular full-time or part-time, budgeted position within the bargaining unit. No seniority shall be established while an employee is

employed in a Temporary, Seasonal or On-Call position. Time in service in a Temporary or benefitted Seasonal / On-Call position shall count for leave accrual or step movement purposes only. A Temporary employee or a Regular employee in a Temporary position who is hired without a break in service directly into a Regular position in the same classification shall be credited for classification seniority from the date of hire into that classification.

Including vacation and sick leave however, seniority shall not be accrued while on a leave of absence without pay in excess of thirty (30) continuous calendar days. The appointment date shall be adjusted for leaves of absence without pay except when such leaves are the result of federal or state legally protected leaves.

8.2 APPLICATION OF SENIORITY

In the event of transfer, layoff, postings/promotions, bumping or recall, bargaining unit seniority shall be the determining factor where employees are equally qualified to do the job. Seniority shall be applied in the following manner:

8.2.1 Postings / promotions/ transfer

In regard to job postings, promotion, and transfer, “qualifications” and/or “ability” will be the primary consideration, with seniority determinative where employees are equally qualified, consistent with Article 7. Qualifications will include the minimum qualifications of education, training and experience as set forth in the job description, as well as the job performance, ability, employment record and contribution to the needs of the department.

8.2.2 Bumping

As to bumping, the employee’s “competence” and the ability, as defined in Article 1.7, to adequately perform the unique functions of the job assignment will be the primary consideration, applied in accordance with bargaining unit seniority.

8.2.3 Recall

Seniority shall be determinative in the identification of which employee is to be recalled when there are more than one who is qualified and/or have previously performed a position. In the event that an employee is being recalled to a new position, the employee’s qualification and the ability to adequately perform the unique functions of the job assignment will be the primary consideration, applied in accordance with bargaining unit seniority, consistent with Article 8.2.2.

8.3 LOSS OF SENIORITY

An employee will lose seniority rights by and/or upon:

8.3.1 Resignation.

8.3.2 Discharge.

8.3.3 Retirement.

8.3.4 Layoff / Recall list of more than fourteen (14) consecutive months.

8.3.5 Failure to respond to two offers of recall to former or comparable employment.

Employees who are re-employed following the loss of their seniority, shall be deemed a newly-hired employee for all purposes under this Agreement, except as provided in the following: if an employee is laid off or resigns in good standing after working at least twelve (12) consecutive months, and is thereafter re-employed within twelve (12) months (or fourteen (14) months in the event of recall), the employee will, upon successful completion of the probationary period, regain the seniority that they had as of the effective date that the employee resigned.

8.4 SENIORITY LIST

The Employer shall update the seniority list and provide it to the Union upon request, consistent with Article 3.3. If a layoff is announced, a current ranked seniority list including job classifications, names, job locations, and FTE or hours per week shall be provided to the Union and posted in the affected department.

8.5 LAYOFFS

A layoff is identified as the anticipated and on-going or prolonged reduction in the number of full-time equivalent (FTE) positions or in the number of partial FTEs covered by this Agreement. A reduction in force in classification may occur for reasons of lack of funds, lack of work, efficiency or reorganization. Reductions in force are identified by classification within the affected department.

For purposes of this Article, layoff is further identified as any reduction in hours which results in a regular position being less than their budgeted FTE.

8.6 AFFECTED EMPLOYEE(S)

The following procedure shall apply to any layoff:

The Employer shall first determine by job classification the number of employees or FTEs to be affected by the layoff. The employee(s) holding such FTEs, which are subject to layoff, shall be the "affected employee(s)."

The least senior employee within the affected job classification shall be selected for layoff, consistent with Article 1.20. The exception would be only when the Employer determines that the position requires unique qualifications and abilities necessary to perform the specialized and required functions of that position, which would then become an overriding factor.

8.7 NOTICE

The Union shall be provided written notice of all proposed layoffs and of positions to which laid off employees may be eligible to bump and a current seniority list.

Employees affected /being laid off shall be given written notice of such layoff thirty (30) calendar days prior to the layoff if possible. In no event shall written notice of layoff be less than ten (10) working days. If the employer does not provide ten (10) working days written notice, the employer shall compensate the employee at his or her normal rate of pay for the time between the last day of work and ten (10) working days from the date the employee receives the notice of layoff, in addition to any other compensation due the employee.

The employee shall inform the Employer within five (5) working days of the receipt of the notice of layoff of their intention to exercise bumping rights. When all bumping rights have been acted

upon, or when someone has chosen not to act on their bumping right, the employee least senior or the employee choosing not to bump shall be the person laid off. Only one thirty (30) day notice of layoff is required, irrespective of the number of bumps.

An employee desiring to exercise bumping rights must do so by delivering written notice to the Employer within five (5) working days of receipt of notice of layoff. The written notice must state the proposed position to be bumped and contain a statement of the employee's qualifications for that position. Within five (5) working days of receipt of the employee's notice to exercise the bumping rights, the Employer shall communicate the decision to the employee as to whether the employee meets the qualifications for the position the employee has chosen to bump.

8.7.1 Volunteers

Simultaneous with implementing the provisions of the layoff procedure, the Employer may first seek, by a five (5) working day posting process, volunteers for layoff or voluntary resignation from among those employees who work within the same job classification as the affected employees. If there are more volunteers than affected employees, volunteers will be chosen by bargaining unit seniority. Employees who volunteer for layoff may opt for recall rights as described in this Article at the time of layoff.

If there are no or insufficient volunteers within the affected job classification, the remaining affected employees who have received notice must choose promptly (within five (5) full working days of receipt of the Notice) among the layoff options set forth in Article 8.10.

8.7.2 Probationary Employees

If the number of volunteers is not sufficient to meet the announced number of necessary layoffs, and if the affected employee is an initial probationary employee, then that employee shall be laid off and are ineligible to select among layoff options.

8.8 MEETING WITH UNION

After receiving notice and upon the Union's request, the Employer and the Union shall meet promptly during the first two (2) weeks of the notice period identified in Article 8.6 to discuss/negotiate the reasons and the timelines for the layoff and to review any suggestions concerning possible alternatives to layoff. Union concerns shall be considered by the Employer prior to implementation of any reduction in hours.

8.9 ORDER OF LAYOFF

The least senior employee (by classification seniority) within the affected job classification and affected department shall be selected for layoff. No regular employee shall be laid off while another employee in the same classification within the department is employed on a probationary, extra help or temporary basis, unless specialized skills are required to fill the position that are not possessed by the regular staff member. This provision shall apply only to the classification where the initial layoff occurs and not to the classification into which laid off employees have bumped. In the event of two employees having the same classification seniority, bargaining unit seniority shall be determinative. In the event of two employees having the same bargaining unit seniority, Employer seniority shall be determinative.

8.10 LAYOFF OPTIONS

Affected employees who have completed their probationary period shall have the following options:

8.10.1 Assume a Vacant Position

On a bargaining unit seniority basis, to assume a vacant position in the same department and bargaining unit, for which they are qualified. On a bargaining unit seniority basis, the employee shall also be considered for available job openings within the Employer for which the employee is qualified.

When a regular full-time or part-time employee is being laid off, the Employer may offer a temporary position if one is available, and the employee has the ability to perform the work. Laid off employees who accept these assignments will be provided the benefits and provisions of the temporary assignment. Employee(s) accepting these assignments will be subject to recall.

8.10.2 Bump

Laid off employees, including bumped employees, shall be allowed to bump less senior employees (by bargaining unit seniority) within their department in lower classifications or in classifications which the employees previously held and are still competent to perform the work of the classification. The employee may bump to other departments only within their current classification or if they previously held the position and are still competent to perform the duties.

Part-time regular employees shall have the option of remaining in the reduced position (if above the 20-hour threshold) or bumping in a lower classification, if competent.

An employee who has bumped shall move to the highest step of the new range that does not exceed their current salary.

If there is no employee in the next lower classification who is less senior than the person scheduled for layoff, that person may look progressively to the next lower classification for such bumping rights.

The employee who is bumped by the affected employee shall have the same rights under this Article.

8.10.3 Recall

If the affected employee elects not to take a vacant position, elects not to bump or cannot immediately and adequately perform the functions of the job assignment in assuming a vacant or bumped position, then that employee will be placed on the recall list and will be eligible for recall under Article 8.12.

8.11 REDUCTION HOURS/FTE

An employee subject to an involuntary reduction in their FTE may elect to accept the reduction, may bump and/or may elect to be placed on recall in accordance with Article 8.10 and 8.12. If the reduction results in hours less than their budgeted FTE, it will be considered a layoff and the employee shall have the right to bump or recall list.

8.12 RECALL

An employee who has been laid off shall be entitled to recall rights for a period of fourteen (14) months from the effective date of their layoff. If a vacancy occurs in the employee(s) classification, employee(s) on the recall list shall be notified of such vacancies at the employee's address on file with the Human Resource Department. The vacancy will be filled, in accordance with classification seniority, among current employees and those on the recall list. If employees on the recall list elect not to accept two (2) offers to return to work in the former or a comparable position or fail to respond within seven (7) consecutive days of the offer of recall, they shall be considered to have terminated or abandoned their right to re-employment and relinquished all recall rights. If employees on the recall list elect not to accept an offer of a non-comparable position, they may retain their recall rights for the balance of their recall period.

As long as any employee remains on the recall list the Employer shall not newly employ by hiring persons into the affected bargaining unit classification(s), within their department, until all qualified employees holding recall rights to that affected classification have been offered recall.

In other represented departments, as long as any employee remains on the recall list the Employer shall first post internally a vacancy of the affected employee's same classification to assure that the affected employee, together with other current employees are given opportunity for consideration for the vacancy. The employer then reserves the right to post externally if, at the sole discretion of the employer, a current employee does not best fit the needs of the vacancy.

It shall be the responsibility of the affected employee to provide the Employer with their current mailing address and telephone number.

A copy of the recall list shall be provided to the Union, upon request.

A person on the recall list who is re-employed in a regular position with the Employer shall serve a probationary period of three (3) months. The probationary period may be extended up to an additional three (3) months if the Employer states reasons in writing to the employee at the end of the first three (3) months. An employee who does not successfully complete the probationary period shall return to the recall list and shall remain on the recall list for the portion of their fourteen (14) months remaining at the time of re-hire.

There shall be no probationary requirement for persons returning to their former position if the initial probationary period has been completed.

Employees shall not lose seniority as a result of layoff for a period of up to fourteen (14) months, per Article 8.3; provided, however, that no benefits shall be accrued during the period of layoff.

Nothing contained in this layoff section shall be construed to require the Employer to modify its position and classification structure in order to accommodate bumping or other re-employment rights.

Salary placement rules shall apply to recall to regular positions and to employees who have bumped. Employees bumping to another position shall retain their old anniversary date for purposes of step increases. Persons recalled to the same salary range shall be placed in their former

step and time in step. The salary for non-regular positions not represented by the bargaining unit shall be determined by the Employer.

8.13 VACANT POSITIONS

Positions will be filled in accordance with Article 8.2 and other sections of this Article.

Within the bargaining unit and the department, affected employees and employees on the recall list shall be given first opportunity for vacant bargaining unit positions for which they are qualified prior to outside hiring by the Employer, consistent with Article 8.10.1. Within other departments affected employees will be given consideration for vacant positions for which they are qualified.

If the affected employee elects not to take a vacant position, elects not to bump or cannot immediately and adequately perform the functions of the job assignment in assuming a vacant or bumped position, then that employee will be placed on the recall list and will be eligible for recall under Article 8.12.

8.14 VACATION & LEAVE CASH OUTS / PAY

Any regular employee who is laid off or terminated shall be cashed out for any unused vacation benefits or comp time with their final paycheck, to the extent of established maximums (per other Articles of this Agreement).

Sick leave balances at the date of layoff shall be restored upon recall with the Employer if the person is recalled into a regular position from the recall list. No sick leave shall accrue during the period of layoff. If a person on the recall list is employed in a temporary position employment, the person may accrue sick leave at the same rate that would apply if it were a regular position. Only sick leave accrued during temporary employment may be used during temporary employment. Sick leave accrued during temporary employment may be added to any existing sick leave balance if the person is hired into a regular position from the recall list.

8.15 UNEMPLOYMENT CLAIMS

If laid off employees apply for unemployment compensation benefits, the Employer will not contest the claim and will confirm that the employee was laid off.

ARTICLE 9 – WAGES

9.1 WAGE SCHEDULE

The salaries for employees and classifications covered by this Agreement are located in Appendix D.

Wage Adjustments

The following wage adjustments from the rates of pay in effect December 31st, 2024:

Effective January 1, 2025: 3.6%

Effective January 1, 2026: the monthly rate of base pay in effect on December 31, 2025 shall be increased by 100% of the 2025 June-to-June CPI-W index for Seattle,

Tacoma, Bellevue, with a minimum increase of one percent (1%) and a maximum increase of four percent (4%).

Effective January 1, 2027: the monthly rate of base pay in effect on December 31, 2026 shall be increased by 100% of the 2026 June-to-June CPI-W index for Seattle, Tacoma, Bellevue, with a minimum increase of one percent (1%) and a maximum increase of four percent (4%).

****This contract also includes specific market adjustments to positions identified in Appendix B****

Wages shall be retroactive to January 1, 2025. All employees active and working on the date the agreement is signed by all parties shall be eligible for retroactive amounts. For all retroactive amounts, the Employer shall, within ninety (90) days of signature of this Agreement, make all appropriate salary adjustments for the next regular pay period.

9.2 HIRE-IN RATES

New regular employees shall normally be placed at Step A of the appropriate salary range or placed consistent with current personnel rules.

ARTICLE 10 – OTHER COMPENSATION

10.1 STANDBY PAY

Employees assigned to standby duty during their time off shall be paid 15 percent of their regular straight-time hourly rate for each hour of standby. Employees assigned to standby on paid holidays specified in Article 11 shall be paid 25 percent of their regular straight-time hourly rate for each hour of standby.

Employees on standby shall also receive a minimum of two (2) hours of pay when required to physically return to the worksite to handle a matter that requires immediate attention. Employees on standby that are required to provide telephonic or computer remote services shall receive the greater of a minimum of one (1) hour of pay or the time actually worked. Other hours actually worked during the standby period are tracked in fifteen (15) minute increments. Employees will not receive the minimum of one (1) hour of pay for time worked that is considered de minimis (less than 7.5 minutes).

10.2 CALL-BACK PAY

All employees will respond to emergency call-outs unless extenuating circumstances such as illness or other incapacitation prevent the employee from responding.

Full-time employees who are called back to work after leaving the job site shall receive a minimum of two (2) hours pay at the overtime rate. When an employee is called out between shifts, the time worked between shifts shall be paid at the rate of one and one-half (1½) times the regular rate. After working the call out shift, the employee may have the option of working the next regularly scheduled shift, provided the supervisor and the employee feel the employee can carry out the duties of the position safely. When the employee does continue working, the time worked on the next regularly scheduled shift shall be compensated at the normal straight time rate.

During periods of emergency, changes of shift can be made with eight (8) hours' notice, provided the employee has eight (8) hours off between the two (2) shifts.

This provision shall apply to employees who are required to attend Employer scheduled meetings on their regularly scheduled day(s) off.

Part time employees who are called back to work after leaving the job site shall receive a minimum of two (2) hours' pay at the appropriate rate of pay.

10.3 WORK IN A HIGHER CLASSIFICATION

Employees assigned by their Department Director or the City Manager to assume the full range of responsibilities of a higher-level position in a temporary capacity for at least ten (10) continuous working days shall receive Out-of-Class Pay commencing from the first such day worked. Pay shall be at the "A" step of the higher pay range, or at the lowest step which gives the employee a 5 percent pay increase, whichever is greater, and shall not exceed the top step of the higher pay range. However, the City Manager may authorize out-of-class pay above the top step of the higher pay range in exceptional circumstances. The City will utilize a fair and competitive process to determine who will receive out-of-class opportunities, commensurate with the length of the assignment.

Out-of-Class Pay shall be awarded due to a position vacancy created by separation from Employer employment, extended illness, injury, or maternity leave of the incumbent. Management retains the right to determine whether or not to fill vacant positions with temporary appointments.

If the out-of-class assignment is from a bargaining unit position to a management and confidential (MAC) position, the following shall apply:

- A. The employee will assume all duties and responsibilities of the higher classification position, including duties associated with management and confidential elements of the position.
- B. The employee will remain in the bargaining unit and will be covered by all provisions of this Agreement. The employee's benefits will continue to be consistent with those offered to AFSCME employees. The employee's FLSA exempt status will be consistent with the FLSA exempt status of the out-of-class position.
- C. The employee will have return rights to the position held prior to taking on the out-of-class assignment for the duration of the out-of-class assignment. The Employer also has the right to return the employee to their prior position at any time during the duration of the out-of-class assignment.

10.4 MILEAGE REIMBURSEMENT

All bargaining unit employees who are required to use their own vehicles for Employer business shall be reimbursed at the mileage rate set by the current policy for all miles driven on such business.

10.5 FOOTWEAR ALLOWANCE

The Employer shall distribute to each benefitted employee who is exposed to the hazards set forth in WAC 296-800-16060 a footwear allowance, for ANSI approved work footwear. The footwear allowance shall be in amount of three hundred dollars (\$300.00) distributed on the first payday of

September each year the employee is eligible:

Footwear Allowance Eligibility Schedule:

Level One: Encounters foot hazards as defined by the WAC at least 3x per month (minimum of 36 times per year) = eligible for footwear allowance every year

Level Two: Encounters foot hazards as defined by the WAC at least 2x per month (minimum 24 times per year) = eligible for footwear allowance every two years

Level Three: Encounters foot hazards as defined by the WAC occasionally (minimum of/or less than 23 times per year) = eligible for footwear allowance every three years

An eligible employee may choose to waive their footwear allowance. If an employee waives their footwear allowance they will not be considered for another allowance until their next eligibility period. If an employee who waived their allowance would like to receive a footwear allowance in between eligibility periods they must submit a request to the Safety and Risk Analyst. Once they use their allowance the eligibility period for the next footwear allowance is set forth from that date.

New employees hired prior to January 1, 2025, will be required to wear footwear but will not receive footwear allowance until they have completed their probationary period. Once their probationary period is complete, they will be added to the eligibility list per the eligibility schedule to receive a footwear allowance the following September.

New employees hired on or after January 1, 2025, will receive footwear allowance on their first or second paycheck. If ratification of this agreement occurs later than January 1, 2025, footwear allowance for new hires will be paid on the same paycheck as any other retroactive payments. The next footwear allowance shall occur in September and shall not exceed the frequency laid out above in the Footwear Allowance Eligibility Schedule (*e.g.*, no more than 12 months later for a Level One employee, 24 months later for Level Two, and 36 months later for Level Three).

Employee uniforms purchased through an advance or reimbursement that can be worn as street clothing shall be taxable income to the employee in accordance with the Internal Revenue Service rules.

10.6 LONGEVITY

All regular full-time and part-time employees who have completed nine (9) continuous years of service to the Employer will receive a flat rate per month and will not be affected by the COLA.

For the term of this Agreement:

\$70.00 total per month at the start of the 10th year of service

\$120.00 total per month at the start of the 15th year of service

\$170.00 total per month at the start of the 20th year of service

10.7 BILINGUAL PAY

The City recognizes the benefits of having members who are bilingual to serve as interpreters, assist with translation of documents, or to provide customer service in a customer's language of choice when necessary. As such, the City agrees to establish a Bilingual Incentive Pay pilot

program for the duration of this agreement (January 1, 2025 through December 31, 2027). The parties agree that such program will not hold precedential value for future negotiations.

As part of this pilot program, employees who meet the eligibility requirements to provide bilingual services shall be paid a stipend of \$50 per pay period (\$100 per month). The Employer reserves the right to establish the positions eligible for Bilingual Incentive Pay and the overall number of employees eligible for Bilingual Incentive Pay. The City and the Union agree to meet and confer regarding eligibility requirements for Bilingual Incentive Pay, including the eligible languages, eligible positions, certification or testing criteria, and testing costs. The parties will strive to complete this meet and confer process within six (6) months of the date that this Agreement is signed by both parties. Once an employee meets the eligibility requirements and submits any required documentation, the Bilingual Incentive Pay will be effective the following pay period. An Employee receiving Bilingual Incentive Pay has the right to opt out of providing bilingual services at any time by providing a two-week written notice to the Employer, which would result in the discontinuation of the stipend.

10.8 COMPENSATION STUDY

The Employer agrees to complete a compensation study for bargaining unit classifications, with a goal of completing this work in June of 2027. This provision is an agreement to perform a study and is not binding on either party as to whether, how, or when to implement results.

ARTICLE 11 – HOLIDAYS

11.1 HOLIDAYS

Full-time employees shall be granted the following holidays and such other days as the City Council may fix without a reduction in pay:

Holiday	Observed
New Year's Day	January 1st
Martin Luther King, Jr. Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	1st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4th Thursday in November
The Day after Thanksgiving Day	Friday following the 4 th Thursday in November
½ Day Christmas Eve	Last regular work day before Christmas Day
Christmas Day	December 25 th
½ Day New Year's Eve	Last regular work day before New Year's Day
Floating Holiday	Employee's Choice
Community Service Day	Employee's Choice

11.1.1 In selecting the Floating Holiday, the employee's choice will be granted, provided that prior approval is given by the immediate supervisor or Department Director, and provided that the particular day off selected by the employee does not prevent a department or division thereof from providing efficient public service. The Floating Holiday must be taken during the calendar year or entitlement to the day will be forfeited.

11.1.2 An employee must be employed in a regular or temporary position for six (6) consecutive months in order to be eligible for his or her floating holiday.

11.1.3 Utilization of the Community Service Day shall be for purposes of participation and volunteering for legitimate non-profit organizations, community service organizations or public agencies. Authorization and scheduling shall be in accordance with the same procedures as a Floating Holiday.

11.2 RELIGIOUS HOLIDAYS

Employees may also take other religious holidays off with their supervisor's approval, with or without pay, through utilization of vacation or comp time or by making alternative work schedule arrangements. Such requests shall not be unreasonably denied.

11.3 HOLIDAY OBSERVANCE

Any regular holiday which falls on a Saturday shall be observed on the preceding Friday and any regular holiday which falls on a Sunday shall be observed on the following Monday.

For those employees on a 4/10 work schedule or other alternate schedule, when one of the listed holidays falls on one of the employee's regularly scheduled days off, the holiday shall be observed on a day mutually agreeable to the employee and the Employer within the same workweek.

The holidays listed above represent specific events as indicated. Should the dates for any such holiday be changed by the Legislature or the Governor or the State of Washington, said holiday shall be observed on the date established by the change and not the date set forth above.

11.4 HOLIDAY TIME OFF

Benefitted employees shall receive eight (8) hours' holiday benefit pay and time-off for each holiday listed in Article 11.1 – Holidays, pro-rated to their FTE.

11.5 HOLIDAY COMPENSATION

Benefitted employees shall be paid no more than eight (8) hours of holiday benefit pay for that day regardless of their work individual schedule. Employees must be in a paid status the regularly scheduled work day before and the regularly scheduled work day after a holiday in order to be eligible for holiday benefit pay.

Should any work be performed by an employee on a recognized holiday, per Article 11.1, at the approval and/or direction of their supervisor, the employee shall be paid at the overtime rate for such work, and the holiday shall be observed on an alternate day mutually agreeable to the employee and the Employer.. No employee shall be called on a holiday for less than four (4) hours, except those personnel serving Standby Duty.

ARTICLE 12 – VACATION

12.1 VACATION ACCRUAL

- A. Regular and Limited-Term Full-time employees shall accrue vacation leave at the rate based on the first pay period beginning the following schedule:

Months of Employment	Vacation Leave Hours per Hours Compensated (Non-Exempt) **Excluding Overtime**	Vacation Leave Hours per Pay Period (Exempt)	Approximate Annual Vacation Accrual Based on 2080 hours worked per year
0 through 47	0.0500 hours	4.3334 hours	104 hours
48 through 83	0.0616 hours	5.3334 hours	128 hours
84 through 119	0.0658 hours	5.6667 hours	136 hours
120 through 155	0.0693 hours	6.0000 hours	144 hours
156 through 191	0.0770 hours	6.6667 hours	160 hours
192 through 227	0.0847 hours	7.3334 hours	176 hours
228 through 287	0.0924 hours	8.0000 hours	192 hours
288 and more	0.0962 hours	8.3334 hours	200 hours

- B. Regular and Limited-Term Part-Time non-exempt employees shall accrue vacation leave on a prorated basis based on their hours compensated up to but not to exceed 40 hours of compensated time per workweek.
- C. Accrual of vacation shall commence on the first pay period after hire date unless the hire date is on the first working day of the month; then accrual begins on that date of hire.
- D. Vacation leave shall not accrue during any leave without pay.

Vacation leave shall not be accumulated in excess of two hundred eighty (280) hours within a calendar year without the express prior written authorization of the City Manager or his or her designee. No more than two hundred and forty (240) hours may be carried over from one calendar year to the next, except as provided in Article 12.1(E) below.

- E. Requests to the City Manager or designee for exceptions shall be for a specific number of hours to be used for a specific purpose and to be taken by a specific date. Generally, the basis for requesting an exception would be that the employee requested to utilize the leave and their service and work requirements precluded the Employer from granting the leave at that time. Accrued unused vacation leave shall not, under any circumstance, exceed three hundred twenty (320) hours.

Any vacation leave accrued in excess of the above referenced maximums shall be forfeited and shall not form the basis of any severance pay or additional compensation. Upon termination of employment, no payment for vacation accumulation shall exceed two hundred forty (240) hours.

- F. An employee who leaves City employment and is rehired into a bargaining unit position within six (6) months will have their previous vacation accrual rate restored.

12.2 VACATION USAGE AND SCHEDULING

- A. Upon earning vacation time under Article 12.1, an employee shall be eligible for paid vacation.
- B. Earned vacation leave may be taken at any time during a period of illness. Use of vacation leave during a period of illness is subject to the same usage and verification requirements as outlined in Article 13.
- C. An employee's request for vacation leave will be granted, provided that prior approval is given by the employer and provided that leave requested does not prevent a department or division thereof from providing efficient public service.

Employees shall have the option of using compensatory time or vacation leave for approved paid time off.

12.3 VACATION PAY

Vacation pay shall be the amount that the employee would have earned if the employee had worked the position they were assigned during the vacation period.

If an observed holiday occurs within an employee's vacation period, that day will be paid as a holiday and not deducted from the employee's vacation accruals. Employees cannot receive vacation, sick leave or holiday pay simultaneously for the same days.

12.4 VACATION UPON SEPARATION

- A. Upon separation from employment, employees who have six (6) or more consecutive months of employment shall receive pay in lieu of unused earned vacation leave, except as established in Article 8.14 of this Agreement.
- B. In no case shall an employee receive pay in lieu of unused vacation leave prior to separation from Employer employment, unless approved by City Manager or his or her designee.
- C. Employees shall provide at least ten (10) working days written notice of their effective resignation date. The time limit of the resignation may be waived at the discretion of the Director. Pay in lieu of unused vacation shall be forfeited if ten (10) working days written notice is not provided or waived.

ARTICLE 13 – SICK LEAVE

13.1 SICK LEAVE ACCRUAL

- A. An employee accrues an average of eight (8) hours of sick leave per month, which is four (4) hours per pay period for exempt employees and 0.0462 hours of sick leave for one (1)

hour compensated, excluding overtime hours, for non-exempt employees. Accrual of sick leave shall commence on the first pay period after hire date unless the hire date is on the first working day of the month; then accrual begins on that date of hire. Any such leave accrued in any one year shall be accumulative for succeeding years to a maximum of nine hundred sixty (960) working hours.

- B. Unused sick leave may be accumulated from year to year to a maximum of nine hundred and sixty (960) hours.
- C. The Employer shall not compensate any employee upon termination or at any other time for unused accrued sick leave by payment of money or compensating time off, except as provided in this section.
- D. Taking leave without pay in any pay period shall result in pro-ratio of sick leave accruals for that pay period, calculated upon actual hours worked as a percentage of the total hours of the pay period.

13.2 SICK LEAVE USAGE

- A. Employees are expected to be on the job unless excused by Supervisor or Department Director because of illness. The Employer may make periodic reviews of individual attendance records. Excessive absenteeism or use of sick leave for purposes other than those provided for in this Agreement may result in disciplinary action or termination of the employee.
- B. Sick leave shall be available to benefitted employees after they have worked for a minimum of thirty (30) consecutive calendar days after their most recent date of hire.

13.2.1 Sick leave shall be granted for the following reasons: Personal illness or physical incapacity which renders the employee unable to perform the duties of their position, care for or serious illness of immediate family, medical or dental appointments or as otherwise required by law or this agreement.

13.2.2 When an absence exceeds three (3) consecutive days that an employee was required to work, the City may require certification of the employee's absence by a health care provider. A statement from the health care provider may also be required for certifying the date on which the employee is able to return to work and his or her ability to perform the required duties.

13.2.3 Use of accrued sick leave is contingent upon the employee or someone on their behalf notifying his or her immediate supervisor of the reason for absence prior to or within one hour of the regular start time each day. In cases of hospitalization or extended illness, daily notice is not required, provided that the employee's supervisor is kept informed of the expected duration of absence and the date of return. For scheduled medical appointments or when sick leave use can be anticipated, the employee will give advance notice of not less than one week to their immediate supervisor, unless there are extenuating circumstances.

13.3 SHARED LEAVE

The Employer may permit an employee to receive donation of vacation or comp time consistent with the current Shared Leave policy (4-23) as authorized by KMC 3.80.092 Leave Sharing Program.

13.4 COORDINATION - WORKER'S COMPENSATION

In the event an employee shall be entitled to benefits or payments under any program of disability insurance furnished by the Employer, Worker's Compensation Act or similar legislation by the State of Washington or other governmental unit, the Employer shall pay to the employee only the difference between the benefits and payments received under such insurance or act by such employee and the regular rate of compensation that they would have received from the Employer if able to work. In such event, the number of hours deducted from the employee's total accrued sick leave shall be the hourly equivalent of the Employer's payment. The foregoing payment or contribution by the employer shall be limited to the period of time that such employee has accumulated sick leave credits as herein above specified.

ARTICLE 14 – LEAVES OF ABSENCE

14.1 IN GENERAL

Leaves of absence requests shall not be unreasonably denied. All leaves are to be requested in writing as far in advance as possible.

As appropriate for the type of leave requested, paid leave accruals will be exhausted prior to utilizing unpaid leave, unless otherwise provided for in this Agreement.

Leave does not accrue, nor may it be used until the first day of the following pay period in which it is earned (no "negative" leave use during the period in which it is earned).

Employees may contact Human Resources to discuss use of any leave, including to explore whether there are other statutory leaves of absence that may be available in addition to those listed in this Article. Additional statutory leaves will also be referenced in Appendix A of this agreement.

14.2 JURY DUTY / COURT

An employee, who is required to serve on a jury or as a result of official Employer duties is required to appear before a court, legislative committee or quasi-judicial body as a witness in response to a subpoena or other directive, shall be allowed authorized leave with pay less any amount received for such duty.

14.3 MILITARY LEAVE

All regular employees shall be allowed military leave as required by RCW 38.40.060 and as interpreted by the Court. This provides for twenty-one (21) working days of military leave per year (October 1 through September 30).

14.4 BEREAVEMENT

Upon notification, a Department Director will grant an employee bereavement leave with pay in the event of death in the immediate family of the employee. The maximum number of working days leave shall be five (5) per occurrence.

14.5 MAINTENANCE OF SENIORITY

The Employer shall adjust the employee's anniversary date to reflect any period of leave without pay in excess of thirty (30) continuous calendar days. Seniority shall continue to accrue, and the employee's anniversary date shall not be adjusted for periods of legally protected leave, such as FMLA or military leave.

14.6 LEAVE WITHOUT PAY

As appropriate for the type of leave requested, paid leave accruals will be exhausted prior to utilizing unpaid leave, unless otherwise provided for in this Agreement.

If authorized by the Employer or for periods required by law, regular employees may take up to six (6) months leave without pay. Leaves of thirty (30) calendar days or less can be authorized by the Department Director. Leaves in excess of thirty (30) calendar days require authorization by the City Manager or designee. Such leaves shall not constitute a break in service but no benefits shall accrue during the leave. Upon expiration of the leave, the employee shall be reinstated in the same or comparable position held at the time the leave was granted and shall resume accrual of benefits at the same rate at which they accrued them prior to the leave.

14.7 FAMILY LEAVE – FMLA

Under the terms of the Family and Medical Leave Act of 1993 (FMLA), upon the completion of one (1) year of employment, any employee who has worked at least 1250 hours during the prior twelve (12) months shall be entitled to up to twelve (12) weeks of leave per rolling year for the birth, adoption or placement of a foster child; to care for a spouse or immediate family member with a serious health condition; or when the employee is unable to work due to a serious health condition. For purposes of this Article, the definition of "immediate family" will be defined by the FMLA.

The Employer shall maintain the employee's health benefits during this leave. If the employee fails to return from leave for any reason other than the medical condition initially qualifying for the FMLA absence, the Employer may recover from the employee the insurance premiums paid during any period of unpaid leave.

If a leave qualifies under both federal and state law, the leave shall run concurrently. Ordinarily, the employee must provide thirty (30) days written advance notice to the Employer when the leave is foreseeable. The employee should report qualifying events as soon as known and practicable.

The combination of FMLA and other types of leave(s) is not precluded and, in fact, leave utilizations are to be concurrent, with the intent that appropriate paid accruals are to be utilized first, consistent with other Articles of this Agreement. The Employee may elect to retain up to forty (40) hours of sick leave and up to forty (40) hours of vacation (prorated by their FTE) for use upon return to work, consistent with the process identified in the personnel policy. Upon the employee's election, any accrued comp time may be utilized prior to any period of unpaid leave.

The Employer will grant leave consistent with state and federal law. Family leave shall be consistent with the FMLA and the adopted conditions and provisions of the state and federal law and are not intended to expand upon the rights thus set forth.

14.8 MATERNITY LEAVE

Consistent with WAC 162-30-020, the Employer will grant a leave of absence for a period of temporary disability because of pregnancy or childbirth. This may be in addition to the leave entitlements of FMLA.

This leave provides female employees with the right to a leave of absence equivalent to the disability phase of pregnancy and childbirth. There is no eligibility requirement, however the Employer has no obligation to pay for health insurance benefits while on this leave (unless utilized concurrent with FMLA).

Leave for temporary disability due to pregnancy or childbirth will be medically verifiable. There is no limit to the length of the disability phase, except for the right for medical verification and the right of second opinion at the employer's expense. At the end of the disability leave, the employee is entitled to return to the same job or a similar job of at least the same pay as provided by law. Employees must use their accrued vacation and sick leave, if any, during the leave period and, at their election, any accrued comp time, consistent with the retention provision as provided in Article 14.7. Once this paid leave is exhausted, the employee's leave may be switched over to unpaid leave.

14.9 INCLEMENT WEATHER

Employee rights and responsibilities during severe weather and emergency or disaster conditions are covered by the current Inclement Weather Policy of the Employer. The goal shall be to continue to provide essential Employer services, consistent with public and employee safety and emergency operations priorities.

14.10 PAID FAMILY MEDICAL LEAVE (PFML)

Eligible employees are covered by Washington's Family and Medical Leave Program, Title 50A RCW. Eligibility for leave and benefits, which began January 1, 2020, is established by Washington law and is therefore independent of this Agreement. Premiums for benefits are established by law. Both the Employer and Employees will be responsible for the statutory premium amounts assigned to them under RCW 50A.10.030. Employees will pay their portion of the premiums through payroll deduction. Consistent with WAC 192-610-075, eligible employees are not required to exhaust paid leave accruals prior to utilizing PFML.

ARTICLE 15 – HEALTH & WELFARE

15.1 HEALTH CARE INSURANCE

15.1.1 Health Care Insurance Plans

Medical, Dental, and Vision Insurance Plans - The Employer will offer a self-insured High Deductible Health Plan (HDHP) administered by a third party selected by the City. The Employer will also offer a fully-insured HMO option through Kaiser Permanente (or its equivalent). Additionally, the Employer will provide Dental and Vision insurance plans.

During the duration of this agreement, should the Employer decide to change insurance carriers, the Employer shall make every effort to maintain substantially equivalent benefits at a reasonable cost. The Employer recognizes its responsibility to bargain with the union the impact of those decisions.

15.1.1 Health Care Insurance Premiums

A. Medical and Dental Insurance:

- a. For Regular Full-Time and Limited-Term Full-Time Employees of the bargaining unit, the Employer shall pay each month one hundred (100%) of the premium necessary for the purchase of medical and dental insurance for the employee and their eligible dependents' coverage.
- b. For Regular Part-Time and Limited-Term Part Time Employees of the bargaining unit, the Employer shall pay the prorated monthly medical and dental premiums for the employees and their eligible dependents based on the Employee's budgeted full time equivalent (FTE) plus an additional 10% of their FTE. For example, an 80% FTE's medical and dental premiums will be prorated at 88%. The employee shall pay, by way of payroll deduction, any and all premiums above the maximum paid by the Employer.

B. Vision Insurance: The Employer shall pay each month one hundred percent (100%) of the premium necessary for the purchase of vision insurance for all bargaining unit employees and their eligible dependents.

C. If an employee's hours drop below 20 hours per week or 80 hours per month, the employee will be subject to the underwriting rules of the medical, dental, vision, and other plans. In such cases the employee will be removed from the active plan and COBRA coverage will be offered.

D. Employees who elect to waive their medical coverage with the City will receive \$100/month which will be added to their paychecks monthly. An employee is eligible for the waiver if and only if their spouse/domestic partner is not an employee of the City, and they have provided the City with proof of other coverage. Part-Time employees who waive coverage will receive a pro-rated amount according to their budgeted FTE percentage.

15.1.3 Whole Health Committee

The Union shall take part in and have at least one appointed representative on the Whole Health Committee. The purpose of the Committee is to monitor and evaluate the benefits costs and the plan designs. The Benefit Committee representative shall have no authority to negotiate on behalf of the Union any changes to be scheduled or content of benefit plans; any such changes shall be governed in accordance with Article 15.1.1 of this Agreement.

Participation in benefits shall be consistent with Article 5.2 of this Agreement and the trusts and Plans described below.

15.2 EMPLOYEE HEALTH CENTER

The Employer will contract with a vendor selected by the Employer to open and operate an Employee Health Center. The Health Center will be open to employees, their spouses/domestic partners and children over two years of age who are covered under the Employer's HDHP or HMO Plans. Services provided at the Health Center, per the contract with the vendor, will be at no cost to the employee. The Employer has full discretion to negotiate with the vendor on services provided, hours of operation, staffing, covered participants, covered prescriptions, location, and all other stipulations in the contract with the vendor. The Employer reserves the right to terminate the contract with the vendor and discontinue offering this benefit to employees and their dependents at any time. If, during the term of the Agreement such termination should take place, either party may re-open Article 15 of this Agreement for bargaining.

15.3 HEALTH REIMBURSEMENT ACCOUNT- HRA (VEBA)

Employees who enroll in the HDHP will receive contributions deposited into their HRA (VEBA) in the second payroll in January and the second payroll in July through the duration of the contract. Employees who leave employment prior to July 1st are not eligible for the second contribution. Deposit amounts will be made in the amount of \$600 for individuals or \$1,200 for families. The total annual contribution is \$1,200 for individuals or \$2,400 for family. For purposes of HRA (VEBA) administration "family" is defined as employee plus one or more individual.

15.3.1. Any employee hired after January 1st who enrolls in the HDHP will receive prorated contribution amounts based on the quarter in which the employee is eligible for benefits. The contribution will be deposited concurrent with the second payroll of the month in which their benefits become effective.

Hire Date	Individual Coverage	Family Coverage
January 1st -March 31st	\$600	\$1,200
April 1st -June 30th	\$300	\$600
July 1st - September 30th	\$600	\$1,200
October 1st - December 31st	\$300	\$600

15.3.2. An employee and spouse/domestic partner who are both employed by the City cannot enroll in separate family plans. An employee and spouse/domestic partner who are both employed by the City and both choose to enroll in individual coverage are only eligible to receive a maximum of \$300 each for the wellness incentive. An employee and spouse/domestic partner who are both employed by the City and choose to enroll in family and individual coverage, are only eligible to receive a maximum of \$300 each for the wellness incentive.

15.3.3. The wellness incentive is a benefit that can be earned by the employee and/or a spouse/domestic partner who are enrolled in one of the City's medical plans. For employee only or employee plus child(ren) coverage, the incentive is \$600 upon completion of the incentive criteria, unless the employee has a spouse/domestic partner employed by the City who is enrolled in their own coverage (see Article 15.3.2). If an employee has a spouse/domestic partner on their plan, the employee can earn a maximum of \$300 for the incentive and the spouse/domestic partner can earn a maximum of \$300 for meeting the

incentive criteria. To receive the full \$600 wellness incentive, employees and spouses/domestic partners must complete the following set of criteria:

- A. Register with the Professional Health Services vendor (note - this is only required for new employees).
- B. Schedule and attend an appointment with the Employee Health Center for a wellness exam which includes a healthcare provider visit, a biometric screening and completion of the health risk assessment.
- C. Schedule and attend an appointment either at the Employee Health Center or on the phone with a Health Coach.

15.3.4 Employees enrolled in the City's HMO (Kaiser Permanente) plan are also eligible to receive a \$600 Wellness Incentive by completing the below set of criteria:

- A. Kaiser Permanente is already considered a Professional Health Service due to the nature of the defined network. The criteria is completed when an employee enrolls and remains on the Kaiser Permanente plan.
- B. Schedule and attend an appointment with the Employee Health Center or a Kaiser Permanente facility for a wellness exam which includes the biometric screening and health risk assessment.
- C. Schedule and attend a follow up visit at the Employee Health Center or a Kaiser Permanente facility with a Physician and/or Health Coach to go over the results of the biometric screening and health risk assessment.

15.3.5 Should the Employer decide to terminate the contract with the Employee Health Center vendor and discontinue offering this benefit to employees, during the term of this agreement, the Employer agrees to provide employees with options to continue receiving the full \$600 wellness incentive. Employees and their spouses/domestic partners will still be required to complete the following set of criteria:

- A. Register with the Professional Health Services vendor.
- B. Schedule and attend an appointment for a biometric screening and health risk assessment at a City sponsored Health Fair.
- C. Schedule and attend an appointment to go over the results of the biometric screening and health risk assessment with a primary care physician.

15.3.6 The Wellness Incentive will be deposited into the HRA (VEBA) concurrent with the second payroll of the month following the month in which all incentive criteria are met, provided that the incentive is earned by the 23rd day of the qualifying month.

The Wellness Incentive must be earned by November 15th of the calendar year of the desired contribution. Wellness Incentives earned on or after November 16th will qualify for the next year's contribution and will be paid in the following calendar year consistent with the payroll criteria listed above.

15.4 LIFE INSURANCE

The Employer shall pay each month one hundred percent (100%) of the premium necessary for the purchase of employee term life insurance coverage that has a policy value of two (2) times the

annual base rate of pay of the employee, up to a guaranteed issue amount of \$250,000. The employee is responsible for any taxes associated with this benefit.

15.5 FLEXIBLE SPENDING ACCOUNT - FSA

The Employer participates in a special program under the provisions of IRS Section 125. Employees may voluntarily elect to participate in the reimbursement program to pay medical or dependent care expenses with pre-tax dollars. The Employer makes no contribution, makes no assurance of ongoing participation and assumes no liability for claims or benefits. The City and the Union agree to reevaluate this benefit pending Cadillac Tax liability in the future.

15.6 RETIREMENT

Pensions for employees and contributions to pension funds will be governed by the Washington State statutes and changes thereto.

15.7 PROFESSIONAL HEALTH SERVICES FOR EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employer will contract with a vendor of their choosing to provide Professional Health Services through an Employee Assistance Program. The Professional Health Services vendor will be open to Employees eligible for the City's benefits package, their spouses/domestic partners and eligible children. Services provided by Professional Health Services, per the contract with the vendor, will be at no cost to the Employee. The Employer has full discretion to negotiate with the vendor on services provided and all other stipulations in the contract with the vendor. The Employer reserves the right to terminate the contract with the vendor and discontinue offering this benefit to Employees and their dependents at any time.

ARTICLE 16 – TRAINING

16.1 TRAINING

Approval for attendance at training, the hours intended to be compensated and the reimbursement for travel and expenses shall be established by the supervisor prior to the training, consistent with the current City policy.

16.2 TRAINING REIMBURSEMENT

Compensation associated with training or representation of the Employer on official business shall be consistent with the current City policy and the Fair Labor Standards Act (FLSA) and Washington State Minimum Wage Act (WAC 296-128-500).

ARTICLE 17 – LABOR / MANAGEMENT COMMITTEES

17.1 PURPOSE OF COMMITTEE

The Employer and the Union agree that a need exists for closer cooperation between labor and management, and that from time-to-time suggestions and issues of a general nature affecting the Union and the Employer need consideration.

The Labor / Management Committee shall have no collective bargaining authority and understandings reached by the parties will be supported by the parties, but shall not alter or modify any provisions of the collective bargaining agreement.

Upon request by either party, the parties have agreed to participate in quarterly labor-management meetings to discuss matters of mutual concern. It is expected that, unless otherwise agreed, such meetings will occur during normal business hours. Not less than one (1) week before a meeting is scheduled, each party will advise the other of matters which the party wishes to discuss. Unless otherwise agreed, the agenda will be limited to such matters.

The above provision does not preclude and in fact encourages the parties to also meet informally and expeditiously on an as needed basis on matters of mutual concern.

Policy Work Groups - The Union will be given an opportunity to designate participants to Policy Work Groups related to employment policies. Policy Work Groups will be chaired by Human Resources. Policy Work Group participants will not negotiate on behalf of the Union regarding employment policies that would impact wages, hours and working conditions.

17.2 COMPOSITION OF COMMITTEE

The Labor Management Committee meetings will include a minimum of three (3) representatives of the employer and a minimum of three (3) representatives appointed by Local #1837, unless otherwise mutually agreed upon. Said committee shall attempt to meet for the purpose of discussing and facilitating the resolution of issues which may arise between the parties other than those for which another procedure is provided by law or other provisions of this Agreement.

17.3 COMPENSATION

All meeting time spent by members of the joint Labor-Management Committee will be considered time worked if during duty hours and will be paid at the appropriate regular rate of pay.

ARTICLE 18 – HEALTH & SAFETY

18.1 SAFE WORKPLACE

The Employer is responsible for maintaining a safe and healthful workplace. The Employer shall comply with all federal, state, and local laws applicable to the safety and health of its employees.

Employees shall not be required to perform work if they have a reasonable basis for believing the assignment would constitute a danger to their health and safety. The employee shall immediately contact a supervisor who shall make a determination with regard to safety. Upon the supervisor's review and liability, the employee will perform the work but may refer the matter to the safety committee or risk management.

All on-the-job injuries, no matter how slight, must be reported. Employees must immediately notify their supervisor if they are unable to work because of a work-related injury or illness.

18.2 HEALTH & SAFETY PLAN

The Employer shall develop written policies and procedures to address on-the-job safety and update them as needed. The City will provide appropriate training on safety policies and procedures. The City shall prepare ongoing site-specific safety and security plans in conformance with state and federal laws.

The Union may submit any concerns related to the written policies and procedures to the Labor/Management Committee.

18.3 DRUG FREE WORKPLACE

The Drug Free Workplace Act of 1988 for federal contractors and grant recipients requires that employers will provide a drug free workplace. This policy strictly prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace.

Fitness For Duty – If a supervisor or manager reasonably suspects, through observation, that an employee may be under any influence of, or impaired by, a substance, the employee shall be removed from duty immediately and undergo substance testing for the suspected substance. Except in emergency situations, the supervisor or manager shall consult with another supervisor, manager or representative of Human Resources to ensure that adequate grounds for reasonable suspicion exist. The consulted supervisor, manager or representative of Human Resources shall also personally observe the employee before the employee is required to test for the presence of that substance. At this time the employee will also be notified of his or her Weingarten rights.

Employees removed from duty under such circumstances who test positive shall be required to meet with the Employer's Substance Abuse Professional (SAP) and shall only be allowed to return to work, if at all, in accordance with the return-to-work provisions of the Employer's substance abuse policy.

18.4 WORKPLACE VIOLENCE

The Employer is committed to employee health and safety. Workplace violence, including threats of violence by or against a City employee, will not be tolerated and should be immediately reported whether or not physical injury occurs.

18.5 WORKPLACE HARASSMENT

The City is committed to promoting a productive work environment that is free of harassment. Policy 4-46 of the Administrative Policy Manual is the Anti-Harassment Policy for the City of Kirkland. The City is committed to investigating all complaints of harassment and employees may initiate a complaint utilizing APM Policy 4-47.

ARTICLE 19 – GRIEVANCE PROCEDURE

19.1 GRIEVANCE DEFINED

A "Grievance" means a claim or dispute with respect to the interpretation or application of the provisions of this Agreement.

19.2 CONFLICT RESOLUTION

The parties agree to resolve issues at the lowest level possible. To that end, employees are encouraged to discuss any questions or concerns they may have with their supervisors. Supervisors are encouraged to communicate with and resolve concerns from employees. If these matters

cannot be informally resolved between employees and their supervisors, they can be grieved in accordance with this article.

19.3 GRIEVANCE PROCEDURE

- A. Compensation for attendance at grievance meetings is addressed in Article 4 of this Agreement. However, the Employer shall not be obligated to provide coverage immediately if the use of overtime is the only means of providing that coverage.
- B. It is the responsibility of the employee and Union to ensure the grievance is advanced according to the time frames prescribed within this article. If a grievance is not presented by the employee and Union within the time limits set forth below, it shall be considered waived. If the grievance has been filed, it shall be deemed withdrawn if the Union does not advance it to the next step within the prescribed period of time. If the employer fails to respond within the specified time frames, the grievance shall be moved to the next step with written confirmation from the Union within ten (10) business days of the expired time frame.
- C. All grievance time frames defined below may be held in abeyance or be extended per the parties' mutual written agreement.
- D. Mediation may be considered at any step in the grievance procedure (refer to Section 19.4).
- E. In the event of a grievance, the following procedure shall be used:

Step 1 / Department Director – An employee and the Union representative must present a grievance in writing within fifteen (15) business days of its occurrence or when the employee/union knows of or should have known of the occurrence to the employee's Department Director, or designee, with a copy to Human Resources. The written grievance must state the issue(s)/event(s) being grieved, a chronological listing of the pertinent events that took place, the section(s) of this Agreement allegedly violated, facts giving rise to the grievance and the remedy sought, and must be signed by the employee and Union representative (Staff Representative, Union officer or shop steward).

Within five (5) business days of the Director's, or designee's, receipt of the Step 1 grievance, the City and Union will schedule a grievance meeting at a mutually agreed upon date, time and location, which may include a virtual or telephonic meeting. At the grievance meeting, both the grievant and Union representative(s) and the management representative(s) will present the grievance orally and in writing, discuss the issue(s) germane to the grievance and attempt to resolve the grievance.

Within fifteen (15) business days of the grievance meeting, the Department Director, or designee, shall respond in writing to the grievance.

Step 2 / City Manager - If the employee is not satisfied with the solution of the Department Director, or designee, the grievance may be forwarded by the Union to the City Manager, or designee, within ten (10) business days of the Union's receipt of the Step 1 response, with a copy to Human Resources. The grievance must be in writing and include

all information and materials from Step 1 and any additional information pertinent to this matter for consideration by the City Manager, or designee.

Within five (5) business days of the City Manager's, or designee's, receipt of the Step 2 grievance, the City and Union will schedule a grievance meeting at a mutually agreed upon date, time and location, which may include a virtual or telephonic meeting. At the grievance meeting, both the grievant and Union representative(s) and the management representative(s) will present the grievance orally and in writing, discuss the issue(s) germane to the grievance and attempt to resolve the grievance.

The City Manager, or designee, shall respond in writing within twenty (20) business days after the grievance is presented at the grievance meeting.

Step 3 / Arbitration – If the grievance is not satisfactorily resolved by the City Manager, or designee, either the Human Resources Director or the Union Staff Representative may refer the grievance to arbitration by providing written notice to the other party within ten (10) business days following the Step 2 written grievance response.

Within ten (10) business days of a party's receipt of written notice of arbitration from the other party, one or both parties shall request that the Public Employment Relations Commission (PERC) or the Federal Mediation and Conciliation Service (FMCS) provide a list of seven (7) arbitrators from which the parties may select one (1).

Within five (5) business days of the receipt of the list of potential arbitrators, the City and Union will schedule a meeting to select an arbitrator using the following process:

- The parties shall attempt to mutually select one (1) of the arbitrators on the provided list.
- If the parties cannot mutually agree on an arbitrator from the list of seven (7) arbitrators, the representatives of the Employer and the Union shall alternately eliminate the name of one (1) person from the list until only one (1) name remains. The person whose name is not eliminated shall be the arbitrator.

Within fifteen (15) business days of selecting an arbitrator, the City, the Union and the arbitrator will schedule a grievance arbitration hearing between the Arbitrator, City and Union for a mutually agreed upon date, time and location, which may include a virtual or telephonic hearing.

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 the decision based on the alleged violation of the provision(s) of this Agreement within thirty (30) business days after such hearing. The decision shall be final and binding upon both parties to the Agreement, provided the decision does not involve action by either party which is beyond its jurisdiction. The arbitrator shall consider and decide upon only the specific issue(s) submitted in writing by the Employer and the Union and shall have no authority to make a decision on any other issue not so submitted.

The expenses of the arbitration, to include the arbitrator's fees and expenses, room rental and cost of the court reporter shall be shared equally by the Employer and the Union. Each party shall bear the cost of the preparation and presentation of its own case and for compensating its own witnesses and representatives, except bargaining unit employees who are required to testify shall be compensated at their regular rate (neither at the overtime nor premium rate) of pay if the time spent testifying falls within the employees' regularly scheduled work shifts. Employees will not be paid for time spent outside of their normal work shift.

19.4 MEDIATION

At any step in the grievance procedure, the parties may mutually agree to refer the matter to a mediator by providing written notice to one another, at which point the timelines for the grievance process shall be held in abeyance.

The City and the Union will request a mediator(s) from PERC and/or FMCS. Upon designation of the mediator, the parties will make every attempt to schedule a date for mediation within fifteen (15) business days.

- A. Proceedings before the Mediator shall be confidential and informal in nature. No transcript or other official record of the mediation conference shall be made.
- B. The Mediator shall attempt to ensure that all necessary facts and considerations are revealed. The Mediator shall have the authority to meet jointly and/or separately with the parties and gather such evidence as deemed necessary.
- C. The Mediator shall not have the authority to compel resolution of the grievance. If the Mediator is successful in obtaining a settlement between the parties, said settlement shall be put in writing. Said settlement shall not constitute a precedent unless both parties so agree.
- D. If mediation fails to settle the grievance, the Mediator may not serve as an arbitrator in the same matter, nor appear as a witness for either party. Nothing said or done in mediation may be referred to or introduced into evidence at any subsequent arbitration hearing.

Either party has the right to withdraw from the mediation process by providing written notice to the other party. If such written notice is provided, the timeline for the grievance process shall resume.

19.5 EMPLOYER GRIEVANCE

The Employer may initiate a grievance at Step 2 if the grievance is submitted in writing within ten (10) business days from the date the Employer became aware or reasonably should have known of the alleged occurrence. The Employer may not grieve the acts of individual employees, but rather, only orchestrated acts or actions of authorized representatives believed to be in conflict with this Agreement. The remaining grievance provisions of Step 1 (content of grievance and timelines) and Step 2 (response) as outlined above shall apply, with the exception of the roles being reversed where the Employer would present the grievance and the Union would provide the written response. An Employer grievance will not be subject to Arbitration and may only go to mediation upon mutual agreement.

19.6 UNION CLASS ACTION GRIEVANCE

The Union Staff Representative may initiate a grievance at Step 1 anytime that it involves a group of employees from the same department. The Union Staff Representative must present a grievance in writing within fifteen (15) business days of its occurrence or when the employees/union knows of or should have known of the occurrence to the employees' Department Director, or designee, with a copy to Human Resources. The remaining provisions in Step 1 as outlined above shall apply as does the remaining grievance procedure.

The Union Staff Representative may initiate a grievance at Step 2 anytime that it involves a group of employees from different departments. The Union Staff Representative must present a grievance in writing within fifteen (15) business days of its occurrence or when the employees/union knows of or should have known of the occurrence to the City Manager, or designee, with a copy to Human Resources. The written grievance must state the issue(s)/event(s) being grieved, a chronological listing of the pertinent events that took place, the section(s) of this Agreement allegedly violated, facts giving rise to the grievance and the remedy sought, and must be signed by the Union representative (Staff Representative, or Union officer). The remaining provisions in Step 2 as outlined above shall apply as does the remaining grievance procedure.

ARTICLE 20 – NO STRIKE / NO LOCKOUT

The Union agrees that there shall be no strikes, slow-downs, or stoppage of work, or any interference with the efficient operation of the Employer. Any such action shall be subject to disciplinary action, including termination and replacement of the involved employees. The Employer shall not lockout any employee during the life of this Agreement.

ARTICLE 21 – MANAGEMENT RIGHTS AND RESPONSIBILITIES

The Union recognizes the prerogative of the Employer to operate and manage its affairs in all respects in accordance with its responsibilities, and the powers and authority which the Employer possesses.

The Employer has the authority to adopt rules for the operation of the department and conduct of its employees, provided such rules are not in conflict with the provisions of this Agreement, or with applicable law. The Union shall be given an appropriate amount of time to review and request bargaining on proposed rules and policies that are mandatory subjects of bargaining.

The Employer has the right to schedule overtime work as required in a manner most advantageous to the Employer and consistent with the requirement of municipal employment and the public interest.

The Employer has the right to assign work and determine the duties of employees; to schedule hours of work, to determine the number of personnel to be assigned at any time, to determine new work methods, to contract out bargaining unit work, for goods and services (provided that the Employer agrees to meet and confer with the Union regarding the impact of the decision), to perform all other functions not expressly limited by this Agreement.

Incidental duties connected with responsibilities enumerated in the job descriptions are not always specifically described. Nevertheless, it is intended that all such duties shall be performed by the employee.

The Employer reserves the right to discipline or discharge in good faith for cause.

The Employer reserves the right to lay-off or reduce normal work hours on a temporary or permanent basis for lack of work, funds, or other legitimate reasons including the occurrence of conditions beyond the control of the Employer or where such continuation of work is determined by the Employer to be wasteful and unproductive.

ARTICLE 22 – SAVINGS CLAUSE

If any provision of this Agreement shall be held invalid by operation of law or any tribunal of competent jurisdiction, or if compliance or enforcement of any provision shall be restrained by such tribunal pending final determination as to its validity, the remainder of this Agreement shall not be held invalid and shall remain in full force and effect. Upon the request of one party to the other, the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement of such invalid provision.

Any and all prior agreements, practices, policies, rules, and regulations regarding terms and conditions of employment to the extent inconsistent with the provisions of this Agreement are hereby superseded.

ARTICLE 23 – ENTIRE AGREEMENT

23.1 DURATION CLAUSE

The Agreement shall become effective on January 1, 2025, and remain in full force and effect through December 31, 2027.

Upon mutual written agreement of the parties, the provisions of this Agreement may be modified from time to time by written supplemental agreement. In the event either party wishes to pursue such modification, that party shall give notice of the offer to negotiate a modification. The other party is free to accept or reject the offer to negotiate a modification at its discretion no later than five (5) working days after receipt of the offer, which time period may be extended upon mutual written agreement of the parties. If the parties are agreeable to negotiations, they will meet within ten (10) working days to discuss ground rules, time frames and interests. Negotiations shall be concluded within the time frame agreed upon by both parties unless extended by mutual agreement. Otherwise, the proposed modification shall be deemed rejected.

If either party wishes to amend or extend the Agreement upon its expiration, notice of such intent must be given no earlier than one hundred and twenty (120) calendar days and no later than sixty (60) calendar days prior to the expiration of the Agreement. The Employer will maintain the status quo with respect to the matters covered by this Agreement during negotiations for a new agreement, following the procedures and timelines of RCW 41.56.

23.2 ENTIRE AGREEMENT


The agreement expressed herein in writing constitutes the entire agreement between the parties, and there shall be no amendments except in writing and with agreement of both parties.

SIGNATURES


CITY OF KIRKLAND


WASHINGTON STATE COUNCIL OF COUNTY
AND CITY EMPLOYEES, COUNCIL 2, OF THE
AMERICAN FEDERATION OF STATE, COUNTY,
AND MUNICIPAL EMPLOYEES, AFL-CIO,
LOCAL 1837

By: 
Kurt Triplett, City Manager

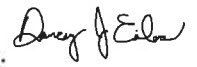
By: 
Sean Hare, Council 2

As Negotiated:

By: 
Brooke Bascom
Human Resources Director

By: 
[Patrick McJunkin \(Mar 11, 2025 17:13 PDT\)](#)
Patrick McJunkin
Local #1837 President

Approved as to Form:

By: 
Darcey Eilers, City Attorney

**Appendix A
to the Agreement
by and between
City of Kirkland
and
The Washington State Council of County & City Employees Local #1837 of the American
Federation of State, County & Municipal Employees
AFL-CIO
January 1, 2025 through December 31, 2027**

Statutory List of Leaves Available to Employees

This Appendix is supplemental to the AGREEMENT by and between the CITY OF KIRKLAND, WASHINGTON, hereinafter referred to as the "Employer", and the Washington State Council of County & City Employees Local #1837 of the American Federation of State, County & Municipal Employees, AFL-CIO; hereinafter referred to as "AFSCME".

The parties agree that employees may be eligible for local, state, or federal leaves authorized by statute that may not be referenced in this collective bargaining agreement. Those leaves may be, but are not limited to, the following:

- A. Washington Family Care Act Leave (RCW 49.12.265)
- B. Leave for Victims of Domestic Violence, Sexual Assault, and Stalking (RCW 49.76).
- C. Pregnancy Disability Leave (RCW 49.60).
- D. Leave for Spouses of Deployed Military Personnel (RCW 49.77).
- E. Military Leave of Public Employees (RCW 38.40.060).
- F. Leave for Certain Emergency Services Personnel (RCW 49.12.460).

**Appendix B
to the Agreement
by and between
City of Kirkland
and
The Washington State Council of County & City Employees Local #1837 of the American
Federation of State, County & Municipal Employees
AFL-CIO
January 1, 2025 through December 31, 2027**

List of Positions Impacted by Market Adjustments

This Appendix is supplemental to the AGREEMENT by and between the CITY OF KIRKLAND, WASHINGTON, hereinafter referred to as the "Employer", and the Washington State Council of County & City Employees Local #1837 of the American Federation of State, County & Municipal Employees, AFL-CIO; hereinafter referred to as "AFSCME".

As part of the 2025-2027 bargaining agreement, the following positions were upwardly adjusted as part of the market survey jointly performed by the Employer and the Union:

- Applications Analyst – 3%
- Capital Projects Coordinator – 5%
- Customer Accounts Associate – Cashier – 1.3%
- Design Specialist – 5%
- Desktop Systems Analyst – 3%
- Development Engineer – 5%
- Development Plans Examiner – 5%
- Electrical/Building Inspector I – 3%
- Electrical/Building Inspector II – 4%
- Electrical Inspector – 5%
- GIS Analyst – 5%
- GIS Technician – 5%
- Lead Inspector – 4%
- Network Analyst – 1%
- Parks Accounts Associate – 1.2%
- Project Engineer – 4%
- Senior Capital Projects Coordinator – 5%
- Senior Design Specialist – 5%
- Senior Development Engineer – 4%
- Senior Project Engineer – 5%
- Senior Service Desk Analyst – 3%
- Senior Surface Water Engineer – 4%
- Surface Water Engineering Analyst – 4%
- Surface Water Engineer – 4%
- Transportation Engineer – 5%

- Transportation Planner – 5%
- Web & Multimedia Specialist – 5%

****Market Adjustments are reflected in the Salary Table in Appendix D****

**Appendix C
to the Agreement
by and between
City of Kirkland
and
The Washington State Council of County & City Employees Local #1837 of the American
Federation of State, County & Municipal Employees
AFL-CIO
January 1, 2025 through December 31, 2027**

Holiday Benefits for Regional Crisis Response (RCR) Agency Employees

This Appendix is supplemental to the AGREEMENT by and between the CITY OF KIRKLAND, WASHINGTON, hereinafter referred to as the "Employer", and the Washington State Council of County & City Employees Local #1837 of the American Federation of State, County & Municipal Employees, AFL-CIO; hereinafter referred to as "AFSCME".

In 2023, the City of Kirkland became the fiscal agent for the Regional Crisis Response (RCR) Agency which was formed via an Interlocal Agreement (ILA) with its own separate governing board. Community Responders assigned to work under the ILA will be required to work a schedule other than the standard five days per week, eight hours per day.

Due to the schedule requirements associated with this position, the City and the Union agree, employees required to work a non-standard schedule will receive ten (10) hours of time off per Holiday rather than eight (8) as identified in the contract.

**Appendix D
to the Agreement
by and between
City of Kirkland
and**

**The Washington State Council of County & City Employees Local #1837 of the American Federation of State, County &
Municipal Employees**

AFL-CIO

January 1, 2025 through December 31, 2027

Salary Table

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Effective 1/1/2025
3.6% COLA

Appendix D
City of Kirkland
2025 AFSCME Salary Table

Group / BU	Job Class	Job Title	Exempt / Non-Exempt	Rate	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
					0 - 6 mo	7 - 12 mo	13 - 24 mo	25 -36 mo	37 + mo
AFSC	1032	Accountant	E	HOURLY	\$ 43.97	\$ 45.27	\$ 46.56	\$ 49.14	\$ 51.73
AFSC	1032	Accountant	E	MONTHLY	\$ 7,621.44	\$ 7,846.68	\$ 8,070.38	\$ 8,517.81	\$ 8,966.76
AFSC	1032	Accountant	E	ANNUAL	\$ 91,457.28	\$ 94,160.11	\$ 96,844.59	\$ 102,213.75	\$ 107,601.06
AFSC	1549	Accounting Support Associate IV	N	HOURLY	\$ 34.43	\$ 35.44	\$ 36.45	\$ 38.48	\$ 40.50
AFSC	1549	Accounting Support Associate IV	N	MONTHLY	\$ 5,967.94	\$ 6,143.48	\$ 6,318.98	\$ 6,670.04	\$ 7,021.10
AFSC	1549	Accounting Support Associate IV	N	ANNUAL	\$ 71,615.28	\$ 73,721.76	\$ 75,827.76	\$ 80,040.48	\$ 84,253.20
AFSC	1544	Administrative Assistant	N	HOURLY	\$ 37.82	\$ 38.93	\$ 40.04	\$ 42.26	\$ 44.48
AFSC	1544	Administrative Assistant	N	MONTHLY	\$ 6,554.98	\$ 6,747.58	\$ 6,940.24	\$ 7,325.58	\$ 7,710.90
AFSC	1544	Administrative Assistant	N	ANNUAL	\$ 78,659.76	\$ 80,970.96	\$ 83,282.88	\$ 87,906.96	\$ 92,530.80
AFSC	1564	Administrative Clerk/Receptionist	N	HOURLY	\$ 26.50	\$ 27.27	\$ 28.05	\$ 29.61	\$ 31.16
AFSC	1564	Administrative Clerk/Receptionist	N	MONTHLY	\$ 4,592.78	\$ 4,726.12	\$ 4,862.46	\$ 5,132.16	\$ 5,400.40
AFSC	1564	Administrative Clerk/Receptionist	N	ANNUAL	\$ 55,113.36	\$ 56,713.44	\$ 58,349.52	\$ 61,585.92	\$ 64,804.80
AFSC	1513	Applications Analyst	N	HOURLY	\$ 51.11	\$ 52.61	\$ 54.12	\$ 57.12	\$ 60.12
AFSC	1513	Applications Analyst	N	MONTHLY	\$ 8,858.86	\$ 9,118.74	\$ 9,380.38	\$ 9,901.88	\$ 10,421.28
AFSC	1513	Applications Analyst	N	ANNUAL	\$ 106,306.32	\$ 109,424.88	\$ 112,564.56	\$ 118,822.56	\$ 125,055.36
AFSC	1534	Assistant Planner	N	HOURLY	\$ 39.37	\$ 40.53	\$ 41.69	\$ 44.01	\$ 46.32
AFSC	1534	Assistant Planner	N	MONTHLY	\$ 6,824.62	\$ 7,024.70	\$ 7,226.26	\$ 7,627.94	\$ 8,029.54
AFSC	1534	Assistant Planner	N	ANNUAL	\$ 81,895.44	\$ 84,296.40	\$ 86,715.12	\$ 91,535.28	\$ 96,354.48
AFSC	1506	Associate Development Engineer	N	HOURLY	\$ 48.29	\$ 49.71	\$ 51.13	\$ 53.98	\$ 56.82
AFSC	1506	Associate Development Engineer	N	MONTHLY	\$ 8,370.20	\$ 8,617.42	\$ 8,863.34	\$ 9,356.50	\$ 9,848.32
AFSC	1506	Associate Development Engineer	N	ANNUAL	\$ 100,442.40	\$ 103,409.04	\$ 106,360.08	\$ 112,278.00	\$ 118,179.84
AFSC	1022	Associate Planner	E	HOURLY	\$ 47.33	\$ 48.73	\$ 50.12	\$ 52.90	\$ 55.69
AFSC	1022	Associate Planner	E	MONTHLY	\$ 8,204.75	\$ 8,446.07	\$ 8,687.39	\$ 9,170.02	\$ 9,652.65
AFSC	1022	Associate Planner	E	ANNUAL	\$ 98,457.04	\$ 101,352.81	\$ 104,248.63	\$ 110,040.22	\$ 115,831.81
AFSC	1524	Associate Plans Examiner	N	HOURLY	\$ 43.69	\$ 44.98	\$ 46.26	\$ 48.83	\$ 51.40
AFSC	1524	Associate Plans Examiner	N	MONTHLY	\$ 7,573.74	\$ 7,796.48	\$ 8,019.24	\$ 8,464.78	\$ 8,910.30
AFSC	1524	Associate Plans Examiner	N	ANNUAL	\$ 90,884.88	\$ 93,557.76	\$ 96,230.88	\$ 101,577.36	\$ 106,923.60
AFSC	1566	Associate Project Engineer	N	HOURLY	\$ 48.31	\$ 49.72	\$ 51.15	\$ 53.99	\$ 56.82
AFSC	1566	Associate Project Engineer	N	MONTHLY	\$ 8,373.38	\$ 8,618.44	\$ 8,865.50	\$ 9,358.18	\$ 9,849.46
AFSC	1566	Associate Project Engineer	N	ANNUAL	\$ 100,480.56	\$ 103,421.28	\$ 106,386.00	\$ 112,298.16	\$ 118,193.52
AFSC	1588	Associate Surface Water Engineer	N	HOURLY	\$ 48.29	\$ 49.71	\$ 51.13	\$ 53.98	\$ 56.82
AFSC	1588	Associate Surface Water Engineer	N	MONTHLY	\$ 8,370.20	\$ 8,617.42	\$ 8,863.34	\$ 9,356.50	\$ 9,848.32
AFSC	1588	Associate Surface Water Engineer	N	ANNUAL	\$ 100,442.40	\$ 103,409.04	\$ 106,360.08	\$ 112,278.00	\$ 118,179.84
AFSC	1030	Budget Analyst	E	HOURLY	\$ 44.00	\$ 45.29	\$ 46.59	\$ 49.18	\$ 51.77
AFSC	1030	Budget Analyst	E	MONTHLY	\$ 7,627.67	\$ 7,851.38	\$ 8,076.64	\$ 8,524.21	\$ 8,973.22
AFSC	1030	Budget Analyst	E	ANNUAL	\$ 91,532.04	\$ 94,216.54	\$ 96,919.63	\$ 102,290.57	\$ 107,678.59
AFSC	1528	Building Inspector	N	HOURLY	\$ 45.68	\$ 47.02	\$ 48.38	\$ 51.07	\$ 53.75
AFSC	1528	Building Inspector	N	MONTHLY	\$ 7,918.62	\$ 8,150.92	\$ 8,385.82	\$ 8,851.70	\$ 9,316.28
AFSC	1528	Building Inspector	N	ANNUAL	\$ 95,023.44	\$ 97,811.04	\$ 100,629.84	\$ 106,220.40	\$ 111,795.36
AFSC	1033	Business Analyst	E	HOURLY	\$ 44.00	\$ 45.29	\$ 46.59	\$ 49.18	\$ 51.77

Effective 1/1/2025
3.6% COLA

Appendix D
City of Kirkland
2025 AFSCME Salary Table

Group / BU	Job Class	Job Title	Exempt / Non-Exempt	Rate	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
AFSC	1033	Business Analyst	E	MONTHLY	\$ 7,627.56	\$ 7,851.34	\$ 8,076.58	\$ 8,525.61	\$ 8,973.16
AFSC	1033	Business Analyst	E	ANNUAL	\$ 91,530.69	\$ 94,216.02	\$ 96,919.01	\$ 102,307.32	\$ 107,677.97
AFSC	1542	Buyer	N	HOURLY	\$ 38.96	\$ 40.10	\$ 41.25	\$ 43.54	\$ 45.83
AFSC	1542	Buyer	N	MONTHLY	\$ 6,753.18	\$ 6,951.78	\$ 7,150.40	\$ 7,547.66	\$ 7,944.90
AFSC	1542	Buyer	N	ANNUAL	\$ 81,038.16	\$ 83,421.36	\$ 85,804.80	\$ 90,571.92	\$ 95,338.80
AFSC	1013	Capital Projects Coordinator	E	HOURLY	\$ 53.16	\$ 54.72	\$ 56.29	\$ 59.41	\$ 62.54
AFSC	1013	Capital Projects Coordinator	E	MONTHLY	\$ 9,214.63	\$ 9,485.19	\$ 9,757.07	\$ 10,298.02	\$ 10,840.40
AFSC	1013	Capital Projects Coordinator	E	ANNUAL	\$ 110,575.52	\$ 113,822.23	\$ 117,084.79	\$ 123,576.22	\$ 130,084.83
AFSC	1574	Case Worker	E	HOURLY	\$ 47.39	\$ 48.78	\$ 50.18	\$ 52.97	\$ 55.75
AFSC	1574	Case Worker	E	MONTHLY	\$ 8,213.96	\$ 8,454.94	\$ 8,697.51	\$ 9,181.06	\$ 9,663.02
AFSC	1574	Case Worker	E	ANNUAL	\$ 98,567.56	\$ 101,459.32	\$ 104,370.12	\$ 110,172.68	\$ 115,956.24
AFSC	1048	Clinical Social Work Coordinator	E	HOURLY	\$ 49.21	\$ 50.61	\$ 52.02	\$ 54.77	\$ 57.50
AFSC	1048	Clinical Social Work Coordinator	E	MONTHLY	\$ 8,529.94	\$ 8,773.05	\$ 9,017.81	\$ 9,493.05	\$ 9,966.75
AFSC	1048	Clinical Social Work Coordinator	E	ANNUAL	\$ 102,359.28	\$ 105,276.54	\$ 108,213.74	\$ 113,916.60	\$ 119,601.04
AFSC	1505	Code Enforcement Officer	N	HOURLY	\$ 48.59	\$ 50.02	\$ 51.45	\$ 54.31	\$ 57.17
AFSC	1505	Code Enforcement Officer	N	MONTHLY	\$ 8,422.24	\$ 8,671.24	\$ 8,918.72	\$ 9,413.70	\$ 9,910.20
AFSC	1505	Code Enforcement Officer	N	ANNUAL	\$ 101,066.88	\$ 104,054.88	\$ 107,024.64	\$ 112,964.40	\$ 118,922.40
AFSC	1042	Communications Program Coordinator	E	HOURLY	\$ 50.59	\$ 52.07	\$ 53.56	\$ 56.53	\$ 59.51
AFSC	1042	Communications Program Coordinator	E	MONTHLY	\$ 8,768.74	\$ 9,026.57	\$ 9,284.43	\$ 9,798.71	\$ 10,315.86
AFSC	1042	Communications Program Coordinator	E	ANNUAL	\$ 105,224.82	\$ 108,318.80	\$ 111,413.11	\$ 117,584.54	\$ 123,790.37
AFSC	1547	Communications Program Specialist	N	HOURLY	\$ 40.78	\$ 41.98	\$ 43.18	\$ 45.57	\$ 47.97
AFSC	1547	Communications Program Specialist	N	MONTHLY	\$ 7,068.38	\$ 7,276.32	\$ 7,484.16	\$ 7,899.96	\$ 8,315.76
AFSC	1547	Communications Program Specialist	N	ANNUAL	\$ 84,820.56	\$ 87,315.84	\$ 89,809.92	\$ 94,799.52	\$ 99,789.12
AFSC	1591	Community Court Coordinator	N	HOURLY	\$ 44.54	\$ 45.85	\$ 47.16	\$ 49.78	\$ 52.39
AFSC	1591	Community Court Coordinator	N	MONTHLY	\$ 7,719.82	\$ 7,947.48	\$ 8,175.18	\$ 8,628.40	\$ 9,081.62
AFSC	1591	Community Court Coordinator	N	ANNUAL	\$ 92,637.84	\$ 95,369.76	\$ 98,102.16	\$ 103,540.80	\$ 108,979.44
AFSC	1518	Community Education Specialist	N	HOURLY	\$ 44.48	\$ 45.79	\$ 47.10	\$ 49.72	\$ 52.33
AFSC	1518	Community Education Specialist	N	MONTHLY	\$ 7,709.40	\$ 7,937.64	\$ 8,164.40	\$ 8,617.88	\$ 9,071.38
AFSC	1518	Community Education Specialist	N	ANNUAL	\$ 92,512.80	\$ 95,251.68	\$ 97,972.80	\$ 103,414.56	\$ 108,856.56
AFSC	1016	Community Engagement Coordinator	E	HOURLY	\$ 50.59	\$ 52.07	\$ 53.56	\$ 56.53	\$ 59.51
AFSC	1016	Community Engagement Coordinator	E	MONTHLY	\$ 8,768.74	\$ 9,026.57	\$ 9,284.43	\$ 9,798.71	\$ 10,315.86
AFSC	1016	Community Engagement Coordinator	E	ANNUAL	\$ 105,224.82	\$ 108,318.80	\$ 111,413.11	\$ 117,584.54	\$ 123,790.37
AFSC	1527	Construction Inspector	N	HOURLY	\$ 47.86	\$ 49.26	\$ 50.67	\$ 53.49	\$ 56.30
AFSC	1527	Construction Inspector	N	MONTHLY	\$ 8,296.06	\$ 8,539.36	\$ 8,782.56	\$ 9,271.22	\$ 9,759.86
AFSC	1527	Construction Inspector	N	ANNUAL	\$ 99,552.72	\$ 102,472.32	\$ 105,390.72	\$ 111,254.64	\$ 117,118.32
AFSC	1592	Contract & Purchasing Specialist	N	HOURLY	\$ 44.19	\$ 45.49	\$ 46.79	\$ 49.39	\$ 51.98
AFSC	1592	Contract & Purchasing Specialist	N	MONTHLY	\$ 7,659.74	\$ 7,884.46	\$ 8,110.64	\$ 8,561.58	\$ 9,011.02
AFSC	1592	Contract & Purchasing Specialist	N	ANNUAL	\$ 91,916.88	\$ 94,613.52	\$ 97,327.68	\$ 102,738.96	\$ 108,132.24
AFSC	1575	Crisis Responder I	E	HOURLY	\$ 49.21	\$ 50.61	\$ 52.02	\$ 54.77	\$ 57.50
AFSC	1575	Crisis Responder I	E	MONTHLY	\$ 8,529.94	\$ 8,773.05	\$ 9,017.81	\$ 9,493.05	\$ 9,966.75
AFSC	1575	Crisis Responder I	E	ANNUAL	\$ 102,359.28	\$ 105,276.54	\$ 108,213.74	\$ 113,916.60	\$ 119,601.04

Effective 1/1/2025
3.6% COLA

Appendix D
City of Kirkland
2025 AFSCME Salary Table

Group / BU	Job Class	Job Title	Exempt / Non-Exempt	Rate	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
AFSC	1046	Crisis Responder II	E	HOURLY	\$ 51.67	\$ 53.14	\$ 54.63	\$ 57.50	\$ 60.37
AFSC	1046	Crisis Responder II	E	MONTHLY	\$ 8,956.44	\$ 9,211.70	\$ 9,468.70	\$ 9,967.70	\$ 10,465.09
AFSC	1046	Crisis Responder II	E	ANNUAL	\$ 107,477.24	\$ 110,540.36	\$ 113,624.43	\$ 119,612.43	\$ 125,581.08
AFSC	1573	Crisis Responder Lead	E	HOURLY	\$ 53.89	\$ 55.47	\$ 57.06	\$ 60.23	\$ 63.39
AFSC	1573	Crisis Responder Lead	E	MONTHLY	\$ 9,340.54	\$ 9,614.58	\$ 9,890.41	\$ 10,440.28	\$ 10,988.34
AFSC	1573	Crisis Responder Lead	E	ANNUAL	\$ 112,086.52	\$ 115,374.91	\$ 118,684.94	\$ 125,283.36	\$ 131,860.13
AFSC	1578	Cross Connection Program Coordinator	E	HOURLY	\$ 44.48	\$ 45.79	\$ 47.10	\$ 49.72	\$ 52.33
AFSC	1578	Cross Connection Program Coordinator	E	MONTHLY	\$ 7,709.34	\$ 7,937.65	\$ 8,164.41	\$ 8,617.87	\$ 9,071.41
AFSC	1578	Cross Connection Program Coordinator	E	ANNUAL	\$ 92,512.03	\$ 95,251.83	\$ 97,972.90	\$ 103,414.49	\$ 108,856.91
AFSC	1538	Cross Connection Specialist	N	HOURLY	\$ 40.54	\$ 41.74	\$ 42.94	\$ 45.32	\$ 47.70
AFSC	1538	Cross Connection Specialist	N	MONTHLY	\$ 7,028.00	\$ 7,235.50	\$ 7,443.02	\$ 7,855.76	\$ 8,268.50
AFSC	1538	Cross Connection Specialist	N	ANNUAL	\$ 84,336.00	\$ 86,826.00	\$ 89,316.24	\$ 94,269.12	\$ 99,222.00
AFSC	1554	Customer Accounts Associate - Business Licensing	N	HOURLY	\$ 33.67	\$ 34.65	\$ 35.65	\$ 37.62	\$ 39.60
AFSC	1554	Customer Accounts Associate - Business Licensing	N	MONTHLY	\$ 5,835.76	\$ 6,006.64	\$ 6,179.18	\$ 6,521.08	\$ 6,864.52
AFSC	1554	Customer Accounts Associate - Business Licensing	N	ANNUAL	\$ 70,029.12	\$ 72,079.68	\$ 74,150.16	\$ 78,252.96	\$ 82,374.24
AFSC	1555	Customer Accounts Associate - Cashier	N	HOURLY	\$ 33.67	\$ 34.65	\$ 35.65	\$ 37.62	\$ 39.60
AFSC	1555	Customer Accounts Associate - Cashier	N	MONTHLY	\$ 5,835.76	\$ 6,006.64	\$ 6,179.18	\$ 6,521.08	\$ 6,864.52
AFSC	1555	Customer Accounts Associate - Cashier	N	ANNUAL	\$ 70,029.12	\$ 72,079.68	\$ 74,150.16	\$ 78,252.96	\$ 82,374.24
AFSC	1545	Customer Accounts Lead	N	HOURLY	\$ 38.59	\$ 39.72	\$ 40.85	\$ 43.12	\$ 45.40
AFSC	1545	Customer Accounts Lead	N	MONTHLY	\$ 6,688.76	\$ 6,885.74	\$ 7,081.26	\$ 7,475.26	\$ 7,869.22
AFSC	1545	Customer Accounts Lead	N	ANNUAL	\$ 80,265.12	\$ 82,628.88	\$ 84,975.12	\$ 89,703.12	\$ 94,430.64
AFSC	1031	Customer Service Program Coordinator	E	HOURLY	\$ 43.14	\$ 44.41	\$ 45.68	\$ 48.22	\$ 50.76
AFSC	1031	Customer Service Program Coordinator	E	MONTHLY	\$ 7,478.64	\$ 7,698.56	\$ 7,918.44	\$ 8,358.21	\$ 8,797.92
AFSC	1031	Customer Service Program Coordinator	E	ANNUAL	\$ 89,743.70	\$ 92,382.75	\$ 95,021.33	\$ 100,298.49	\$ 105,574.98
AFSC	1029	Deputy City Clerk	E	HOURLY	\$ 44.00	\$ 45.29	\$ 46.59	\$ 49.18	\$ 51.77
AFSC	1029	Deputy City Clerk	E	MONTHLY	\$ 7,627.67	\$ 7,851.38	\$ 8,076.64	\$ 8,524.21	\$ 8,973.22
AFSC	1029	Deputy City Clerk	E	ANNUAL	\$ 91,532.04	\$ 94,216.54	\$ 96,919.63	\$ 102,290.57	\$ 107,678.59
AFSC	1537	Design Specialist	N	HOURLY	\$ 38.50	\$ 39.63	\$ 40.76	\$ 43.03	\$ 45.29
AFSC	1537	Design Specialist	N	MONTHLY	\$ 6,673.36	\$ 6,869.62	\$ 7,065.92	\$ 7,458.48	\$ 7,851.00
AFSC	1537	Design Specialist	N	ANNUAL	\$ 80,080.32	\$ 82,435.44	\$ 84,791.04	\$ 89,501.76	\$ 94,212.00
AFSC	1515	Desktop Systems Analyst	N	HOURLY	\$ 51.11	\$ 52.61	\$ 54.12	\$ 57.12	\$ 60.12
AFSC	1515	Desktop Systems Analyst	N	MONTHLY	\$ 8,858.86	\$ 9,118.74	\$ 9,380.38	\$ 9,901.88	\$ 10,421.28
AFSC	1515	Desktop Systems Analyst	N	ANNUAL	\$ 106,306.32	\$ 109,424.88	\$ 112,564.56	\$ 118,822.56	\$ 125,055.36
AFSC	1009	Development Engineer	E	HOURLY	\$ 56.79	\$ 58.46	\$ 60.13	\$ 63.47	\$ 66.81
AFSC	1009	Development Engineer	E	MONTHLY	\$ 9,843.65	\$ 10,133.15	\$ 10,422.64	\$ 11,001.67	\$ 11,580.71
AFSC	1009	Development Engineer	E	ANNUAL	\$ 118,123.75	\$ 121,597.75	\$ 125,071.73	\$ 132,020.07	\$ 138,968.47
AFSC	1026	Development Engineering Analyst	E	HOURLY	\$ 45.79	\$ 47.14	\$ 48.48	\$ 51.18	\$ 53.87
AFSC	1026	Development Engineering Analyst	E	MONTHLY	\$ 7,937.36	\$ 8,170.82	\$ 8,404.35	\$ 8,871.17	\$ 9,338.08
AFSC	1026	Development Engineering Analyst	E	ANNUAL	\$ 95,248.37	\$ 98,049.79	\$ 100,852.25	\$ 106,454.06	\$ 112,056.91
AFSC	1530	Development Plans Examiner	N	HOURLY	\$ 45.65	\$ 46.98	\$ 48.33	\$ 51.01	\$ 53.69
AFSC	1530	Development Plans Examiner	N	MONTHLY	\$ 7,912.18	\$ 8,143.66	\$ 8,376.70	\$ 8,842.74	\$ 9,307.28

Effective 1/1/2025
3.6% COLA

Appendix D
City of Kirkland
2025 AFSCME Salary Table

Group / BU	Job Class	Job Title	Exempt / Non-Exempt	Rate	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
AFSC	1530	Development Plans Examiner	N	ANNUAL	\$ 94,946.16	\$ 97,723.92	\$ 100,520.40	\$ 106,112.88	\$ 111,687.36
AFSC	1523	Development Review Arborist	N	HOURLY	\$ 45.46	\$ 46.80	\$ 48.13	\$ 50.81	\$ 53.48
AFSC	1523	Development Review Arborist	N	MONTHLY	\$ 7,879.60	\$ 8,111.68	\$ 8,343.42	\$ 8,806.98	\$ 9,270.52
AFSC	1523	Development Review Arborist	N	ANNUAL	\$ 94,555.20	\$ 97,340.16	\$ 100,121.04	\$ 105,683.76	\$ 111,246.24
AFSC	1577	Education & Outreach Coordinator	N	HOURLY	\$ 46.71	\$ 48.08	\$ 49.46	\$ 52.21	\$ 54.95
AFSC	1577	Education & Outreach Coordinator	N	MONTHLY	\$ 8,096.92	\$ 8,334.44	\$ 8,573.56	\$ 9,050.24	\$ 9,525.32
AFSC	1577	Education & Outreach Coordinator	N	ANNUAL	\$ 97,163.04	\$ 100,013.28	\$ 102,882.72	\$ 108,602.88	\$ 114,303.84
AFSC	1516	Electrical Building Inspector I	N	HOURLY	\$ 49.29	\$ 50.74	\$ 52.19	\$ 55.10	\$ 57.99
AFSC	1516	Electrical Building Inspector I	N	MONTHLY	\$ 8,544.32	\$ 8,795.58	\$ 9,046.78	\$ 9,550.58	\$ 10,051.68
AFSC	1516	Electrical Building Inspector I	N	ANNUAL	\$ 102,531.84	\$ 105,546.96	\$ 108,561.36	\$ 114,606.96	\$ 120,620.16
AFSC	1510	Electrical Building Inspector II	N	HOURLY	\$ 52.26	\$ 53.79	\$ 55.34	\$ 58.41	\$ 61.48
AFSC	1510	Electrical Building Inspector II	N	MONTHLY	\$ 9,058.10	\$ 9,323.86	\$ 9,592.28	\$ 10,125.18	\$ 10,656.60
AFSC	1510	Electrical Building Inspector II	N	ANNUAL	\$ 108,697.20	\$ 111,886.32	\$ 115,107.36	\$ 121,502.16	\$ 127,879.20
AFSC	1576	Electrical Inspector	N	HOURLY	\$ 49.18	\$ 50.61	\$ 52.07	\$ 54.96	\$ 57.85
AFSC	1576	Electrical Inspector	N	MONTHLY	\$ 8,524.02	\$ 8,772.52	\$ 9,025.20	\$ 9,526.36	\$ 10,027.52
AFSC	1576	Electrical Inspector	N	ANNUAL	\$ 102,288.24	\$ 105,270.24	\$ 108,302.40	\$ 114,316.32	\$ 120,330.24
AFSC	1027	Emergency Preparedness Coordinator	E	HOURLY	\$ 45.24	\$ 46.56	\$ 47.91	\$ 50.57	\$ 53.22
AFSC	1027	Emergency Preparedness Coordinator	E	MONTHLY	\$ 7,841.21	\$ 8,071.19	\$ 8,303.92	\$ 8,765.11	\$ 9,224.95
AFSC	1027	Emergency Preparedness Coordinator	E	ANNUAL	\$ 94,094.48	\$ 96,854.29	\$ 99,646.99	\$ 105,181.36	\$ 110,699.42
AFSC	1539	Engineering Program Assistant	N	HOURLY	\$ 35.17	\$ 36.21	\$ 37.24	\$ 39.31	\$ 41.38
AFSC	1539	Engineering Program Assistant	N	MONTHLY	\$ 6,096.20	\$ 6,276.36	\$ 6,454.74	\$ 6,814.54	\$ 7,172.80
AFSC	1539	Engineering Program Assistant	N	ANNUAL	\$ 73,154.40	\$ 75,316.32	\$ 77,456.88	\$ 81,774.48	\$ 86,073.60
AFSC	1541	Engineering Technician	N	HOURLY	\$ 39.94	\$ 41.12	\$ 42.29	\$ 44.64	\$ 46.99
AFSC	1541	Engineering Technician	N	MONTHLY	\$ 6,923.14	\$ 7,127.26	\$ 7,329.98	\$ 7,738.20	\$ 8,145.04
AFSC	1541	Engineering Technician	N	ANNUAL	\$ 83,077.68	\$ 85,527.12	\$ 87,959.76	\$ 92,858.40	\$ 97,740.48
AFSC	1040	Environmental Analyst	E	HOURLY	\$ 53.98	\$ 55.57	\$ 57.15	\$ 60.33	\$ 63.50
AFSC	1040	Environmental Analyst	E	MONTHLY	\$ 9,356.55	\$ 9,632.18	\$ 9,906.56	\$ 10,457.83	\$ 11,007.85
AFSC	1040	Environmental Analyst	E	ANNUAL	\$ 112,278.55	\$ 115,586.19	\$ 118,878.76	\$ 125,494.00	\$ 132,094.20
AFSC	1520	Environmental Education Specialist	N	HOURLY	\$ 44.48	\$ 45.79	\$ 47.10	\$ 49.72	\$ 52.33
AFSC	1520	Environmental Education Specialist	N	MONTHLY	\$ 7,709.40	\$ 7,937.64	\$ 8,164.40	\$ 8,617.88	\$ 9,071.38
AFSC	1520	Environmental Education Specialist	N	ANNUAL	\$ 92,512.80	\$ 95,251.68	\$ 97,972.80	\$ 103,414.56	\$ 108,856.56
AFSC	1044	Environmental Program Coordinator	E	HOURLY	\$ 52.27	\$ 53.81	\$ 55.35	\$ 58.42	\$ 61.50
AFSC	1044	Environmental Program Coordinator	E	MONTHLY	\$ 9,060.66	\$ 9,327.12	\$ 9,593.61	\$ 10,126.59	\$ 10,659.65
AFSC	1044	Environmental Program Coordinator	E	ANNUAL	\$ 108,727.89	\$ 111,925.47	\$ 115,123.35	\$ 121,519.09	\$ 127,915.82
AFSC	1043	Environmental Regulations Planner	E	HOURLY	\$ 50.80	\$ 52.29	\$ 53.79	\$ 56.77	\$ 59.76
AFSC	1043	Environmental Regulations Planner	E	MONTHLY	\$ 8,805.17	\$ 9,064.21	\$ 9,323.14	\$ 9,841.08	\$ 10,359.06
AFSC	1043	Environmental Regulations Planner	E	ANNUAL	\$ 105,662.09	\$ 108,770.48	\$ 111,877.64	\$ 118,092.90	\$ 124,308.76
AFSC	2025	Facilities Specialist	N	HOURLY	\$ 39.19	\$ 40.34	\$ 41.49	\$ 43.80	\$ 46.10
AFSC	2025	Facilities Specialist	N	MONTHLY	\$ 6,792.60	\$ 6,991.88	\$ 7,192.48	\$ 7,592.34	\$ 7,990.92
AFSC	2025	Facilities Specialist	N	ANNUAL	\$ 81,511.20	\$ 83,902.56	\$ 86,309.76	\$ 91,108.08	\$ 95,891.04
AFSC	1517	GIS Analyst	N	HOURLY	\$ 48.09	\$ 49.51	\$ 50.92	\$ 53.75	\$ 56.58

Effective 1/1/2025
3.6% COLA

Appendix D
City of Kirkland
2025 AFSCME Salary Table

Group / BU	Job Class	Job Title	Exempt / Non-Exempt	Rate	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
AFSC	1517	GIS Analyst	N	MONTHLY	\$ 8,336.32	\$ 8,581.48	\$ 8,826.72	\$ 9,317.04	\$ 9,807.42
AFSC	1517	GIS Analyst	N	ANNUAL	\$ 100,035.84	\$ 102,977.76	\$ 105,920.64	\$ 111,804.48	\$ 117,689.04
AFSC	1590	GIS Technician	N	HOURLY	\$ 40.09	\$ 41.27	\$ 42.45	\$ 44.81	\$ 47.17
AFSC	1590	GIS Technician	N	MONTHLY	\$ 6,949.88	\$ 7,153.80	\$ 7,359.02	\$ 7,768.18	\$ 8,175.94
AFSC	1590	GIS Technician	N	ANNUAL	\$ 83,398.56	\$ 85,845.60	\$ 88,308.24	\$ 93,218.16	\$ 98,111.28
AFSC	1585	Homeless Outreach Coordinator	N	HOURLY	\$ 47.39	\$ 48.78	\$ 50.18	\$ 52.97	\$ 55.75
AFSC	1585	Homeless Outreach Coordinator	N	MONTHLY	\$ 8,213.96	\$ 8,454.94	\$ 8,697.50	\$ 9,181.06	\$ 9,663.02
AFSC	1585	Homeless Outreach Coordinator	N	ANNUAL	\$ 98,567.52	\$ 101,459.28	\$ 104,370.00	\$ 110,172.72	\$ 115,956.24
AFSC	1572	Human Services Coordinator	N	HOURLY	\$ 44.54	\$ 45.85	\$ 47.16	\$ 49.78	\$ 52.39
AFSC	1572	Human Services Coordinator	N	MONTHLY	\$ 7,719.82	\$ 7,947.48	\$ 8,175.18	\$ 8,628.40	\$ 9,081.62
AFSC	1572	Human Services Coordinator	N	ANNUAL	\$ 92,637.84	\$ 95,369.76	\$ 98,102.16	\$ 103,540.80	\$ 108,979.44
AFSC	1571	IT Security Analyst	N	HOURLY	\$ 55.13	\$ 56.78	\$ 58.49	\$ 61.99	\$ 65.09
AFSC	1571	IT Security Analyst	N	MONTHLY	\$ 9,555.98	\$ 9,842.66	\$ 10,137.78	\$ 10,744.94	\$ 11,282.50
AFSC	1571	IT Security Analyst	N	ANNUAL	\$ 114,671.76	\$ 118,111.92	\$ 121,653.36	\$ 128,939.28	\$ 135,390.00
AFSC	1559	Judicial Specialist	N	HOURLY	\$ 33.85	\$ 34.85	\$ 35.85	\$ 37.84	\$ 39.83
AFSC	1559	Judicial Specialist	N	MONTHLY	\$ 5,868.38	\$ 6,040.98	\$ 6,213.56	\$ 6,558.76	\$ 6,903.96
AFSC	1559	Judicial Specialist	N	ANNUAL	\$ 70,420.56	\$ 72,491.76	\$ 74,562.72	\$ 78,705.12	\$ 82,847.52
AFSC	1546	Judicial Specialist Lead	N	HOURLY	\$ 39.10	\$ 40.25	\$ 41.40	\$ 43.70	\$ 46.00
AFSC	1546	Judicial Specialist Lead	N	MONTHLY	\$ 6,777.98	\$ 6,977.34	\$ 7,176.66	\$ 7,575.38	\$ 7,974.08
AFSC	1546	Judicial Specialist Lead	N	ANNUAL	\$ 81,335.76	\$ 83,728.08	\$ 86,119.92	\$ 90,904.56	\$ 95,688.96
AFSC	1569	Lead Inspector	N	HOURLY	\$ 53.42	\$ 54.99	\$ 56.56	\$ 59.70	\$ 62.84
AFSC	1569	Lead Inspector	N	MONTHLY	\$ 9,259.48	\$ 9,531.82	\$ 9,804.16	\$ 10,348.84	\$ 10,893.50
AFSC	1569	Lead Inspector	N	ANNUAL	\$ 111,113.76	\$ 114,381.84	\$ 117,649.92	\$ 124,186.08	\$ 130,722.00
AFSC	1562	Mail Clerk	N	HOURLY	\$ 26.50	\$ 27.27	\$ 28.05	\$ 29.61	\$ 31.16
AFSC	1562	Mail Clerk	N	MONTHLY	\$ 4,592.78	\$ 4,726.12	\$ 4,862.46	\$ 5,132.16	\$ 5,400.40
AFSC	1562	Mail Clerk	N	ANNUAL	\$ 55,113.36	\$ 56,713.44	\$ 58,349.52	\$ 61,585.92	\$ 64,804.80
AFSC	1024	Management Analyst	E	HOURLY	\$ 49.41	\$ 50.87	\$ 52.32	\$ 55.23	\$ 58.14
AFSC	1024	Management Analyst	E	MONTHLY	\$ 8,564.75	\$ 8,818.07	\$ 9,068.40	\$ 9,573.69	\$ 10,077.36
AFSC	1024	Management Analyst	E	ANNUAL	\$ 102,777.04	\$ 105,816.85	\$ 108,820.83	\$ 114,884.26	\$ 120,928.31
AFSC	1580	Natural Resources Coordinator	N	HOURLY	\$ 44.54	\$ 45.85	\$ 47.16	\$ 49.78	\$ 52.39
AFSC	1580	Natural Resources Coordinator	N	MONTHLY	\$ 7,719.82	\$ 7,947.48	\$ 8,175.18	\$ 8,628.40	\$ 9,081.62
AFSC	1580	Natural Resources Coordinator	N	ANNUAL	\$ 92,637.84	\$ 95,369.76	\$ 98,102.16	\$ 103,540.80	\$ 108,979.44
AFSC	1504	Network Analyst	N	HOURLY	\$ 51.62	\$ 53.13	\$ 54.66	\$ 57.70	\$ 60.72
AFSC	1504	Network Analyst	N	MONTHLY	\$ 8,947.44	\$ 9,209.94	\$ 9,474.20	\$ 10,000.90	\$ 10,525.48
AFSC	1504	Network Analyst	N	ANNUAL	\$ 107,369.28	\$ 110,519.28	\$ 113,690.40	\$ 120,010.80	\$ 126,305.76
AFSC	1503	Network Engineer	N	HOURLY	\$ 58.82	\$ 60.55	\$ 62.28	\$ 65.74	\$ 69.19
AFSC	1503	Network Engineer	N	MONTHLY	\$ 10,195.72	\$ 10,494.88	\$ 10,795.94	\$ 11,396.16	\$ 11,993.94
AFSC	1503	Network Engineer	N	ANNUAL	\$ 122,348.64	\$ 125,938.56	\$ 129,551.28	\$ 136,753.92	\$ 143,927.28
AFSC	1561	Office Specialist	N	HOURLY	\$ 30.77	\$ 31.68	\$ 32.59	\$ 34.40	\$ 36.21
AFSC	1561	Office Specialist	N	MONTHLY	\$ 5,334.50	\$ 5,491.44	\$ 5,648.32	\$ 5,962.10	\$ 6,275.92
AFSC	1561	Office Specialist	N	ANNUAL	\$ 64,014.00	\$ 65,897.28	\$ 67,779.84	\$ 71,545.20	\$ 75,311.04

Effective 1/1/2025
3.6% COLA

Appendix D
City of Kirkland
2025 AFSCME Salary Table

Group / BU	Job Class	Job Title	Exempt / Non-Exempt	Rate	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
AFSC	1556	Parks Accounts Associate	N	HOURLY	\$ 33.67	\$ 34.65	\$ 35.65	\$ 37.62	\$ 39.60
AFSC	1556	Parks Accounts Associate	N	MONTHLY	\$ 5,835.76	\$ 6,006.64	\$ 6,179.18	\$ 6,521.08	\$ 6,864.52
AFSC	1556	Parks Accounts Associate	N	ANNUAL	\$ 70,029.12	\$ 72,079.68	\$ 74,150.16	\$ 78,252.96	\$ 82,374.24
AFSC	1582	Payroll Analyst	N	HOURLY	\$ 42.32	\$ 43.56	\$ 44.81	\$ 47.30	\$ 49.78
AFSC	1582	Payroll Analyst	N	MONTHLY	\$ 7,335.06	\$ 7,550.26	\$ 7,766.86	\$ 8,198.68	\$ 8,629.04
AFSC	1582	Payroll Analyst	N	ANNUAL	\$ 88,020.72	\$ 90,603.12	\$ 93,202.32	\$ 98,384.16	\$ 103,548.48
AFSC	1540	Payroll Systems Coordinator	N	HOURLY	\$ 41.60	\$ 42.82	\$ 44.04	\$ 46.49	\$ 48.93
AFSC	1540	Payroll Systems Coordinator	N	MONTHLY	\$ 7,210.20	\$ 7,421.88	\$ 7,633.80	\$ 8,059.14	\$ 8,481.54
AFSC	1540	Payroll Systems Coordinator	N	ANNUAL	\$ 86,522.40	\$ 89,062.56	\$ 91,605.60	\$ 96,709.68	\$ 101,778.48
AFSC	1548	Permit Technician	N	HOURLY	\$ 35.87	\$ 36.92	\$ 37.97	\$ 40.08	\$ 42.19
AFSC	1548	Permit Technician	N	MONTHLY	\$ 6,217.02	\$ 6,399.32	\$ 6,581.60	\$ 6,947.64	\$ 7,313.72
AFSC	1548	Permit Technician	N	ANNUAL	\$ 74,604.24	\$ 76,791.84	\$ 78,979.20	\$ 83,371.68	\$ 87,764.64
AFSC	1028	Planner	E	HOURLY	\$ 45.46	\$ 46.80	\$ 48.13	\$ 50.81	\$ 53.48
AFSC	1028	Planner	E	MONTHLY	\$ 7,879.62	\$ 8,111.69	\$ 8,343.44	\$ 8,806.97	\$ 9,270.54
AFSC	1028	Planner	E	ANNUAL	\$ 94,555.45	\$ 97,340.29	\$ 100,121.31	\$ 105,683.59	\$ 111,246.42
AFSC	1583	Planning Technician	N	HOURLY	\$ 36.74	\$ 37.82	\$ 38.90	\$ 41.07	\$ 43.22
AFSC	1583	Planning Technician	N	MONTHLY	\$ 6,368.60	\$ 6,555.44	\$ 6,743.54	\$ 7,118.42	\$ 7,492.10
AFSC	1583	Planning Technician	N	ANNUAL	\$ 76,423.20	\$ 78,665.28	\$ 80,922.48	\$ 85,421.04	\$ 89,905.20
AFSC	1514	Plans Examiner	N	HOURLY	\$ 48.27	\$ 49.69	\$ 51.11	\$ 53.94	\$ 56.78
AFSC	1514	Plans Examiner	N	MONTHLY	\$ 8,367.32	\$ 8,612.70	\$ 8,859.70	\$ 9,350.54	\$ 9,842.92
AFSC	1514	Plans Examiner	N	ANNUAL	\$ 100,407.84	\$ 103,352.40	\$ 106,316.40	\$ 112,206.48	\$ 118,115.04
AFSC	1557	Probation Assistant	N	HOURLY	\$ 33.85	\$ 34.85	\$ 35.85	\$ 37.84	\$ 39.83
AFSC	1557	Probation Assistant	N	MONTHLY	\$ 5,868.38	\$ 6,040.98	\$ 6,213.56	\$ 6,558.76	\$ 6,903.96
AFSC	1557	Probation Assistant	N	ANNUAL	\$ 70,420.56	\$ 72,491.76	\$ 74,562.72	\$ 78,705.12	\$ 82,847.52
AFSC	1531	Probation Officer	N	HOURLY	\$ 45.53	\$ 46.87	\$ 48.21	\$ 50.89	\$ 53.56
AFSC	1531	Probation Officer	N	MONTHLY	\$ 7,892.86	\$ 8,124.84	\$ 8,356.74	\$ 8,820.64	\$ 9,284.60
AFSC	1531	Probation Officer	N	ANNUAL	\$ 94,714.32	\$ 97,498.08	\$ 100,280.88	\$ 105,847.68	\$ 111,415.20
AFSC	1553	Program Assistant	N	HOURLY	\$ 33.39	\$ 34.38	\$ 35.36	\$ 37.32	\$ 39.29
AFSC	1553	Program Assistant	N	MONTHLY	\$ 5,788.58	\$ 5,958.86	\$ 6,129.12	\$ 6,469.60	\$ 6,810.10
AFSC	1553	Program Assistant	N	ANNUAL	\$ 69,462.96	\$ 71,506.32	\$ 73,549.44	\$ 77,635.20	\$ 81,721.20
AFSC	1525	Program Coordinator	N	HOURLY	\$ 43.33	\$ 44.60	\$ 45.88	\$ 48.43	\$ 50.97
AFSC	1525	Program Coordinator	N	MONTHLY	\$ 7,510.46	\$ 7,731.38	\$ 7,952.26	\$ 8,394.04	\$ 8,835.86
AFSC	1525	Program Coordinator	N	ANNUAL	\$ 90,125.52	\$ 92,776.56	\$ 95,427.12	\$ 100,728.48	\$ 106,030.32
AFSC	1587	Program Specialist	N	HOURLY	\$ 33.85	\$ 34.85	\$ 35.85	\$ 37.84	\$ 39.83
AFSC	1587	Program Specialist	N	MONTHLY	\$ 5,868.38	\$ 6,040.98	\$ 6,213.56	\$ 6,558.76	\$ 6,903.96
AFSC	1587	Program Specialist	N	ANNUAL	\$ 70,420.56	\$ 72,491.76	\$ 74,562.72	\$ 78,705.12	\$ 82,847.52
AFSC	1005	Project Engineer	E	HOURLY	\$ 58.72	\$ 60.44	\$ 62.17	\$ 65.63	\$ 69.08
AFSC	1005	Project Engineer	E	MONTHLY	\$ 10,179.05	\$ 10,476.82	\$ 10,776.24	\$ 11,376.58	\$ 11,973.74
AFSC	1005	Project Engineer	E	ANNUAL	\$ 122,148.61	\$ 125,721.80	\$ 129,314.87	\$ 136,519.01	\$ 143,684.82
AFSC	1589	Property Analyst	N	HOURLY	\$ 47.49	\$ 48.88	\$ 50.29	\$ 53.08	\$ 55.87
AFSC	1589	Property Analyst	N	MONTHLY	\$ 8,232.12	\$ 8,473.64	\$ 8,716.72	\$ 9,201.36	\$ 9,684.36

Effective 1/1/2025
3.6% COLA

Appendix D
City of Kirkland
2025 AFSCME Salary Table

Group / BU	Job Class	Job Title	Exempt / Non-Exempt	Rate	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
AFSC	1589	Property Analyst	N	ANNUAL	\$ 98,785.44	\$ 101,683.68	\$ 104,600.64	\$ 110,416.32	\$ 116,212.32
AFSC	1536	Public Disclosure Analyst	N	HOURLY	\$ 38.58	\$ 39.71	\$ 40.85	\$ 43.03	\$ 45.38
AFSC	1536	Public Disclosure Analyst	N	MONTHLY	\$ 6,687.64	\$ 6,883.72	\$ 7,081.16	\$ 7,458.16	\$ 7,866.94
AFSC	1536	Public Disclosure Analyst	N	ANNUAL	\$ 80,251.68	\$ 82,604.64	\$ 84,973.92	\$ 89,497.92	\$ 94,403.28
AFSC	1507	Purchasing Agent	N	HOURLY	\$ 48.91	\$ 50.33	\$ 51.78	\$ 54.66	\$ 57.54
AFSC	1507	Purchasing Agent	N	MONTHLY	\$ 8,478.84	\$ 8,723.70	\$ 8,976.16	\$ 9,475.02	\$ 9,973.88
AFSC	1507	Purchasing Agent	N	ANNUAL	\$ 101,746.08	\$ 104,684.40	\$ 107,713.92	\$ 113,700.24	\$ 119,686.56
AFSC	1552	Records Management Specialist	N	HOURLY	\$ 33.46	\$ 34.44	\$ 35.43	\$ 37.39	\$ 39.36
AFSC	1552	Records Management Specialist	N	MONTHLY	\$ 5,799.58	\$ 5,970.14	\$ 6,140.70	\$ 6,481.88	\$ 6,823.04
AFSC	1552	Records Management Specialist	N	ANNUAL	\$ 69,594.96	\$ 71,641.68	\$ 73,688.40	\$ 77,782.56	\$ 81,876.48
AFSC	1521	Recycling Program Coordinator	N	HOURLY	\$ 44.48	\$ 45.79	\$ 47.10	\$ 49.72	\$ 52.33
AFSC	1521	Recycling Program Coordinator	N	MONTHLY	\$ 7,709.34	\$ 7,937.64	\$ 8,164.40	\$ 8,617.88	\$ 9,071.38
AFSC	1521	Recycling Program Coordinator	N	ANNUAL	\$ 92,512.08	\$ 95,251.68	\$ 97,972.80	\$ 103,414.56	\$ 108,856.56
AFSC	1019	Senior Accountant	E	HOURLY	\$ 49.46	\$ 50.92	\$ 52.37	\$ 55.28	\$ 58.20
AFSC	1019	Senior Accountant	E	MONTHLY	\$ 8,574.16	\$ 8,826.94	\$ 9,078.25	\$ 9,582.40	\$ 10,087.90
AFSC	1019	Senior Accountant	E	ANNUAL	\$ 102,889.89	\$ 105,923.22	\$ 108,939.05	\$ 114,988.78	\$ 121,054.83
AFSC	1543	Senior Accounting Associate	N	HOURLY	\$ 38.32	\$ 39.45	\$ 40.57	\$ 42.83	\$ 45.08
AFSC	1543	Senior Accounting Associate	N	MONTHLY	\$ 6,642.34	\$ 6,837.66	\$ 7,033.04	\$ 7,423.78	\$ 7,814.44
AFSC	1543	Senior Accounting Associate	N	ANNUAL	\$ 79,708.08	\$ 82,051.92	\$ 84,396.48	\$ 89,085.36	\$ 93,773.28
AFSC	1500	Senior Applications Analyst	N	HOURLY	\$ 61.52	\$ 63.33	\$ 65.14	\$ 68.76	\$ 72.38
AFSC	1500	Senior Applications Analyst	N	MONTHLY	\$ 10,664.38	\$ 10,978.02	\$ 11,291.66	\$ 11,919.00	\$ 12,546.32
AFSC	1500	Senior Applications Analyst	N	ANNUAL	\$ 127,972.56	\$ 131,736.24	\$ 135,499.92	\$ 143,028.00	\$ 150,555.84
AFSC	1004	Senior Capital Projects Coordinator	E	HOURLY	\$ 58.05	\$ 59.76	\$ 61.46	\$ 64.88	\$ 68.30
AFSC	1004	Senior Capital Projects Coordinator	E	MONTHLY	\$ 10,063.14	\$ 10,359.25	\$ 10,653.93	\$ 11,246.13	\$ 11,838.31
AFSC	1004	Senior Capital Projects Coordinator	E	ANNUAL	\$ 120,757.71	\$ 124,310.97	\$ 127,847.11	\$ 134,953.59	\$ 142,059.70
AFSC	1007	Senior Community Engagement Coordinator	E	HOURLY	\$ 53.11	\$ 54.67	\$ 56.23	\$ 59.36	\$ 62.48
AFSC	1007	Senior Community Engagement Coordinator	E	MONTHLY	\$ 9,205.94	\$ 9,477.14	\$ 9,746.92	\$ 10,289.23	\$ 10,830.21
AFSC	1007	Senior Community Engagement Coordinator	E	ANNUAL	\$ 110,471.30	\$ 113,725.65	\$ 116,963.09	\$ 123,470.74	\$ 129,962.48
AFSC	1509	Senior Construction Inspector	N	HOURLY	\$ 50.24	\$ 51.72	\$ 53.20	\$ 56.15	\$ 59.11
AFSC	1509	Senior Construction Inspector	N	MONTHLY	\$ 8,708.72	\$ 8,965.00	\$ 9,221.26	\$ 9,733.80	\$ 10,246.34
AFSC	1509	Senior Construction Inspector	N	ANNUAL	\$ 104,504.64	\$ 107,580.00	\$ 110,655.12	\$ 116,805.60	\$ 122,956.08
AFSC	1529	Senior Design Specialist	N	HOURLY	\$ 44.07	\$ 45.36	\$ 46.66	\$ 49.25	\$ 51.84
AFSC	1529	Senior Design Specialist	N	MONTHLY	\$ 7,638.60	\$ 7,863.22	\$ 8,087.90	\$ 8,537.22	\$ 8,986.56
AFSC	1529	Senior Design Specialist	N	ANNUAL	\$ 91,663.20	\$ 94,358.64	\$ 97,054.80	\$ 102,446.64	\$ 107,838.72
AFSC	1002	Senior Development Engineer	E	HOURLY	\$ 61.10	\$ 62.88	\$ 64.69	\$ 68.29	\$ 71.87
AFSC	1002	Senior Development Engineer	E	MONTHLY	\$ 10,590.25	\$ 10,899.93	\$ 11,213.65	\$ 11,837.11	\$ 12,457.77
AFSC	1002	Senior Development Engineer	E	ANNUAL	\$ 127,082.96	\$ 130,799.11	\$ 134,563.82	\$ 142,045.31	\$ 149,493.27
AFSC	1018	Senior Development Engineering Analyst	E	HOURLY	\$ 49.12	\$ 50.56	\$ 52.01	\$ 54.90	\$ 57.78
AFSC	1018	Senior Development Engineering Analyst	E	MONTHLY	\$ 8,514.42	\$ 8,764.77	\$ 9,015.03	\$ 9,515.66	\$ 10,016.24
AFSC	1018	Senior Development Engineering Analyst	E	ANNUAL	\$ 102,173.08	\$ 105,177.21	\$ 108,180.37	\$ 114,187.97	\$ 120,194.84
AFSC	1581	Senior Electrical Plans Examiner	N	HOURLY	\$ 53.78	\$ 55.35	\$ 56.93	\$ 60.10	\$ 63.26

Effective 1/1/2025
3.6% COLA

Appendix D
City of Kirkland
2025 AFSCME Salary Table

Group / BU	Job Class	Job Title	Exempt / Non-Exempt	Rate	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
AFSC	1581	Senior Electrical Plans Examiner	N	MONTHLY	\$ 9,321.44	\$ 9,594.14	\$ 9,868.36	\$ 10,418.10	\$ 10,964.96
AFSC	1581	Senior Electrical Plans Examiner	N	ANNUAL	\$ 111,857.28	\$ 115,129.68	\$ 118,420.32	\$ 125,017.20	\$ 131,579.52
AFSC	1508	Senior GIS Analyst	N	HOURLY	\$ 53.11	\$ 54.67	\$ 56.23	\$ 59.36	\$ 62.48
AFSC	1508	Senior GIS Analyst	N	MONTHLY	\$ 9,205.96	\$ 9,477.14	\$ 9,746.92	\$ 10,289.24	\$ 10,830.22
AFSC	1508	Senior GIS Analyst	N	ANNUAL	\$ 110,471.52	\$ 113,725.68	\$ 116,963.04	\$ 123,470.88	\$ 129,962.64
AFSC	1570	Senior IT Business Analyst	N	HOURLY	\$ 54.08	\$ 55.67	\$ 57.27	\$ 60.46	\$ 63.63
AFSC	1570	Senior IT Business Analyst	N	MONTHLY	\$ 9,374.86	\$ 9,650.02	\$ 9,927.38	\$ 10,479.92	\$ 11,030.20
AFSC	1570	Senior IT Business Analyst	N	ANNUAL	\$ 112,498.32	\$ 115,800.24	\$ 119,128.56	\$ 125,759.04	\$ 132,362.40
AFSC	1047	Senior Management Analyst	E	HOURLY	\$ 53.11	\$ 54.67	\$ 56.23	\$ 59.36	\$ 62.48
AFSC	1047	Senior Management Analyst	E	MONTHLY	\$ 9,205.94	\$ 9,477.14	\$ 9,746.92	\$ 10,289.23	\$ 10,830.21
AFSC	1047	Senior Management Analyst	E	ANNUAL	\$ 110,471.30	\$ 113,725.65	\$ 116,963.09	\$ 123,470.74	\$ 129,962.48
AFSC	1502	Senior Network Engineer	N	HOURLY	\$ 61.52	\$ 63.33	\$ 65.14	\$ 68.76	\$ 72.38
AFSC	1502	Senior Network Engineer	N	MONTHLY	\$ 10,664.38	\$ 10,978.02	\$ 11,291.66	\$ 11,919.00	\$ 12,546.32
AFSC	1502	Senior Network Engineer	N	ANNUAL	\$ 127,972.56	\$ 131,736.24	\$ 135,499.92	\$ 143,028.00	\$ 150,555.84
AFSC	1579	Senior Permit Technician	N	HOURLY	\$ 39.60	\$ 40.76	\$ 41.93	\$ 44.26	\$ 46.58
AFSC	1579	Senior Permit Technician	N	MONTHLY	\$ 6,863.80	\$ 7,065.14	\$ 7,267.86	\$ 7,671.92	\$ 8,074.64
AFSC	1579	Senior Permit Technician	N	ANNUAL	\$ 82,365.60	\$ 84,781.68	\$ 87,214.32	\$ 92,063.04	\$ 96,895.68
AFSC	1008	Senior Planner	E	HOURLY	\$ 52.27	\$ 53.81	\$ 55.35	\$ 58.42	\$ 61.50
AFSC	1008	Senior Planner	E	MONTHLY	\$ 9,060.66	\$ 9,327.12	\$ 9,593.61	\$ 10,126.59	\$ 10,659.65
AFSC	1008	Senior Planner	E	ANNUAL	\$ 108,727.89	\$ 111,925.47	\$ 115,123.35	\$ 121,519.09	\$ 127,915.82
AFSC	1568	Senior Plans Examiner	N	HOURLY	\$ 53.78	\$ 55.35	\$ 56.93	\$ 60.10	\$ 63.26
AFSC	1568	Senior Plans Examiner	N	MONTHLY	\$ 9,321.44	\$ 9,594.14	\$ 9,868.36	\$ 10,418.10	\$ 10,964.96
AFSC	1568	Senior Plans Examiner	N	ANNUAL	\$ 111,857.28	\$ 115,129.68	\$ 118,420.32	\$ 125,017.20	\$ 131,579.52
AFSC	1000	Senior Project Engineer	E	HOURLY	\$ 66.34	\$ 68.29	\$ 70.24	\$ 74.14	\$ 78.04
AFSC	1000	Senior Project Engineer	E	MONTHLY	\$ 11,498.61	\$ 11,836.81	\$ 12,175.00	\$ 12,851.44	\$ 13,527.82
AFSC	1000	Senior Project Engineer	E	ANNUAL	\$ 137,983.36	\$ 142,041.70	\$ 146,100.02	\$ 154,217.28	\$ 162,333.83
AFSC	1593	Senior Service Desk Analyst	N	HOURLY	\$ 44.79	\$ 46.11	\$ 47.43	\$ 50.07	\$ 52.70
AFSC	1593	Senior Service Desk Analyst	N	MONTHLY	\$ 7,764.62	\$ 7,992.44	\$ 8,221.72	\$ 8,678.80	\$ 9,134.42
AFSC	1593	Senior Service Desk Analyst	N	ANNUAL	\$ 93,175.44	\$ 95,909.28	\$ 98,660.64	\$ 104,145.60	\$ 109,613.04
AFSC	1001	Senior Surface Water Engineer	E	HOURLY	\$ 64.59	\$ 66.49	\$ 68.39	\$ 72.19	\$ 75.99
AFSC	1001	Senior Surface Water Engineer	E	MONTHLY	\$ 11,195.35	\$ 11,525.47	\$ 11,854.00	\$ 12,512.65	\$ 13,171.30
AFSC	1001	Senior Surface Water Engineer	E	ANNUAL	\$ 134,344.18	\$ 138,305.63	\$ 142,247.99	\$ 150,151.80	\$ 158,055.61
AFSC	1535	Service Desk Analyst	N	HOURLY	\$ 40.52	\$ 41.71	\$ 42.90	\$ 45.29	\$ 47.67
AFSC	1535	Service Desk Analyst	N	MONTHLY	\$ 7,023.62	\$ 7,230.18	\$ 7,436.74	\$ 7,849.92	\$ 8,263.08
AFSC	1535	Service Desk Analyst	N	ANNUAL	\$ 84,283.44	\$ 86,762.16	\$ 89,240.88	\$ 94,199.04	\$ 99,156.96
AFSC	1565	Service Desk Lead	N	HOURLY	\$ 45.01	\$ 46.33	\$ 47.66	\$ 50.31	\$ 52.95
AFSC	1565	Service Desk Lead	N	MONTHLY	\$ 7,801.90	\$ 8,030.92	\$ 8,261.30	\$ 8,721.02	\$ 9,178.76
AFSC	1565	Service Desk Lead	N	ANNUAL	\$ 93,622.80	\$ 96,371.04	\$ 99,135.60	\$ 104,652.24	\$ 110,145.12
AFSC	1023	Solid Waste Coordinator	E	HOURLY	\$ 47.12	\$ 48.51	\$ 49.89	\$ 52.66	\$ 55.43
AFSC	1023	Solid Waste Coordinator	E	MONTHLY	\$ 8,167.04	\$ 8,408.64	\$ 8,647.20	\$ 9,128.84	\$ 9,609.00
AFSC	1023	Solid Waste Coordinator	E	ANNUAL	\$ 98,004.44	\$ 100,903.62	\$ 103,766.45	\$ 109,546.02	\$ 115,308.05

Effective 1/1/2025
3.6% COLA

Appendix D
City of Kirkland
2025 AFSCME Salary Table

Group / BU	Job Class	Job Title	Exempt / Non-Exempt	Rate	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
AFSC	1045	Solid Waste Programs Lead	E	HOURLY	\$ 50.22	\$ 51.65	\$ 53.10	\$ 55.90	\$ 58.68
AFSC	1045	Solid Waste Programs Lead	E	MONTHLY	\$ 8,704.47	\$ 8,953.06	\$ 9,203.64	\$ 9,688.87	\$ 10,172.12
AFSC	1045	Solid Waste Programs Lead	E	ANNUAL	\$ 104,453.68	\$ 107,436.75	\$ 110,443.65	\$ 116,266.47	\$ 122,065.48
AFSC	1020	Special Projects Coordinator	E	HOURLY	\$ 49.41	\$ 50.87	\$ 52.32	\$ 55.23	\$ 58.14
AFSC	1020	Special Projects Coordinator	E	MONTHLY	\$ 8,564.75	\$ 8,818.07	\$ 9,068.40	\$ 9,573.69	\$ 10,077.36
AFSC	1020	Special Projects Coordinator	E	ANNUAL	\$ 102,777.04	\$ 105,816.85	\$ 108,820.83	\$ 114,884.26	\$ 120,928.31
AFSC	1010	Surface Water Engineer	E	HOURLY	\$ 56.25	\$ 57.90	\$ 59.56	\$ 62.86	\$ 66.17
AFSC	1010	Surface Water Engineer	E	MONTHLY	\$ 9,749.90	\$ 10,036.64	\$ 10,323.38	\$ 10,896.90	\$ 11,470.41
AFSC	1010	Surface Water Engineer	E	ANNUAL	\$ 116,998.75	\$ 120,439.68	\$ 123,880.57	\$ 130,762.74	\$ 137,644.96
AFSC	1025	Surface Water Engineering Analyst	E	HOURLY	\$ 47.62	\$ 49.02	\$ 50.42	\$ 53.23	\$ 56.03
AFSC	1025	Surface Water Engineering Analyst	E	MONTHLY	\$ 8,254.86	\$ 8,497.65	\$ 8,740.53	\$ 9,226.02	\$ 9,711.60
AFSC	1025	Surface Water Engineering Analyst	E	ANNUAL	\$ 99,058.30	\$ 101,971.78	\$ 104,886.34	\$ 110,712.22	\$ 116,539.18
AFSC	1012	Surface Water Planner	E	HOURLY	\$ 50.80	\$ 52.29	\$ 53.79	\$ 56.77	\$ 59.76
AFSC	1012	Surface Water Planner	E	MONTHLY	\$ 8,805.17	\$ 9,064.21	\$ 9,323.14	\$ 9,841.08	\$ 10,359.06
AFSC	1012	Surface Water Planner	E	ANNUAL	\$ 105,662.09	\$ 108,770.48	\$ 111,877.64	\$ 118,092.90	\$ 124,308.76
AFSC	1039	Surface Water Strategic Advisor	E	HOURLY	\$ 63.09	\$ 64.94	\$ 66.80	\$ 70.52	\$ 74.22
AFSC	1039	Surface Water Strategic Advisor	E	MONTHLY	\$ 10,935.18	\$ 11,257.17	\$ 11,579.17	\$ 12,223.15	\$ 12,864.63
AFSC	1039	Surface Water Strategic Advisor	E	ANNUAL	\$ 131,222.19	\$ 135,086.08	\$ 138,949.99	\$ 146,677.77	\$ 154,375.50
AFSC	1550	Technical Project Manager	N	HOURLY	\$ 64.25	\$ 66.13	\$ 68.03	\$ 71.81	\$ 75.58
AFSC	1550	Technical Project Manager	N	MONTHLY	\$ 11,136.60	\$ 11,463.30	\$ 11,792.22	\$ 12,447.78	\$ 13,101.24
AFSC	1550	Technical Project Manager	N	ANNUAL	\$ 133,639.20	\$ 137,559.60	\$ 141,506.64	\$ 149,373.36	\$ 157,214.88
AFSC	1015	Traffic Control Coordinator	E	HOURLY	\$ 50.59	\$ 52.07	\$ 53.56	\$ 56.53	\$ 59.51
AFSC	1015	Traffic Control Coordinator	E	MONTHLY	\$ 8,768.74	\$ 9,026.57	\$ 9,284.43	\$ 9,798.71	\$ 10,315.86
AFSC	1015	Traffic Control Coordinator	E	ANNUAL	\$ 105,224.82	\$ 108,318.80	\$ 111,413.11	\$ 117,584.54	\$ 123,790.37
AFSC	1003	Transportation Engineer	E	HOURLY	\$ 61.04	\$ 62.84	\$ 64.64	\$ 68.23	\$ 71.82
AFSC	1003	Transportation Engineer	E	MONTHLY	\$ 10,581.50	\$ 10,892.68	\$ 11,203.90	\$ 11,826.34	\$ 12,448.79
AFSC	1003	Transportation Engineer	E	ANNUAL	\$ 126,977.95	\$ 130,712.16	\$ 134,446.81	\$ 141,916.07	\$ 149,385.47
AFSC	1584	Transportation Engineering Analyst	N	HOURLY	\$ 42.17	\$ 43.41	\$ 44.66	\$ 47.14	\$ 49.61
AFSC	1584	Transportation Engineering Analyst	N	MONTHLY	\$ 7,310.40	\$ 7,524.88	\$ 7,740.76	\$ 8,171.12	\$ 8,600.06
AFSC	1584	Transportation Engineering Analyst	N	ANNUAL	\$ 87,724.80	\$ 90,298.56	\$ 92,889.12	\$ 98,053.44	\$ 103,200.72
AFSC	1014	Transportation Planner	E	HOURLY	\$ 53.13	\$ 54.69	\$ 56.26	\$ 59.38	\$ 62.51
AFSC	1014	Transportation Planner	E	MONTHLY	\$ 9,210.24	\$ 9,480.36	\$ 9,751.83	\$ 10,293.47	\$ 10,835.04
AFSC	1014	Transportation Planner	E	ANNUAL	\$ 110,522.88	\$ 113,764.36	\$ 117,021.96	\$ 123,521.65	\$ 130,020.53
AFSC	1037	Transportation Program Coordinator	E	HOURLY	\$ 47.64	\$ 49.04	\$ 50.45	\$ 53.25	\$ 56.04
AFSC	1037	Transportation Program Coordinator	E	MONTHLY	\$ 8,257.77	\$ 8,500.34	\$ 8,744.24	\$ 9,230.75	\$ 9,714.67
AFSC	1037	Transportation Program Coordinator	E	ANNUAL	\$ 99,093.19	\$ 102,004.06	\$ 104,930.84	\$ 110,768.94	\$ 116,576.06
AFSC	1038	Transportation Strategic Advisor	E	HOURLY	\$ 63.09	\$ 64.94	\$ 66.80	\$ 70.52	\$ 74.22
AFSC	1038	Transportation Strategic Advisor	E	MONTHLY	\$ 10,935.18	\$ 11,257.17	\$ 11,579.17	\$ 12,223.15	\$ 12,864.63
AFSC	1038	Transportation Strategic Advisor	E	ANNUAL	\$ 131,222.19	\$ 135,086.08	\$ 138,949.99	\$ 146,677.77	\$ 154,375.50
AFSC	1512	Urban Forester	N	HOURLY	\$ 52.27	\$ 53.81	\$ 55.35	\$ 58.42	\$ 61.50
AFSC	1512	Urban Forester	N	MONTHLY	\$ 9,060.64	\$ 9,327.14	\$ 9,593.62	\$ 10,126.60	\$ 10,659.64

Effective 1/1/2025
3.6% COLA

Appendix D
City of Kirkland
2025 AFSCME Salary Table

Group / BU	Job Class	Job Title	Exempt / Non-Exempt	Rate	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
AFSC	1512	Urban Forester	N	ANNUAL	\$ 108,727.68	\$ 111,925.68	\$ 115,123.44	\$ 121,519.20	\$ 127,915.68
AFSC	1526	Video Production Specialist	N	HOURLY	\$ 42.97	\$ 44.24	\$ 45.50	\$ 48.03	\$ 50.56
AFSC	1526	Video Production Specialist	N	MONTHLY	\$ 7,449.14	\$ 7,668.24	\$ 7,887.34	\$ 8,325.50	\$ 8,763.68
AFSC	1526	Video Production Specialist	N	ANNUAL	\$ 89,389.68	\$ 92,018.88	\$ 94,648.08	\$ 99,906.00	\$ 105,164.16
AFSC	1011	Water Quality Program Coordinator	E	HOURLY	\$ 51.47	\$ 52.99	\$ 54.50	\$ 57.53	\$ 60.56
AFSC	1011	Water Quality Program Coordinator	E	MONTHLY	\$ 8,922.63	\$ 9,185.06	\$ 9,447.49	\$ 9,972.35	\$ 10,497.21
AFSC	1011	Water Quality Program Coordinator	E	ANNUAL	\$ 107,071.56	\$ 110,220.70	\$ 113,369.85	\$ 119,668.19	\$ 125,966.53
AFSC	1522	Water Quality Specialist	N	HOURLY	\$ 44.48	\$ 45.79	\$ 47.10	\$ 49.72	\$ 52.33
AFSC	1522	Water Quality Specialist	N	MONTHLY	\$ 7,709.34	\$ 7,937.64	\$ 8,164.40	\$ 8,617.88	\$ 9,071.40
AFSC	1522	Water Quality Specialist	N	ANNUAL	\$ 92,512.08	\$ 95,251.68	\$ 97,972.80	\$ 103,414.56	\$ 108,856.80
AFSC	1533	Web and Multimedia Specialist	N	HOURLY	\$ 42.82	\$ 44.08	\$ 45.34	\$ 47.85	\$ 50.37
AFSC	1533	Web and Multimedia Specialist	N	MONTHLY	\$ 7,421.80	\$ 7,640.12	\$ 7,858.36	\$ 8,294.96	\$ 8,731.56
AFSC	1533	Web and Multimedia Specialist	N	ANNUAL	\$ 89,061.60	\$ 91,681.44	\$ 94,300.32	\$ 99,539.52	\$ 104,778.72