### Agenda Summary Report (ASR)
Franklin County Board of Commissioners

<table>
<thead>
<tr>
<th>DATE SUBMITTED: 12/11/2019</th>
<th>PREPARED BY: Carlee Nave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Date Requested: 12/17/2019</td>
<td>PRESENTED BY: Carlee Nave</td>
</tr>
<tr>
<td>ITEM: (Select One) X Consent Agenda</td>
<td>Brought Before the Board Time needed:</td>
</tr>
<tr>
<td>SUBJECT: Amendment III to Appraisers’ 2018-2020 Collective Bargaining Agreement</td>
<td></td>
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<tr>
<td>FISCAL IMPACT: $5,386 for 2020</td>
<td></td>
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</table>

**BACKGROUND:**
Bargaining teams have reached a tentative agreement after one negotiation session for the 2020 wage and benefits openers for the 2018-2020 Appraisers CBA. By mutual agreement, we also opened the leave articles for negotiations regarding moving to Paid Time Off (PTO) as this group is the only one that has not yet moved to PTO from separate leave banks.

Summary of settlement details (other than minor administrative edits, including date changes):
- **Article 14** – Rewrite to eliminate Vacation/Annual Leave and introduce PTO program with administrative language comparable to other County groups on the PTO program.
- **Article 16** – Elimination of Sick Leave as it is now part of PTO.
- **Article 18.1** – No change to County contribution to benefits for 2020.
- **Article 19.1** – 2% cost of living adjustment (COLA) for 2020.

**RECOMMENDATION:** Parties below recommend ratification of the Amendment as presented.

**COORDINATION:** Negotiation teams representing the County and the Appraisers unit reached a tentative agreement which was ratified by the bargaining unit and the Amendment will be signed by the Union President and Staff Representative, Steve Pinkerton. Franklin County Assessor, Peter McEnderfer participated as a member of the negotiating team and has reviewed and will sign the Amendment. Legal Review was completed by J. Johnson in the Prosecuting Attorney’s Office.

**ATTACHMENTS:** (Documents you are submitting to the Board)
- Resolution
- Amendment III to Collective Bargaining Agreement – missing signatures will be obtained prior to the Board meeting

**HANDLING / ROUTING:** (Once document is fully executed it will be imported into Document Manager. Please list name(s) of parties that will need a pdf)
- n/a – HR will distribute

I certify the above information is accurate and complete.

Carlee Nave, HR Director

Revised: October 2017
FRANKLIN COUNTY RESOLUTION

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

AMENDMENT III to
2018-2020 APPRAISERS COLLECTIVE BARGAINING AGREEMENT

WHEREAS, pursuant to RCW 36.01.010 and RCW 36.32.120 the legislative authority of each county is authorized to enter into contracts on behalf of the county and have the care of county property and management of county funds and business; and

WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and deems entering into the attached agreement as being in the best interest of the Franklin County.

NOW, THEREFORE, BE IT RESOLVED the attached Amendment III to the 2018-2020 Collective Bargaining Agreement, by and between Franklin County Board of County Commissioners, County Assessor, and Local 2658-F (Appraisers) of American Federation of State, County & Municipal Employees and the Washington State Council of County & City Employees, is hereby approved by the Board.

DATED this _____ day of __________, 2019.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

______________________________
Chair

______________________________
Chair Pro Tem

ATTEST:

______________________________
Member

______________________________
Clerk of the Board
AMENDMENT III

to
2018 - 2020
COLLECTIVE BARGAINING AGREEMENT
By and Between
FRANKLIN COUNTY BOARD OF COMMISSIONERS,
COUNTY ASSESSOR
And
LOCAL 2658-F (APPRaisERS)
Of
American Federation of State, County & Municipal Employees and the Washington State Council of County & City Employees

Franklin County (Employer) and Local 2658-F (Union), hereby agree to amend the Collective Bargaining Agreement (CBA) in effect from January 1, 2018, through December 31, 2020, as follows:

1. Effective January 1, 2020, Article 14 is hereby removed in its entirety and replaced with:

ARTICLE 14 – PAID TIME OFF (PTO)

14.1 Accrual. Paid Time Off (PTO) for regular full-time employees shall be accrued monthly based on the following schedule:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Hours/Month</th>
<th>Hours/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year of service</td>
<td>15.75</td>
<td>189</td>
</tr>
<tr>
<td>1 year but less than 3 years</td>
<td>17.00</td>
<td>204</td>
</tr>
<tr>
<td>3 years but less than 5 years</td>
<td>18.25</td>
<td>219</td>
</tr>
<tr>
<td>5 years but less than 10 years</td>
<td>18.88</td>
<td>226.56</td>
</tr>
<tr>
<td>10 years but less than 15 years</td>
<td>22.00</td>
<td>264</td>
</tr>
<tr>
<td>15 years or more</td>
<td>25.13</td>
<td>301.56</td>
</tr>
</tbody>
</table>

a. Employees shall accrue PTO in their first month of employment, provided they physically work at least 40 hours in the month.
b. Employees shall accrue PTO in their last month of employment, provided they physically work at least 40 hours in the month.
c. Hours are accrued after payroll is processed on the payday for the second pay period of the month. PTO hours cannot be used prior to accrual.
14.2 **Part-time Prorate.** Regular part-time employees shall be entitled to that fractional part of the PTO that the total number of hours of employment bears to the total number of hours required for full-time employment.

14.3 **Probationary Restriction.** Scheduled PTO will not normally be approved for probationary employees until they have completed six months of employment.

14.4 **Scheduling.** No scheduled PTO shall be taken except at a time when it will least interfere with the work of the Department, the determination of which shall rest with the Assessor, or designee.

14.5 **Payment.** PTO shall be paid at the employee’s straight time hourly rate.

14.6 **Mandatory Minimum Utilization.** One year after the probationary period of County service is completed, eligible employees must take a minimum of 75 hours of scheduled PTO each calendar year. Days off do not need to be sequential.

14.7 **Carryover Cap.** As of December 31 of each year, accumulated PTO may not exceed a total of 760 hours. Any excess will be forfeited. Employees whose leave exceeds the maximum accrual shall have their accrual balance reduced to 760 effective January 1 of the subsequent year.

14.8 **Unscheduled PTO.** Unscheduled PTO is limited to purposes of an emergency/urgent nature. Preventive health and dental appointments are not considered unscheduled and must be requested in advance in accordance with Article 14.5.

Unscheduled PTO may be applied for the following purposes:

a. An employee’s mental or physical illness, injury, or health condition.

b. Exposure to an infectious disease during such period as their attendance would jeopardize the health of County employees or the public.

c. Care of a family member with an illness, injury, or health condition.

d. Closure of the employee’s workplace or child’s school/place of care by order of a public official for any health-related reasons.

e. If the employee or family member is a victim of domestic violence, sexual assault, or stalking.

14.9 **Notification.** Any employee who, for any reason, must take unscheduled PTO, shall, as soon as possible, notify their immediate supervisor.
2. Effective, January 1, 2020, Article 16 is hereby removed in its entirety.

3. Article 18.1 is hereby amended to read:

18.1 **County Benefits.**

For 2018, the County shall contribute a total maximum contribution of up to the amount of $1030.00, to insurance eligible employees as follows:

- Medical insurance coverage, County paid premium up to $945.00 monthly
- Dental insurance coverage, County paid premium up to $61.61 monthly
- Vision insurance coverage, County paid premium up to $13.84 monthly
- Life Insurance AD&D coverage, County paid premium up to $4.56 monthly
- Long Term Disability/EAP coverage, County paid premium up to $4.99 monthly

The difference between the premiums for plans selected by the employee and the amount of County contribution, if greater, shall be paid to the employee’s deferred compensation account or taken as cash in lieu of insurance as elected by the employee and in accordance with County processes, grossed down for taxes (i.e. the applicable FICA rate of .0765 at time of adoption, and as may be adjusted by the Federal Government from time to time), and then subject to standard withholding. In the event that no election is made by the employee, this payment shall be paid as cash in lieu of insurance.

**2019:** For 2019, there will be no change to the Employer’s contribution to benefits.

**2020:** Re-opener to bargain changes, if any, to the Employer’s contribution to health and welfare benefits. **For 2020, there will be no change to the Employer’s contribution to benefits.**
4. Article 19.1 is hereby amended to read:

19.1 Salary Schedule – Appendix A

2018: The 2017 Appraisers Seven Step Matrix will be increased by two percent.

2019: Effective January 1, 2019, the salary matrix will be increased by 2.5%.

Effective January 1, 2019, the Compensation Study recommendations will be fully implemented for all positions within this unit, as reflected in Appendix A.

2020: Re-open to negotiate changes, if any, to the Salary Matrix.
Effective January 1, 2020, the salary matrix will be increased by two percent.

5. Effective January 1, 2020, Article 20.5 is hereby deleted in its entirety.

6. Appendix A is hereby amended to read:

<table>
<thead>
<tr>
<th>Grade 16</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANNUAL</td>
<td>$50,544.00</td>
<td>$53,079.00</td>
<td>$55,750.50</td>
<td>$58,539.00</td>
<td>$61,464.00</td>
<td>$64,545.00</td>
<td>$67,782.00</td>
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<tr>
<td>BI-WEEKLY</td>
<td>$1,944.00</td>
<td>$2,041.50</td>
<td>$2,144.25</td>
<td>$2,251.50</td>
<td>$2,364.00</td>
<td>$2,482.50</td>
<td>$2,607.00</td>
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<tr>
<td>7.5 HR HOURLY</td>
<td>$25.92</td>
<td>$27.22</td>
<td>$28.59</td>
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<td>$31.52</td>
<td>$33.10</td>
<td>$34.76</td>
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<tr>
<td>7.5 HR OT</td>
<td>$38.88</td>
<td>$40.83</td>
<td>$42.89</td>
<td>$45.03</td>
<td>$47.28</td>
<td>$49.65</td>
<td>$52.14</td>
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</table>

<table>
<thead>
<tr>
<th>Grade 14</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANNUAL</td>
<td>$41,749.50</td>
<td>$43,836.00</td>
<td>$46,059.00</td>
<td>$48,360.00</td>
<td>$50,778.00</td>
<td>$53,313.00</td>
<td>$55,984.50</td>
</tr>
<tr>
<td>BI-WEEKLY</td>
<td>$1,605.75</td>
<td>$1,686.00</td>
<td>$1,771.50</td>
<td>$1,860.00</td>
<td>$1,953.00</td>
<td>$2,050.50</td>
<td>$2,153.25</td>
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<tr>
<td>7.5 HR HOURLY</td>
<td>$21.41</td>
<td>$22.48</td>
<td>$23.62</td>
<td>$24.80</td>
<td>$26.04</td>
<td>$27.34</td>
<td>$28.71</td>
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<tr>
<td>7.5 HR OT</td>
<td>$32.12</td>
<td>$33.72</td>
<td>$35.43</td>
<td>$37.20</td>
<td>$39.06</td>
<td>$41.01</td>
<td>$43.07</td>
</tr>
</tbody>
</table>

Real Property Appraiser I - Grade 14
Real Property Appraiser II - Grade 16
IN WITNESS WHEREOF, the parties hereto have set their hands this __________ day of __________________, 2019.

FOR THE COUNTY:
Franklin County Assessor

______________________________
Peter McEnderfer, Assessor

Board of County Commissioners

______________________________
Chair

______________________________
Chair Pro Tem

______________________________
Member

FOR THE UNION:
Local 2658-F, Council 2

______________________________
Monica Crutchfield, President, Local 2658-F

______________________________
Steve Pinkerton, Staff Representative

APPROVED AS TO FORM:

______________________________
Prosecuting Attorney's Office

Kevin Wesley, Negotiator