WORKING AGREEMENT

between

LOCAL UNION NO. 659
INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS

and

CITY OF CANYONVILLE

JULY 1, 2023–JUNE 30, 2026

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PREAMBLE

This Agreement is entered into between the City of Canyonville Oregon, hereinafter referred to as the "City" and the City of Canyonville Employees Local 659 of the International Brotherhood of Electrical Workers, hereinafter referred to as the "Union". The purpose of this Agreement is to set forth the full and complete Agreement between the parties on matters relating to employment relations.

ARTICLE 1- RECOGNITION

Section 1: Recognition- The City recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining for all regular full-time employees excluding managerial employees, supervisory employees, confidential employees and temporary employees.

ARTICLE 2- GENERAL PROVISIONS

Section 1: Notice Period- In all cases herein where a notice period is referred to in terms of working days, that period shall be construed as City business days Monday through Friday, excluding City recognized holidays. It shall not refer to an individual employee's working days.

Section 2: Non-Discrimination- The parties agree not to discriminate on the basis of race, religion, sex, sexual orientation, color, age, disability, marital status, political affiliation, union affiliation or national origin in the enforcement and execution of this Agreement. Disputes concerning this section are grievable through step 3 of the Grievance Procedure.

It is agreed there shall be no discrimination in favor of or against, any employee of the City on account of membership in the Union or failure or refusal to join the Union. The City shall not interfere in any way with the decision of any employee to join or not join the Union.

The City shall apply policies and procedures in a fair and consistent manner towards all employees within the Bargaining Unit without regard to Union membership.

Section 3: ADA Compliance- Nothing in this Agreement shall prevent the City from taking action necessary to comply with the Americans with Disabilities Act.

Section 4: Policy on Sexual Harassment- It is the policy of the City of Canyonville to prohibit (unwelcome) sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. The City has an established sexual harassment policy which shall be followed.

ARTICLE 3- UNION RIGHTS

Section 1: Union Dues and Payroll Deductions- Membership or non-membership in the Union shall be the sole decision of employees covered by this Agreement. New hires who become members of the Union shall make their first monthly payment within thirty-one (31) days of their date of hire.

Any employee covered by this Agreement may, at any time after hiring or transfer into the bargaining unit, apply to become a member of the Union, and may voluntarily sign a check-off authorization form, authorizing the City to deduct from his or her wages, and to remit to the Union, the normal and usual dues required by the Union. In addition, any employee who chooses not to join the Union may agree to tender a fee to the Union and, by voluntarily signing a check-off authorization form, may authorize the City to deduct and remit to the Union an amount in fees established by the Union, not to exceed the amount of monthly dues and fees required of "BA" members. Once provided with a copy of the employee's authorization form, the City shall deduct and remit to the Union monthly such dues and/or fees, unless and until the employee revokes his or her authorization in writing.

The City and the Union agree to the following voluntary share provisions:

A. The amount of voluntary share to be paid by non-members of the Union shall be equivalent to the amount uniformly required of each member of the Union.

B. The City will deduct required Union dues from the wages of such employees. The amount deducted shall be remitted to the Union monthly, no later than ten (10) days after the payday on which the employee deductions are made.

C. The City will not be held liable for check-off errors but will make proper adjustments for errors as soon as it is practicable.

D. The Union agrees to hold the City harmless against any and all claims, suits, and orders of judgments brought against the City as a result of the provisions of this Article.

Section 2: Union Activity- Except as otherwise herein expressly permitted or agreed to by the City, Union business except for administering this Agreement, shall be transacted outside of normal working hours. [An exception to this provision may be granted if the Union Business Manager or his/her designee makes a request to the City Administrator.]

Within **thirty** (**30**) days of a new employee's start date the City will provide the Union access to the employee's regular worksite for no more than thirty (30) minutes during the employee's regular work hours to present information about the Union and the Collective Bargaining Agreement. No employee will be required to attend the meetings or presentations given by the Union.

Section 3: Union Representatives- Employees selected by the Union to act as Union Officers and Stewards shall be known as "Union Representatives". The names of employees selected as "Union Representatives" and the names of other Union Representatives who may represent employees shall be certified in writing to the City by the Union. (Shop Stewards shall be afforded reasonable time during working hours for the administration of this Agreement. Those employees shall be afforded reasonable time off to attend Union activities.)

Section 4: Bulletin boards- The City agrees to furnish and maintain, for the Union's use, bulletin boards in City Hall and Public Works. The Union may also have access to use meeting rooms.

Section 5: Notice of New Work Rule- Nothing in this Agreement is intended to nullify existing wage or other economic benefits to employees under current policies, practices, and work rules, unless specifically included in this agreement. To the extent that any proposed changes in policies, practices, work rules or working conditions, not covered by this agreement consist of or affect mandatory subjects of bargaining, the City agrees to bargain the negotiable impacts of the changes. The City agrees to give written notice of the proposed changes. Should the Union not respond within ten (10) workdays after receipt, the City may implement the proposed changes.

ARTICLE 4- MANAGEMENT RIGHTS

Except as otherwise specifically limited by the terms of this Agreement the City retains all the customary, usual and exclusive rights, decision making prerogatives, functions and authority connected with or in any way incidental to its responsibility to manage the affairs of the City or any part of it.

It is understood and agreed that the City possesses the sole and exclusive right to operate the City through its City Administrator and Supervisors and that all management rights repose in it. Such rights must be exercised consistent with the provisions of this contract. These rights include but are not limited to the following:

A. To determine the services to be rendered to citizens of the community.

B. To determine and to follow the City's financial, budgetary and accounting procedures.

C. To direct and supervise all operations, functions and policies of the departments in which the employees in the bargaining unit are employed.

D. To close or liquidate any office, branch, operation or facility, or combination of facilities, or to relocate, reorganize or combine the work of divisions, offices, branches, operations or facilities so long as such action is not in violation with the provisions of this agreement or implemented in an arbitrary, capricious or discriminatory manner.

E. To manage and direct the work force, including but not limited to, the right to determine the methods, processes and manner of performing work; the right to hire, promote and retain employees; the right to determine schedule of work; the right to purchase, dispose of and assign equipment or supplies.

F. To establish, revise and implement standards for hiring, classifications, promotion, quality of work, safety, materials and equipment.

G. To implement new and to revise or discard, wholly or in part, old methods, procedures, materials, equipment, facilities and standards.

H. To contract or subcontract work, including unit work, as may be required, provided that such subcontracting does not result in the lay-off or reduction of the regular work week or regular work day of unit employees. To the extent unit

personnel are on lay-off at the time the City desires to engage a subcontractor to perform unit work, except in an emergency, the City shall recall such person before utilizing the subcontractor, provided:
1) they are fully qualified to perform the work to be subcontracted, and
2) the City has the necessary equipment to carry on such work.

I. To assign shifts, workdays, hours of work and work locations.

J. To designate and to assign all work duties.

K. To discipline by suspension without pay, demotion or discharge any employee so long as such action is not arbitrary, in bad faith or without just cause.

L. To determine the need for additional educational courses, training programs, on the job training, and cross training within the scope of the department, and to assign employees to such duties for such periods to be determined by the City.

M. To take all actions necessary to carry out the City's and Department's mission in emergencies.

N. To perform all other functions not otherwise expressly limited by this agreement.

ARTICLE 5- GRIEVANCE PROCEDURE

Section 1: Definition-

A. A grievance is defined as a dispute regarding the meaning, interpretation, or application of the terms express of this Agreement.

B. "Day" shall be defined as a regular business day Monday through Friday, excluding Saturday and Sunday and City recognized holidays.

C. The City will give prompt consideration to an employee grievance. Every attempt should be made by the City, employee, and/or the Union to resolve the problem at the lowest level of this procedure. In an effort to provide for a peaceful procedure for resolution of disputes, the parties agree to the following grievance procedure:

Section 2: Formal Process-

A. Step One:
The aggrieved employee, group of employees and/or Shop Steward shall present the grievance in writing, on an approved form to be provided, to the appropriate Supervisor. Grievances must be presented within seven (7) working days following the event or series of events, which gave rise to the grievance, or the date the employee could reasonably have known that the event or series of events was grievable. If the grievance is not resolved or if the appropriate Supervisor has not responded in writing within three (3) working days of receipt of the written grievance, it may then be moved to Step Two as outlined below.

B. Step Two:

Within seven (7) days of **the City's** denial or failure to answer in Step One, **the aggrieved employee, group of employees, and/or Shop Steward shall submit** a written notice **to move** the grievance to Step Two. The Union Business Manager or his/her designee, and the City Administrator, or his/her designee, shall hold a meeting within ten (10) working days of receipt of the written notice **to move the grievance to Step Two**. The City shall have ten (10) working days from the date of such meeting to provide a written response to the Union Representative. If the grievance is not resolved, or the City fails to respond within the ten (10) day time limit, the Union may advance the grievance to Step Three of the grievance procedure. If the Administrator is away from work due to vacation, or other reason, the response period shall be extended by the number of working days he/she is absent from work.

C. Step Three:

If the grievance has not been satisfactorily resolved in Step One or Two, the employee or Union Representative may, within seven (7) working days of the Step Two final action, request in writing the grievance be taken to the City Council, either in executive or public session, as requested by the employee or Union representative (subject to any restrictions of Oregon public meetings laws).

1) The City Council may determine whether or not it wishes to review and respond to the grievance. The City Council shall in a timely manner, but no later than the next available date a quorum of the Council is available, determine whether or not it wishes to proceed with a hearing. If the City Council does wish to proceed, the hearing is to be conducted within twenty (20) working days of receipt of City Council action accepting the grievance, or the next available date a quorum of the City Council is available. The City Council shall consider the matter, together with all relevant material and pertinent testimony, at the designated hearing. If the City Council is unable to resolve the grievance at the designated hearing, it shall issue an opinion as soon as practicable thereafter. If the grievance is denied in writing, or the City Council does not respond within thirty (30) working days from the date of the hearing, the Union may advance the grievance to mediation and/or arbitration, as set forth below.

2) If the City Council determines not to hear the grievance, it shall upon the date of that notice proceed to mediation and/or arbitration, as provided below. The request for mediation and/or arbitration shall be filed within seven (7) working days after either a decision on the grievance by the City Council or a decision by the City Council to waive Step Three.

D. Step Four:

If the parties mutually agree that they cannot resolve the grievance with Steps One through Three, it may be referred to mediation to assist the parties in resolution of the grievance.

E. Step Five:

If the grievance is not resolved after Step Three and/or Step Four, the Union Representative may notify the City in writing within seven (7) working days after the time limits noted in Step Three, (or upon the failure to reach a resolution in Step Four) of the desire to move the grievance to arbitration. Within ten (10) working days of the City's receipt of the arbitration notice, the Union and City will endeavor to mutually agree upon an arbitrator. If unable to agree upon an arbitrator, the parties shall notify the **Employment Relations Board and request a list of nine (9) arbitrators**. Selection of an arbitrator shall be accomplished by each party striking a name until one remains, with the Union striking first. The City and Union shall meet in a pre-hearing conference and shall prepare a statement of dispute regarding the specific issues in arbitration, for submittal to the arbitrator.

The designated arbitrator shall hear both parties as soon as possible on the disputed matters and shall, within thirty (30) days, render a decision which shall be final and binding on the parties and the employee. The arbitrator shall have no right to amend, modify, nullify, ignore or add provisions to this agreement, and shall be limited to consideration of the particular issues presented to him/ her. His/her decision shall be based solely upon his/her interpretation of the meaning and application of the express language in the agreement.

Expenses for the arbitrator shall be borne equally by the City and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. **A verbatim transcript of the proceedings may only be made upon the parties' mutual agreement, in which case the parties shall share the cost of making a verbatim transcript.**

If the grievance is settled prior to the arbitration hearing, the parties shall equally divide the arbitrator's cancellation fees. There will be no suspension of work, slow-down or reduction of services while any dispute is in the grievance process. The parties shall not be required to arbitrate more than one (1) grievance in the same arbitration.

ARTICLE 6- NO STRIKE/NO LOCKOUT

Section 1- The Union agrees that the employees covered by this Agreement shall not be called upon or permitted to cease or abstain from the continuous performance of their duties, in accordance with the terms of this Agreement.

Section 2- The Union agrees that for the full term of this Agreement and any renewal or extension thereof, it will at all times cooperate fully with the City in maintaining full production. The Union agrees not to call a strike at the City's systems covered by this Agreement during the life of this Agreement. The City agrees not to conduct a lockout during the term of this Agreement.

ARTICLE 7- POSTING AND FILLING OF VACANCIES

Section 1: Posting of Vacancies- Any vacancies in positions subject to this agreement shall be promptly posted in the City once a decision to fill a vacancy has been made. The City may simultaneously initiate the external recruiting process. No hiring commitment or decision will be made until the position has been posted internally for a minimum of five (5) working days. In order to be eligible to transfer to a different job, an existing employee must have completed his/her probationary period and have no pending disciplinary actions. The existing employee must meet the minimum qualifications for the posted position.

Section 2: Transfers- In the event that two employees become immediate family members and a supervisory relationship exists, the employees and the City will jointly attempt to find an alternative work assignment for one of the two employees. If no alternative assignment is available within ninety (90) days, it will be necessary for one of the two employees to resign or be terminated.

The provisions of this section shall apply to promotion, demotion, transfer, reinstatement and new appointment/hire, but shall not be retroactively construed to affect situations of employment in effect prior to the enactment of this section. The provisions of this section shall not conflict with ORS 659A and any revisions thereto.

Section 3: Reclassification- An employee whose position is reclassified from one classification salary range to another shall be paid at the same rate for which he/she was paid in the previous classification salary range or the nearest step in the new salary range, whichever is higher.

ARTICLE 8- HOURS OF WORK

Section 1: Work Week/Work Day- The general office hours for all employees in the City are 8:00 a.m. to 4:30 p.m. with a half (1/2) hour lunch. City Hall will remain open during the lunch hour, Monday through Friday. The normal work day is eight (8) hours. The total hours in a normal work week is forty (40), Sunday through Saturday. Other schedules may be instituted by the City Administrator with prior notification to the Union.

Section 2: Regular Hours- Specific workday and workweek schedules for each employee will be determined from time to time by the appropriate Supervisor based on the City's needs. The City will attempt to notify employees of any changes in workdays or workweek schedules two weeks prior to the effective date of change. Management reserves the right to modify schedules consistent with the needs of the City.

Employees **shall** not begin work before their normal starting time nor continue working beyond the normal quitting time without advance approval from the Supervisor. Working through a lunch period is also not permitted unless approval from the Supervisor is obtained prior to the scheduled lunch break.

Regular hours may differ in each city department and individual positions shall be determined and implemented by that Supervisor/Department Head to meet the needs of the City. When the work schedule is altered, employees are required to attend work in accordance with the new schedule.

Section 3: Rest Periods- A paid rest period of fifteen (15) minutes shall be permitted all bargaining unit employees during each half shift, which shall be scheduled by the City in accordance with specific operating requirements of each employee's duties. The rest period shall be permitted as nearly as possible to the midpoint of each shift.

Section 4: Meal Periods- Employees shall be granted either a thirty (30) or sixty (60) minute unpaid meal period at no more than five-hour intervals during each work day, which shall not be considered on duty working time. The length and scheduling of such meal times shall be at the Supervisor's discretion. Employees are not permitted to work through a meal period unless approval from a supervisor is obtained before the scheduled meal break.

ARTICLE 9- OVERTIME/COMPENSATORY TIME

Section 1: Overtime Rate for FLSA Non-Exempt Employees- Overtime hours will be paid to non-exempt employees at one and one-half times (1½) the basic straight time hourly rate for all hours worked in excess of forty (40) in a regular work week, or as otherwise required by state and/or federal laws. Paid time off will not be included in computing the forty (40) hours after which overtime is paid. Wherever practicable, overtime should be scheduled in advance by the appropriate Supervisor. The Supervisor must approve any scheduled overtime hours in advance. The Supervisor, after consultation with employees, may modify the work week where special projects occurring outside of normal duty hours are expected. Such projects shall be limited to a maximum duration of thirty (30) days unless notification is given to the Union describing the project and expected duration, which at such time impacts may be reviewed. Scheduled modifications do not affect the requirement of paying overtime after forty (40) hours are worked within any week. The City may use flex time during the work week, as long as the use of such flex time does not reduce the employee's earned weekly wages below forty (40) hours. All overtime will be allocated as compensatory time off.

Section 2: Compensatory Time- Requests for compensatory time off must be submitted in writing by the employee to the Supervisor. (Authorizations will remain in effect until withdrawn in writing by the employee or the employee is notified by the employer.) Use of compensatory time off must be arranged by mutual agreement between the employee and the Supervisor. Compensatory time must be used prior to the use of any accrued vacation hours. Compensatory time shall be used within one hundred twenty (120) days after the pay period for which it is accrued. If not used, the City may, at its option, schedule time off for the employee within the next thirty (30) days. If the City, based upon undue disruption of City services, cannot schedule the compensatory time, the employee will be paid the cash equivalent for the time. Any compensatory time owed at the time of termination shall be paid the cash equivalent for the time and included in the employee's final paycheck.

ARTICLE 10- CALL BACK/STANDBY

Section 1: Standby- Public Works employees may be assigned to rotating standby duty. Standby duty is defined as any period of time when an employee has been requested by his/her Supervisor to be available to come to work on short notice and must be available for contact by telephone or other means.

An employee who is assigned the weekend duty or Holiday is considered on standby. As compensation for being on standby, the employee will only be required to work four (4)

hours on Saturday and four (4) hours on Sunday, and four (4) hours on any holiday listed in Article 17, but will receive eight (8) hours of pay. However, if an employee is called back to work after having worked less than the full eight (8) hours, they will not receive call back time until they have exceeded the standard eight (8) hour day.

Employees may trade full weekend or holiday standby duty with prior supervisor approval. Employees may also trade the after-hours portion of their standby coverage with prior supervisor approval. However, for after-hours trades, as described above, there is no additional standby compensation for the covering employee, but rather it is between the trading employees to reciprocate the partial trade.

Section 2: Call Back-

A. An employee is called to perform services for the City, he/she shall be compensated for such services at his/her normal overtime rate.

B. For each time the employee is called back during the same stand-by shift, he/she shall be paid for a minimum of two (2) hours work.

C. All call back hours shall be recorded on the employee's time sheet. After three (3) call backs in a twenty-four (24) hour period, the employee shall notify his/her Supervisor.

Section 3: Emergency Response- Public Works positions are considered emergency response positions and from time-to-time unexpected emergencies **may** occur during off duty hours which cannot be anticipated. These situations may require more than one employee to handle the emergency. All public works employees are expected to answer their phone and respond to the emergency. If an employee is not physically able to respond they should inform the supervisor as soon as they receive the call/message.

ARTICLE 11- PROBATIONARY PERIOD

Section 1: Seniority- Seniority shall be defined as the total length of continuous service from the last date of hire with the City. Continuous service shall be service unbroken by separation from City service, except time spent on military leave, approved Union leave or leave without pay.

Section 2: Initial Probationary Period- There shall be a six (6) month introductory/probationary period for all new employees, employee promotions or transfers. Upon satisfactory completion of the probationary period, the employee shall be moved to regular status.

Section 3: Failure of Initial Probationary Period- Upon failure to complete the initial probationary period, an employee may be terminated. Such termination is not subject to the provisions of this agreement.

Section 4: Failure of Promotion Probation- If a promoted employee fails to satisfactorily complete probation, the employee may be demoted to his/her prior position. The grievance procedure is not available for such an action. Termination of a promoted employee shall be subject to the provisions of this Agreement.

ARTICLE 12- LAYOFF AND RECALL

Section 1: Definition- A layoff is defined as an involuntary separation from the City or involuntary reduction of regularly scheduled hours of work for reasons other than the employee's performance.

Section 2: Lay Off Selection- The City may consider the following items when determining job elimination, reduction in work hours or staff;

- The department, location or job;
- Job knowledge, skills, and ability to do the required work;
- Job performance, attendance, safety and corrective action history and record;
- Possession of licenses, registrations and certifications required by the job;
- Efficiency of operation;
- Seniority.

Evaluation of these factors is at the City's discretion. When concluded that all the factors are substantially equal, the City will reduce the hours or lay off the employee with the least seniority.

Section 3: Recall- In the event the position from which an employee was laid off becomes available within twelve (12) months after the effective date of the layoff, the employee who was laid off will be offered the position. If he or she is available and notifies the City of acceptance, within (five) 5 days following notice by the City that the position is available. Notice of the position vacancy shall be sent to the employee's last known address by certified mail, return receipt requested.

Section 4: Prior Service Credit- Employees who were terminated because of a reduction in workforce will receive credit for prior time worked for the purposes of benefit eligibility if they are re-employed within one (1) year after the termination date.

ARTICLE 13- ACTING IN CAPACITY

Section 1: Rate of Pay- When the City assigns an employee to perform the majority of the duties and responsibilities of an absent employee in a higher classification with a higher rate of pay for more than five (5) working days, that employee shall receive an additional three (3%) percent of their regular pay, retroactive to day three (3) of the absent employee's absence. This section shall only apply when the employee is actually assigned to complete the duties of the position of the higher classification.

Section 2: AIC for Supervisors- An employee who is appointed to act in the capacity of a Supervisor remains a member of the bargaining unit and shall assume all duties, except approval of expenditures, discipline, and discharge.

ARTICLE 14- CLOTHING ALLOWANCE AND CELL PHONE STIPEND

Section 1: Boots- An employee shall be entitled to **two** hundred dollars ($**2**00.00) towards safety boots required by the safety manual **each fiscal year of the contract**.

A. Approval by the supervisor is required prior to purchase. Reimbursement will be upon presentation of a proper receipt for the replacement boots. **Unused reimbursement amounts shall not carry over to subsequent fiscal years.**

Section 2: Cell Phone Stipend- The City, at its sole discretion, shall determine which employees require the use of a cell phone to perform their job duties. For those employees, the City shall provide a cell phone stipend of $30.00 per month. In order to receive the cell phone stipend, the employees must purchase cellular service plan and equipment and assume all responsibility for the vendor's terms and conditions. The employees must maintain cellular phone service for the duration of the stipend. The employees must immediately report to the City any cellular service plan changes, cell phone number changes, lost cell phone, or damaged cell phones. The City shall not be responsible for the replacement or repair of any lost or damaged cell phones. Upon the City's request, the employees shall make their cell phones available to the City so that the City can fulfill its legal obligations, including but not limited to its obligations under Oregon's public records laws. The City shall develop a policy that establishes the preservation and retention of public records created by employees on their personal cell phone devices. The City may inspect an employee's personal cell phone device for purposes of legitimate City business only. The City shall develop a policy to establish the circumstances and procedure for inspecting an employee's personal cell phone that protects the employee's privacy interests in their personal cell phone.

ARTICLE 15- VACATION

Section 1: Description- The City shall provide vacation for all full-time employees.

Section 2: Vacation Accrual- All full-time employees are eligible for vacation based on the schedule below. **Vacation time shall be accrued monthly.**

Number of continuous years of service	Benefits per year
0 to 4 years	**80 hours or 10 days**
5 to 9 years	**120 hours or 15 days**
10 or more years	**160 hours or 20 days**

Section 3: Introductory Probationary Employees- For introductory probationary employees, vacation accrual will begin on the employee's date of hire and shall accrue at the rate of **6.66** hours per calendar month. Probationary employees may not take paid vacation time until they have completed their probationary period.

Section 4: Maximum Carryover- Employees earning at least eighty (80) hours of vacation annually shall be required to take forty (40) hours of vacation in one block annually. In addition, an employee may take vacation time accrued during the current year, but only to the extent that it has been accrued. If regular employees, at the request of the City, because of staffing issues, are unable to take vacation, they will be allowed to cash-out vacation hours up to the maximum prior year's vacation accrual.

Section 5: Procedure for Use of Vacation- Requests for use of vacation time are to be made in writing and submitted to the Supervisor. Vacation time may be utilized in any increments approved by the Supervisor. Generally, employees will not be allowed more than two (2) weeks

off at a time. The City will try to grant each request, but cannot guarantee all requests will be approved. In the event of competing requests for times submitted concurrently, approval will be given to the employee with the highest seniority.

Section 6: Cash Out upon Termination, Resignation, or Retirement- Upon termination, resignation, or retirement, employees shall be paid for all accrued vacation time. However, no payment will be made for terminations during an employee's introductory probationary period.

ARTICLE 16- SICK LEAVE

Section 1: Sick Leave Accrual- Regular full-time employees will receive sick leave at a rate of eight (8) hours per month. Sick leave is accumulated monthly and credited to the employee's sick leave on the last work day of the month. The employee must be in an active pay status on the last day of the month to accumulate sick leave for that month. Probationary employees may use sick leave.

Sick leave is not accumulated while an employee is on an unpaid leave of absence. In the case of a work-related accident or injury, the employee may use sick time to offset any days not paid through workers' compensation, or to offset the reduction in regular pay until accumulated sick time is used. However, at no time can the combination of these exceed normal earnings. Sick time accrual will not exceed 720 hours.

Section 2: Applicability- Sick leave benefits may be used for absences due to illness, injury, temporary disability, or to care for sick children. Routine doctor or dentist appointments should be charged first against sick leave, then compensatory time and, last, vacation time. For use of sick leave, the employee must notify the Supervisor at the beginning of each work day during illness or injury. Exceptions to this include a serious accidental injury, hospitalization, care for a dependent that becomes ill during the work day, or when an employee knows in advance that he/she will be absent for a certain period and have informed the Supervisor ahead of time.

A medical release statement may be requested for review before the employee returns to work after five (5) consecutive work days of sick leave.

Immediate family members are defined as Spouse/domestic partner, child/adopted, foster or natural, parent and any other dependents living in the employee's household.

Section 3: Sick Leave Without Pay- An employee shall be granted sick leave without pay if the employee has exhausted all sick leave, compensatory time, and vacation time, upon certification of the illness by the attending physician. The City may request in the certification the expected ability of the employee to return to work fully qualified to perform the occupational requirements of the employee's specific position. The employee and City will review the employee's status. During unpaid leave, as a result of this section, the employee shall not accrue or be eligible for other benefits of employment, except employee's medical insurance shall continue to be paid in accordance with City policy, up to the date of termination.

Section 4: Extended Sick Leave and Ability to Return to Work- If it appears that an employee will not be returning to work within ninety (90) days of the first day of absence, the City may meet with the employee to determine the projected status of the employee's ability to return to work and perform the essential job functions of his/her position. After a review of

recommendations of the treating physician and any City-requested evaluation, if it is determined that it is likely that the employee will be able to return to work within an additional ninety (90) days, the employee's status with the City will continue. If it is determined at any time during the use of sick, vacation, compensatory, administrative, or non-paid leave that the employee will not be able to return to work for the City and perform his/her occupational requirements, the City may terminate the employee.

Section 5: Temporary Employment- While an employee is on extended sick leave or sick leave without pay, the City may hire a temporary employee to provide services to the City. The temporary employee position is limited to 180 days.

Section 6: Workers Compensation- To the extent any provisions of this article are not consistent with the requirements of Oregon Worker's Compensation laws and related benefits, the statutory provisions shall control.

Section 7: Sick Leave Sharing- An employee of the City of Canyonville may, at the employee's option, donate accrued sick leave hours to employees who have exhausted all leave accounts, if the employee has experienced a personal tragedy, family illness or catastrophic circumstance. Such donation shall be limited to thirty-two (32) hours and may only be made by employees who would maintain a minimum of one hundred (100) hours in his/her sick leave bank. An employee may have a maximum of ninety-six (96) hours of sick leave donated to them within a calendar year.

ARTICLE 17- HOLIDAYS

Section 1: Observed Holidays- The City of Canyonville observes the following holidays each year, and our offices are officially closed on these days:

New Year's Day……..1st day of January
Martin Luther King Day……..3rd Monday of January
President's Day……...3rd Monday of February
Memorial Day……...Last Monday in May
Juneteenth…….……....June 19th
Independence Day……..……..July 4th
Labor Day……....1st Monday in September
Veterans' Day……..…...November 11
Thanksgiving Day……..…4th Thursday in November
Day after Thanksgiving…….....4th Friday in November
Christmas ……...December 25th

Section 2: Eligibility- Employees regularly scheduled to work forty (40) hours or more per week will be paid for the above holidays.

Section 3: Required Holiday Work- Employees whose duties are necessary to maintain essential City services may be required to work on holidays. Employees who work on a holiday are paid three percent (3%) increase above the employees' current wage for the first eight (8) hours. The employee receives eight (8) hours of vacation time off. If the employee has already worked a full forty (40) hour week, all hours in excess of forty (40) in that week shall be provided at compensatory time of one and one-half times (1½ times) the additional hours worked. Any

hours worked in excess of eight (8) hours on a holiday, shall be compensated by compensatory time equivalent to time and one-half (1½ times).

Those employees who work on Thanksgiving, Christmas, and New Years who leave after the basic work is completed, will still be treated as working for eight (8) hours. However, if an employee is called back to work after working less than the eight (8) hours, they will not receive call back time until they have exceeded the standard eight (8) hour day.

ARTICLE 18- LEAVES OF ABSENCE

Section 1: Bereavement Leave-

A. Definition:

Employees are eligible to take Bereavement Leave in the event of death of the following immediate family members: Spouse/domestic partner, child/adopted, foster or natural, parent, brother, sister, grandparent, grandchild, father-in-law, mother-in-law and any other dependents living in the employee's household.

Leave to attend the funeral of a non-immediate family member or person with some especially close relationship may be granted by the City Administrator.

B. Length of Leave:

The length of leave granted for bereavement is situational and may be decided based upon the unique circumstances of the employee's need. Employees will be allowed to take up to five (5) consecutive regularly scheduled working days away from work for a bereavement leave for immediate family members. If additional time off is needed for any bereavement purpose, the employee may use up to five (5) additional days of sick leave, comp time, or vacation per occurrence, to enable him/her to attend and/or make arrangements for the funeral of a family member.

C. Pay While on Leave:

Regular full-time employees will continue receiving their regular pay for up to the five (5) days of bereavement leave allowed (based on straight-time work hours missed up to 8 hours a day).

D. Status of Benefits:

Bereavement leave will not affect an employee's eligibility for benefits or continuance of benefit accruals. If the employee is gone longer than the ten day leave allowance (five days bereavement and five days sick) additional time shall be taken as vacation or comprehensive time.

E. Reinstatement:

Upon return from bereavement leave the employee will be reinstated to the same position the employee held at the time leave began.

Section 2: Civic Duty Leave-

A. Employees subpoenaed to serve as witnesses or on jury duty may obtain a leave of absence. If the employee's absence would cause an undue hardship to the City, the City may request from the court that the employee be excused from jury duty.

Voluntary service as a witness or court appearances the employee must make as part of his/her own legal proceedings or lawsuit are not paid leaves of absence.

B. Length of Leave:
Jury or witness duty leave is available for the period of time covered by the initial subpoena or court order and any involuntary extensions.

C. Request Procedure:
The employee must provide the Supervisor with a copy of the subpoena or notice within five (5) days after receiving it.

D. Pay While on Leave:
The employee will be compensated for the difference between the civic pay received and the employee's regular rate of pay for up to two (2) weeks.

E. Status of Benefits:
Benefits are not affected by jury or witness duty leaves.

F. Reinstatement:
Upon return from jury or witness duty leave, the employee will be reinstated to the same position held at the time leave began. Employees are expected to report to work during regular work hours when not in court. If requested, the employee must supply proof of appearance in court or jury service.

Section 3: Uniformed Services Leave-

A. Intent:
Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Leave and Re-employment Act and applicable state regulations. The policy covers employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training.

B. Eligibility:
All regular employees of the City are eligible for leave.

C. Length of Leave:
The length of military leave is determined by the uniformed service calling the employee to active duty or military encampment.

D. Request Procedure:
The Employee must provide written notice to the Supervisor of his/her obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to provide written notice may result in loss of re-employment rights.

E. Pay While on Leave:
Military leaves are without pay unless the employee elects to utilize vacation benefits earned before commencement of the leave and are otherwise eligible to use such benefits. The employee must request and obtain approval to receive vacation pay or pay for any compensatory time banked during military leaves of absence.

F. Status of Benefits:
Reservists, National Guard members, and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation, and length of service pay increases, as may be from time to time provided by applicable statutes of the United States and the State of Oregon. An employee may maintain health care insurance benefits for up to 18 months while on leave by paying the insurance premium through COBRA for any leave extending beyond 30 days.

G. Reinstatement:
Employees returning from a Uniformed Services Leave, must report to work or request re-employment within prescribed time limits, which are based on the length of the leave as provided in applicable laws of the United States or the State of Oregon.

Failure to file an application for re-employment within the required time period forfeits the right to re-employment.

Section 4: Other Leave- Employees who are requested by an appropriate agency to participate in a fire or search and rescue operation are eligible for leave with pay for a period not to exceed five (5) regular work days, for each such operation (incident), provided the employee fully complies with (ORS 652.250.)

ARTICLE 19- RETIREMENT

Section 1: Retirement Contributions- The City of Canyonville provides retirement benefits for its qualified employees through the Public Employees Retirement System (PERS). Employees are eligible for membership in the retirement system in accordance with the requirements set forth in ORS Chapter 238.

The City's contribution shall include the current six percent (6%) employee contribution based on gross wages reported to PERS.

ARTICLE 20- DISCIPLINE AND DISCHARGE

Section 1: Corrective Action- Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation. **Corrective action that is not disciplinary is not subject to the grievance procedure in Article 5.** Although the seriousness of a particular violation may warrant skipping any of these steps, the process is administered as follows:

A. Verbal counseling with the employee for minor offenses. **A verbal counseling is not disciplinary and is not subject to the grievance procedure in Article 5.** The

verbal counseling will be conducted in private as soon as possible after the offense has occurred. It will be confirmed in writing by the Supervisor with a copy to the employee and the personnel file.

B. Written warning for more serious violations or when an employee has had a previous verbal warning for minor offenses, has repeated the same type of offense, or fails to take the necessary corrective action. Written documentation will contain the facts surrounding the offense, previous verbal counseling, if any, plan of action for correcting the offense, and reference to the fact that further disciplinary action will be necessary if the offense is not corrected. The employee will be asked to sign a copy of the documentation acknowledging receipt, before it is placed in the personnel file.

C. A letter of expectation may be presented to the employee that clearly outlines changes to be made and what the specific expectations are to be met and by what deadline. **A letter of expectation is not disciplinary and is not subject to the grievance procedure in Article 5.**

D. Referral to the Employee Assistance Program (EAP) which is available through the City's insurance plan may be another tool used in lieu of other forms of **corrective action**. In some cases, the EAP may be used in conjunction with other **corrective action** to elicit the change in performance or behavior. **Referral to the EAP is not disciplinary and not subject to the grievance procedure in Article 5.**

E. **Disciplinary s**uspension will be used for major violations of policy or when previous verbal counseling and written warning have been ineffective in correcting the offense(s). This may be the final step in the disciplinary procedure before discharge. **Disciplinary s**uspensions will be documented in the employee's personnel file and a copy will be provided to the employee.

   Employees suspended for disciplinary reasons shall not be paid during the period of suspension. Health insurance benefits shall continue during the **disciplinary** suspension period.

   An employee may be placed on paid administrative leave to remove an employee from City premises during an investigation to determine appropriate disciplinary action. Paid administrative leave is not disciplinary and not subject to the grievance procedure.

F. Demotion shall be imposed when it has been documented that an employee's job performance consistently falls below the minimum acceptable standards for his/her position, or an employee fails to meet the overall objectives of his/her position described in the job description.

   Demotion shall include being reduced to a position of less responsibility at a lower salary. At the end of the first three (3) month period following demotion, the demoted employee's Supervisor and or the City Administrator/Recorder shall make a written determination, containing one of the following recommendations:

1. That the employee be retained as an employee, but assigned to a lower job classification. This recommendation should be made when the employee has been satisfactorily performing the duties and responsibilities of a lower job classification.

2. That the employee be dismissed from City employment. This recommendation should be made when a demoted employee has failed to meet acceptable performance standards during the demotion period.

3. That the employee be reinstated to the prior position. This recommendation should be made when a demoted employee has exceeded acceptable performance standards during the demotion period and demonstrated the capability of resuming the prior position.

G. A complete investigation of the incident shall be conducted by the City Administrator/Recorder, or designee, whenever an employee is placed on administrative suspension. Results of the investigation and consequent action taken shall be prepared in writing and provided to the employee and City Council.

H. Whenever possible, investigations **associated with a paid** administrative **leave** shall be completed within five (5) working days. Should circumstances cause an investigation to take longer than five (5) days the employee shall be informed in writing. In the event that the investigation **finds the allegations against the employee are unfounded or unsubstantiated**, the employee will be **returned to work. Additionally, if the investigation finds the allegations against the employee are unfounded,** all reference to the investigation shall be removed from the employee's personnel file. If the **investigation finds that the allegations against the employee are substantiated**, the matter shall be referred to the City Administrator/Recorder for disposition, and the employee shall be given the opportunity of a hearing before final decisions regarding disciplinary suspensions.

Section 2: Due Process Hearing- No regular employee who has successfully completed the introductory or promotional probationary period shall be discharged without being given an opportunity to be heard on the charges brought against him or her, either in public or private as the employee may request.

This meeting with the employee is required to assemble the most complete and accurate information possible upon which the final disciplinary decision will be based. The employee may have a representative present if he/she requests, and such representatives are free to consult with the employee. The due process hearing shall be conducted by the City Administrator/Recorder.

Section 3: Discharge- In certain instances, a "Last-Chance Agreement" may be put into place to offer one last chance to comply with City standards, behavior or other area of correction. This Agreement is signed by both the employee and Supervisor that signify that if compliance is not met, the employee will be terminated. This Agreement is usually accompanied by a "Letter of Expectations" to clearly outline expectations of compliance with the Agreement.

Discharge is for violations of a nature that warrant it or when previous disciplinary action has not been effective. All documentation and decisions regarding a potential discharge must be reviewed and approved by the City Administrator/Recorder. Discharge decisions are confirmed in writing for the personnel file. The discharged employee also receives a copy.

ARTICLE 21- WAGES

Section 1: Mileage- It is policy that travel outside the City should be in a City-owned vehicle when available. If there is no City-owned vehicle available, the City Administrator/Recorder may authorize the use of an employee's personal vehicle. When an employee is authorized to use his/her own vehicle, the employee will be compensated for mileage at the rate set by the Internal Revenue Service, provided proper documentation has been submitted to the City. Employees reimbursed for mileage do not receive reimbursement for fuel.

An employee using his/her own vehicle for business purposes assume the liability for the vehicle. All employees who are required to use their personal vehicles for City business must sign statements verifying that they have a current valid Oregon driver's license and the minimum vehicle liability insurance required by state law. The employee's auto insurance will be primary. The employee will be responsible for vehicle upkeep, premiums and deductibles related to its use.

Section 2: Travel Outside City-

A. Prior to traveling outside the City, for other than routine City business, the employee shall obtain approval for the trip and the mode of travel from his/her Supervisor.

B. If an employee travels outside the City on official business and an overnight stay is required, he/she shall be entitled to a per diem allowance for meals. Lodging and per diem charges may be paid in advance by the City.

C. The City, from time to time, may increase the maximum amount to be expended for meals, lodging, or other travel-related expenses incurred on official City business.

Changes to the current per diem rate will be adopted by resolution of the City Council.

The current per diem rate is:

Dinner $14.00; Lunch $11.00, and Breakfast $10.00, for a total of $35.00 per day.

Section 3: Pay Day- The pay period is a calendar month; City paydays are monthly with checks issued on the last working day of the month. A draw of no more than 50% of an employee's net monthly salary may be requested for payment on the 15th day of the month. Should either of these days fall on a weekend or holiday, payday or draw day shall be the last work day prior.

Section 4: Step Increments- Performance pay is designed to reward levels of improved and/or increased job performance of individual employees. Employees shall become eligible for annual performance increases as provided for below. Any such increase, when granted, shall

take effect on the first day of the succeeding month. Increases will be to the next higher step in the applicable classification pay plan, unless otherwise approved by the City Council.

Employees hired at entry level are eligible for an increase to Step 2 after successful completion of the probationary period. Following an additional 1 year of satisfactory service, employees are eligible for promotion to Step 3, and one year after that to Step 4.

A performance increase may be withheld providing that the employee shall have been previously notified, either by an unsatisfactory evaluation or letter of reprimand, given at least 30 days prior to the employee becoming eligible for the increase. Such withholding action shall become effective upon notice given by the City Council through the City Recorder. Such Action may be appealed by a regular employee as provided in the grievance section.

Section 5: Salaries- There are five (5) salary classification ranges which are established per the attached **Appendix** A. New employees are hired at the first step of the pay plan for their classification. In instances where a new or promoted employee has experience or skills which are above those required for the position, the City reserves the right to hire at above the minimum salary.

Merit increases within classification ranges will be granted in step increments only. A Utility Worker will be promoted to a Utility Operator upon the successful completion of the basic certifications and satisfactory review. At the time of the promotion, the employee shall be moved to the first step in the operator range. Promotion to the operator level shall not impact the anniversary date for raises.

Salaries are attached as **Appendix** A.

On July 1, 2023 or upon ratification of this Agreement by both parties, **whichever is later,** all classifications, all steps, shall receive a **$2.50** wage increase.

On July 1, 2024, all classifications, all steps, shall receive a wage increase of 5%.

On July 1, 2025, all classifications, all steps, shall receive a wage increase of 4%.

Section 6: Certification Pay- Employees who obtain, at the request of the City, a certification beyond that which is required by their job descriptions shall receive an additional $0.70 per hour added to their base wage. Employees must keep their certifications current in order to receive this certification pay. Employees shall not receive certification pay for more than two (2) certifications under this Section. Employees shall not receive certification pay under this Section for certifications that are required by a higher classification to which an employee would be qualified to advance once the certification is obtained.

ARTICLE 22- INSURANCE

Section 1: Health Insurance-

Eligibility:

This benefit is provided for all employees regularly scheduled to work 40 hours or more per week. Eligible employees may begin to participate in the plan on the first day of the month

following their employment date. Dependents of employees who are eligible for coverage shall be provided with coverage pursuant to the provisions of the policy currently in effect.

Premium Cost:
Effective January 1, 2011, the City converted the existing Health Care Plan to a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). The City will pay 95% of the monthly premium and the employee will be responsible for 5% of the premium cost. The employee's 5% will be deducted from the monthly payroll.

Section 2: Dental Insurance-
Eligibility:
This benefit is provided for all employees regularly scheduled to work 40 hours or more per week. Eligible employees may begin to participate in the plan on the first day of the month following their employment date. Dependents of employees who are eligible for coverage shall be provided with coverage pursuant to the provisions of the policy currently in effect.

Premium Cost:
The cost of dental insurance is paid 100% by the City.

Section 3: Vision Insurance- The cost of vision insurance is paid 100% by the City.

Section 4: Group Life Insurance- Employees who are regularly scheduled to work 40 hours per week or more are eligible for group life insurance on the first day of the month following the date of hire. The City pays the full premium cost.

Section 5: Insurance Committee- The Union and the City jointly recognize the escalating cost of health and welfare insurance. In an effort to control costs and provide the maximum benefits possible, the City will establish an employee-based benefits committee with equal members appointed by the Bargaining Unit and the City. The committee will meet at the option of either the City or the Union to review insurance options and make recommendations related to controlling costs.

ARTICLE 23- HEALTH SAVINGS ACCOUNT

Section 1- Effective January 1, 2011 a Health Savings Account (HSA) will be set up for each employee enrolled in the Health Plan. **On January 1 of each calendar year covered by this contract, the City shall deposit a sum equal to that calendar year's annual deductible into a Health Savings Account for each employee.** New employees hired after January 1 of the calendar year will accrue 1/12 the annual deductible for each completed month of employment which will be deposited monthly into the HSA account. Upon completion of one (1) year of employment they will receive the remaining lump sum of the deductible for that calendar year and will be treated the same as all regular employees the following January 1.

ARTICLE 24- SAFETY

Section 1- Both parties acknowledge that safety is an important issue. The City currently has safety meetings within the Public Works Department on a weekly or as needed basis. The Union shall appoint two people from the Public Works Department of the City to record or forward minutes of the safety meetings to the Union.

Section 2- Office staff employees shall present safety concerns to the City Administrator/Recorder. If the City Administrator/Recorder cannot resolve the concern, the employee may bring the issue to the next meeting of the Public Works Safety Committee. The employee shall advise the City Administrator/Recorder of the employee's intent to bring the issue to the Safety Committee and summarize why the City Administrator/Recorder's approach to resolution was unsatisfactory.

ARTICLE 25- SAVINGS CLAUSE

Section 1: Unlawful Contents- Should any article, section, or portion thereof of this Agreement be held unlawful or unenforceable by an opinion of the Attorney General of the State of Oregon or by any court of competent jurisdiction over the subject matter, such decision shall apply only to the specific article, section or portion thereof, directly specified in the decision. Upon the issuance of any such decision, the parties agree to meet to negotiate a substitute, if possible, for the invalidated article, section, or portion thereof. All other portions of this Agreement and the Agreement as a whole, shall continue without interruption for the term hereof.

ARTICLE 26- TERM OF AGREEMENT

Section 1: Effective Date- This Agreement shall become effective as of the 1st day of July **2023, upon ratification, whichever is later,** and shall remain in full force and effect until June 30, **2026**. It shall remain in full force and effect from year-to-year thereafter, unless either the City or the Union shall serve written notice upon the other by November 1st of the year prior to expiration. The parties agree to set bargaining dates to meet within 30 days of providing notice or upon mutual agreement thereof for negotiation of a successor agreement.

Section 2: Amendments- This Agreement may be amended at any time by mutual agreement of the Union and the City; such amendments shall be in writing and signed by both parties.

In Witness Thereof, the parties hereto have set their hands this 8 day of May, 2023.

Christine Morgan

Christine Morgan, Mayor
City of Canyonville

5-8-2023

Date Signed

Jon Flegel, Business Manager
IBEW Local No. 659

5-4-2023

Date Signed

APPROVED
INTERNATIONAL OFFICE - I.B.E.W.
6/14/2023
Kenneth Cooper,
International President
This approval does not make the International a party to this agreement.

APPENDIX A- WAGE SCALE

Effective Date July 1, 2023–June 30, 2026

Classification:	7/1/2022 5%	7/1/2023 $2.50	7/1/2024 5%	7/1/2025 4%
Entry- Administrative Assistant				
Step 1	$14.29	**$16.79**	**$17.63**	**$18.33**
Step 2	$14.73	**$17.23**	**$18.09**	**$18.82**
Step 3	$15.16	**$17.66**	**$18.54**	**$19.28**
Step 4	$15.62	**$18.12**	**$19.03**	**$19.79**
Step 5	$16.10	**$18.60**	**$19.53**	**$20.31**
Step 6	$16.56	**$19.06**	**$20.01**	**$20.81**
Step 7	$17.06	**$19.56**	**$20.54**	**$21.36**
Step 8	$17.58	**$20.08**	**$21.08**	**$21.93**
Step 9	$18.10	**$20.60**	**$21.63**	**$22.50**
Step 10	$18.65	**$21.15**	**$22.21**	**$23.10**
Entry- Park Utility Worker				
Step 1	$14.29	**$16.79**	**$17.63**	**$18.33**
Step 2	$14.73	**$17.23**	**$18.09**	**$18.82**
Step 3	$15.16	**$17.66**	**$18.54**	**$19.28**
Step 4	$15.62	**$18.12**	**$19.03**	**$19.79**
Step 5	$16.10	**$18.60**	**$19.53**	**$20.31**
Step 6	$16.56	**$19.06**	**$20.01**	**$20.81**
Step 7	$17.06	**$19.56**	**$20.54**	**$21.36**
Step 8	$17.58	**$20.08**	**$21.08**	**$21.93**
Step 9	$18.10	**$20.60**	**$21.63**	**$22.50**
Step 10	$18.65	**$21.15**	**$22.21**	**$23.10**
Position 1- Operator/Trainee				
Step 1	$16.56	**$19.06**	**$20.01**	**$20.81**
Step 2	$17.06	**$19.56**	**$20.54**	**$21.36**
Step 3	$17.58	**$20.08**	**$21.08**	**$21.93**
Step 4	$18.09	**$20.59**	**$21.62**	**$22.48**
Step 5	$18.64	**$21.14**	**$22.20**	**$23.08**
Step 6	$19.19	**$21.69**	**$22.77**	**$23.69**
Step 7	$19.77	**$22.27**	**$23.38**	**$24.32**
Step 8	$20.37	**$22.87**	**$24.01**	**$24.97**
Step 9	$20.97	**$23.47**	**$24.64**	**$25.63**
Step 10	$21.61	**$24.11**	**$25.32**	**$26.33**

Classification:	7/1/2022 5%	7/1/2023 $2.50	7/1/2024 5%	7/1/2025 4%
Position 1- Bookkeeper				
Step 1	$16.56	**$19.06**	**$20.01**	**$20.81**
Step 2	$17.06	**$19.56**	**$20.54**	**$21.36**
Step 3	$17.58	**$20.08**	**$21.08**	**$21.93**
Step 4	$18.09	**$20.59**	**$21.62**	**$22.48**
Step 5	$18.64	**$21.14**	**$22.20**	**$23.08**
Step 6	$19.19	**$21.69**	**$22.77**	**$23.69**
Step 7	$19.77	**$22.27**	**$23.38**	**$24.32**
Step 8	$20.37	**$22.87**	**$24.01**	**$24.97**
Step 9	$20.97	**$23.47**	**$24.64**	**$25.63**
Step 10	$21.61	**$24.11**	**$25.32**	**$26.33**
Position 2- Operator/Deputy				
Step 1	$19.20	**$21.70**	**$22.79**	**$23.70**
Step 2	$19.78	**$22.28**	**$23.39**	**$24.33**
Step 3	$20.37	**$22.87**	**$24.01**	**$24.97**
Step 4	$20.99	**$23.49**	**$24.66**	**$25.65**
Step 5	$21.62	**$24.12**	**$25.33**	**$26.34**
Step 6	$22.27	**$24.77**	**$26.01**	**$27.05**
Step 7	$22.94	**$25.44**	**$26.71**	**$27.78**
Step 8	$23.62	**$26.12**	**$27.43**	**$28.52**
Step 9	$24.33	**$26.83**	**$28.17**	**$29.30**
Step 10	$25.07	**$27.57**	**$28.95**	**$30.11**
Position 3- Finance Deputy Recorder				
Step 1	$20.38	**$22.88**	**$24.02**	**$24.98**
Step 2	$21.00	**$23.50**	**$24.68**	**$25.66**
Step 3	$21.63	**$24.13**	**$25.34**	**$26.35**
Step 4	$22.28	**$24.78**	**$26.02**	**$27.06**
Step 5	$22.95	**$25.45**	**$26.72**	**$27.79**
Step 6	$23.64	**$26.14**	**$27.45**	**$28.54**
Step 7	$24.34	**$26.84**	**$28.18**	**$29.31**
Step 8	$25.08	**$27.58**	**$28.96**	**$30.12**
Step 9	$25.83	**$28.33**	**$29.75**	**$30.94**
Step 10	$26.61	**$29.11**	**$30.57**	**$31.79**

Classification:	7/1/2022 5%	7/1/2023 $2.50	7/1/2024 5%	7/1/2025 4%
Position 4- Lead Worker				
Step 1	$23.71	**$26.21**	**$27.52**	**$28.62**
Step 2	$24.42	**$26.92**	**$28.27**	**$29.40**
Step 3	$25.15	**$27.65**	**$29.03**	**$30.19**
Step 4	$25.90	**$28.40**	**$29.82**	**$31.01**
Step 5	$26.68	**$29.18**	**$30.64**	**$31.86**
Step 6	$27.47	**$29.97**	**$31.47**	**$32.73**
Step 7	$28.30	**$30.80**	**$32.34**	**$33.63**
Step 8	$29.16	**$31.66**	**$33.24**	**$34.57**
Step 9	$30.03	**$32.53**	**$34.16**	**$35.52**
Step 10	$30.93	**$33.43**	**$35.10**	**$36.51**