

FRANKLIN COUNTY RESOLUTION 2025-339

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

2025 – 2026 COURTHOUSE COLLECTIVE BARGAINING AGREEMENT

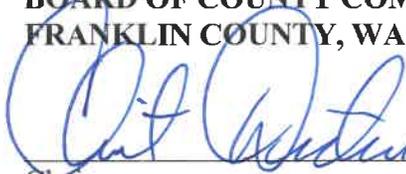
WHEREAS, pursuant to RCW 36.01.010 and RCW 36.32.120 the legislative authority of each county is authorized to enter into contracts on behalf of the county and have the care of county property and management of county funds and business; and

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 Franklin County.

NOW, THEREFORE IT IS HEREBY RESOLVED the attached 2025-2026 Collective Bargaining Agreement, by and between Franklin County Board of County Commissioners and Local 874-CH of the American Federation of State, County & Municipal Employees, AFL-CIO, and the Memorandum of Understand by and Between the Board of Franklin County Commissioners and Local 874-CH of the American Federation of State, County & Municipal Employees, is hereby approved by the Board of Franklin County Commissioners

DATED this 12 day of Nov, 2025.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**


Chair


Chair Pro Tem


Member

ATTEST:


ERESA LINDER
Clerk of the Board

Resolution No.

2025 - 2026

COLLECTIVE BARGAINING AGREEMENT
By and Between

FRANKLIN COUNTY

And

LOCAL 874-CH

Of

American Federation of State, County & Municipal Employees And the
Washington State Council of County & City Employees

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ARTICLE 1 - PREAMBLE

THIS AGREEMENT is made pursuant to the provisions of the Collective Bargaining Act, by and between the Board of County Commissioners of Franklin County, Franklin County Assessor, Franklin County Auditor, Franklin County Clerk, Franklin County Treasurer, Franklin County Prosecuting Attorney, Franklin County District Court Judge, and the WSU/Franklin County Extension Director, hereinafter referred to as "County", and Local 874CH, of the American Federation of State, County, and Municipal Employees, and the Washington State Council of County and City Employees, Council 2, hereinafter referred to as the "Union".

ARTICLE 2 - RECOGNITION

- 2.1 Bargaining Units Defined. The County recognizes the Union as the exclusive collective bargaining representative for all regular full-time and regular part-time employees of the Franklin County Courthouse as listed in Appendix B-1, excluding supervisors, elected officials, confidential employees, and all other classifications not specifically listed in Appendix B-1.
- 2.2 Temporary Employees. Casual and temporary employees hired for seasonal or other temporary work shall not be covered by the Agreement and shall be considered temporary employees during the term of such work. There shall be no responsibility on the part of the County to re-employ or continue the employment of such employees, nor is there any responsibility on the behalf of the Union as to such.

ARTICLE 3 - MEMBERSHIP AND UNION AFFAIRS

The County recognizes the Washington State Council of County and City Employees/AFSCME Council 2 and its affiliated local as the sole and exclusive bargaining representative in all matters concerning wages, hours, and other conditions of employment for all employees in the bargaining unit. The County shall remain neutral when communicating with employees about Union membership and direct the employee to discuss union membership with a union staff representative.

- 3.1 Dues and Fees. When an employee provides written authorization to the County and to the Union, the County will deduct from the employee's salary, an amount equal to dues or service fees required to be a member or represented by the Union. The County will transmit to the Washington State Council of County and City Employees on or before the twentieth (20th) day of each month, the aggregate of such deductions, with an itemized statement including: Employee name, home address, date of hire into bargaining unit, job classification, department, hours worked, monthly base wage, and amount of union dues deducted.
- 3.2 Notification. When the County hires a new employee in a position covered in the bargaining unit, the County shall, within seven (7) calendar days of the date of employment, notify the Union in writing giving the name, hire date, address and classification, including wage, of the employee hired.
 - a. The County will inform new, transferred, promoted, or demoted employees in writing prior to hire into positions included in the bargaining unit(s) of the Union's exclusive representation status. The County will notify the Union, prior to the start date of the new employee, of the scheduled new hire orientation time. Per statute, Union representatives shall be given thirty (30) minutes paid time with each new employee to discuss Union membership.

- 3.3 Dues Cancellation. An employee may cancel payroll deduction of dues and/or service fees by written notice to the County and the Union on the appropriate Union cancellation forms. The County will continue to deduct union dues until such time as the Union notifies the County that the dues authorization has been terminated in compliance with the terms and conditions of the payroll deduction authorization executed by the employee. The cancellation will become effective on the second payroll after receipt of notice from the Union.
- 3.4 Indemnification. The Union agrees to defend, indemnify, and hold the County harmless against any and all claims, suits, ordered, judgments, or any other actions brought or issued against the County as a result of any actions taken pursuant to implementation of the provisions of this Article so long as the County complies with the provisions outlines in this Article.
- 3.5 Union Representation. The Union will provide a list of union stewards to the Human Resources Director, and notify the Human Resources Director periodically and promptly of any changes. Employees shall have the right to request representation by the staff representative of AFSCME, any union steward or officer on the list, provided, however, that the person so selected must be reasonably available to attend investigative, disciplinary and grievance related meetings as scheduled by the County. If the Union steward selected by the employee is unable to meet within twenty-four (24) hours of a requested meeting, the union and employee will agree on another steward.

ARTICLE 4 - MANAGEMENT RIGHTS

- 4.1 Management Generally. The Union recognizes the prerogatives of the County to determine how to provide public services and operate and manage its affairs in all lawful respects. All matters not expressly restricted by the language of this Agreement shall be administered for the duration of this Agreement by the County as the County periodically may determine. The County's prerogatives include, but are not limited to the following matters:
- a. The right to establish any and all lawful work rules and procedures;
 - b. The right to schedule any and all work, overtime work, and any and all methods and processes by which work is performed and services are provided, in a manner most advantageous to the County and consistent with the public interest;
 - c. The right to hire, transfer, layoff and promote employees as deemed necessary by the County;
 - d. The right to discipline an employee as provided in the disciplinary article of this Agreement;
 - e. The right to make any and all determinations as to the size and composition of the work force and the right to make assignments of employees to work locations and shifts;
 - f. The right to assign incidental duties connected with operations, not necessarily enumerated in job descriptions, and nevertheless be performed by employees when requested to do so by the County;
 - g. The right to take whatever action the County deems necessary to provide services in an emergency.

- 4.2 Elected Prerogatives. Nothing in this Agreement shall be interpreted to detract or circumscribe the trust placed in the Board of County Commissioners and/or the other Elected Officials and the rights and obligations owed thereby to the citizenry.

ARTICLE 5-DEFINITIONS

- 5.1 Regular Full-time Employee. An employee, hired to work at least thirty-seven and a half (37.5) hours per week on a regular basis, who has successfully completed a probationary period of six (6) months as defined in Section 5.4.
- 5.2 Regular Part-Time Employee. An employee who regularly works less than thirty-seven and a half (37.5) hours per week, and more than ninety (90) hours per month. Such employees shall be paid at the hourly rate of pay in accordance with the provisions of the applicable Addendum. Regular part-time employees shall be entitled to full-time medical benefits and prorated paid time off (PTO) and paid holidays, in addition to the hourly compensation paid for those hours worked by the employee. A regular part-time employee who is later employed in a regular full-time position will receive up to a maximum of three (3) months' credit towards the probationary period, if the employee has served the equivalent of three (3) months' time in the regular part-time position and if the responsibilities of the regular part-time position are substantially similar to the regular full-time position. This credit towards the probationary period shall not affect progression in the pay plan. The standard time frames will be applicable to such an employee from the time the employee starts as a regular full-time employee. A regular part-time employee who is later employed in a regular full-time position will receive credit for the total number of hours worked to calculate PTO accruals.
- 5.3 Temporary Employee. An employee who is hired to work on a limited or seasonal basis for less than forty (40) hours per week or work no more than six (6) months in a twelve-month (12) period. The Union shall be notified of the date of hire of a temporary employee. The six-month (6) duration of a temporary hire may be extended with agreement of the union by requesting in writing the approximate time of extension for the temporary hire. Temporary employees are not entitled to fringe benefits described in this agreement; (i.e. paid holidays, PTO, insurance, etc.). The County has the right to hire temporary employees as it may determine, to fill the position of an employee on leave of absence, to fulfill work requirements during peak workloads, to complete projects on a timely basis, to cover for employees who are utilizing PTO and paid or unpaid leaves of absences, to cover work requirements in unanticipated or unexpected circumstances, or to carry out work in a shortage of personnel situations as determined by the County. When a temporary employee is hired to cover for an employee on leave, mandated by federal or state laws, the forty (40) hour and six (6) month limitations of this Article shall not apply for the duration of the regular employee's leave entitlement. Temporary employees shall not be hired to replace bargaining unit positions and are intended to be used to supplement the work force as may be needed periodically. Temporary employees shall be paid on an hourly basis at the appropriate wage step as determined by the County.
- 5.4 Probationary Employee. An employee appointed to fill a regular position of employment as defined in Section 5.1 or 5.2, who has completed less than the initial six (6) month period of continuous employment in the position. During the probationary period, the employee shall be on a trial basis and shall be subject to separation without cause and without recourse. If further observance of the employee is deemed necessary by the County, the probationary period may be extended for another six (6) months subject to written mutual agreement between the County and the employee with a copy to the Union. If the County seeks to extend probation and there is not mutual agreement, then the employee is subject to separation without cause and without recourse.

- 5.5 Anniversary Date. An employee's date of hire into a position or grade shall serve as their anniversary date.
- 5.6 Department Head. An employee whose duties are of a managerial and supervisory nature, appointed by the County Commissioners to act as the chief executive of a department of the County.
- 5.7 Department includes: The Assessor's Office; Auditor's Office; Clerk's Office; District Court; WSU Extension Office; Information Services; Planning and Building Department; Prosecuting Attorney's Office; Treasurer's Office; and Public Works. This Article 5.7 shall not be construed to limit the County's rights under Article 4 to reorganize or create new departments.

ARTICLE 6-SENIORITY

- 6.1 County Service Seniority. Seniority is determined by an employee's length of continuous service within the bargaining unit. In the case of layoff, seniority is based on continuous service within a classification within a particular department.
- 6.2 Breaks in Service/Loss of Seniority. An employee's seniority shall be broken by voluntary resignation, layoff for a period of twelve (12) consecutive months, discharge for just cause, or retirement. However, if an employee returns to work in any capacity within twelve (12) months, there will be no break in seniority except for the time the employee was not working which will not count as part of continuous service for any purpose. Seniority shall not be earned during an approved unpaid leave of absence; however, an approved leave of absence shall not constitute a break in service or cause a forfeiture of seniority.
- 6.3 Seniority List. A seniority list shall be established within each department for each classification, and such seniority list shall be available on demand. Regular employees shall be added to the seniority list upon completion of probation. If probation is deemed satisfactorily completed and the personnel action form is delayed administratively, the action shall be retroactive to the date of completion of probation. Temporary, casual, or seasonal employees shall not earn seniority or continuous service credit.

ARTICLE 7-LAYOFF AND RECALL

- 7.1 Layoff Determination. The County may determine when layoffs are necessary. The County may lay off employees when such action is determined to be necessary by reason of lack of work, lack of funds, inclement weather, and/or reorganization of the department.
- 7.2 Layoff and Bumping Procedure. When it is necessary to reduce the workforce, the County shall determine the number of employees by classification and department. The Union's Area Representative and the Local President will be notified of the number of employees and classifications designated for reduction as soon as practical. Employees will be laid off in the following order giving equal consideration to the employee's qualifications, ability, experience and seniority within the affected department.
- a. Temporary employees;
 - b. Probationary employees except when said employees are in unique classifications as determined by the County;

- c. Employees in regular positions may be laid off. An employee who is laid off by reduction in the work force shall have the right to bump to their last previously held job classification within the affected department or a position in a lower classification within the affected department for which the employee is qualified as determined by the County. In order to bump to a position, an employee must be capable of performing the work as determined by the County. The employees who remain must have the necessary ability and qualifications to perform the work required by the County. A bumping employee shall maintain seniority. An employee "bumped" must be the least senior in the classification and shall have the right to bump in compliance with the preceding procedure. Employees affected by layoff who bump to a lower classification will be placed at the step in the lower pay scale which is closest to and less than the employees' former rate of pay.
- d. Employees shall be provided with ten (10) working days' notice of layoff, except in the events enumerated in Article 7.1 above relating to layoff determination, as determined to exist by the County.

7.3 Recall. Employees laid off will be eligible for recall for a period of fifteen (15) months. No new employees shall be hired by the County until available employees placed on layoff who have previously held the position have been offered re-employment in reverse order of layoff, provided the layoff period does not exceed fifteen (15) months and the employees keep the County advised of their current address. An offer of re-employment shall be in writing and sent by registered or certified mail to the employee. The employee shall have been deemed to have received an offer within five (5) working days after the County mails the offer. An employee so notified must indicate acceptance of recall within ten working days from mailing of the notice and shall be back on the job within fourteen (14) calendar days of acceptance of the recall offer or shall forfeit all recall rights under this Article.

ARTICLE 8 –PAID TIME OFF (PTO)

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

37 1/2 Hour Work Week -Accrual Schedule		
Years of Service	Hrs Per Mo	Hrs per Yr
1 Year	15.75	189
1 Yr but less than 3 Yrs	17.00	204
3 Yrs but less than 5 Yrs	18.25	219
5 Yrs but less than 10Yrs	18.88	226.56
10Yrs but less than 15 Yrs	22.00	264
15 Yrs or more	25.13	301.56

40 Hour Work Week -Accrual Schedule		
Years of Service	Hrs Per Mo	Hrs per Yr
1 Year	16.67	200
1 Yr but less than 3 Yrs	18.00	216
3 Yrs but less than 5 Yrs	19.33	231.96
5 Yrs but less than 10Yrs	20.00	240
10Yrs but less than 15 Yrs	23.33	279.96
15Yrs or more	26.67	320.04

- a. Employees shall accrue PTO in their first month of employment, provided they physically work at least forty (40) hours in the month.
 - b. Employees shall accrue PTO in their last month of employment, provided they physically work at least forty (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.
- 8.2 Probationary Restriction. Scheduled PTO will not normally be approved for probationary employees until they have completed six (6) months of employment.
- 8.3 Scheduling. PTO will be approved by the Elected Official/Department Head when such schedules will least interfere with the functions of the County. Requests are approved on a first come, first served basis. In the event requests are submitted on the same date, the employee with the greater seniority shall be given preference.
- 8.4 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.
- 8.5 Payment upon Termination. Accrued PTO shall be paid to regular employees whose service is terminated by death, reduction of force, termination, or retirement, up to a maximum of 480 hours for thirty-seven and a half (37.5) hour work week employees, and 510 hours for forty (40) hour work week employees, provided that in the case of resignation, the employee has given at least fourteen (14) calendar days' notice prior to separation of employment.
- 8.6 Minimum Utilization. After one year of County service, all regular employees shall be required to take seventy-five (75) hours of scheduled PTO annually for thirty-seven and a half (37.5) hour work week employees, and eighty (80) hours of scheduled PTO annually for forty (40) hour work week employees. Days off do not need to be sequential. Holidays which occur during a scheduled PTO period shall be charged to holiday time. Such holiday will apply towards the annual PTO hour requirement.
- 8.7 Carryover Cap. As of December 31st of each year, accumulated PTO may not exceed a total of 760 work hours for thirty-seven and a half (37.5) hour work week employees, and 810 hours for forty (40) hour work week employees. Any excess will be forfeited. Employees whose leave exceeds the maximum accrual shall have their accrual balance reduced to 760 or 810 hours respectively effective January 1st of the subsequent year.
- 8.8 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 8.3.

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.
- 8.9 Notification. Any employee who, for any reason, must take unscheduled PTO, shall, as soon as possible, notify their immediate supervisor or department head.
- 8.10 Extended Illness Time Bank (EIT). EIT hours may be accessed as follows:
- a. Time will be used from this bank first when an employee calls out for PTO due to illness, until the bank is exhausted.
 - b. EIT hours are not eligible for cash out upon separation.

ARTICLE 9 – HOURS OF WORK-OVERTIME

- 9.1 Workday. The normal working day varies by department and job function. Adjustment in the regular working hours of the employees for the convenience of the County, the employees, and the public shall not be construed to be in conflict with this Agreement.
- 9.2 Workweek. The normal workweek consists of five (5) seven and one-half (7.5) hour days or eight (8) hour days, Monday through Friday.
- a. In the event a nine-hour workday is implemented, the workweek will begin at 12:00pm on Friday and end 168 hours later on the following Friday.
 - b. Public Works employees: for the purposes of payroll accounting and computation of hours worked in a workweek, the workweek shall begin on 12:00 a.m. Friday and end one-hundred sixty-eight (168) hours later at 11:59 p.m. the following Thursday.
- 9.3 Overtime.
- a. Employees required to work outside the normal hours of work except as set forth in 9.3(b) or on Saturdays or Sundays without rescheduling with proper notification will be paid for such hours at one and one-half times the regular rate of pay.
 - b. Hours worked between thirty-seven and a half (37.5) and forty (40) hours in a work week will be paid at the regular rate of pay. Hours worked in excess of forty (40) hours per week will be paid at one and one-half times the regular hourly rate. Compensatory time may be taken in lieu of pay as provided by the FLSA, in accordance with Article 9.4. Paid leave shall be considered "hours worked" for purposes of computing overtime.
 - c. The County will make a reasonable effort to distribute overtime equitably when overtime is necessary. Selection of employees will be based on the County's assessment of employee qualifications for a particular job, seniority, availability, volunteers, and the need for the overtime.

d. Notification to selected employees will be given five (5) working days prior to the scheduled overtime in non-emergency situations; and as soon as possible in emergency situations. The essential nature of provisions of County services shall be the compelling consideration in scheduling overtime by the County.

9.4 Compensatory Time. Compensatory time will be accrued with mutual agreement of the Elected Official/Department Head or designee and the employee, up to forty (40) hours, and may be banked up to one year from when it is earned. Compensatory time shall be scheduled and taken off by mutual agreement and may be purchased by the County at any time, including during the thirty (30) days prior to any change in pay status or COLA.

9.5 Meal and Rest Periods. Unpaid meal periods of up to one (1) hour will be taken at designated times at or near the midpoint of the workday. Rest periods of fifteen (15) minutes will be permitted as work demands permit and as designated at or near the midpoint of each half-workday. Employees and Elected Officials/Department Heads may establish the meal and rest period practices within respective offices of the County, not inconsistent with this Agreement.

ARTICLE 10 – HOLIDAYS

10.1 Recognized Holidays. Holidays observed by the County are:

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
The Day after Thanksgiving	Fourth Friday in November
Christmas Day	December 25
Christmas Holiday*	
One Floating Holiday**	

*To be negotiated each year as to whether it will be the first or second day before or the first or second day after Christmas. The parties agree that the Christmas holiday shall be taken on:

- **December 26, 2025**
- **December 24, 2026**

Provided, however, that each Elected Official shall have the right to maintain sufficient staff in order to conduct business on the applicable day. Those persons scheduled to work on the applicable day shall be entitled to take any alternate day off as mutually agreed to as the Christmas holiday or received Holiday pay.

**To be used or lost in the year earned and to be scheduled off by mutual agreement of the employee and the County. An employee shall not be entitled to use the floating holiday established in the above section until the employee has served at least three (3) months of work, excluding any unpaid leave, upon Department Head approval. In the event that an employee moves into a different position within the same bargaining unit the three (3) month period shall be the initial

three (3) months from date of hire.

- 10.2 Holiday Coordination (Weekends and Earned Leave). Any regular holiday that falls on a Saturday shall be observed on the preceding Friday. Any regular holiday that falls on Sunday shall be observed on the following Monday. Whenever a holiday falls during a period when an employee is on PTO, the employee's PTO bank will not be charged for such holiday.
- 10.3 Holiday Pay.
- a. Except for the Floating Holiday, regular full-time employees are eligible for holiday pay upon hire.
 - b. Work performed on a holiday shall be paid at one and one-half times the employee's regular rate of pay in addition to the holiday pay. To be eligible for holiday pay the employee must work the regular work day before and the regular work day after the paid holiday, unless the employee is on approved leave and using County leave bank hours for said leave.
 - c. Employees eligible for holiday benefits shall receive one day's pay for each observed holiday on which work is not performed, based on the employee's regular work schedule.
 - d. Regular part-time employees with over six (6) months of service shall be paid pro rata for the holiday.
 - e. Temporary employees are not eligible for holiday pay.
- 10.4 Compensatory Time in Lieu of Holiday Time. By mutual agreement, compensatory time may be given in lieu of holiday pay on a one to one basis. Such compensatory time must be accrued and used as stated in Article 10 relating to compensatory time.
- 10.5 New Holiday Declared for County. In the event the County recognizes a new holiday on which the Courthouse is closed, the bargaining unit members will receive holiday pay for that day consistent with this Article.

ARTICLE 11- LEAVES OF ABSENCE

- 11.1 Military Leave. Every employee who is a member of the Washington National Guard or of the reserve component of the armed services of the United States shall be entitled to and shall be granted a paid military leave of absence from County employment for periods not exceeding twenty-one (21) days during each calendar year as established by RCW 38.40.060. Military leave of absence for active duty for training shall be in addition to any PTO to which the employee might otherwise be entitled to, and shall not involve any loss of privileges or pay. During the period of paid military leave, the employee shall receive their normal pay from the County. Additional unpaid leave for service in the military will be provided as required by state or federal law.
- 11.2 Jury Duty. Employees will be paid their full regular pay during the term of approved jury service, provided that if the employee receives additional compensation for their jury service (exclusive of travel reimbursement), such payment shall be signed over to the County Treasurer.

- 11.3 Bereavement Leave. In the event of a death in an employee's immediate family, the employee shall be eligible for leave with pay to attend funeral services and to attend to personal matters.
- (1) For the purposes of Bereavement Leave, *immediate family* is defined as: Persons related by blood or marriage or legal adoption in the degree of consanguinity of grandparent, parent, spouse, registered domestic partner, brother, sister, child, grandchild, relative living in the employee's household, or otherwise approved by the Elected Official/Department Head.
 - (2) Bereavement Leave shall be limited to three days in any one instance. Two additional days of bereavement leave may be granted when the one-way travel is a distance of 250 miles or more. Bereavement Leave may be extended by the use of accrued Annual Leave time with approval of the Elected Official/Department Head.
 - (3) Bereavement Leave will be applied for scheduled days and hours missed under this policy and will not count as time worked for the purposes of overtime calculation.
 - (4) The employee may be required to provide verification of the eligibility for Bereavement Leave.
- 11.4 Leaves of Absence Without Pay. The County may grant a leave of absence without pay to an employee for good and sufficient reasons as determined by the County. Authorized leave of absence without pay shall not interrupt prior or continuous employment; however, the employee shall not be credited with earned PTO or any other benefits during the period of authorized leave of absence. Anniversary dates for the accrual of PTO shall be adjusted for periods when employees are on authorized leave of absence or leave without pay status. If a leave of absence without pay is granted, the employee shall not accumulate seniority during such absence and may be reinstated upon return to work from the leave of absence without pay subject to the following:
- a. An employee must have exhausted all applicable paid leaves prior to being eligible to request a leave of absence without pay; and
 - b. Subject to the County's prior approval, a leave of absence without pay may be for up to twelve (12) months. An employee who is permitted by the County to return to work from a leave of absence without pay shall report to work within twenty-four (24) hours of the final date of the leave or be subject to termination; and
 - c. If the County approves a leave of absence without pay, approval shall be in writing and shall indicate the starting date and ending date of such leave of absence without pay; and
 - d. The employee's return to work is subject to the County's approval based on the County's assessment of availability of positions, work load, service needs, budget constraints and changes in work.
 - e. This article does not apply to employees on leave without pay status with the County because they are receiving WA Paid Family & Medical Leave (PFML).

ARTICLE 12 - FAMILY MEDICAL LEAVE (FML)

The parties acknowledge that the County is bound by certain state and federal leave laws, including the federal Family and Medical Leave Act and the state Paid Family Medical Leave Act. The parties agree that if a union member applies for, or utilizes, any leave granted by these laws the member is not required to exhaust any of their paid leave prior to use. The parties agree to follow the county leave policy as may from time to time be amended by the County.

ARTICLE 13 - ADJUSTMENT FOR WORKERS' COMPENSATION

- 13.1 Claims. For a period of absence from work due to injury or occupational disease resulting from County employment, the employee shall file an application for Workers' Compensation in accordance with State Law.
- 13.2 Differential Benefit. Should an employee receive Workers' Compensation for time loss and they also receive PTO compensation, the employee can buy back their PTO with their time loss benefit.
- 13.3 Use of PTO for Injury Time Loss Denials. Should an employee apply for time loss compensation and the claim is then or later denied, PTO may be used if and to the extent appropriate.
- 13.4 Related Benefits Coordination. Nothing herein pertains to permanent disability award.

ARTICLE 14 - POLICIES OF GENERAL APPLICATION

The County may adopt a Personnel Policy applicable to the bargaining unit which provides for personnel policies not inconsistent with those policies in this Agreement which constitute mandatory subjects of bargaining. If uniform policies conflict with this Agreement, this Agreement shall prevail until the parties have bargained concerning the subject to impasse or agreement. The County shall provide the Union with at least sixty (60) days' notice of any proposed change in Personnel Policy that affects a mandatory subject of bargaining under RCW 41.56. This Article does not constitute a waiver of the Union's right to demand to bargain over any change. Until affected by a Memorandum of Agreement to the contrary, this Article shall apply to bargaining unit members. Nothing in this Agreement constitutes a waiver of the County's right to unilaterally adopt and modify policies which do not constitute mandatory subjects of bargaining.

- 14.1 Drug Testing. The County may present and coalition bargain a reasonable cause drug testing policy proposal during the life of this Agreement.
- 14.2 Job Vacancy, Job Posting, Promotions. Employees covered by this Agreement may apply for available positions. Job announcements will be posted in each department covered by the agreement and on the County website and/or Intranet when a job vacancy or new position becomes available and will reflect, at a minimum:
 - a. The department where the opening exists;
 - b. Classification specifications and required qualifications (i.e., education, training, skills, experience);
 - c. Job title;
 - d. Salary range;
 - e. Opening and closing date;
 - f. Date posted.

It is the County's right and option to determine whether or not to fill a vacant position, and the manner of filling the position. Job announcements will be posted for a minimum of a ten (10) work day period. The County has the right to implement outside postings and advertise concurrent with bargaining unit postings.

Any employee or outside applicant applying for a posted position shall comply with the selection process established by the County and complete an employment application form. This application will be submitted to the appropriate Elected Official/Department Head during the posting period. Requirements for the position must be met as described in the appropriate job announcement.

The County shall have the right to select the individual for the available position. Current employees who are qualified will be given preference when applying for a transfer or promotion within the employee's present department.

The County shall make the sole determination taking into equal consideration knowledge, skill, and ability, past performance, seniority, experience and competence. If the County determines that two (2) or more employees are the top applicants and are equally qualified, the most senior employee will be awarded the vacant position. If the County determines that the top two (2) applicants consist of one current employee and one outside applicant, then the County's judgment as the knowledge, ability, skills, experience, competence and past performance will govern the filling of a vacancy. The County has the right to determine the best applicant to fill a vacant position, fill a promotion or to be transferred.

An employee may apply for a job in a lower grade when a vacancy exists or a new position has been created and classified. Persons selected to fill a vacant position may be hired by the Elected Official or Department Head at pay step 1 of the appropriate pay range for the classification in which they are hired. Persons selected may be paid at higher than step 1 in the appropriate classification, based on related experience, education, and qualifications subject to providing such information to the Human Resources Department. The Human Resources Department will review the request and make a recommendation to the Board of County Commissioners. The Board of County Commissioners has final approval for any requests.

Changes from a higher to a lower job classification may be made at the request of an employee with the approval of the person responsible for the supervision over them and the Department Head or Elected Official.

- 14.3 Trial Service Period. A regular employee, who is promoted or transferred to another position, shall serve a six (6) month trial service period to demonstrate their fitness to perform the duties of the new position. Should a regular employee who has been promoted within a department fail to qualify for the higher classification or should they decide they do not want the job, the employee shall be returned to their previous job within the department within six (6) months of accepting the position.
- 14.4 Nepotism. No more than one (1) family member or one (1) close relative shall be eligible for employment within a department or office at the same time if certain conditions exist as enumerated in the County's Personnel Policy.

- 14.5 Voluntary Transfer of Leave. It is the policy of Franklin County to allow an employee to transfer any portion of their leave to another employee in need of such leave due to a family or medical emergency, a lengthy illness or injuries, and/or a qualifying condition under the FMLA. Human Resources administers this program in accordance with the Franklin County Leave Transfer Policy.
- 14.6 Tuition Reimbursement. It is the policy of Franklin County to promote professional growth and development in Franklin County employees by assisting them through a program of tuition reimbursement, subject to the availability of budgeted funds. The program is administered in accordance with the Franklin County Tuition Reimbursement Policy.
- 14.7 Employee Rights - Inspection of Records. An employee shall have the right, upon request, to inspect their official personnel file at reasonable times upon request. No material referring to the employee's job competence or conduct shall be placed in the file without the employee's signature and the opportunity to attach their comments. A copy of any entry pertaining to job competence or conduct will be given to the employee. In the event that an employee refuses to sign, the county is allowed to sign to acknowledge that the paperwork was given to employee for review prior to placing in their personnel file.
- 14.8 Union Representation. During any appeal of disciplinary action and at steps of the grievance procedure, an employee may be accompanied by a Union representative of the Employee's choice.
- 14.9 Notice of Work Rules. When existing work rules, policies or procedures are changed or new rules or procedures established employees whose work assignment is affected shall be notified.

ARTICLE 15 - DISCIPLINE

- 15.1 Just Cause. The County may impose discipline for just cause. "Just Cause" for the purposes of this Agreement shall be enumerated in the list below:
- a. Absence from work without authorized leave;
 - b. Tardiness;
 - c. Willful falsification of reports;
 - d. Unauthorized use of equipment;
 - e. Theft of County property;
 - f. Willful damage to County property;
 - g. Recklessness;
 - h. Malfeasance, misfeasance or neglect of duty;
 - i. Inefficiency or incompetence;
 - j. Willful Violation of Published rules or regulations;
 - k. Insubordination or gross misconduct;
 - l. Conviction of a felony involving moral turpitude;
 - m. Drinking of intoxicants or use of drugs while on duty;
 - n. Arriving for work under the influence of intoxicants or drugs;
 - o. Attempting to work when physically or mentally unfit to do so;
 - p. Violation of the No Strike clause of this Agreement;
 - q. The possession, manufacture, sale or distribution of illegal drugs;

- 15.2 Forms of Discipline. The disciplinary actions which the County may take against an employee include the following:
- a. oral reprimand, which may be documented in writing;
 - b. written reprimand;
 - c. suspension without pay;
 - d. reduction of pay for a term in lieu of suspension;
 - e. demotion with a reduction in pay as specified by the County as part of the discipline;
 - f. discharge or termination.
- 15.3 Notice of Discipline. When the County intends to suspend without pay, demote or discharge an employee for cause, the County shall make available the specified charges and proposed discipline in writing at least one calendar day prior to the effective date of the action, together with a description of the facts on which the proposed discipline is based.
- 15.4 Pre-Disciplinary Due Process. Prior to imposing a suspension without pay, demotion or discharge, the employee shall have the opportunity to refute the charges, correct any misunderstanding of fact, and address the appropriate level of discipline.
- 15.5 Time Limitations. The time limitations relating to notification of disciplinary action are only for employee notification purposes and shall not affect the validity or disciplinary action taken by the County. In other words, if the County is unable to provide notification in strict adherence to the notification times expressed in subsections hereinabove, such inability shall not affect the validity or effectiveness of any type of disciplinary action against an employee.
- 15.6 Probationary Employees. A probationary employee may be separated at any time without cause.
- 15.7 Notice of Discipline to Union. Copies of reprimands and other disciplinary actions taken by the County shall be forwarded to the Council 2 Representative.
- 15.8 Records of Discipline. References to disciplinary actions in the personnel file shall be signed by the Employee prior to placement in the personnel file and remain in the file in accordance with the following provisions:
- a. Written reprimands shall remain in the personnel file for a period of twenty-four (24) months; provided, however, if discipline occurs within that twenty-four (24) month period, then and in that event, prior disciplinary documentation shall remain in the personnel file for another twenty-four (24) month period from the date of the last discipline to occur.
 - b. Other records of discipline enumerated in Article 15.2 (e.g., suspension, reduction of pay, demotion and discharge) may remain in the personnel file until and unless the County determines the record no longer relevant or written notice by an employee.
 - c. Prior to placing a record of disciplinary action into the employee's personnel record, the employee shall be given the opportunity to review and sign each disciplinary document. The employee's signature serves only to acknowledge receipt of the document. In the event that an employee refuses to sign, the County is allowed to sign to acknowledge receipt on behalf of the employee. A copy of any entry pertaining to job competence or conduct will be given to the employee.

ARTICLE 16 - GRIEVANCE PROCEDURE

- 16.1 Goodwill. The parties hereto recognize the need for fairness and justice in the adjudication of employee grievances and enter into this Agreement in a cooperative spirit to adjust such actions promptly and fairly at the lowest level possible. If, however, a grievance cannot be resolved through normal means, the grievance will be settled as hereinafter provided.
- 16.2 Grievance Defined. A grievance is defined as a dispute involving the interpretation, application or alleged violation of any provision of this Agreement.
- 16.3 Presentation. A grievance may be presented by an employee, the Union or the County. Grievances may be heard at any time where practical and feasible.
- 16.4 Time Limits. The time limitations provided are essential to the prompt and orderly resolution of any grievance. The parties will abide by the time limitations, unless an extension of time is mutually agreed to in writing.
- a. The County and the Union may extend the time limits by mutual agreement in writing.
 - b. No grievance shall be valid unless a grievance is submitted at Step 1 within ten (10) working days from its occurrence or the date when the employee knew or should have known of the occurrence.
 - c. If a grievance is not presented within ten (10) working days from its occurrence or the date when the employee knew or should have known of the occurrence, the grievance shall be waived and forever lost. If a grievance is not appealed to the next step within the specified time limit or an agreed extension thereof, it shall be considered waived and forever lost. A grievance not responded to timely shall be advanced to the next step.
- 16.5 Procedure. The grievance procedure shall be as follows:
- Step 1: The grievance shall be presented in written form to the employee's immediate supervisor within ten (10) working days from its occurrence. The immediate supervisor shall respond in writing within ten (10) working days after receiving the grievance.
- Step 2: Conciliation. If the grievance has not been resolved at Step 1, in accordance with the conditions set forth hereinabove, the Union, or the Elected Official/Department Head may refer the dispute to conciliation proceedings.

The Union or the Elected Official/Department Head shall notify the other party in writing of the desire to submit the matter to conciliation within ten (10) working days after the receipt of the Step 1 response. The Union and the Elected Official/Department Head will meet to discuss and attempt to resolve the issues within ten (10) working days after notification. Both parties may or may not be represented. If the matter cannot be resolved at the conciliation step, then the matter may be referred to the next step. The discussions or proposals shall not be admissible in any arbitration or other proceeding. At the close of conciliation the Elected Official, Department Head or a designee shall reduce to writing the decision and/or concessions agreed upon in the form of a conciliation report. The conciliation report shall be due within ten (10) working days.

Step 3: If the grievance is for an employee of a department under the authority of the Board of County Commissioners, and if the grievance is not resolved to the satisfaction of the parties at Step 2, then within ten (10) working days of issuance of the conciliation report, the grievance, response and report shall be presented to the Board of County Commissioners. The parties shall arrange a meeting between the aggrieved employee, the Union Representative, the Department Head, the County representative, if any, and the Board within ten (10) working days for resolution of the issue. The Board of County Commissioners shall issue findings in writing within ten (10) working days of the grievance meeting. Failure by either party to meet these time limits or agreed time limit extensions, the final resolution of the grievance shall be as stated by the last responding party. A five-day notice of the deadline will be required by either party five (5) working days prior to the deadline.

Step 4: Final and Binding Arbitration.

- a. If the grievance is presented and not resolved at Step 2 in the case of an elected office, or Step 3 in the case of a department under the Board of County Commissioners, either party may refer the dispute to final and binding arbitration.
- b. Notice-Time Limitation. The Union or the County shall notify the other in writing via electronic mail of submission to arbitration within ten (10) working days after receipt of the conciliation findings or the Board of County Commissioners' findings, as applicable.
- c. Arbitrator-Selection. After timely notice, the parties will select an arbitrator in the following manner:
 - (i) The parties shall request that the Public Employment Relations Commission (PERC) submit a list of thirteen (13) names from the PERC register. If the parties cannot mutually agree on an arbitrator from the list of thirteen (13), then the two parties shall alternately strike names. The first party to strike a name shall be determined by a coin toss. The remaining name shall be the arbitrator.
- d. Decision-Time Limit.
 - (i) The arbitrator will meet and hear the matter at the earliest possible date after the selection. After completion of the hearing, a decision shall be entered within thirty (30) calendar days, unless an extension of time is agreed upon as provided for herein.
 - (ii) Any decision by the arbitrator shall be final and binding on the parties unless contrary to public policy or in excess of the arbitrator's authority hereinafter provided for.

e. Limitations. Scope and Power of the Arbitrator:

- (i) The arbitrator shall not have the authority to add to, subtract from, alter, change or modify the provisions of this Agreement.
- (ii) The power of the arbitrator shall be limited to interpretation of or application of the terms of this Agreement or to determine whether there has been a violation of the terms of this Agreement by either the County or the Union.
- (iii) The arbitrator shall consider and decide only the issue raised at Step 1. The arbitrator shall not have the authority to consider additions, variations and/or subsequent grievances beyond the grievance submitted at Step 1.
- (iv) In conducting the hearing, the arbitrator shall have the power to administer oaths, issue subpoenas, receive relevant evidence, compel the production of books and papers relevant to the hearing, and question witnesses.

f. Arbitration Award-Damages-Expenses:

- (i) Arbitration awards shall not extend beyond the date of the occurrence upon which the grievance is based, that date being 10 working days or fewer, prior to the initial filing of the grievance.
- (ii) The arbitrator may retain jurisdiction of the grievance until such time as the award has been complied with in full.
- (iii) The arbitrator shall not have authority to award punitive damages.
- (iv) In the event that either party determines that the arbitration award was made beyond the jurisdiction of the arbitrator or that the arbitration award was clearly erroneous or that the arbitration award was arbitrary, capricious and unreasonable in light of the evidence presented, then such party shall declare the basis for its decision not to comply with the arbitration award and the parties thereafter are free to pursue available remedies in the Superior Court.
- (v) In connection with grievance and arbitration pursuant to Article 16, the County and the Union shall each be responsible for its own attorneys' fees and any other costs associated with the presentation of their case; the County and the Union expressly waive any right to recover attorneys' fees pursuant to RCW 49.48.030 or any other statutory provision. Further, expenses for arbitrator's services in the proceedings shall be borne equally by the County and the Union.
- (vi) If the parties agree in advance, or if both parties decide to obtain a transcript, then the expense of the court reporter and transcript shall be shared equally.

ARTICLE 17-PURPOSE

The purpose of this Agreement is to provide for wages, hours and working conditions, to promote and ensure harmonious relations, cooperation, understanding between the County and its employees, to encourage economy of operation, elimination of waste, cleanliness of facilities, protection of County property, and safety of employees; and to this end the County pledges itself to give its employees considerate and courteous treatment, and the employees pledge to render loyal and efficient public service. The parties agree to extend to one another proper courtesy and respect.

ARTICLE 18 - CONDITIONS AND DURATION OF AGREEMENT

Except as otherwise provided herein, this Agreement shall be effective January 1, 2025, and shall terminate on December 31, 2026.

ARTICLE 19- SAVINGS CLAUSE

All expenditures and obligations imposed hereunder must meet requirements of Washington law. This agreement shall in all respects, wherever the same may be applicable herein, be subject and subordinate to the ordinances of the County regulations within its statutory jurisdiction and shall further be subject and subordinate to the statutes of the State of Washington. Should any Article, Section or portion thereof of this Agreement be unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific Article, Section or portion thereof directly specified in the decision. Upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated Article, Section or portion thereof.

ARTICLE 20 – NO STRIKE-LOCKOUT

20.1 Continuity of Service. The County and the Union agree that the public interest requires the efficient and uninterrupted performance of all County services. To this end both pledge their best efforts to avoid or eliminate any conduct contrary to this objective. Neither the Union nor the employees shall cause, condone or participate in any strike or work stoppage, slow down or other interference with County functions by employees of the County, and should the same occur, the Union agrees to take appropriate steps to end such interference immediately. County employees who engage in any of the above-referenced activities shall not be entitled to any pay and/or benefits during the period in which they are engaged in such activity. Employees who engage in any of the foregoing actions shall be subject to disciplinary action as determined by the County.

20.2 No Lockouts. The County agrees that there will be no lockouts during the term of this Agreement.

ARTICLE 21 - HEALTH AND WELFARE

21.1 County Benefits. Effective the first month following ratification of the contract, the County shall contribute up to a maximum of \$1,600.00 per month towards the medical plans. The County shall contribute up to a maximum of \$121.82 per month towards dental, vision, basic life insurance, long term disability, and employee assistance program premiums for the insurance plans made available by the County for Employee(s) and their dependent(s).

The County shall contribute a maximum of \$300.00 per month to the HRA VEBA account for each employee who has elected one of the County's offered medical plans. The County shall contribute a maximum of \$700.00 to the HRA VEBA account for each employee who waives medical coverage, in 2025. In 2026 the maximum contribution the County shall contribute to the HRA VEBA for each employee who waives medical coverage will be \$300.00, provided that is the same or more than the non-union employees. In the event that the maximum contribution amount for each non-union employee who waives medical coverage is over \$300.00 in 2026, the County will match that amount for employees covered by this contract.

- 21.2 Co-payment of Premium. Any amounts in excess of the County's maximum contribution necessary to pay the medical premium for the employee and/or dependent benefit plans shall be the sole responsibility of the employee by payroll deduction.
- 21.3 Required Participation. Employees shall participate in coverage as required by the Benefits Administration Policy.
- 21.4 Changes. The County shall determine which insurance programs and benefits may be continued or implemented periodically. If there are changes in the insurance programs, the County will notify the Union. Such notification shall not diminish the right of the County to change the benefit structure, benefit level and/or premium level, nor the right of the Union to demand to bargain over the impacts of the change. If the insurance company or companies providing the above-referenced benefits notifies the County of changes in the premium structure and/or benefit levels, then and in that event the Union and employees shall comply with such changes if requested to do so by the County.
- 21.5 WA Paid Family and Medical Leave Act. Eligible employees are covered by Washington's Family and Medical Leave program, RCW 50A.04. Eligibility for leave and benefits is established by Washington law and is therefore independent of this Agreement.
- a. Premiums for benefits are established by law and employees will pay, through payroll deduction, the full cost of the premiums associated with family leave benefits and 45% of the cost of the premiums associated with the medical leave benefits, as determined under RCW 50A.04.115.
 - b. Employer will pay the remaining premiums, or 55% of the cost of the premiums associated with the medical leave benefits.

ARTICLE 22 -JOB CLASSIFICATIONS AND WAGES

- 22.1 Cost of Living Adjustment (COLA). Effective January 1, 2025, the 2024 Salary Matrix will be increased by three (3%) percent.

Effective January 1, 2026 the 2025 Salary Matrix will be increased by three and one half (3.5%) percent, provided that is the same or more than the non-union employees. In the event that the COLA is higher than three and one half (3.5%) percent for non-union employees the County will match COLA for the employees covered by this contract.

- 22.2 Wages for New Positions. In the event a new position is created, the County will establish the wage for the new position and notify the Union. If the Union so requests, the parties will meet to negotiate the appropriate rate of pay for the new position within the classifications of Appendix B.
- 22.3 Wage Advancement. Employees shall be advanced as set out in Appendix B.
- 22.4 Pay for Temporary Change in Job Grade. Each employee shall be paid at the regular rate of pay for their job grade for all work done, except as follows:
- a. Any employee while working out of class at a higher grade job than the employee's regular rating shall be paid the rate in the grade of the higher classification if the employee has pre-qualified. Such rate shall be paid for the entire period they work at the higher grade. An employee shall be considered pre-qualified at a higher rating by having successfully completed a learning period at the job carrying the higher rating as approved by the Elected Official or Department Head. An employee's pay during a learning period shall be at the regular rate of pay in the lower classification.
- 22.5 Pay Period. Employees are to be paid bi-weekly.
- 22.6 Clothing/Boot Allowance. Employees in the Engineering Division and Planning & Building Department will be entitled to a clothing/boot stipend of \$250.00 per calendar year for the purchase of clothing and/or boots to be worn while at work.

ARTICLE 23-LABOR MANAGEMENT MEETINGS

- 23.1 Committee. A labor-management committee may be established consisting of up to three (3) union members chosen by the Union and up to three (3) management members chosen by the County.
- 23.2 Scheduling. The labor-management committee may schedule meetings at mutually agreeable times periodically on the call of a party to this agreement. A request shall be in writing and shall contain the items and topics at issue.
- 23.3 Collaboration. The purpose of the labor-management committee is to approach matters collaboratively and cooperatively in order to engage in problem-solving. If a recommendation may modify the meaning of the labor agreement, such recommendation(s) shall be forwarded to the area Representative for the Union, the County's Labor Representative, Prosecuting Attorney, and Human Resources Director.

ARTICLE 24 - NEGOTIATIONS TIME TABLE

The parties will reopen bargaining subsequent to June 1 of the year this Agreement expires and shall schedule bargaining for the successor agreement at mutually agreeable times with a goal to complete the bargaining process prior to the end of the calendar year, and if possible, in advance of the time the County begins to finalize its budget in October and November. Exceptions and extensions may be made by mutual agreement. The County will allow three employees representing the Union leave without loss of pay for collective bargaining sessions and/or labor management meetings between the County and the Union.

ARTICLE 25 - NON-DISCRIMINATION

- 25.1 Union Activities. The County and the Union agree not to discriminate against any employee due to legitimate activities for or against the Union, including membership or non-membership in the Union.
- 25.2 Prohibited Classifications. The parties agree not to discriminate against any employee due to race, color, national origin, religion, age, sex, sexual orientation, gender identity, political association, obesity, marital or family status, veteran status, disability, use of service animal, genetic information, or any other characteristic protected by state or federal law.

ARTICLE 26 -TERMS OF AGREEMENT

This Agreement shall be in full force and effect January 1, 2025, and shall remain in effect until December 31, 2026. Retroactive pay, if any, will be bargained as part of the wage settlement. Only active employees at the time of ratification by all parties will be eligible for any retroactive pay negotiated, if any.

Amounts determined due to active employees shall be computed and paid by the County within 45 days following ratification of this Agreement. The parties shall commence negotiations upon any proposed modifications according to Article 24. The Agreement shall remain in full force and effect during such negotiations. If, however, no agreement is reached with respect to all such proposed modifications and/or proposals that may be presented for negotiations, after the date on which the Agreement otherwise would have expired, either party thereafter may terminate the Agreement 30 days after written notice of termination is delivered to the other party.

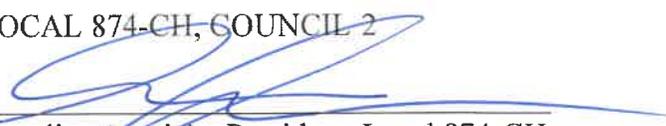
IN WITNESS WHEREOF, the parties hereto have set their hands this 12 day of NOVEMBER, 2025.

FRANKLIN COUNTY

LOCAL 874-CH, COUNCIL 2



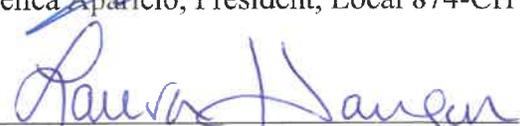
Chair



Angelica Aparicio, President, Local 874-CH



Chair Pro Tem



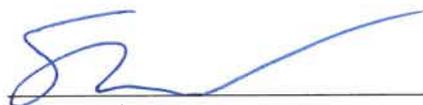
Laura Hanson, Area Representative



Member



District Court Judge



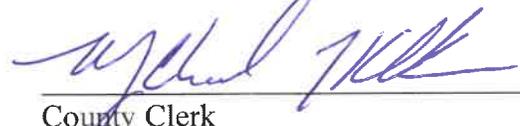
Prosecuting Attorney



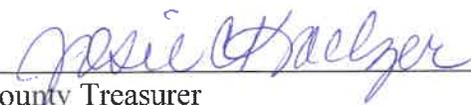
County Assessor



County Auditor



County Clerk



County Treasurer



Director WSU Extension

APPROVED AS TO FORM:



Prosecuting Attorney's Office

Appendix A – Salary Matrix

2025 FRANKLIN COUNTY LOCAL 874-CH 7.5 HOUR MATRIX (Effective 01/01/2025)								
<i>Annual amounts are based on 1950 hours/year</i>								
		1	2	3	4	5	6	7
	18	71,370.00	74,938.50	78,721.50	82,680.00	86,833.50	91,201.50	95,803.50
Bi-Weekly		2,745.00	2,882.25	3,027.75	3,180.00	3,339.75	3,507.75	3,684.75
7.5 Hr Hourly		36.60	38.43	40.37	42.40	44.53	46.77	49.13
7.5 Hr OT		54.90	57.65	60.56	63.60	66.80	70.16	73.70
	17	64,876.50	68,113.50	71,526.00	75,153.00	78,936.00	82,894.50	87,106.50
Bi-Weekly		2,495.25	2,619.75	2,751.00	2,890.50	3,036.00	3,188.25	3,350.25
7.5 Hr Hourly		33.27	34.93	36.68	38.54	40.48	42.51	44.67
7.5 Hr OT		49.91	52.40	55.02	57.81	60.72	63.77	67.01
	16	58,968.00	61,912.50	65,032.50	68,347.50	71,779.50	75,367.50	79,170.00
Bi-Weekly		2,268.00	2,381.25	2,501.25	2,628.75	2,760.75	2,898.75	3,045.00
7.5 Hr Hourly		30.24	31.75	33.35	35.05	36.81	38.65	40.60
7.5 Hr OT		45.36	47.63	50.03	52.58	55.22	57.98	60.90
	15	53,605.50	56,296.50	59,104.50	62,107.50	65,227.50	68,503.50	71,955.00
Bi-Weekly		2,061.75	2,165.25	2,273.25	2,388.75	2,508.75	2,634.75	2,767.50
7.5 Hr Hourly		27.49	28.87	30.31	31.85	33.45	35.13	36.90
7.5 Hr OT		41.24	43.31	45.47	47.78	50.18	52.70	55.35
	14	48,711.00	51,168.00	53,722.50	56,433.00	59,280.00	62,263.50	65,383.50
Bi-Weekly		1,873.50	1,968.00	2,066.25	2,170.50	2,280.00	2,394.75	2,514.75
7.5 Hr Hourly		24.98	26.24	27.55	28.94	30.40	31.93	33.53
7.5 Hr OT		37.47	39.36	41.33	43.41	45.60	47.90	50.30
	13	44,284.50	46,488.00	48,828.00	51,285.00	53,878.50	56,608.50	59,436.00
Bi-Weekly		1,703.25	1,788.00	1,878.00	1,972.50	2,072.25	2,177.25	2,286.00
7.5 Hr Hourly		22.71	23.84	25.04	26.30	27.63	29.03	30.48
7.5 Hr OT		34.07	35.76	37.56	39.45	41.45	43.55	45.72
	12	40,248.00	42,276.00	44,401.50	46,624.50	48,964.50	51,441.00	54,034.50
Bi-Weekly		1,548.00	1,626.00	1,707.75	1,793.25	1,883.25	1,978.50	2,078.25
7.5 Hr Hourly		20.64	21.68	22.77	23.91	25.11	26.38	27.71
7.5 Hr OT		30.96	32.52	34.16	35.87	37.67	39.57	41.57

2025 FRANKLIN COUNTY LOCAL 874-CH 8 HOUR MATRIX (Effective 01/01/2025)

Annual amounts are based on 2080 hours/year

		1	2	3	4	5	6	7
	18	76,128.00	79,934.40	83,969.60	88,192.00	92,622.40	97,281.60	102,190.40
Bi-Weekly		2,928.00	3,074.40	3,229.60	3,392.00	3,562.40	3,741.60	3,930.40
8 Hr Hourly		36.60	38.43	40.37	42.40	44.53	46.77	49.13
8 Hr OT		54.90	57.65	60.56	63.60	66.80	70.16	73.70
	17	69,201.60	72,654.40	76,294.40	80,163.20	84,198.40	88,420.80	92,913.60
Bi-Weekly		2,661.60	2,794.40	2,934.40	3,083.20	3,238.40	3,400.80	3,573.60
8 Hr Hourly		33.27	34.93	36.68	38.54	40.48	42.51	44.67
8 Hr OT		49.91	52.40	55.02	57.81	60.72	63.77	67.01
	16	62,899.20	66,040.00	69,368.00	72,904.00	76,564.80	80,392.00	84,448.00
Bi-Weekly		2,419.20	2,540.00	2,668.00	2,804.00	2,944.80	3,092.00	3,248.00
8 Hr Hourly		30.24	31.75	33.35	35.05	36.81	38.65	40.60
8 Hr OT		45.36	47.63	50.03	52.58	55.22	57.98	60.90
	15	57,179.20	60,049.60	63,044.80	66,248.00	69,576.00	73,070.40	76,752.00
Bi-Weekly		2,199.20	2,309.60	2,424.80	2,548.00	2,676.00	2,810.40	2,952.00
8 Hr Hourly		27.49	28.87	30.31	31.85	33.45	35.13	36.90
8 Hr OT		41.24	43.31	45.47	47.78	50.18	52.70	55.35
	14	51,958.40	54,579.20	57,304.00	60,195.20	63,232.00	66,414.40	69,742.40
Bi-Weekly		1,998.40	2,099.20	2,204.00	2,315.20	2,432.00	2,554.40	2,682.40
8 Hr Hourly		24.98	26.24	27.55	28.94	30.40	31.93	33.53
8 Hr OT		37.47	39.36	41.33	43.41	45.60	47.90	50.30
	13	47,236.80	49,587.20	52,083.20	54,704.00	57,470.40	60,382.40	63,398.40
Bi-Weekly		1,816.80	1,907.20	2,003.20	2,104.00	2,210.40	2,322.40	2,438.40
8 Hr Hourly		22.71	23.84	25.04	26.30	27.63	29.03	30.48
8 Hr OT		34.07	35.76	37.56	39.45	41.45	43.55	45.72
	12	42,931.20	45,094.40	47,361.60	49,732.80	52,228.80	54,870.40	57,636.80
Bi-Weekly		1,651.20	1,734.40	1,821.60	1,912.80	2,008.80	2,110.40	2,216.80
8 Hr Hourly		20.64	21.68	22.77	23.91	25.11	26.38	27.71
8 Hr OT		30.96	32.52	34.16	35.87	37.67	39.57	41.57

2026 FRANKLIN COUNTY LOCAL 874-CH 7.5 HOUR MATRIX (Effective 01/01/2026)

Annual amounts are based on 1950 hours/year

		1	2	3	4	5	6	7
	18	73,885.50	77,571.00	81,490.50	85,585.50	89,875.50	94,399.50	99,157.50
Bi-Weekly		2,841.75	2,983.50	3,134.25	3,291.75	3,456.75	3,630.75	3,813.75
7.5 Hr Hourly		37.89	39.78	41.79	43.89	46.09	48.41	50.85
7.5 Hr OT		56.84	59.67	62.69	65.84	69.14	72.62	76.28
	17	67,158.00	70,512.00	74,041.50	77,785.50	81,705.00	85,800.00	90,168.00
Bi-Weekly		2,583.00	2,712.00	2,847.75	2,991.75	3,142.50	3,300.00	3,468.00
7.5 Hr Hourly		34.44	36.16	37.97	39.89	41.90	44.00	46.24
7.5 Hr OT		51.66	54.24	56.96	59.84	62.85	66.00	69.36
	16	61,035.00	64,096.50	67,314.00	70,746.00	74,295.00	78,019.50	81,958.50
Bi-Weekly		2,347.50	2,465.25	2,589.00	2,721.00	2,857.50	3,000.75	3,152.25
7.5 Hr Hourly		31.30	32.87	34.52	36.28	38.10	40.01	42.03
7.5 Hr OT		46.95	49.31	51.78	54.42	57.15	60.02	63.05
	15	55,497.00	58,285.50	61,191.00	64,291.50	67,528.50	70,902.00	74,490.00
Bi-Weekly		2,134.50	2,241.75	2,353.50	2,472.75	2,597.25	2,727.00	2,865.00
7.5 Hr Hourly		28.46	29.89	31.38	32.97	34.63	36.36	38.20
7.5 Hr OT		42.69	44.84	47.07	49.46	51.95	54.54	57.30
	14	50,427.00	52,962.00	55,614.00	58,422.00	61,366.50	64,447.50	67,684.50
Bi-Weekly		1,939.50	2,037.00	2,139.00	2,247.00	2,360.25	2,478.75	2,603.25
7.5 Hr Hourly		25.86	27.16	28.52	29.96	31.47	33.05	34.71
7.5 Hr OT		38.79	40.74	42.78	44.94	47.21	49.58	52.07
	13	45,844.50	48,126.00	50,544.00	53,098.50	55,770.00	58,597.50	61,522.50
Bi-Weekly		1,763.25	1,851.00	1,944.00	2,042.25	2,145.00	2,253.75	2,366.25
7.5 Hr Hourly		23.51	24.68	25.92	27.23	28.60	30.05	31.55
7.5 Hr OT		35.27	37.02	38.88	40.85	42.90	45.08	47.33
	12	41,671.50	43,758.00	45,961.50	48,262.50	50,680.50	53,254.50	55,926.00
Bi-Weekly		1,602.75	1,683.00	1,767.75	1,856.25	1,949.25	2,048.25	2,151.00
7.5 Hr Hourly		21.37	22.44	23.57	24.75	25.99	27.31	28.68
7.5 Hr OT		32.06	33.66	35.36	37.13	38.99	40.97	43.02

2026 FRANKLIN COUNTY LOCAL 874-CH 8 HOUR MATRIX (Effective 01/01/2026)

Annual amounts are based on 2080 hours/year

		1	2	3	4	5	6	7
	18	78,811.20	82,742.40	86,923.20	91,291.20	95,867.20	100,692.80	105,768.00
Bi-Weekly		3,031.20	3,182.40	3,343.20	3,511.20	3,687.20	3,872.80	4,068.00
8 Hr Hourly		37.89	39.78	41.79	43.89	46.09	48.41	50.85
8 Hr OT		56.84	59.67	62.69	65.84	69.14	72.62	76.28
	17	71,635.20	75,212.80	78,977.60	82,971.20	87,152.00	91,520.00	96,179.20
Bi-Weekly		2,755.20	2,892.80	3,037.60	3,191.20	3,352.00	3,520.00	3,699.20
8 Hr Hourly		34.44	36.16	37.97	39.89	41.90	44.00	46.24
8 Hr OT		51.66	54.24	56.96	59.84	62.85	66.00	69.36
	16	65,104.00	68,369.60	71,801.60	75,462.40	79,248.00	83,220.80	87,422.40
Bi-Weekly		2,504.00	2,629.60	2,761.60	2,902.40	3,048.00	3,200.80	3,362.40
8 Hr Hourly		31.30	32.87	34.52	36.28	38.10	40.01	42.03
8 Hr OT		46.95	49.31	51.78	54.42	57.15	60.02	63.05
	15	59,196.80	62,171.20	65,270.40	68,577.60	72,030.40	75,628.80	79,456.00
Bi-Weekly		2,276.80	2,391.20	2,510.40	2,637.60	2,770.40	2,908.80	3,056.00
8 Hr Hourly		28.46	29.89	31.38	32.97	34.63	36.36	38.20
8 Hr OT		42.69	44.84	47.07	49.46	51.95	54.54	57.30
	14	53,788.80	56,492.80	59,321.60	62,316.80	65,457.60	68,744.00	72,196.80
Bi-Weekly		2,068.80	2,172.80	2,281.60	2,396.80	2,517.60	2,644.00	2,776.80
8 Hr Hourly		25.86	27.16	28.52	29.96	31.47	33.05	34.71
8 Hr OT		38.79	40.74	42.78	44.94	47.21	49.58	52.07
	13	48,900.80	51,334.40	53,913.60	56,638.40	59,488.00	62,504.00	65,624.00
Bi-Weekly		1,880.80	1,974.40	2,073.60	2,178.40	2,288.00	2,404.00	2,524.00
8 Hr Hourly		23.51	24.68	25.92	27.23	28.60	30.05	31.55
8 Hr OT		35.27	37.02	38.88	40.85	42.90	45.08	47.33
	12	44,449.60	46,675.20	49,025.60	51,480.00	54,059.20	56,804.80	59,654.40
Bi-Weekly		1,709.60	1,795.20	1,885.60	1,980.00	2,079.20	2,184.80	2,294.40
8 Hr Hourly		21.37	22.44	23.57	24.75	25.99	27.31	28.68
8 Hr OT		32.06	33.66	35.36	37.13	38.99	40.97	43.02

Appendix B - SALARY ADMINISTRATION

COVERAGE.

This policy covers the departments of Franklin County recognized under Article 2 of this Agreement.

SALARY STRUCTURE.

Each grade has seven salary steps, "1" through "7". The job description determines the grade of the specific job and the qualifications required. The salary step is determined by the specific qualifications and level of performance of the individual employee based in part on length of service together with an annual employee performance evaluation by the Department Head or Elected Official. The performance evaluation will be compiled on all employees as follows:

New Employee: Thirty (30) days prior to completion of probation.

Regular Employee:

- a. At least annually; and
- b. Within thirty (30) days prior to the employee's anniversary date.

If an employee has sufficient length of service to be eligible for a step increase as well as a favorable evaluation, the Department Head or Elected Official will submit a Personnel Action Form to Human Resources. If a step increase is not recommended by the Department Head or Elected Official, when an employee is eligible, the employee will be advised of this decision in writing setting forth the reasons for denying the step increase. Should the employee feel this decision is without merit, the employee may follow the grievance procedure outlined Article 16 of this Agreement.

If authorized by the Department Head or Elected Official the employee shall receive step increases effective the first day of the month of the employee's anniversary date.

SALARY ADJUSTMENTS.

a. Within Grade:

1. Regular Full-Time and Part-Time: Normally, a new regular full-time employee will start at Step 1.

Under special circumstances, and with the approval of the Board of Commissioners, the Department Head or Elected Official may start an employee at one of the higher salary steps based on qualifications and prior experience.

2. Temporary: Except as provided in the next paragraph, temporary employees' movement through the salary schedule shall be based upon accumulated time worked. The time accumulated to move through the salary schedule shall be equal to the time accumulated by a regular full-time employee to move through the salary schedule.
3. Upon completion of any six (6) month probation period, the employee will be granted an evaluation, and upon successful evaluation shall be granted a step increase.

Progression may be made earlier than the service times indicated above in cases where the Department Head or Elected Official believes the employee's sustained performance is sufficiently above normal and the progression is approved by the Board of Commissioners. Employees considered for early progression shall be limited to no more than two additional steps progression every year. If denied progression by the Board of Commissioners notification of such denial shall be in writing to the employee.

b. To a Higher Grade

An employee may be promoted to a higher grade when the employee's qualifications are commensurate with the requirements of such higher grade and a vacancy exists or a new position has been created and classified. Promotions to a higher grade will be made at the salary step with a salary immediately higher than the employee's salary at the lower grade, and the employee's anniversary date shall be adjusted to reflect the effective date of the promotion.

c. Transfer

A request for reassignment to a different position or classification where a vacancy exists and/or a new position has been created, when there is no change in pay grade. An employee transferred shall be paid at the employee's current salary step. An employee's anniversary date for movement in the pay plan will not change when a transfer occurs.

Appendix B-1 – POSITION CLASSIFICATION

Department	Job Title	Grade Placement
Assessor	GIS Specialist	17
	GIS Tech/Cartographer	16
	Senior Deputy Assessor	16
	Deputy Assessor	14
Auditor	Financial Specialist	16
	Accounting Assistant IV	15
	Payroll Specialist	14
	Bilingual Program Coordinator	14
	Licensing Lead	14
	Accounting Assistant II	13
	Elections Assistant	13
	Recording Lead	13
	Customer Service Representative	12
Clerk	Senior Deputy Clerk	15
	Deputy Clerk, LPA II	13
District Court	Probation Compliance Clerk	13
	Criminal Clerk	13
	District Court Clerk	12
WSU Extension	Office Manager	14
	Program Support Specialist	12
Information Services	IS Coordinator	14
Planning/Building	Permit Technician	14
	Plan and Build Services Specialist	13
	Office Assistant	12
Prosecuting Attorney	Systems Administrator	15
	Legal Secretary IV	14
	Crime Victim Witness Coordinator	13
	Legal Secretary III	13
Public Works	Project Program Manager	18
	Engineer Tech III	16
	Engineer Tech II	15
	Engineer Tech I	14
Treasurer	Accounting Investment Specialist	16
	Senior Deputy Treasurer	16
	Accounting Specialist	15
	Foreclosure/Information Deputy	15
	Deputy Treasurer - Cashier/Fin Spec	12