

**2018 Memorandum of Agreement
BY AND BETWEEN
BOARD OF COUNTY COMMISSIONERS/YAKIMA COUNTY CLERK
AND
TEAMSTERS LOCAL UNION #760
Affiliated with the International Brotherhood of Teamsters
REPRESENTING
County Clerk Supervisory Employees**

For CBA effective January 1, 2018 through December 31, 2019

Yakima County, hereinafter referred to as the Employer, and Teamsters Local Union No. 760 representing County Clerk Supervisory Employees, hereinafter referred to as the Union, agree to adopt this Memorandum of Agreement (MOA) and agree that the provisions of this MOA will be included as part of the 2018-2019 and any subsequent Collective Bargaining Agreement (CBA).

This MOA memorializes the agreements between the Employer and the Union regarding the issues described below, and the parties acknowledge that these issues have been agreed upon based on negotiated language in accordance with RCW 41.56.

The Employer and the Union agree that the provisions as set forth in this MOA supersede any conflicting provisions in the Collective Bargaining Agreement (CBA) covering the period of January 1, 2018 to December 31, 2019.

The following language will replace Article 20 – Salaries, effective September 1, 2018.

ARTICLE 20 - SALARIES

- 20.1 The Pay Plan(s) for 2018 is/are set forth in Exhibit "A," which is/are attached hereto and incorporated herein by reference.
- 20.2 The Pay Plan Structure for 2018 and 2019 is set forth in Exhibit "B," which is attached hereto and incorporated herein by reference.

Effective April 1, 2018, the Employer will implement a two percent (2.0%) general increase to the Pay Plan.

Effective September 1, 2018, DBM C43 will be added to the Pay Plan.

Effective April 1, 2019, the Employer will implement one increment for 2019 only. Employees hired on or before October 1, 2018, shall be eligible to advance one increment, if available, effective April 1, 2019. An increment is "available" if the employee has not reached the maximum increment allowed as set forth in Exhibit "B" 1. A., which is attached hereto and incorporated by reference. Employees hired after October 1, 2018, shall not be eligible for an increment advancement in 2019. For 2019 only, employees at Increment 14 before April 1, 2019, shall receive a one-time lump sum payment based on point eight four percent (0.84%) of

their annual salary less normal deductions. This one-time lump sum payment will be paid in April earnings, May 10th paycheck. The Human Resources Department will determine those employees who are eligible to receive the one-time lump sum payment less normal deductions. There shall be no increment after April 1, 2019.

No employee shall receive an increment advancement after April 1, 2019.

All calculations shall be determined by the Human Resources Department.

- 20.3 The administration of the pay plan contained in this Article shall be conducted by and subject to the determinations of the Yakima County Human Resources Department.
- 20.4 The bargaining units made the choice to accept the Employer package proposal of two percent (2.0%) general increase effective April 1, 2018, and one increment effective April 1, 2019, for those eligible and a lump sum for those employees topped out in accordance with Exhibit “B” for April earnings, May 10th paycheck. In future negotiations for 2020 and beyond, the bargaining units recognize they made the choice in lieu of other packages. When the parties negotiate for the 2020 CBA and beyond, the valuation of the bargaining units’ choice will be included in discussions about future wages and benefits.
- 20.5 Effective in 2018, the task force of bargaining unit representatives and management established in 2017 (established at the 2017 Task Force on Benefits and Salary), as well as the Salary Committee, will be maintained to engage in informational only discussions about the outcome of survey conducted by the HR Department, addressed as Exhibit “B.” These informational discussions are not to be interpreted nor to be construed to mean that the Employer is agreeing to negotiate about the market survey, comparables, the survey’s provisions and procedures. Each CBA already states that the market survey is for only informational purposes, and there is no obligation on the part of the Employer to negotiate about and implement the results of any survey.
- 20.5.1 Beginning in 2018 with a frequency of every four (4) years, a full/in-depth survey will be conducted by the HR Department using the six (6) comparable counties discussed. The six (6) comparable counties are: Benton, Spokane, Kitsap, Thurston, Whatcom, and Grant. For the in-between years (2019, 2020, 2021), a basic touchpoint will be conducted with the sole purpose of gauging the trend in the market. There were 37 jobs identified by the salary committee and task force to be included in the survey. See attachment for list of jobs. The methodology used for analysis will remain the same as outlined in HR 001 Class and Compensation Policy.
- 20.5.2 The HR Department will determine the frequency of meetings with the respective committee and task force members. Notice of meetings will be provided in advance of meetings.

IN WITNESS WHEREOF, the parties have agreed to this Agreement on this _____ day of _____, 2018.

FOR THE UNION:

Teamsters Local Union No. 760

Leonard Crouch, Secretary/Treasurer

FOR THE EMPLOYER:

Board of Yakima County Commissioners

Ron Anderson, Chairman

Michael D. Leita, Commissioner

J. Rand Elliott, Commissioner

Janelle Riddle, County Clerk

Jacqui Lindsay, Human Resources Director

Adopted Copy Available at
Yakima County Human Resources
128 N. 2nd Street, Room B27
Yakima, WA 98901

EXHIBIT "A"
2018 Pay Plan
Clerk's Office - Supervisors
Effective January 1, 2018

Pay Grade		Increment 1	Increment 2	Increment 3	Increment 4	Increment 5	Increment 6	Increment 7	Increment 8	Increment 9	Increment 10	Increment 11	Increment 12	Increment 13	Increment 14
8 hr	YR	40,069	40,941	41,838	42,747	43,680	44,638	45,608	46,601	47,619	48,662	49,728	50,819	51,934	53,073
8 hr	MO	3,339	3,412	3,487	3,562	3,640	3,720	3,801	3,883	3,968	4,055	4,144	4,235	4,328	4,423
B23	HR	19.26	19.68	20.11	20.55	21.00	21.46	21.93	22.40	22.89	23.40	23.91	24.43	24.97	25.52
7.5 hr	MO	3,130	3,199	3,269	3,340	3,413	3,487	3,563	3,641	3,720	3,802	3,885	3,970	4,057	4,146
7.5 hr	YR	37,564	38,383	39,223	40,076	40,950	41,848	42,757	43,689	44,643	45,620	46,620	47,643	48,688	49,756
8 hr	YR	45,305	46,141	46,989	47,850	48,735	49,631	50,540	51,474	52,419	53,376	54,358	55,352	56,370	57,400
8 hr	MO	3,775	3,845	3,916	3,987	4,061	4,136	4,212	4,289	4,368	4,448	4,530	4,613	4,698	4,783
B24/B31	HR	21.78	22.18	22.59	23.00	23.43	23.86	24.30	24.75	25.20	25.66	26.13	26.61	27.10	27.60
7.5 hr	MO	3,539	3,605	3,671	3,738	3,807	3,877	3,948	4,021	4,095	4,170	4,247	4,324	4,404	4,484
7.5 hr	YR	42,473	43,257	44,052	44,859	45,689	46,529	47,382	48,257	49,143	50,040	50,961	51,893	52,847	53,813
8 hr	YR	50,031	50,904	51,789	52,686	53,607	54,540	55,485	56,455	57,437	58,443	59,461	60,503	61,557	62,636
8 hr	MO	4,169	4,242	4,316	4,390	4,467	4,545	4,624	4,705	4,786	4,870	4,955	5,042	5,130	5,220
B25/B32	HR	24.05	24.47	24.90	25.33	25.77	26.22	26.68	27.14	27.61	28.10	28.59	29.09	29.59	30.11
7.5 hr	MO	3,909	3,977	4,046	4,116	4,188	4,261	4,335	4,411	4,487	4,566	4,645	4,727	4,809	4,893
7.5 hr	YR	46,904	47,723	48,552	49,393	50,256	51,131	52,018	52,927	53,847	54,790	55,744	56,722	57,710	58,721

EXHIBIT "A"
2018 Pay Plan
Clerk's Office - Supervisors
Effective April 1, 2018

Pay Grade		Increment 1	Increment 2	Increment 3	Increment 4	Increment 5	Increment 6	Increment 7	Increment 8	Increment 9	Increment 10	Increment 11	Increment 12	Increment 13	Increment 14
8 hr	YR	40,870	41,760	42,675	43,602	44,554	45,531	46,520	47,533	48,572	49,635	50,723	51,836	52,973	54,135
8 hr	MO	3,406	3,480	3,556	3,634	3,713	3,794	3,877	3,961	4,048	4,136	4,227	4,320	4,414	4,511
B23	HR	19.65	20.08	20.52	20.96	21.42	21.89	22.37	22.85	23.35	23.86	24.39	24.92	25.47	26.03
7.5 hr	MO	3,193	3,263	3,334	3,406	3,481	3,557	3,634	3,714	3,795	3,878	3,963	4,050	4,139	4,229
7.5 hr	YR	38,316	39,150	40,008	40,877	41,769	42,685	43,612	44,563	45,536	46,533	47,553	48,596	49,662	50,752
8 hr	YR	46,211	47,064	47,929	48,807	49,709	50,624	51,551	52,503	53,467	54,444	55,445	56,459	57,498	58,548
8 hr	MO	3,851	3,922	3,994	4,067	4,142	4,219	4,296	4,375	4,456	4,537	4,620	4,705	4,791	4,879
B24/B31	HR	22.22	22.63	23.04	23.46	23.90	24.34	24.78	25.24	25.71	26.18	26.66	27.14	27.64	28.15
7.5 hr	MO	3,610	3,677	3,744	3,813	3,884	3,955	4,027	4,102	4,177	4,253	4,332	4,411	4,492	4,574
7.5 hr	YR	43,322	44,122	44,933	45,756	46,602	47,460	48,329	49,222	50,126	51,041	51,980	52,930	53,904	54,889
8 hr	YR	51,032	51,922	52,825	53,739	54,679	55,631	56,595	57,584	58,585	59,611	60,650	61,713	62,789	63,889
8 hr	MO	4,253	4,327	4,402	4,478	4,557	4,636	4,716	4,799	4,882	4,968	5,054	5,143	5,232	5,324
B25/B32	HR	24.53	24.96	25.40	25.84	26.29	26.75	27.21	27.68	28.17	28.66	29.16	29.67	30.19	30.72
7.5 hr	MO	3,987	4,056	4,127	4,198	4,272	4,346	4,421	4,499	4,577	4,657	4,738	4,821	4,905	4,991
7.5 hr	YR	47,842	48,677	49,523	50,381	51,261	52,154	53,058	53,985	54,924	55,886	56,859	57,856	58,864	59,896

EXHIBIT "A"
2018 Pay Plan
Clerk's Office - Supervisors
Effective September 1, 2018

Pay Grade		Increment	Increment	Increment	Increment	Increment	Increment	Increment	Increment	Increment	Increment	Increment	Increment	Increment	Increment
		1	2	3	4	5	6	7	8	9	10	11	12	13	14
8 hr	YR	40,870	41,760	42,675	43,602	44,554	45,531	46,520	47,533	48,572	49,635	50,723	51,836	52,973	54,135
8 hr	MO	3,406	3,480	3,556	3,634	3,713	3,794	3,877	3,961	4,048	4,136	4,227	4,320	4,414	4,511
B23	HR	19.65	20.08	20.52	20.96	21.42	21.89	22.37	22.85	23.35	23.86	24.39	24.92	25.47	26.03
7.5 hr	MO	3,193	3,263	3,334	3,406	3,481	3,557	3,634	3,714	3,795	3,878	3,963	4,050	4,139	4,229
7.5 hr	YR	38,316	39,150	40,008	40,877	41,769	42,685	43,612	44,563	45,536	46,533	47,553	48,596	49,662	50,752
8 hr	YR	46,211	47,064	47,929	48,807	49,709	50,624	51,551	52,503	53,467	54,444	55,445	56,459	57,498	58,548
8 hr	MO	3,851	3,922	3,994	4,067	4,142	4,219	4,296	4,375	4,456	4,537	4,620	4,705	4,791	4,879
B24/B31	HR	22.22	22.63	23.04	23.46	23.90	24.34	24.78	25.24	25.71	26.18	26.66	27.14	27.64	28.15
7.5 hr	MO	3,610	3,677	3,744	3,813	3,884	3,955	4,027	4,102	4,177	4,253	4,332	4,411	4,492	4,574
7.5 hr	YR	43,322	44,122	44,933	45,756	46,602	47,460	48,329	49,222	50,126	51,041	51,980	52,930	53,904	54,889
8 hr	YR	51,032	51,922	52,825	53,739	54,679	55,631	56,595	57,584	58,585	59,611	60,650	61,713	62,789	63,889
8 hr	MO	4,253	4,327	4,402	4,478	4,557	4,636	4,716	4,799	4,882	4,968	5,054	5,143	5,232	5,324
B25/B32	HR	24.53	24.96	25.40	25.84	26.29	26.75	27.21	27.68	28.17	28.66	29.16	29.67	30.19	30.72
7.5 hr	MO	3,987	4,056	4,127	4,198	4,272	4,346	4,421	4,499	4,577	4,657	4,738	4,821	4,905	4,991
7.5 hr	YR	47,842	48,677	49,523	50,381	51,261	52,154	53,058	53,985	54,924	55,886	56,859	57,856	58,864	59,896
8 hr	YR	59,574	60,798	62,047	63,320	64,618	65,953	67,313	68,698	70,107	71,554	73,025	74,533	76,078	77,648
8 hr	MO	4,965	5,067	5,171	5,277	5,385	5,496	5,609	5,725	5,842	5,963	6,085	6,211	6,340	6,471
C43	HR	28.64	29.23	29.83	30.44	31.07	31.71	32.36	33.03	33.71	34.40	35.11	35.83	36.58	37.33
7.5 hr	MO	4,654	4,750	4,847	4,947	5,048	5,153	5,259	5,367	5,477	5,590	5,705	5,823	5,944	6,066
7.5 hr	YR	55,851	56,998	58,169	59,363	60,580	61,831	63,106	64,404	65,725	67,081	68,461	69,875	71,323	72,795

EXHIBIT “B”
YAKIMACOUNTYTEAMSTERS LOCAL 760
CLERK’S SUPERVISORS UNIT

2018 – 2019 PAY PLAN STRUCTURE

1. Effective April 1, 2016, the following pay plan structure shall be implemented:
 - A. The range for each Band, Grade, and Subgrade (*i.e.*, B22, B23, B24, etc.) will be divided into 14 data points. The percent change between adjacent data points will be equal.
 - 1) Employees hired after December 31, 2011, may not progress above the ninth increment of their respective pay range for DBM levels A01, A11, A12, and A13.
 - 2) Employees hired after December 31, 2011, may not progress above the tenth increment of their respective pay range for DBM levels B21, B22, B23, B24, and B25.
 - 3) Employees hired after December 31, 2011, may not progress above the eleventh increment of their respective pay range for DBM levels C41, C42, C43, and C44.
 - 4) Employees hired after December 31, 2011, may not progress above the twelfth increment of the pay range for DBM level C45.
 - B. The first data point will represent the Market Entry Salary. The fourteenth data point will represent the Maximum Salary.
2. Effective April 1, 2018, the Employer will implement a two percent (2.0%) general increase to the Pay Plan.
3. Effective April 1, 2019, the Employer will implement one increment for 2019 only. Employees hired on or before October 1, 2018, shall be eligible to advance one increment, if available, on April 1, 2019. An increment is “available” if the employee has not reached the maximum increment allowed as set forth in 1. A., above. Employees hired after October 1, 2018, shall not be eligible for an increment advancement in 2019. For 2019 only, employees at Increment 14 before April 1, 2019, shall receive a one-time lump sum payment based on point eight four percent (0.84%) of their annual salary less normal deductions. This one-time lump sum payment will be paid in April earnings, May 10th paycheck.

<u>Topped Out One-Time Allocation Options</u> <u>Based on an 8.0 Hour Per Day Employee</u>		
2019 Increment		
DBM	0.8393%	
B23	\$454	0.8393%
B24/B31	\$491	0.8393%
B25/B32	\$536	0.8393%
Average/Total		0.84%
* Based on an 8.0 hour per day employee		

<u>Topped Out One-Time Allocation Options</u> <u>Based on a 7.5 Hour Per Day Employee</u>		
2019 Increment		
DBM	0.8393%	
B23	\$426	0.8393%
B24/B31	\$461	0.8393%
B25/B32	\$503	0.8393%
Average/Total		0.84%
* Based on a 7.5 hour per day employee		

4. No employee shall receive an increment advancement after April 1, 2019.
5. All calculations shall be determined by the Human Resources Department.

Salary Surveys

Pay ranges in the Yakima County compensation structure are determined by a comparison of Yakima County benchmark positions to the comparable labor market. The comparable labor market has been changed effective beginning in 2018 to only the following counties: Benton, Grant, Kitsap, Spokane, Thurston, and Whatcom. Beginning in 2018, the Yakima County Benchmark positions have been reduced from seventy-seven (77) to thirty-seven (37) positions. Determination of the market for each pay range is established by salary survey of the comparable counties and use of regression analysis methodology to establish a trend line for the Yakima County classifications in the Decision Band Method classification structure. The market survey includes benchmark classifications for each occupational group as well as all classifications with an existing market premium. Detailed market surveys will be conducted at least every four years for only informational purposes. Abbreviated market surveys of limited benchmarks, as determined by the HR Department, will be conducted every year for only informational purposes. Salary Survey information is intended to be used prospectively, and shall not be used in establishing pay plans for the same year during which the salary survey is conducted. The Union will receive a copy of the completed survey for their review within one (1) week of completion. This Salary Survey subject matter is subject to the provisions of Section 20.5.

Job Family	Classification	DBM	Selected
Administration - Clerical	Office Technician	A12	1
Administration - Clerical	Office Support Technician	A13	1
Administration - Clerical	Office Specialist	B21	1
Administration - Clerical	Office Coordinator	B22	1
Administration - Clerical	Office Supervisor	B25	1
Administration - Financial	Financial Technician	A13	1
Administration - Financial	Financial Specialist	B21	1
Administration - Financial	Accountant	C41	1
Administration - Financial	Senior Accountant	C43	1
Administration - Programs	Program Specialist	B22	1
Administration - Programs	Program Analyst	C42	1
Administration - Programs	Senior Program Analyst	C43	1
Appraisal Services	Appraiser	B23	1
Appraisal Services	Commercial Appraiser	B24	1
Community Development	Building Inspector	B25	1
Community Development	Plans Examiner	C42	1
Community Development	Senior Project Planner	C44	1
Computer Services	Computer Support Technician	B24	1
Computer Services	Technology Administrator	C43	1
Computer Services	Senior Technology Administrator	C45	1
Engineering	Senior Engineering Technician	B25	1
Engineering	Engineer I	C41	1
Engineering	Engineer II	C42	1
Engineering	Project Engineer	C44	1
Engineering	Senior Engineer	C45	1
Engineering	Senior Natural Resource Specialist	C45	1
Legal - Administration	Paralegal	B25	1
Legal - Law Enforcement	Juvenile Correction Officer (Detention Officer)	B22	1
Legal - Law Enforcement	Law Enforcement Dispatcher	B23	1
Legal - Law Enforcement	Probation Officer	C41	1
Trades - Construction	Road Maintenance Technician	B23	1
Trades - Construction	Mechanic	B24	1
Trades - Construction	Lead Road Maintenance Technician	B25	1
Trades - Maintenance	Maintenance Technician	A13	1
Trades - Maintenance	Maintenance Specialist	B21	1
Trades - Maintenance	Facilities Maintenance Technician	B23	1
Trades - Maintenance	Facilities Maintenance Specialist	B24	1
		TOTAL	37

Market Premiums

If the market compensation study determines that the trend line base salary range for a classification is 10% or more below the market target position's median at both entry and maximum, then the Union and the Employer shall meet to negotiate the appropriate method and economic adjustment (market premium or reclassification) for the classification. The results of the negotiation shall be applied in the following

fiscal year. If the Union and Employer agree that reclassification is appropriate, the reclassification shall occur in accordance with the County Classification and Compensation Policy (HR-001). If the Union and the employer agree that a Market Premium is appropriate, the negotiated market premium amount will be applied to the entire salary range for the classification. The base salary range for the classification will remain unchanged. This Market Premium subject matter is subject to the provisions of Section 20.5.

Job classifications with market premiums added to the base salary range will continue to be included in all comprehensive surveys of Decision Band Method classifications within the occupational group until such time as the base salary range for the classification is within 10% of the target market level for the classification. The market premium amounts for a classification may change up or down each time the market is studied depending upon the data received from the market compensation study for the classification. Should the market premium amount fall to less than 10% below the target market position of the County, then the market premium will be eliminated and the salary for individual positions will be the individual's current increment in the base salary range for the job classification. This paragraph is subject to the outcome of the provisions of Section 20.5.