

**2019 MEMORANDUM OF AGREEMENT**  
**BETWEEN**  
**BOARD OF COUNTY COMMISSIONERS OF YAKIMA COUNTY,**  
**And**  
**TEAMSTERS LOCAL UNION #760**  
**Affiliated with the International Brotherhood of Teamsters**  
**Representing County Clerk Non-Supervisory Employees**

Yakima County, hereinafter referred to as the Employer, and Teamsters Local Union No. 760 representing County Clerk Non-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 2019 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. This language will be incorporated into the subsequent agreement settled thereafter for 2020 and beyond.

This agreement comes as a result of the Employer's implementation of a new financial system known as Workday. Implementation of Workday is scheduled for July 1, 2020. This agreement stipulates the changes in Article 16 and Article 21 covering pay provisions related to pay periods, pay frequency and out of class pay.

**The following language will replace Article 16 Hours of Work and Overtime & Article 21 Pay Arrangements effective July 1, 2020.**

## **ARTICLE 16 - HOURS OF WORK AND OVERTIME**

16.10 **Out of Classification Work:** An employee who is assigned to work at a higher job classification for fourteen (14) or more consecutive calendar days will be paid at a standard flat rate of 7.5%, subject to Commissioner approval.

- a. An employee assigned to work in a job classification that is two (2) classification higher than their own for fourteen (14) or more consecutive calendar days will be paid at a standard 15.0% flat rate.
- b. An employee assigned to work in a job classification that is three (3) classification or higher than their own for fourteen (14) or more consecutive calendar days will be paid at a standard 20.0% flat rate cap.
- c. No employee can be paid more than the 20.0% flat rate cap for any reason.
- d. The language outlined in this section 16.10 is effective July 1, 2020. Any out of class pay assignments in place prior to July 1, 2020 will end on June 30, 2020. Departments that wish to continue the out of class assignment will submit a new request to continue the assignment for July 1, 2020 and going forward. Employees continuing such assignment will not be subject to a new eligibility period.

16.11 **No Pyramiding:** Compensation shall not be paid more than once for the same hours under any provision of this Article and this Agreement.

16.12 **Travel Time:**

- a. Time spent traveling during normal work hours is considered compensable work time as determined by the Fair Labor Standards Act (FLSA).
- b. If an overnight stay is required, time spent traveling outside normal working hours will be compensated if the traveler is operating a vehicle. Travel outside normal working hours as a passenger on either commercial or private transportation is not considered compensable work unless the employee is directly involved in an activity that benefits the employer.
- c. Time spent traveling outside normal working hours during day trips will be compensated at the regular hourly rate, unless said travel time causes the employee to exceed forty (40) hours total compensable time for the week. Travel time performed in excess of forty (40) hours per week will be compensated at the rate of one and one-half times the normal rate of pay.
- d. Mileage reimbursement at the time of implementation of this Agreement shall be at the current County rate. Maximum use shall be made by the County of County-owned vehicles in order to avoid use of the employee's vehicle whenever practical.

## ARTICLE 21 - PAY ARRANGEMENTS

21.1 Pay Period: Employees shall be paid on a semi-monthly (twice per month) basis.

- a. The first pay period will be the 1<sup>st</sup> through the 15<sup>th</sup> of the month.
- b. The second pay period will be the 16<sup>th</sup> through the last day of the month.
- c. Pay for work performed during the first pay period will be issued on the 24<sup>th</sup> of the month.
- d. Pay for work performed during the second pay period will be issued on the 10<sup>th</sup> of the month following the pay period.
- e. There shall be no deductions other than required by law or authorized by this Agreement or authorized in writing by the employee. Required and authorized deductions will be applied to each paycheck.
- f. There will no longer be an optional draw.
- g. All employees are required to provide information for direct deposit of their paycheck.

21.2 Employees shall be paid in conformity with the County's payroll system. There shall be no deductions other than those required by law or authorized by this Agreement, or authorized in writing by the employee.

21.3 Each employee shall receive an itemized statement of earnings and deductions specifying his/her wage rate, hours paid, and other compensation payable to him/her, as well as any and all deductions from his/her gross wages for the pay period.

21.4 Upon termination, an employee shall receive compensation due in accordance with the terms and conditions of this Agreement no later than the pay period following the termination.

**IN WITNESS WHEREOF**, the parties have agreed to this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**FOR TEAMSTERS LOCAL UNION #760:**

**FOR THE EMPLOYER:**

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Leonard J. Crouch  
Secretary-Treasurer

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

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Michael D. Leita, Chairman  
Yakima County Board of County Commissioner

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Norm Childress, Commissioner  
Yakima County Board of County Commissioner

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Ron Anderson, Commissioner  
Yakima County Board of County Commissioner

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Tracey Slagle, County Clerk

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Jacqui Lindsay, Human Resources Director