

**SNOHOMISH COUNTY PUBLIC UTILITY DISTRICT  
BOARD OF COMMISSIONERS REGULAR MEETING  
Everett Headquarters Building, 2320 California Street  
Zoom Online Platform Option Available**

**April 2, 2024**

**CONVENE REGULAR MEETING – 1:30 p.m. – Commission Meeting Room**

**Virtual Meeting Participation Information**

Join Zoom Meeting:

- Use link  
<https://us06web.zoom.us/j/85850285294?pwd=GqwPKcSHVIGgVzi4G8zoGlrBq1MMmg.knKnMrGT64oPZLWK>
- Dial in: (253) 215-8782
- Meeting ID: 996963
- Passcode: 858 5028 5294

**1. CEO/GENERAL MANAGER BRIEFING AND STUDY SESSION**

A. [2024 Legislative Session Key Legislation Recap](#)

**2. RECOGNITION/DECLARATIONS**

A. [Employee of the Month for April – Heather Grisolia](#)

**3. COMMENTS FROM THE PUBLIC**

If you are attending the meeting virtually (using the link or number provided above) please indicate that you would like to speak by clicking “raise hand” and the Board President will call on attendees to speak at the appropriate time. If you are joining by phone, dial \*9 to “raise hand.”

**4. CONSENT AGENDA**

- A. [Approval of Minutes for the Regular Meeting of March 19, 2024, the Special Meeting of March 22, 2024, and the Special Meeting of March 26, 2024](#)
- B. [Bid Awards, Professional Services Contracts and Amendments](#)
- C. [Consideration of Certification/Ratification and Approval of District Checks and Vouchers](#)

**5. ITEMS FOR INDIVIDUAL CONSIDERATION**

A. [Consideration of a Resolution Authorizing the Execution of a Collective Bargaining Agreement Between Public Utility District No. 1 of Snohomish County and the International Brotherhood of Electrical Workers, Local No. 77, for the Period of April 1, 2024, Through March 31, 2028](#)

**Continued →**

**6. CEO/GENERAL MANAGER REPORT**

**7. COMMISSION BUSINESS**

- A. Commission Reports
- B. Commissioner Event Calendar
- C. February 2024 District Performance Dashboard

**8. GOVERNANCE PLANNING**

- A. Governance Planning Calendar

**EXECUTIVE SESSION** – Recess into Executive Session to Discuss Legal Risks of Current Practice or Proposed Action – Training Center Room 1

**ADJOURNMENT**

April 3 - 5, 2024:

Public Power Council (PPC)/Pacific Northwest Utilities Conference Committee (PNUCC) Meetings (Virtual)

The next scheduled regular meeting is April 16, 2024

**Agendas can be found in their entirety on the Snohomish County Public Utility District No. 1 web page at [www.snopud.com](http://www.snopud.com). For additional information contact the Commission Office at 425.783.8611**



**BUSINESS OF THE COMMISSION**

Meeting Date: April 2, 2024

Agenda Item: 1

**TITLE**

CEO/General Manager’s Briefing and Study Session

**SUBMITTED FOR: Briefing and Study Session**

CEO/General Manager _____	John Haarlow _____	8473 _____
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing: _____		
Estimated Expenditure: _____		Presentation Planned <input type="checkbox"/>

**ACTION REQUIRED:**

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

**SUMMARY STATEMENT:**

Identify the relevant Board policies and impacts:

*Executive Limitations, EL-9, Communications and Support to the Board – the CEO/General Manager shall marshal for the board as many points of view, issues and options as needed for fully informed Board choices.*

*List Attachments:*

CEO/General Manager’s Briefing and Study Session attachments



# 2024 Legislative Session

Key Legislation Recap  
April 2, 2024

Ryan Collins  
State Government & External Affairs Specialist III



# Purpose

---

Provide a recap on Key State Legislation from the 2024 Legislative Session

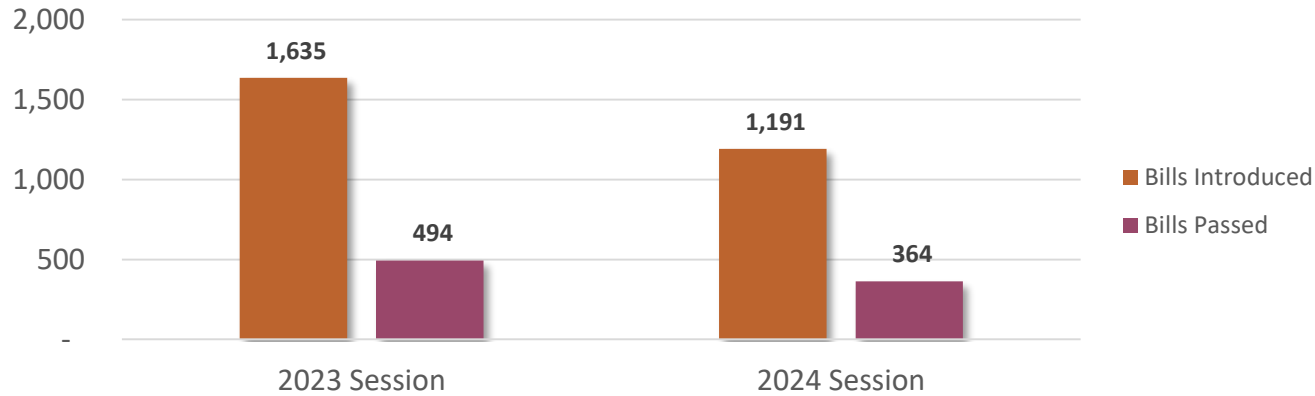
## Agenda

- 2024 Legislative Session Overview
- Key Legislation Review
- Budgets
- Questions / Discussion



# 2024 Legislative Session Overview

Biennium State Legislative Session Action Report



## Top Legislative Themes

Artificial Intelligence  
Housing  
Climate

## Snohomish PUD

- Updated CCA and CETA to optimize regulatory compliance and lower compliance costs.
- Solar consumer protections and expand energy efficiency programs.
- Bolstered engagement on workforce, water, technology, etc.

	2023 (Long Session)	2024 (Short Session)
Bills Reviewed	1,635	1,191
Bills Tracked	308	209
Key Legislation	8	10

# Key Legislation After Sine Die

	House of Origin			Opposite House			House of Origin Concurrence	Governor Signature
	Policy Cutoff (1/31)	Fiscal Cutoff (2/5)	Floor Vote (2/13)	Policy Cutoff (2/21)	Fiscal Cutoff (2/26)	Floor Vote (3/1)	Floor Vote (3/7)	
<b>GHG Disclosure Repeal</b> HB 1955	✓	✓	✓	✓	✓	✓	✓	✓
<b>PSE Decarbonization</b> SB 5562   HB 1589	✓	✓	✓	✓	✓	✓	✓	✓
<b>Transmission Workforce</b> HB 2082	✓	✗						
<b>Solar Consumer Protections</b> HB 2156	✓	✓	✓	✓	✓	✓	✓	✓
<b>Community Solar</b> HB 2253   SB 6113	✗							
<b>CCA Linkage</b> HB 2201   SB 6058	✓	✓	✓	✓	✓	✓	✓	✓
<b>Failing Water Systems</b> SB 6206	✗							
<b>3<sup>rd</sup> Party Navigator</b> HB 1391	✓	✓	✓	✓	✗			
<b>CCA Tax Exemption</b> HB 2199	✓	✓	✓	✓	✓	✓	✓	✓
<b>Trans. Electrification Strategy</b> SB 6304	✓	✓	✗					

# HB 1955 – Repealing the Greenhouse Gas Content Disclosure Provision

## GHG Disclosure Repeal

### Snohomish PUD Position

**Support**

### Impacts to Snohomish PUD

Currently the PUD is required to report GHG emissions under both CETA and the CCA. This legislation will eliminate the duplicate reporting.

### Bill Summary

- The legislation will repeal the Clean Energy Transformation Act (CETA) Greenhouse Gas (GHG) content calculation and reporting requirement for electric utilities.
- This comes at the request of the Department of Commerce (Commerce) and was spurred by the agency’s CETA interim assessment.
- Commerce concluded the CETA and Climate Commitment Act (CCA) requirements were duplicative.

### Commission Update 04/02/2024

- **Signed by the Governor on March 14, 2024.**
- **Effective Date June 6, 2024.**

### Commission Update 03/05/2024

- Voted off the Senate floor on February 28, 2024. (yeas 49: nays 0)
- Not amended in opposite chamber, therefore no need for a concurrence vote.
- The bill is pending delivery to the governor for his consideration.

### Commission Update 02/20/2024

- Received a [public hearing](#) in the Senate Environment, Energy & Technology Committee on February 14, 2024.
- The PUD signed-in support of the proposal during public testimony on February 14, 2024.





# HB 1589 – Supporting Washington’s Clean Energy Economy and Transitioning to a Clean, Affordable, and Reliable Energy Future

PSE Decarbonization

## Snohomish PUD Position

**Neutral**

## Impacts to Snohomish PUD

**In its final form, the bill creates planning requirements tailored to PSE and would not have any immediate impacts on PUD operations.**

**Future impacts remain unknown depending on if PSE moves to curtail its natural gas service.**

**To minimize any potential future challenges, several provisions were added to the bill which would give the PUD the opportunity to coordinate and manage the transition of dual-service gas customers with PSE and address potential timeline challenges were they to arise.**

## Bill Summary

- The bill, which was sought by Puget Sound Energy (PSE), the state’s largest investor-owned utility, will outline their path to ease out of the retail natural gas business.
- The bill will give the Utilities and Transportation Commission (UTC) the authority to consolidate PSE’s planning requirements for both gas and electric operations into a single integrated system plan (ISP) and rate structure.
- The legislation does not prohibit PSE from supplying natural gas but restricts incentives for gas customers.
- The bill includes certain requirements imbedded in the ISP process that PSE must adhere to such as lengthened timelines and a financial framework for how PSE can evaluate the costs of decarbonization while requiring PSE to certify a need for ownership of any new non-emitting generation.
- Requires PSE to coordinate with Consumer Owned Utilities (COUs) in dual service areas if plans for service change.

## Commission Update 04/02/2024

- **Signed by the Governor on March 28, 2024.**
- **Effective Date June 6, 2024.**

## Commission Update 03/05/2024

- The bill is on third reading on the Senate floor and could be voted on at any time.

## Commission Update 02/20/2024

- The House bill will be the vehicle for this policy. As such, the Senate bill will no longer advance.
- The bill was amended and voted out of the Senate Environment, Energy & Technology Committee on February 16, 2024.



# SHB 2156 – Providing Solar Consumer Protections

## Solar Consumer Protections

### Snohomish PUD Position

**Support**

### Impacts to Snohomish PUD

The legislation will require standardized solar installer contracts and formalize rules dictating interconnection approval, which should decrease the opportunity for miscommunication between the PUD, our customers, and solar installers.

### Bill Summary

- The legislation will require all solar installers in Washington State to be licensed as an electrical contractor if they sell or install solar energy systems that cost more than \$1,000.
- The bill will require solar installers selling or installing solar energy systems over \$1,000 to use a standardized solar energy installation contract with customers.
- The bill details provisions, notices, and disclosures that must be included in a solar installation contract.
- Will create private rights of action by solar customers under the Consumer Protection Act.
- The Department of Commerce held robust stakeholder discussions in advance the legislative session that informed specifics of the bill.

### Commission Update 04/02/2024

- **Signed by the Governor on March 28, 2024.**
- **Effective Date June 6, 2024.**

### Commission Update 03/05/2024

- The House bill will be the vehicle for this policy. As such, the Senate bill will no longer advance.
- Voted off the Senate floor on February 27, 2024. (yeas 49; nays 0)
- Not amended in opposite chamber, therefore no need for a concurrence vote.
- The bill is pending delivery to the governor for his consideration.

### Commission Update 02/20/2024

- Voted off the Senate floor on February 7, 2024. (yeas 48; nays 0)
- Voted off the House floor on February 8, 2024. (yeas 96; nays 0)
- The bill was voted out of the Senate Labor and Commerce Committee on February 15, 2024.



# E2SSB 6058 – Facilitating Linkage of Washington’s Carbon Markets with the California-Quebec Carbon Market

CCA Linkage

## Snohomish PUD Position

**Support**

## Impacts to Snohomish PUD

The legislation will impact the PUD’s generation planning, how we engage in organized markets outside of Washington, and modify how we comply with certain Climate Commitment Act (CCA) requirements.

The bill will increase the likelihood that BPA opts into the CCA, reducing the compliance cost for unspecified resources sold to the PUD.

## Bill Summary

- The legislation will allow the Department of Ecology to pursue (as well as withdraw from) linking the state’s carbon market with California and Québec.
- The bill is technical and modifies the definitions and policies related to out-of-state electricity imports, market participation, compliance instruments, and authorizes Ecology to establish Greenhouse Gas (GHG) emission reporting requirements but must use existing reporting requirements where possible.
- The bill allows the Department of Ecology to modify the length of CCA compliance periods to align with the other jurisdictions.
- The bill removes roadblocks preventing a federal power marketing administration (e.g., BPA) from voluntarily participating in the CCA, adds a definition for “wheeled electricity” and clarifies that unspecified electricity purchased from a federal marketing entity is only covered by the program if the total amount of electricity exceeds 25,000 tons.

## Commission Update 04/02/2024

- Signed by the Governor on March 28, 2024.
- Effective Date January 1, 2025, if Initiative 2117 (repeals the CCA) is not approved by voters in November 2024 general election.

## Commission Update 03/05/2024

- Amended and voted out of the House Appropriations Committee on February 26, 2024.
- Voted off the House floor on February 29, 2024. (yeas 57: nays 39)
- Amended in opposite chamber, therefore will need a concurrence vote.

## Commission Update 02/20/2024

- Amended and voted out of the Senate Ways and Means Committee on February 5, 2024.
- Amended and voted out of the House Appropriations Committee on February 5, 2024.
- Amended and voted off the Senate floor on February 12, 2024. (yeas 29; nays 20)



# EHB 2199 – Creating Business and Occupation and Public Utility Tax Exemptions for Certain Amounts Received...

## CCA Tax Exemption

### Snohomish PUD Position

**Support**

### Impacts to Snohomish PUD

The legislation will benefit the PUD by removing an unintended tax on the consignment or sale of Climate Commitment Act (CCA) no-cost allowances provided to the PUD under the law.

### Bill Summary

- The bill will create a Business and Occupation (B&O) tax and a Public Utility Tax (PUT) exemption for the sale or transfer of allowances under the CCA.
- The Department of Revenue determined that the sale, transfer, and consignment of no-cost allowances in CCA auctions were subject to the state’s B&O and PUT, which was not in line with the CCA’s legislative intent.
- Since introduction, the bill narrowed the eligibility of the tax exemption to entities that are required to participate in CCA allowance markets.

### Commission Update 04/02/2024

- **Signed by the Governor on March 15, 2024.**
- **Effective Date April 1, 2024.**

### Commission Update 03/05/2024

- Amended and voted out of the Senate Ways and Means Committee on February 26, 2024.
- The bill is on third reading on the Senate floor and could be voted on at any time.

### Commission Update 02/20/2024

- Amended and voted off the House floor on February 9, 2024. (yeas 97; nays 0)
- Received a public hearing in the Senate Environment, Energy, and Technology Committee on February 16, 2024.
- The PUD signed-in support during public testimony on February 16, 2024.



# Key Legislation That Did Not Pass in 2024

## **SHB 2082 – Assessing the Needs of the Electrical Transmission Industry**

Would instruct the Department of Commerce to conduct a study of the employment and workforce education needs of the electrical transmission industry and create a working group. While the bill did not pass the legislature, \$300,000 was appropriated in the 2024 Supplemental Operating Budget to achieve the same goal.

## **SB 6206 – Concerning Receivership of Public Water Systems**

Would require courts to appoint a Public Utility District or Water-Sewer District in which the water system is located to be the receiver of last resort if there is no other person willing and able to be named as receiver.

## **HB 2253 | SB 6113 – Concerning Fair Access to Community Solar**

Would establish a new community solar program that requires utilities to provide credits on customers' utility bills and would require participation by investor-owned utilities.

## **2SHB 1391 – Concerning Energy in Buildings**

Directs Commerce to establish a Statewide Building Energy Upgrade Navigator Program to provide outreach, and education on energy services to residential building owners and renters and owners. While the bill did not pass the legislature, \$2.5M was appropriated in the 2024 Supplemental Operating Budget to achieve the same goal.

## **2SHB 1391 – Implementing Certain Recommendations of the Transportation Electrification Strategy**

Implements certain recommendations provided by the state EV Council addressing electric vehicle supply equipment installation and inventorying, establishing energy efficiency standards for replacement tires on certain vehicles; enforcing anti-idling regulations for medium and heavy-duty vehicles and allowing for the direct sale to consumers of electric vehicles.

# Supplemental Budget Overview

## Low-Income Energy Assistance Credit - \$150 Million

Funding for utilities to provide one-time bill credits of \$200 to low-income and moderate-income residential electricity customers.

## Community Solar Resilience Hubs - \$38 Million

Grants to increase solar deployment and installation of battery storage in community buildings to enhance grid resiliency and backup power for critical needs.

## Energy Efficiency Navigator - \$2.5 Million

Funding for the Department of Commerce to build a web portal and for a marketing and outreach campaign.

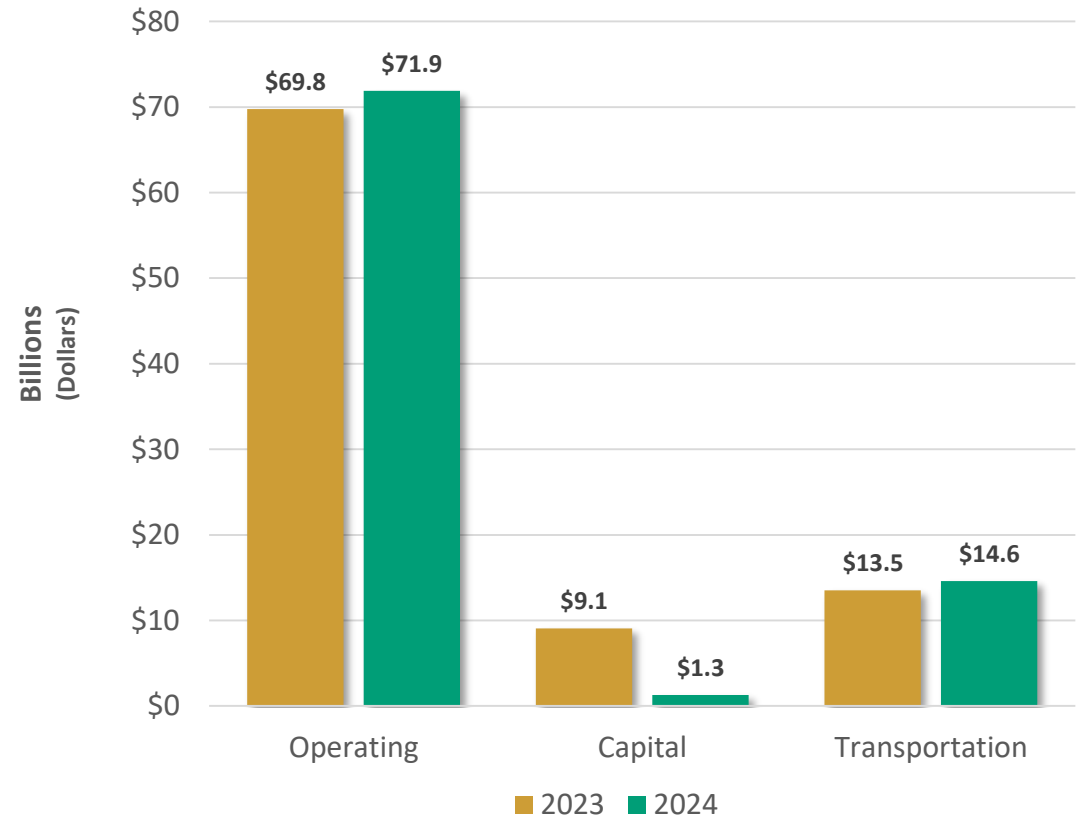
## Value of Solar Study - \$500 Thousand

Funding for the Department of Commerce and the Washington State Academy of Sciences to conduct a study to determine the value of distributed solar and storage in Washington.







## Transmission Workforce Study – \$275 Thousand

Funding for the Department of Commerce to convene an Electrical Transmission Workforce Needs workgroup that includes utilities and labor organizations.

2023 – 2024 Budget Spending



# Initiatives to the Legislature

	I – 2109	I – 2117	I – 2124
Summary	<p><b>Repeal of the Capital Gains Tax</b></p> <p>Repeals the state’s capital gains tax.</p>	<p><b>Repeal of Climate Commitment Act (CCA)</b></p> <p>Repeals the state’s cap and invest program and prohibits state agencies from imposing any type of carbon tax credit trading.</p>	<p><b>Opt-Out of State Long-term Care Program</b></p> <p>Allows individuals to opt out of the state’s Long-Term Care Program at any time.</p>
Legislative Action			
November Ballot			

A major topic of the 2024 Legislative Session was how the legislature would address six high profile initiatives aimed at rolling back recent laws enacted by the legislature.

As a primer, once the initiatives qualified, the legislature had three options:

- Ignore them. In this case, the initiative(s) will be on the ballot for voters to consider the following November.
- Propose an alternative. If this happens, the original qualified initiative and an alternative created by the legislature are both placed before voters at the next election.
- Approve them. In this case, initiatives approved by the legislature become law.

The three initiatives – I-2109, I-2117, I-2124 – that did not pass the legislature now move to the ballot for voters to consider this November.

If voters approve one or all of the initiatives, there would be a significant impact to the state’s budget for the foreseeable future.

**As an example, of the \$1.3B appropriated in the 2024 capital budget, \$684M originates from the CCA, meaning this funding would lapse were the CCA to be repealed.**

# Questions?

---





**BUSINESS OF THE COMMISSION**

Meeting Date: April 2, 2024

Agenda Item: 2A

**TITLE**

Employee of the Month for April – Heather Grisolia

**SUBMITTED FOR: Recognition/Declarations**

<u>Human Resources</u>	<u>Traci Brumbaugh</u>	<u>8626</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing: _____		
Estimated Expenditure: _____		Presentation Planned <input checked="" type="checkbox"/>

**ACTION REQUIRED:**

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

**SUMMARY STATEMENT:**

Identify the relevant Board policies and impacts:

Heather began her career with the PUD on July 6, 2021, as a Generation System Operator, which is the title she continues to hold today.

Heather will be presented by her manager Jessie Pittis, General Superintendent, Jackson Operations.

*List Attachments:*  
Employee Profile

Tucked away in the foothills surrounding Sultan, our Generation Team can occasionally be overlooked, despite the incredible contributions they make on a regular basis. This team must walk a careful tightrope balancing energy production with environmental stewardship, while always keeping a third eye keenly on the safety of employees and customers. This month's Employee of the Month is a critical member of that team and has been proclaimed "the Gold Standard" by her coworkers. Please join us in recognizing Heather Grisolia as April's Employee of the Month.

As a Generation System Operator, Heather assists with the start-up, shutdown, and troubleshooting for five hydroelectric plants and one bio-fuel plant. She coordinates between many departments to ensure safe operations for personnel and equipment, while maximizing generation as needed and minimizing down time.

"Generating and delivering power takes intense collaboration and communication between multiple parts of the organization. Heather has really excelled at improving communication and understanding between Power Scheduling and the Generation Team," said Jason Zyskowski, Assistant General Manager Generation, Power, Rates and Transmission Management. "She embodies our values of rising to challenges, serving with pride, and operating as a team. Heather has been an excellent addition to the Generation Team and is deserving of this recognition."

Heather is recognized by her colleagues for her extensive knowledge, willingness to roll up her sleeves and get the work done quickly and correctly, and her consistently positive attitude.

"I love it when Heather is on-call for alarms, as a fellow sleep deprived woman/mom, I hate to have to wake up anyone in the middle of the night. Heather is always chipper, alert, and half the time she is already investigating or has fixed the problem," said Sarah Guenzler, Power Scheduler.

Perhaps Heather's ability to be calm, focused and detail oriented under pressure comes from her experience as a Navy Sailor working in the engine rooms of Mother Nimitz, CVN 68. However, it might simply be because, as her manager Jessie Pittis, Generation Superintendent, puts it, "she's a rockstar."

"Heather is very dedicated," said Jessie. "When she's in the midst of making all the decisions required to keep us functioning, she's always very conscientious of the different variables, requirements, and agreements that we must adhere to. When she first started at the PUD, I was concerned that it would take anyone an extensive amount of time to get up to speed with all that we have to monitor, but she gained all that knowledge very quickly. She's been an incredible asset for our team from the beginning."

When asked what her biggest success has been at the PUD, Heather was quick to mention that the privilege of getting to work at the PUD was an accomplishment in itself. She also wanted to be sure to share the recognition with her team at Jackson.

"The Jackson Crew can really pull together to make my job easier," said Heather. "It is such a dance sometimes, but we are like a well-oiled machine. Schedule the power, make the power, distribute the power! It's awesome! I would also like to thank the Energy Control Center and Power Scheduling for putting up with all my funny, funny jokes. I know you are obligated to answer the phone when I call, but you really make my success here at PUD much easier."

Combined, the projects Heather works on deliver about 71MW of clean power to our customers annually. The work this team does is vital to our operations. Congratulations to Heather Grisolia on being the PUD's April Employee of the Month. Thank you for the work you and your colleagues do every day to keep the lights on, save our customers money, and help keep carbon out of our environment.

**COMMENTS FROM THE PUBLIC**



**BUSINESS OF THE COMMISSION**

Meeting Date: April 2, 2024

Agenda Item: 4A

**TITLE**

Approval of the Minutes for the Regular Meeting of March 19, 2024, the Special Meeting of March 22, 2024, and the Special Meeting of March 26, 2024

**SUBMITTED FOR: Consent Agenda**

Commission Allison Morrison 8037

Department Contact Extension

Date of Previous Briefing: \_\_\_\_\_

Estimated Expenditure: \_\_\_\_\_ Presentation Planned

**ACTION REQUIRED:**

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

**SUMMARY STATEMENT:**

Identify the relevant Board policies and impacts:

*Governance Process, Board Job Description: GP-3(4) a non-delegable, statutorily assigned Board duty as defined under RCW 54.12.090 – minutes.*

*List Attachments:*

Preliminary Minutes

**PRELIMINARY  
SNOHOMISH COUNTY PUBLIC UTILITY DISTRICT**

**Regular Meeting**

**March 19, 2024**

---

The Regular Meeting was convened by President Sidney Logan at 9:00 a.m. Those attending were Tanya Olson, Vice-President; Rebecca Wolfe, Secretary; CEO/General Manager John Haarlow; General Counsel Colin Willenbrock; Assistant General Managers John Hoffman, Guy Payne, and Jason Zyskowski; Chief Information Officer Kristi Sterling; other District staff; members of the public; Clerk of the Board Allison Morrison; and Deputy Clerk of the Board Jenny Rich.

**\* Items Taken Out of Order**

**\*\*Non-Agenda Items**

**1. CEO/GENERAL MANAGER BRIEFING AND STUDY SESSION**

\*\* CEO/General Manager John Haarlow introduced the new Water Utility Assistant General Manager Jeff Kallstrom to the Board.

A. Updates

1. Legislative. There were no questions on the report.
2. Other. There were no other reports.

B. Commercial Strategic Energy Management (CSEM) Agreement

Program Manager Kelsey Lewis provided the Board with the progress of the Commercial Strategic Energy Management (CSEM) program and a request for consideration of additional funds to be added to the current Professional Services Contract.

The next step would be consideration for approval of the contract amendment at the April 2, 2024, Commission meeting, to be effective April 15, 2024.

C. Surplus and Sale for Poplar Way Overpass Extension

This presentation was removed from the agenda and will be rescheduled for a future meeting.

D. Connect Up Quarterly Update

Senior Program Managers Kevin Lavering and Tim Epp provided an update on Connect Up, including the program's meter delivery and forecast, program schedule and budget review, and the deployment phase progress report.

The next steps included reviewing the feasibility of the DT-121 meter to the electric deployment plan, continuing to receive meter delivery forecasts from Sensus, continuing installation of the Base Station networks, continuing general meter deployment through 2026, and progression of the onboarding process for Electric Meter Exchangers.

The next Quarterly Update is scheduled for June 2024.

E. 2025 Integrated Resource Planning Kickoff

Utility Analyst Kris Scudder provided a presentation on the 2025 Integrated Resource Plan (IRP) Kickoff. The presentation included a review of what an IRP is, the 2025 IRP timeline which will include a 10-year Clean Energy Action Plan per the Clean Energy Transformation Act (CETA), and the planning process for public engagement.

The next step would be a Commission briefing during the Summer or Fall of 2024.

The meeting recessed at 10:04 a.m.

### **RECONVENE REGULAR MEETING**

The Regular Meeting was reconvened by President Sidney Logan at 1:30 p.m. Those attending were Tanya Olson, Vice-President; Rebecca Wolfe, Secretary; CEO/General Manager John Haarlow; General Counsel Colin Willenbrock; Assistant General Managers John Hoffman, and Guy Payne; Chief Financial Officer Scott Jones (virtually); Chief Information Officer Kristi Sterling; other District staff; members of the public; Clerk of the Board Allison Morrison; and Deputy Clerk of the Board Jenny Rich.

**\* Items Taken Out of Order**

**\*\*Non-Agenda Items**

Changes to the agenda were made as follows: Add item 05A.03 "AT PLACES" Amended Page 1 Exhibit A on Disposal of Surplus Property – 2<sup>nd</sup> Quarter 2024.

### **2. RECOGNITION/DECLARATIONS**

A. Team of the Month for March - 2023 Energy Block Party Planning Team

The 2023 Energy Block Party Planning Team was recognized as the Team of the Month for March.

### **3. COMMENTS FROM THE PUBLIC**

There were no comments from the public.

**4. CONSENT AGENDA**

A. Approval of Minutes for the Regular Meeting of March 5, 2024

B. Bid Awards, Professional Services Contracts and Amendments

Public Works Contract Award Recommendations:

None

Formal Bid Award Recommendations \$120,000 and Over:

None

Professional Services Contract Award Recommendations \$200,000 and Over:

None

Miscellaneous Contract Award Recommendations \$200,000 and Over:

Miscellaneous Contract No. CW2254342 with Equifax Information Services LLC

Interlocal Agreements and Cooperative Purchase Recommendations:

Contracts:

Purchase Order No. 4500089981 with Global Rental Company

Amendments:

None

Sole Source Purchase Recommendations:

None

Emergency Declarations, Purchases and Public Works Contracts:

None

Purchases Involving Special Facilities or Market Condition Recommendations:

None

Formal Bid and Contract Amendments:

Miscellaneous Contract No. CW2243769 with Right! Systems

Professional Services Contract No. CW2244359 with Cohen Ventures Inc.,  
dba Energy Solutions

Contract Acceptance Recommendations:

None

C. Consideration of Certification/Ratification and Approval of District Checks and Vouchers

A motion unanimously passed approving Agenda Items 4A – Approval of Minutes for the Regular Meeting of March 5, 2024; 4B – Bid Awards, Professional Services Contracts and Amendments; and 4C – Consideration of Certification/Ratification and Approval of District Checks and Vouchers.



**5. PUBLIC HEARING AND ACTION****A. Disposal of Surplus Property – 2<sup>nd</sup> Quarter 2024**

President Logan opened the public hearing.

An amended Page 1 of Exhibit A was provided at places, by reference made a part of the packet.

There being no questions from the Board or the public, the public hearing was closed.

Based on staff's recommendations that the items were no longer necessary or useful to the District, a motion unanimously passed approving those items listed on Exhibits A, as amended and Exhibit B of the Surplus Property Recommendation Report be declared surplus and be sold for high bid or disposed of according to the policy in the 2<sup>nd</sup> Quarter of 2024.

**B. Consideration of a Resolution Declaring a Portion of Certain Real Property of the District Situated in Lake Stevens, Washington (Tax Parcel No. 00457000002002), to be Surplus and Authorizing Transfer of the Portion of Said Real Property to the City of Lake Stevens, Washington**

President Logan opened the public hearing.

There being no questions from the Board or the public, the public hearing was closed.

A motion unanimously passed approving Resolution No. 6170 declaring a portion of certain Real Property of the District situated in Lake Stevens, Washington (Tax Parcel No. 00457000002002), to be surplus and authorizing transfer of the portion of said Real Property to the City of Lake Stevens, Washington.

**C. Consideration of a Resolution Recognizing the Structures and Improvements Located on Certain District Real Property (Tax Parcel Number 28083000201200) With an Address of 12326 Trout Farm Road, Sultan, Washington, are Surplus to the Needs of the District**

President Logan opened the public hearing.

There being no questions from the Board or the public, the public hearing was closed.

A motion unanimously passed approving Resolution No. 6171 recognizing the structures and improvements located on certain District Real Property (Tax Parcel Number 28083000201200) with an address of 12326 Trout Farm Road, Sultan, Washington, are surplus to the needs of the District.

**6. CEO/GENERAL MANAGER REPORT**

CEO/General Manager John Haarlow reported on District related topics and accomplishments.

**7. COMMISSION BUSINESS**

A. Commission Reports

The Commissioners reported on Commission related activities and Board related topics.

B. Commissioner Event Calendar

There were no changes to the Commissioner Event Calendar.

**8. GOVERNANCE PLANNING**

A. Governance Planning Calendar

There were no changes to the Governance Planning Calendar.

**ADJOURNMENT**

There being no further business or discussion to come before the Board, the Regular Meeting of March 19, 2024, adjourned at 1:52 p.m. An audio file of the meeting is on file in the Commission Office and available for review.

Approved this 2<sup>nd</sup> day of April, 2024.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

**PRELIMINARY  
SNOHOMISH COUNTY PUBLIC UTILITY DISTRICT**

**Special Meeting**

**March 22, 2024**

---

The Special Meeting was convened by President Sidney Logan at 1:00 p.m. at the South Everett Community Solar Project located at Walter E. Hall Park, 1226 W. Casino Road, Everett, Washington. Those attending were Sidney Logan, President; Tanya Olson, Vice-President; CEO/General Manager John Haarlow; Assistant General Manager John Hoffman; other District staff; members of the public; Clerk of the Board Allison Morrison; and Deputy Clerk of the Board Jenny Rich.

**SOUTH EVERETT COMMUNITY SOLAR PROJECT**

President Sidney Logan and Vice President Tanya Olson along with District Staff and members of the public attended the groundbreaking ceremony for the South Everett Community Solar Project in Everett, Washington.

**ADJOURNMENT**

The Special Meeting of March 22, 2024, adjourned at 1:45 p.m.

Approved this 2<sup>nd</sup> day of April, 2024.

---

Secretary

---

President

---

Vice President

**PRELIMINARY  
SNOHOMISH COUNTY PUBLIC UTILITY DISTRICT**

**Special Meeting**

**March 26, 2024**

---

The Special Meeting was convened virtually by President Sidney Logan at 9:01 a.m. Those attending were Tanya Olson, Vice President; Rebecca Wolfe, Secretary; CEO/General Manager John Haarlow; General Counsel Colin Willenbrock; Chief Financial Officer Scott Jones; Commission & Executive Services Director Melissa Collins; and Clerk of the Board Allison Morrison.

**BOARD POLICIES DISCUSSION**

CEO/General Manager John Haarlow opened the Special Meeting and provided a brief security update to the Board.

President Logan introduced the Board’s high-priority policies and Executive Limitations for review.

The meeting recessed at 10:47 a.m. and reconvened at 10:55 a.m.

The meeting continued with the review of additional policies.

The next steps would include staff preparing a redlined version of the suggested changes for Board review, followed by approval at the April 16, 2024, Commission meeting.

**ADJOURNMENT**

There being no further discussion, the Special Meeting of March 26, 2024, adjourned at 12:35 p.m.

Approved this 2<sup>nd</sup> day of April, 2024.

---

Secretary

---

President

---

Vice President



**BUSINESS OF THE COMMISSION**

Meeting Date: April 2, 2024

Agenda Item: 4B

**TITLE**

CEO/General Manager's Report of Public Works Contract Award Recommendations; Formal Bid Award Recommendations; Professional Services Contract Award Recommendations; Miscellaneous Contract Award Recommendations; Cooperative Purchase Recommendations; Sole Source Purchase Recommendations; Emergency Declarations, Purchases and Public Works Contracts; Purchases Involving Special Facilities or Market Condition Recommendations; Formal Bid and Contract Amendments; and Contract Acceptance Recommendations

**SUBMITTED FOR: Consent Agenda**

<u>Contracts/Purchasing</u>	<u>Clark Langstraat</u>	<u>5539</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing: _____		
Estimated Expenditure: _____		Presentation Planned <input type="checkbox"/>

**ACTION REQUIRED:**

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

**SUMMARY STATEMENT:**

Identify the relevant Board policies and impacts:

*Governance Process, Board Job Description, GP-3(4) non-delegable, statutorily assigned Board duty – Contracts and Purchasing.*

The CEO/General Manager's Report of Public Works Contract Award Recommendations; Formal Bid Award Recommendations \$120,000 and Over; Professional Services Contract Award Recommendations \$200,000 and Over; Miscellaneous Contract Award Recommendations \$200,000 and Over; Cooperative Purchase Recommendations; Sole Source Purchase Recommendations; Emergency Declarations, Purchases and Public Works Contracts; Purchases Involving Special Facilities or Market Condition Recommendations; Formal Bid and Contract Amendments; and Contract Acceptance Recommendations contains the following sections:

Public Works Contract Award Recommendations;  
None

Formal Bid Award Recommendations \$120,000 and Over (Page 1);  
Request for Quotation No. 24-1440-SF with Consolidated Press, LLC

Professional Services Contract Award Recommendations \$200,000 and Over;  
None

Miscellaneous Contract Award Recommendations \$200,000 and Over;  
None

Interlocal Agreements and Cooperative Purchase Recommendations;  
Contracts:  
None  
Amendments:  
None

Sole Source Purchase Recommendations;  
None

Emergency Declarations, Purchases and Public Works Contracts;  
None

Purchases Involving Special Facilities or Market Condition Recommendations;  
None

Formal Bid and Contract Amendments (Pages 2 - 5);  
Professional Services Contract No. CW2242243 with Willdan Energy Solutions  
Professional Services Contract No. CW2249309 with Lighthouse Energy Consulting LLC  
Professional Services Contract No. CW2250397 with Stillwater Energy LLC  
Professional Services Contract No. CW2253065 with DLR Group Inc.

Contract Acceptance Recommendations;  
None

*List Attachments:*  
April 2, 2024 Report

**Formal Bid Award Recommendation(s) \$120,000 And Over  
April 2, 2024**

---

**RFQ No. 24-1440-SF**  
Semiannual Current Magazine  
Printing and Mailing

No. of Bids Solicited:	19	
No. of Bids Received:	1	
Project Leader & Phone No.:	Aaron Swaney	Ext. 1776
Material Estimates:	\$72,366.95	

<u>Vendor</u>	<u>Subtotal (w/o tax)</u>
<b>Award To: Consolidated Press, LLC</b>	<b>\$65,848.00</b>

Summary Statement: Staff recommends award to Consolidated Press, LLC the low evaluated responsible bidder meeting the District’s specification in the amount of \$65,848.00, plus tax.

The District, at its sole discretion, has the option to renew annually for an additional four years, under the same terms and conditions with annual price reviews. Therefore, with this Commission approval, staff may exercise the option to renew this contract administratively, not to exceed five years, at an approximate amount of \$329,240.00 plus tax and escalation.

**Formal Bid and Contract Amendment**  
**April 2, 2024**

---

**PSC No. CW2242243**  
Energy Design Assistance

Contractor/Consultant/Supplier:	Willdan Energy Solutions	
Project Leader & Phone No.:	Allison Grinczel	Ext. 8275
Amendment No.:	2	
Amendment:	\$750,000.00	

Original Contract Amount:	\$350,000.00	Original Start/End:	12/9/20-6/30/24
Present Contract Amount:	\$1,450,000.00	Present Start/End:	12/9/20-6/30/24
Amendment Amount:	\$750,000.00	New End Date:	6/30/28
New Contract Amount:	\$2,200,000.00		

**Summary Statement:** Staff recommends approval of Amendment No. 2 to increase the contract amount by \$750,000.00 and extend the contract term to 6/30/28. The EDA program continues to perform, bringing in both large Multi-Family and Commercial new construction projects. Staff expects the program to continue to bring in eligible projects, especially with local school bonds having passed recently.

Summary of Amendments:

Amendment No. 1 approved by the Commission December 7, 2021 increased the contract amount by \$1,100,000.00. The original contracted amount was based on receiving an average of 23 project applications over a three-year period. During the first six months of the program 20 applications were received with some far above average size. The efforts of the consultant have greatly exceeded our expectations, and the results are giving us the ability to influence buildings within our service territory.

Additionally, we've added an "enhanced" offering to the Scope of Work, which is allowing us to receive upfront knowledge of Demand Response & Electric Vehicle charging.



**Formal Bid and Contract Amendment(s)**  
**April 2, 2024**

---

**PSC No. CW2249309**  
Demand Side Management Services

Contractor/Consultant/Supplier:	Lighthouse Energy Consulting LLC	
Project Leader & Phone No.:	Michael Coe	Ext 8357
Amendment No.:	1	
Amendment:	\$151,050.00	

Original Contract Amount:	\$163,602.00	Original Start/End:	10/17/22 – 12/30/24
Present Contract Amount:	\$163,602.00	Present Start/End:	10/17/22 – 12/30/24
Amendment Amount:	\$151,050.00	New End Date:	12/31/26
New Contract Amount:	\$314,652.00		

**Summary Statement:** Staff recommends approval of Amendment No. 1 to increase the contract by \$151,050.00 and extend the contract term to December 31, 2026, to cover additional scope of work for demand side management services as well as the support provided for the next Integrated Resource Plan (IRP) planning cycle. This contract provides for the creation of the Conservation Potential Assessment (CPA) and the Demand Response Potential Assessment (DRPA) along with audit and analytical support of this work.

**Formal Bid and Contract Amendment**  
**April 2, 2024**

**PSC No. CW2250397**  
Commercial Strategic Energy  
Management Program

Contractor/Consultant/Supplier:	Stillwater Energy LLC
Project Leader & Phone No.:	Kelsey Lewis      Ext. 8251
Amendment No.:	2
Amendment:	\$1,229,453.00

Original Contract Amount:	\$348,398.00	Original Start/End:	1/26/23-12/31/27
Present Contract Amount:	\$464,423.00	Present Start/End:	1/26/23-12/31/27
Amendment Amount:	\$1,229,453.00	New End Date:	N/A
New Contract Amount:	\$1,693,876.00		

The District’s first Commercial Strategic Energy Management (CSEM) cohort launched in June 2023. The goal of the program is to help commercial customers save energy by implementing low to no-cost projects. The original contract included two cohorts, one launching in 2023 and the next scheduled for 2025. However, with 12 participants joining in the first cohort and more interested in joining the next one, there is an opportunity to launch a second cohort in 2024 and add capacity for a third cohort in 2025. In addition, building a continuation cohort where participants who complete their initial two-year engagement can continue their SEM progress while joining other SEM ‘alumni’ allows for more flexibility and community building.

The original contract also outlined that each participant could enroll two buildings, but we are seeing that some participants have capacity to include several more buildings throughout their SEM participation. This amendment includes the ability for participants to add one additional building per year enrolled in the program. Additional updates in this amendment include adding Energy Management Assessments, adding more energy scans, updating the project schedule, updating the modeling software from excel based to an online platform, and adding more in-person meetings.

**Summary Statement:** Staff recommends approval of Amendment No. 2 to increase the contract amount by \$1,229,453.00. This amendment adds additional cohort, adds more buildings per cohort, updates the project schedule, adds Energy Management Assessments and adds more in-person meetings.

**Summary of Amendments:**

Amendment No. 1 approved by the Commission June 27, 2023 increased the contract amount by \$116,025.00.

**Formal Bid and Contract Amendment(s)**  
**April 2, 2024**

---

**PSC No. CW2253065**  
East County Architectural Services

Contractor/Consultant/Supplier:	DLR Group Inc	
Project Leader & Phone No.:	Doug Wilson	Ext 8078
Amendment No.:	1	
Amendment:	\$170,480.00	

Original Contract Amount:	\$159,000.00	Original Start/End:	10/26/23 – 12/31/24
Present Contract Amount:	\$159,000.00	Present Start/End:	10/26/23 – 12/31/24
Amendment Amount:	\$170,480.00	New End Date:	n/a
New Contract Amount:	\$329,480.00		

Summary Statement: DLR Group was selected by Staff in October 2023 to assist in completing due diligence activities related to the potential property purchase for the East County Community Office. Additional assistance from DLR Group is needed as due diligence and negotiation of a development agreement with the City of Monroe has progressed. Staff recommends approval of Amendment No. 1 to increase the contract by \$170,480.00, to cover this increased scope of work.



**BUSINESS OF THE COMMISSION**

Meeting Date: April 2, 2024

Agenda Item: 4C

**TITLE**

Consideration of Certification/Ratification and Approval of District Checks and Vouchers

**SUBMITTED FOR: Consent Agenda**

<u>General Accounting &amp; Financial Systems</u>	<u>Shawn Hunstock</u>	<u>8497</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>

Date of Previous Briefing: \_\_\_\_\_

Estimated Expenditure: \_\_\_\_\_ Presentation Planned

**ACTION REQUIRED:**

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

**SUMMARY STATEMENT:**

Identify the relevant Board policies and impacts:

*Governance Process, Board Job Description: GP-3(4)(B)(2)a non-delegable, statutorily assigned Board duty to approve vouchers for all warrants issued.*

The attached District checks and vouchers are submitted for the Board’s certification, ratification, and approval.

*List Attachments:*  
Voucher Listing



## CERTIFICATION/RATIFICATION AND APPROVAL

We, the undersigned of the Public Utility District No. 1 of Snohomish County, Everett, Washington, do hereby certify that the merchandise or services hereinafter specified have been received, and the Checks or Warrants listed below are ratified/approved for payment this 2nd day of April 2024.

**CERTIFICATION:**

Certified as correct:

CEO/General Manager

*Shawn Hunstock*

Auditor

*J Scott Jones*

Chief Financial Officer/Treasurer

**RATIFIED AND APPROVED:**

Board of Commissioners:

President

Vice-President

Secretary

TYPE OF DISBURSEMENT	PAYMENT REF NO.	DOLLAR AMOUNT	PAGE NO.
<b>REVOLVING FUND</b>			
Customer Refunds, Incentives and Other	1128270 - 1128431	\$50,074.60	2-7
Electronic Customer Refunds		\$16,757.74	8 - 10
<b>WARRANT SUMMARY</b>			
Warrants	8077446 - 8077629	\$4,235,265.54	11 - 16
ACH	6044899 - 6045253	\$7,520,178.97	17 - 28
Wires	7003190 - 7003210	\$10,622,661.75	29
Payroll - Direct Deposit	5300000996 - 5300000996	\$6,337,048.04	30
Payroll - Warrants	845141 - 845151	\$48,615.70	30
Automatic Debit Payments	5300000993 - 5300000998	\$3,803,747.84	31
<b>GRAND TOTAL</b>		<b>\$32,634,350.18</b>	

**Detailed Disbursement Report**

<b>Revolving Fund - Customer Refunds, Incentives and Other</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/11/24	1128270	TLUS RISE PICNIC POINT LP	\$5.27
3/11/24	1128271	LYUDMILA VORNTSOVA	\$21.15
3/11/24	1128272	2018-3 IH BORROWER LP	\$20.97
3/11/24	1128273	KIMBERLY REYES-MORA	\$110.14
3/11/24	1128274	SVETLANA KHOMYAKOV	\$9.75
3/11/24	1128275	QUILCEDA CREEK APARTMENTS, LLC	\$202.25
3/11/24	1128276	VILLAS AT LAKEWOOD PTRS LLLP	\$123.19
3/11/24	1128277	2018-2 IH BORROWER LP	\$46.49
3/11/24	1128278	WILLIAM BELL	\$42.96
3/11/24	1128279	MOLLGMRD FLORAL CO	\$83.79
3/11/24	1128280	MCCLELLAN RING CO	\$17.42
3/11/24	1128281	JAMES PRUEHER	\$6,336.05
3/11/24	1128282	AMA VENTURES LLC	\$257.90
3/11/24	1128283	LENNAR NORTHWEST INC	\$540.61
3/11/24	1128284	BMCH WASHINGTON LLC	\$103.73
3/11/24	1128285	CHRIS JOHNSON	\$148.65
3/11/24	1128286	LAWRENCE RODRIGUEZ	\$528.42
3/11/24	1128287	HZ COPPERSTONE APARTMENTS, LLC	\$15.74
3/11/24	1128288	JABRIL HASSEN	\$87.05
3/11/24	1128289	DEBOO HOME STAGING & DESIGN LLC	\$98.53
3/12/24	1128290	POLLC	\$42.18
3/12/24	1128291	TODD ADE	\$10.59
3/12/24	1128292	NATASHA NURYADI	\$81.04
3/12/24	1128293	PATRICIA BENFIELD	\$6.32
3/12/24	1128294	VITALII BOSIUK	\$254.84
3/13/24	1128295	GRE BRIERWOOD LLC	\$106.99
3/13/24	1128296	GRE BRIERWOOD LLC	\$32.71
3/13/24	1128297	STACY HATCH	\$47.60
3/13/24	1128298	GETACHEW FENTA	\$129.58
3/13/24	1128299	LYNNWOOD TOWNHOUSE APARTMENTS LLC	\$83.25
3/13/24	1128300	NAVENDU JAIN	\$300.00
3/13/24	1128301	ELEANOR CHRISTENSEN	\$84.93

**Detailed Disbursement Report**

<b>Revolving Fund - Customer Refunds, Incentives and Other</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/13/24	1128302	SABA AL-TAMIMI	\$38.34
3/13/24	1128303	RICKY MCCAIG	\$63.40
3/13/24	1128304	FNU PAVANI	\$42.82
3/13/24	1128305	RISHIRAJ RAJAN	\$13.24
3/13/24	1128306	SONTOKKIM	\$14.81
3/13/24	1128307	BRIAN HESSLING	\$9.55
3/13/24	1128308	ROBERT FREYTAG	\$146.58
3/13/24	1128309	WYATT WORKS LLC	\$789.65
3/13/24	1128310	TIANA PALMER	\$13.07
3/13/24	1128311	RITE AID	\$5.00
3/13/24	1128312	SHIVA NALLAKATTA	\$29.21
3/13/24	1128313	SHIQING WANG	\$135.83
3/13/24	1128314	GP GREEN LLC	\$6.96
3/13/24	1128315	INDUSTRIAL SUPPLY INC	\$386.18
3/13/24	1128316	GP GREEN LLC	\$111.07
3/14/24	1128317	KARLA KOSTER	\$38.40
3/14/24	1128318	ALEXANDER VANAGS	\$77.44
3/14/24	1128319	TUTI SANYANG	\$249.90
3/14/24	1128320	KAREN ARNOLD	\$489.89
3/14/24	1128321	DOUGLAS KISKER	\$91.71
3/14/24	1128322	ANN ASHFORD	\$45.50
3/14/24	1128323	GLEIBERMAN PROPERTIES INC	\$29.71
3/14/24	1128324	DARREN CHEATHAM	\$42.20
3/14/24	1128325	AMY PANTURAD	\$156.86
3/14/24	1128326	SHERRI GRINAGE	\$2,200.00
3/14/24	1128327	SEASONS LYNNWOOD, LLC	\$101.52
3/14/24	1128328	WASHINGTON METAL WORKS LLC	\$1,970.48
3/14/24	1128329	LINDA JEROME	\$2,200.00
3/14/24	1128330	RITE AID	\$24.33
3/14/24	1128331	BRANDON GILLAM	\$39.20
3/14/24	1128332	VICTOR GEHLEN	\$200.34
3/14/24	1128333	JILL TROY	\$250.00

**Detailed Disbursement Report**

<b>Revolving Fund - Customer Refunds, Incentives and Other</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/14/24	1128334	SOPHIA BEDROSIAN	\$94.14
3/14/24	1128335	T HENDRICKSON	\$12.03
3/14/24	1128336	JUDY HELMS	\$6.01
3/14/24	1128337	E21A LLC	\$78.65
3/14/24	1128338	LAUREL LINDQUIST	\$35.23
3/15/24	1128339	BERNARD HOLDER	\$200.00
3/15/24	1128340	MARIA VENDITTO	\$19.66
3/15/24	1128341	GRE EDMONDS LLC	\$97.33
3/15/24	1128342	BTM TATTOO LLC	\$515.45
3/15/24	1128343	JINGYUNG BAE	\$83.23
3/15/24	1128344	LYLE BARNEY	\$125.76
3/15/24	1128345	ALMA CHACON BARRERA	\$53.27
3/15/24	1128346	YRC INC	\$1,525.53
3/15/24	1128347	TIMBER RIDGE HOMES LLC	\$160.84
3/15/24	1128348	CHARTER INVESTMENT CO	\$11.18
3/15/24	1128349	ALLISON BUTLER	\$56.52
3/18/24	1128350	DOAA ABDELAZEEZ	\$53.97
3/18/24	1128351	TENUULEN SENGEDORJ	\$433.14
3/18/24	1128352	CORNERSTONE HOMES	\$180.82
3/18/24	1128353	GERI MCPEEK	\$43.30
3/18/24	1128354	JINGYUNG BAE	\$274.91
3/18/24	1128355	BOSA BOMARC LLC	\$11,654.93
3/18/24	1128356	JASON CALDITO	\$78.96
3/19/24	1128357	CLEARWIRE INTERNATIONAL LLC	\$53.62
3/19/24	1128358	VANNA BASS	\$286.49
3/19/24	1128359	MELISSA REGINELLI	\$1,152.97
3/19/24	1128360	LYNDA CUSHING	\$123.61
3/19/24	1128361	NB ARLINGTON LLC	\$11.26
3/19/24	1128362	HARLON SELSER	\$172.34
3/19/24	1128363	EDGEWOOD NORTH, LLC	\$11.05
3/19/24	1128364	RACHEL STRUTHERS	\$41.78
3/19/24	1128365	JOHN FOREMAN	\$36.11



**Detailed Disbursement Report**

<b>Revolving Fund - Customer Refunds, Incentives and Other</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/19/24	1128366	PACIFIC WEST INVESTMENT GROUP LLC	\$108.49
3/19/24	1128367	ADAMANT HOMES INC	\$10.60
3/19/24	1128368	SCOTT ROUNDY	\$416.71
3/19/24	1128369	JAE OH	\$170.00
3/19/24	1128370	WATERFORD APARTMENTS ASPEN, LLC	\$121.04
3/19/24	1128371	MAINVUE WA LLC	\$42.49
3/19/24	1128372	WILSHIRE EMERALD LLC	\$64.36
3/20/24	1128373	ROBERT SPENCER	\$200.00
3/20/24	1128374	DAFF LEE	\$300.00
3/20/24	1128375	MICHAEL MEADE	\$150.49
3/20/24	1128376	LAVA NAILS & SPA INC	\$255.08
3/20/24	1128377	NATALIA TOPCHYI	\$156.98
3/20/24	1128378	DELFINO GOMEZ	\$153.03
3/20/24	1128379	THOMAS LANDON	\$7.54
3/20/24	1128380	NATIONAL QUARTERS LLC	\$187.12
3/20/24	1128381	ROOSEVELT HOLDINGS LLC	\$21.74
3/20/24	1128382	AUSTIN NICHOLS	\$85.55
3/20/24	1128383	DIANA ROBLEDO	\$160.00
3/20/24	1128384	JUSTIN CRAWFORD	\$300.00
3/20/24	1128385	ONUFRIY LAVRUSHCHAK	\$172.67
3/20/24	1128386	PAUL RUCHALSKI	\$36.19
3/20/24	1128387	AMFP VI WINSLEY LLC	\$55.52
3/20/24	1128388	JEFF OCONNELL	\$47.42
3/20/24	1128389	TULALIP TRIBES LEASING	\$137.99
3/20/24	1128390	TIMOTHY MARTH	\$274.53
3/20/24	1128391	SCRIBER CREEK LLC	\$176.82
3/21/24	1128392	IH6 PROPERTY WASHINGTON LP	\$134.28
3/21/24	1128393	HAPAICHANOK RUNGSEESAKORN	\$130.53
3/21/24	1128394	LAHARI GANESHA	\$162.75
3/21/24	1128395	LENNAR NORTHWEST INC	\$215.87
3/21/24	1128396	ROSE FANG	\$126.18
3/21/24	1128397	LENNAR NORTHWEST INC	\$262.44

**Detailed Disbursement Report**

<b>Revolving Fund - Customer Refunds, Incentives and Other</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/21/24	1128398	LOWELL HANSON	\$1,969.85
3/21/24	1128399	RICHARD ROWE	\$5.00
3/21/24	1128400	JUDY CHONZENA	\$84.00
3/21/24	1128401	SHARON JACOBSEN	\$23.61
3/21/24	1128402	EBRIMA DARBOE	\$474.73
3/21/24	1128403	DEMIAN DE MARTINI	\$119.06
3/21/24	1128404	TAMARA COOPER	\$228.87
3/21/24	1128405	ERIC KELLUM	\$150.06
3/21/24	1128406	515 PINE, LLC	\$108.24
3/21/24	1128407	CARROLLS CREEK APARTMENTS PROPERTY OWNER	\$70.86
3/21/24	1128408	SMOKEY POINT APARTMENTS IV LLC	\$12.03
3/21/24	1128409	REBECCA FABRIZIUS	\$131.37
3/21/24	1128410	GP GREEN LLC	\$32.24
3/21/24	1128411	WATERFRONT PLACE LP	\$26.48
3/22/24	1128412	JAY MCGOUGH	\$746.28
3/22/24	1128413	KYUNG HYUP SHIN	\$28.93
3/22/24	1128414	RANDY STRICKLAND	\$477.66
3/22/24	1128415	ALEJANDRO HERRERA MENDOZA	\$60.71
3/22/24	1128416	J SCOTT DUNLAP	\$344.21
3/22/24	1128417	PETER CATTERALL	\$215.04
3/22/24	1128418	GRE EDMONDS LLC	\$780.46
3/22/24	1128419	ELIZABETH CLARK	\$129.01
3/22/24	1128420	AMPADEE TUNGKAVET	\$227.67
3/22/24	1128421	VINTAGE AT EVERETT	\$88.89
3/22/24	1128422	2810 AVE COLBY LLC	\$321.88
3/22/24	1128423	CATHY STRAUSS BROWN	\$349.00
3/22/24	1128424	ROBYN BAXTER	\$22.42
3/22/24	1128425	DAREL DORSEY	\$85.42
3/22/24	1128426	FULLWILER CONSTRUCTION INC	\$25.70
3/22/24	1128427	TOM MACKENZIE	\$7.34
3/22/24	1128428	WAYNE LARSON	\$12.48
3/22/24	1128429	LOMPINY SOPHONLATH	\$75.72

### Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
<u>Payment Date</u>	<u>Payment Ref Nbr</u>	<u>Payee</u>	<u>Amount</u>
3/22/24	1128430	VINTAGE AT EVERETT	\$110.19
3/22/24	1128431	SEASONS LYNNWOOD, LLC	\$7.41
Total:			\$50,074.60

**Detailed Disbursement Report**

<b>Revolving Fund - Electronic Customer Refunds</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/11/24	000527158856	KAREN WIKTOROWICZ	\$184.00
3/11/24	000527158857	KAREN WIKTOROWICZ	\$184.00
3/11/24	000527158858	KAREN WIKTOROWICZ	\$184.00
3/11/24	000527158859	FREDERIKA WONUA	\$95.54
3/11/24	000527158860	KAREN WIKTOROWICZ	\$184.00
3/11/24	000527158861	CHRISTIAN MCKEAN	\$342.15
3/11/24	000527158862	ANTHONY JOHNSON	\$33.96
3/11/24	000527158863	WILLIAM CUNNINGHAM	\$400.00
3/11/24	000527158864	FREDERIKA WONUA	\$95.54
3/11/24	000527158865	CRISTINA CIENFUEGOS	\$132.34
3/11/24	000527158866	SUBHENDU PARIDA	\$140.48
3/12/24	000527163008	DUY NGUYEN	\$148.20
3/12/24	000527163009	CHRISTIAN MCCRARY	\$95.78
3/12/24	000527163010	CIELO CARPINTEYRO	\$156.83
3/12/24	000527163011	LUCIEN ANDERSON	\$37.41
3/12/24	000527163012	JOSE JUAN RAMOS	\$145.49
3/12/24	000527163013	MARITZA LAM	\$50.13
3/12/24	000527163014	GINA BAKER	\$105.00
3/12/24	000527163015	JORDAN WELLS	\$59.42
3/12/24	000527163016	CYRIL ANGSOMWINE	\$43.48
3/12/24	000527163017	GINA BAKER	\$80.58
3/12/24	000527163018	CYRIL ANGSOMWINE	\$200.87
3/12/24	000527163019	JOHN TWITCHELL	\$77.56
3/12/24	000527163020	JOHN TWITCHELL	\$77.56
3/12/24	000527163021	MARITZA PACHECO	\$387.39
3/12/24	000527163022	VADIM LOBAREV	\$705.35
3/12/24	000527163023	ELYSE RIGGS	\$336.27
3/13/24	000527173799	MOLLY MOLLOY	\$888.62
3/13/24	000527173800	SHANNON LECY	\$104.75
3/13/24	000527173801	MARYGRACE CERRILLO	\$496.35
3/15/24	000527193549	KYLIE DRIVER	\$124.62
3/15/24	000527193550	PHILIP JENTOFT	\$31.03

**Detailed Disbursement Report**

<b>Revolving Fund - Electronic Customer Refunds</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/15/24	000527193551	SANDY CAMPBELL	\$159.44
3/15/24	000527193552	HANNAH GAGE	\$142.02
3/15/24	000527193553	RAMY SAROUFIM	\$34.64
3/15/24	000527193554	MARKTUMAMAO	\$12.73
3/15/24	000527193555	JOSHUA OBERLANDER	\$488.00
3/15/24	000527193556	FERNANDO DE LA FUENTE	\$28.10
3/15/24	000527193557	NATALIE HOUSER	\$35.47
3/15/24	000527193558	KAYTLIN WALKER	\$321.00
3/15/24	000527193559	DOROTHY NYAIRO	\$385.56
3/15/24	000527193560	DOROTHY NYAIRO	\$168.98
3/15/24	000527193561	KYLIE DRIVER	\$124.62
3/18/24	000527209750	MICHAEL SMITH	\$170.37
3/18/24	000527209751	SHADIA JEYLANI	\$474.53
3/19/24	000527218779	SOLEDAD MEDINA	\$174.67
3/19/24	000527218780	NADIER LEWIS	\$75.35
3/19/24	000527218781	CONNOR DAU	\$48.03
3/19/24	000527218782	PALAVIA CRAIG	\$105.96
3/19/24	000527218783	DAWN REILLY	\$845.00
3/19/24	000527218784	WALT KALB	\$89.94
3/19/24	000527218785	EMMANUEL FLEMETAKIS	\$16.26
3/19/24	000527218786	ELISABETH KECK	\$1,300.53
3/19/24	000527218787	ANASTASSIYA CHERNYSHOVA	\$87.22
3/19/24	000527218788	ZACHARY CEASER	\$549.85
3/19/24	000527218789	SCOTT DEANE	\$360.12
3/19/24	000527218790	NIKHIL MANSUKHANI	\$427.03
3/19/24	000527218791	VIANEY MENDOZA	\$762.40
3/20/24	000527226854	ANKUSH ANKUSH	\$119.12
3/20/24	000527226855	MICHAEL MCCARTY	\$256.01
3/21/24	000527237280	HELEN GOOD	\$119.00
3/21/24	000527237281	HELEN GOOD	\$119.00
3/21/24	000527237282	HELEN GOOD	\$18.82
3/21/24	000527237283	LIUBOV MAKOVII	\$55.16

**Detailed Disbursement Report**

<b>Revolving Fund - Electronic Customer Refunds</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/21/24	000527237284	PAUL CLEM	\$11.48
3/21/24	000527237285	WILLOW LANGE	\$61.06
3/21/24	000527237286	CHRISTINE MAVAROE	\$822.13
3/21/24	000527237287	MEISEL MORIMOTO	\$97.85
3/21/24	000527237288	ERIK CHEN	\$48.19
3/21/24	000527237289	CEEBSHEEJ YANG	\$35.67
3/21/24	000527237290	KATHERYN CHILDERS	\$306.76
3/22/24	000527247231	COURTNEY BURNS	\$325.95
3/22/24	000527247232	LAWSON HILL	\$186.51
3/22/24	000527247233	KEITH FARMER	\$113.55
3/22/24	000527247234	JAMES BENDUS	\$125.00
3/22/24	000527247235	ASHLEY NIXON	\$219.96

**Total: \$16,757.74**

**Detailed Disbursement Report**

<b>Accounts Payable Warrants</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/12/24	8077446	ANIXTER INC	\$4,366.88
3/12/24	8077447	CITY OF EVERETT	\$259,128.55
3/12/24	8077448	GLOBAL RENTAL COMPANY INC	\$15,386.00
3/12/24	8077449	GENUINE PARTS COMPANY	\$575.47
3/12/24	8077450	INFINITE ELECTRONICS INTRNTL INC	\$2,043.84
3/12/24	8077451	SCADA AND CONTROLS ENGINEERING INC	\$7,920.00
3/12/24	8077452	SIX ROBBLEES INC	\$35.44
3/12/24	8077453	UNUM LIFE INSURANCE CO OF AMERICA	\$41,026.44
3/12/24	8077454	STATE OF WASHINGTON	\$219.91
3/12/24	8077455	DOBBS HEAVY DUTY HOLDINGS LLC	\$1,333.68
3/12/24	8077456	ALDERWOOD WATER & WASTEWATER DISTRI	\$329.54
3/12/24	8077457	BICKFORD MOTORS INC	\$2,727.97
3/12/24	8077458	DIRECTV ENTERTAINMENT HOLDINGS LLC	\$222.98
3/12/24	8077459	GARY D KREIN	\$1,538.60
3/12/24	8077460	SNOHOMISH COUNTY	\$566.50
3/12/24	8077461	SNOHOMISH COUNTY	\$16,809.60
3/12/24	8077462	SNOHOMISH COUNTY	\$1,823.10
3/12/24	8077463	TWELVE THIRTY ONE INCORPORATED	\$313.22
3/12/24	8077464	CITY OF EVERETT	\$2,254.50
3/12/24	8077465	HOR ENGINEERING INC	\$3,121.25
3/12/24	8077466	FIBER MARKETING INTERNATIONAL INC	\$175.01
3/12/24	8077467	ENERGY CAPITAL SOLUTIONS LLC	\$424,717.00
3/12/24	8077468	MOTION & FLOW CONTROL PRODUCTS INC	\$199.01
3/12/24	8077469	REXEL USA INC	\$416.14
3/12/24	8077470	FSXINC	\$1,088.01
3/12/24	8077471	WARD INDUSTRIAL PROCESS AUTOMTN INC	\$3,050.00
3/12/24	8077472	ARAMARK UNIFORM & CAREER APPAREL GR	\$4,257.69
3/12/24	8077473	JENNIFER DARLENE WENZEL	\$359.22
3/12/24	8077474	DEERHAVEN V INC	\$325.78
3/12/24	8077475	PERFORMANCE VALIDATON INC	\$619.36
3/12/24	8077476	CXTECINC	\$3,154.88
3/12/24	8077477	RESG HOMES LLC	\$2,200.00

**Detailed Disbursement Report**

<b>Accounts Payable Warrants</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/12/24	8077478	TRUVIEW BSI LLC	\$2,499.47
3/12/24	8077479	JAMIE KISS	\$1,169.96
3/12/24	8077480	NORTHWEST FIBER LLC	\$1,745.53
3/12/24	8077481	A AND R SOLAR SPC	\$319,931.03
3/12/24	8077482	ARROW INSULATION INC	\$2,530.00
3/14/24	8077483	PACIFIC RIDGE - DRH, LLC	\$2,655.99
3/14/24	8077484	COMCAST	\$12,502.66
3/14/24	8077485	MCC & S DEVELOPEMENT & CONSTRUCTION	\$8,740.00
3/14/24	8077486	JM1 HOLDINGS LLC	\$14,563.28
3/14/24	8077487	PAVEL P KUKHOTSKIY	\$243.00
3/14/24	8077488	BRETT WILSON	\$275.00
3/14/24	8077489	BERENIS SALAZAR	\$826.05
3/14/24	8077490	CITY OF EVERETT	\$39.08
3/14/24	8077491	GLOBAL RENTAL COMPANY INC	\$3,691.70
3/14/24	8077492	CITY OF LYNNWOOD	\$363.44
3/14/24	8077493	GENUINE PARTS COMPANY	\$925.47
3/14/24	8077494	PUBLIC POWER COUNCIL	\$18,750.00
3/14/24	8077495	CITY OF ARLINGTON	\$1,462.87
3/14/24	8077496	REGIONAL DISPOSAL COMPANY	\$7,477.40
3/14/24	8077497	REPUBLIC SERVICES INC	\$288.62
3/14/24	8077498	REPUBLIC SERVICES INC	\$113.28
3/14/24	8077499	SALISH NETWORKS INC	\$480.42
3/14/24	8077500	SIX ROBBLEES INC	\$112.41
3/14/24	8077501	SNOHOMISH COUNTY	\$1,260.00
3/14/24	8077502	SOUND PUBLISHING INC	\$64.68
3/14/24	8077503	STATE OF WASHINGTON	\$4,032.89
3/14/24	8077504	WAGNER SMITH EQUIPMENT CO	\$3,310.60
3/14/24	8077505	BICKFORD MOTORS INC	\$451.63
3/14/24	8077506	BILLS BLUEPRINT INC	\$36.27
3/14/24	8077507	QUALCO ENERGY	\$12,232.14
3/14/24	8077508	JANET ANDERSON OR CRYSTAL RAINWATER	\$20.56
3/14/24	8077509	CONCENTRIC LLC	\$845.83



**Detailed Disbursement Report**

<b>Accounts Payable Warrants</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/14/24	8077510	AA REMODELING LLC	\$575.00
3/19/24	8077511	PACIFIC RIDGE - DRH, LLC	\$10,347.57
3/19/24	8077512	SEATTLE PACIFIC HOMES INC	\$4,759.26
3/19/24	8077513	CENTURY COMMUNITIES	\$9,510.18
3/19/24	8077514	TESLA INC	\$12,489.03
3/19/24	8077515	NORBERT D SCHARFF III	\$15,511.08
3/19/24	8077516	CITY OF DARRINGTON	\$10,479.52
3/19/24	8077517	D HITTLE & ASSOCIATES INC	\$5,506.92
3/19/24	8077518	CITY OF EVERETT	\$27,762.51
3/19/24	8077519	GLOBAL RENTAL COMPANY INC	\$3,526.40
3/19/24	8077520	CITY OF GOLD BAR	\$12,292.18
3/19/24	8077521	CITY OF GOLD BAR	\$574.15
3/19/24	8077522	CORE & MAIN LP	\$17,229.37
3/19/24	8077523	CITY OF MARYSVILLE	\$221,495.81
3/19/24	8077524	CITY OF MONROE	\$1,276.08
3/19/24	8077525	CITY OF MOUNTLAKE TERRACE	\$84,141.28
3/19/24	8077526	GENUINE PARTS COMPANY	\$575.11
3/19/24	8077527	NORTHWEST SALES GROUP INC	\$220.95
3/19/24	8077528	PACIFIC SAFETY SUPPLY INC	\$767.28
3/19/24	8077529	PUGET SOUND ENERGY INC	\$11,667.70
3/19/24	8077530	CITY OF ARLINGTON	\$182.29
3/19/24	8077531	SIX ROBBLEES INC	\$1,746.24
3/19/24	8077532	SNOHOMISH COUNTY	\$10.00
3/19/24	8077533	SNOHOMISH COUNTY	\$10.00
3/19/24	8077534	CITY OF SULTAN	\$34,372.41
3/19/24	8077535	TURLOCK IRRIGATION DIST	\$50.00
3/19/24	8077536	US DEPT OF AGRICULTURE	\$673.70
3/19/24	8077537	STATE OF WASHINGTON	\$746.18
3/19/24	8077538	WESCO GROUP INC	\$1,111.84
3/19/24	8077539	ALDERWOOD WATER & WASTEWATER DISTRI	\$37.58
3/19/24	8077540	CITY OF ARLINGTON	\$134,772.53
3/19/24	8077541	BICKFORD MOTORS INC	\$3,051.03

**Detailed Disbursement Report**

<b>Accounts Payable Warrants</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/19/24	8077542	CITY OF BOTHELL	\$120,381.17
3/19/24	8077543	CITY OF BRIER	\$19,716.38
3/19/24	8077544	CALERO SOFTWARE LLC	\$3,192.16
3/19/24	8077545	CAR WASH ENTERPRISES INC	\$121.00
3/19/24	8077546	EBEY HILL HYDROELECTRIC INC	\$1,548.91
3/19/24	8077547	CITY OF EDMONDS	\$178,284.80
3/19/24	8077548	CITY OF INDEX	\$996.07
3/19/24	8077549	J&DS HYDRAULIC & REPAIR CO INC	\$1,935.70
3/19/24	8077550	CITY OF LAKE STEVENS	\$131,125.03
3/19/24	8077551	CITY OF LAKE STEVENS	\$39,835.99
3/19/24	8077552	LAKE STEVENS SEWER DIST	\$149.82
3/19/24	8077553	CITY OF MONROE	\$85,546.99
3/19/24	8077554	CITY OF STANWOOD	\$1,625.67
3/19/24	8077555	CITY OF STANWOOD	\$35,246.08
3/19/24	8077556	TOWN OF WOODWAY	\$5,824.31
3/19/24	8077557	WYNNE AND SONS INC	\$79.13
3/19/24	8077558	CITY OF EVERETT	\$1,174.00
3/19/24	8077559	CITY OF GRANITE FALLS	\$175.00
3/19/24	8077560	CITY OF GRANITE FALLS	\$18,717.97
3/19/24	8077561	KAISER FOUNDATION HEALTH PLAN OF WA	\$5,027.00
3/19/24	8077562	CITY OF EVERETT	\$700,103.42
3/19/24	8077563	OCCUPATIONAL HEALTH CENTERS OF WA P	\$353.00
3/19/24	8077564	SNOHOMISH COUNTY 911	\$1,212.60
3/19/24	8077565	BRINKS INC	\$2,375.64
3/19/24	8077566	KNIME INC	\$5,662.80
3/19/24	8077567	CRAWFORD & COMPANY	\$110.40
3/19/24	8077568	BHC CONSULTANTS LLC	\$5,855.40
3/19/24	8077569	CUSTOM TRUCK ONE SOURCE LP	\$6,837.54
3/19/24	8077570	TWIN PEAKS TIMBER LLC	\$992.03
3/19/24	8077571	CXTECINC	\$1,752.44
3/19/24	8077572	KENDALL DEALERSHIP HOLDINGS LLC	\$94.52
3/19/24	8077573	THOMAS A LITTLE	\$2,000.00

**Detailed Disbursement Report**

<b>Accounts Payable Warrants</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/19/24	8077574	GREEN REBATES LLC	\$70,420.31
3/19/24	8077575	RMA GROUP INC	\$1,599.00
3/19/24	8077576	PRIMAC ELECTRIC LLC	\$10,273.54
3/19/24	8077577	GORDON AYLWORTH & TAMI PC	\$1,020.92
3/19/24	8077578	ZGA ARCHITECTS & PLANNERS CHARTERED	\$1,000.00
3/19/24	8077579	HOME DEVELOPMENT CO INC	\$750.00
3/19/24	8077580	EDGEWOOD BAPTIST CHURCH	\$70,000.00
3/19/24	8077581	ARROW INSULATION INC	\$5,584.50
3/19/24	8077582	CITY OF LYNNWOOD	\$211,455.75
3/19/24	8077583	CITY OF MUKILTEO	\$92,605.85
3/19/24	8077584	CITY OF SNOHOMISH	\$51,793.84
3/21/24	8077585	COMCAST	\$6,017.35
3/21/24	8077586	PUGET SOUND CLEAN AIR AGENCY	\$1,200.00
3/21/24	8077587	MATT R PERRY	\$454.07
3/21/24	8077588	GREG SOLVANG	\$2,678.43
3/21/24	8077589	NW FIBER, LLC, OBA ZIPLY FIBER	\$9,446.75
3/21/24	8077590	AT&T CORP	\$57,277.04
3/21/24	8077591	COMCAST HOLDING CORPORATION	\$296.00
3/21/24	8077592	DISH NETWORK	\$92.80
3/21/24	8077593	EVERETT ENGINEERING INC	\$28,024.50
3/21/24	8077594	GLOBAL RENTAL COMPANY INC	\$6,832.40
3/21/24	8077595	CITY OF MARYSVILLE	\$160.92
3/21/24	8077596	GENUINE PARTS COMPANY	\$574.34
3/21/24	8077597	GUIDEHOUSE INC	\$2,675.00
3/21/24	8077598	SIX ROBBLEES INC	\$2,099.97
3/21/24	8077599	SOUND PUBLISHING INC	\$129.36
3/21/24	8077600	STATE OF WASHINGTON	\$5,332.60
3/21/24	8077601	BICKFORD MOTORS INC	\$598.77
3/21/24	8077602	DIRECTV ENTERTAINMENT HOLDINGS LLC	\$168.99
3/21/24	8077603	EMERALD SERVICES INC	\$244.85
3/21/24	8077604	SNOHOMISH COUNTY	\$515.00
3/21/24	8077605	SNOHOMISH COUNTY	\$66.95

**Detailed Disbursement Report**

<b>Accounts Payable Warrants</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/21/24	8077606	PUBLIC UTILITY DIST NO 1 OF	\$6,523.76
3/21/24	8077607	STATE OF WASHINGTON STATE PATROL	\$1,189.35
3/21/24	8077608	WILLIAMS SCOTSMAN INC	\$257.66
3/21/24	8077609	PRESENTING SOLUTIONS INC	\$1,790.10
3/21/24	8077610	LAMAR TEXAS LTD PARTNERSHIP	\$3,323.00
3/21/24	8077611	US MOWER	\$285.69
3/21/24	8077612	ENERGY CAPITAL SOLUTIONS LLC	\$7,734.76
3/21/24	8077613	THE PAPE GROUP INC	\$3,340.96
3/21/24	8077614	THE PAPE GROUP INC	\$4,930.81
3/21/24	8077615	FSXINC	\$263.76
3/21/24	8077616	CLARY LONGVIEW LLC	\$129,110.66
3/21/24	8077617	METER READING HOLDING I CORP	\$16,295.93
3/21/24	8077618	KENDALL DEALERSHIP HOLDINGS LLC	\$480.74
3/21/24	8077619	THE PAPE GROUP	\$15,381.77
3/21/24	8077620	SALARY COM LLC	\$28,574.00
3/21/24	8077621	FERGUSON ENTERPRISES LLC	\$1,927.18
3/21/24	8077622	REECE CONSTRUCTION COMPANY	\$462.34
3/21/24	8077623	ONAPSIS INC	\$131,743.59
3/21/24	8077624	RADIATE HOLDINGS LP	\$187.28
3/21/24	8077625	ARROW INSULATION INC	\$1,902.00
3/21/24	8077626	BARRON HEATING & AIR CONDITIONING	\$2,675.00
3/21/24	8077627	BREEZE FREE INC	\$825.00
3/21/24	8077628	ENERGY MANAGEMENT COLLABORATIVE LLC	\$2,426.02
3/21/24	8077629	MASCOTT EQUIPMENT CO INC	\$773.40

**Total: \$4,235,265.54**

**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/11/24	6044899	CDWLLC	\$214.70
3/11/24	6044900	CONSOLIDATED ELECTRICAL DISTRIBUTOR	\$19,539.89
3/11/24	6044901	DAVEY TREE SURGERY COMPANY	\$8,446.15
3/11/24	6044902	FASTENAL COMPANY	\$439.60
3/11/24	6044903	HOWARD INDUSTRIES INC	\$31,147.87
3/11/24	6044904	INTERGRAPH CORPORATION	\$202,685.84
3/11/24	6044905	IVOXY CONSULTING INC	\$512.88
3/11/24	6044906	NORTHSTAR CHEMICAL INC	\$2,792.25
3/11/24	6044907	PUGET SOUND ENERGY INC	\$17.93
3/11/24	6044908	ROMAINE ELECTRIC CORP	\$780.33
3/11/24	6044909	RWC INTERNATIONAL LTD	\$91.57
3/11/24	6044910	SAP AMERICA INC	\$7,547.23
3/11/24	6044911	TOPSOILS NORTHWEST INC	\$1,250.00
3/11/24	6044912	UNIVERSAL LANGUAGE SERVICE INC	\$44.05
3/11/24	6044913	OLDCASTLEINFRASTRUCTUREINC	\$840.74
3/11/24	6044914	GORDON TRUCK CENTERS INC	\$1,343.53
3/11/24	6044915	VAN NESS FELDMAN LLP	\$5,000.00
3/11/24	6044916	VOID	\$0.00
3/11/24	6044917	WILLIAMS SCOTSMAN INC	\$1,540.24
3/11/24	6044918	WW GRAINGER INC	\$114.44
3/11/24	6044919	COLEHOUR & COHEN INC	\$9,936.05
3/11/24	6044920	DESIGNER DECAL INC	\$529.72
3/11/24	6044921	EDGE ANALYTICAL INC	\$516.00
3/11/24	6044922	GENERAL PACIFIC INC	\$34,639.69
3/11/24	6044923	KATRINA MARIE HECIMOVIC	\$2,500.00
3/11/24	6044924	HOGLUNDS TOP SHOP INC	\$1,752.91
3/11/24	6044925	LENZ ENTERPRISES INC	\$4,621.69
3/11/24	6044926	LONE MOUNTAIN COMMUNICATIONS LLC	\$20,625.00
3/11/24	6044927	MERCURY FITNESS REPAIR INC	\$891.31
3/11/24	6044928	NORTHWEST CASCADE INC	\$416.81
3/11/24	6044929	GARY PETERSEN	\$12,062.00
3/11/24	6044930	GARY PETERSEN	\$2,773.30

**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/11/24	6044931	PORTAGE BAY SOLUTIONS INC	\$387.50
3/11/24	6044932	ROHLINGER ENTERPRISES INC	\$6,848.91
3/11/24	6044933	SEATTLE AUTOMOTIVE DISTRIBUTING INC	\$198.83
3/11/24	6044934	SOUND SAFETY PRODUCTS CO INC	\$1,393.51
3/11/24	6044935	TRIANGLE ASSOCIATES INC	\$2,990.53
3/11/24	6044936	WESTERN ELECTRICITY COORDINATING CO	\$179.29
3/11/24	6044937	LCS TECHNOLOGIES INC	\$600.00
3/11/24	6044938	GRAYBAR ELECTRIC CO INC	\$31,120.52
3/11/24	6044939	ALTEC INDUSTRIES INC	\$1,094.53
3/11/24	6044940	ANIXTER INC	\$3,943.21
3/11/24	6044941	MALLORY SAFETY AND SUPPLY LLC	\$824.82
3/11/24	6044942	SEATTLE NUT & BOLT LLC	\$5,678.88
3/11/24	6044943	CG ENGINEERING PLLC	\$2,567.50
3/11/24	6044944	TRAFFIC CONTROL PLAN CO OF WA LLC	\$350.00
3/11/24	6044945	BURNS & MCDONNELL ENGR CO INC	\$3,271.32
3/11/24	6044946	MCWANE INC	\$24,099.64
3/11/24	6044947	NEWSDATA LLC	\$17,160.89
3/11/24	6044948	ANDREWJORDANHARPER	\$1,259.80
3/11/24	6044949	THE ADT SECURITY CORPORATION	\$298.10
3/11/24	6044950	BORDER STATES INDUSTRIES INC	\$86,009.94
3/11/24	6044951	MING K LEUNG	\$1,195.52
3/11/24	6044952	ALEXANDRA LEGARE	\$1,006.00
3/11/24	6044953	STUART C IRBY COMPANY	\$16,072.88
3/11/24	6044954	RAMONA MARINO	\$435.41
3/11/24	6044955	JESSICA SPAHR	\$1,430.66
3/11/24	6044956	ROBERT PETERSON	\$44.89
3/11/24	6044957	SUZANNE OVERSVEE	\$944.34
3/11/24	6044958	JENNIFER RICH	\$21.44
3/11/24	6044959	SHEILA CRAWFORD	\$417.12
3/11/24	6044960	ROBERT BEIDLER	\$1,237.51
3/11/24	6044961	JAE PAK	\$356.18
3/11/24	6044962	MORGAN STOLTZNER	\$40.20

**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/11/24	6044963	ROBERT ASAY	\$388.45
3/12/24	6044964	GRA SERVICES INTL LLC	\$1,056.48
3/12/24	6044965	KUBRA DATA TRANSFER LTD	\$12,586.27
3/12/24	6044966	PACIFIC TOPSOILS INC	\$158.80
3/12/24	6044967	STELLAR INDUSTRIAL SUPPLY INC	\$6,880.74
3/12/24	6044968	TESSCOINCORPORATED	\$1,126.69
3/12/24	6044969	TOPSOILS NORTHWEST INC	\$625.00
3/12/24	6044970	UNITED PARCEL SERVICE	\$215.13
3/12/24	6044971	VOID	\$0.00
3/12/24	6044972	AARD PEST CONTROL INC	\$141.77
3/12/24	6044973	EDGE ANALYTICAL INC	\$300.00
3/12/24	6044974	GENERAL PACIFIC INC	\$57,938.40
3/12/24	6044975	HOGLUNDS TOP SHOP INC	\$5,268.62
3/12/24	6044976	LENZ ENTERPRISES INC	\$694.55
3/12/24	6044977	NORTHWEST CASCADE INC	\$225.00
3/12/24	6044978	ROHLINGER ENTERPRISES INC	\$4,670.75
3/12/24	6044979	STOEL RIVES LLP	\$16,454.50
3/12/24	6044980	GRAYBAR ELECTRIC CO INC	\$177.32
3/12/24	6044981	ALTEC INDUSTRIES INC	\$363.86
3/12/24	6044982	ANIXTER INC	\$98,370.30
3/12/24	6044983	CAPITAL ARCHITECTS GROUP PC	\$7,150.00
3/12/24	6044984	ICONIX WATERWORKS INC	\$5,437.26
3/12/24	6044985	TRAFFIC CONTROL PLAN CO OF WA LLC	\$525.00
3/12/24	6044986	AMERICAN POWER SYSTEMS LLC	\$15,388.09
3/12/24	6044987	ADP INC	\$7,031.72
3/12/24	6044988	JULIE MAINSTONE	\$40.74
3/12/24	6044989	AARON JANISKO	\$870.96
3/12/24	6044990	CASSIE DAHLBECK	\$954.56
3/12/24	6044991	LISA HORNUNG	\$235.84
3/12/24	6044992	JOHN MANTOW	\$888.54
3/12/24	6044993	KYLE FITZHUGH	\$42.88
3/12/24	6044994	JASON COHN	\$159.94

**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/12/24	6044995	DEEPA SHIVNANI	\$1,153.54
3/12/24	6044996	PERRY WILLIAMS	\$373.27
3/12/24	6044997	CHRISTOPHER JORDAN	\$512.96
3/13/24	6044998	CONSOLIDATED ELECTRICAL DISTRIBUTOR	\$693.47
3/13/24	6044999	IVOXY CONSULTING INC	\$45,531.57
3/13/24	6045000	MYCOFF FRY PARTNERS LLC	\$1,766.61
3/13/24	6045001	NORTHWEST POWER POOL CORP	\$6,972.21
3/13/24	6045002	PACIFIC TOPSOILS INC	\$119.10
3/13/24	6045003	ROMAINE ELECTRIC CORP	\$659.98
3/13/24	6045004	TESSCOINCORPORATED	\$7,028.18
3/13/24	6045005	TOPSOILS NORTHWEST INC	\$500.00
3/13/24	6045006	COLEHOUR & COHEN INC	\$6,661.21
3/13/24	6045007	DESIGNER DECAL INC	\$2,471.10
3/13/24	6045008	EDGE ANALYTICAL INC	\$300.00
3/13/24	6045009	GENERAL PACIFIC INC	\$102,929.12
3/13/24	6045010	LENZ ENTERPRISES INC	\$579.55
3/13/24	6045011	BEN-KO-MATIC CO	\$1,679.98
3/13/24	6045012	SENSUS USA INC	\$67,972.10
3/13/24	6045013	TYNDALE ENTERPRISES INC	\$440.09
3/13/24	6045014	ALTEC INDUSTRIES INC	\$235.27
3/13/24	6045015	SEMAPHORE CORP	\$97,110.94
3/13/24	6045016	SOURCE INC OF MISSOURI	\$7,370.84
3/13/24	6045017	CENVEO WORLDWIDE LIMITED	\$2,803.11
3/13/24	6045018	AON CONSULTING INC	\$6,352.50
3/13/24	6045019	AALBU BROTHERS	\$151.69
3/13/24	6045020	BERRYDALE VENTURES LLC	\$6,425.22
3/13/24	6045021	COHEN VENTURES INC	\$191,749.76
3/13/24	6045022	EDWARD TARANTINO	\$136.00
3/13/24	6045023	SLATE YORK	\$185.00
3/13/24	6045024	FREDRICK BROWNFIELD	\$136.00
3/14/24	6045025	ASPLUNDH TREE EXPERT LLC	\$37,721.76
3/14/24	6045026	DAVEY TREE SURGERY COMPANY	\$31,547.25



**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/14/24	6045027	DAVID EVANS & ASSOCIATES INC	\$26,809.00
3/14/24	6045028	HOWARD INDUSTRIES INC	\$60,220.82
3/14/24	6045029	NORTH COAST ELECTRIC COMPANY	\$1,615.39
3/14/24	6045030	NORTHWEST POWER POOL CORP	\$18,615.15
3/14/24	6045031	RWC INTERNATIONAL LTD	\$393.42
3/14/24	6045032	SHI INTERNATIONAL CORP	\$1,265,405.45
3/14/24	6045033	SUBURBAN PROPANE	\$386.67
3/14/24	6045034	TESSCOINCORPORATED	\$291.33
3/14/24	6045035	TOPSOILS NORTHWEST INC	\$750.00
3/14/24	6045036	TRAYER ENGINEERING CORPORATION	\$147,546.00
3/14/24	6045037	GORDON TRUCK CENTERS INC	\$276.30
3/14/24	6045038	WEST COAST PAPER CO	\$1,473.89
3/14/24	6045039	AARD PEST CONTROL INC	\$427.28
3/14/24	6045040	RS AMERICAS INC	\$393.64
3/14/24	6045041	CELLCO PARTNERSHIP	\$86,588.59
3/14/24	6045042	EDGE ANALYTICAL INC	\$250.00
3/14/24	6045043	HOGLUNDS TOP SHOP INC	\$659.40
3/14/24	6045044	LENZ ENTERPRISES INC	\$359.70
3/14/24	6045045	LONE MOUNTAIN COMMUNICATIONS LLC	\$1,348.75
3/14/24	6045046	ROGER R OLSEN	\$2,729.93
3/14/24	6045047	RMG FINANCIAL CONSULTING INC	\$5,000.00
3/14/24	6045048	SWC ENTERPRISES LLC	\$744.03
3/14/24	6045049	SEATTLE AUTOMOTIVE DISTRIBUTING INC	\$398.39
3/14/24	6045050	SENSUS USA INC	\$31,468.56
3/14/24	6045051	SOUND SAFETY PRODUCTS CO INC	\$2,865.05
3/14/24	6045052	TECH PRODUCTS INC	\$135.10
3/14/24	6045053	T-MOBILE USA INC	\$1,223.58
3/14/24	6045054	TRICO COMPANIES LLC	\$27,622.84
3/14/24	6045055	GRAYBAR ELECTRIC CO INC	\$181.12
3/14/24	6045056	ALTEC INDUSTRIES INC	\$6.04
3/14/24	6045057	CG ENGINEERING PLLC	\$10,010.00
3/14/24	6045058	WESTERN STATES FIRE PROTECTION CO	\$2,651.35

**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/14/24	6045059	RESOURCE INNOVATIONS INC	\$10,500.00
3/14/24	6045060	OPENSQUARE HOLDINGS LLC	\$8,828.61
3/14/24	6045061	HALEY & ALDRICH INC	\$1,493.44
3/14/24	6045062	TRC ENGINEERS INC	\$59,376.41
3/14/24	6045063	PUMPTECH HOLDINGS LLC	\$75,204.86
3/14/24	6045064	STUART C IRBY COMPANY	\$714.35
3/14/24	6045065	BETH RANTA	\$604.23
3/14/24	6045066	SHONTE GOOLD	\$370.01
3/14/24	6045067	NICHELE HALL	\$1,073.75
3/14/24	6045068	JEFFREY MOSS	\$770.13
3/15/24	6045069	HOWARD INDUSTRIES INC	\$133,058.13
3/15/24	6045070	ROBERT HALF INTERNATIONAL INC	\$4,304.00
3/15/24	6045071	SCHWEITZER ENGINEERING LAB INC	\$1,449.47
3/15/24	6045072	WIDENET CONSULTING GROUP LLC	\$1,495.00
3/15/24	6045073	AARD PEST CONTROL INC	\$404.64
3/15/24	6045074	STOEL RIVES LLP	\$18,020.50
3/15/24	6045075	REXEL USA INC	\$7,688.44
3/15/24	6045076	BREEZE FREE INC	\$2,125.00
3/15/24	6045077	MISTY STEVENS	\$172.00
3/15/24	6045078	MARC ROSSON	\$57.52
3/15/24	6045079	ALEXANDER CHOREY	\$790.09
3/15/24	6045080	MELODY MOORE	\$299.12
3/15/24	6045081	MARIE MORRISON	\$387.25
3/15/24	6045082	BENJAMIN DAVIS	\$411.29
3/15/24	6045083	JEFFREY FEINBERG	\$370.56
3/15/24	6045084	DANIEL SONNICHSEN	\$679.56
3/15/24	6045085	DEVON YEAGER	\$859.98
3/15/24	6045086	JONATHAN JONES	\$1,418.40
3/15/24	6045087	ALEXANDER WEND	\$1,501.34
3/15/24	6045088	ALEXANDER WARTES	\$107.20
3/15/24	6045089	LIBERTY MUTUAL GROUP INC	\$10,438.50
3/18/24	6045090	CHARTWELL INC	\$2,400.00

**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/18/24	6045091	COMMERCIAL FILTER SALES & SERVICE	\$453.10
3/18/24	6045092	DAVID EVANS & ASSOCIATES INC	\$2,124.00
3/18/24	6045093	NORTH COAST ELECTRIC COMPANY	\$1,604.52
3/18/24	6045094	PUGET SOUND ENERGY INC	\$64,711.00
3/18/24	6045095	ROBERT HALF INTERNATIONAL INC	\$2,537.60
3/18/24	6045096	RWC INTERNATIONAL LTD	\$680.17
3/18/24	6045097	TOPSOILS NORTHWEST INC	\$4,479.07
3/18/24	6045098	TFS ENERGY LLC	\$925.00
3/18/24	6045099	TULLETT PREBON AMERICAS CORP	\$1,000.00
3/18/24	6045100	OLDCASTLEINFRASTRUCTUREINC	\$75,314.48
3/18/24	6045101	WEST COAST PAPER CO	\$3,056.10
3/18/24	6045102	BENS CLEANER SALES INC	\$1,601.62
3/18/24	6045103	BRAKE & CLUTCH SUPPLY INC	\$233.52
3/18/24	6045104	COLEHOUR & COHEN INC	\$102,141.26
3/18/24	6045105	EDGE ANALYTICAL INC	\$240.00
3/18/24	6045106	HERRERA ENVIRONMENTAL CONSULTANTS I	\$614.00
3/18/24	6045107	NORTHWEST CASCADE INC	\$3,764.89
3/18/24	6045108	BEN-KO-MATIC CO	\$2,019.57
3/18/24	6045109	SENSUS USA INC	\$70,898.69
3/18/24	6045110	SOUND SAFETY PRODUCTS CO INC	\$5,655.69
3/18/24	6045111	WETHERHOLT & ASSOCIATES INC	\$6,834.80
3/18/24	6045112	GRAYBAR ELECTRIC CO INC	\$774.30
3/18/24	6045113	ALTEC INDUSTRIES INC	\$135.46
3/18/24	6045114	ANIXTER INC	\$11,809.63
3/18/24	6045115	SEMAPHORE CORP	\$77,044.30
3/18/24	6045116	THE GOODYEAR TIRE & RUBBER CO	\$5,525.42
3/18/24	6045117	HCL AMERICA INC	\$16,634.43
3/18/24	6045118	TRAFFIC CONTROL PLAN CO OF WA LLC	\$350.00
3/18/24	6045119	BURNS & MCDONNELL ENGR CO INC	\$9,200.00
3/18/24	6045120	RESOURCE INNOVATIONS INC	\$2,315.00
3/18/24	6045121	PSC CUSTOM LLC	\$6,053.20
3/18/24	6045122	CONOCOPHILLIPS COMPANY	\$381,027.00

**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/18/24	6045123	KLOUDGIN INC	\$70,339.00
3/18/24	6045124	RODDAN INDUSTRIAL	\$1,933.09
3/18/24	6045125	HP INC	\$4,527.88
3/18/24	6045126	ENERGY EXTERIORS NW LLC	\$525.00
3/18/24	6045127	BRETT SMITH	\$407.06
3/18/24	6045128	ANGELA FORBES	\$657.62
3/18/24	6045129	KYLE FITZHUGH	\$42.88
3/18/24	6045130	LESLEY MAAS	\$1,136.93
3/18/24	6045131	JOHN WALLSTROM	\$266.00
3/19/24	6045132	ALS GROUP USA CORP	\$85.00
3/19/24	6045133	CLATSKANIE PEOPLES UTILITY DISTRICT	\$1,650.00
3/19/24	6045134	CONSOLIDATED ELECTRICAL DISTRIBUTOR	\$17,768.63
3/19/24	6045135	HOWARD INDUSTRIES INC	\$61,464.88
3/19/24	6045136	NORTH COAST ELECTRIC COMPANY	\$4,158.84
3/19/24	6045137	PACIFIC POWER GROUP LLC	\$1,382.85
3/19/24	6045138	RWC INTERNATIONAL LTD	\$66.39
3/19/24	6045139	S&C ELECTRIC COMPANY	\$29,658.16
3/19/24	6045140	STAR RENTALS INC	\$541.45
3/19/24	6045141	STELLAR INDUSTRIAL SUPPLY INC	\$3,067.41
3/19/24	6045142	STELLA-JONES CORPORATION	\$23,855.27
3/19/24	6045143	TOPSOILS NORTHWEST INC	\$125.00
3/19/24	6045144	TOYOTA TSUSHO MATERIAL HANDLING AME	\$1,940.65
3/19/24	6045145	UNITED PARCEL SERVICE	\$107.83
3/19/24	6045146	GORDON TRUCK CENTERS INC	\$542.59
3/19/24	6045147	WW GRAINGER INC	\$40.59
3/19/24	6045148	AARD PEST CONTROL INC	\$216.02
3/19/24	6045149	CELLCO PARTNERSHIP	\$1,774.05
3/19/24	6045150	COLEHOUR & COHEN INC	\$5,633.63
3/19/24	6045151	DAVIS DOOR SERVICE INC	\$958.33
3/19/24	6045152	ENTERPRISE FABRICATORS CO INC	\$28,845.00
3/19/24	6045153	GENERAL PACIFIC INC	\$6,241.94
3/19/24	6045154	LENZ ENTERPRISES INC	\$3,383.56

**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/19/24	6045155	NORTHWEST CASCADE INC	\$132.00
3/19/24	6045156	POWER ENGINEERS INC	\$4,918.46
3/19/24	6045157	RICHARDSON BOTTLING COMPANY	\$150.53
3/19/24	6045158	RICOH USA INC	\$16,234.10
3/19/24	6045159	ROHLINGER ENTERPRISES INC	\$12,899.97
3/19/24	6045160	RUBATINO REFUSE REMOVAL LLC	\$8,178.88
3/19/24	6045161	SOUND SAFETY PRODUCTS CO INC	\$2,815.52
3/19/24	6045162	TACOMA HYDRAULICS INC	\$1,979.30
3/19/24	6045163	ANIXTER INC	\$8,328.73
3/19/24	6045164	SEATTLE NUT & BOLT LLC	\$1,167.69
3/19/24	6045165	REXEL USA INC	\$89.11
3/19/24	6045166	DUTHIE ENTERPRISES INC	\$1,541.90
3/19/24	6045167	USIC HOLDINGS INC	\$345.00
3/19/24	6045168	SERIES SEVEN INC	\$1,149.50
3/19/24	6045169	AINSWORTH INC	\$4,767.20
3/19/24	6045170	LUCI CREATIVE LLC	\$14,135.86
3/19/24	6045171	RODDAN INDUSTRIAL	\$1,878.50
3/19/24	6045172	COHEN VENTURES INC	\$386,439.00
3/19/24	6045173	KEITH ELLISON	\$232.94
3/19/24	6045174	PAUL KISS	\$262.42
3/20/24	6045175	CONSOLIDATED ELECTRICAL DISTRIBUTOR	\$693.47
3/20/24	6045176	DAY MANAGEMENT CORPORATION	\$34,030.54
3/20/24	6045177	MCMASTER-CARR SUPPLY CO	\$309.92
3/20/24	6045178	MOSS ADAMS LLP	\$10,330.58
3/20/24	6045179	TESSCO INCORPORATED	\$4,645.41
3/20/24	6045180	TOYOTA TSUSHO MATERIAL HANDLING AME	\$1,276.30
3/20/24	6045181	GORDON TRUCK CENTERS INC	\$96.44
3/20/24	6045182	VAN NESS FELDMAN LLP	\$5,000.00
3/20/24	6045183	WW GRAINGER INC	\$438.21
3/20/24	6045184	OTC GLOBAL HOLDINGS LP	\$2,384.00
3/20/24	6045185	AARD PEST CONTROL INC	\$160.23
3/20/24	6045186	OTC GLOBAL HOLDINGS LP	\$325.00

**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/20/24	6045187	NORTHWEST CASCADE INC	\$150.50
3/20/24	6045188	TECH PRODUCTS INC	\$690.20
3/20/24	6045189	WALTER E NELSON CO OF WESTERN WA	\$1,953.01
3/20/24	6045190	PROCESS SOLUTIONS INC	\$15,331.05
3/20/24	6045191	GOLDFARB & HUCK ROTH RIOJAS PLLC	\$14,280.00
3/20/24	6045192	OS SERVICES OF AMERICA INC	\$30.52
3/20/24	6045193	SAFETY-KLEEN SYSTEMS INC	\$136.45
3/20/24	6045194	CABLE HUSTON LLP	\$1,100.50
3/20/24	6045195	MERRILL LYNCH COMMODITIES INC	\$1,100,788.00
3/20/24	6045196	HP INC	\$2,263.94
3/20/24	6045197	STILLY RIVER MECHANICAL INC	\$2,650.00
3/20/24	6045198	RESOUNDENERGYLLC	\$15,658.72
3/20/24	6045199	JASON BRUSS	\$414.01
3/20/24	6045200	AARON TJEPKEMA	\$370.98
3/20/24	6045201	LIBERTY MUTUAL GROUP INC	\$11,485.01
3/21/24	6045202	ASPLUNDH TREE EXPERT LLC	\$28,778.39
3/21/24	6045203	IBEW LOCAL 77	\$84,608.81
3/21/24	6045204	MR TRUCK WASH INC	\$6,685.32
3/21/24	6045205	NORTH COAST ELECTRIC COMPANY	\$855.40
3/21/24	6045206	ON HOLD CONCEPTS INC	\$234.70
3/21/24	6045207	PITNEY BOWES PRESORT SERVICES LLC	\$245.69
3/21/24	6045208	ROBERT HALF INTERNATIONAL INC	\$1,988.21
3/21/24	6045209	ROMAINE ELECTRIC CORP	\$1,720.47
3/21/24	6045210	STAR RENTALS INC	\$5,826.60
3/21/24	6045211	STELLA-JONES CORPORATION	\$86,205.00
3/21/24	6045212	GORDON TRUCK CENTERS INC	\$163.16
3/21/24	6045213	WW GRAINGER INC	\$1,267.87
3/21/24	6045214	HOGLUNDS TOP SHOP INC	\$439.60
3/21/24	6045215	LENZ ENTERPRISES INC	\$40.00
3/21/24	6045216	NORTHWEST CASCADE INC	\$4.91
3/21/24	6045217	PORTAGE BAY SOLUTIONS INC	\$1,240.00
3/21/24	6045218	SOUND SAFETY PRODUCTS CO INC	\$3,047.16

**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/21/24	6045219	OFFICE OF THE SECRETARY OF STATE	\$1,915.00
3/21/24	6045220	GRAYBAR ELECTRIC CO INC	\$1,882.51
3/21/24	6045221	FINANCIAL CONSULTING SOLUTIONS GROU	\$632.50
3/21/24	6045222	ICONIX WATERWORKS INC	\$10,698.84
3/21/24	6045223	BNSF RAILWAY COMPANY	\$7,171.67
3/21/24	6045224	MCWANE INC	\$36,517.15
3/21/24	6045225	HARMSSEN LLC	\$3,522.75
3/21/24	6045226	ORSI LESSEE LLC	\$3,920.40
3/21/24	6045227	OPENSQUARE HOLDINGS LLC	\$769.87
3/21/24	6045228	QUALITROLCOMPANYLLC	\$2,790.01
3/21/24	6045229	NOKIA OF AMERICA CORP	\$275,747.89
3/21/24	6045230	STILLY RIVER MECHANICAL INC	\$2,650.00
3/21/24	6045231	DAWN PRESLER	\$60.30
3/21/24	6045232	JASON ZYSKOWSKI	\$281.05
3/21/24	6045233	ZACHARY SCOTT	\$696.34
3/21/24	6045234	GIUSEPPE FINA	\$500.00
3/21/24	6045235	SHELBY JOHNSON	\$151.42
3/21/24	6045236	AARON SWANEY	\$817.01
3/21/24	6045237	SIDNEY LOGAN	\$162.14
3/21/24	6045238	DAVID POPACH	\$391.37
3/21/24	6045239	RICHARD ROSENKILDE	\$41.54
3/21/24	6045240	KONSTANTINOS PSAROUDAKIS	\$296.44
3/21/24	6045241	JEFFREY SELLENTIN	\$422.10
3/21/24	6045242	ORION EATON	\$158.12
3/22/24	6045243	DAVID EVANS & ASSOCIATES INC	\$7,261.70
3/22/24	6045244	HOWARD INDUSTRIES INC	\$196,368.24
3/22/24	6045245	NATIONAL HYDROPOWER ASSN INC	\$27,573.07
3/22/24	6045246	PUGET SOUND ENERGY INC	\$1,063.09
3/22/24	6045247	GORDON TRUCK CENTERS INC	\$261.51
3/22/24	6045248	WIDENET CONSULTING GROUP LLC	\$1,478.90
3/22/24	6045249	CAIRNCROSS & HEMPELMANN PS	\$945.00
3/22/24	6045250	RESOURCE INNOVATIONS INC	\$45,000.00

Detailed Disbursement Report

Accounts Payable ACH			
<u>Payment Date</u>	<u>Payment Ref Nbr</u>	<u>Payee</u>	<u>Amount</u>
3/22/24	6045251	PACHECOS LANDSCAPING LLC	\$8,247.88
3/22/24	6045252	NOKIA OF AMERICA CORP	\$312,064.24
3/22/24	6045253	COZY HEATING INC	\$2,675.00
<b>Total:</b>			<b>\$7,520,178.97</b>



**Detailed Disbursement Report**

<b>Accounts Payable Wires</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/11/24	7003190	US BANK NA	\$2,536,753.95
3/11/24	7003191	MOBILIZZ INC	\$634.50
3/12/24	7003192	ICMA-RC	\$45,725.40
3/13/24	7003193	US BANK	\$93,495.96
3/14/24	7003194	CRAWFORD & COMPANY	\$2,373.80
3/20/24	7003195	THE ENERGY AUTHORITY INC	\$1,657,916.08
3/20/24	7003196	CITY OF SEATTLE	\$314,137.71
3/20/24	7003197	TRANSALTA ENERGY MARKETING US INC	\$1,440,136.00
3/20/24	7003198	US DEPARTMENT OF ENERGY	\$26,546.66
3/20/24	7003199	CITY OF TACOMA WASHINGTON	\$20,000.00
3/20/24	7003200	HAMPTON LUMBER MILLS-WA INC	\$110,844.45
3/20/24	7003201	IDAHO POWER COMPANY	\$9,125.00
3/20/24	7003202	LL&P WIND ENERGY INC	\$394,167.82
3/20/24	7003203	MORGAN STANLEY	\$1,569,872.50
3/20/24	7003204	AVANGRID RENEWABLES HOLDINGS INC	\$1,139,372.44
3/20/24	7003205	DYNASTY POWER INC	\$51,235.00
3/20/24	7003206	PUBLIC UTILITY DIST NO 1 OF CHELAN	\$28,840.00
3/21/24	7003207	ICMA-RC	\$305,425.93
3/21/24	7003208	PUBLIC UTILITY DIST NO 1 OF SNOHOMI	\$29,197.74
3/21/24	7003209	ICMA-RC	\$845,475.57
3/22/24	7003210	CRAWFORD & COMPANY	\$1,385.24

**Total: \$10,622,661.75**

### Detailed Disbursement Report

Payroll			
Period End Date	Payment Ref Nbr	Payee	Amount
3/20/24	5300000996	PUD EMPLOYEES - DIRECT DEPOSIT	\$6,337,048.04
3/22/24	845141 - 845151	PUD EMPLOYEES - WARRANTS	\$48,615.70

### Detailed Disbursement Report

Automatic Debit Payments			
Payment Date	Payment Ref Nbr	Payee	Amount
3/8/24	5300000993	WELLNESS BY WISHLIST INC	\$43,517.79
3/8/24	5300000994	STATE OF WA DEPT OF RETIR	\$1,971,011.27
3/15/24	5300000995	WELLNESS BY WISHLIST INC	\$30,833.10
3/20/24	5300000996	ADP INC	\$1,729,026.13
3/22/24	5300000997	WELLNESS BY WISHLIST INC	\$7,062.06
3/22/24	5300000998	WELLNESS BY WISHLIST INC	\$22,297.49

**Total: \$3,803,747.84**



**BUSINESS OF THE COMMISSION**

Meeting Date: April 2, 2024

Agenda Item: 5A

**TITLE**

Consideration of a Resolution Authorizing Execution of a Collective Bargaining Agreement Between the Public Utility District No. 1 of Snohomish County and the International Brotherhood of Electrical Workers, Local No. 77, for the Period of April 1, 2024, Through March 31, 2028

**SUBMITTED FOR: Items for Individual Consideration**

Human Resources	<u>Amanda Bowman</u>	<u>8628</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing:	<u>March 5, 2024</u>	
Estimated Expenditure:	<u></u>	Presentation Planned <input type="checkbox"/>

**ACTION REQUIRED:**

- |  |                                     |  |
|--|-------------------------------------|--|
| <input checked="" type="checkbox"/> Decision Preparation | <input type="checkbox"/> Incidental | <input type="checkbox"/> Monitoring Report |
| <input type="checkbox"/> Policy Discussion               | (Information)                       |  |
| <input type="checkbox"/> Policy Decision                 |                                     |  |
| <input checked="" type="checkbox"/> Statutory            |                                     |  |

**SUMMARY STATEMENT:**

Identify the relevant Board policies and impacts:

*Executive Limitation - EL-5.8 - Financial Condition and Activities: The General Manager shall not execute modifications to the collective bargaining agreement between the District and the International Brotherhood of Electrical Workers (IBEW) that exceed \$100,000 of additional expense to the District in the current or next fiscal year.*

*Governance Process, Board Job Description: GP-3(4) (A)1 non-delegable, statutorily assigned Board duty to fix compensation of employees by establishing a scale of salaries for specific classes of work.*

Joint negotiations between the Public Utility District No. 1 of Snohomish County and the International Brotherhood of Electrical Workers, Local No. 77 have resulted in a proposed Collective Bargaining Agreement (“CBA”) with a term from April 1, 2024, through March 31, 2028.

High-level summary:

**1. GENERAL WAGE INCREASE**

<b>April 1, 2024</b>	<b>April 1, 2025</b>	<b>April 1, 2026</b>	<b>April 1, 2027</b>
3.5%	3.25%	3.25%	3.25%

**2. PROTECTION AGAINST POTENTIAL INFLATIONARY PRESSURES**

Reevaluation of wages based on a CPI-U floor of 3.25% and a ceiling of 6%.

**3. MARKET WAGE ADJUSTMENTS**

In addition to the general wage increase, market adjustments have been applied to align with the overall compensation philosophy.

**4. DEFERRED COMPENSATION**

<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
100% match up to 3%	100% match up to 3.5%	100% match up to 4%	100% match up to 4.5%

**5. CHANGES TO THE LEAVE PROGRAM**

Future dated employee leave program to be established.

**6. COMPENSATORY TIME**

Tied compensatory time accrual to call out overtime hours in an effort to provide a quicker response time to customer outages.

**7. TRAVEL TIME/REST TIME**

Increased travel time from 45 minutes to 60 minutes; altered the qualifier for rest time from 4 hours to 4.5 hours to account for the increase in travel time.

**8. LEADERSHIP TRAINING (LEADS AND FOREMEN)**

Developed generic language to guide units in implementing leadership training.

**9. PART TIME EMPLOYEES**

Adjusted the pay-in-lieu rate to align with the market.

**10. RE-ESTABLISH LANGUAGE OUTLINING LOCALIZED EVENTS**

Modified the definitions in Section 7.0 to include a definition of a localized event and applying Major Emergency provisions to localized events.

## **11. COMMUNITY EVENTS**

Added language regarding community events for clarification:

*“In order to provide District support for a Community Service event, an employee must live within one (1) hour of the event location or report to assigned headquarters prior to driving to the event. Employees who report to their assigned headquarters prior to driving to the event will not receive mileage reimbursement or be paid for their time to drive to their headquarters.”*

## **12. PAYROLL CASH ADVANCE DURING MAJOR EMERGENCIES**

Removed the \$100 cash advance during Major Emergencies.

## **13. WORK FROM HOME:**

Added generic work from home language and the units it is associated with. Each unit will have a committee to establish guidelines for work from home.

## **RECOMMENDATIONS/FUTURE ACTIONS:**

District staff recommend that the Commission pass the attached resolution authorizing execution of the proposed CBA.

### *List Attachments:*

Resolution

Exhibit A – Collective Bargaining Agreement

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION Authorizing Execution of a Collective Bargaining Agreement Between the Public Utility District No. 1 of Snohomish County and the International Brotherhood of Electrical Workers, Local No. 77, for the Period of April 1, 2024, Through March 31, 2028

WHEREAS, joint negotiations between Public Utility District No. 1 of Snohomish County (“District”) and the International Brotherhood of Electrical Workers, Local No. 77 (“IBEW”) have resulted in a proposed Collective Bargaining Agreement (“CBA”) with a term from April 1, 2024, through March 31, 2028; and

WHEREAS, District employees represented by IBEW voted on the proposed CBA by mail-in ballot, which was ratified by the requisite number of votes of such employees following a ballot count on March 27, 2024; and

WHEREAS, the Board of Commissioners has reviewed the proposed CBA, considered the recommendations of District staff, and finds the proposed CBA is in the best interests of the District and its ratepayers.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Public Utility District No. 1 of Snohomish County hereby authorizes the CEO/General Manager to execute in the name and on behalf of the District the proposed Collective Bargaining Agreement between Public Utility District No. 1 of Snohomish County and the International Brotherhood of Electrical Workers, Local No. 77, for the period of April 1, 2024, through March 31, 2028, in substantially the form attached hereto as Exhibit “A”; provided that the final form of the CBA shall be subject to the review and approval of the District’s General Counsel or his designee.

PASSED AND APPROVED this 2<sup>nd</sup> day of April, 2024.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Secretary



**Commitment to EXCELLENCE**  
SNOHOMISH COUNTY  
**PUD**  
PUBLIC UTILITY DISTRICT

Between Public Utility District No. 1  
of Snohomish County and  
Local Union No. 77 International  
Brotherhood of Electrical Workers

APRIL 1, 2024 – MARCH 31, 2028

# Collective Bargaining Agreement

This page intentionally left blank.

## TABLE OF CONTENTS

<b>ARTICLE 1</b> .....	<b>7</b>
<b>GENERAL CONDITIONS AND TERMS</b> .....	<b>7</b>
1.1 PURPOSE .....	7
1.2 CONTRACT RENEWAL .....	7
1.3 SAVINGS CLAUSE .....	7
1.4 SUCCESSORS AND ASSIGNS .....	7
1.5 SAFETY .....	7
1.6 LABOR MANAGEMENT COMMITTEES .....	8
1.7 REIMBURSABLE UNION TIME .....	10
1.8 COMPLETE AGREEMENT .....	11
1.9 MANAGEMENT RIGHTS .....	12
1.10 BARGAINING AGENCY .....	13
1.11 BUSINESS DAY DEFINITION .....	13
<b>ARTICLE 2</b> .....	<b>14</b>
<b>SCOPE OF AGREEMENT</b> .....	<b>14</b>
2.1 UNION MEMBERSHIP .....	14
2.2 UNIT AND CLASSIFICATION DETERMINATION .....	16
2.3 DIVERSITY .....	16
2.4 DISCIPLINE .....	17
2.5 CONTRACTING .....	17
2.6 TECHNOLOGY CHANGES AND TRAINING .....	17
2.7 SHOP STEWARDS .....	20
2.8 BULLETIN BOARDS .....	22
<b>ARTICLE 3</b> .....	<b>23</b>
<b>JOB CLASSIFICATIONS AND EMPLOYMENT STATUS</b> .....	<b>23</b>
3.1 WAGE SCHEDULES .....	23
3.2 PAY RATE .....	23
3.3 EMPLOYMENT STATUS .....	23
<b>ARTICLE 4</b> .....	<b>25</b>
<b>GRIEVANCE AND ARBITRATION</b> .....	<b>25</b>
4.1 CONTINUOUS OPERATION – NO LOCKOUT – NO STRIKE .....	25
4.2 GRIEVANCES .....	25
<b>ARTICLE 5</b> .....	<b>28</b>
<b>EMPLOYMENT BENEFITS</b> .....	<b>28</b>
5.1 SOCIAL SECURITY .....	28
5.2 VACATION .....	28
5.3 SICK LEAVE .....	30

5.4	PAID TIME OFF (PTO) .....	32
5.5	HOLIDAYS .....	36
5.6	JOB MODIFICATIONS DUE TO ILLNESS/INJURY .....	37
5.7	LEAVE OF ABSENCE .....	39
5.8	BEREAVEMENT .....	40
5.9	JURY AND WITNESS DUTY .....	41
5.10	RETIREMENT.....	42
5.11	INSURANCE AND MEDICAL PLAN .....	45
5.12	SHORT-TERM DISABILITY .....	51
5.13	DEFERRED COMPENSATION .....	51
5.14	SEVERANCE (REDUCTION IN FORCE) .....	52
5.15	PAID FAMILY MEDICAL LEAVE (SNOLEAVE).....	52
<b>ARTICLE 6.....</b>		<b>54</b>
<b>GENERAL WORK PROVISIONS.....</b>		<b>54</b>
6.1	SENIORITY.....	54
6.2	BID PROCEDURES .....	59
6.3	GUIDELINES FOR TESTING FOR BID OPENINGS/PROGRESSION(S) .....	62
6.4	PAY DAYS AND PAY ADJUSTMENT .....	64
6.5	LEADERSHIP TRAINING (LT) PROGRAM .....	65
6.6	POOLS.....	68
<b>ARTICLE 7.....</b>		<b>70</b>
<b>GENERAL WORKING RULES .....</b>		<b>70</b>
7.0	DEFINITIONS .....	70
7.1	WORKWEEK AND WORK SHIFTS .....	72
7.2	OVERTIME, CALL TIME, SHOW TIME, REST PERIOD & REST TIME PAY .....	74
7.3	FAIR SHARE PREMIUM.....	78
7.4	TRAVEL TIME.....	80
7.5	HEADQUARTERS .....	81
7.6	HIGH TIME .....	81
7.7	DUAL PAY RATES.....	82
7.8	SAFETY RULES .....	82
7.9	APPRENTICES .....	83
7.10	APPRENTICE STANDARDS.....	85
7.11	TRANSFER - CLASSIFICATION CHANGE - UPGRADES .....	85
7.12	EMPLOYEE TRAINING AND SAFETY .....	86
7.13	TOOLS AND EQUIPMENT .....	87
7.14	JOB SHARING .....	87
7.15	ADJUSTED WORKWEEK SCHEDULE – MAKE UP TIME.....	89
7.16	WORK FROM HOME (WFH) .....	92
7.17	STANDBY .....	92
7.18	JACKSON PROJECT TUNNELS .....	93

<b>ARTICLE 8.....</b>	<b>94</b>
<b>SPECIAL WORKING RULES BY UNITS .....</b>	<b>94</b>
8.1 LINE UNIT .....	94
8.2 SUBSTATION UNIT .....	109
8.3 SERVICE UNIT .....	115
8.4 TRANSPORTATION UNIT .....	119
8.5 METER UNIT .....	121
8.6 MAINTENANCE UNIT .....	123
8.7 WAREHOUSE UNIT.....	126
8.8 ENERGY CONTROL UNIT.....	127
8.9 GENERATION UNIT .....	131
8.10 COMMUNICATIONS UNIT .....	132
8.11 CREW DISPATCH UNIT .....	133
8.12 OFFICE SUPPORT UNIT .....	134
8.13 MAIL AND REPROGRAPHICS UNIT .....	135
8.14 METER READER UNIT .....	135
8.15 CUSTOMER ACCOUNTING UNIT .....	137
8.16 CUSTOMER SERVICE UNIT.....	138
8.17 ENGINEERING UNIT.....	147
8.18 WATER UNIT.....	147
8.19 FLAGGING UNIT.....	149
8.20 ENERGY EFFICIENCY UNIT .....	150
8.21 POWER SCHEDULING UNIT.....	151
<b>ARTICLE 9 .....</b>	<b>152</b>
<b>COMPENSATION.....</b>	<b>152</b>
<b>BOOT AND TOOL ANNUAL ALLOWANCE .....</b>	<b>172</b>
<b>ARTICLE 10.....</b>	<b>173</b>
<b>OVERTIME AND CALL OUT GUIDELINES BY UNITS .....</b>	<b>173</b>
10.1 LINE UNIT .....	173
10.2 SUBSTATION UNIT .....	185
10.3 SERVICE UNIT .....	192
10.4 TRANSPORTATION UNIT .....	192
10.5 METER UNIT .....	196
10.6 MAINTENANCE UNIT .....	197
10.7 WAREHOUSE UNIT.....	200
10.8 ENERGY CONTROL UNIT.....	202
10.9 GENERATION UNIT .....	203
10.10 COMMUNICATIONS UNIT.....	205
10.11 CREW DISPATCH UNIT .....	207
10.12 OFFICE SUPPORT UNIT .....	207
10.13 MAIL AND REPROGRAPHICS UNIT .....	207
10.14 METER READING UNIT.....	207
10.15 CUSTOMER ACCOUNTING UNIT .....	209

10.16	CUSTOMER SERVICE UNIT.....	209
10.17	ENGINEERING UNIT.....	217
10.18	WATER UNIT.....	217
10.19	FLAGGING UNIT.....	219
10.20	ENERGY EFFICIENCY UNIT .....	219
10.21	POWER SCHEDULING UNIT.....	219
<b>ARTICLE 11 .....</b>		<b>220</b>
<b>AMENDMENT .....</b>		<b>220</b>
11.1	Amendment.....	220
<b>EXHIBIT "A" — SECTION 7.13 TOOLS AND EQUIPMENT .....</b>		<b>221</b>
<b>PERSONAL TOOLS REPLACEMENT LIST .....</b>		<b>221</b>
<b>EXHIBIT "B" — LINE CREW STRUCTURE GUIDELINES.....</b>		<b>227</b>
<b>EXHIBIT "C" — SUBSTATION CREW STRUCTURE GUIDELINES.....</b>		<b>232</b>
<b>EXHIBIT "D" — TREE TRIMMER CREW STRUCTURE GUIDELINES .....</b>		<b>235</b>
<b>EXHIBIT "E" — DEFINITION OF HOUSEKEEPERS.....</b>		<b>236</b>
<b>EXHIBIT "F" — SUBSECTION 7.9.9 NON-DISTRICT TRAINING.....</b>		<b>237</b>
<b>EXHIBIT "G" MAJOR EQUIPMENT &amp; YARD VEHICLE LIST .....</b>		<b>238</b>

## PREAMBLE

This Agreement, made and entered into by and between the PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY, of Snohomish County, Washington, hereinafter referred to as the "District" and LOCAL UNION NO. 77 of the INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, hereinafter referred to as the "Union."

## ARTICLE 1

### GENERAL CONDITIONS AND TERMS

#### 1.1 PURPOSE

The District and the Union have a common and sympathetic interest in the electrical industry and water services. Therefore, a working system and harmonious relations are necessary to improve the relationship between the District, the Union, and the public. All will benefit by continuous peace and by adjusting any differences by rational, common-sense methods. Progress in industry demands a mutuality of confidence between the District and the Union. To these ends, this Agreement is made.

#### 1.2 CONTRACT RENEWAL

This Agreement shall be and hereby does become effective April 1, 2024, and shall remain in full force to and including March 31, 2028. If either party desires to change, modify, or terminate the Agreement on the anniversary date of March 31, 2028, written notice must be given to the other party at least ninety (90) calendar days in advance of March 31, 2028. If the Agreement is opened for negotiations by either party by notice, as specified in this paragraph, a complete proposal of all changes, modifications or amendments to the Agreement shall be submitted in writing and simultaneously exchanged at the first scheduled meeting of the parties, unless other arrangements are mutually agreed to. The Agreement may be extended by mutual consent of the parties in writing.

#### 1.3 SAVINGS CLAUSE

If mandatory laws applicable to and in conflict with any of the provisions hereof become effective, this Agreement shall be subject to revisions by the parties to bring the conflicting provisions into conformance with the law.

#### 1.4 SUCCESSORS AND ASSIGNS

The parties to this Agreement intend that this Agreement shall be binding on the District's successors, assigns, or entities arising from any reorganization or legislative restructuring.

#### 1.5 SAFETY

Safety is the #1 value of the District and the Union. Together we are committed to ensuring the safety, health, and well-being of our employees. Safety takes

precedence over anything we do. No employee is expected to perform work they perceive unsafe, nor will there be any retribution/retaliation for refusal to perform unsafe work. All employees have "STOP WORK AUTHORITY."

## **1.6 LABOR MANAGEMENT COMMITTEES**

### **1.6.1**

The District and the Union agree to maintain a Joint Labor Management Committee (JLMC). The purpose of the JLMC will be to:

- (a) Ensure open communication and provide a mechanism for transparency, collaboration and partnership on shared interests and matters impacting the wages, hours and working conditions of employees, and on matters impacting the District's customers;
- (b) Provide governance, oversight and sponsorship of all subordinate committees and teams formed between the Union and the District for purposes of impacting wages, hours, and/or working conditions;
- (c) Provide approval for and parameters/scope within which the parties agree the committees and teams shall focus.
- (d) Consider requests of committees and teams to amend the committees/team parameters; to implement trial, pilot, or test programs ("pilots"); or otherwise extend their role into the organization.
- (e) Review broad District policy issues and opportunities that may affect the Agreement and relationship between the District and the Union, and address matters that have a reasonable potential to impact wages, hours and working conditions. Early discussion and awareness of such issues, opportunities and matters is desired by the parties, and is the cornerstone of collaboration and partnership, demonstrating the spirit of transparency and a strong labor/management relationship;
- (f) Establish subordinate committees of the JLMC to recommend business process improvements and working condition/work rule changes to promote reasonable, effective, and efficient methods which align with the Agreement and District directives, and provide the basis for recommending such improvements/changes;
- (g) Hold subordinate committee members accountable for fully participating, including being prepared and sharing in team action items;
- (h) Regularly receive and review updates from District Continuous Improvement (CI) teams or other ad hoc CI teams, providing the opportunity for communication and oversight regarding CI matters that may impact wages, hours or working conditions and/or terms and conditions of the Agreement;
- (i) Oversee the implementation of mutually agreed changes to the Agreement and assist in communicating to District employees regarding such changes.

### **1.6.2 SELECTION OF COMMITTEE MEMBERS**

The JLMC shall be comprised of both Union and District members. The Business Representative and the Human Resources Director or their designee shall



determine and make appointments to the JLMC and all subordinate committees; rotations of JLMC members and all subordinate committee members shall be at the direction of the Business Representative and the Human Resources Director. The Human Resources Director or designee shall notify the applicable AGM and Managers when one of their employees have been requested for membership on the JLMC or associated committee(s).

### 1.6.3

The JLMC has established the following subordinate committees:

- (a) Joint Labor-Management Interview Committees, or participation in interviews at the request of the District, or participation per the Agreement or Letter of Agreement (LOA)
- (b) Joint Apprenticeship and Training Committee (JATC) and associated subcommittees
- (c) Joint Equipment Training Committee (JETC)
- (d) Voluntary Employee Benefits Association (VEBA) Committee
- (e) Joint Safety Team Committee (JST)
- (f) Benefits Advisory Committee (BAC)
- (g) Leaves Advisory Committee (LAC)
- (h) Retirement Advisory Committee (RAC)
- (i) Compensation Advisory Committee (CAC)
- (j) Switching and Clearance Committee
- (k) Customer Service Vacation Committee
- (l) Call Out Committees and associated subcommittee(s)
- (m) Leadership Training Committee (LTC)
  - (i) LTC shall oversee all leadership development programs (e.g., Foreman-in-Training and Lead-in-Training) and succession preparation training for specific leadership positions within the bargaining unit, designated by the JLMC.
  - (ii) Management ultimately determines the threshold for leadership candidate graduation; upon graduation from a leadership program, vacancies will then be filled by seniority.
- (n) Line Unit Crew Structure Committee
- (o) Substation Unit Crew Structure Committee
- (p) Work from Home (WFH) committees and associated subcommittees
- (q) Other subordinate committee(s) and associated subcommittee(s) designated by the JLMC.

#### **1.6.4 COMMITTEE, SUBORDINATE COMMITTEE AND ASSOCIATED SUBCOMMITTEE MEMBER EXPECTATIONS AND TRAINING**

##### **1.6.4.1**

It is expected that new members are oriented to the committee, its purpose, and shall adhere to the collaborative approach to labor relations which guides the committee.

##### **1.6.4.2**

Subordinate committees shall meet as often as appropriate based on the work assigned by the JLMC. Members are expected to attend meetings regularly. It is understood some committees may only meet periodically.

##### **1.6.4.3**

To facilitate transparency, the District shall provide a shared location to store electronic records of the JLMC and all associated committees, with access for all JLMC members.

##### **1.6.4.4**

The District shall provide dedicated training administration support and curriculum design resources sufficient to meet the needs of the JATC and LTC. This support shall be furnished by the District with non-represented labor. All other support and resources shall be the responsibility of the committee and members, unless a request is made to the JLMC, subject to approval by the District.

##### **1.6.4.5**

The District shall allow up to eight (8) hours per calendar year of non-reimbursable training for JLMC and associated subordinate committees and members on topics determined by the Business Representative of the Union and the Human Resources Director.

#### **1.6.5 STATE OF EMERGENCY**

A State of Emergency is defined as an unforeseen circumstance(s) beyond the control of the District that either 1) present a real, immediate threat to the proper performance of essential functions; or 2) will likely result in material loss or damage to property, bodily injury, loss of life if immediate action is not taken. Once a State of Emergency is declared by government officials and/or the CEO/General Manager, the Union and the District agree to meet to discuss the response to the emergency.

#### **1.7 REIMBURSABLE UNION TIME**

##### **1.7.1**

When an employee represented by the Union is present and participates in any of the following, the Union shall reimburse the District for the employee's current base hourly rate of pay plus thirty percent (30%) for partial payroll overhead:

- (a) Joint Labor Management Committee

- (b) Grievance Committee
- (c) Preparation time for addressing grievances or workplace concerns
- (d) Negotiations Committee meeting time (unless specifically related to joint party preparation for negotiations through a designated Advisory Committee identified in [Subsection 1.6.3](#))
- (e) Union leaves requested by the Business Representative to the Human Resources Director or designee

### **1.7.2**

The Union will not reimburse the District for their members' time spent attending meetings of the JLMC subordinate committees identified in [Subsection 1.6.3](#). Time employees spend serving on such subordinate committees is compensable. Employees are expected to modify their shift start and end time to best accommodate the needs of the JLMC subordinate committee.

#### **1.7.2.1**

The Union will reimburse the District for their members' time when employees who are not standing members of a JLMC subordinate committee attend such meetings unless attendance is authorized by the Human Resources Director or designee in writing or electronic communication and the employee's attendance is designated as non-reimbursable.

### **1.7.3**

The Union shall provide notice of Union time requested at least twenty-four (24) hours in advance of the need for an employee's time off, except as otherwise approved by the Human Resources Director or designee. Such request must be made in writing or via email to the Human Resources Director or designee.

### **1.7.4**

Time spent by the employee represented by the Union attending and participating in District investigations and other time at management's request pertaining to employee relations matters is non-reimbursable.

#### **1.7.4.1**

A Shop Steward's time during an investigatory meeting, including brief caucuses, is non-reimbursable when management is present and for thirty (30) minutes immediately prior to and immediately after the investigatory meeting while the Shop Steward and the employee meet in private.

## **1.8 COMPLETE AGREEMENT**

### **1.8.1**

The parties have a common interest in a complete Agreement. This Agreement represents complete collective bargaining and full agreement regarding the rates of pay, wages, benefits, hours of employment or other conditions of employment which shall prevail during the term of the Agreement and any

matters or subjects not covered by this Agreement have been satisfactorily compromised, adjusted, or waived by the parties for the term of this Agreement.

### **1.8.2**

This provision does not foreclose future discussions of matters, whether or not contained in this Agreement. Either party may request bargaining on a subject not covered by the Agreement and the parties will discuss the matter in good faith with the sincere purpose of reaching an agreement.

#### **1.8.2.1**

When resolution of matters results in a change to the existing language of this Agreement, such changes shall be codified in the Agreement through amendment which shall be agreed to in written or electronic mail between the Business Representative of the Union and the CEO/General Manager or designee under authority delegated by the Commission.

#### **1.8.2.2**

Proposed amendments described in [Subsection 1.8.2.1](#) that exceed the authority of the CEO/General Manager must be brought to the Commission for approval.

### **1.8.3**

Also, this provision does not prevent either party to this Agreement from using past practice or custom in the grievance process for the purpose of interpreting an ambiguous contract provision.

## **1.9 MANAGEMENT RIGHTS**

The management of the District and the direction of the work force is vested exclusively in the District subject to the terms of this Agreement. The District therefore reserves all rights, powers, and authority to manage and control the business and direct its workforce unless otherwise expressly limited by this Agreement. This includes, but is not limited to, the right to hire; classify; promote; transfer; determine qualifications; discipline or discharge for just cause; change shifts, schedules, or the location, method and means of performing any and all work including use of any and all District supplied tools/equipment; subcontract any operations or work; discontinue operations in whole or in part; maintain order and efficiency, including but not limited to the right to establish, modify and enforce work rules, policies and directives, and regulate conduct among employees. These rights are subject only to the written terms of this agreement, and any and all established or implied rights of the District, the Union, or the employees. The District recognizes its obligation to provide notice and opportunity to bargain with the Union over all mandatory subjects of bargaining before altering current conditions, provided that the District has no obligation to bargain over its exercise of those core management rights recognized by applicable law to be within unilateral management discretion except for effects bargaining where required to do so by law.

**1.10 BARGAINING AGENCY**

The District agrees to recognize the Union as the sole and exclusive bargaining agency for all the employees of the type and classifications covered by this Agreement.

**1.11 BUSINESS DAY DEFINITION**

Business days are defined as days of business operation from 8:00am through 5:00pm, Monday through Friday, excluding District-recognized holidays. For the purpose of calculating a number of business days, the first business day begins on the following business day after the triggering event (for example, a deadline or alleged violation).

## ARTICLE 2

### SCOPE OF AGREEMENT

#### 2.1 UNION MEMBERSHIP

The District will deduct membership dues and pay to the Union from the wages of employees within the classifications of [Article 9](#), who in writing have authorized the District to do so, as long as such assignment is not revoked in writing, or beyond the termination of this Agreement, whichever first occurs.

##### 2.1.2

An employee may revoke their authorization for payroll deduction of payments to the Union by written notice to the District. The District will make reasonable efforts to end the deduction effective on the first payroll, but not later than the second payroll, after the District's receipt of the employee's written notice.

##### 2.1.2.1

The Union will indemnify the District against any and all liability which may arise by reason of the deduction by the District of money for Union membership dues from an employee's wages in accordance with employee authorizations furnished to it by the Union.

#### 2.1.3 JOINT INFORMATION SESSIONS

When a group of employees has signed a sufficient number of IBEW Local 77 Union interest cards, and after an appropriate Unit has been established, the parties agree to conduct at least one (1) joint information session with the Unit employees deemed eligible to vote on Union representation prior to that vote. The purpose of the joint information session is to afford the Unit employees an opportunity to pose appropriate/allowable questions to and hear answers from both the District and the Union at the same time, in an open and transparent approach. The District and the Union have a shared interest in keeping those recognized as IBEW Local 77 members of the Bargaining Unit under one (1) agreement. Upon recognition of a new IBEW Local 77 bargaining unit, they shall be accreted into the existing Collective Bargaining Agreement (CBA), however, the parties must bargain general working rules exceptions or exemptions and list them in a new section of [Article 8](#).

##### 2.1.4

The District will provide the Union access to new employees represented by the Union for the purposes of presenting information about Union representation to the new employee in compliance with [RCW 41.56.037](#).

##### 2.1.4.1

Eligible employees will be invited to attend a New Employee Union Introduction meeting which will last no more than sixty (60) minutes. Employees are not required to attend the New Employee Union Introduction meeting.

**2.1.4.2**

The New Employee Union Introduction meeting typically occurs prior to the District's New Employee Benefits Orientation, which generally occurs on the third Thursday of each month and must occur within ninety (90) days of the employee's start date within the bargaining unit. Should the schedule change for any reason, the District will notify the Union in advance.

**2.1.4.3**

The District will make every effort to schedule the New Employee Union Introduction meeting and the New Employee Benefits Orientation in locations to accommodate a five (5) minute transition time.

**2.1.4.4**

Student Workers and Time Limited status employees represented by the Union will be notified consistent with other new hires.

**2.1.4.5**

In addition to the New Employee Union Introduction meeting, the District and the Union agree the Union has the right to engage in organizing activity before an employee's start of work, after an employee's end of work and during the employee's and Union organizer's/Shop Steward's lunch and break times.

**2.1.4.6**

The District will distribute an electronic notification informing new Union employees of the date, time, location, and voluntary nature of attending the New Employee Union Introduction meeting.

**2.1.4.7**

The District will provide the Union with a report listing new hires who were invited to attend the upcoming New Employee Union Introduction meeting (employee's name, classification, hire date) in accordance with the classifications listed in [Article 9](#) of the CBA plus applicable Student Workers, by the tenth day of each month. In the event a newly represented member of the bargaining unit is not a new employee, the District will make every effort to identify these employees for Union follow-up.

**2.1.4.8**

Any application for Union membership/dues deduction and/or accompanying literature or information regardless of form, provided by the Union during New Employee Union Introduction meeting will alert attendees of all their rights/options/choices about joining the Union and dues deduction per the Janus v. AFSCME decision including, but not limited to, the voluntary nature and exercise of any and all such rights/options and choices.

**2.1.4.9**

The Union will distribute any forms from their organization and provide District Payroll the signed, original "Authorization for Payroll Deduction of Union Dues" card.

## **2.2 UNIT AND CLASSIFICATION DETERMINATION**

### **2.2.1**

Employees covered by this Agreement shall be divided into units and classifications.

### **2.2.2**

Owing to the confidential nature of the work performed by certain employees and their identification with the executives and supervisory functions of various offices and departments, it is understood and agreed that the District may have up to four percent (4%) of its total number of regular employees as non-represented Administrative and Executive Assistants who shall not be eligible for membership in the IBEW Union Local No. 77, unless otherwise mutually agreed upon.

### **2.2.3**

When a new classification is created or an existing classification is to be modified, the District and the Union, through the Compensation Advisory Committee (CAC) identified in [Section 1.6](#) will work collaboratively to develop the job description (minimum qualifications, testing requirements, and expectation of the classification), unit assignment and proposed pay rate of the classification. The parties agree management has the sole right to describe work and requirements. The CAC shall recommend to the JLMC the job description and requirements of the classification and recommended pay rate and unit placement. The JLMC shall work to reach consensus on the recommendations of the CAC.

### **2.2.4**

If the parties cannot agree to the rate of pay within thirty (30) calendar days of presenting the new or revised classification, the District reserves the right to implement the classification at the rate of pay and unit placement it established, and the Union reserves the right for resolution of the pay rates and/or placement issues by the grievance and arbitration process set forth in [Article 4](#).

## **2.3 DIVERSITY**

The District and the Union are committed to creating a culture where all employees feel respected, welcomed, and valued.

### **2.3.1**

The District and the Union will not discriminate against any employee or applicant on any basis prohibited by Federal, State, and/or local laws. The Union and the District will work collaboratively in support of providing a non-hostile, harassment-free work environment for all employees.

### **2.3.2**

Whenever words denoting either the masculine or the feminine gender are used herein, they are intended to apply equally to either gender. Gender specific



terms are not intended to be discriminatory but are the historical terms used to describe certain positions.

### **2.3.3**

Nothing contained herein shall restrict the District from complying with the provisions of the Americans with Disabilities Act or other applicable law.

## **2.4 DISCIPLINE**

### **2.4.1**

As per [Section 1.9](#) (Management Rights Clause), the District retains the right to impose discipline up to and including discharge for poor performance or inappropriate conduct. The District may suspend, demote, transfer (in cases of unlawful discrimination), terminate, and/or otherwise discipline employees in accordance with the District's policies and procedures as embodied in various District directives. Violation of work rules, instances of unacceptable behavior or misconduct, and poor performance are generally subject to progressive discipline.

### **2.4.2**

Any employee, except for regular probationary, Time Limited status or Student Worker, who has been disciplined shall be advised of the reason(s) in writing and shall be entitled to exercise their rights under [Article 4](#) of this Agreement. Employees may not be disciplined without just cause as defined by the arbitral common law. In an arbitration involving discipline, the District has the burden of proving just cause.

## **2.5 CONTRACTING**

### **2.5.1**

It is recognized by both the Union and the District that a stable total workforce is desirable for quality customer service. No employee will be laid off and/or have their work outsourced until the affected work group has a reasonable opportunity to offer a competitive solution. The intent is for the District and the Union to collaborate and seek a solution that meets the needs of the customer while seeking to minimize impact to employees.

## **2.6 TECHNOLOGY CHANGES AND TRAINING**

### **2.6.1**

The District and the Union have a mutual interest in utilizing new technology for long-term sustainability to better serve our customers now and into the future. To this end, both parties seek to ensure a highly skilled workforce, continually increasing members' skill level, creating, and modifying bargaining unit jobs (when necessary/applicable) and ensuring ongoing training including training related to technology changes, to enable employees to demonstrate pride of ownership in their work and be part of the continuous improvement process.

The District will promote the responsible use, development, and deployment of technologies consistent with District values and ethical considerations, especially with Artificial Intelligence (AI). Changes in technology may result in the elimination of work, modification of work, and/or modification of job requirements. The parties agree that work impacted by technology changes which has been historically, normally, or currently performed by members of the bargaining unit shall continue to be performed by members of the bargaining unit unless otherwise bargained by the parties. Nothing in [Section 2.6](#) shall waive, conflict with, and/or supersede either parties' rights specified in [Sections 1.9, 2.5](#), and/or [Subsection 6.1.9](#) including management's right to decide to use a changed technology.

### **2.6.2**

The parties share a joint interest in involving employees who are directly impacted by potential new technology. When there is a reasonable potential it will impact the wages, hours, work jurisdictions, training or certifications required, and other terms and conditions of employment, the District will engage the JLMC in collaborative discussions. These discussions may include the general description of the potential new technology, installation timeframe, classifications potentially impacted, education/training requirements, job security, establishing support systems that protect workers from loss of working hours, safety and health impacts/issues/procedures, productivity improvements and efficiencies, and all other such information related to the exploration/adoption/implementation of the new technology. The District shall make reasonable efforts to provide training and support to impacted employees whose roles may be affected by the introduction of AI technologies, with the goal of retention and if needed facilitating their transition to other positions within the company.

### **2.6.3**

Elimination of work. When work is no longer necessary as a result of technology, the parties agree to follow the provisions of [Sections 1.9, 2.5](#), and/or [Subsection 6.1.9](#). The District shall make reasonable efforts to provide training and support to impacted employees whose roles may be affected by changing technologies.

### **2.6.4**

Modification of work. When work is modified as a result of new technology (i.e., Artificial Intelligence), the parties shall attempt to retain the work within the same Unit and job classification. Prior to moving work resulting from new technology to a new job classification, the parties shall attempt to retain the meaningful work in the same job classification accountable for that work prior to the new technology. Work that is of a substantially lower skill requirement may be moved to a job classification requiring a lower skill level.

### **2.6.5**

Modification of job requirements. When job requirements change due to new technology, the District and the Union will meet to work collaboratively to

determine how best to ensure employees are provided adequate training opportunities to develop skills necessary to adapt to the technology change.

#### **2.6.5.1**

The parties agree that training courses assigned by the District to prepare an employee for changing technology associated with requirements of their job classification constitutes a work assignment and the employee is paid regular wages during class time.

#### **2.6.5.2**

When studying for/attending college or trade/vocational school courses, for which course credits may be awarded, including when the courses are a requirement of the job classification, such course/study time is not a work assignment and wages are not paid during this time. Tuition reimbursement may be available when an employee enrolls in for-credit college or trade/vocational school courses.

#### **2.6.6 DEFINITIONS**

(a) New Technology:

Any new or changed equipment/technology, method or process, material or labor relations (how labor is utilized) that is currently used to perform work contained under the CBA.

(b) Troubleshooting:

Identification of faults or cause of a failure of normal operation. Identification may occur through on-site, remote, or analysis of data for purposes of diagnostics, or similar means of identification of cause or fault.

(c) Maintenance:

The act of preventing disruption of normal operation by keeping property, equipment, or systems in working condition. This includes preserving, sustaining, routine upgrading, and other preventative activities related to the technology or equipment. This work is anticipated to be performed on a regular basis.

(d) Repair:

To restore by replacing a part or putting together what is broken or not performing as expected under normal operation.

(e) Normal Operation:

Technology, equipment, and devices performing as intended or expected. Employees working within their normal job classification are engaged in normal operation, and are not engaged in troubleshooting, maintenance and/or repair while concurrently engaged in normal operation. Employees assigned to normal operation of technology, equipment and devices may also be assigned to troubleshooting, maintenance and/or repair.

(f) Training:

Structured activities designed to impart the knowledge, skills and abilities (KSAs) necessary to perform the desired work accountabilities, including new work associated with new technology. Training may be on the job, classroom, online, or via other means. Training may be informal “awareness only”, but that should not be considered a substitute when more comprehensive KSAs are needed to successfully learn the new technology in order to fulfill job accountabilities.

(g) Education:

Learning provided by educational institutions, which increases broader knowledge in an area of study, typically leading to earning of “credits” which may apply to a post-secondary degree.

(h) Continuing Education:

Courses required to maintain a certification status. Such courses are considered a work assignment when taken as part of a certification that is required by job description.

(i) Certification:

A formal recognition or document by a qualified organization or agency deeming the recipient meets specific KSAs and achievement.

(j) Artificial Intelligence:

Automated systems that can generate new content based on patterns of information it has learned from existing examples to create outputs that mimic or resemble human generated content.

## **2.7 SHOP STEWARDS**

### **2.7.1**

A Shop Steward is a bargaining unit District employee appointed by the Union Business Manager of IBEW Union Local No. 77 or their designated Business Representative. The Shop Steward works under the direction of the Local Union Business Manager or their designated Business Representative and is subject to their authority in representing the Union's position. The duty of the Shop Steward with the District is to assist the Union and represent the grievant by the processing of grievances and questions concerning the administration of the CBA with District Supervisors. Normally Shop Stewards will provide representation in their respective Unit; however, Shop Stewards may also provide representation in Units other than their own.

A represented employee requiring the assistance of a Shop Steward during investigatory interviews or other interaction with management where the employee is entitled to have a Shop Steward present shall have the right to choose any appointed Shop Steward to represent them as long as it does not unduly delay the process.

In emergent situations as determined by the District (e.g., reasonable suspicion tests, paid administrative leave discussions, workplace safety and security issues, etc.) where immediate representation is necessary, represented employees may choose from any available appointed Shop Stewards.

### **2.7.2**

The Union shall furnish a complete list of Shop Stewards to the District's Human Resources Director or designee and any changes shall be reported within five (5) business days following such changes in writing to said Director.

### **2.7.3**

The District shall pay a Shop Steward's current base hourly rate while performing Shop Steward duties during the Shop Steward's regular working hours with the District and the Union shall reimburse the District for all such pay plus thirty percent (30%) for partial overhead except as otherwise provided in [Section 1.7](#) and [Subsection 2.8.3.1](#).

#### **2.7.3.1**

The District's Human Resources Director or designee and the Union's Business Representative or designee may agree to allow a Shop Steward to perform their duties on non-reimbursable District time. All such agreements shall be documented between the parties in writing or email.

### **2.7.4**

The Shop Steward must notify their supervisor in advance before performing duties during regular working hours (excluding lunch time or break times). Before going to consult with another employee during regular working hours (excluding lunch time or break times), the Shop Steward and the employee must have the employee's supervisor's permission in advance before interrupting the work time.

### **2.7.5**

The District normally requires no more than one (1) employee (including Shop Stewards) from the same general work area be requested by the Union for extended meetings particularly if the area involved has a small number of employees in the classification or department affected.

### **2.7.6**

Bargaining unit employees may request to have a Shop Steward present in the following types of situations:

- (a) If an employee reasonably believes a meeting may result in discipline.
- (b) When meeting with a supervisor to discuss poor performance or other failure to meet the District job duty requirements even if no specific disciplinary action is taken. This may occur with a probationary employee or one who has recently transferred to a new job assignment.
- (c) Discussion on grievance matters or differences of opinion on the CBA application or intent.

When a supervisor senses that a routine discussion with a bargaining unit employee may be leading to a confrontation or possible discipline or grievance situation, the supervisor should stop the discussion until a Shop Steward can be present.

### **2.7.7**

In order to preserve an employee's rights under the CBA in such cases as bidding, pre-scheduling of vacation/PTO, etc., a Shop Steward may act on behalf of an employee who is otherwise unable to do so for themselves.

### **2.7.8**

The District and the Union recognize the value of trained Shop Stewards. The Business Representative for the Union and the Human Resources Director shall identify annual training topics for Shop Stewards, and eight (8) hours of this training per year per Shop Steward will be non-reimbursable, unless additional non-reimbursable training time is approved by the Human Resources Director.

## **2.8 BULLETIN BOARDS**

The District shall supply both physical and/or virtual bulletin boards for the use of the Union in posting notices that have been signed by a Union official.

## **ARTICLE 3**

### **JOB CLASSIFICATIONS AND EMPLOYMENT STATUS**

#### **3.1 WAGE SCHEDULES**

The wage schedule for employees covered by this Agreement is and shall be as set forth in [Article 9](#). The wages in [Article 9](#) are minimum rates, and nothing contained herein shall prohibit the District from paying higher rates, but no adjustment in individual cases shall be made without first notifying the Union.

#### **3.2 PAY RATE**

An employee's "primary rate of pay" shall mean the individual employee's pay rate established by the employee's bid classification. If the bid classification contains progression steps or pay levels attainable without a bid requirement, the primary rate of pay shall be the rate at the progression step or level attained by the individual employee within their classification at any given time.

#### **3.3 EMPLOYMENT STATUS**

Employment statuses addressed in this Agreement include:

##### **3.3.1**

Regular Full Time and Part Time:

Employees who occupy a budgeted position in a job classification identified in [Article 9](#) are assigned a regularly occurring work schedule and hours per week and have successfully completed their probationary period. Unless otherwise specified, regular full time and part time employees are entitled to all the rights and benefits described in this Agreement.

##### **3.3.2**

Probationary:

Defined in [Section 6.1](#).

##### **3.3.3**

Time Limited:

Employees who are hired during periods of unusually high workloads; for projects; for temporary job vacancies due to injuries, illnesses, or other extenuating circumstances; or for other temporary business need. Assignment shall not exceed twenty-four (24) continuous months unless the Union consents to an extension of an employee's assignment. Time limited status employees remain at-will during their employment and are not guaranteed any length of assignment. Unless otherwise provided, they are entitled to all other rights and benefits of this Agreement.

The parties recognize hiring Time Limited status employees is not intended to substitute for hiring regular full time and part time employees. The District shall not

utilize Time Limited status employees in a position in the same classification for multiple consecutive twenty-four (24) month periods without the consent of the Union.

A Time Limited status employee assigned to a job classification in [Article 9](#) shall be paid in accordance with the wage rate of that classification.

When a Time Limited status employee is employed to perform seasonal labor or work not representative of an existing job classification, the Time Limited status employee's rate of pay is determined by the District based on the qualifications of the employee. The pay rate must equal a minimum of the Washington state minimum wage plus two (2) dollars per hour. Pay rates of Time Limited status employees shall increase annually with the applicable General Wage Increase or Washington State minimum wage, whichever is greater.

### **3.3.4**

#### Student Worker(s):

Employees in this status are hired to provide a work learning opportunity to individuals enrolled as a full time or part time student in an accredited higher education institution or trade/vocational school.

Student Workers are at-will and are not entitled to a specific duration of assignment or hours per week. Student Workers may work up to sixty-eight (68) hours per calendar month while actively enrolled in school on a full time or part time basis. Student Workers may work up to forty (40) hours per week during summer breaks, not to exceed a total of ninety (90) consecutive calendar days.

Student Worker pay scale will be reviewed and set annually by the CAC. Exceptions may be approved by the HR Director or their designee.



## **ARTICLE 4**

### **GRIEVANCE AND ARBITRATION**

#### **4.1 CONTINUOUS OPERATION – NO LOCKOUT – NO STRIKE**

The District is engaged in public service requiring continuous operation and recognition of this continuous service obligation is imposed upon both the District and its employees, members of said Local Union No. 77. There will be no suspension of work, slow down, or curtailment of services. During the term of this Agreement, the District shall not lockout employees and the Union agrees not to strike against the District.

#### **4.2 GRIEVANCES**

The following procedure is the means for resolving grievances as defined herein. Although this procedure is written as for a grievance filed by the Union, the same procedure shall be followed for a grievance filed by the District. The following definitions apply:

##### **4.2.1**

##### Grievance:

Defined as a claim by the Union or the District that a provision of this Agreement has been violated or interpreted differently by the parties, or an existing working condition covered by this Agreement has been changed. Claims not meeting this definition shall not be subject to this procedure.

##### **4.2.1.1**

##### Time Limits:

The failure of the Union to process a grievance within the time limits set forth in this Section shall constitute a waiver of the grievance. If the District has not timely responded to a grievance, the Union may proceed to the next step in the grievance process.

All time limits set forth herein must be strictly observed unless extensions are mutually agreed to in writing by the Union Business Representative and the District's Human Resources Director and/or designee(s).

##### **4.2.1.2**

##### Grievance Day:

To facilitate the timely processing of grievances, the District and the Union will set aside one day each month (to be scheduled on a recurring basis on a mutually agreed upon date each month) to hear/discuss all formal and potential grievances.

#### **4.2.2 GRIEVANCE STEPS**

### Step One (1):

This step is intended to encourage resolving issues at the lowest possible level within a timely manner. The issue shall first be presented verbally by the Shop Steward, to the supervisor within ten (10) business days of the alleged violation. The Shop Steward shall set forth the following criteria:

- (a) A statement that this is a potential grievance;
- (b) The nature of the issue;
- (c) The facts upon which it is based;
- (d) The article(s) or section(s) of the CBA allegedly violated; and
- (e) The remedy requested.

Reasonable effort will be made to resolve the issue at this step. When resolution can be reached, the Shop Steward will inform the Union Business Representative; the Supervisor will inform the Human Resources Director, in writing, which may be electronic or letter form. If resolution cannot be reached, the Shop Steward will notify the Union Business Representative.

### Step Two (2) – First Grievance Day:

If the Union intends to continue the grievance, the Union Business Representative shall notify the Human Resources Director and/or designee(s) within ten (10) business days of the issuance of notification of no resolution of Step One (1). The grievance will be placed on the agenda for the next monthly Grievance Day.

If resolution is not reached as a result of Grievance Day, the District's Human Resources Director and/or designee(s) will respond in writing to the Union business office within ten (10) business days from date of the Grievance Day meeting.

Regardless of the step in the process, both parties agree to discuss any and all issues and/or grievances at each Grievance Day.

### Step Three (3) – Second Grievance Day:

If the grievance remains unresolved following the District's written response, the Union will have ten (10) business days from receipt of the District's response to move the grievance to Step Three (3) by written notice to the Human Resources Director and/or designee(s). This will automatically place the grievance on the agenda of the next Grievance Day.

If the grievance remains unresolved after being heard at this second Grievance Day, the District will respond to the Union Business Representative in writing within ten (10) business days following this second Grievance Day meeting.

### Step Four (4):

If the grievance is not resolved at Step Three (3), the Union may submit a written request to the District's Human Resources Director and/or designee(s) for arbitration. This request must be received within twenty (20) business days of the Step Three (3) response. Within ten (10) business days of receipt of such request, the Union and the District shall engage in discussions to mutually select an arbitrator. If the parties cannot agree upon an arbitrator, they will jointly request that the Federal Mediation and Conciliation Service submit a list of seven (7) arbitrators from the states of Washington and Oregon. The parties shall alternately strike names from the list until one (1) name remains; this shall be the arbitrator to hear the grievance.

#### **4.2.2.1**

The arbitrator shall have no power to render a decision that will add to, subtract from, or alter, change, or modify the terms of this Agreement, and their power shall be limited to the interpretation or application of the terms of this Agreement. Decisions of the arbitrator shall be based solely upon the record presented at the arbitration unless the parties mutually agree at the hearing to supplementation of the record. Decisions of the arbitrator shall be subject to and in accordance with existing laws, including court, the Public Employment Relations Commission (PERC), and National Labor Relations Board (NLRB) (when applicable) decisions. The parties agree to abide by the award made by the arbitrator.

#### **4.2.3**

Each party to a grievance shall bear its own cost of processing the grievance, except as provided herein. This includes any costs incurred during any phase of the dispute arising out of the grievance, including attorney fees related thereto. However, the cost of the selection of the arbitrator and the arbitrator's fees shall be borne equally by both parties. Either party may include other individuals in the meeting as necessary for successful resolution of the grievance at the expense of the requesting party.

Either the District or the Union may request information from each other that either party reasonably believes is necessary to evaluate the merits of the grievance and the parties will comply with applicable law when responding to information requests. Either party may bring a grievance if the other party fails to provide requested information or, if an arbitrator has already been selected, the aggrieved party may bring the controversy to the arbitrator for a ruling on the matter. The arbitrator's ruling on the information request shall be made before the arbitration hearing is held. The arbitrator shall make this ruling in accord with existing laws, including court, PERC, and NLRB (when applicable) decisions. If the arbitrator finds that either party violated applicable law by withholding information, the offending party shall be prohibited from using the information in the grievance or arbitration process in which the information was requested.

## ARTICLE 5

### EMPLOYMENT BENEFITS

#### 5.1 SOCIAL SECURITY

The District agrees to extend the benefits of the Social Security Act to all employees and to pay the District's share only, provided, however, a majority of the eligible employees of the District, in accordance with law, vote to be included within the provisions of the Social Security Act.

#### 5.2 VACATION

##### 5.2.1

Employees hired prior to July 1, 1994, who earn eighty (80) eligible hours of pay in any given calendar month and who elect not to participate in the District's Paid Time Off program will accrue vacation based on years of service as follows:

Length of Service	Vacation Accrual	Additional Anniversary Credit	Total
0-4 years	13 days	1 day	14 days
5 years	13 days	6 days	19 days
6-10 years	18 days	1 day	19 days
11 years	19 days	1 day	20 days
12 years	20 days	1 day	21 days
13 years	21 days	1 day	22 days
14 years	22 days	1 day	23 days
15-20 years	23 days	1 day	24 days
21 years	23 days	2 days	25 days
22 years	23 days	3 days	26 days
23 years	23 days	4 days	27 days
24 years	23 days	5 days	28 days
25 years	23 days	6 days	29 days
26+ years	28 days	1 day	29 days

##### 5.2.2

Any employee who is covered under the Public Employees Retirement System (PERS) Plan One (1) who terminates employment with the District shall receive up to a maximum of thirty (30) days of vacation pay earned but not taken. Actual termination dates for purposes of compensation shall be established such that

any accumulated vacation days in excess of thirty (30) days must be used as vacation. Employees who terminate employment with the District and who have less than thirty (30) days of vacation shall be paid for all vacation pay earned but not taken. In case of death of the employee, all accumulated earned vacation will be paid.

#### **5.2.2.1**

The following provisions shall apply to any employee who is covered under the Public Employees Retirement System (PERS) Plan Two (2) or Plan Three (3):

- (a) Employees who terminate employment, but do not retire from the District, shall be paid all vacation earned but not taken.
- (b) Employees who retire under a District recognized retirement shall have the option of being paid for all vacation earned but not taken or using their accumulated vacation and having their actual retirement dates correspondingly adjusted.
- (c) In case of death of the employee, all accumulated earned vacation will be paid.

#### **5.2.3**

All vacations will be computed from the employee's anniversary date of employment. Employees will be allowed to accumulate vacation from year to year. The maximum vacation carryover for any employee after December 31, 1978, and by the end of each calendar year thereafter, shall be sixty (60) calendar days. Excess hours will be cashed out annually based on the employee's balance as of December 31 and paid at the employee's primary pay rate as of the following January 15.

#### **5.2.4**

In scheduling vacation time, employees shall attempt to give the District as much advance notice as possible. The scheduling of vacation is a mutual responsibility of the employee and their supervisor; and in all cases the approval for vacation is the sole responsibility of the supervisor, who is responsible for ensuring adequate staffing to meet customer needs.

- (a) One (1) day vacation:  
Requires forty-eight (48) hours' notice
- (b) Two (2) to five (5) days' vacation:  
Requires one (1) week's notice
- (c) Over five (5) days' vacation:  
Requires thirty (30) days' notice

When urgent, compelling, and personal reasons are present, the supervisor may waive the required amount of advance notice.

#### **5.2.5**

When a holiday falls on a regular workday during an employee's vacation period, the employee will not be charged vacation for the holiday.

#### **5.2.6**

The members of an entire crew shall not be required to take their vacations at the same time.

#### **5.2.7**

Regular employees voluntarily terminating service with the District will receive pay for accumulated vacation days earned but not taken.

#### **5.2.8**

Part time employees shall accrue vacation on a pro-rated basis.

### **5.3 SICK LEAVE**

#### **5.3.1**

Employees hired prior to July 1, 1994 who have not elected to participate in the District's Paid Time Off Program and who earn eighty (80) hours of eligible pay in any given calendar month, shall be entitled to sick leave pay at the employee's primary rate when they are incapacitated from the performance of their duties by reason of sickness or injury or medical/dental appointments that cannot be scheduled during off hours. The District may require a release to return to work for any sick or medical leave that exceeds five (5) consecutive working days. Sick Leave may also be used for illness/injury of eligible family members pursuant to State and Federal laws governing Family Medical Leave and Washington State Paid Sick Leave. Employees who are off work for care of an eligible family member may be required to complete a Request for Leave form and provide appropriate medical certifications. Sick leave shall be accrued at the rate of one (1) day per month up to twelve (12) days per year, and such leave, if not used, will continue to accumulate.

Notification of absence on account of unscheduled sickness or injury shall be given no later than one-half (1/2) hour prior to the start of the employee's work shift on the first day of the absence, or as soon as possible. If the expected date of return is unknown, the employee shall call in each day of absence until their return. Notification of absence for foreseeable use of sick leave (e.g. appointments, treatments, etc.) shall be given no less than ten (10) working days prior to the start of the employee's work shift on the first day of the absence, or as soon as possible. Such notice shall be given to the employee's immediate manager or the manager's designee. The employee shall notify the employee's immediate manager or the manager's designee when the employee will return to work using the same procedure outlined above.

#### **5.3.1.1**

Student Workers are eligible for paid sick leave. Paid sick leave hours will accrue at a rate of one (1) hour for every forty (40) hours worked and will be paid out at the employee's primary rate of pay in effect at the time of usage. Each Student

Worker will begin accruing paid sick leave beginning the first day of employment but will not be entitled to use such accrued paid sick leave until the ninetieth (90<sup>th</sup>) calendar day after the commencement of their employment. If a Student Worker terminates employment, they will not be paid out their accrued sick leave hours. If they are re-employed within twelve (12) months, credit will be given for any waiting period previously satisfied and any unused paid sick leave remaining as of the termination date will be reinstated.

### 5.3.1.2

Vacation credit will be awarded on anniversary dates in accordance with the following schedule and the sick leave balance will be adjusted by an amount equivalent to the credit.

Accrued Sick Leave Days	Vacation Credit
Less than 24	0
24 (or more)	8 hours (1 day)
60 (or more)	16 hours (2 days)
90 (or more)	24 hours (3 days)
120 (more)	32 hours (4 days)

### 5.3.2

Sick leave benefits shall begin with the first day of absence and continue to the maximum sick leave accumulation. No employee shall receive benefits whose sickness or disability was caused by violation of criminal laws, or injury or disability incurred while working for another employer, whether voluntary or as a contractor or as an employee (does not apply to authorized volunteer work such as United Way). Whenever an employee off duty on paid vacation wishes to charge some of such absence to their sick leave account, by reason of actual disability or illness during that period, they must send prompt notice of sickness to their supervisor and conform to all requirements pertaining to sick leave. Remaining vacation shall then be deferred.

### 5.3.3

All sick leave pay shall be at the employee's primary rate of pay in effect at the time of usage.

### 5.3.4

Any employee who falsifies or misrepresents the use of the sick leave benefit privilege related to an authorized purpose under federal, state or other local laws (such as the Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Washington Family Care Act, Washington Paid Sick Leave, Washington Paid Family and Medical Leave Act, etc.) shall be subject to disciplinary action, up to and including termination. The amount paid by the District for the period of misrepresented sick leave will be treated as an overpayment and the hours will be restored into the employee's respective leave bank.

## 5.4 PAID TIME OFF (PTO)

### 5.4.1

Employees hired prior to July 1, 1994, are eligible to continue under the vacation and sick leave program. An annual enrollment period for PTO will be held thereafter. Employees electing to enroll in PTO during the annual enrollment period shall have vacation bank balances as of June 30, converted to a PTO bank on July 1. Participation in the Paid Time Off Program is automatic for eligible employees hired after June 30, 1994.

#### 5.4.1.1

All PTO and ESL pay shall be at the employee's primary rate of pay in effect at the time of usage. The employee and the employee's supervisor are responsible for filling out an employee's time entry to accurately reflect time off use from the proper program and/or bank.

#### 5.4.2

Full time employees who earn eighty (80) hours of eligible pay in any given calendar month will accrue PTO. The amount of time accrued depends on years of service with the anniversary date of employment as the basis:

Length of Service	Paid Time Off Accrual	Additional Anniversary Credit	Total
0-4 years	20 days	1 day	21 days
5 years	20 days	6 days	26 days
6-10 years	25 days	1 day	26 days
11 years	26 days	1 day	27 days
12 years	27 days	1 day	28 days
13 years	28 days	1 day	29 days
14 years	29 days	1 day	30 days
15-20 years	30 days	1 day	31 days
21 years	30 days	2 days	32 days
22 years	30 days	3 days	33 days
23 years	30 days	4 days	34 days
24 years	30 days	5 days	35 days
25 years	30 days	6 days	36 days
26+ years	35 days	1 day	36 days

#### 5.4.3

A maximum of sixty (60) days of PTO can be carried over from one calendar year to another. Excess hours will be cashed out annually based on the employee's balance as of December 31 and paid at the employee's primary pay rate as of the following January 15.

#### 5.4.4

A maximum of thirty (30) days of PTO earned but not taken shall be cashed out at the time of termination or retirement for any employee covered under the



Public Employees Retirement System (PERS), Plan One (1). Actual termination dates will be established so that any accrued PTO in excess of thirty (30) days will be used by the employee prior to termination or retirement. Employees who terminate employment with the District and who have less than thirty (30) days PTO shall be paid for all PTO pay earned but not taken. In case of death of an employee, all accumulated PTO will be paid.

#### **5.4.4.1**

The following provisions shall apply to any employee who is covered under the Public Employees Retirement System (PERS), Plan Two (2) or Plan Three (3):

- (a) Employees who terminate employment, but do not retire from the District, shall be paid all PTO earned but not taken.
- (b) Employees who retire under a District recognized retirement shall have the option of being paid for all PTO earned but not taken or using their accumulated PTO and having their actual retirement dates correspondingly adjusted.
- (c) In case of death of the employee, all accumulated earned PTO will be paid.

#### **5.4.5**

Through June 30, 2026, employees on the PTO program who earn eighty (80) hours of eligible pay in any given calendar month will accrue 3.34 hours of Extended Sick Leave (ESL) per month (five (5) days per year). Employees hired before July 1, 1994, electing to enroll in the PTO program during the annual enrollment period per [Subsection 5.4.1](#) shall have sick leave bank balances on June 30 converted to an extended sick leave bank.

Effective April 1, 2024, ESL may be used immediately for inpatient hospitalization, outpatient surgery or after twenty-four (24) hours of missed work per occurrence due to illness/injury for self or eligible family members pursuant to State and Federal laws governing Family and Medical Leave or for parental bonding leave. Employees who are off work for their own illness or for care of an eligible family member may be required to provide appropriate medical certifications.

Effective July 1, 2026, employees will no longer accrue ESL. Any balances remaining in an employee's ESL bank will be frozen and will not be available for use except under Subsections [5.4.6](#), [5.4.7](#), and [5.4.7.1](#). The ESL program is being replaced by the District Paid Family and Medical Leave Program under [Section 5.15](#).

#### **5.4.6**

PTO credit will be awarded on anniversary dates in accordance with the following schedule, and the ESL bank will be adjusted by an amount equivalent to the credit:

<b>Accrued Extended Sick Leave (ESL) Hours</b>	<b>Paid Time Off (PTO) Credit</b>
Less than 192	0 hours
192-479	8 hours
480-719	16 hours
720-959	24 hours
960 (more)	32 hours

Effective July 1, 2026, employee ESL balances will be frozen and not available for use; however, PTO credit will continue to be awarded on anniversary dates in accordance with the following schedule, and the ESL bank will be adjusted by an amount equivalent to the credit:

<b>Accrued Extended Sick Leave (ESL) Hours</b>	<b>Paid Time Off (PTO) Credit</b>
Under 480	0 hours
480-719	8 hours
720-959	16 hours
960 (or more)	24 hours

#### **5.4.7**

Any employee covered under the Public Employees Retirement System (PERS), Plan One (1) and on the PTO program shall have actual termination dates established such that thirty percent (30%) of extended sick leave will be used prior to a District recognized retirement. In case of death of an employee on PTO, fifty percent (50%) of their accrued extended sick leave will be paid.

#### **5.4.7.1**

The following provisions shall apply to any employee covered under the Public Employees Retirement System (PERS), Plan Two (2) or Plan Three (3) and on the PTO program:

- (a) Employees retiring under a District recognized retirement shall have the option of being paid for thirty percent (30%) of their accrued extended sick leave or using thirty percent (30%) of their accrued extended sick leave and having their actual retirement dates correspondingly adjusted.
- (b) In case of death of an employee on PTO, fifty percent (50%) of their accrued ESL will be paid.

#### **5.4.8**

Part time employees shall accrue PTO and ESL (through June 30, 2026) on a pro-rated basis.

#### **5.4.9**

Student Workers are not eligible for PTO accrual.

**5.4.10**

In scheduling PTO for vacation time, employees shall attempt to give the District as much advance notice as possible. The scheduling of vacation is a mutual responsibility of the employee and their supervisor; and in all cases the approval for vacation is the sole responsibility of the supervisor, who is responsible for ensuring adequate staffing to meet customer needs.

- (a) One (1) day vacation:  
Requires forty-eight (48) hours' notice
- (b) Two (2) to five (5) days' vacation:  
Requires one (1) week's notice
- (c) Over five (5) days' vacation:  
Requires thirty (30) days' notice

When urgent, compelling, and personal reasons are present, the supervisor may waive the required amount of advance notice.

**5.4.11**

Employees can use PTO and ESL for sick (including eligible family and medical) leave purposes, pursuant to District Directives, State and Federal laws governing Family Medical Leave, Washington State Paid Sick Leave, and any other Federal, State, or local government requirements.

Employees who are off work for eligible family and/or medical leave may apply for leave verbally or in writing to Human Resources and provide appropriate medical certification(s) for approval.

**5.4.12**

Notification of absence for foreseeable use of PTO and ESL (e.g., health appointments, treatments, etc.) shall be given no less than thirty (30) working days prior to the start of the employee's work shift on the first day of the absence, or as soon as possible.

**5.4.13**

Notification of absence on account of unscheduled sickness or injury for use of PTO or ESL shall be given no later than one-half ( $\frac{1}{2}$ ) hour prior to the start of the employee's work shift on the first day of the absence, or as soon as possible. Such notice shall be given to the employee's immediate manager or the manager's designee. Notice shall include the employee's name, date of absence, reason for absence (if absence is to care for a family member – include the relationship of the family member), and the expected date of return. If the expected date of return is unknown, the employee shall call in each day of absence until their return. If the employee has an expected date of return, the employee is not required to call in each day; the employee is expected to keep their manager informed if there are any changes to the expected return date. The District may require a release to return to work for any sick or medical leave that exceeds five (5) consecutive working days.

**5.4.14**

No employee shall receive ESL benefits whose sickness or disability was caused by violation of criminal laws, or injury or disability incurred while working for another employer, whether voluntary or as a contractor or as an employee (does not apply to authorized volunteer work such as United Way). Prior to July 1, 2026, if an employee is off work on PTO and the employee becomes sick or injured during that period, they may send prompt notice to their supervisor of their intent to use ESL and conform to all requirements pertaining to ESL. Remaining PTO shall then be deferred.

**5.4.15**

Any employee who falsifies or misrepresents the use of the PTO or ESL benefits privilege related to an authorized purpose under federal, state or other local laws (such as the Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Washington Family Care Act, Washington Paid Sick Leave, Washington Paid Family and Medical Leave Act, etc.) shall be subject to disciplinary action, up to and including termination. The amount paid by the District to the employee for the period of misrepresented ESL leave will be treated as an overpayment and the hours will be restored into the employee's respective leave bank.

**5.4.16 TIME OFF WITHOUT PAY**

Employees may request time off without pay. Such request may be granted, on a case-by-case basis, with AGM approval, if it does not inconvenience the operation of the District or increase operating expense.

**5.5 HOLIDAYS****5.5.1**

Twelve (12) paid holidays are as follows:

- (a) New Year's Day,
- (b) Martin Luther King Jr.'s Birthday,
- (c) President's Day,
- (d) Memorial Day,
- (e) Juneteenth,
- (f) Independence Day,
- (g) Labor Day,
- (h) Veteran's Day,
- (i) Thanksgiving Day,
- (j) the day after Thanksgiving Day
- (k) Christmas Day, and
- (l) Floating Holiday (see 5.5.4)

When one (1) of these falls on Sunday, the Monday following shall be observed as the holiday. When one (1) of these recognized holidays falls on Saturday, the Friday preceding will be observed as the holiday. In interpreting this section for employees on operating or rotating shifts, and for employees whose regular days off are Sunday and Monday, the first of the two (2) consecutive days off shall be considered Saturday, and the second day off shall be considered Sunday. In cases where more than two (2) days off occur in work schedules, the first and third days off shall be considered as Saturday, and second and fourth days off shall be considered as Sunday.

### **5.5.2**

A holiday observed during the regular workweek or on a Saturday shall be paid at straight time rate for the time, not to exceed eight (8) hours that would have been scheduled if the day had not been a holiday, provided that the employee reports for work, or is on paid vacation or paid sick leave for at least four (4) hours on both the regular scheduled workdays immediately preceding and immediately following the holidays. Employees regularly scheduled to work on any of the holidays set forth in [Subsection 5.5.1](#) shall be paid holiday pay plus straight time, plus four (4) hours to be added to the employee's vacation bank. Employees not regularly scheduled to work on a holiday and System Operators whose scheduled shift rotation falls on a holiday shall receive the overtime pay rate in addition to the regular holiday pay. Work shall not be scheduled for holidays that can reasonably be done on other days. All holiday pay shall be based on the employee's primary rate of pay.

### **5.5.3**

Part time employees shall receive pro-rated holiday pay. Part-time employees, except Flaggers and on-call Custodians, are eligible for pro-rated holiday pay provided the employee reports for work or is on paid vacation or paid sick leave on both the employee's regular scheduled workdays both immediately preceding and immediately following the holiday. Flaggers and on-call Custodians are eligible for pro-rated holiday pay provided they are not on an authorized unpaid leave of absence before and after the holiday.

### **5.5.4**

Effective January 1, 2026, one (1) Floating Holiday of eight (8) hours paid at the primary rate of pay is allowed each calendar year. It must be used within the calendar year and is not eligible to be carried over to the following year. The floating holiday must be used in an eight (8) hour increment. Minimal notice is required for use (e.g., thirty (30) minutes prior to start of shift) and no reason is required other than to designate as a Floating Holiday. Use for the day before and after a holiday and during major emergencies requires supervisor approval.

## **5.6 JOB MODIFICATIONS DUE TO ILLNESS/INJURY**

### **5.6.1 OCCUPATIONAL DISABILITY ALLOWANCE (ODA)**

#### **5.6.1.1**

In the case of any disability covered by Workers Compensation benefits under the State Industrial Insurance Laws, the District will pay to such disabled regular non-probationary employee (excluding regular probationary, Student Workers and Time Limited status employees) an occupational allowance equal to the difference between eighty percent (80%) of their primary straight time wages and the amount of State compensation.

#### **5.6.1.2**

For regular, full-time employees the amount of ODA to be paid will be based on the employee's primary work schedule in effect on the date of injury. (Example: employees who work four (4) ten (10) hour shifts Monday through Thursday would be paid ten (10) hours of ODA Monday through Thursday.)

The District will continue to pay eighty percent (80%) of the employee's primary straight-time wages less State compensation for a maximum period of two hundred sixty (260) working days or two thousand eighty (2080) ODA hours whichever comes first.

#### **5.6.1.3**

For regular, part-time employees the part time multiplier in effect on the date of injury will be used to calculate the amount of ODA to be paid. Payment of ODA for part time employees will be as follows:

- (a) Part-time employees who work a pre-established schedule (example: any employee who works set days and hours) will receive ODA based on their regular work schedule. For example: Employee works 8 hours Monday, Wednesday, Friday, with a Part-Time Multiplier of .60. They would be paid 8 hours of ODA on Monday, Wednesday and Friday, no ODA paid on Tuesday or Thursday. ODA would be paid for a maximum of 1,248 hours (2080 x .6).
- (b) Part-time employees who work "on-call" (example: Flagger, Custodian, Meter Reader, or any part-time employee without a set schedule) will receive ODA based on their part-time multiplier in effect on the date of injury. For example: Employee works on-call and has a Part-Time Multiplier of .60. They would be paid 4.8 hours (8 hrs. x .6 = 4.8) of ODA Monday through Friday. ODA would be paid for a maximum of 1,248 hours (2080 x .6).

For (a) and (b) above, the District will continue to pay eighty percent (80%) of the employee's primary straight time wages less State compensation for a maximum period of two hundred sixty (260) working days or the equivalent of the part-time multiplier of two thousand eighty (2080) ODA hours (example: an employee with a .6 multiplier on date of injury would have a maximum of 2080 hours x .6 = 1248 ODA hours) whichever comes first.

### **5.6.2 NON-OCCUPATIONAL RETURN TO WORK AND LIGHT DUTY**

#### **5.6.2.1**

If regular non-probationary employee (excluding regular probationary and Student Worker employees) is unable to perform their full job duties or work their full work schedule due to a temporary non-occupational injury or illness, the District will attempt to place the employee in a temporary light-duty job or assign light-duty tasks consistent with the employee's medical restrictions and business needs. Light-duty assignments are subject to the following requirements:

- (a) The employee must request consideration for a light-duty assignment through their Human Resources Leaves representative as early possible, prior to or during the leave.
- (b) The District will attempt to find light-duty assignments within the employee's own regular classification within their regular headquarters.
- (c) If the District is unable to accommodate light-duty work in their own classification, the District will attempt to assign light-duty work in other classifications, in an equal or lower classification, provided the employee meets the qualifications of that classification in this order:
  - (i) First, within the same Unit and headquarters, to the extent possible.
  - (ii) Second, within the same Unit and Division (may be different headquarters), to the extent possible.
- (d) Employees who are assigned light-duty work in another headquarters will not be eligible for travel time as set forth in [7.4](#).
- (e) Light-duty job assignments will not exceed six (6) calendar months and will be reviewed at least every thirty (30) calendar days to determine whether the light-duty assignment is medically necessary and/or appropriate, and whether it continues to serve business needs.
- (f) The employee will retain their regular rate of pay while performing light-duty tasks, whether the employee is performing the same, a lower, or a higher-level position, unless assigned as identified in [5.6.2.2](#).
- (g) If no light-duty work is available or the employee has exhausted the six (6) months of light-duty assignments, the employee may be placed on a leave of absence as a reasonable accommodation.
- (h) The District reserves the right to make the determination as to whether a light-duty assignment will be offered and/or continued.

### **5.6.2.2**

Opportunities for upgrades or overtime, whether planned or a call out, will be determined on a case-by-case basis, depending on the employee's medical restrictions. When an employee is assigned an upgrade and is medically authorized to perform the essential functions of the upgrade position, they shall receive the upgrade pay.

## **5.7 LEAVE OF ABSENCE**

### **5.7.1 MILITARY LEAVE**

The District will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA) with respect to employees in the reserve components of the uniformed forces, including but not limited to

leaves of absence related to service in the uniformed services and reemployment rights upon return from a period of service.

#### **5.7.1.1**

The District shall provide a supplemental pay benefit equal to the difference between the employee's regular rate of pay as of the beginning of their leave (and any subsequent annual general wage increase) and their military base pay during their active period of military service, not to exceed twelve (12) months per leave. When an employee returns from active military leave, the employee may use PTO or take unpaid time during the acclimation period.

#### **5.7.1.2**

The District shall provide a monthly contribution toward Employee Health Benefits and PTO/ESL (through June 30, 2026, for ESL) accrual during an employee's active period of military service, not to exceed twelve (12) months per leave, regardless of employee's pay status. When an employee's active period of military service ends, health benefits will be continued through the end of that calendar month. Employees will be required to pay their portion of premiums during the military leave. If an employee's active period of military service exceeds twelve (12) months, the employee will be required to self-pay the full Health Benefit premiums for the remainder of time they are entitled to health plan continuation coverage.

#### **5.7.2**

The District will grant up to two (2) leaves of absence to District employees elected or appointed to office in the IBEW. The District will grant more than two (2) leaves of absence to employees appointed to the IBEW during transition periods from one IBEW representative to another IBEW representative. In this event, the District will grant a leave of absence to three (3) IBEW representatives for a period not to exceed three (3) calendar months. Employees shall retain their positions and accrue seniority with the District under [Subsections 6.1.16](#) and [6.1.17](#), while on this Union-related leave of absence. The number of employees granted leaves of absence under this Subsection may be increased upon mutual written agreement between the parties.

### **5.8 BEREAVEMENT**

#### **5.8.1**

Employees may use up to three (3) days per occurrence of Sick Leave or ESL for the death of an immediate family member.

Effective July 1, 2026, Bereavement Leave will be a separate program and will no longer be part of the Sick Leave and Extended Sick Leave programs. Employees may use up to three (3) days per occurrence for the death of an immediate family member.

#### **5.8.2**

For purposes of this section, immediate family members include:



(a) Child<sup>1</sup>

Including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.

(b) Parent<sup>1</sup>

Including a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.

(c) Spouse/State Registered Domestic Partner (SRDP)(d) Grandparent<sup>1</sup>

Including step-grandparent.

(e) Grandchild<sup>1</sup>

Including step-grandchild.

(f) Sibling<sup>1</sup>

Including step-sibling.

**5.8.3**

Although employees who are on the Paid Time Off Program (PTO) normally have to first use twenty-four (24) hours of PTO before being eligible to use Extended Sick Leave (ESL), in cases of bereavement the District will allow use of Extended Sick Leave (ESL) immediately. Bereavement Leave days do not have to be used consecutively and must be taken in full day increments within twelve (12) months of the event.

**5.8.4**

For the death of a fellow employee while in the line of duty, employees may attend the funeral on District paid time.

**5.8.5**

For the death of a fellow employee not in the line of duty, employees may attend the funeral using Vacation, PTO, or an unpaid time.

**5.9 JURY AND WITNESS DUTY****5.9.1**

Employees called for jury duty shall receive their primary straight time pay rate for the actual period of time served for jury duty, including reasonable travel time, during the employee's normal scheduled work hours. Employees shall not receive any overtime pay as a result of Jury Duty.

---

<sup>1</sup> Extends to in-laws.

**5.9.2**

Employees subpoenaed as a witness in a court or quasi-judicial proceeding will receive their primary straight time pay rate from the District for the actual period of time served, including reasonable travel time, during the employee's normal scheduled work hours only under the following circumstances:

- (a) the employee is called as a witness on behalf of the District; or
- (b) the employee is subpoenaed by the opposing side in a case against the District and the employee is not a party in interest; or
- (c) the employee is subpoenaed in a third-party lawsuit, criminal or other judicial proceeding and is not a party in interest.

Employees shall not receive any overtime pay when called as a witness, except when requested by the District and the time involved is outside the employee's normal work hours.

**5.9.3**

These absences shall not be charged to employee's Vacation or PTO.

**5.10 RETIREMENT****5.10.1 SERVICE PAY****5.10.1.1 EMPLOYEES HIRED BEFORE JULY 1, 2009**

Upon commencing a District recognized retirement, including retirement for total disability due to sickness, accident or industrial injury or death, regular full-time and part-time employees hired before July 1, 2009, shall receive one (1) day of service pay at the employee's current primary rate of pay for each six (6) months of continuous employment with the District.

**5.10.1.2 EMPLOYEES HIRED ON/OR AFTER JULY 1, 2009**

Eligible employees hired on or after July 1, 2009, who have been employed for ten (10) consecutive years without a break in District employment and retire under a District-recognized retirement shall receive one (1) day of service pay at the employee's current primary rate of pay for each six (6) months of continuous employment with the District. In the case of death or District-recognized retirement due to total disability, the ten (10) year requirement will be waived.

**5.10.1.3**

Service Pay must be earned without a break in District employment. Approved District leaves are not a break in employment for purposes of this section. For example, an employee who terminates employment with the District forfeits the Service Pay they have earned. If this employee is later rehired, they will begin earning Service Pay from the date of rehire.

**5.10.2 RETIREE MEDICAL BENEFITS****5.10.2.1 EMPLOYEES HIRED BEFORE JULY 1, 2009**

Upon a District-recognized retirement, eligible retirees/dependents (under age sixty-five (65) and twenty-six (26), respectively) will be offered the Retiree Benefit Program (medical/vision) and/or Health Reimbursement Arrangement (HRA), at the applicable District contributions listed below. COBRA dental can be elected for up to eighteen (18) months. Effective January 1, 2025, retirees will also be offered two (2) Delta Dental plans (premium and standard).

The District shall provide a monthly medical contribution for retirees who were regular full-time or part-time employees hired before July 1, 2009, and under age sixty-five (65) to purchase retiree medical benefits.

Effective January 1, 2024, until December 31, 2024, the District's Retiree Health Benefits Program contribution shall be calculated as follows:

- (a) The basic benefit coverage most selected by retirees shall be determined from the previous year (2023).
- (b) The District shall contribute seventy five percent (75%) of that level of coverage based on the new year (2024) retiree cost.

Effective January 1, 2025, the District shall provide a monthly medical contribution for eligible retirees who elect medical benefits. Effective January 1 of each year, the District's Retiree Benefit Program contribution shall be 75% of the medical plan and coverage level selected by the retiree, based on the new year premiums.

Retirees can elect either the Retiree Benefit Program (medical/vision plan) or the HRA plan, but not at the same time.

Once all dependent(s), including retiree, become ineligible (i.e., over age twenty-six (26) and sixty-five (65), respectively) for the Retiree Benefit Program, the District will automatically enroll the retiree in the HRA plan. Once enrolled in the HRA, the District will provide a monthly contribution in the amount of \$180 into the HRA. The HRA plan is a reimbursement account, which means the retiree needs to incur an eligible out-of-pocket expense defined by the IRS (i.e., copays, coinsurance, Medicare premiums, etc.), and then submit a claim form for reimbursement from the HRA account. Any remaining/unused HRA account balance will roll over to the next calendar year.

#### **5.10.2.2 Employees Hired on/after July 1, 2009**

Upon a District-recognized retirement, eligible retirees/dependents (under age sixty-five (65) and twenty-six (26), respectively) will be offered the Retiree Benefit Program (medical/vision) to self-pay the full premiums. COBRA dental can be elected for up to eighteen (18) months. Effective January 1, 2025, retirees will also be offered two Delta Dental plans (premium and standard).

For each eligible employee hired on or after July 1, 2009, the District shall contribute each month into a District-sponsored Health Reimbursement

Arrangement, also known as the Retirement Health Savings (RHS) plan. This contribution will continue while the employee is employed with the District and will cease upon separation of employment or District-recognized retirement. An employee's use of the RHS plan shall be governed by the terms of that plan, to pay for premiums and out of pocket expenses (i.e. copay, deductible, etc.) upon retirement or separation.

The new hire and status change effective date rules and hours requirement for District Contribution outlined in [Subsection 5.11.1](#) will also apply to this article.

Effective April 1, 2024, through June 30, 2024, the District's contribution to the RHS plan will remain at the current contribution amount of \$57.30 per month. Effective July 1, 2024, the District's contribution to the RHS plan will be \$125 per month and will be adjusted as follows:

July 2024	January 2025	January 2026	January 2027
\$125	\$125	\$150	\$150

### **5.10.3 RETIREE PTO/VAC/ESL USE AND CASH-OUT**

The use and/or cash-out of earned PTO, Vacation, and ESL for retiring employees shall be governed by the rules of the PERS plan to which the employee belongs, and are described in Subsections [5.2.2](#) (Plan One (1), Vacation), [5.2.2.1](#) (Plans Two (2) and Three (3), Vacation), [5.4.4](#) (Plan One (1), PTO), [5.4.4.1](#) (Plans Two (2) and Three (3), PTO), [5.4.7](#) (Plan One (1), ESL), and [5.4.7.1](#) (Plans Two (2) and Three (3), ESL).

### **5.10.4 Advance Notice Incentive Pay (ANIP)**

Regular status full-time or part-time employees, who provide at least ninety (90) days' advance written notification of their last physical day (not including any days designated as "leave out" using an employee's PTO/Vacation and eligible ESL prior to their retirement date) of work (whether due to retirement or voluntary separation) to their supervisor and Human Resources, will be eligible for Advanced Notice Incentive Pay (ANIP) in accordance with this section.

The purpose of this program is to allow the District sufficient time to recruit, hire, cross-train replacement employees, therefore employee's retirement date are not considered confidential.

The consideration of "leave out" as not actively working is only applicable to this Section. Where other provisions of this Agreement conflict with this provision, when applying the language of this provision, this provision language and intent shall prevail but shall not impact interpretations for other applications elsewhere in this Agreement.

#### **5.10.4.1**

An employee who has submitted advanced notice prior to April 1, 2024, will be subject to the Advanced Notice Incentive Pay (ANIP) terms and conditions of the April 1, 2020, through March 31, 2024, Collective Bargaining Agreement.

#### **5.10.4.2**

An employee may not change the date of their last day working for the District, except in rare circumstances and with approval from the CEO/General Manager or designee, Human Resources Director or designee, their direct manager, and the Retirement Advisory Committee (RAC). Eligibility and the amount of incentive pay (if any) will be forfeited unless extreme circumstances warrant otherwise.

#### **5.10.4.3**

Employees who provide Human Resources and their manager at least ninety (90) days up to six (6) months advance written notification of their last physical workday (excluding any days designated as "leave out" using PTO/Vacation and eligible ESL prior to retirement) will be eligible for Advance Notice Incentive Pay (ANIP). Incentive pay will be added to an employee's final District paycheck.

##### **5.10.4.3.1**

Advanced Notice Incentive Pay (ANIP) shall be paid at the rate of \$22.00 per calendar day of advance written notice of no less than ninety (90) calendar days and no greater than six (6) months prior to retirement or voluntary separation.

##### **5.10.4.3.2**

At the discretion of the District, once written notice is provided to Human Resources and management of intent to separate service through resignation or retirement, the District may proceed with back filling the position in preparation for the employee's separation. The employee may be asked to work alongside the person who is back filling the position, but the employee will not be removed from call out list or HQ change except at the employee's request. Any personnel changes that occur as a result of the early notice shall be on a regular (not temporary) basis, unless the District chooses otherwise, at the sole discretion of the District.

##### **5.10.4.3.3**

An employee whose employment is involuntarily terminated or who resigns/retires in lieu of or in anticipation of such termination, is not entitled to incentive pay under this Subsection.

## **5.11 INSURANCE AND MEDICAL PLAN**

## Acronyms:

- (a) DCFSA:  
Dependent Care Flexible Spending Account
- (b) DEPO:  
Dental Exclusive Provider Organization
- (c) HCFSA:  
Health Care Flexible Spending Account
- (d) HDHP:  
High Deductible Health Plan
- (e) HMO:  
Health Maintenance Organization
- (f) LTD:  
Long-Term Disability
- (g) PPO:  
Preferred Provider Organization
- (h) SRDP:  
State Registered Domestic Partner

**5.11.1**

From April 1, 2024, through May 31, 2024, the District shall provide a monthly benefit contribution to all regular probationary and regular non-probationary employees for the Employee Health Benefits Program, as outlined in Subsection [5.11.2](#), who have at least one paid hour in that month.

Newly eligible employees will receive the monthly benefits and District Contribution for the Employee Health Benefits Program as follows:

- (a) When the effective date of the hire or status change is the first of the month, Benefits and District Contribution will be effective on that date. (Example: Hired April 1, Benefits effective April 1).
- (b) When the effective date of the hire or status change is between the 2nd day and the end of the month, Benefits and the District Contribution will be effective the first of the following calendar month. (Example: Hired April 2-30, Benefits effective May 1).

The employee will have thirty (30) calendar days from hire/status change date to elect benefits or be defaulted to HMO – single coverage, DEPO – single coverage, basic life & LTD-120 day wait.

**5.11.1.1**

Effective June 1, 2024, newly eligible employees will receive the monthly benefits and District Contribution for the Employee Health Benefits Program as follows:

- (a) Hired between the 1<sup>st</sup> through the 15<sup>th</sup> of a month, Benefits and District Contribution will be effective on the 1<sup>st</sup> of the next calendar month. (Example: Hired June 1-15, Benefits and District Contribution effective July 1).
- (b) Hired between the 16<sup>th</sup> through the end of the month, Benefits and the District Contribution will be effective the first of the third calendar month of employment. (Example: Hired June 16-30, Benefits and District Contribution effective August 1).

The employee must elect benefits by the end of the month prior to the benefit effective date or be defaulted to HMO – employee only coverage, DEPO – employee only coverage, Core Term Life, LTD (90-day wait) and Core Accidental Death & Dismemberment.

### 5.11.2

From April 1, 2024, through December 31, 2024, the District's Benefits monthly contribution percentages and tier options are identified in the tables below:

#### MEDICAL

Tier	PPO Plan District Contribution	HMO Plan District Contribution	HDHP District Contribution
Employee Only	100%	100%	100%
Employee & Spouse/SRDP	88.5%	97%	99%
Employee & Child(ren)	93.5%	97%	99%
Employee & Family	91.5%	97%	99%

#### DENTAL

Tier	Dental PPO District Contribution	Dental EPO District Contribution
Employee Only	100%	100%
Employee & Spouse/SRDP	88.5%	97%
Employee & Child(ren)	93.5%	97%
Employee & Family	91.5%	97%

#### LIFE & DISABILITY

	District Contribution
Core Term Life (\$50,000)	100%
Long-Term Disability (90-day wait)	100%

### 5.11.2.1

Effective January 1, 2025, the District's Benefits monthly contribution percentages and tier options are identified in the tables below:

#### MEDICAL

Tier	PPO Plan	HMO Plan	HDHP District Contribution
------	----------	----------	----------------------------

	District Contribution	District Contribution	
Employee Only	100%	100%	100%
Employee & Spouse/SRDP	85%	96%	95%
Employee & Child(ren)	93%	96%	95%
Employee & Family	90%	96%	95%

**DENTAL**

Tier	Dental PPO District Contribution	Dental EPO District Contribution
Employee Only	100%	100%
Employee & Spouse/SRDP	87%	96%
Employee & Child(ren)	93%	96%
Employee & Family	90%	96%

**LIFE & DISABILITY**

	District Contribution
Core Term Life	100%
Long-Term Disability	100%
Core Accidental Death & Disability	100%

**5.11.3**

During the term of this Agreement, the District shall not implement recommendations from the Benefits Advisory Committee without the written agreement of the Union. The District and the Union agree to negotiate the effects of any Federal or State healthcare benefit legislation.

Administration and funding of the plan, including carrier changes, is the responsibility of the District; provided, however, the District agrees to advise and discuss in advance with the Benefits Advisory Committee significant administrative modifications or carrier changes. The bargaining unit will have at least one (1) representative on any carrier selection committee making recommendations to the Benefits Advisory Committee which shall make recommendations to the CEO/General Manager. It is further agreed that any change in administrative procedure or carrier shall not result in a reduction of types of benefit coverages except when specifically agreed upon by labor/management agreement.

**5.11.4**

Student Workers shall not receive the benefits of this section.

**5.11.5**



Part-time employees are provided a wage adjustment in lieu of the Employee Benefit Health Plans and have the option to purchase medical and dental insurances by self-paying.

- (a) Effective January 1, 2024, the Part-time pay in lieu rate was set at \$9.11 per hour.
- (b) Effective January 1, 2025, and thereafter each January (January 1–15 pay period), the part-time pay in lieu rate will be calculated based on a formula that divides the annual premium for employee only coverage for HMO and Dental EPO by 2028

January 2024	January 2025	January 2026	January 2027
\$9.11	150% of formula	120% of formula	100% of formula

- (c) Effective January 1, 2022, through December 31, 2024, the following will apply:

	Service Hours per week <sup>1</sup>	Benefit(s) offered
<b>Part-time</b>	less than 30 <sup>2</sup>	Pay-in-lieu, HCFSA, DCFSA
<b>Full-time (with modified benefits)</b>	At least 30 but less than 40	Pay-in-lieu, HCFSA, DCFSA <b>OR</b> medical, dental, vision, HCFSA, DCFSA with <b>District Contribution</b> outlined in 5.11.2
<b>Full-time</b>	40	All current benefits (except pay in lieu)

<sup>1</sup>during the prior Standard Measurement Period (e.g., 10/1/2020 - 9/30/2021)

<sup>2</sup>Employees (less than 30 Hours of Service) that are enrolled in benefits (e.g., medical, dental, vision) during 2021 will be grandfathered and allowed to continue enrollment.

- (d) Effective January 1, 2025, the following will apply:

	<b>Service Hours per week<sup>1</sup></b>	<b>Benefit(s) offered</b>
<b>Part-time</b>	less than 30	Pay-in-lieu, medical, dental, vision, HCFSA, DCFSA
<b>Full-time (with modified benefits)</b>	At least 30 but less than 40	Pay-in-lieu, HCFSA, DCFSA <b>OR</b> medical, dental, vision, HCFSA, DCFSA with <b>District Contribution</b> outlined in 5.11.2
<b>Full-time</b>	40	All current benefits (except pay in lieu)

<sup>1</sup>during the prior Standard Measurement Period (e.g., 10/1/2023 - 9/30/2024)

**5.11.6**

Upon enrollment in the High Deductible Health Plan (HCHP), employees may enroll in the accompanying Health Savings Account (HSA) if they are eligible to open and contribute to an HSA and shall receive a District Contribution into the HSA. District Contributions will be made before or shortly after the first pay period of each calendar year except that if the employee is enrolling in the HDHP other than on the beginning of the calendar year, shortly after the first pay period following the employee's mid-year enrollment in the HDHP. District HSA contributions due to mid-year enrollments shall not be prorated.

**5.11.6.1**

Effective July 1, 2021, through December 31, 2024, the District's Contributions are identified in the table below:

	<b>Annual District Contribution</b> (1 <sup>st</sup> full pay period of each calendar year or upon enrollment in the plan)	<b>Additional District Contribution</b> (during 1 <sup>st</sup> year enrolled -1 time only)
<b>Individual only</b>	\$350	\$650
<b>Family Plan<sup>1</sup></b>	\$700	\$1,300

<sup>1</sup>Family Plan – for purposes of the HSA, any coverage level with more than one (1) person covered (i.e. Employee and Spouse/SRDP, Employee and child(ren), Employee and Family).

**5.11.6.2**

Effective January 1, 2025, the annual District Contributions are identified in the table below:

	<b>Annual HSA District Contribution</b>
<b>Individual only</b>	\$1,500

<b>Family Plan<sup>1</sup></b>	<b>\$2,500</b>
--------------------------------	----------------

<sup>1</sup>Family Plan – for purposes of the HSA, any coverage level with more than one (1) person covered (i.e. Employee and Spouse/SRDP, Employee and child(ren), Employee and Family).

The annual HSA District Contribution will be provided in a lump sum on the employee's first pay period of the new year, or upon new enrollment in the plan as soon as administratively possible.

### **5.11.6.3**

The District's HSA Contributions to an employee's HSA shall not be prorated due to a mid-year enrollment in the HDHP. However, in the event the HSA District Contribution for a mid-year enrollment would exceed the applicable annual HSA contribution limit for the employee, the excess amount shall not be contributed to the employee's HSA but shall rather be paid to the employee on an after-tax basis so that the District's HSA contribution for the year does not exceed the applicable annual HSA limit for the employee.

### **5.11.7.4**

Employees may elect to contribute to HSA as allowed by Internal Revenue Service (IRS) tax code.

## **5.12 SHORT-TERM DISABILITY**

Beginning the sixth consecutive workday of disability or illness, the District will pay fifty percent (50%) of the employee's base pay after the employee has utilized all available sick leave or extended sick leave. This benefit will be paid to regular non-probationary employees for each workday for a period not to exceed the sixty (60) day Long Term Disability waiting period or until the employee's selected Long-Term Disability waiting period is completed, whichever is sooner. Effective January 1, 2025, the benefit will be extended to ninety (90) days to reach the Long-Term Disability waiting period. Employees may supplement short-term disability by using PTO or vacation. An employee hired in a Time Limited status, Student Workers and probationary employees shall not receive Short-Term Disability pay.

Effective July 1, 2026, the Short-Term Disability Program will be replaced by the Paid Family Medical Leave Program (SnoLeave) under [Section 5.15](#) and no longer be in effect.

## **5.13 DEFERRED COMPENSATION**

As of April 1, 2024, the District will continue to make matching contributions to the District-sponsored 401(k) plan equal to one hundred percent (100%) of the employee's elective contributions to the 401(k) plan up to the first three percent (3%) of an employee's eligible wages (as defined in the 401(k)-plan document) per pay period.

Then, in January (January 1–15 pay period) of each subsequent year, the District 401(k) plan matching contribution will be adjusted to one hundred percent (100%) of the employees' elective contributions to the 401(k) plan up to the following percentages per pay period:

#### **DISTRICT 401(k) PLAN MATCH**

<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
3.0%	3.5%	4.0%	4.5%

The District's contribution for an employee will not vest until the employee completes three (3) years of service with the District (as calculated under the terms of the 401(k)-plan document).

#### **5.14 SEVERANCE (REDUCTION IN FORCE)**

In case of involuntary termination of employment due to changing technology, reorganization or a reduction in force, the District shall give sixty (60) calendar days' notification to the Union of the positions or classifications that may be eliminated. Each regular full-time and part-time employee shall receive one (1) day of severance for each six (6) months of regular employment. Severance pay for part-time employees shall be prorated based on hours worked. Employees will also be given reemployment assistance as appropriate for their classification to assist in obtaining new employment.

#### **5.15 PAID FAMILY MEDICAL LEAVE (SNOLEAVE)**

Effective July 1, 2026, the District will offer a Paid Family Medical Leave (PFML) program. The program will provide paid family and medical leave benefits which will comply at a minimum with the Washington State Paid Family and Medical Leave (WPFML) program. Employees must meet eligibility requirements and be approved for PFML leave to receive benefits. Benefits will be paid as follows: Following a waiting period of the lesser of three (3) consecutive calendar days or WPFML waiting period, the first six (6) weeks paid will be at one hundred percent (100%) of their primary rate of pay and remaining eligible weeks will be paid at eighty percent (80%) of their primary rate of pay during a claim year.

Eligibility, duration of leave, job protection, and qualifying events/reasons will comply with WPFML regulations. Duration of leave available is twelve (12) to eighteen (18) weeks per claim year based on the type of leave(s) requested. Application for District PFML leave is made to Human Resources and can be verbal or in writing. Medical certification will be required to request review for approval.

Employees will follow the notice requirements to request PFML leave as outlined in [5.4.11](#).

Employees will contribute a percentage of pay (equal to the percentage annually determined by the Washington State WPFML for employee contributions) which will be placed in a Trust along with District contributions for the purpose of paying District PFML benefits.

The District shall provide a monthly contribution toward Employee Health Benefits and PTO accrual during an employee's approved District PFML.

## ARTICLE 6

### GENERAL WORK PROVISIONS

#### 6.1 SENIORITY

##### 6.1.1

The following seniority rules shall apply to regular full-time and regular part-time employees whose job classifications are listed in [Article 9](#) unless noted otherwise under unit special working rules.

Regular full-time and regular part-time employees who do not successfully complete a probationary period of not less than six (6) consecutive months shall not accrue District or classification seniority.

Time Limited status employees and Students Workers do not accrue seniority.

##### 6.1.2

An employee's District seniority shall be based on the length of time of their accumulative employment within the bargaining unit while in continuous employment with the District.

Part-time employees shall accrue District and classification seniority on a pro-rated basis.

The six (6) month probationary period is pro-rated based on regular hours worked (not including overtime). Part-time employees must have worked a minimum of one thousand forty (1040) regular hours, not including overtime, to be credited with completing their probationary period. The following example illustrates the intent:

The part time employee is hired on June 1, 1998, and works eight hundred (800) hours in the first twelve (12) calendar months of employment. Because the employee has not yet worked the required minimum one thousand forty (1040) hours, the part-time employee must work an additional two hundred forty (240) hours before the probationary period will be deemed complete.

Progression steps shall be calculated on a pro-rated basis by regular hours worked (not including overtime).

##### 6.1.3

Continuous employment shall mean where the employee has not been off the payroll to exceed thirty (30) calendar days in any calendar year except in case of sickness or leave of absence.

##### 6.1.4

In cases of promotion, transfer, demotion, and layoff, the District shall consider an employee's classification seniority as herein set forth. When employees within a classification are qualified by knowledge, skill, efficiency, and adaptability, and are physically able to perform the job, the employee with the greater length of service shall receive preference in promotion or transfer to a vacancy and protection against demotion or layoff.

#### **6.1.5**

Classification seniority is the total time worked in a given job classification. District seniority is the total length of service with the District. A regular employee who moves to another classification on a temporary basis through the bidding process shall accrue seniority in the temporary classification while occupying it. They will not accrue seniority at the same time in their regular classification. A regular employee who moves to another classification on a temporary basis without a bid shall continue to accrue seniority in their regular classification, not in their temporary classification.

When an apprentice becomes a journeyman, their seniority date as a journeyman shall be counted from the time they started their third period apprenticeship, except when otherwise expressly provided within a specific apprenticeship program.

#### **6.1.6**

The first six (6) months of continuous employment with the District shall constitute a probationary period during which time seniority need not apply. The names of employees who have completed six (6) months of continuous employment with the District shall appear on the District seniority list as of the first date of employment. In those cases when an employee is absent due to any disability covered by Workers Compensation benefits under the State Industrial Insurance Laws and the absence exceeds two (2) workweeks during the probationary period, the balance of the probationary period shall be completed when the employee returns to work. An employee in this situation will not be placed in a regular status until the remainder of the six (6) month probation period has been completed.

#### **6.1.7**

The seniority of employees who are absent by reason of any disability covered by Workers Compensation benefits under the State Industrial Insurance Laws during their probationary period or while in their first five (5) years of regular non-probationary employee status shall accrue at a normal rate for a period not to exceed two and one-half (2½) years. Employees absent for such reasons after their first five (5) years shall accrue seniority for a period equal to one-half (½) the employee's accumulated seniority, not to exceed five (5) years.

##### **6.1.7.1**

When returning from a non-industrial medical leave of absence, bargaining unit employees shall have the following return rights:

- (a) Up to ninety (90) calendar days unpaid leave: The employee returns to the job last held.
- (b) Over ninety (90) calendar days unpaid leave: If the unpaid leave of absence lasts more than ninety (90) calendar days but does not exceed two (2) years (or for employees with tenure less than two (2) years, for the length of their employment) the employee has the right to bump the least senior employee in the last classification he or she held immediately prior to commencement of the leave.
- (c) If the employee does not have enough seniority to bump into the last classification they held immediately prior to commencement of the leave and they hold seniority in another classification, they may exercise seniority to bump into that classification, provided they have enough seniority to bump the least senior person in the classification and provided the employee has the required skills and abilities to perform the job.

### **6.1.8**

In determining employee seniority, continuity of service shall be lost through termination of employment by reason of discharge or resignation.

### **6.1.9**

In case of curtailment of employment, employees shall be subject to layoff and eligible to replace employees in the following manner:

- (a) When both non-District staff and regular non-probationary or regular probationary employees are performing the same work in the same unit, the non-District staff will be dismissed before any regular non-probationary or regular probationary employees are laid off.
- (b) The employee in the District who has the lowest classification seniority within the classification affected shall be laid off first. They may make written request to the Manager or their designee to replace the employee with the lowest classification seniority in the next lower classification within the same classification unit provided the employee is qualified and has District seniority over the employee then occupying said position.
- (c) An employee shall have the right to return to a classification previously held in another classification unit (see [Subsection 6.1.12](#) and [Article 9](#)), within the District by making written request to the Manager or their designee to replace the employee with the lowest classification seniority, provided the employee has classification seniority over the employee then occupying said position, and is qualified. This provision may not be used for upgrading.
- (d) Employees laid off will retain their established seniority covered by [Subsection 6.1.10](#) provided the employee keeps the District continuously advised of their whereabouts and of their employment during the layoff period.
- (e) In the event an individual does not relocate and is involved in actual layoff, and the person exercises seniority and displaces someone in the



classification within the same unit with a different pay scale progression, they will be placed into the pay scale equivalent to their time progression within the unit; however, they will not be required to start over in the time increment of that level.

**6.1.10**

When by reason of lack of work it is necessary for the District to lay off employees, employees with two (2) years or more of District seniority shall remain on the seniority list for two (2) years and employees with more than six (6) months but less than two (2) years of District seniority shall remain on the seniority list for a period of time equal to the District seniority accrued by such employees. However, if such employees are offered reemployment during any such layoff in the job classification in which they were employed at the time of layoff and do not accept the reemployment and return to work within two (2) weeks after notice thereof was mailed to the employees at their last known address, they shall lose all seniority accrued under these rules.

**6.1.11**

In hiring employees, the District shall give preference in the following order; consideration shall first be given to laid off employees who have the greatest seniority. Such preferences shall be confined to the classification unit the employees left or that unit in which the employees had previous experience.

**6.1.12**

The classification units are those listed in [Article 9](#).

**6.1.13**

As soon as practicable after the execution of this Agreement, but not later than three (3) months thereafter, and each year thereafter, the District shall furnish the Union with a list showing the seniority of each employee covered by this portion of this article.

**6.1.14**

In cases where two (2) or more employees start to work on the same date, the date/time stamp of the "Application for Employment" by the Employee Resources department shall establish priority of position on the seniority list. If such application has the same date/time stamp, the applicants' name (in alphabetical order, using last, first and middle shall be randomly selected by Human Resources to determine placement on the seniority list.

**6.1.15**

Leaves of absence (except sick leave and as provided in [Subsection 6.1.16](#)) of longer than six (6) months shall not be included in seniority service. If the leave is less than two (2) years, the seniority rating shall be the same as it was on leaving. If the leave is more than two (2) years, seniority shall recommence on return. A bona fide leave of absence must be approved and granted by the District.

**6.1.16**

Employees who are granted leaves of absence for any of the following reasons shall accrue seniority for the period of such leave:

- (a) Service in the Uniformed Services pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- (b) Election or appointment to office in the IBEW.

**6.1.17**

When an employee is granted a leave of absence and returns to their previous job, only employees advanced to fill the temporary vacancies created by the leave of absence shall be affected and, in each case, shall be returned to the jobs they left.

**6.1.18**

As far as possible, employees shall be advanced for vacation relief according to seniority rights providing they are reasonably qualified. Upgrading during vacation or other absence is not automatic and will only occur, when necessary, in the opinion of supervision; provided, however, if an employee is utilized at a higher level their pay will be appropriately upgraded. At the termination of the vacation or other absence period, the employees shall return to the job left before going on such relief.

**6.1.19**

Employees shall not accumulate simultaneously full seniority credit in more than one (1) classification. Seniority credit in a classification shall stop if an employee is transferred to another classification, but such seniority shall not be lost and may be used in future bidding. If an employee bidding on a vacancy in a classification in which they are not working at the time of the vacancy has more seniority than other bidders for the vacant classification, they shall be considered the successful bidder, provided they are otherwise qualified.

**6.1.20**

An employee who is assigned (voluntarily or not) without a job posting for a limited period of time to a position where seniority is not necessarily involved, if appropriate for [Section 2.1](#), shall continue to pay union dues and accrue seniority as follows:

- (a) If returned to their original unit within two (2) years, there shall be no loss of seniority credit.
- (b) If assigned to other duties longer than two (2) years, they may be returned to the original unit with seniority based on that established at the end of the two (2) year period.

These provisions do not apply when an employee obtains a non-union position by competing for a formal vacancy posting.

**6.1.21**

An employee who leaves a position within the bargaining unit but remains employed at the District in a non-represented position may return to the bargaining unit within six (6) months of leaving the represented position. If so, the employee will retain their accrued seniority. Beyond six (6) months, seniority within the bargaining unit will be forfeited.

**6.1.22**

New employees shall be on probation during the first six (6) months of continuous full-time service or its equivalent. After completion of six (6) months of continuous full-time service and providing they meet all other District qualifications for continued employment, the employees should be classed as regular employees.

**6.1.23**

The District shall have the right to make transfers in the case of employees whose health or physical condition makes it advisable to relieve them from duty in occupations which are hazardous, or which involve physical or mental strain. If not mutually agreed between the District and the employee, they shall have the right to resort to the grievance procedure.

**6.1.24**

As a professional courtesy, an employee who chooses to terminate is requested to give two (2) weeks written notice prior to termination.

**6.2 BID PROCEDURES****6.2.1**

Whenever a vacancy occurs in any job classification the District may, at its discretion, temporarily fill the job for a period of thirty (30) calendar days until the vacancy is filled. This thirty (30) calendar day period will be extended to a maximum of an additional sixty (60) calendar days if the District determines it necessary to search externally due to there being no qualified internal bidders.

**6.2.2**

The District shall post throughout its system a list of all job vacancies affected by these rules, including vacancies temporarily filled by the District as provided in [Subsection 6.2.1](#) of this article, but excluding Time Limited vacancies and vacancies in beginning jobs. The District will post a "Notice of Beginning Job" and will consider any employee who may want to transfer in the same classification. A vacancy created by an employee's absence on leave shall be deemed to be a temporary vacancy for a period of six (6) calendar months. The District shall furnish a copy of all listings, bids, and awards to the Union.

**6.2.2.1**

The District may post a temporary bid for up to two (2) years due to a vacancy created by an employee on a State Industrial related leave of absence. Vacancies and advancements created by State Industrial leave of absence shall have job return rights as outlined in [Subsection 6.1.17](#). In the event the

employee on a bona fide State Industrial leave of absence is unable to return to their job, the District will re-post a regular bid in place of the two (2) year temporary bid.

#### **6.2.2.2**

During a temporary bid, if it is determined an employee on a District Non-Industrial Medical leave cannot return at the end of six (6) calendar months, the District may contact the Union Business Representative and request an extension of the existing temporary bid. With mutual agreement a bid extension may be initiated.

#### **6.2.2.3**

No person seeking employment with the District for the first time shall fill any vacancy that may occur until the employees in [Article 9](#) are first given the opportunity to bid. The employee shall be awarded the bid provided they are deemed qualified. Employees who bid into entry level classifications from the same or a different unit are required to successfully progress through the regular steps of such classifications and may not remain at a lower step.

- (a) When an employee is the successful bidder into a classification in a different unit than the unit classification the employee holds, and the bid position is one which the employee previously held within the prior two (2) years from the effective date of their bid submittal, the employee will be placed at the step previously held in the classification they are moving into, provided the employee meets the minimum qualifications for the bid classification on the date of their bid submittal.
- (b) When an employee is the successful bidder into a classification within the same unit as their current classification, and, on the date of their bid submittal, the bid classification is lower in the unit than their current classification, the employee shall be awarded equivalent experience from the higher-level classification when determining the employee's step placement in the lower-level classification, of which they bid on. This is provided the employee meets the minimum qualifications for the bid classification and step placement on their date of bid submittal. The employee shall thereafter progress normally through the remaining steps of the classification.

#### **6.2.3**

An employee may submit a bid on any job posted as vacant; but the District need not consider any bid submitted more than five (5) business days from the date of posting the job on which the bid is made. If the District does not receive any bids, it may, in its discretion, assign the least senior qualified employee in the unit. If the least senior employee is assigned, they will not be required to fill a bid for more than six (6) months in a twelve (12) month period. If no bidders are qualified, the District may choose to search externally.

However, any eligible bidder who is absent during the posting because of vacation, sick leave, or industrial injury who could outbid actual bidders on the

posting would first be given the opportunity to bid before a final award is made. Disagreement on a posted bid must be submitted in writing to the District within a five (5) business day period from the date of posting in order to receive District consideration. If a disagreement is submitted on a timely basis, the District will not award the bid until the disagreement has been resolved; provided, however, resolution of the disagreement must be reached within ninety (90) calendar days from the date of posting of the bid unless such time is extended by mutual agreement.

#### **6.2.4**

The District shall only consider bidders who meet the qualifications defined in the job description. Eligible bidders for any job shall be given preferential consideration in the following sequence:

- (a) By employees who have for the longest period of time been in the same or higher classification as that in which the vacancy exists.
- (b) By employees who have for the longest period of time been in the next lower classification within own classification unit.
- (c) By employees who are in a unit in which the vacancy exists, regardless of their classification.
- (d) By employees who are in other units as set forth in [Subsection 6.1.12](#) of this Agreement, regardless of their classification.
- (e) Some classifications require a specific time period be spent in another classification in order to be considered a qualified bidder. Time requirements will be applied in a flexible manner. If an employee: 1) has the necessary skills for the job; 2) meets all requirements except the time requirement in a previous classification, and; 3) is relatively close to meeting the time requirements (one (1) to three (3) months), or has other experience which can reasonably be substituted, then that employee may be considered to be qualified for the position. The District will give thorough consideration to current employees before hiring outside the District. Each case will be reviewed on its own merits and will not be considered as a precedent for future situations.

#### **6.2.4.1**

When an employee is offered a bid, the employee must decide within four (4) hours to accept or decline the bid. If the employee requests additional time to consider the bid, it may be granted at the sole discretion of the hiring manager.

#### **6.2.5**

This section intentionally left blank.

#### **6.2.6**

This section intentionally left blank.

#### **6.2.7**

This section intentionally left blank.

**6.2.8**

When an employee is awarded a bid, the effective date of the employee's change to the new position shall be the date the employee physically moves to the job. In no case shall the effective date exceed sixty (60) calendar days from the date of the closure, except as set forth in [Section 7.9](#).

**6.2.8.1**

When the effective date is extended beyond thirty (30) days, the employee will be compensated at the higher rate (if applicable), of the new position, accrue seniority in the new position, and be paid for travel time in accordance with [Subsection 7.4.3](#).

**6.2.8.2**

An employee on a bona fide State Industrial insurance leave who is temporarily incapacitated will be permitted to accept a bid to another position, subject to the following:

- (a) The employee must be the senior bidder and qualified for the position for which they bid except for the temporary incapacity.
- (b) The position involved must not be a beginning level classification (e.g., Apprentice, Meter Reader, Line Helper, Line Clearance Notifier, Flagger, etc.).
- (c) The employee's rate of pay will not increase due to acceptance of the bid, until such time as the employee is released by a health care practitioner and the employee can perform the essential functions of the bid position.
- (d) The employee must be certified as outlined above within six (6) calendar months of the awarding of the bid. If the employee is unable to perform the essential functions of the position at the end of the six (6) calendar months, the bid may be awarded to the next senior eligible bidder on the original bid.

The provisions of [Subsection 6.2.8](#) will not apply to employees in [Subsection 6.2.8.2](#). [Subsection 6.2.8.2](#) does not apply to employees on any other type of leave.

**6.2.9**

When a bid is open and accepted, within the same headquarters and same classification, the same bid log will be used to fill resulting vacancies in that headquarters and classification.

**6.2.9.1**

The resulting vacancies will be awarded beginning at the top of the bid log by seniority.

**6.3 GUIDELINES FOR TESTING FOR BID OPENINGS AND/OR PROGRESSION(S)****6.3.1**

Purpose:

It is in the Parties' best interest to encourage employees to take advantage of career advancement opportunities. Employees will take required testing in accordance with these guidelines.

**6.3.2**

Pay Status and Testing:

- (a) An employee taking a test while working (on duty) for the District remains on paid status at the employee's straight time primary rate of pay.
- (b) Employees who are on vacation or PTO while bid testing is taking place will be considered on working paid status at the employee's straight-time primary rate of pay for the time spent testing. Otherwise, employees testing outside of their scheduled shift will not be compensated.

**6.3.3**

Test Scheduling:

- (a) Reasonable efforts will be made to conduct necessary bid testing during the District's regular business hours of 8:00am – 5:00pm, Monday through Friday.
- (b) An employee may request to have their work schedule adjusted to allow the employee to test during regular business hours. The employee will be allowed the schedule adjustment when reasonable accommodation can be made and there is no additional cost to the District.

**6.3.4**

Special testing including written, oral, and practical exams for bid jobs shall be identified in the job description. All lead/foreman positions will be governed by the Leadership Training Committee (LTC). In the absence of language in the job description, bids shall be awarded to the senior qualified bidder.

**6.3.5**

Test results are valid for one (1) year from the date the test was passed, except where otherwise noted and/or when a pool exists.

**6.3.6**

Eligible employees who bid on a position requiring testing are eligible to test each time they bid.

**6.3.7**

Proficiency and testing requirements will be developed collaboratively between management and employees appointed by the IBEW Business Representative in an effort to ensure that systems and processes meet the desired standards. Final recommendation will be presented to and approved by the JLMC.

## **6.4 PAY DAYS AND PAY ADJUSTMENT**

### **6.4.1**

The District will pay employees semi-monthly and will designate the regular pay days. If pay day falls on a holiday or Saturday or Sunday, the preceding workday becomes a pay day.

### **6.4.2**

In the event a timesheet adjustment is necessary, the employee will be notified, and provided with the details of the change (including the original entry and new adjusted entry), by the Supervisor, Manager, or Time Reporting Group Administrator. When possible, this will be done prior to the timesheet adjustment.

### **6.4.3**

When any discrepancy is noted in the pay of any employee covered by this Agreement, and where the District or an employee determines an employee has not been paid correctly, the District will correct the employee's rate of pay as described below. This includes, but is not limited to, instances where employees incorrectly fill out their timecards or an incorrect pay rate has been loaded into the District's payroll system, etc.

#### **6.4.3.1**

##### Underpayment of Wages:

The employee's rate of pay will be changed immediately. The District will calculate the compensation the employee would have earned had they been paid at the appropriate rate of pay. The District will inform the Union and the employee in writing of this amount. This compensation will be paid to the employee as soon as possible, but no later than the next pay period after the pay period in which the discrepancy has been found (e.g., discrepancy found in October 1-16 pay period, employee would be paid on November 7).

If the Union disagrees with the District's calculation of the underpayment, the District and the Union will meet as soon as possible. The parties will discuss the basis for the Union's position and, if no resolution is reached within thirty (30) calendar days of being notified by the District of the underpayment, the Union may file a grievance per [Section 4.2](#).

#### **6.4.3.2**

##### Overpayment of Wages:

The District will notify the Union that the employee has been overpaid and the District will change the employee's prospective rate of pay after it has notified the Union.

The District will calculate the past compensation the employee has been overpaid as soon as possible. The District will inform the Union and the employee



in writing of this amount and work with the Union and the employee to establish a repayment plan, including the length of time the employee has to make repayment. The repayment plan will be in writing and may not exceed the length of time the overpayment occurred (e.g., if the pay discrepancy began one (1) year ago, the repayment plan may not exceed one (1) year in length). If an employee terminates from District employment before, he or she has repaid the amount owed, the repayment plan will provide that the District may deduct any remaining amount owed from the employee's last paycheck(s).

If the Union disagrees that the employee has been overpaid or questions the District's calculation of the overpayment, the District and the Union will meet as soon as possible. The parties will discuss the basis for the Union's position in this matter and, if no resolution is reached within thirty (30) calendar days of being notified by the District of the overpayment, the Union may file a grievance on behalf of the employee pursuant to [Section 4.2](#). If the matter proceeds to arbitration for resolution and the arbitrator finds the employee was overpaid, the employee will be required to repay the entire amount owed to the District within thirty (30) calendar days of the arbitration decision. There shall be no repayment plan in this circumstance.

#### **6.4.3.3**

##### Limitations Period:

In either an overpayment or underpayment of wages, the District will only provide retroactive pay or seek repayment of wages for a period of thirty-six (36) months from the date the pay error was discovered.

#### **6.4.4**

The District shall furnish the Union a copy on request, but not more often than quarterly, of the payroll of all employees covered by this Agreement in accordance with state law.

#### **6.4.5**

When employees are on Union business during regular working hours, the District will pay the employee's primary rate and shall be reimbursed by the Union as outlined in [Section 1.7](#).

### **6.5 LEADERSHIP TRAINING (LT) PROGRAM**

#### **6.5.1 SELECTION AND ELIGIBILITY**

LT Program participants will be selected through a bid process and awarded in seniority order provided the participant meets the following requirements:

- (a) Has the minimum required years of District experience as outlined in the applicable job description; and
- (b) Has not received District discipline that prohibits upgrade/bid to a leadership role or entry into the LT Program; and

- (c) Signs and adheres to the expectations document.

### **6.5.2 PRIOR LEADERS LEGACY STATUS**

This legacy status pertains to only those employees who have previously held the title of Foreman/Lead in the classification specific to the LT Program and does not pertain to any other previously held Foreman/Lead title or other classification. The successful legacy bidder:

- (a) Must attend and participate in the required training to maintain eligibility to remain in the Foreman/Lead position.
- (b) Is required to receive and participate in the same evaluation process as non-legacy participants.
- (c) Will enter a six-month training period with job return rights if their participation in the LT Program is unsuccessful.
- (d) Must sign and adhere to the expectations document.

### **6.5.3 EVALUATIONS**

- (a) Employees will be evaluated monthly by crew members, the assigned Foreman/Lead (while mentoring) and manager.
- (b) Employee attendance and participation is required and will be part of the evaluation process.
- (c) The Manager will provide and review feedback from others, then record the results, at least monthly.
- (d) All evaluations will be submitted to the Leadership Training Committee (LTC) five (5) business days prior to the next scheduled LTC meeting.

### **6.5.4 TRAINING**

- (a) Employees will receive training during their participation in the LT Program. The specific LTC subcommittee may recommend training curriculum changes to the LTC as needed.
- (b) During participation in the LT Program, the employee will continue to be paid their current classification pay and not Foreman/Lead pay (which includes mentoring time).
- (c) Training will include:
  - (1) Leadership development
  - (2) Technical training
  - (3) Mentoring (field training under the guidance of a Foreman/Lead)
- (d) If an employee has already completed relevant training prior to enrolling in the LT Program, they must retake the training if it has been longer than eighteen (18) months since the training was completed.
- (e) Training during the LT Program is expected to take at least six (6) months and is dependent on full participation by the employee.

- (f) A minimum number of eighty (80) mentoring hours will be completed. Managers must track these mentoring hours for each employee.
- (g) Training will be provided during core hours only; no overtime will be paid for training related to the LT Program.
- (h) Employees are required to read, sign, and follow the expectations document.
- (i) Evaluation training will be provided to employee, managers, and peer evaluators.
- (j) Except for Job Site Reporting (JSR), employee must take upgrades regardless of the duration of the upgrade assignment.
- (k) Employee may take JSR assignments. During the JSR assignment, the employee will be required to attend and participate in training and mentoring related to the LT Program and are responsible for ensuring OT acceptance does not interfere with training/mentoring (major emergency work is excluded).

#### **6.5.5 OPT-OUT OR PAUSE**

- (a) One opt-out or pause by an employee is allowed (which could include, for example, volunteering for mutual aid, etc.).
- (b) During this opt-out or pause, progress achieved (class, field, evaluation) during the program will be kept intact, although refresher classes may be required upon re-entry into the LT Program.
- (c) Exceptions to the one-time limitation may include, for example, leaves due to industrial or non-industrial illness or injury and as determined on a case-by-case basis.
- (d) Requests for opt-out/pause must be made in writing by the employee and submitted to their manager for LTC consideration.

#### **6.5.6 REVIEW AND FEEDBACK**

The LTC is committed to feedback and continuous improvement and will, at least once per year, reach out to recent graduates and managers to solicit feedback.

#### **6.5.7 FOREMAN/LEAD BID SELECTION**

Employees are eligible to bid on permanent bids after they have successfully completed of the LT Program. Bid awards will be offered in seniority order in the following bidding sequence:

- (1) Those who have successfully completed the program (by seniority)
- (2) Those who are currently participating in the program (by seniority)
- (3) Other employees eligible to bid (by seniority)

**6.5.8 UNSATISFACTORY PERFORMANCE**

- (a) Employees must achieve an average rating of three (3) or better in each quarterly summary evaluation category.
- (b) If an employee fails to exhibit the necessary leadership skills required to progress through the LT Program, the manager will consult with the LTC to determine a course of action.
  - (i) In the event the LTC chooses to formally address an employee's performance, at least three (3) members of the LTC will meet with the employee and their manager.
  - (ii) After the meeting, the employee will receive a Memorandum outlining the specific concerns about their performance.
  - (iii) A second meeting will be scheduled with the employee no more than six (6) weeks after the first meeting. The purpose of second meeting is to review progress and determine if the employee has shown sustained progress in their performance.
  - (iv) If sustained progress is not demonstrated, the LTC will meet to determine a course of action, including cancellation of the employee's enrollment in the LT Program.

**6.5.9 CANCELLATION OF ENROLLMENT**

If an employee's enrollment in the LT Program is cancelled by the LTC, after their first attempt through the LT Program, the following conditions apply:

- (a) Employee is prohibited from re-enrolling in the LT Program for a minimum of two (2) years from the date program enrollment was cancelled.
- (b) After two (2) years, the employee is eligible to bid on the next available LT Program class.
- (c) Employee will be given one (1) opportunity to re-enroll in the LT Program.

If an employee's enrollment is cancelled after two (2) attempts through the LT Program, the employee may petition the LTC to re-enroll only after at least three years have passed from the most recent cancellation date. LTC approval to re-enroll is not guaranteed.

**6.6 POOLS**

The purpose of establishing a pool is to serve as a backup resource. The pools for any particular classification will be formally bid. The number of pool openings shall be determined by District management and will be awarded by seniority, as specified by classification.

- (a) Pool candidate eligibility will be determined through a qualification review process.
- (b) Successful candidates will be placed in the pool in order of seniority.
- (c) Pool employees will remain in their regular classification.

- (d) When a vacancy occurs, the open position will be posted per [Section 6.2](#) and the senior qualified trained employee currently in the applicable Pool will be awarded the bid.
- (e) Upgrades will be awarded to the senior qualified trained pool employee.
- (f) Should no trained and qualified pool employee accept the upgrade or award of bid, the least senior qualified trained employee currently in the pool will be required to accept the bid or upgrade whether that individual has placed a bid or not.
- (g) Pool employees may withdraw from the pool at any time prior to notification/offer of position or upgrade award by submitting a written notice of withdrawal to management.

## ARTICLE 7

### GENERAL WORKING RULES

#### 7.0 DEFINITIONS

##### Call Out:

A call for resources to address impacts to normal operations of the District's electrical and/or water systems, outside regular working hours.

##### Localized Event:

A regional impact to the normal operations of the District's electrical and/or water systems that results in dropped borders for the Line and Service Units.

##### Major Emergency:

Any major impact to the District's electrical and/or water systems as designated by the Assistant General Manager (AGM) or designee, which requires an All Hands (see definition below). A Major Emergency could require outside mutual aid/contract resources and may be eligible for Federal Emergency Management Agency (FEMA) reimbursement.

##### All Hands:

The call out process to call all employees from a specific unit (typically the Line Unit) to support a Call Out, Localized Event or Major Emergency. An All Hands typically impacts the Line Unit, however it may also impact other units as determined by management.

#### 7.0.1 MAJOR EMERGENCIES/LOCALIZED EVENTS

The determination to declare a Major Emergency/Localized Event throughout the District service territory will be made by the AGM or their designee. Major Emergencies/Localized Events are large or medium-scale call outs which are defined as wind events, earthquakes, snow and ice storms, or any natural/unnatural act that impacts the normal operation of the District's electrical and water systems. Restoration work associated with Major Emergencies/Localized Events typically lasts longer than twenty-four (24) hours and could impact thousands of customers.

##### 7.0.1.1

Employees already on shift will remain at the straight-time rate until the end of their regularly scheduled shift. At the end of the regularly scheduled shift, employees will be paid overtime in accordance with [Subsection 7.2.1](#). As with all other work per [Section 1.9](#), during a Major Emergency/Localized Event the District determines if any portion or all of the work will be performed under regular (straight) time or overtime status. If in the District's discretion it elects to perform some or all of this work using overtime, such overtime will be subject to any applicable rules set forth herein.

##### 7.0.1.2

Once an employee achieves overtime status, they will remain in overtime status unless the employee has completed a rest period of longer than twelve (12) hours. When the employee returns from this rest period and returns to work during the employee's regular shift, the employee will no longer be in overtime status. If the employee returns from this rest period outside the employee's regular shift, the employee is eligible for overtime. Employees will not be compensated during meal breaks or the eight (8) to twelve (12) hour rest periods described below in Subsections [7.0.1.3](#) and [7.0.1.4](#).

Once the Major Emergency/Localized Event is declared over, employees in overtime status working their regular shift who individually choose to continue with their regular shift will revert back to (regular) straight time status unless their manager determines the employee is still working on Major Emergency/Localized Event related work, then they shall remain in overtime status until the end of their shift (unless working under [Subsection 7.2.4](#)).

### **7.0.1.3**

Once the Major Emergency/Localized Event is declared over and the work is substantially repaired, any crews still in the field working may each accept up to one (1) more job provided the job is reported to the Energy Control Center less than eight (8) hours from when the Major Emergency/Localized Event was declared over. During this time, the service area boundaries will remain down. Jobs will only be assigned if remaining crew is less than two (2) hours from completing their current job. After eight (8) hours and/or no crews are available, incoming jobs will follow call out guidelines.

### **7.0.1.4**

The District may allow employees to work up to forty (40) continuous hours before taking a mandatory minimum Rest Period. All working hours will be counted towards a Rest Period except for the one-half (½) hour reporting time to another headquarters as outlined in [Subsection 8.1.17](#) (Line Unit). The Rest Period must be a minimum of eight (8) hours and shall not exceed twelve (12) hours. Exceptions to the forty (40) hour rule, cited above, may be requested, and granted by the District on a case-by-case basis.

### **7.0.1.5**

Unless specifically addressed in [Article 8](#), the District, with employees' input, but at the District's sole discretion, may establish guidelines for Departments supporting the Major Emergency of less than the forty (40) hour maximum.

### **7.0.1.6**

Rest Time Pay provisions as outlined in [Section 7.2](#) applies at the end of the Major Emergency except for units which are subject to special working rules.

At the end of the Major Emergency/Localized Event and to ensure the Rest Period provides employees their rest, an employee on their Rest Period is not eligible for call out assignments.

**7.0.1.7**

When called out for Major Emergencies as outlined in [Subsection 7.0.1](#), thirty (30) minutes of travel time will be paid each way during rest periods.

**7.0.1.8**

When called out for Major Emergencies/Localized Events as outlined in [Subsection 7.0.1](#) and travel conditions are such that employees are prevented from arriving to the headquarters as outlined in [Subsection 7.2.1.1](#), an additional travel allowance may be authorized by the District's storm manager.

**7.1 WORKWEEK AND WORK SHIFTS**

In an effort to continue to better serve our customers, both parties agree there is an expectation that as an employee of the District, employees take their fair share of emergency call outs.

**7.1.1**

The normal workweek consists of forty (40) hours occurring in five (5) consecutive eight (8) hour workdays, Monday through Friday. The normal work shifts shall be between the core hours of 8:00am to 4:30pm, unless otherwise noted in specific unit working rules.

**7.1.1.1**

Core hours are those hours during which the District, in its sole discretion, may establish shifts in classification units. The District will establish shifts within the core hours and determine staffing levels within those shifts. The District is not obligated to establish any particular shift or to establish any particular staffing level on shifts. Shifts, whether within or outside core hours, will be bid (formal and informal) and assigned by seniority pursuant to [Article 6](#).

**7.1.2**

The typical unpaid lunch period is thirty (30) minutes long during each five (5) consecutive hours worked. To meet customer, business, and employee needs, a flexible lunch period may be taken, and overtime will not apply. In such instances, lunch will begin within three (3) to five (5) hours after the start of the shift. This will be determined by the lowest level of supervision including Foremen. If the lunch period does not begin within three (3) to five (5) hours within the start of the shift, employees will be paid one-half (½) hour overtime. The District may choose to provide employees with food at the District's discretion.

**7.1.2.1**

Employees entitled to receive a paid rest break of not less than fifteen (15) minutes for every four (4) hours worked, whether during their regular shift or on overtime (e.g., employees working an eight (8) hours shift are entitled to two (2) paid rest breaks, one during each four (4) hours of the shift; employees working a reduced schedule of at least four (4) hours, but less than eight (8) hours are entitled to one (1) paid rest break; employees working fewer than four (4) hours are not entitled to a paid rest break.



Supervisors shall schedule rest breaks as near as possible to the midpoint of the work period. For example, an employee who works from 8:00am - 4:30pm with a one-half ( $\frac{1}{2}$ ) hour lunch must take their morning rest break around 10:00am and 2:30pm for the afternoon rest break. Scheduling of breaks will depend on District business needs and coverage responsibilities.

Employees wishing to smoke must go to designated District smoking areas within the time limits established in this article and may not take separate "smoke breaks."

With prior supervisory approval and where the nature of the work allows employees to take intermittent rest breaks equivalent to fifteen (15) minutes for each four (4) hours worked scheduled rest breaks are not required.

Rest breaks may not be combined to either extend the lunch period, take a longer break in the afternoon, or to leave early. For example, an employee on a 7:30am - 4:00pm schedule with a one-half ( $\frac{1}{2}$ ) hour lunch may not skip the afternoon rest break to leave before 4:00pm. The District's obligation is to allow the rest break, but rest breaks must be taken or lost by employees.

### **7.1.3**

In order to provide the service to our customers, the District may establish such shifts within the identified core times for each unit, including start and end times and workdays of the week as are necessary for the rendition of adequate public utility service, but such shifts shall not be established for a period of not less than four (4) weeks.

### **7.1.4**

Employee hours of work outside the Core Hours, but within the normal workweek (Monday through Friday) as described in [Subsection 7.1.1](#), may be established by mutual agreement (including a trial period) between the District and the affected employee. The Union Business Representative will be notified in writing prior to implementation. Either the District or the affected employee may elect to terminate this arrangement with reasonable notice.

#### **7.1.4.1**

Four (4) consecutive ten (10) hour days, Monday through Friday, may be established by mutual agreement between the District and the affected employee. The Union Business Representative will be notified in writing regarding implementation. Either the District or affected employee can terminate the four-ten (4x10) schedule with one (1) weeks' notice.

During any workweek in which a calendar holiday is recognized by the District, the employee is to revert to the standard five (5) day workweek with the standard eight (8) hour shift.

If an employee wishes to do something other than revert to five (5) eight (8) hour (5x8) days, i.e., take two (2) hours vacation, or two (2) hours PTO, two (2) hours

Compensatory time, or two (2) hours unpaid leave, and stay on the four-ten (4x10) schedule, the employee should make such a request to the supervisor at least ten (10) working days prior to the holiday. Such requests will normally be granted subject to the District's legitimate business needs. In the case of a crew, the supervisor may require the entire crew agree on whatever alternative is requested.

#### **7.1.4.2**

When an employee and a supervisor agree to a change in hours of work outside the Core Hours, a change in the workweek or a four-ten (4x10) schedule, the District shall not incur any additional expense.

#### **7.1.5 COMMUNITY EVENTS**

A community event is an event intended to focus on the local area to foster bonds between the District and community members. The event is typically educational and/or social in nature and includes, but is not limited to, fairs, sporting events, parades, and festivals.

In order to provide District support for a community event, an employee must live within one (1) hour of the event location or report to their assigned headquarters prior to driving to the event. Employees who report to their assigned headquarters prior to driving to the event will not receive mileage reimbursement or be paid for their time to drive to their headquarters.

#### **7.2 OVERTIME, CALL TIME, SHOW TIME, REST PERIOD & REST TIME PAY**

Any employee who works four and one-half (4 ½) or more cumulative overtime hours preceding the employee's regular shift; and any part of the overtime that overlaps the eight (8) hour Rest Period will qualify for Rest Time Pay at the straight time rate up to a maximum of six (6) hours. The straight time rate for purposes of the Rest Time Pay shall be at the classification pay rate the employee received while working overtime. Any employee entitled to a Rest Period who works through any or all of that Rest Period shall be paid at the overtime rate until released from duty for at least eight (8) hours. Employees paid Rest Time Pay are expected to be available at the end of said Rest Period. However, at the District's discretion, an employee whose Rest Period overlaps the regular shift by six (6) hours or more may be relieved from duty for the balance of the shift. (Except as noted by specific work rules.)

The chart below demonstrates Rest Period hours for an employee working a shift from 7:00am to 3:30pm with one-half (½) hour lunch period.

Time Released	Return Time	Rest Time Hours	Maximum Supplement allowed to make 8 Hours
On or before 11:00pm	7:00am	0.0	0.0
11:15pm	7:15am	0.25	0.0
11:30pm	7:30am	0.5	0.0

11:45pm	7:45am	0.75	0.0
12:00am	8:00am	1.0	0.0
12:15am	8:15am	1.25	0.0
12:30am	8:30am	1.5	0.0
12:45am	8:45am	1.75	0.0
1:00am	9:00am	2.0	0.0
1:15am	9:15am	2.25	0.0
1:30am	9:30am	2.5	0.0
1:45am	9:45am	2.75	0.0
2:00am	10:00am	3.0	0.0
2:15am	10:15am	3.25	0.0
2:30am	10:30am	3.5	0.0
2:45am	10:45am	3.75	0.0
3:00am	11:00am	4.0	0.0
3:15am	11:15am	4.0	0.0
3:30am	11:30am	4.0	0.0
3:45am	Do not return*	6.0	2.0
4:00am – 8:45am	Do not return*	6.0	2.0
9:00am	Do not return*	6.0	2.0

\* District may request employee to return to work as outlined in section 7.2

When, on a regularly scheduled workday, an employee has less than their regular daily shift hours of pay at the straight time rate due to receiving Paid Rest Time, the employee will have the option to either:

- (1) Enter timesheet code per [Section 7.2](#) as No Time Allowed (NTA), or
- (2) Supplement the difference up to a total of hours no greater than regularly scheduled daily shift at the straight time rate from either accrued PTO, Vacation or, if applicable per [Subsection 7.2.8](#), Comp Time.

The employee will need to apply to use PTO, Vacation or, if applicable, Comp Time in the same pay period as the occurrence or in the pay period following the occurrence. Otherwise, the use of PTO, Vacation or Comp Time will not be allowed.

### 7.2.1

An employee shall be paid overtime at the rate of double time for work performed at times other than the regularly scheduled shift except for overtime due to meetings and training. For meetings and training that occur Monday through Friday and either two (2) hours before or two (2) hours after the employee's regularly scheduled shift, the employee shall be paid at one and one-half (1½) times the applicable rate. However, if an employee has been on overtime status for four (4) or more hours preceding the meeting or training, that employee will remain in double-time status. The hours spent in meeting or training shall count toward the calculation in [Section 7.2](#).

#### 7.2.1.1

Overtime will begin when the employee reports to the headquarters and ends when the employee returns to the headquarters. In the case of an employee taking a District vehicle home, overtime will begin and end at the employee's home or residence and no travel time shall be provided. For the purpose of this section, the regular workday shall start at 12:00am midnight and the regular work shift means the regular straight time working hours.

### **7.2.2**

Employees relieved from duty during the first half of the day or shift shall receive not less than one-half ( $\frac{1}{2}$ ) day's pay; if relieved after having been on duty more than one-half ( $\frac{1}{2}$ ) day, they shall receive a full day's pay, unless relieved at their own request, or on account of weather conditions.

### **7.2.3**

Employees shall receive an amount not less than two (2) hours overtime each time called out from their homes at times other than regular working hours provided, however, the two (2) hour minimum shall not be compounded if call outs overlap. Travel time is included in the calculation of the two (2) hour minimum call out. They shall be paid the applicable overtime rates except no pay shall be allowed while eating or sleeping. If an employee is prescheduled, for the following day or later, employees are not eligible for Travel Time but are still eligible for the two (2) hour overtime minimum.

### **7.2.4**

Employees working under such conditions who are called out for duty four (4) hours or more before the beginning of their regular working hours or regular shift hours, shall be paid at the applicable overtime rate (except for meal breaks of at least thirty (30) minutes) from the time they arrive at the headquarters until relieved from duty.

### **7.2.5**

Employees called for duty less than four (4) hours before the beginning of their shift, shall be paid at the double time rate (except for meal breaks of at least thirty (30) minutes) from the time the employee arrives at the headquarters until the beginning of their regular shift. For the purpose of this subsection, a sixty (60) minute travel time shall be paid to each employee at the double time rate for reporting to their bid headquarters. In the event the employee works the entire shift, no sixty (60) minute travel allowance will be provided for returning to their home if they are released at the end of their regularly scheduled shift.

### **7.2.6**

Employees shall be paid fifteen (15) minutes of overtime at one and one-half ( $1\frac{1}{2}$ ) times the employee's primary rate of pay for calls to their home regarding system operations, regardless of the time or length of the call. Calls longer than fifteen (15) minutes will be rounded to the nearest fifteen (15) minutes. Multiple calls in the same fifteen (15) minutes will not result in additional compensation. There may be exceptions when payment would not be made. Such instances

may include an employee leaving work without releasing a work clearance or a call to determine whether an employee wants to accept a bid award.

### **7.2.7**

Supervisors and affected employees will collaboratively develop and administer guidelines by unit for fair and equitable distribution of call out or planned overtime that best serves customer needs. (See Special Working Rules by Unit, [Article 8](#)).

#### **7.2.7.1**

When an employee has missed an opportunity to accept/refuse a call out due to not being called out in the proper order or missed entirely the first impacted employee will be paid the amount of compensation they would have received had they worked the call out.

### **7.2.8 COMPENSATORY TIME**

Regular probationary and regular non-probationary employees may accrue/participate in a volunteer compensatory time program in lieu of overtime pay. Time Limited status employees and Student Workers are not eligible to participate in compensatory time. For exceptions to the compensatory program outlined below, see Special Working Rules by Unit, [Article 8](#).

#### **7.2.8.1**

No more than forty (40) hours of compensatory time may be accumulated for the one (1) calendar year period (i.e., compensatory time cannot be replenished as the accumulated compensatory time is used). Compensatory time can be accrued from January 1 through December 15 of each year, with no ability to earn compensatory time during the December 16 to December 31 pay period.

#### **7.2.8.2**

Eligible employees may elect to have up to twenty (20) hours of double time overtime (including related travel time and overtime; excluding Fair Share Premium and out of headquarters premiums) in one-half (1/2) hour increments converted to compensatory time at the double time rate (example, work twenty (20) hours of double time overtime converts to forty (40) hours of compensatory time; work five (5) hours of double time overtime converts to ten (10) hours of compensatory time). Overtime worked at the time and a half rate is not eligible to be converted to compensatory time.

#### **7.2.8.3**

Employees must designate on their time entry which double time overtime hours they are requesting be approved to be converted to compensatory time. Once time entry is submitted, the overtime pay/compensatory time designation cannot be changed.

#### **7.2.8.4**

Employees who accumulate compensatory time may request to use such accumulated compensatory time (in one-half (½) hour increments) in the same manner as they request Vacation/PTO, in accordance with the provisions of [Subsection 5.2.4](#). The employee's Manager will review the request to use compensatory time. The employee's Manager retains the right to approve or deny the time off request.

#### **7.2.8.5**

Compensatory time will be available for use, as outlined in [Subsection 7.2.8.4](#) after the first of the pay period in which the compensatory time was earned (that is, earn five (5) hours of double time which converts to ten (10) hours of compensatory time during the January 1 to January 15 pay period. The employee can request use of the ten (10) hours of compensatory time on January 16).

#### **7.2.8.6**

When an employee uses compensatory time, they will be paid at their primary rate of pay in effect at the time of use of compensatory time, not when it is earned.

#### **7.2.8.7**

Compensatory time not used at the end of the one (1) calendar year period will be cashed out in that pay period at the employee's primary rate of pay in effect as of the last day of that pay period (rate on January 15 of that year). The payment of unused compensatory time will be paid to the employee in the January 22 paycheck. Employees who terminate employment (including retirement) will be cashed out at the employee's primary rate of pay in effect on the date of termination.

#### **7.2.8.8**

Employees with compensatory time are required to use compensatory time prior to going into an unpaid status; except for Rest Time purposes as provided in [Section 7.2](#).

### **7.3 FAIR SHARE PREMIUM**

#### **7.3.1**

Fair Share Premium (FSP) is intended to encourage employees to work their fair share of overtime. FSPs are based on the employee's regularly scheduled shift. When an employee works at least two (2) hours at the overtime rate and meets the time requirement (see below), they shall receive a Fair Share Premium equal to (100%) of the Journeyman Lineman hourly wage. As the employee's time worked progresses during a continuous overtime period, the employee shall receive additional Fair Share Premium(s) as described below:

For employees who work eight (8) hour shifts: (ex: 7:00am-3:30pm), the employee shall receive Fair Share Premium(s):

- (i) At one and one-half (1½) hours before the start of the shift (5:30am);
- (ii) At four (4) hours after the start of the shift (11:00am);
- (iii) At one and one-half (1½) hours after the end of the shift (5:00pm); and
- (iv) At sixteen (16) hours after the start of the shift (11:00pm).

For employees who work ten (10) hour shifts: (ex: 6:00am-4:30pm), the employee shall receive Fair Share Premium(s):

- (i) At one (1) hour before the start of the shift (5:00am);
- (ii) At five (5) hours after the start of the shift (11:00am);
- (iii) At one (1) hour from the end of the shift (5:30pm); and
- (iv) At eighteen and one-half (18 1/2) hours after the start of the shift (11:30pm).

If an employee accepts a call out between 6:30am through 8:00am on their day(s) off or a holiday and arrives at the assigned work site no later than one (1) hour from accepting the call out, the employee shall earn a Fair Share Premium.

Employees qualify for an FSP in the following ways:

- (1) If the employee continued work past the end of their regular shift and into the OT period, they are eligible for the FSP if the OT hours cross (at least 7 minutes) into a qualifying period based on their regularly scheduled shift; or
- (2) Call Outs: Must have at least two (2) hours of OT and must cross (at least seven (7) minutes) into a qualifying period
  - (i) Travel time is considered hours-worked
  - (ii) The two (2) hour minimum is considered hours-worked

The maximum number of FSPs for a twenty-four (24) hour period is four (4): the morning, mid-day, evening, and night.

The first eligible FSP is not awarded for planned overtime. Because the employee was given advanced notice of the shift, the employee had enough time to plan. The employee would, however, be eligible for all subsequent FSPs.

### **7.3.1.1**

For overtime outside the employee's regular shift, [Subsection 7.3.1](#) shall apply for purposes of determining whether a Fair Share Premium is applicable. Travel Time shall be considered overtime hours worked outside of the employee's regular shift for determining if Fair Share Premium is applicable.

### **7.3.1.2**

The employee must perform work on a call out for at least two (2) hours, to be eligible to receive the Fair Share Premium. No Fair Share Premium is earned if the

employee is returned to headquarters and is relieved from duty at or before the two hours.

## **7.4 TRAVEL TIME**

### **7.4.1**

#### Headquarters to headquarters:

Employees dispatched from headquarters to headquarters or back for work assignments shall travel on District time, at District expense.

### **7.4.2**

#### Reporting to other than bid headquarters for training assignment:

When an employee is scheduled for training only to report to another headquarters for the duration of the training assignment, the District will provide transportation or mileage reimbursement from the employee's normal headquarters to the temporary headquarters; and the employee will not be eligible for travel time (overtime) in order to report to the training headquarters at 8:00am and return upon release.

### **7.4.3**

#### When notified to report to a headquarters other than their bid headquarters:

The employee will be paid sixty (60) minutes of overtime for travel time to and from their non-bid headquarters unless allowed to travel on District time. Employees are also eligible for mileage reimbursement for additional mileage beyond their established headquarters.

### **7.4.4**

#### When an employee works two (2) hours or more beyond the end of their regular shift (unplanned overtime):

The employee shall receive sixty (60) minutes of travel time pay.

Example: A line crew's regular work shift is 7:00am to 3:30pm. The crew accepts a trouble call at 2:30pm and works an extension of the day and finishes the trouble call job at 5:30pm. They will be paid regular shift pay and two (2) hours overtime plus sixty (60) minutes travel time home. Travel time does not impact out of area pay (tool time) or Fair Share Premium.

### **7.4.5**

#### Reporting less than four (4) hours:

For the purpose of [Subsection 7.2.5](#), a sixty (60) minute travel time shall be paid to each employee at the double time rate for reporting to their bid headquarters. In the event the employee works the entire shift, no sixty (60) minute travel



allowance will be provided for returning to their home if they are released at the end of their regularly scheduled shift.

#### **7.4.6**

##### Travel for call out:

For the purpose of Subsections [7.2.1.1](#), [7.2.3](#), [7.2.4](#), [7.2.5](#) and [8.3.6](#), a sixty (60) minute travel allowance shall be paid to each employee at the overtime rate for reporting to headquarters and sixty (60) minutes at the overtime rate for returning to their homes during overtime call outs. This travel allowance shall apply to the calculation of the Rest Time Period and Rest Time Pay. This travel allowance shall not apply when employees are reporting for work scheduled prior to the end of the preceding shift.

#### **7.4.7**

##### Temporary headquarters when agreed:

When an employee mutually agrees to temporarily report to another headquarters no travel time or mileage reimbursement will be allowed.

### **7.5 HEADQUARTERS**

#### **7.5.1**

"Established headquarters" shall be by bid and shall include downtown Everett (including the Annex), Operations Center, Lynnwood, Monroe, Snohomish, Stanwood, Arlington, Jackson, and Lake Stevens Water Operations.

#### **7.5.2**

Employees dispatched to or from permanent headquarters to temporary headquarters will be paid by the District's regular wage rates for time spent traveling and travel expenses, and reasonable board and lodging expenses while working out of temporary headquarters.

#### **7.5.3**

Employees hired to work out of temporary headquarters will not be allowed board and lodging expenses.

#### **7.5.4**

The District may establish temporary headquarters at any location where suitable board and lodging can be obtained or provided.

### **7.6 HIGH TIME**

All employees working seventy-five (75) feet above ground or higher shall be paid at the:

- (a) double time rate (high time) during regular working hours;
- (b) triple time rate (high time overtime) while working in an overtime status;

- (c) triple time rate while working on a holiday (high time overtime) plus the holiday pay.

This rule shall not apply when employees are working on roofs of buildings, where no exceptional hazard exists.

## **7.7 DUAL PAY RATES**

In cases of an employee being utilized at two (2) classifications in the same half day, the employee shall receive the higher of the two (2) rates of pay for actual time/hours worked at the higher rate. Vacation, holiday and sick leave pay shall remain at the employee's primary rate of pay.

## **7.8 SAFETY RULES**

### **7.8.1**

The Washington State Department of Labor and Industries' Electrical Workers Safety Rules are hereby adopted and incorporated as a part of this Agreement. If the Washington State Safety Code does not cover a condition, the National Safety Code will be used.

### **7.8.2**

The Foreman/Lead Worker of any District crew who reasonably believes safe work practices have been materially affected by crew size and/or composition in view of the work to be done, shall immediately advise the District of their concern and the reason therefore. If the District disagrees with the Foreman/Lead Worker of the crew, then the District may consider one of the following options:

- (1) adjust or reconsider the crew size and/or composition to accommodate the concerns of the Foremen/Lead Worker of the crew; or
- (2) the Foreman/Lead Worker and the Supervisor would discuss alternate methods or options to perform the task; or
- (3) change the work assignment of the Foreman/Lead Worker and their crew;  
or
- (4) exercise any right or option under this Agreement to complete the work.

No Foreman/Lead Worker of any District crew who reasonably believes that working safely or safe work practices have been materially affected by crew size and/or composition will be disciplined for such reasonable belief.

Any disagreement over crew complement assignments shall be referred to the appropriate Crew Structure Committee (Line Unit or Substation Unit) for resolution. The parties agree to meet at reasonable times and places to discuss the disagreement. The committee has thirty (30) calendar days from the date of the first committee meeting to resolve the disagreement and at the end of thirty (30) calendar days either party may take any action consistent with this Agreement. Safety issues brought before this committee shall use the

Washington State Electrical Workers Safety Rules (also known as WAC) [Chapter 296-45](#) and any other applicable safety laws as minimum standards in the resolution process.

#### **7.8.2.1**

The Line Unit Crew Structure Committee is to be comprised of one (1) underground Foreman, one (1) overhead Foreman, and one (1) Crew Coordinator to be selected by the Union and three (3) members to be selected by the District.

#### **7.8.2.2**

The Substation Unit Crew Structure Committee is to be comprised of two (2) Foremen, one (1) Journey Wireman to be selected by the Union and three (3) members to be selected by the District.

#### **7.8.3**

The Senior Manager of Safety or their designee will notify the Union when the investigative team is dispatched to an investigation.

### **7.9 APPRENTICES**

#### **7.9.1**

When an employee accepts an apprenticeship, the start date shall not exceed thirty (30) calendar days from the date of acceptance, unless otherwise mutually agreed upon by the parties.

#### **7.9.2**

A seventh period line apprentice may, for relief during only emergency situations and shortages of Journeymen, take the place of a Journeyman Lineman, if qualified and by both the recommendation of a foreman and with the Joint Apprenticeship Training Committee's (JATC) approval, and shall be paid Journeyman Lineman's rate of pay only while working as a Journeyman. In such a case, apprentices shall not supervise apprentices. Such approved 7th step apprentices may also be used as Journeymen on "C" crew plat work or secondary customer service work.

#### **7.9.2.1**

An apprentice shall not be used to perform the regular duties (excluding for training purposes) of any other classification without the prior approval of the JATC. If approved for other duties by the JATC, the apprentice shall receive their normal rate of pay or the pay rate of the temporary assignment if that classification is a higher rate for actual time worked in the temporary assignment.

#### **7.9.2.2**

Apprentices will be rotated by the JATC at no cost to the District.

#### **7.9.3**

An apprentice having served their apprenticeship shall not be removed in favor of a new apprentice until they have been made a Journeyman, nor can they be replaced by a new Journeyman. An apprentice who has completed the final period, passed their Journeyman test and has been certified by the appropriate authorities will be progressed automatically to the Journeyman position without bid and in their current bid headquarters and/or shift.

#### **7.9.4**

Apprentices shall not work on energized lines of six hundred (600) volts or over until approved by the JATC, and then only when accompanied by a Journeyman.

#### **7.9.5**

Apprentice bids shall be awarded solely based on District guidelines and established procedures. Testing of apprentice candidates will be conducted by the District with the assistance of affected work units. The District reserves the right to hire into all Apprentice programs.

#### **7.9.5.1**

For the first six (6) months only, the successful bidder would continue to accrue seniority in the classification from which they came. If in the first six (6) months the apprentice quits or is rejected by the JATC, they will return to their former classification and position placement with no loss of seniority. However, after completing the initial six (6) months apprentice training, the employee's experience and placement will follow [Subsection 6.2.2.3](#) and the apprentice would not accrue or regain lost seniority past the six (6) month period if they subsequently are dropped from or quits the Apprentice Program. All employees who advance to a position as a result of an employee moving into an apprenticeship program shall have automatic job return rights should the apprentice quit or be rejected by the JATC to move back to their former position within the first six (6) month period as outlined above.

#### **7.9.6**

A fourth period Apprentice Tree Trimmer may be assigned to work as a Journeyman Tree Trimmer, if qualified and by the JATC's approval, and shall be paid at the Journeyman Tree Trimmer rate of pay only while working as a Journeyman.

#### **7.9.7**

A Wire Apprentice in their final period may, for relief purposes only, be assigned to work as a Journeyman Wireman, if qualified and with the JATC's approval. The Wire Apprentice shall be upgraded to the Journeyman Wireman rate of pay only while working as a Journeyman.

#### **7.9.8**

A Meter Apprentice in their final period may, for relief purposes only, be assigned to work as a Journeyman Meterman, if qualified and with the JATC's approval.

The Meter Apprentice shall be upgraded to the Journeyman Meterman rate of pay only while working as a Journeyman.

#### **7.9.9**

A System Operator Apprentice in their final step of their apprenticeship may, for relief purposes only, be assigned to work as a System Operator I, if qualified and with the JATC's approval. The System Operator Apprentice shall be upgraded to the System Operator I rate of pay only while working as a System Operator I.

A System Operator Apprentice in their final step of their apprenticeship may, for relief purposes only, be assigned to work as a System Operator II, if qualified, NERC Transmission Operator certified, and with the JATC's approval. The System Operator Apprentice shall be upgraded to the System Operator II rate of pay only while working as a System Operator II.

#### **7.9.10**

A Line Apprentice will be offered additional non-District training as available. Associated travel/pay outlined in [Exhibit F](#).

### **7.10 APPRENTICE STANDARDS**

The Apprenticeship Standards as adopted by the Joint Labor Management Apprenticeship Committee of Snohomish County P.U.D. No. 1, approved by the Washington State Apprenticeship and Training Council, and registered with the Division of Apprenticeship and Training in the Washington State Department of Labor and Industries are hereby adopted and incorporated as a part of this Agreement.

### **7.11 TRANSFER - CLASSIFICATION CHANGE - UPGRADES**

An employee required to perform work outside their regular classification for fifteen (15) minutes or more shall receive the first step rate of pay for the higher classification during the entire period of the assignment. If there is more than one level in the higher classification, the upgrade rate is at the first step for that classification, or current classification, whichever rate is higher. Upgrades are offered to the most senior qualified employee.

#### **7.11.1**

An employee placed on a temporary assignment to a higher classification shall receive the rate of pay for the higher classification during the entire period of the assignment.

#### **7.11.2**

When three (3) or more employees, two (2) of whom are Journeymen, are working on one (1) specific job, one (1) employee shall be rated as Foreman.

##### **7.11.2.1**

When two (2) crews or more from different units are working compositely, the crews will collaborate and mutually agree which unit will be the lead and designate who is the Heavy Crew Foreman for the overall job.

**7.11.3**

Employees transferred from day shift to night shift, or vice versa, shall be paid the overtime rate for the first four (4) days of transfer. This rule shall not apply to employees working relief for other employees on vacation, sickness, voluntary leave of absence at employee's own request, on bid jobs, when working regular rotating shifts, or when transferring shifts for the purpose of training that cannot best be furnished on other than one specific shift. In making shift changes, the employee's workweek shall not be reduced, i.e., shall not lose any time as a result of such transfers.

**7.12 EMPLOYEE TRAINING AND SAFETY****7.12.1**

The District will reimburse the employee for tuition and textbooks after the satisfactory completion of study courses approved by the District in accordance with District directive(s).

**7.12.2**

Supervisors must review a performance evaluation with their employee before the evaluation is sent to the next level of supervision.

**7.12.3**

If practical, one (1) first aid/CPR class for initial certification will be offered quarterly by the District to a maximum of twenty (20) employees per class on District time.

**7.12.4**

When any employee is put into a position that they have not previously held, they shall be given a maximum of a thirty (30) calendar day break-in period with an experienced person.

**7.12.5**

Employees must possess a valid Washington State Driver License and Commercial Driver License (CDL) endorsement as required by State law or District job descriptions. The District will pay:

- (a) The CDL endorsement renewal fees (above the cost of a WA State Driver License) for employees required to have a CDL as part of their District job description, including renewal license fees, the cost of the required physical examination, and time to take the physical exam. Employees required to hold a CDL endorsement as part of their job description will be allowed to go to the DMV, with their supervisor's pre-approval, to renew their CDL endorsement during work hours. The District will only pay the straight time rate for this; therefore, it must be done in a way that would

avoid paying any overtime or premium/Fair Share Premium/travel time, etc.

- (b) The CDL endorsement fees (above the cost of a WA State Driver License) for employees required to acquire a CDL during the term of their District job description, including the testing fees, medical exam fees and time to take the CDL test and medical exam. The District will cover the cost for the initial test and up to one (1) retest.

## **7.13 TOOLS AND EQUIPMENT**

### **7.13.1**

The District shall provide replacements for those required tools worn out, broken, or lost in the performance of duties. The District shall also replace required tools when there is evidence of theft. [Exhibit A](#) of the CBA outlines a Tool Replacement Procedure and a Tools Replacement List for each classification.

### **7.13.2**

Climbing tools shall be supplied to apprentices as required by job.

## **7.14 JOB SHARING**

### **7.14.1**

The purpose of the Job-Sharing Program is to allow employees to share responsibilities of a single full-time position and that when doing so does not negatively affect productivity or District costs.

### **7.14.2**

Job sharing is generally defined as dividing all the functions of one (1) full-time regular position between two (2) employees each of whom works part-time in a manner that provides full-time coverage of the position.

### **7.14.3**

A job share position may be available to employees when job sharing serves the best interests of a department. Meeting work requirements will be the primary consideration; the job share position will be secondary. The Division's AGM or designated representative must approve the job share. Each department is responsible for establishing and communicating the department rules pertaining to job sharing to its employees (such as work schedules, work hours, performance expectations, etc.).

Job sharing may be available to employees when normal work schedules indicate a job share position may be advantageous; and candidates have completed appropriate or required training and certification. An employee wishing to job share may request their manager to consider a proposal for a job share position. The job share proposal must include information on the qualifications, experience of the potential job share employee and outline

details on how the arrangement will ensure the work is efficiently and effectively completed. Details which must be considered in the submission include:

- (a) Which functions will be shared, and which functions will be performed by only one (1) partner.
- (b) How workload priorities will be determined on an on-going basis, and how these priorities will be communicated between partners to ensure nothing is missed.
- (c) Preferred work schedule.

#### **7.14.4**

Whenever a job share position has been approved and implemented, the following provisions shall be followed:

- (a) Job share participants are expected to cover for each other during vacations and absences for illness or leaves. There may be times when this may not be practical due to individual circumstances, but job share participants will take all reasonable steps to meet this expectation. As with all other categories of employees, job share employees must receive approval from their manager for absences and time off in accordance with the appropriate articles contained within this Agreement.
- (b) If one (1) employee in the job share position wishes to resign from the job share, the remaining employee in the job share position will be expected to assume the position on a full time basis. At that time the job share position will be evaluated by the District.
- (c) Regardless of the employee's hours of work or shift, employees in a job share position will be paid overtime for time worked in excess of eight (8) hours per day and/or forty (40) hours per week. Overtime shall be paid as provided for in [Section 7.2](#).
- (d) Communication is important to the success of job sharing. The time spent in communications must be adequate to ensure smooth coordination of the position's functions, and it must be reasonable in relation to other responsibilities. Most communication can be passed along through written notes and coworkers, although some direct communication may also be necessary. "Communication time" should be planned as part of the job share position.
- (e) During peak workloads or employee leaves, when mutually agreeable between the employees in the job share position and the manager, additional hours may be worked. During emergency situations, employees in the job share position may be requested to work other than normally scheduled hours and should make every effort to accommodate District scheduling needs.



**7.14.5**

Employees in a job share position are considered part-time employees and eligible for benefit provisions outlined in this Agreement.

**7.14.6**

A job share position shall be posted as a single position, noting that the position is a job share. The job share position will be awarded in accordance with the bid procedures outlined in this Agreement. For Customer Service Unit classifications only, the position to be shared will be that of the most senior bidder.

**7.14.7**

If the job share position is terminated by the AGM or designated representative or either of the job share partners, thirty (30) calendar days written notice must be given to all affected parties with a copy to the Union Business Representative.

If a shared position becomes full-time because the program is not meeting the needs of the department, the job share partner with the most classification seniority will be given first option to retain the full-time position. If the job share arrangement is terminated by one (1) of the job share partners, the Senior Manager has the option to convert the position to full-time or post for another job share partner. If the position is converted to full-time the job share partners will be given the option to retain the position. If both partners want to retain the position, the partner with the most classification seniority will prevail.

If the remaining person wishes to continue employment, the Senior Manager and Human Resources will make every attempt to find a suitable position within ninety (90) calendar days. If one is not found, the employee will be laid off and the employee may exercise the seniority and bumping provisions outlined in the CBA.

**7.15 ADJUSTED WORKWEEK SCHEDULE – MAKE UP TIME****7.15.1 UNITS INVOLVED****7.15.1.1**

Use of a workweek schedule adjustment (called "make-up time") is not permitted for the following units:

- (a) Line Unit
- (b) Substation Unit
- (c) Flagging Unit
- (d) Meter Unit
- (e) Service Unit
- (f) Energy Control Unit
- (g) Crew Dispatch Unit

**7.15.1.2**

The Union and the District agree to make available an adjusted workweek schedule (called "make-up time") allowing an employee, based upon prior mutual agreement, to request an adjustment in a specific workweek and to make up the equivalent amount of time within the same workweek.

### **7.15.1.3**

This does not change an employee's work schedule on an on-going basis (for example, use of a four-ten (4x10) schedule or another alternate schedule). In such instances, [Section 7.1](#) shall apply.

### **7.15.1.4**

Due to customer/business needs, some departments may choose not to participate in "make up time" or some departments may allow a lesser amount of "make-up" hours in a single week. Only when an employee and their immediate manager/superintendent mutually agree to an adjusted workweek, shall it be applied as outlined in this article.

### **7.15.2 ELIGIBILITY**

Make-up time is intended to apply to full-time employees in all Units, except as outlined above. Part-time employees (including employees in job shares), employees who work a four-ten (4x10) schedule and Customer Service Representatives who work the extended shift are not eligible to participate in a make-up time.

### **7.15.3 ADMINISTRATIVE GUIDELINES**

#### **7.15.3.1**

The use of make-up time is strictly voluntary and is by prior mutual agreement between the employee and their immediate manager/superintendent. The use of make-up time must be approved in advance and in writing. The manager/superintendent and the employee must mutually agree to the time (date, hours needed, specific timeframe, etc.) the employee will be taking off and when the employee will make up the time (date and timeframe).

#### **7.15.3.2**

An employee may "make-up" up to four (4) hours in a given week and work up to two (2) ten (10) hour workdays in the particular workweek, but in no case more than two (2) additional work hours in one day. An employee on such a schedule may not make up the hours on a Saturday, Sunday, or holiday unless the employee's normal workweek includes a Saturday or Sunday.

#### **7.15.3.3**

Hours off under a make-up time agreement and hours worked to make up the time are a one for one exchange. Overtime (including Fair Share Premium) will not be paid for hours worked under a make-up agreement unless the employee works in excess of the make-up schedule for that day. For example, an employee who normally works 8:00am to 5:00pm making up two (2) hours of time

and they work until 7:00pm would not be eligible for overtime pay or a Fair Share Premium.

#### **7.15.3.4**

If an employee is making up hours under a make-up time agreement and the employee is asked to stay late for overtime, overtime will not begin until the make-up time is completed. If an employee is making up time, they are not eligible for a Fair Share Premium until they work more than two (2) hours of overtime.

#### **7.15.3.5**

All hours off and made up under a make-up time agreement must be completed within the same workweek. Time off cannot be carried over beyond the specific workweek in which the adjusted workweek schedule (make-up time) occurs.

#### **7.15.3.6**

In the event customer service requirements do not permit the employee to take time off during the same week and if the employee has made up the hours, the normal CBA provisions (such as overtime and Fair Share Premium) apply.

#### **7.15.3.7**

In the event the employee no longer needs the time off and the employee has already made up the time, the manager/superintendent will decide whether the District needs the employee to work (and thus pay the employee overtime) or if the employee will be required to take the time off. An employee, who cannot make up the time requested off within the same workweek, will be required to take the time not made up as PTO or Vacation.

#### **7.15.3.8**

If at all possible, all time to be made up for an adjusted workweek schedule should be completed prior to the time being taken off.

#### **7.15.3.9**

Should it become necessary to limit the number of adjusted workweek schedules in a specific Unit and/or classification, a "first requested, first granted" basis will be a determining factor among the employees who normally perform the work.

### **7.15.4 PROCEDURES**

#### **7.15.4.1**

All requests for a workweek schedule adjustment must be made in writing to the employee's immediate manager/superintendent as far in advance as possible. The request must be made using an official District form which may be found on the District's internal website (under Human Resources). This website also contains examples of workweek adjustment requests. The requesting employee must supply the following information on the form:

- (a) Employee information (Name, employee number)
- (b) Date of the request
- (c) Hours needed off by employee (date to be off, specific hours to be gone, etc.)
- (d) Date(s) and specific hours in the day when the time will be made up, etc.

#### **7.15.4.2**

Requests must be approved by the appropriate District designee on the official form and the District shall notify the employee as soon as possible of the approval/denial of such a request. Managers are responsible for retaining the completed form, whether the request is approved or denied.

#### **7.15.4.3**

In the event there is a need to modify the request, both the employee and the District are responsible for either revising the original request or completing a new form that documents the modified agreement for a workweek schedule adjustment.

#### **7.15.4.4**

For payroll purposes, any employee who has been approved to work an adjusted workweek schedule must record hours as they are actually worked. For example, an employee works two (2) hours beyond their eight (8) hour day (ten (10) hours) on Monday and comes in two (2) hours late on Thursday would record their time as ten (10) hours of straight time on Monday and six (6) hours of straight time on Thursday (without No Time Allowed ("NTA") designated on the time entry).

### **7.16 WORK FROM HOME (WFH)**

#### **7.16.1**

Supervisors and affected employees will collaboratively develop and administer Work from Home (WFH) guidelines by unit that best serve customer needs.

#### **7.16.2**

Eligible units include Customer Service, Customer Accounting, Office Support, Engineering, and Energy Efficiency (see Special Working Rules by Unit, [Article 8](#)).

#### **7.16.3**

Employees approved to WFH on a consistent basis in the above listed units must maintain, and work from, their primary residency within the following Washington State Counties: Snohomish, Whatcom, King, Island, Pierce, Skagit, Kitsap.

### **7.17 STANDBY**

For units utilizing standby, the following subsections apply (see [Article 8](#)).

#### **7.17.1**

When the District identifies the necessity for after-hours response, a standby system shall be implemented. Employees required to remain on standby shall receive standby pay as outlined in this Agreement.

### **7.17.2**

Standby will be offered on a rotating schedule to qualified employees on a voluntary basis. Whenever an employee is placed on standby, the employee shall be available to respond to emergency calls and, when necessary, return to work. If the employee on standby does not respond to the call out within ten (10) minutes, the employee will not be eligible to receive the standby compensation for that day and the next eligible employee on the call out list will be called to respond.

### **7.17.3**

When assigned to standby, the employee will be compensated for standby at the rate of:

- (a) two (2) hours of straight time at 117.5% of the 100% rate for their specific unit as outlined in [Article 9](#), for weekdays,
- (b) four (4) hours of straight time at 117.5% of the 100% rate for their specific unit as outlined in [Article 9](#), for weekends and holidays (see subsection 5.5.1).

Where the employees' regular rate of pay is equal to or higher than the rate specified in Subsections [\(a\)](#) or [\(b\)](#), the employee shall receive their regular rate of pay.

### **7.17.4**

When an employee, on standby, is called into work, the normal overtime provisions of [Subsection 7.2.1](#) and [Section 7.3](#) shall apply.

### **7.17.5**

If an emergent hardship occurs and the employee cannot meet the standby duty terms, the employee must notify their supervisor, find coverage, and transfer the cell phone to the employee relieving them of duty.

## **7.18 JACKSON PROJECT TUNNELS**

While an employee is required to perform work in the unlined portion of the Jackson Project tunnels as directed by the lead/supervisor, they shall be paid at the:

- (a) double time rate during regular working hours;
- (b) triple time rate while working in an overtime status;
- (c) triple time rate while working on a holiday plus the holiday pay.

This rule shall not apply where no exceptional hazard exists.

## ARTICLE 8

### SPECIAL WORKING RULES BY UNITS

The following working rules shall apply in addition to the general working rules to all employees in the following units. When in conflict with other provisions of this Agreement, the following rules shall govern:

#### **8.1 LINE UNIT**

##### **8.1.1**

The normal workweek consists of forty (40) hours occurring in five (5) consecutive eight (8) hour days, Monday through Friday. The normal work shifts shall be between the core hours of 7:00am to 3:30pm.

##### **8.1.2**

Framing of poles on the job or in any pole yard shall be done by Journeyman Linemen with the assistance of Line Helpers. Erection of poles or towers shall be done by a line crew. Stubbing of poles shall be done under the supervision of a Lineman.

##### **8.1.3**

Tree trimming along rights-of-way of transmission and distribution lines, where there is a possibility of contact with the line, shall be done only by Journeyman Linemen or a certified Tree Trimmer. Tree trimming crews working within the energized primary area shall have a certified Lead Tree Trimmer in charge. For the purpose of this section the primary area shall be defined as set forth in Electrical Workers Safety Rules. A three (3) person tree trimming crew will do its own flagging as a normal part of its work. Additional flagging support may be utilized where needed when the job location necessitates extra help. The provisions of [Subsection 8.1.9](#) apply to tree trimming crews.

##### **8.1.4**

Regular line trucks with or without trailers and material trucks, excluding pickups, except when used as supplementary equipment engaged in line construction work shall be driven by qualified employees at not less than the Entry Helper 3 rate. Line Helpers will be paid as an Equipment Operator when they are upgraded to an Equipment Operator as set forth in [Exhibit B](#) – Line Crew Structure Guidelines. When a Line Helper operates equipment but is not required for crew structure that time is considered training, and no upgrade will be applied.

##### **8.1.5**

Only Linemen who hold a Journeyman Lineman's card and have three (3) years' experience at the District as a Journeyman Lineman shall be eligible to bid Line Foremen classification per [Subsection 8.1.10](#).

##### **8.1.6**

To the extent practicable, relief for Line Foreman (such as for Vacation, PTO, sick leave, etc.) shall be filled only with eligible Linemen from the Line Unit within bid Headquarters.

#### **8.1.6.1**

For Journeyman Lineman upgrades to Foreman:

- (a) For five (5) working days or less, the upgrade will be offered in seniority order to the Lineman on the crew where the Foreman is absent.
- (b) For more than five (5) working days, the upgrade will be offered in Line Unit seniority order for that headquarters.

#### **8.1.7**

The Union and the District will establish a Line and Service Unit Overtime/Call-Out Committee to work collaboratively to formulate and administer a fair and equitable over-time/call-out procedure for the Line Unit addressing employee, District, and customer needs. The Committee will periodically review these procedures between six (6) months and one (1) year after the effective date of each new CBA. At that time changes may be made by mutual agreement. At all other times the only method for changing these procedures will be by Letter of Agreement.

#### **8.1.8**

Line Crew Foremen, for purposes of determining when a Foreman shall be upgraded to the Heavy Crew Foreman rate, shall be classified and receive pay as a Heavy Crew Foremen when any of the following conditions exist:

- (a) When the District Supervision combines two (2) or more crews (excluding D and E crews) and the Foreman is responsible for supervising the combined crew, the Foreman to whom the job was assigned shall receive the upgraded Heavy Crew Foreman rate.
- (b) When the Foreman is responsible for supervising a crew totaling seven (7) or more employees in addition to themselves.
- (c) When an employee on a crew meets the high-time requirements as referenced in [Subsection 7.6](#).

#### **8.1.9**

During extreme weather conditions, employees will not be required to do hazardous work on energized high voltage wires except in cases of emergency; provided, however, that during cases of emergency, employees may be required to work regardless of weather conditions.

- (a) When employees working on line crews reporting to work during regular working hours and it is mutually agreed between the Foreman involved and the District that weather conditions are such that the employees cannot do line related work, they shall receive two (2) hours straight-time pay and be released to go home.

- (b) Based on the judgment of the Foreman or person in charge, line crew employees may get into their trucks during showers and snow for a reasonable period of time.
- (c) When weather conditions are so severe that a hazard exists as a result of work being performed on energized lines (six hundred (600) volts and above), the Foreman may elect to request another assignment for the crew. If no other work or training assignment is available, the crew may be relieved from duty.

### **8.1.10**

The following provisions apply to seniority and bidding procedures for the Line and Service Units.

#### Journeyman Seniority:

- (a) Journeyman seniority will be the only seniority recognized for bidding Journeyman Lineman, Serviceman, Foreman, Line Construction General Foreman, and Heavy Crew Foreman, Crew Coordinator, Line Inspector, Lineman Training Coordinator, Assistant Lineman Training Coordinator, Journeyman in Charge (JIC) Underground Services classification openings.
- (b) Apprentice Linemen will begin accruing Journeyman seniority at the beginning of their fifth step providing they pass the Journeyman test at the end of the apprenticeship according to the provisions in this Agreement.

#### Equipment Operator Seniority:

- (a) Equipment Operator is defined as anyone working as an Equipment Operator, Major Equipment & Yard Operator, Major Equipment & Yard Lead, Equipment & Driver Trainer, Assistant Equipment & Driver Trainer, Crew Restoration Lead and Assistant Crew Restoration Lead.
- (b) Equipment Operator seniority will be the only recognized seniority for bidding Equipment Operator, Major Equipment & Yard Operator, Major Equipment & Yard Lead, Equipment & Driver Trainer, Assistant Equipment & Driver Trainer, Crew Restoration Lead, and Assistant Crew Restoration Lead classification openings.
- (c) Helpers hired on or before September 29, 2022, earned Equipment Operator seniority and will accrue Equipment Operator seniority in the event they join the Equipment Operator-in-Training Program, and they successfully pass the Equipment Operator test.

#### Helper Seniority:

- (a) Helper is defined as anyone working as an Entry Helper, Line Helper, Pre-Apprentice Helper, Lead Toolman, Toolman, Line Clearance Notifier, Tree Trimmer, or Lead Tree Trimmer and this terminology will be used for bidding and curtailment of employment purposes only.
- (b) Helper seniority will be the only seniority recognized for bidding Entry Helper, Line Helper, Pre-Apprentice Helper, Line Clearance



- Notifier, Tree Trimmer, or Lead Tree Trimmer classification openings. Tool Room classifications will be filled based on Line Unit seniority.
- (c) All Line Helpers will be required to take Line Helper Upgrade Training to prepare them to upgrade to an Equipment Operator. This training will be scheduled upon being awarded the bid of a Line Helper. Training will be provided based on Line Helper seniority. As a minimum requirement, Line Helpers must pass the Line Helper Upgrade Training during their Line Helper Step Five (5) and obtain Line Helper Certification. Line Helpers will be given one (1) opportunity to complete and successfully pass the Line Helper Upgrade Training. If unsuccessful in passing the Line Helper Upgrade Training, the employee will be transferred back to Step Four (4) of the Entry Helper Classification and will not be eligible to reapply for the Line Helper Step Five (5) position, and the subsequent Line Helper Upgrade Training, until twelve (12) months after the date of transferring back to Step Four (4) of the Entry Helper classification. In addition to completing all required training and certification in the Entry Helper classification, bid to Line Helper Step Five (5) requires a minimum of six (6) months in Step Four (4) of the Entry Helper classification. Employees at the Line Helper Step Five (5) who successfully complete the Line Helper Upgrade Training and obtain their Line Helper certification, will be eligible to upgrade to Equipment Operator to make crew structure. Progression to Line Helper Step Six (6) requires a minimum of twelve (12) months in Step Five (5) of the Line Helper classification.
- (i) Line Helpers will only receive upgrades when required to complete crew structure. Operating equipment as an addition to the crew is part of the job description and upgrade pay will not be received.
- (ii) Line Helpers in training are responsible for ensuring OT acceptance does not interfere with training (major emergency work is excluded).
- (iii) Line Helpers must have a minimum of two (2) years of experience as a Line Helper, or equivalent external experience as an Equipment Operator, to take the Equipment Operator test. The District will post a notice thirty (30) calendar days in advance of the test with a copy of the notice sent to IBEW, Local 77.
- (iv) If there is a need to test external candidates for the Equipment Operator test, all eligible Line Helpers will be given an opportunity to test if they bid on the position. Otherwise, Line Helpers may not test more than once in a six (6) month period.
- (d) Entry Helpers are required to advance in their steps and obtain a Class A CDL when training is offered. The District's goal is to provide CDL training to an Entry Helper within eighteen (18) months of being in the Entry Helper classification. CDL Training will be provided based on Line Helper seniority.

- (e) Helper seniority will start at the date of hire and will become effective after serving the probationary period as outlined in [Subsection 6.1.22](#) of this Agreement. When a successful bidder comes from outside the Line Unit, their seniority date will commence upon filling the position bid, provided they have completed their probationary period.
- (f) In case of curtailment of employment (i.e. layoff or demotion), Helper seniority shall prevail.

### 8.1.11

For overtime call out purposes only, employees should report to work as soon as possible but in no event more than one (1) hour from the time of being called. The travel allowance for overtime call outs shall be no more than sixty (60) minutes as outlined in [Section 7.4](#).

#### 8.1.11.1

Crews have return rights to a scheduled overtime job only if District management directly assigned them to that job during straight time hours and they are available to perform scheduled overtime work at the time and place so designated by the District.

#### 8.1.11.2

Line Unit employees participating in the Compensatory Time Program outlined in [Subsection 7.2.8](#) may have no more than eighty (80) hours of Compensatory Time for each one (1) calendar year period. After an employee has worked 400 overtime hours (excluding Scheduled Overtime for training or meetings) they can accrue an additional forty (40) hours of Compensatory Time in that same calendar year period for a grand total of one hundred and twenty (120) hours.

Effective no later than January 1, 2025, the maximum Compensatory Time accumulation for each Line Unit employee will increase to one hundred and sixty (160) hours of Compensatory Time for each one (1) calendar year period, in accordance with the chart below:

Number of overtime hours worked	Types of overtime eligible	Compensatory time hours accrued	Compensatory converted time hours earned
0-199.99	Planned and/or Unplanned OT	20	40
200-399.99	Unplanned OT	20	40
400-599.99	Unplanned OT	20	40
600+	Unplanned OT	20	40

Premium Compensatory Time will not be included in the calculation of this Compensatory Time.

#### 8.1.11.3

Effective no later than November 1, 2024, Line Unit employees will be eligible to receive up to an additional eight (8) hours of Premium Compensatory Time for call out hours worked on select days (see chart below).

For each overtime hour worked on these select days, the employee will accrue one half hour ( $\frac{1}{2}$ ) of Event Compensatory Time for each hour worked, in addition to their worked overtime hours. If the overtime worked falls on a day the employee regularly receives eight (8) hours of holiday pay, they will receive overtime pay, holiday pay, and the additional Event Compensatory Time.

Day of Event	Friday-Monday Extended Event Weekend	Thursday-Sunday Extended Event Weekend	Mutually Agreed Flex Event Days
Superbowl Mother's Day Christmas Eve Christmas Day New Year's Eve New Year's Day	Memorial Day Weekend Labor Day Weekend	Thanksgiving Weekend	4 <sup>th</sup> of July

Mutually agreed Flex Event Days will be determined collaboratively by the Union and the District in advance of the event day. The time period for this event could be from one (1) to four (4) days, depending upon the day(s) of the week the event falls on.

At 3:00pm on the day preceding the event or weekend event, all Line Unit employees' status in ARCOS will be set to "Unavailable" by the District. It is the responsibility of the employee to change their working status in ARCOS back to "Available" to receive further notifications of call outs.

#### **8.1.12**

The Journeyman Lineman, Apprentice, and Line Helper classifications will receive an annual boot allowance in April as outlined in [Article 9](#). Boot allowances are paid in the April 15 payroll subject to deductions required by law. This subsection shall not apply to Student Workers.

#### **8.1.13**

The normal overhead crew in the Line Unit will be a four (4) man crew typically consisting of one Foreman, one (1) or two (2) Journeyman Linemen and one (1) Equipment Operator, or other qualified line person. This crew, with adequate equipment, may do all line work. When it does not jeopardize the safety of their crew, the Foreman may be expected to assist in groundwork. It is understood that depending on the nature and size of the job, manpower and equipment availability, three person crews may be efficient and safe. The Crew Structure Guidelines will apply (see [Exhibit B](#)).

#### **8.1.14**

The normal underground crew in the Line Unit will be a two (2) or three (3) man crew typically consisting of a Foreman, a Journeyman Lineman, and an Equipment Operator, or other qualified line person. While the normal underground crew is a three (3) person crew, it is also understood that production work will be accomplished by a two (2) person crew. The Crew Structure Guidelines will apply (see [Exhibit B](#)).

#### **8.1.15**

Underground service trucks will be bid as a Journeyman Lineman in Charge (JIC). The JIC positions are filled by seniority and acceptance of job expectations outlined in the job description. The JIC will only be eligible for upgrades greater than or equal to five (5) consecutive working days. The JIC will not be eligible for daily upgrades.

#### **8.1.16**

When a Crew Coordinator has reviewed work, the work may be scheduled on straight time or overtime per crew structure guidelines outlined in Exhibit B. In circumstances when a Crew Coordinators are unavailable, the Foreman/General Foreman can review the work; it is not the intent to bypass either of the two (or more) Crew Coordinators.

#### **8.1.17 TOOL TIME/OUT OF AREA PAY**

For the purpose of taking call outs outside their bid headquarters, line crew employees will be paid an additional one half (1/2) hour of overtime with the understanding that they show up for duty with the required personal tools.

#### **8.1.18 LINE TRAINING GROUP**

##### **8.1.18.1 CALL OUT ELIGIBILITY**

(a) Regular, Temporary Bid Employees and Employees Loaned to the Line Training Group:

Classifications in the Line Training Group including, Lineman Training Coordinator, Assistant Lineman Training Coordinator, Equipment & Driver Trainer, and Assistant Equipment & Driver Trainer. Line Training Group employees listed above:

- (i) May take overtime call outs during the weekend (Friday night and Saturday are considered weekend).
- (ii) May also take overtime call outs during the regular workweek (including Sunday night) as long as they cover the training duties for the following day, so that trainees or job applicants being assessed are not forced to reschedule unexpectedly.
- (iii) May take overtime call outs, provided they end work eight (8) hours or more prior to the start of the regular shift; avoids any need for rest time and/or rest pay.
- (iv) Are expected to arrange coverage in advance during the day or call each other in the night, if needed. Calling other team

members to ensure coverage for training is not considered "working" and therefore is not compensable.

- (b) Training Programs (or classes with non-mandatory training hours):  
For backhoe and other training, the trainees are eligible to take call out overtime, including overtime which could trigger rest pay. However, if they choose to take the call out and trigger Rest Pay, the trainee shall lose that training day and the learning shall not be made up for that trainee. The trainee will risk a negative impact to their training evaluations if they are not able to demonstrate sufficient skills and may be removed from the training program. Trainees are strongly cautioned not to miss any training days.
- (c) Crew Training:  
When training is scheduled for a crew, such as a grounding class, trenching and shoring, etc., the crew is eligible to take overtime call outs, including call out overtime which could trigger rest time/pay. It is recognized this will impact the Line Training Group when the overtime call outs result in the crew going into rest time/pay, such as canceling/rescheduling a crew class. When the overtime is anticipated to result in the crew being unable to attend training the following day (due to rest/pay), the crew Foreman is expected to notify the Line Training Group during the overtime call out period that their crew will not be available for training the following day due to rest time/pay. When an individual member of a crew will not be in attendance, the crew training will most likely continue without that one individual. In these cases, the individual is responsible to notify both their Manager and the Line Training Group that they will not be attending training due to rest/pay. In addition to the Foreman notification to the Line Training Group, the Manager is also responsible for notifying the Line Training Group that any employee or an entire crew will not be available for training. This ensures the Line Training Group does not waste efforts mobilizing and preparing for training prior to learning the crew (or individual) is on rest time and not available. It also ensures the Line Training Group has the opportunity to find other trainees who have been waitlisted.
- (d) Headquarters (HQ):  
The Everett Ops Center is considered headquarters (HQ) for the Line Training Group. For purposes of Job Site Reporting, the Arlington Training Yard will be treated as HQ for the Line Training Group as well. When the CBA is silent, the Everett Ops Center shall be considered the HQ for the Line Training Group employees. Line Training Group employees, when performing Line Training duties, shall deploy to the most efficient and expedient location based on their commute, on the training location for that day, or for other business needs.
- (e) Job Site Reporting (JSR):  
The Line Training Group does not receive Job Site Reporting; it is not applicable to the nature of their work.
- (f) Out of Area Pay/Tool Time:

Line Training Group employees are eligible for out of area pay/tool time pay when on an overtime call out, but not for training purposes, safety meetings, etc. as this is scheduled work.

(g) Travel Time:

Line Training Group employees are eligible for the Travel Time in [Section 7.4](#) with the following exceptions:

- (i) When they are the trainers who are training other employees because such training is a work assignment.
- (ii) When reporting to Arlington Training Yard or Everett Operations, the Line Training Group employees are not eligible for [Subsection 7.4.3](#).

(h) Mileage Reimbursement:

Only the mileage that exceeds the employees normal commute miles to the closest of the two HQs listed (Arlington Training Yard or Everett Operations Center) are eligible for mileage reimbursement and only if the employee travels in their own vehicle. Eligible miles are round trip.

### **8.1.18.2 LINE TRAINING GROUP PAY**

The Line Training Coordinator and the Equipment and Driver Trainer shall receive a one half (1/2) hour of overtime pay for planning purposes.

Line Training Group is not eligible for additional Dedicated Crew pay due to incorporating Dedicated Crew compensation into wage adjustments effective April 1, 2020.

### **8.1.18.3 EQUIPMENT AND DRIVER TRAINER/ASSISTANT EQUIPMENT AND DRIVER TRAINER**

The Equipment and Driver Trainer and the Assistant Equipment and Driver Trainer positions will be bid, and the candidate will be reviewed through a joint labor/management interview committee and selected by the District.

Assistant Equipment and Driver Trainer successful bidders will complete a three (3) month training period and be evaluated every thirty (30) calendar days. During the first thirty (30) calendar days after being awarded the bid, the individual may choose to move out of the position and return to their former position and headquarters; after thirty (30) calendar days the Operations Center will be the individual's bid headquarters.

After successful completion of the three (3) month training period, the Assistant will be eligible to upgrade to the Equipment and Driver Trainer if necessary. Employees who have previously held the Assistant or Equipment and Driver Trainer positions and bid back into these positions will be eligible to upgrade to the Equipment and Driver Trainer position and pay rate once the cumulative time in the position equals the three (3) month training period and provided the training period was successfully completed.

### **8.1.19 LINEMAN TRAINING COORDINATOR/ASSISTANT LINEMAN TRAINING COORDINATOR**

The Lineman Training Coordinator and Assistant Lineman Training Coordinator positions will be bid, and the candidate will be reviewed through a joint labor/management interview committee and selected by the District.

Assistant Lineman Training Coordinator successful bidders will complete a three (3) month training period and be evaluated every thirty (30) calendar days. During the first thirty (30) calendar days after being awarded the bid, the individual may choose to move out of the position and return to their former position and headquarters; after thirty (30) calendar days the Operations Center will be the individual's bid headquarters.

After successful completion of the three (3) month training period, the Assistant will be eligible to upgrade to the Lineman Training Coordinator if necessary. Employees who have previously held the Assistant or Training Coordinator positions and bid back into these positions will be eligible to upgrade to the Training Coordinator position and pay rate once the cumulative time in the positions equals the three (3) month training period and provided the training period was successfully completed.

#### **8.1.20 CREW COORDINATOR/ASSISTANT CREW COORDINATOR**

When a Crew Coordinator vacancy occurs, the position will be posted per [Section 6.2](#) and the most senior, qualified trained employee currently in the Assistant Crew Coordinator pool will be awarded the bid. Should no qualified pool employee accept award of bid or upgrade to Crew Coordinator, the least senior qualified trained employee currently in the pool will be required to accept the bid.

The Assistant Crew Coordinator position will not be a full-time position but will only be used to provide relief or assistance to the Crew Coordinator position or as a temporary backfill not to exceed six (6) months due to vacation, PTO, sick, State Industrial leave or other extended leaves of absence. Employees in the assistant Crew Coordinator pool will remain in their regular classification. The Assistant Crew Coordinator will be upgraded to the Crew Coordinator rate during periods of temporary assignment.

The Assistant Crew Coordinator pool will be bid annually in April. A joint labor/management committee will oversee testing and process evaluation of candidates. Candidates must meet the established rating cutoff to be considered qualified for the pool. Once in the pool, vacancies will be offered in order of seniority. Eligible bidders must have a minimum of five (5) years' experience as a District Journeyman Lineman. Voluntary removal from the pool will be by written notice to the District from the employee.

Required training will be scheduled in seniority order.

##### **8.1.20.1**

The normal weekday shift for the Crew Coordinator and the Assistant Crew Coordinator (when relieving for the Crew Coordinator) shall be 7:30am to

4:30pm. When working this shift, the Crew Coordinator, and the Assistant Crew Coordinator (when relieving for the Crew Coordinator) shall receive a one-half (½) hour of overtime pay as set forth in [Subsection 7.2.1](#).

#### **8.1.20.2**

The District may permit Crew Coordinator(s) to take their service vehicles home, provided they live within the District's service territory. Portal-to-Portal rules may apply.

#### **8.1.21 RESTORATION CREW LEAD/ASSISTANT RESTORATION CREW LEAD**

The Restoration Crew Lead position will be bid and will require three (3) months' satisfactory experience as an Assistant Restoration Crew Lead and will be selected in accordance with [Section 6.2](#).

The Assistant Restoration Crew Lead position is a training position and will not be a full-time position but will be used to provide relief and assistance to the Restoration Crew Lead. Assistant Restoration Crew Lead vacancies will be bid, and a pool of eligible candidates will be established. Eligible bidders must have a minimum two (2) years' experience as an Equipment Operator and will be selected by the District in accordance with [Section 6.2](#). The individuals in the pool will remain in their regular classifications. Positions will be bid to a headquarters based on a District need. Once in the pool, vacancies for training will be offered in seniority order. Removal from the pool will be by written request from the employee.

Three (3) months of training on restoration will be provided. During the first thirty (30) calendar days of training, the individual may choose to move out of the pool and return to their former position and headquarters. After thirty (30) calendar days, the bid headquarters will be the individual's new bid headquarters.

During training, the Assistant Restoration Crew Lead will be paid at the Assistant Restoration Crew Lead rate and will be evaluated every thirty (30) calendar days during the training period by the Restoration Crew Lead and/or Construction Superintendent/Distribution Services Manager. After training, the individual will function and be paid at their regular pay rate whether working on the Restoration Crew or performing their normal duties. When the individual relieves for the Restoration Crew Lead, they will be paid at the Lead rate.

#### **8.1.22 JOB SITE REPORTING (JSR) AND DEDICATED CREW (DC)**

##### **8.1.22.1**

Job Site Reporting per diem is set at two (2) times the Journeyman Lineman rate. Employees are eligible for one (1) JSR per diem per day. Any classification JSR will receive this per diem.

##### **8.1.22.2**



Dedicated Crew refers to one (1) hour of pay at the one hundred percent (100%) of the Journeyman Lineman wage per day while dedicated to the project.

**8.1.22.3**

Crews assigned to JSR/DC projects will not be scheduled from the project except in emergencies. It is the employee's responsibility to turn down call outs that will cause overtime or rest time affecting the JSR/DC project.

**8.1.22.4**

Employees filling in on JSR/DC assignments will be taken from a list of volunteers or will be the least senior employee of the required classification.

**8.1.22.5**

If an employee is scheduled for vacation with a duration of two (2) weeks or longer, the employee should turn down the JSR/DC assignment.

**8.1.22.6**

If the Foreman of the JSR/DC assignment is unable to be at the project site for any reason, the senior Lineman on the crew will take the Foreman upgrade. The crew will then be filled out with a volunteer from the volunteer list or the least senior employee of the classification at the headquarters.

**8.1.22.7**

If an employee is notified to fill in on a JSR project the day before, the employee will be expected to show up on the site at the scheduled start time and will be paid the JSR wage. If an employee is sent to the project after arriving to the assigned headquarters, the employee will travel to and from the project in a District vehicle on District time and will not be paid the JSR wage.

**8.1.22.8**

When assigned to a JSR project, apprentices will be paid the JSR wage in lieu of being paid mileage and one-half (1/2) hour overtime to and from the job site.

**8.1.22.9**

Heated job shacks, water, portable sanitary facilities, and fencing will be available for JSR projects.

**8.1.23 LINE CLEARANCE NOTIFIER**

The hours of work for this unit start as early as 6:00am and end no later than 8:00pm, Monday through Friday, and Saturday from 6:00am to 6:00pm and may be changed with one (1) week's notice. Workdays may vary from week to week, may include Saturdays and four (4) ten (10) hour days. A workweek shall include two (2) consecutive workdays off. The two (2) consecutive days are not inclusive of a holiday.

Overtime shall be paid for holiday work, work in excess of forty (40) hours per week, weekend work, and work in excess of eight (8) hours per day when it is not

part of the previously scheduled shift but will not be paid when it is part of the previously scheduled shift.

#### **8.1.24 EQUIPMENT OPERATOR, MAJOR EQUIPMENT AND YARD OPERATOR, MAJOR EQUIPMENT AND YARD LEAD**

##### **8.1.24.1**

In order to promote the highest quality training which meets the operational needs of the District and its customers, all training, testing/evaluation, and passage rates for all Helper classifications ([Subsection 8.1.10](#) (Entry Helper (a))) will be mutually agreed to by the Union and the District.

##### **8.1.24.2**

The Major Equipment and Yard Operator classification shall be bid and shall require passing qualification tests on the backhoe, track hoe, dozer, and dump truck at the ninety percent (90%) rate. Upgrades to the Major Equipment & Yard Operator classification shall be made from the Line Unit, Everett Region (Operations Center) to backfill for sick, vacation and other needs from a pool. To be eligible for the pool, current Line Unit Equipment Operators must pass the Major Equipment & Yard tests with a minimum score of ninety percent (90%).

##### **8.1.24.3**

The Major Equipment and Yard Lead classification shall first be filled from the Major Equipment and Yard Operator classification and then from the Equipment Operator classification. Bidders must pass qualification tests on the backhoe, track hoe, dozer and dump truck at the ninety percent (90%) rate and a pass/fail collaborative interview process. Upgrades to the Major Equipment and Yard Lead classification shall be made from the Major Equipment & Yard Operator classification only.

##### **8.1.24.4**

The Major Equipment and Yard Operators including Major Equipment Yard Lead will be the primary operators of the equipment listed in [Exhibit G](#). In the event a Major Equipment and Yard Operator or Lead is unavailable, at management's direction a trained and qualified Equipment Operator or Heavy Equipment Operator shall be upgraded in accordance with [Subsection 8.1.24.2](#) to the Major Equipment and Yard Operator rate for hours spent operating the equipment. Assisting the assigned operator on a vactor is not upgradeable.

Within the confines of the Line Training Yard:

The Equipment and Driver Trainer and the Assistant Equipment and Driver Trainer will be the operators of all dozers and track hoes 16,000 pounds and greater gross vehicular weight. The Line Training Lead will first check availability for such equipment with the Major Equipment and Yard.

##### **8.1.24.5**

The qualifications testing shall be administered by the Line Training department and scored using additional test administrators.

#### **8.1.24.6 EQUIPMENT OPERATOR-IN-TRAINING PROGRAM**

- (a) Any new employee hired into Helper seniority after September 29, 2022, will not be allowed higher seniority than that of an Equipment Operator.
- (b) The District agrees to legacy-in current Helpers' earned seniority and will allow them to accrue Equipment Operator seniority in the event they join the Equipment Operator-in-Training Program or if they successfully pass the Equipment Operator test.
- (c) The Toolroom classification will be filled based on Line Department Seniority.

#### **8.1.25 LINE INSPECTOR/ASSISTANT LINE INSPECTOR**

##### **8.1.25.1**

The Assistant Line Inspector position will not be a full-time position but will be used to provide relief or assistance to the Line Inspector position or as a temporary backfill not to exceed six (6) months due to vacation, PTO, sick, State Industrial leave, or other extended leaves of absence.

The Assistant Line Inspector pool will be bid annually in April. A joint labor/management committee will oversee testing and process evaluation of candidates. Candidates must meet the established rating cutoff to be considered qualified for the pool. Eligible bidders must have a minimum of five (5) years' experience as a District Journeyman Lineman. Voluntary removal from the pool will be by written notice to the District from the employee. Required training will be scheduled in seniority order.

##### **8.1.25.2**

Employees in the Assistant Line Inspector pool will remain in their regular classification. The Assistant Line Inspector will be upgraded to the Line Inspector rate during period of temporary assignment.

##### **8.1.25.3**

When a Line Inspector vacancy occurs, the position will be posted per [Section 6.2](#) and the most senior qualified trained employee currently in the Assistant Line Inspector pool will be awarded the bid. Should no qualified pool employee accept award of bid or upgrade to Line Inspector, the least senior qualified trained employee currently in the pool will be required to accept the bid.

##### **8.1.25.5**

The Line Inspector must be available for regular duties and cannot take overtime call outs if the call outs interfere with these duties and cannot return to normal duties during the regular assigned work hours. This does not apply to major emergency call outs.

**8.1.25.6**

The District may permit Line Inspector(s) to take their service vehicles home, provided they live within the District's service territory. Portal-to-Portal rules apply.

**8.1.26 LINE CONSTRUCTION GENERAL FOREMAN****8.1.26.1**

The Line Construction General Foreman (GF) is required to periodically make unannounced job site visits after hours at a frequency determined by the Construction Superintendent or Distribution Services Manager. The GF is expected to respond when significant circumstances, as pre-determined by the Construction Superintendent or Distribution Services Manager, require the presence of the GF on site. The GF may take call outs as part of regular crew structure but will be placed at the bottom of the Journeyman classification call out lists.

**8.1.26.2**

The GF shift will begin thirty (30) minutes before the designated Core Hours of the assigned headquarters and will adjust with summer hours and shall be a nine (9) hour shift, including a thirty (30) minute unpaid lunch. When working this shift, the GF shall receive one-half (½) hour of overtime pay as set forth in [Subsection 7.2.1](#).

**8.1.26.3**

The District may permit Line Construction General Foremen to take their service vehicles home, provided they live within the District's service territory. Portal-to-Portal rules may apply.

**8.1.27 LINEMAN RODEO(S)****8.1.27.1**

District management shall determine whether to send eligible team(s) of employees to industry-sponsored rodeo event(s). Once the initial District-selection of team(s) has competed in the first event of the rodeo season, attendance at subsequent event(s) will be based on the following:

(a) Journeyman Linemen Team:

The Journeyman Linemen team will consist of three (3) Journeyman Linemen selected from the best overall team results of the Pacific Northwest Lineman Rodeo (or a mutually agreed upon event) and will be valid for one rodeo year (July 1 of the current year through July 1 of the following year).

- (i) In the event one (1) of the selected Journeyman Lineman is unable to attend a traveling event(s), the remaining two (2) selected Journeyman Linemen will replace the vacant spot with a Journeyman Lineman of their choosing.

- (ii) In the event two (2) of the selected Journeymen Linemen are unable to attend a traveling event(s), the next overall team of the Pacific Northwest Lineman Rodeo will replace the vacant team spot.
- (iii) Opting out of a traveling event(s) must be done no later than one (1) calendar month prior to the upcoming event(s). For example, if an event begins on August 1, notification of opting out of the event must be given no later than July 1.

(b) Line Apprentice(s):

The number of Line Apprentice(s) is rodeo-specific and will be selected from the best overall Line Apprentice results of the Pacific Northwest Lineman Rodeo and will be valid for one rodeo year (July 1 of the current year through July 1 of the following year).

- (i) In the event a Line Apprentice is unable to attend a traveling event(s), the next overall Line Apprentice of the Pacific Northwest Lineman Rodeo will replace the vacant team spot.
- (ii) Opting out of a traveling event(s) must be done no later than one (1) calendar month prior to the upcoming event(s). For example, if an event begins on August 1, notification of opting out of the event must be given no later than July 1.

(c) Judge(s):

The number of judges is rodeo-specific and will be selected through a rotating rodeo judge overtime opportunity list. To be eligible to be a judge, the employee must be willing to compete in the rodeo as an alternate, if needed.

- (i) In the event the judge(s) is unable to attend a traveling event(s), the next judge(s) on the rotating list based on overtime hours will be given the opportunity to replace the vacant slot(s). If no one from the list agrees to attend the traveling event(s), Journeymen Linemen who participated in the Pacific Northwest Lineman Rodeo will be offered the opportunity based on their current overtime hours.
- (ii) Opting out of a traveling event(s) must be done no later than one (1) calendar month prior to the upcoming event(s). For example, if an event begins on August 1, notification of opting out of the event must be given no later than July 1.

## **8.2 SUBSTATION UNIT**

### **8.2.1**

Only Wiremen who hold a Journeyman Wireman's card and have three (3) years' experience at the District as a Journeyman Wireman shall be eligible to bid Wireman Foremen classification.

**8.2.2**

Vacation relief for Wireman Foremen shall be filled only with eligible Wiremen from the Substation Unit, as far as practicable.

**8.2.3**

All Journeyman Wireman and Apprentices shall possess a valid Washington State Driver License with a Commercial Driver License endorsement (CDL) and shall drive and operate District bucket and boom trucks as directed.

**8.2.4**

Wireman Foremen shall be classified as Heavy Crew Wireman Foremen when they have a crew consisting of four or more Journeymen or their equivalent, or when they are responsible for five or more people on the job site which could include visitors, contractors, and other District personnel. For the purposes of this subsection, a fifth or sixth period apprentice shall be considered equivalent for a Journeyman Wireman. Additionally, the Heavy Crew Foreman rate will be paid as outlined below:

- (a) Whenever a clearance is required to perform the work common to two (2) or more crews.
- (b) Whenever the District and the Foreman of a specific job or task mutually agree that it is the most efficient way to complete the job or task.
- (c) Whenever the task or tasks at a given job site is common or interconnected in such a way that one (1) of the crews' work would interfere with the other crew or crews' work or functions.
- (d) Whenever any electrically qualified worker or contract crew is working within the PUD Foreman's clearance or their work would interfere or affect the PUD Foreman's work, then Heavy Crew Foreman will apply.
- (e) For non-electrically, qualified workers or crews, the provisions of [Subsection 8.2.4\(d\)](#) will apply unless a separate safety standby is assigned.

**8.2.5**

The Journeyman in Charge (JIC) shall be filled in seniority order per [Exhibit C](#) Substation crew structure guidelines.

**8.2.6**

The normal construction crew in the Substation Unit will be a three (3) man crew. Typically, there will be three (3) Journeyman Wiremen or two (2) Journeyman Wiremen and a Substation Equipment Operator on this crew. While the normal construction crew will be three (3) men, it is understood that there must be some flexibility and efficiency of operation in accordance with past practice. It is further understood that such flexibility and efficiency of operation will depend on the nature and size of the job and equipment involved. There may be other crew complements of varying size and classifications on certain construction operations which will continue in accordance with past practice. The Substation Equipment Operator may float between crews according to the nature of the

work to be done. [Exhibit C](#), Substation Crew Structure Guidelines, contains additional detail for crew structure guidelines.

### **8.2.7**

The normal maintenance crew in the Substation Unit will be a three (3) man crew. Typically, there will be three (3) Journeyman Wiremen or two Journeyman Wiremen and one (1) Substation Equipment Operator. While the normal maintenance crew will typically be three (3) men, the work may be such that only two (2) Journeymen Wiremen or one (1) Journeyman Wireman and a Substation Equipment Operator are needed. It is understood that there must be flexibility and efficiency of operations in accordance with past practice. It is further understood that such flexibility and efficiency of operation will depend on the nature and size of the job and the equipment involved. There may be other crew complements of varying size and classifications on certain maintenance operations which will continue in accordance with past practice. The Substation Equipment Operator may float between crews according to the nature of the work to be done. [Exhibit C](#), Substation Crew Structure Guidelines, contains additional detail for crew structure guidelines.

### **8.2.8**

The normal two (2) man crew will consist of one (1) Foreman and one (1) Wireman or one (1) Journeyman-in-Charge and one (1) Journeyman Wireman. Work that can be performed by a two (2) man crew are outlined in [Exhibit C](#), Substation Crew Structure Guidelines. The other operations involving relay work, trap line work, training, or inspector activity, will require only one (1) Journeyman Wireman. On occasion, an alternative structure might mean that an Apprentice or Wireman trainee would be added to one (1) of the operations.

### **8.2.10**

When a crew is called on overtime during hours of darkness there shall be, when possible, not less than one (1) Wireman Foreman, one Wireman, and one (1) Substation Equipment Operator; or one (1) Wireman Foreman and two (2) Wiremen. Switching and incidental repairs shall be made by two (2) Substation Journeymen in accordance with Substation call out procedures.

### **8.2.11**

Whenever crews are combined temporarily so that the combined crews total more than four (4) employees and involve more than one (1) Foreman, then one (1) Foreman will supervise.

### **8.2.12**

During extreme weather conditions employees will not be required to do hazardous work on energized high voltage equipment except in cases of emergency; provided, however, that during cases of emergency, employees may be required to work regardless of weather conditions.

- (a) When employees working on substation crews reporting to work during regular working hours and it is mutually agreed between the Foreman

involved and the District that weather conditions are such that the employees cannot do substation related work, they shall receive two (2) hours straight-time pay and be released to go home.

- (b) Based on the judgment of the Foreman or person in charge, substation crew employees may get into their trucks during showers and snow for a reasonable period of time.
- (c) When weather conditions are so severe that a hazard exists as a result of work being performed on energized equipment, the Foreman may elect to request another assignment for the crew. If no other work or training assignment is available, the crew may be relieved from duty.

### **8.2.13**

The Substation Equipment Operator bid will be awarded from the Substation Unit when possible. If there are no eligible bidders in the Substation Unit, then bid preference will be given on the basis of Line Unit seniority before District seniority.

#### **8.2.13.1**

If the track hoe and/or bulldozer are delivered to the job site and operated by the regular Substation Equipment Operator assigned to the crew, the Substation Equipment Operator shall be upgraded to the Major Equipment and Yard Operator rate (outlined in the Line Unit) for those hours spent operating the equipment. A Substation Equipment Operator must be District trained and certified to operate a track hoe or bulldozer.

### **8.2.14**

Substation Unit employees will receive an annual boot allowance in April as outlined in [Article 9](#). Allowances are paid in the April 15 payroll, subject to deductions required by law. This subsection shall not apply to Student Workers.

### **8.2.15**

The following provisions apply to seniority and bidding procedures for the Substation Unit.

Journeyman Seniority:

- (a) Journeyman seniority will be the only seniority recognized for bidding Journeyman Wireman, Journeyman in Charge (JIC), Relay Trainee, Relayman, Lead Relayman, Wireman Foreman, and Heavy Crew Wireman Foreman classification openings.
- (b) Journeyman seniority will start at the date of hire, if already a Journeyman, and will become effective after serving the probationary period as outlined in [Subsection 6.1.22](#) of this Agreement or in the case of apprentices as provided in subparagraph (d) below.
- (c) In case of curtailment of employment, layoff or demotion, Journeyman seniority shall prevail.
- (d) Apprentice Wiremen will begin accruing Journeyman seniority at the beginning of the third period providing they pass the Journeyman test at the end of this Apprenticeship according to the provisions of this Agreement.



Helper Seniority:

- (a) A Helper is defined as anyone working as a Wireman Helper or Substation Equipment Operator and this terminology will be used for bidding and curtailment of employment purposes only.
- (b) Helper seniority will be the only seniority recognized for bidding Wireman Helper or Substation Equipment Operator classification openings.
- (c) Helper seniority will start at the date of hire and will become effective after serving the probationary period as outlined in [Subsection 6.1.22](#) of this Agreement. When a successful bidder comes from outside the Substation Unit, their seniority date will commence upon filling the position bid.
- (d) In case of curtailment of employment (i.e., layoff or demotion), Helper seniority shall prevail.

**8.2.16**

For overtime call out purposes, Substation Journeymen shall be called first for Substation problems, in accordance with Substation call out procedures. Substation oil spill trained employees will be called first for oil spills, including oil spill cleanup, occurring outside of Substations.

**8.2.17           JOB SITE REPORTING (JSR)****8.2.17.1**

Job Site Reporting per diem is set at two (2) times the Journeyman Lineman rate. Employees are eligible for one JSR per diem per day. Any classification eligible for JSR may receive this per diem.

**8.2.17.2**

A Substation crew may be requested to work a project under JSR when the District determines that JSR is beneficial. The JSR site could be any of the District's substations or a new substation site under construction inside Snohomish County.

**8.2.17.3**

It is the employee's responsibility when assigned to a JSR project to turn down call outs likely to cause overtime or rest time affecting the JSR project.

**8.2.17.4**

Employees filling in on JSR assignments will be taken from a list of volunteers. If there are not enough volunteers to make a crew, the project will not be designated to use JSR.

**8.2.17.5**

Water and portable sanitary facilities will be available at the substations where JSR is implemented.

**8.2.17.6**

Supervisors and effected employees will develop and administer guidelines for selecting crewmembers for a JSR project.

### **8.2.18**

A Substation Unit employee who is awarded and accepts a Relay Trainee bid will have job return rights to their prior Substation Unit classification during the first six (6) months in the Relay Trainee classification. A Trainee who fails to advance through a progression level in twelve (12) months may be returned to their previous position or remain in the program at the discretion of the District.

#### **8.2.18.1**

The Relay Trainee classification is not eligible to bid on Wireman Foreman job postings.

#### **8.2.18.2**

The Relay Trainee classification accrues Journeyman seniority per [Subsection 8.2.15](#).

#### **8.2.18.3**

The following reporting structure applies to the Relayman classification:

- (a) Relaymen will have the option to report to a Community Office or a secure District location near their residence, at the discretion of the Lead Relayman and the Substation Construction and Operations Manager, unless workload dictates otherwise.
- (b) Relaymen shifts will start and end at the District location where their District vehicle is parked.
- (c) Relay Trainees may report to their Journeyman's reporting location at the discretion of the Lead Relayman and the Substation Construction and Operations Manager.
- (d) Relay reporting will be in lieu of JSR unless Substation Construction and Operations Manager deems it necessary for Relay Techs to JSR on a project under a time constraint.

### **8.2.19**

Only employees in the Relayman classification shall be used for upgrades to the Lead Relayman classification. Upgrades of a Relayman to Lead Relayman shall occur when the Lead is absent one (1) day or more.

### **8.2.20**

Substation Unit employees participating in the Compensatory Time Program per [Subsection 7.2.8](#) may have no more than eighty (80) hours of compensatory time accumulated for the one (1) calendar year period.

### **8.2.21**

The Substation General Foreman and Lead Relayman shall receive a one-half (½) hour of overtime pay for planning purposes as set forth in [Subsection 7.2.1](#).

#### **8.2.21.1**

The Wireman Support Specialist shall receive fifteen (15) minutes of overtime pay for planning purposes as set forth in [Subsection 7.2.1](#).

#### **8.2.22**

The District may permit the Substation General Foreman and the Lead Relayman to take their service vehicles home, provided they live within the District's service territory. Portal-to-Portal rules may apply.

#### **8.2.23**

The Substation General Foreman Pool and the Wireman Support Specialist Pool will be limited to a total of two (2) employees.

### **8.3 SERVICE UNIT**

#### **8.3.1**

The normal workweek consists of forty (40) hours occurring in five (5) consecutive eight (8) hour days, Monday through Friday. The normal work shifts shall be between the core hours of 6:30am to 5:00pm.

#### **8.3.2**

Servicemen shall be qualified Linemen and shall do any line work at any time as long as safety regulations are not violated and shall do any incidental work required. Bids for the Serviceman position shall be filled only on the basis of Journeyman seniority per [Subsection 8.1.10](#).

#### **8.3.3**

For Serviceman overtime Fair Share Premium and allowances [Section 7.3](#) applies.

#### **8.3.4**

[Subsection 7.2.4](#) shall not pertain to Servicemen. Servicemen shall return to their regular work shift at straight time after any overtime call out except per Subsections [8.3.5](#) and [8.3.7](#).

#### **8.3.5**

[Subsection 7.2.5](#) shall not pertain to Servicemen. When Servicemen are called out from their homes at times other than regular working hours or scheduled shift, there will be a minimum of two (2) hours of overtime provided; however, the two-hour minimum shall not be compounded if call outs overlap. When overtime work is planned in advance and the Serviceman is notified prior to the end of their shift the day before such planned overtime, then the intent of [Subsection 7.2.5](#) shall apply.

#### **8.3.6**

If the District determines it is necessary for a Serviceman to be assigned during normal working hours to a crew in the Line Unit for relief or other purposes of eight (8) hours or more, the least senior Serviceman in the headquarters involved who is on the same shift will be assigned to the crew.

### **8.3.7**

When called out for a non-Major Emergency, if a Serviceman works a cumulative eight (8) hours of overtime in the sixteen (16) hours preceding their regular shift, they will remain on overtime until the end of their regular shift. Employees already on shift will remain at the straight time rate until the end of shift. At the end of the shift employees will be paid overtime per [Subsection 7.2.1](#). Servicemen shall be entitled to Rest Time ([Section 7.2](#)) at the end of a Major Emergency ([Subsection 7.0.1](#)).

Servicemen working twenty-four (24) or more continuous hours at the overtime rate, receive an eight (8) hour rest period, pursuant to [Section 7.2](#). At the District's sole discretion, Servicemen sent home to rest without an eight (8) hour rest period after not more than forty (40) hours total work time receive an eight (8) hour rest period. The above rest periods are paid at the straight time rate up to a maximum of six (6) hours for hours overlapping the Serviceman's regular shift.

Servicemen on their Rest Period are not eligible for call out assignments. Servicemen paid during their Rest Period are expected to be available at the end of the said Rest Period. However, at the District's discretion, a Serviceman whose Rest Period overlaps the regular shift by six (6) hours or more may be relieved from duty for the balance of the shift.

### **8.3.7.1**

Service Unit employees are eligible for the Compensatory Time Program outlined in Subsections [8.1.11.2](#) and [8.1.11.3](#).

### **8.3.8**

Servicemen will normally do all switching; however, if a line crew is in an area where switching is incidental to their job, a Journeyman on the line crew may do the switching. A Journeyman Lineman/Inspector while assigned to perform inspection duties in connection with a contract crew may do such incidental switching for the contract crew. This does not involve a substation crew or Wiremen who do their own substation switching inside the substation they are working in. In such cases where no servicemen are available for switching, wiremen can do the switching in adjacent substations. A Journeyman Lineman may be assigned an Inspector task for short term duration's when recuperating from an injury or illness without bidding the position providing inspection work is available and such Journeyman is otherwise qualified to do so.

### **8.3.9**

In order to accomplish their daily workload requirements during inclement weather, Servicemen should plan their work carefully so they can get into their trucks during unusually heavy rains or snow for reasonable periods of time.

**8.3.10**

If deemed necessary by the supervisor, vacant shifts for relief purposes (sick, vacation, etc.) for Servicemen positions may be filled by the District. Vacant shifts shall be filled as outlined in this section:

When filling vacancies for relief purposes it will be offered in seniority order in the lineman classification for the respective office. The relief shift will be that lineman's regular shift.

- (a) When a Journeyman Lineman works as a Serviceman, they will work under the Service Unit work rules until they return to the Line Unit. An upgraded Lineman who meets the Rest Time Period provisions of [Section 7.2](#) shall be qualified for Rest Time Pay when the Lineman is relieved from Serviceman duties and returns to the Line Unit.
- (b) In order to be eligible for upgrade to Serviceman, Journeymen Linemen must have two (2) weeks of training with a Serviceman.

If a Serviceman shift will be vacant for less than thirty (30) days, that vacancy can be filled on a volunteer basis within that headquarters. A Lineman upgrading to a Serviceman will not be placed on the call out list of the position to which they are upgraded.

When a Serviceman requests assistance, the District will provide another Serviceman or, if not readily available, a Journeyman Lineman until, after consultation with the Serviceman and at the District's discretion, the District determines the work is substantially complete. The District's intent is to work collaboratively with the Union Leadership or their designees (e.g., Servicemen) to come to a determination that the work is substantially complete.

**8.3.11**

Journeyman Linemen training or working as a Serviceman will work under Service Unit rules until relieved from Servicemen duties. Journeyman Lineman training will be accomplished during the normal day shift and Journeyman Linemen will train with a Serviceman.

**8.3.12**

Training of Journeyman Linemen for Service Unit duties will be at the Journeyman Lineman rate.

**8.3.13**

All Servicemen will plug their service trucks into an approved electrical plug. The District requires these service trucks to be plugged into an electrically approved one hundred and twenty (120) volt outlet with a minimum carrying capacity and circuit breaker of fifteen (15) amps while parked at their home or residence.

**8.3.13.1**

The District will ensure all service vehicles have a block heater and trickle charger installed and will provide an electrically approved extension cord capable of carrying the electrical load. The extension cord will be up to one hundred (100) feet long and it is the only cord approved for use with the service vehicles. Each Serviceman will be responsible to ensure their service vehicles are plugged in and the power is provided to their service trucks while parked at their home or residence and not in use. Trucks are to be plugged in while parked and power shall be provided no matter the time of year, weather, or temperature.

### **8.3.13.2**

The District will reimburse a Serviceman a maximum of two hundred dollars (\$200) if it is necessary to have an approved electrical outlet installed at their residence to plug in their service vehicle. An expense report with all appropriate receipts/permits must be provided to their supervisor in order to receive this reimbursement. Servicemen who move their residence and who have previously received reimbursement will not be reimbursed again.

### **8.3.13.3**

The maximum amount of reimbursement for plugging in the service vehicle will be five hundred forty-six dollars and sixty cents (\$546.60) per year or (forty-five dollars and fifty-five cents (\$45.55) per month). This figure is based on the estimated energy that will be used while the service truck is being electrically charged. This reimbursement will also be prorated based on bidding into and out of the Service Unit and the above criteria. The cutoff time will be the fifteenth (15<sup>th</sup>) of the month. Those employees who begin working in a regular Serviceman bid position by the fifteenth (15<sup>th</sup>) of the month will receive credit for the entire month. Those employees who begin work in a regular Serviceman bid position after the fifteenth (15<sup>th</sup>) of the month will receive no reimbursement for that month. This reimbursement only applies to employees who fill a regular bid position as a Serviceman and not to employees who are upgraded or accept temporary bids.

In order to receive the reimbursement outlined in this paragraph, each Serviceman will complete a District expense report on an annual basis and submit it to their manager no earlier than January 1 and no later than February 15 of the following year.

The five hundred forty-six dollars and sixty cents (\$546.60) annual reimbursement will be revised (up or down) on October 1 of each year to reflect any change in power rates.

### **8.3.14**

The District may permit Servicemen to take their service vehicles home in order to respond on a twenty-four by seven (24/7) hour basis when called. The District will pay each Serviceman who takes their service vehicle home on a regular basis a five hundred dollar (\$500) per year property maintenance allowance to be paid in the April 15 payroll with such payment subject to deductions required by law. "Regular basis" means that a Serviceman takes his service vehicle home on a

daily basis except for vacations, PTO, planned sick leave, other approved leave, or when approved by the Serviceman's immediate supervisor. Servicemen who do not take their service vehicles home will be placed at the bottom of all call out lists. The purpose of this allowance is to compensate Servicemen for any and all damage due to Servicemen taking their service vehicles home. This property maintenance allowance will be pro-rated pursuant to [Subsection 8.3.13.3](#) except that employees will not be required to submit an expense report. This allowance will apply only to employees who have accepted a regular bid position as a Serviceman, and it does not apply to employees who are upgraded or who accept temporary bids. For call out purposes, Servicemen must establish residence within thirty (30) minutes of their bid headquarters' service area. Servicemen must establish such residency within six (6) months of the bid award date. Portal-to-Portal rules apply.

#### **8.3.14.1**

Servicemen who do not take their service vehicles home, but who park the service vehicle at a location (e.g., service center, alternative residence, etc.) within five (5) minutes of their residence will not be placed at the bottom of all Servicemen call out lists. Servicemen in this situation must continue to plug their service vehicles into an approved outlet as provided in [Subsection 8.3.13.3](#). Servicemen in this situation will not receive the five hundred-dollar (\$500) property maintenance allowance described in [Subsection 8.3.14](#) and will not receive the reimbursement for electricity in [Subsection 8.3.13.3](#).

### **8.4 TRANSPORTATION UNIT**

#### **8.4.1**

The District will furnish work shirt, work pants, coveralls and laundry service for Mechanics, Helpers, and Fleet Mechanic Trainees.

#### **8.4.2**

Journeyman seniority for employees completing the apprenticeship will be calculated on the basis of two-thirds (2/3) of the time that the individual uses from the start of the apprenticeship until its completion and award of a Journeyman Mechanic bid.

#### **8.4.2.1**

Journeyman seniority will be the only seniority recognized for bidding the following classifications: Journeyman Mechanic, Certified Welder Fabricator Specialist/Fabricator-Welder, Senior Mechanic-Painter/Mechanic -Painter, Senior Outside Service Mechanic, Senior Manlift Mechanic Personnel Lift Foreman, General Foreman, and Foreman. When performing body shop painting work, the senior qualified employee shall upgrade to Senior Mechanic Painter.

#### **8.4.3**

The General Foreman, Foreman, Personnel Lift Foreman, Certified Welder Fabricator Specialist, Senior Mechanic-Painter, Senior Outside Service Mechanic, Senior Manlift Mechanic, Journeyman Mechanic, Tire and Battery Specialist,

Fabricator-Welder, Mechanic-Painter, Fleet Mechanic Trainee, Helper, and Apprentice classifications will receive annual boot and tool allowances in April as outlined in [Article 9](#). Allowances are paid in the April 15 payroll, subject to deductions required by law. This subsection shall not apply to Student Workers.

#### **8.4.3.1**

To receive the annual tool allowance or the replacement of lost, stolen, worn out or broken tools, the affected employee shall:

- (a) Submit by no later than March 31 of each year and maintain on file thereafter with the Fleet Maintenance and Operations Manager a complete and updated tool inventory in a District approved format, of all personal tools used on the job. If the inventory has not been updated and/or submitted to the Fleet Maintenance & Operations Manager annually (by March 31), that year's allowance will be forfeited. Extension of this March 31 deadline is not permitted. Inventories can be voluntarily updated by the employee more frequently and submitted to the Fleet Maintenance and Operations Manager for review.
- (b) Include the part number and manufacturer of each tool listed and all other information required by the District.
- (c) Be allowed to supplement with photos or a video but these will not be considered as a substitute or in lieu of the required written inventory.
- (d) Receive replacement of lost, stolen, worn out or broken tools contingent upon that tool being listed on the latest March 31<sup>st</sup> or most recent thereafter inventory already on file. New tools not yet included in either of the above can still qualify for replacement if the employee submits an original purchase receipt to the Fleet Maintenance and Operations Manager within five (5) business days from date of purchase.
- (e) Assist the Fleet Maintenance and Operations Manager in verifying and auditing that employee's tool inventory within the District's specified timeframe in order to comply with State Auditor requirements/expectations.

#### **8.4.4**

The Parts Specialist and Senior Parts Specialist classifications will receive annual boot and tool allowances in April as outlined in [Article 9](#). Allowances are paid in the April 15 payroll subject to deductions required by law. This subsection shall not apply to Student Workers.

#### **8.4.5**

The Transportation Unit requires employees to work varying shifts depending upon the District's business needs. As permitted by [Subsection 7.1.3](#), the District has established shifts within the Transportation Unit. These shifts may be eight (8) hour or ten (10) hour shifts and five (5) days or four (4) days in length, respectively. A one-half ( $\frac{1}{2}$ ) hour lunch period shall be a paid part of each employee's shift. Except as provided below in [Subsection 8.4.5](#), all employees are scheduled to work a minimum of forty (40) hours per week.



The employees who work 11:30pm to 8:00am (third shift) are paid for forty (40) hours of work, although they only work thirty-eight (38) hours per week (four (4) nine and one-half (9½) hour days). The second shift manlift crew will be paid for forty (40) hours of work, although the crew only works thirty-eight (38) hours per week. In addition, when a Journeyman Mechanic moves from third shift to second shift (3:30pm to 1:00am) to facilitate the accomplishment of work on the third shift he or she will be paid for forty (40) hours work, although they only work thirty-eight (38) hours per week. This is limited to one (1) employee on the second shift. When this occurs, [Subsection 7.11.3](#) shall not apply.

#### **8.4.6**

As needed, qualified Transportation Unit crew members will be eligible for standby as outlined in [Section 7.17](#). Employees on standby outside of their regular shifts times may be required to carry a District assigned cell phone to respond to any call concerning District vehicles or related equipment. If no employee volunteers for standby, the District may assign the least senior employee to carry the cellular phone.

#### **8.4.7**

Transportation Unit employees participating in the Compensatory Time Program per [Section 7.2](#) may have no more than eighty (80) hours of compensatory time accumulated for the one (1) calendar year period.

### **8.5 METER UNIT**

#### **8.5.1**

The normal workweek consists of forty (40) hours occurring in five (5) consecutive eight (8) hour days, Monday through Friday. The normal work shifts shall be between the core hours of 7:00am to 3:30pm.

#### **8.5.2**

Special Metermen and Meter Journeymen herein shall be referred to as Meter Journeymen. Employees qualifying through training periods herein shall be referred to as Metermen. A Special Meterman is a Meter Journeyman performing general meter work specializing in the more important phases of the work.

#### **8.5.3**

Meter Journeymen shall be qualified to do all types of meter work. The installation of three (3) or more meters will be performed by the Meter Unit.

##### **8.5.3.1**

The Meter Unit classifications will receive an annual boot allowance in April as outlined in [Article 9](#). Boot allowances are paid in the April 15 payroll subject to deductions required by law. This subsection shall not apply to Student Workers.

#### **8.5.4**

Qualified third period Metermen Apprentice or above working unassisted may install and perform routine testing and maintenance of self-contained

single-phase meters both in the shop and in the field if qualified by small JATC. Metermen Apprentices working under the supervision of a Meter Journeyman in the shop may test all classes of meters.

### **8.5.5**

The following provisions apply to seniority and bidding procedures for the Meter Unit:

- (a) Journeyman seniority will be the only seniority recognized for bidding Meter Journeyman and Special Meterman classification openings.
- (b) In the future if a higher rated specialty, lead, or foreman classification is created, the most senior Special Meterman, if qualified, will have first priority on the next higher rated classification.
- (c) Helper seniority will be the only seniority recognized for bidding Meterman Helper or Meter Expediter classification openings.
- (d) In the future if a higher rated helper position is created, the most senior Meter Expediter, if qualified, will have first priority on the next higher rated classification.
- (e) For curtailment of employment purposes, any employee in the Meter Unit shall have the right to replace another employee in a lower classification within the Meter Unit provided such higher rated employee has more seniority within the Meter Unit classification group and is qualified to perform the duties of the lower classification. This intends that an Apprentice can replace a Helper.

### **8.5.6**

If two (2) Journeymen are assigned to complete work together, one will be assigned as the JIC and will be filled by seniority.

### **8.5.7**

Meter Unit employees participating in the Compensatory Time Program per [Section 7.2](#) may have no more than eighty (80) hours of compensatory time accumulated for the one (1) calendar year period.

## 8.6 MAINTENANCE UNIT

### 8.6.1 CORE HOURS

The core hours of work for the Maintenance Unit are as follows:

Classification	1 <sup>st</sup> Shift	2 <sup>nd</sup> Shift	Eligible for 4X10 schedule?
Maintenance Lead Foremen, Maintenance Foreman, Maintenance Mechanic, Assistant Maintenance Mechanic, Maintenance Helper	6:00am – 4:30pm	2:00pm – 12:30am	Yes
Drafters	6:30am – 5:00pm		No
All other classifications	6:00am – 4:30pm	3:00pm – 1:30am	No

### 8.6.2

The Maintenance Foreman, Lead Maintenance Mechanic, Maintenance Mechanic A, Assistant Maintenance Mechanic, Maintenance Helper, and Landscape & Grounds Inspector classifications will receive an annual boot allowance in April as outlined in [Article 9](#). Boot allowances are paid in the April 15 payroll subject to deductions required by law. This subsection shall not apply to Student Workers.

### 8.6.3

The established headquarters listed in [Subsection 7.5.1](#), with the exception of Jackson facilities, shall be considered the headquarters for the following classifications: Maintenance Foreman, Lead Maintenance Mechanic, Lead Maintenance & Custodial Mechanic, Maintenance Mechanic, and Assistant Maintenance Mechanic. Headquarters selection will be based on an informal bid process.

### 8.6.4

When a crew of three (3) or more employees is assigned to work together on a job and no Foreman is on the job site, the Lead or the senior Maintenance Mechanic will be upgraded to Foreman.

### 8.6.5

Maintenance Unit employees participating in the Compensatory Time Program per [Section 7.2](#) may have no more than eighty (80) hours of compensatory time accumulated for the one (1) calendar year period.

### 8.6.6

Job Site Reporting per diem is set at two (2) times the Journeyman Lineman rate. Employees are eligible for one JSR per diem per day. Any classification JSR will

receive this per diem. A Maintenance crew may be requested to work a project under JSR when the District determines that JSR is beneficial.

#### **8.6.7**

The District will furnish work shirt, work pants and/or coveralls for the Landscape and Grounds Inspector.

#### **8.6.8**

When two (2) or more Maintenance Mechanics are working together on the same project, the senior employee will be upgraded to the in-charge rate of 103%.

#### **8.6.9**

Qualified Maintenance Unit crew members will be eligible for standby as outlined in 7.17.1. In addition to the standby compensation, the normal overtime provisions in [Subsections 7.2.1](#) shall apply.

### **8.6.10 CUSTODIAN CLASSIFICATION**

#### **8.6.10.1**

The core hours of work for this unit shall be from 7:00am and end no later than 12:30am.

#### **8.6.10.2**

Work assignments in the North offices (i.e., Stanwood, Arlington, and Water), the East offices (i.e., Monroe and Snohomish), Lynnwood and the Electric Building shall require Custodians to report to their bid headquarters. Custodians assigned to community office assignments will report to the first work assignment location nearest to their home based on the District's office cleaning schedule. Upon completion of work at the first site, the Custodian will use a District vehicle to proceed to the next work site. At the end of the work shift the Custodian will return the District vehicle to the first work site. District vehicles will be used only for transportation between District work sites.

All materials and tools shall be available at the job site. Small amounts of custodial paper products and cleaning supplies may be transported between sites, if needed, but this shall be kept to a minimum, and no items are to be left in the vehicles at the end of the shift.

If there are no District vehicles available for use by the Custodian for travel between District work sites, the Custodian will use their personal vehicle to complete the work assignment, record the mileage between work assignments, and submit a District expense report for mileage reimbursement at the District's automobile mileage rate.

#### **8.6.10.3**

A pool of regular part-time, on-call Custodians shall be used for coverage relief due to vacation, PTO, sick leave, Labor and Industries injury absence, and short-

term leave of absences up to thirty (30) calendar days. For short-term relief for workload purposes or for assignments over thirty (30) calendar days, on-call employees may be used by mutual agreement between the District and the Union. If relief is for the outer offices the following applies:

- (a) If the assignment is five (5) consecutive workdays or less, the on-call, part-time Custodian shall be paid at their current rate of pay, but not to exceed Level 3.
- (b) If the assignment is greater than five (5) consecutive workdays, the on-call, part-time custodian shall be paid at the Level 3 rate.

#### **8.6.10.4**

On-call, part-time Custodians shall be eligible for progression up to the Level 3 pay step. Progression between levels shall be calculated based on straight time hours worked.

#### **8.6.10.5**

On-call, part-time Custodians do not normally have a pre-set schedule, but are expected to be available for work when called. When called to work, on-call, part-time Custodians shall be entitled to four (4) hours of straight time pay when they work less than four (4) hours. The Custodian shall report to the headquarters assigned.

On-call, part-time Custodians shall be paid a minimum of two (2) hours pay for the District's required meetings and training sessions, plus travel time (as defined in [Section 7.4](#)) only when the required meeting or training session is less than four (4) hours. When these meetings or sessions are scheduled for less than four (4) hours, the District, upon the employee's request, will make a good faith attempt to afford work for the employee so they may receive a minimum of four (4) hours pay in this situation.

#### **8.6.10.6**

On-call part-time Custodians may elect to use their time off benefits (i.e., PTO, Vacation, Sick Leave, Extended Sick Leave) based on the on-call Custodian's pro-rated accrual rate or in eight (8) hour increments in accordance with [Article 5](#).

#### **8.6.10.7 CUSTODIAL BIDDING PROCESS**

The District shall fill Custodial bid vacancies using the following process:

- (a) The District shall hold a meeting with all the Custodians and present the Custodial opening;
- (b) Ask who wants to bid on the opening;
- (c) Award the bid based on seniority (using seniority list for full-time Custodians and hours worked for part-time Custodians);
- (d) If a Custodian is not in attendance who could outbid those present, the bid award will not be finalized until the Custodian(s) not present have an opportunity to accept/reject openings.

- (e) Repeat steps (a)-(d) above until no one wants the Custodial opening or no Custodians are available to fill the opening;
- (f) Post formal bid/advertise for end resulting vacancy.
- (g) All bid awards will not be finalized until a final review by Employee Resources is conducted to ensure seniority is applied and appropriate documentation completed. Once approved by Employee Resources, the final bid awards shall become effective.

The above process will apply to bids for regular or temporary Custodial vacancies. The process will not apply to a bid for a Lead Custodian vacancy, should the District decide to fill such position.

#### **8.6.10.8**

Lead Custodian, Senior Custodians, Custodians, Floor Care Custodian classifications will receive an annual boot allowance in April as outlined in [Article 9](#). Boot allowances are paid in the April 15 payroll subject to deductions required by law. This subsection shall not apply to Student Workers.

#### **8.6.10.9**

While an employee is required to wear a hazmat suit as directed by the lead/supervisor, they shall be paid at the:

- (a) double time rate during regular working hours;
- (b) triple time rate while working in an overtime status;
- (c) triple time rate while working on a holiday plus the holiday pay.

This rule shall not apply where no exceptional hazard exists. This subsection applies to all employees in this unit.

### **8.7 WAREHOUSE UNIT**

#### **8.7.1**

The normal workweek consists of forty (40) hours occurring in five (5) consecutive eight (8) hour days, Monday through Friday. The normal work shifts shall be between the core hours of 7:00am to 3:30pm.

#### **8.7.2**

When a Head Warehousemen or Warehouseman is assigned to the material haul/delivery function and is using the Heavy Equipment Haul Truck and Trailer or the heavy delivery vehicle (i.e., with boom, winch, and outrigger) with a Class "A" Commercial Driver License (CDL) endorsement, the assigned driver will be considered as performing the Freight Truck Operator function for the assigned time period. During this temporary upgrade vacation, PTO, sick leave, and holiday pay will be at the driver's primary rate of pay.

#### **8.7.3**

Warehouse Seniority will be the only seniority recognized for bidding Head Warehouseman, Warehouse Freight Operator, Storekeeper, Stores Planner and Foreman classification groupings.

#### **8.7.4**

The Warehouse Unit classification will receive an annual boot allowance in April as outlined in [Article 9](#). Boot allowances are paid in the April 15 payroll subject to deductions required by law. This subsection shall not apply to Student Workers.

#### **8.7.5**

Warehouse Unit employees participating in the Compensatory Time Program per [Section 7.2](#) may have no more than eighty (80) hours of compensatory time accumulated for the one (1) calendar year period.

### **8.8 ENERGY CONTROL UNIT**

#### **8.8.1**

Definitions and application for the purpose of this section:

- (a) A shift is defined as the assigned number of hours and times to be worked by Energy Control personnel during each workday. The District and the Union will meet to mutually agree on what the shift(s) will be. In the event mutual agreement cannot be reached, the District will determine the shift(s).
- (b) A schedule is a combination of assigned shifts for an individual employee for a period of time (for example: five (5), eight (8) or ten (10) weeks). The assignment of the schedule of these shifts will be determined by seniority in accordance with [Section 6.2](#).
- (c) A schedule rotation is the combination of the individual schedules of the entire work group.

#### **8.8.2**

Schedule rotations will not be for less than one (1) year. At no later than the half point of the schedule rotation, the District will communicate to Energy Control personnel what the new shifts will be as per [Subsection 8.8.1\(a\)](#) above, and then the schedule for those shifts will be bid according to seniority as per [Subsection 8.8.1\(b\)](#) above.

#### **8.8.3**

System Operators shall have at least forty-eight (48) regularly scheduled consecutive hours off in one hundred sixty-eight (168) hours period, unless otherwise agreed upon by the Union and the District. The one hundred sixty-eight (168) hour period follows the standard work week, Sunday through Saturday.

- (a) If a System Operator accepts a call out overtime shift (defined in [Subsection 8.8.4\(b\)](#)) and does not have forty-eight (48) consecutive hours off in one hundred sixty-eight (168) hours period, the System Operator will be paid the equivalent number of hours for their missed hours off at the straight time rate, including travel time.

This additional payment represents unworked time and shall not be counted as time worked for the purposes of any WMWA/FLSA overtime calculation per [Subsection 8.8.6](#).

- (b) Subsection 8.8.3 does not apply to planned overtime when notice of the planned overtime is provided more than eighteen (18) hours in advance of the planned overtime.
- (c) [Subsection 8.8.3](#) does not apply to day shift System Operators.
  - (i) Day shift System Operators may elect to take Rest Time of complete their regularly scheduled shift on overtime per [Subsection 8.8.4\(d\)](#). Day Shift Operators will be eligible for six (6) hours of Rest Time if called out for a night shift call out ([Subsection 8.8.4\(b\)](#)) and work four (4) or more consecutive hours immediately preceding their regularly scheduled day shift. Rest Time does not count as hours worked for overtime compensation.

#### **8.8.3.1**

System Operators may temporarily trade shifts if the trade does not result in overtime payment/cost to the District and is pre-approved by the Energy Control Superintendent. Overtime or straight time shifts may not interfere with the primary job functions and schedule of the System Operations Training Coordinator unless approved by the ECC NERC Compliance Manager or Energy Control Superintendent.

#### **8.8.4**

Planned and Call Out Overtime:

- (a) Planned overtime is overtime offered more than eighteen (18) hours prior to the start time of the shift to be worked.
- (b) Call out overtime is overtime offered eighteen (18) hours or less prior to the start time of the shift to be worked.
- (c) Fair Share Premium and travel allowance will only apply to call out overtime and extension of shift but will not apply to planned overtime.
- (d) A System Operator, Outage Coordinator, System Operations Training Coordinator, or Energy Control General Foreman who works planned or call out overtime, excluding meetings and training per [Subsection 7.2.1](#), four (4) or more consecutive hours immediately prior to the beginning of their regularly scheduled shift shall receive overtime pay for the hours worked during their regularly scheduled shift.
- (e) To provide relief due to vacation, PTO, sick leave, State Industrial leave or other extended leaves of absence, an Outage Coordinator shift shall be covered as follows:
  - (i) For coverage less than thirty (30) days a call out by seniority for a System Operator II, Training Coordinator or General Foreman who meets the minimum qualifications as an Outage



Coordinator will be completed as needed to support the Outage Coordinator workload.

- (ii) For coverage thirty (30) days or more a temporary bid may be posted to fill an extended leave of an Outage Coordinator.
- (f) To provide relief due to vacation, PTO, sick leave, State Industrial leave or other extended leaves of absence, a temporary General Foreman upgrade may, at the District's discretion, be assigned using the ECC General Foreman pool, per [Section 6.6](#). The pool may be utilized to fill for a General Foreman's absence, short term, or long term.

### **8.8.5**

The System Operator crew structure is based on a rotating shift schedule consisting of a minimum of two (2) NERC Certified System Operators working seven (7) days by twenty-four (24) hours including holidays. In the event that two (2) System Operator IIs cannot be present for all or part of a shift schedule, the District may operate with one (1) System Operator II and one (1) System Operator I during the time period when two (2) System Operator IIs cannot be present.

For the purpose of twelve (12) hour shifts, the normally scheduled workweek may exceed forty (40) hours per week. When this occurs, in order to comply with WMWA/FLSA, the hours from forty-one (41) through forty-eight (48) will be paid at the WMWA/FLSA overtime rate of one and one-half (1½) times the employee's primary regular pay rate. All other overtime will be compensated at the collectively bargained rate outlined in [Subsection 7.2.1](#).

A shift that will result in more than twenty-four (24) continuous hours worked must be pre-approved by the Energy Control Superintendent.

For the purpose of eight (8) hour shifts, all overtime will be compensated at the collectively bargained rate outlined in [Subsection 7.2.1](#). When working an eight (8) hour rotating shift, employees working the swing and graveyard shifts will respectively receive additional premiums of 7.5% (swing) and 10% (graveyard) of their base hourly rate.

#### **8.8.5.1**

System Operators on a rotating shift schedule sitting at the desk shall receive up to one-half (½) hour of overtime turnover pay per shift for real-time system information exchange as set forth in [Subsection 7.2.1](#).

#### **8.8.6**

Unworked time, including but not limited to Vacation/Sick leave, PTO/ESL, holidays, NTA, Workers' Compensation, Jury Duty, paid administrative leave, Disability, Compensatory Time, etc., shall not be counted as time worked for purposes of any WMWA/FLSA calculation or any other payroll calculation where work must have actually been performed under a District work assignment.

**8.8.7**

A System Operator who works on a District observed holiday shall receive overtime pay for the hours actually worked on that holiday in addition to the regular eight (8) hours holiday pay, provided the employee reports for work, or is on paid vacation or paid sick leave for at least four (4) hours on both the regular scheduled workdays both immediately preceding and immediately following the holiday.

**8.8.8**

System Operators on a rotating shift that are scheduled as a Day Extra (D8/DX) on a District approved holiday shall not report to work their regularly scheduled shift. The affected employee shall receive eight (8) hours holiday pay for the day plus an additional four (4) hours straight time pay to make up for the lost four (4) hours as a DX. Holiday week schedule adjustments outlined in [Subsection 7.1.4.1](#) shall apply to employee(s) working four (4) consecutive ten (10) hour days, Monday through Friday, schedule.

**8.8.9**

For Major Emergency events, the provisions set forth in [Subsection 7.0.1.1](#) apply.

- (a) System Operators already on shift will remain at the straight-time rate until the end of their regularly scheduled shift.
- (b) At the end of the shift, System Operators will be paid overtime at a rate in accordance with [Subsection 7.2.1](#).
- (c) Once the Major Emergency is declared over, System Operators in overtime status working their regularly scheduled shift will remain on overtime until the end of their shift.

**8.8.9.1**

When System Operators, Outage Coordinator, System Operations Training Coordinator, or the General Foreman are called out for an event that is not a Major Emergency (as defined in [Subsection 7.0.1](#)), [Subsections 7.2.4](#) and [7.2.5](#) shall apply.

**8.8.10**

[Section 7.2](#) (Rest Time), with the exception of [Subsection 8.8.3\(c\)\(i\)](#), and [Subsection 5.5.2](#) (Holidays) do not apply to the Energy Control Unit. As long as an employee remains on a rotating shift [Subsection 7.11.3](#) also shall not apply.

**8.8.10.1**

Energy Control Unit employees participating in the Compensatory Time Program per [Section 7.2](#) may have no more than eighty (80) hours of compensatory time accumulated for the one (1) calendar year period.

**8.8.11**

The Energy Control Superintendent shall determine by an evaluation of workload when and if additional personnel are needed. When a System Operator

determines a need for additional Energy Control Center assistance, they will immediately notify the Energy Control Superintendent for approval.

**8.8.11.1**

If no System Operator accepts a crew assignment; the District will select a junior qualified System Operator.

**8.8.12**

Paid mealtime breaks may be taken intermittently during the workday not to exceed a total of thirty (30) minutes within every five (5) hours worked.

**8.8.12.1**

One (1) paid fifteen (15) minute rest break may be taken within every four (4) hours worked.

**8.8.13**

The Energy Control General Foreman, System Operations Training Coordinator and Outage Coordinator shall either work five (5) weekdays, eight (8) hours per day, or four (4) weekdays, ten (10) hours per, Monday through Friday, with Holidays off; provided, however, a four (4) weekday, ten (10) hours per day schedule is subject to the approval of the Energy Control Superintendent.

**8.8.14**

A System Operator Apprentice will begin accruing System Operator seniority at the beginning of the second step provided they complete the Apprenticeship training program.

**8.8.15**

A System Operator Apprentice in their final period may, for relief purposes only, be assigned to work as a System Operator I, if qualified and with the JATC's approval. The System Operator Apprentice shall be upgraded to the System Operator I rate of pay only while working as a System Operator I. A System Operator Apprentice in their final period may, for relief purposes only, be assigned to work as a System Operator II, if qualified, NERC Transmission Operator certified, and with the JATC's approval. The System Operator Apprentice shall be upgraded to the System Operator II rate of pay only while working as a System Operator II.

**8.9 GENERATION UNIT****8.9.1**

The core hours of work for this unit shall be from 6:00am and end no later than 5:00pm. This unit will work a flexible four ten (4x10) schedule Monday through Friday, typically working Tuesday through Friday. An employee may elect to deviate from the typical shift with permissions from the employee's Foreman and Hydro Superintendent.

**8.9.2**

All successful bidders on positions at the Jackson Project site are required to establish their residence so they can report to work within sixty (60) minutes after being called.

**8.9.3**

The Generation Unit classifications will receive an annual boot allowance in April as outlined in [Article 9](#). Boot allowances are paid in the April 15 payroll subject to deductions required by law. This subsection shall not apply to Student Workers.

**8.9.4**

Shifts not within the time period of 8:00am to 5:00pm shall be bid and awarded by seniority; however, if there are no bidders, the least senior employee in the classification shall be assigned the position.

**8.9.5**

As needed, qualified Generation Unit crew members will be eligible for standby as outlined in [Subsection 7.17](#). In addition to the standby compensation, the normal overtime provisions in [Subsection 7.2.1](#) shall apply (this is, employee receives one-half (½) hour overtime pay for calls to home for SCADA alarms, multiple calls in the same half hour do not result in additional compensation, calls longer than one-half (½) hour shall be rounded to the nearest one-half (½) hour; employee called out receives overtime pay, Fair Share Premium, etc. as outlined in [Subsection 7.2.1](#) and [Section 7.3](#)).

In order to be qualified for standby in the Generation Unit an employee must have worked in the Generation department for at least twelve (12) months and then successfully complete the Standby-in-Training (SiT) Program.

**8.9.6**

Generation Unit employees participating in the Compensatory Time Program per [Section 7.2](#) may have no more than eighty (80) hours of compensatory time accumulated for the one (1) calendar year period.

**8.10 COMMUNICATIONS UNIT****8.10.1**

The core hours of work for this unit shall be from 6:00am and end no later than 5:00pm.

**8.10.2**

Shifts not within the time period of 8:00am to 5:00pm shall be bid and awarded by seniority; however, if there are no bidders, the least senior employee in the classification shall be assigned the position.

**8.10.3**

The Communications Technician and Communications Technician Foreman classifications will receive an annual boot allowance in April as outlined in [Article](#)

9. Boot allowances are paid in the April 15 payroll subject to deductions required by law. This subsection shall not apply to Student Workers.

#### **8.10.4**

Communications Unit employees participating in the Compensatory Time Program per [Section 7.2](#) may have no more than eighty (80) hours of compensatory time accumulated for the one (1) calendar year period.

### **8.11 CREW DISPATCH UNIT**

#### **8.11.1**

The core hours of work for this unit shall be from 7:00am to 3:30pm with a one-half (½) hour lunch. When working as the Lead Crew Dispatcher, the Crew Dispatch Coordinator, Crew Dispatcher, Assistant Crew Dispatcher and/or the Assistant Crew Dispatcher-in-Training, employees shall receive one (1) hour of overtime pay for starting their shift at 6:00am.

#### **8.11.2**

Employees with at least three (3) years of District employment are eligible to fill Assistant Crew Dispatcher pool vacancies. Selection preference will be given to employees by unit seniority in the following order:

- (1) Line Unit – Operations Center
- (2) Line Unit
- (3) Substation Unit
- (4) Service Unit
- (5) Meter Unit
- (6) Warehouse Unit
- (7) Communications Unit
- (8) All other Units by District seniority

Successful bidders will complete a training period for up to ninety (90) calendar days. Any time during the first thirty (30) calendar days, the Assistant Crew Dispatcher-in-Training may choose to return to their former position and location. During the training period, the Assistant Crew Dispatcher-in-Training's bid headquarters will be the Operations Center.

During training, their regular classification will apply to their title and seniority. They will not accrue unit seniority unless they take a regular bid position. They will receive the pay rate of their regular classification or the Assistant Crew Dispatcher rate, whichever is higher.

After successful completion of the training period, they shall return to their previous job duties and shall be used as relief in Crew Dispatch on a rotating basis. When working in relief capacity or for periodic training, they will be paid at the Crew Dispatcher rate or their current rate of pay, whichever is higher.

#### **8.11.2.1**

In the absence of the Lead Crew Dispatcher and the Crew Dispatcher, and more than one Assistant Crew Dispatcher work together, the senior Assistant Crew Dispatcher will be offered the upgrade to the Lead Crew Dispatcher. If all decline the upgrade, it will default to the least senior Assistant Crew Dispatcher.

#### **8.11.2.2**

When a Crew Dispatcher or Assistant Crew Dispatcher works alone, the employee shall receive an upgrade to Lead Crew Dispatcher.

#### **8.11.3**

Crew Dispatch vacancies shall be filled by the senior qualified Assistant Crew Dispatcher as outlined in [Subsection 8.11.2](#). Lead Crew Dispatcher vacancies shall be filled by the senior Crew Dispatcher.

#### **8.11.4**

For overtime call out purposes only, employees should report to work as soon as possible but in no event more than one (1) hour from the time of being called.

#### **8.11.5**

Crew Dispatch Unit employees participating in the Compensatory Time Program outlined in [Section 7.2](#) may have no more than eighty (80) hours of compensatory time accumulated for the one (1) calendar year period. Crew Dispatch Unit employees are not required to obtain supervisory approval prior to working overtime as outlined in [Subsection 7.2.8](#) but may follow the provisions of [Subsection 7.2.8.3](#) if the employee elects to earn Compensatory Time in lieu of overtime.

### **8.12 OFFICE SUPPORT UNIT**

#### **8.12.1**

The core hours of work for this unit shall be from 6:00am and end no later than 6:00pm. Exceptions to hours outside the core hours will continue as established and practiced by mutual agreement by the District and the affected employee.

#### **8.12.2**

Shifts not within the time period of 8:00am to 5:00pm shall be bid and awarded to the senior qualified employee; however, if there are no bidders, the least senior qualified employee in the classification shall be assigned the position.

#### **8.12.3**

Office Technician and Office Coordinator lateral and short-term movement:

(a) Lateral Movement Outside a Division:

Lateral movement (i.e., movement from Office Coordinator and Office Technician Level I/II or III to the same level) from one Division to another Division shall be by the formal bid process outlined in [Article 6](#) provided the employee meets the requirements of the specific Office Support

position. The employee will transfer (by bid) at the employee's primary rate of pay.

(b) Lateral Movement Within a Division:

Lateral movement (i.e., movement from Office Coordinator and Office Technician Level I/II or III to the same level) within the same Division, shall be done by preference request. If more than one (1) person applies for this opportunity, the most senior person will be transferred provided the employee meets the requirements of the specific Office Coordinator and Office Technician position. The employee will transfer at the employee's primary rate of pay.

(c) Short-term Movement:

Lateral movement within the District for short-term relief (less than thirty (30) calendar days) for training purposes, vacation and sick leave relief and for short-term workload support shall be by assignment as determined by the District.

#### **8.12.4**

Supervisors and affected employees will collaboratively develop and administer Work from Home (WFH) guidelines by unit that best serve customer needs.

### **8.13 MAIL AND REPROGRAPHICS UNIT**

#### **8.13.1**

The core hours of work for this unit shall be from 6:00am and end no later than 5:00pm. Exceptions to hours outside the Core Hours will continue as established and practiced by mutual agreement by the District and the Union.

#### **8.13.2**

Shifts not within the time period of 8:00am to 5:00pm shall be bid and awarded to the senior qualified employee; however, if there are no bidders, the least senior qualified employee in the classification shall be assigned the position.

### **8.14 METER READER UNIT**

#### **8.14.1**

The core hours of work for Meter Readers start as early as 7:00am and end no later than 4:00pm, with a one-half (½) hour lunch, and 5:30am to 5:00pm for Leads. Meter Readers who wish to work a straight eight (8) hours in order to take their normal lunch period at the end of their shift may elect to do so, provided they notify their manager in writing. Meter Readers may choose at any time to take the normal lunch period.

#### **8.14.2**

The District will furnish uniforms and laundry service for Meter Readers. Meter Readers shall follow established uniform guidelines while performing Meter Reading field duties.

#### **8.14.3**

Shifts not within the time period of 7:00am to 4:00pm shall be bid and awarded to the senior qualified employee; however, if there are no bidders, the least senior employee in the classification shall be assigned the position.

#### **8.14.4**

Training of Meter Readers as backup for Lead Meter Reader duties will be offered by seniority and such employees will receive training on Lead duties for both the early and late shift.

#### **8.14.5**

The Meter Reader Unit classifications will receive an annual boot allowance in April as outlined in [Article 9](#). Boot allowances are paid in the April 15 payroll subject to deductions required by law. This subsection shall not apply to Student Workers.

#### **8.14.6**

Notification of absence on account of sickness shall be given no later than 6:30am prior to the start of the employee's work shift on the first day of the absence and each day thereafter. Other arrangements will be made between the supervisor and the employee in the event of long-term illnesses.

### **8.14.7 ON-CALL METER READERS**

#### **8.14.7.1**

The District may have a pool of up to four (4) on-call, part-time Meter Readers ("Pool Meter Readers"). When needed, the Pool Meter Readers would be called on a rotating basis for coverage relief purposes for Meter Readers who are absent and for short-term workload relief purposes. Pool Meter Readers will normally use vehicles assigned to the person they are replacing and will be assigned work based on normal departmental practices/procedures (e.g., use of seniority to pick open routes, etc.).

#### **8.14.7.2**

Pool Meter Readers do not normally have a pre-set schedule but are expected to be available for work when called. When called to work Pool Meter Readers shall be entitled to four (4) hours of straight time pay when they work less than four (4) hours.

Pool Meter Readers shall be paid a minimum of two (2) hours pay for the District's required meetings and training sessions, plus one-half (½) hour travel pay only when the required meeting or training session is less than four (4) hours. When these meetings or sessions are scheduled for less than four (4) hours, the District, upon the employee's request, will make a good faith attempt to afford work for the employee so they may receive a minimum of four (4) hours pay in this situation. Pool Meter Readers would be eligible for the same overtime opportunities provided to all regular Meter Readers.

#### **8.14.7.3**



Pool Meter Readers may elect to use their time off benefits (i.e., PTO, Vacation, Sick Leave, and Extended Sick Leave) based on their pro-rated accrual rate or in eight (8) hour increments and in accordance with time off benefit articles set forth in the CBA.

#### **8.14.7.4**

Pool Meter Readers will be limited to Meter Reader duties only and will not be eligible for upgrades to Lead Meter Reader or be eligible to volunteer for Flagging duties.

#### **8.14.8**

Meter Reader Unit employees participating in the Compensatory Time Program per [Section 7.2](#) may have no more than eighty (80) hours of compensatory time accumulated for the one (1) calendar year period.

### **8.15 CUSTOMER ACCOUNTING UNIT**

#### **8.15.1**

The normal workweek consists of forty (40) hours occurring in five (5) consecutive eight (8) hour days, Monday through Friday. The normal work shifts shall be between the core hours of 6:30am to 5:00pm.

All shifts shall be bid and awarded to the senior employee pursuant to [Section 6.2](#); however, if there are no bidders, the least senior employee in the classification shall be assigned the position.

#### **8.15.2**

The Customer Accounting Representative (CAR) major functional areas are:

- (a) Rates/billing calculation
- (b) Billing
- (c) Financials
- (d) Property and account maintenance

#### **8.15.3 CUSTOMER ACCOUNTING REPRESENTATIVE (CAR)/LEAD CAR LEVELS**

Customer Accounting Representatives (CAR) shall work proficiently at each level and employees must be able to progress successfully from Level 1 through Level 5. All employees are expected to achieve Level 5 within the time periods noted below.

##### Customer Accounting Representative (CAR):

###### Level 1:

Successful completion of training and certification on Customer Accounting work functions

###### Level 2:

Six (6) months at Step 1

###### Level 3:

Six (6) months at Level 2

Level 4:

Twelve (12) months at Level 3

Level 5:

A minimum of twelve (12) months successful experience at Level 4. Successful completion of on-the-job training and orientation with demonstrated proficiency to perform duties related to at least of the following: complex solar, complex exchanges, complex financials/payments.

Lead Customer Accounting Representative:

Successful completion of training and demonstrated proficiency at all levels. Leads are selected by seniority of those who have completed the Leadership Training Program. Until the Leadership Training Committee implements the Leadership Training Program for the Lead CAR group, the selection for Lead CARs will be in seniority order of qualified applicants who pass a collaborative interview process.

**8.15.4**

The Union and District shall work collaboratively to develop an on-the-job training program for the Customer Accounting Unit. If there is any disagreement between the parties over the content of the on-the-job training program, the parties will attempt to resolve this disagreement. The parties recognize, however, that the District will have final approval authority over the on-the-job training program.

**8.15.5**

As part of the on-the-job training program, the District may assign a CAR to assist another CAR with formal on-the-job training. This assignment is at the sole discretion of the District and will be based on the District's assessment of which CAR is best qualified to provide the training. This assignment will not need to be based on seniority. Any CAR who performs formal on-the-job training of a CAR learning new duties related to the required progression training within the CAR levels shall be upgraded to Lead CAR provided that the time period of the training time is for a minimum of two (2) consecutive hours. Training assignments of less than two (2) consecutive hours shall not be eligible for upgrade pay.

**8.15.6**

Supervisors and affected employees will collaboratively develop and administer Work from Home (WFH) guidelines by unit that best serve customer needs.

**8.16 CUSTOMER SERVICE UNIT****8.16.1 SHIFTS****8.16.1.1**

The core hours of work for this unit shall be from 7:00am and end no later than 5:30pm, except for the extended and weekend shift. The standard workweek is Monday through Friday, except for the weekend shift.

**8.16.1.2**

All shifts shall be bid and awarded to the senior qualified employee in that classification. If there are no bidders, the least senior qualified employee in that classification shall be assigned to that shift.

**8.16.1.3**

Four (4) ten (10) hour days (4x10 schedule), where Tuesday, Wednesday or Thursday is the day off, may be established by mutual agreement between the District, affected employee and the Union Business Representative. Such shifts shall be bid informally by the District. Either the District or the affected employee may elect to terminate the four ten (4x10) schedule with one (1) weeks' notice. All other provisions of [Subsection 7.1.4.1](#) shall apply.

**8.16.2**

Vacancies (formal and informal) shall be filled by the senior qualified Customer Service Representative (CSR) pursuant to [Section 6.2](#). In the event no CSR accepts the bid assignment, the position shall be assigned to the least senior qualified CSR, in accordance with [Subsection 6.2.3](#).

**8.16.2.1**

When any part time CSR position becomes open, the open position/shift and hours will be bid across the entire CSR Unit. The position will be awarded by seniority to the most senior CSR that meets the job qualifications.

- (a) The District will not use part time employees to circumvent filling full time positions or vacancies. Provided, however, the District may establish part time positions if the District determines in good faith that there is a legitimate business reason to do so.

**8.16.2.2**

Vacancies for Community Office positions will be posted at the Level 3 pay rate. If no eligible CSR bids for a full time Community Office or Frontline vacancy in Everett, the least senior CSR in the unit will be assigned the position, and that location will become their designated headquarters. The employee in this scenario will receive a minimum of Level 2 pay. Upon meeting the time requirements (i.e., six (6) months at Level 2), the CSR will become eligible to progress to Level 3. Any successful bidder currently receiving Level 3 pay will retain their current rate.

**8.16.3 BID POSITIONS****8.16.3.1**

Customer Service Representative (CSR), Business Service Representative (BSR), Customer Energy Representative (CER), Community Office CSR (COR), Inside Field Coordinator (IFC), and Lead CSR:

- (a) Customer Service Representative (CSR):

Level 1:

Successful completion of CSR training and certification on Call Center work functions

Level 2:

Twelve (12) months at Level 1

Level 3:

Six (6) months at Level 2

(b) Business Services Representative (BSR):

Successful completion of required testing and a collaborative interview process. After which, selection of successful applicants will be by seniority in the corresponding pool.

(c) Customer Energy Representative (CER):

Successful completion of required testing and a collaborative interview process. After which, selection of successful applicants will be by seniority in the corresponding pool.

(d) Community Office CSR (COR):

Upon successful completion of the required testing and a collaborative interview process, applicants will be selected based on seniority among those who have passed.

(e) Inside Field Coordinator (IFC):

The Inside Field Coordinator (IFC) is a desk within one (1) of the functional areas of the CSR classification and is bid in seniority order.

(f) Lead CSR:

Leads are selected by seniority of those who have completed the Leadership Training Program. Until the Leadership Training Committee implements the Leadership Training Program for the Lead CSR group, the selection for Lead CSRs will be in seniority order of qualified applicants who pass a collaborative interview process.

### **8.16.3.2**

Relief of CORs may be scheduled from another Community Office or by a CSR with cashiering experience. Training will be provided as necessary.

### **8.16.3.3**

In filling part time or full time COR positions, appropriate training will be provided to the successful bidders.

### **8.16.4           INFORMAL BID POSITION(S)**

An informal bid refers to a process whereby employee(s) express their interest in particular job assignment(s) without necessarily adhering to formalized bidding procedures.

#### **8.16.4.1           DESK AND FUNCTIONAL AREA BID(S)**

For the purposes of this section, the four (4) functional areas are defined as: Call Center, Account Control, Frontline and Field.

- (a) All applicable desk and functional area bids will be awarded to CSRs in two (2) year terms. Bids will end on the 30<sup>th</sup> of September each odd numbered year. Each two-year bid term will take effect on October 1<sup>st</sup> of odd numbered years. The selection process for new desk and functional area bids during odd numbered years will occur on or before June 1<sup>st</sup>. All bids are to be awarded in seniority order.
- (b) CSRs may bid on any open desk or functional area without limitation (prior training on a desk or functional area is not necessary), including one they may have just vacated.
- (c) If a desk or functional area vacancy occurs during the two (2) year bid term (i.e., retirement, promotion, etc.), with the exception of the Call Center, the vacancy will be offered in seniority order to all eligible CSRs until filled. The CSR awarded the bid will take any PTO they have scheduled at the announcement of the bid they were awarded with them into the new desk or functional area.
- (d) A CSR in a current bid may, if otherwise eligible, opt to rotate to the Call Center at any time. Written notice of their intent to rotate to the Call Center must be provided to their manager. Their start date in the Call Center is dependent on the timing of their written notice:
  - (i) If the written notice is received on or before the 10<sup>th</sup> day of the current month, their start date in the Call Center will begin on the first business day of the following month. For example, if notice is provided on February 5<sup>th</sup>, their start date in the Call Center would be March 1<sup>st</sup>.
  - (ii) If the written notice is received after the 10<sup>th</sup> day of the current month, their start date in the Call Center will begin on the first business day of the second following month. For example, if notice is provided on February 20<sup>th</sup>, their start date in the Call Center would be April 1<sup>st</sup>.
  - (iii) A CSR opting to rotate to the Call Center will lose any remaining scheduled PTO in their previous desk or functional area. Upon their effective start date as described above, they may select from any available PTO in the Call Center.
- (e) CSRs in bid assignments such as Community Office CSRs, BSRs, CERs, Lead CSRs, and the Weekend Shift CSR, are not eligible to bid during the open desk or functional area bid. CSRs working in an Extended Shift bid are eligible to bid on desk or functional area vacancies.
- (f) CSRs awarded bids in each of the functional areas will work their bid desk as their primary role and may also assist other desks within the same functional area depending on business need.
- (g) Desk training and certification will occur after the bid has been awarded.
- (h) To promote flexibility and value, Frontline and Account Control CSRs may be certified on at least one (1) additional desk in the same functional area other than the one they were awarded a bid on.
- (i) Priority is to maintain work within each functional area.

- (j) Any formal bids within the Customer Service department are excluded from the process above.

#### **8.16.4.2 FIELD CSR**

- (a) Employees working in the field area will be provided fire resistant (FR) clothing.
- (b) Employees working in the field area (bid position) are eligible for an annual safety boot allowance in April as outlined in [Article 9](#). Boot allowances are paid in the April 15 payroll subject to deductions required by law. This subsection shall not apply to Student Workers.
- (c) CSRs who are being trained to work in the field area are eligible for the annual safety boot allowance as outlined in [Subsection 8.16.4.2\(b\)](#) subject to deductions required by law. Such allowance shall be paid on normal District pay dates and in no case later than the pay period in which the employee begins the field function training (for example, if an employee begins training February 1, the employee receives a boot allowance in the February 22 paycheck). Only one (1) boot allowance will be paid to the employee in any calendar year.
- (d) Employees working in the field area who wish to work a straight eight (8) hours in order to take their normal lunch period at the end of their shift may elect to do so, provided they notify their manager in writing. Employees working in the field area may choose at any time to take the normal lunch period.

#### **8.16.4.2.1 FIELD CSR FUNCTION TRAINER POOL**

- (a) The purpose of establishing the Customer Service Representative (CSR) Field Function Trainer Pool is to identify qualified trainers to prepare Customer Service Representatives for field function duties.
- (b) The CSR Field Function Trainer Pool will be informally bid, subject to a selection process as set forth in [Paragraph \(e\)](#) below, as necessary.
- (c) Customer Service Representatives must be headquartered at the Everett Electric Building and field function trained in order to be eligible to bid.
- (d) Training assignments will be offered in seniority order to Customer Service Representatives in the pool currently assigned to Field duties, then in seniority order to the balance of the pool.
- (e) The selection process for the CSR Field Function Trainer Pool will be based on qualifications, skills and demonstrated attitude which is conducive to being a trainer. The selection process will include a collaborative interview. Candidates must meet the established rating cutoff to qualify for the pool as determined by the collaborative interview team.
- (f) The length of each training assignment will be determined by the District. For example, if an employee needs training for one (1) day, the manager may assign the most senior CSR Field Function Trainer to train the employee for the day. However, if the manager determines that a mix of trainers is preferable to train an employee, the length of the training assignment of each trainer may be equitably distributed or as equitably as possible with the most senior assigned the remainder of the time.

- (g) An employee may remove themselves from the pool upon written request.

#### **8.16.4.3 EXTENDED SHIFT CSR**

- (a) The Customer Service Call Center will remain open until 7:30pm, Monday through Friday. The evening hours will be staffed by up to two (2) CSRs, one (1) of which will be upgraded to Lead CSR between the hours of 5:30pm and 7:30pm. These CSRs shall work an extended shift consisting of four (4), nine (9) hour days. The extended shift begins as early as 9:30am and ends at 7:30pm. Employees shall take a one-half (½) hour lunch period, unless the employee and the manager mutually agree to a one (1) hour lunch period. CSRs on the extended shift work either Monday through Thursday or Tuesday through Friday. CSRs on the extended shift ordinarily work thirty-six (36) hours and are paid for forty (40) hours.
- (b) The extended shift positions are bid and filled based on seniority in accordance with [Subsection 8.16.1.2](#). If there are no bidders, the least senior CSR on the Extended Shift Roster shall be assigned to the position.
- (c) Relief for the extended shift shall be filled on a voluntary basis. If there are no volunteers, CSRs will be assigned in one (1) month increments based on reverse seniority. If there are more volunteers than needed, the positions will be assigned by seniority. A joint committee of represented Customer Service employees and the District will develop and administer guidelines for these shifts. The additional open hours shall not be advertised to the public.

#### **8.16.4.4 WEEKEND SHIFT CSR**

- (a) An alternative work schedule for weekend coverage may be established at the Call Center (Everett headquarters) for employees and offered by seniority.
- (b) The Weekend Shift CSR will work a four ten (4x10) shift Wednesday through Saturday. The hours of this shift shall be Wednesday through Friday 8:00am to 6:30pm with one-half (½) hour lunch unless the employee and manager mutually agree to a one (1) hour lunch; and Saturday 7:30am to 6:00pm with days off of Sunday, Monday, and Tuesday.
- (c) Alternatively, a four ten (4x10) shift Sunday through Wednesday may be established for additional weekend coverage. The hours of this shift will be Monday through Wednesday 8:00am to 6:30pm with one-half (½) hour lunch unless the employee and manager mutually agree to a one (1) hour lunch; and Sunday 7:30am to 6:00pm with days off of Thursday, Friday, and Saturday.
- (d) Employees working these shifts may be asked to perform any of the duties of a CSR. Employees will be trained on some of the Inside Field Coordinator functions/skills.
- (e) These shifts will be backfilled as follows:

Full weeks (four ten (4x10)shift) will be offered at the Weekend

CSR rate to the senior qualified Call Center employee. If there are no volunteers, the least senior qualified Call Center employee shall be assigned to the position for the time required.

To fill in for full individual days, partial days, or unplanned absences (example, sick, emergency, etc.), the District will call out employees in Evergreen order from those qualified and pay at the employee's overtime rate for all hours outside the employee's regular shift.

During any workweek in which a calendar holiday is recognized by the District, the incumbent is to revert to a five (5) day workweek with the standard eight (8) hour shift (example, Holiday on Monday, incumbent works Wednesday through Friday, 10:00am to 6:30pm and Saturday, 7:30am – 4:00pm). It will be the District's decision whether or not to backfill the alternative shift.

#### **8.16.5 BILINGUAL CSR**

- (a) Employees who possess certification in a language deemed necessary by the District shall be eligible for a pay increase of five percent (5%) above their regular wage.
- (b) Employees seeking the bilingual pay increase must hold a valid certification in the required language(s) as determined by the District.
- (c) The bilingual pay increase does not constitute a bid position but is provided to support Customer Service requirements.
- (d) Employees who are bilingual, even if not yet certified in the language, may receive the five percent (5%) pay increase when their bilingual skills are utilized to meet District needs.
- (e) Certified bilingual CSRs may be utilized outside of the Customer Service Department when their skills are deemed necessary by the District.
- (f) In determining the allocation of certification upgrades, the business need and demographic data shall serve as primary factors, guiding the determination of the number of employees eligible for certification upgrades, as mutually agreed upon by the Union and the District.
- (g) Certified bilingual CSRs who hold elevated positions within the Customer Service Department (i.e., BSR, CER, etc.) and meet all of the above criteria, shall be entitled to an additional five percent (5%) above their regular wage.

#### **8.16.6**

Employees who are performing mentoring or coaching duties shall be compensated at the Lead CSR Level 1 pay rate for the time they are assigned these duties.

#### **8.16.7**

This Unit will utilize the Customer Service Overtime and Call Out Guidelines. The Customer Service Unit Overtime and Call Out Committee will work collaboratively to develop guidelines for fair and equitable distribution of overtime and call outs that address the employees', the District's, and the



customers' needs. The Committee will periodically review these procedures between six (6) months and one (1) year after the effective date of each new CBA. At that time changes may be made by mutual agreement. At all other times the only method for changing these procedures will be by Letter of Agreement.

### 8.16.8

Customer Service Unit employees may not work more than twenty-eight (28) hours without a rest period during a Major Emergency ([Subsection 7.0.1.5](#)).

### 8.16.9 PTO SCHEDULING

- (a) The annual PTO selection process will occur on or prior to July 31st every year.
- (b) CSRs will make their PTO selections from the Group Allowance Balance within the desk or functional area they will be assigned as of October 1st of that year.
- (c) Each functional area will have separate Group Allowance Balances of available PTO which will be determined based on minimum staffing levels. The calculation for minimum staffing levels by functional area is below:
- (i) Call Center minimum staffing levels are calculated by forecasting future call volumes, Average Handle Time, and shrinkage. Shrinkage is defined as any time away from primary duties including unapproved or unscheduled time off, protected time off, training, meetings, projects, upgrades, offline time, breaks, etc. Forecasting is based on historical data and future variable predictions and will be submitted for review and evaluation quarterly by the District to the Customer Service Vacation Committee. By June 30, the minimum staffing levels will be identified by management. The available PTO is determined by taking the difference between total CSR hours (Total CSR hours is defined as the sum of CSR hours assigned to the Call Center. For example, if ten (10) CSRs are assigned to the Call Center, the total CSR hours would be 80 hours per day, 400 hours per week, etc.) minus the minimum staffing levels.
  - (ii) For the Account Control, Frontline, Field, Lead CSR, COR, CER and BSR functional areas, available PTO is based on the number of assigned CSRs, historical workload data, future variable predictions in the area and will be submitted for review and evaluation quarterly by the District to the Customer Service Vacation Committee. By June 30, the minimum staffing levels will be identified by management. The table below provides the minimum number of available eight (8) hour PTO spots to allocate in the Group Allowance Balance for PTO selection depending on the intended total assigned CSRs.
  - (iii)

Number of assigned CSRs	1-7	8-10	11-15	16-18	19+

<b>in the functional area</b>					
<b>Available eight-hour PTO spots per day</b>	1	2	3	4	Determined by CS Vacation Committee

(iv) The District will attempt to make as many total full weeks and days before and after holidays available as reasonably possible. The final PTO hours made available, in total and broken down by each day of the year, will be presented to the Customer Service Vacation Committee prior to the annual PTO selections.

(d) PTO selections will be scheduled by seniority via Round 1 and Round 2 format, with each functional area selecting independently. After the annual PTO selection has been completed, PTO within each area will be made available on a first-come, first-served basis throughout the year.

The District will make every effort not to reduce available time in PTO Group Allowance Balances because of unscheduled absences and protected time such as leave of absences and FMLA. If unscheduled and protected time significantly increases over time, the District may need to re-evaluate this process in order to meet business and employee needs. However, any change to this process will be first brought to the Customer Service Vacation Committee for vetting, discussion, and collaborative recommendations for submission to the Joint Labor Management Committee.

Same day PTO selections will be subject to a waitlist and management approval.

**8.16.10 CUSTOMER SERVICE POOLS**

The purpose of establishing a pool is to serve as a backup resource during the following occurrences:

- (a) coverage for absences such as PTO or other leaves of absence; or
- (b) business needs (for example, higher than usual volume of calls); or
- (c) trained staff available to fill regular position vacancies.

Eligibility Determination and Training:

- (a) Pool candidate eligibility will be determined through testing and a collaborative interview process.
- (b) Pool employees must be headquartered at the Everett Electric Building.
- (c) Training curriculum for Pool employees will be developed jointly and include skills and knowledge evaluation(s).
- (d) Eligibility and training curriculum passing rate(s) will be set by District management.

- (e) Required training will be scheduled in seniority order. If training is offered to an employee in the pool, the employee must accept, complete the training, and pass evaluation testing to remain in the pool.

### **8.16.11**

Customer Service Unit employees participating in the Compensatory Time Program per [Section 7.2](#) may have no more than eighty (80) hours of compensatory time accumulated for the one (1) calendar year period.

## **8.17 ENGINEERING UNIT**

### **8.17.1**

The core hours of work for this unit shall be from 6:00am and end no later than 5:00pm. Exceptions to hours outside the Core Hours will continue as established and practiced by mutual agreement by the District and the affected employee.

### **8.17.2**

Supervisors and affected employees will collaboratively develop and administer Work from Home (WFH) guidelines by unit that best serve customer needs.

## **8.18 WATER UNIT**

### **8.18.1**

The core hours of work for this unit shall be from 7:00am and end no later than 3:30pm.

### **8.18.2**

Shifts not within the time period of 7:00am to 3:30pm shall be bid and awarded by seniority; however, if there are no bidders, the least senior employee in the classification shall be assigned the shift.

### **8.18.3**

When a crew of three (3) or more employees is working in the field on a single activity where a competent lead person is required such as work involving trenching, shoring, flushing, or working around asbestos cement water main and no Foreman is on the job site, the senior qualified individual to lead the assigned work on the crew will be upgraded to Water Foreman.

### **8.18.4**

The District shall provide the training required to maintain State certification (currently three (3) CEUs every three (3) years). The District shall allow the employee workday time to take tests at the nearest location. Other necessary training shall be done on the employee's time at the employee's expense. Reimbursement may be available under other District education programs.

### **8.18.5**

When a Water Foreman is absent, the senior qualified Water Distribution Specialist (Level 5 and 6) on that crew shall be temporarily upgraded to Water Foreman for the period of time the Water Foreman is absent. When there are no Water Distribution Specialists at Level 5 or 6 available, the senior Water Distribution Specialist at the highest level below Level 5 shall be temporarily upgraded to Water Foreman.

#### **8.18.6**

Equivalent outside experience and testing may be substituted for determining initial level placement of new Water Unit employees within the Water Distribution Specialist classification. No outside candidate will be hired for a Water Distribution Specialist position at higher than Level 5. In developing the written and practical District tests, it is the intent to use Water Utility employees' input and District training information as much as possible in addition to standard outside sources.

#### **8.18.7**

The Water Worker classification is a trainee position. It is expected, however, that a Water Worker shall progress over the two (2) year period to Journeyman competency. As a Water Worker approaches Journeyman competency, there may be instances when the Water Worker is temporarily upgraded for a limited period (one-half (½) day minimum) to a Water Distribution Specialist Level 1 classification. This shall only occur when their supervisor is certain of their competency; Journeyman classification responsibilities are required to complete the work; and the upgraded Water Worker would be the only Journeyman on a crew of two (2) or more Water Workers.

#### **8.18.8**

As needed, qualified Water Unit crew members will be eligible for standby as outlined in [7.17](#). In addition to the standby compensation, the normal overtime provisions in [Subsection 7.2.1](#) shall apply (this is, employee receives one-half (½) hour overtime pay for calls to home for SCADA alarms, multiple calls in the same half hour do not result in additional compensation, calls longer than one-half (½) hour shall be rounded to the nearest one-half (½) hour; employee called out receives overtime pay, Fair Share Premium, etc. as outlined in [Subsection 7.2.1](#) and [Section 7.3](#)).

#### **8.18.9**

The Water Unit classifications will receive an annual boot allowance in April as outlined in [Article 9](#). Boot allowances are paid in the April 15 payroll subject to deductions required by law. This subsection shall not apply to Student Workers.

#### **8.18.10**

Where a State Certificate of Competency is required for a Water Distribution Specialist to progress from one level to another, the date listed on the Certificate shall be the effective date of the step progression to the next level, provided the employee meets all other requirements of the next Water Distribution Specialist level.

**8.18.11**

Employees who bid or are hired into the Water Unit on or after April 1, 2014, are required to establish their residence so they can report to the Lake Stevens Water Operations headquarters within thirty (30) minutes after being called.

**8.18.12**

The District will furnish work shirt, work pants and/or coveralls for Water Unit positions.

**8.18.13**

The Water Crew Coordinator shall receive a one-half (1/2) hour of overtime pay per shift for planning purposes as set forth in [Subsection 7.2.1](#).

**8.18.14**

Water Unit employees participating in the Compensatory Time Program per [Section 7.2](#) may have no more than eighty (80) hours of compensatory time accumulated for the one (1) calendar year period.

**8.19 FLAGGING UNIT****8.19.1**

Core Hours for Flaggers are 6:00am to 6:00pm. Flaggers will not normally have preset schedules but will be called as needed. When a Flagger is at the top of the duty list, they are expected to be available for work when called. Flaggers will report directly to the job site unless directed otherwise. Flaggers are not eligible for mileage reimbursement at any time. [Subsection 7.4.3](#) does not apply to Flaggers. Instead, if a Flagger is reporting for duty at a job site during the Core Hours for a Headquarters whose duty list they have not volunteered to be on, the Flagger will receive one-half (1/2) hour of travel time each way.

Flaggers will be paid overtime for any hour worked outside of the Core Hours or for work which is in excess of eight (8) hours per day, forty (40) hours per week or on weekends and holidays. [Subsection 7.2.1.1](#) will apply to Flaggers; therefore, they will be paid one-half (1/2) hour of travel time. For overtime, Flaggers will be called out to perform flagging duties after Entry Helpers but prior to Line Helpers and Equipment Operators. They are expected to report for duty at their headquarters within thirty (30) minutes of being called. [Subsection 7.2.2](#) will not apply to the Flagging Unit. When called to work during the Core Hours, Flaggers will be entitled to four (4) hours of straight time pay when they work less than four (4) hours. When Flaggers work more than four (4) hours but less than eight (8) hours during the Core Hours, they will be paid for the hours they actually worked. For overtime call out purposes, [Subsection 7.2.3](#) will apply to Flaggers. Flaggers will take their meal periods with the crew they are assigned to whenever possible. In no case shall they go more than five and one-half (5 1/2) hours without a meal period. In the case of overtime call outs, [Section 7.3](#) of the CBA shall apply.

Whenever possible, Flaggers will be given an eight (8) hour Rest Period without pay after a call out. Any Flagger who is called to work except as outlined below and is entitled to a Rest Period and works through any or all of that Rest Period shall be paid at the overtime rate for all hours worked until released from duty in accordance with [Section 7.2](#) (Rest Period only). Flaggers will not be entitled to be paid for those portions of the eight (8) hour Rest Period which they do not work. Flaggers who have worked less than four (4) hours in the eight (8) hours immediately preceding the start of their shift may, at the Flagger's discretion, be available for duty the following normal workday. Under these conditions, if the Flagger chooses to report to work, they will be paid at their regular straight time rate. Under these conditions, Flaggers who decide not to report to work, if called, will not be charged for Vacation or PTO, unless previously scheduled in accordance with [Subsection 5.4.10](#). It is the Flagger's responsibility to contact Crew Dispatch about their availability to work the next day after a call out. [Subsection 7.0.1](#) applies to Flaggers.

### **8.19.2**

For the purposes of computing hours for Flaggers normal daily work assignments, only the actual on the job straight time hours will be used.

### **8.19.3**

Flaggers shall receive a minimum of two (2) hours of pay at the employee's straight time primary rate for safety and training meetings required by the District. When safety or training meetings are scheduled for less than four (4) hours, the District, upon the Flagger's request, will make a good faith attempt to afford work for the Flagger so they may receive a minimum of four (4) hours of pay. When a Flagger is assigned to report to a safety or training meeting at a location outside of their listed area/areas of availability, they will be paid one-half (½) hour travel pay at the employee's straight time primary rate for travel each way.

### **8.19.4**

Flaggers may elect to use their time off benefits (i.e., PTO, Vacation, Sick Leave, Extended Sick Leave) based on the Flagger's pro-rated accrual rate or in eight (8) hour increments and in accordance with time off benefit articles set forth in the CBA.

### **8.19.5**

Flagging Unit employees participating in the Compensatory Time Program outlined in [Section 7.2](#) may have no more than eighty (80) hours of compensatory time accumulated for the one (1) calendar year period. Flagging Unit employees are not required to obtain supervisory approval prior to working overtime as outlined in [Subsection 7.2.8](#) but may follow the provisions of [Subsection 7.2.8.3](#) if the employee elects to earn Compensatory Time in lieu of overtime.

## **8.20 ENERGY EFFICIENCY UNIT**

### **8.20.1**

The core hours of work for this unit shall be from 7:30am and end no later than 5:30pm, with a one-half (½) hour lunch. The workweek consists of five (5) eight (8) hour days, Monday through Friday.

**8.20.2**

The Energy Efficiency Program Consultant Level 2 will be bid when a vacancy occurs based upon District need and will require three (3) years satisfactory experience as Energy Efficiency Program Consultant Level 1. The candidate will be the senior qualified bidder selected through a collaborative interview committee.

**8.20.3**

Shift vacancies can be filled informally.

**8.20.4**

Employees in the Energy Efficiency Unit classification will receive an annual boot allowance in April as outlined in [Article 9](#). Boot allowances are paid in the April 15 payroll subject to deductions required by law. This subsection shall not apply to Student Workers.

**8.20.5**

Supervisors and affected employees will collaboratively develop and administer Work from Home (WFH) guidelines by unit that best serve customer needs.

**8.21 POWER SCHEDULING UNIT**

Intentionally left blank.

## **ARTICLE 9 COMPENSATION**

Market adjustments were applied prior to the General Wage Increase (GWI) for the first year of this contract.

Effective April 1 of contract years 2025, 2026 and 2027, base hourly wages will be increased by an amount equal to one hundred percent (100%) of the increase of the Seattle/Tacoma/Bellevue CPI-U (All Urban Consumers) over the previous calendar year, released by the United States Department of Labor in January, plus a factor of 0.50% and with a floor of three and one quarter percent (3.25%) and a ceiling of six percent (6%). For example, if CPI-U is 2.25%, the General Wage Increase (GWI) will be 3.25% (the floor). If CPI-U is 3.0%, the General Wage Increase (GWI) will be 3.5%.

Effective April 1 of contract years 2025, 2026 and 2027, if the Seattle/Tacoma/Bellevue CPI-U (All Urban Consumers) is greater than or equal to 6%, the District and the Union will meet to discuss wages.

Compensation shall be in accordance with the following exhibit PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY:



<b>*General Wage Increase (GWI)</b>	<b>% Shift Diff. Pay</b>	<b>% Cert Pay</b>	<b>% of Rate</b>	<b>4/1/2024 3.5% GWI*</b>	<b>4/1/2025 3.25% GWI*</b>	<b>4/1/2026 3.25% GWI*</b>	<b>4/1/2027 3.25% GWI*</b>
<b>LINE UNIT</b>							
Line Construction General Foreman			135.0%	\$99.37	\$102.60	\$105.93	\$109.38
Heavy Crew Foreman			117.5%	\$86.49	\$89.30	\$92.20	\$95.20
Crew Coordinator			117.5%	\$86.49	\$89.30	\$92.20	\$95.20
Line Foreman			112.5%	\$82.81	\$85.50	\$88.28	\$91.15
Line Inspector			117.5%	\$86.49	\$89.30	\$92.20	\$95.20
Lineman Training Coordinator			125.0%	\$92.01	\$95.00	\$98.09	\$101.28
Assistant Lineman Training Coordinator			117.5%	\$86.49	\$89.30	\$92.20	\$95.20
Journeyman-In-Charge/Underground Services****			103.0%	\$75.82	\$78.28	\$80.82	\$83.45
Journeyman-In-Charge* (upgrade only)			103.0%	\$75.82	\$78.28	\$80.82	\$83.45
Lineman (Journeyman rate)			100.0%	\$73.61	\$76.00	\$78.47	\$81.02
Journeyman Lineman - Training Crew			103.0%	\$75.82	\$78.28	\$80.82	\$83.45
Restoration Crew Lead			112.5%	\$66.97	\$69.14	\$71.39	\$73.71
Assistant Restoration Crew Lead			102.0%	\$60.72	\$62.69	\$64.73	\$66.83
Equipment & Driver Trainer			125.0%	\$74.41	\$76.83	\$79.33	\$81.90
Assistant Equipment & Driver Trainer			117.5%	\$69.95	\$72.22	\$74.57	\$76.99
Major Equipment & Yard Lead			117.5%	\$69.95	\$72.22	\$74.57	\$76.99
Major Equipment & Yard Operator			112.5%	\$66.97	\$69.14	\$71.39	\$73.71
Heavy Equipment Operator++			102.0%	\$60.72	\$62.69	\$64.73	\$66.83
Equipment Operator - Training Crew			102.0%	\$60.72	\$62.69	\$64.73	\$66.83
Equipment Operator+			100.0%	\$59.53	\$61.46	\$63.46	\$65.52
Equipment Operator-in-Training							
1st 1000 hours			74.0%	\$44.05	\$45.48	\$46.96	\$48.48
2nd 660 hours			77.0%	\$45.84	\$47.32	\$48.86	\$50.45
3rd 660 hours			80.0%	\$47.62	\$49.17	\$50.77	\$52.42
4th 660 hours			84.5%	\$50.30	\$51.93	\$53.62	\$55.36
5th 660 hours			88.0%	\$52.39	\$54.08	\$55.84	\$57.66
6th 660 hours			95.0%	\$56.55	\$58.39	\$60.29	\$62.24
Toolroom Foreman			112.5%	\$66.97	\$69.14	\$71.39	\$73.71
Toolman							
1st 6 mos.			88.0%	\$52.39	\$54.08	\$55.84	\$57.66
2nd 6 mos.			92.0%	\$54.77	\$56.54	\$58.38	\$60.28
3rd 6 mos.			100.0%	\$59.53	\$61.46	\$63.46	\$65.52

<b>*General Wage Increase (GWI)</b>	<b>% Shift Diff.Pay</b>	<b>%Cert Pay</b>	<b>% of Rate</b>	<b>4/1/2024 3.5% GWI*</b>	<b>4/1/2025 3.25% GWI*</b>	<b>4/1/2026 3.25% GWI*</b>	<b>4/1/2027 3.25% GWI*</b>
<b>LINE UNIT</b>							
Line Helper#							
1st 6 mos.			N/A	\$27.93	\$28.84	\$29.78	\$30.75
2nd 6 mos.			N/A	\$31.60	\$32.63	\$33.69	\$34.78
3rd 6 mos.			N/A	\$35.25	\$36.40	\$37.58	\$38.80
4th 6 mos.			N/A	\$41.19	\$42.53	\$43.91	\$45.34
5th - next 12 mos.			N/A	\$45.22	\$46.69	\$48.21	\$49.78
6th - Thereafter			N/A	\$49.21	\$50.81	\$52.46	\$54.16
Line Pre-Apprentice***							
1st 6 mos.			N/A	\$27.93	\$28.84	\$29.78	\$30.75
2nd 6 mos.			N/A	\$31.60	\$32.63	\$33.69	\$34.78
3rd 6 mos.			N/A	\$35.25	\$36.40	\$37.58	\$38.80
4th 6 mos.			N/A	\$41.19	\$42.53	\$43.91	\$45.34
Next 12 mos.			N/A	\$45.22	\$46.69	\$48.21	\$49.78
Thereafter			N/A	\$49.21	\$50.81	\$52.46	\$54.16
Line Apprentice							
1st 1000 hrs.			74.0%	\$54.47	\$56.24	\$58.07	\$59.95
2nd 1000 hrs.			77.0%	\$56.68	\$58.52	\$60.42	\$62.39
3rd 1000 hrs.			80.0%	\$58.89	\$60.80	\$62.78	\$64.82
4th 1000 hrs.			84.5%	\$62.20	\$64.22	\$66.31	\$68.46
5th 1000 hrs.			88.0%	\$64.78	\$66.88	\$69.05	\$71.30
6th 1000 hrs.			91.0%	\$66.99	\$69.16	\$71.41	\$73.73
7th 1000 hrs.			95.0%	\$69.93	\$72.20	\$74.55	\$76.97
Entry Helper#							
1st 6 mos.			N/A	\$27.93	\$28.84	\$29.78	\$30.75
2nd 6 mos.			N/A	\$31.60	\$32.63	\$33.69	\$34.78
3rd 6 mos.			N/A	\$35.25	\$36.40	\$37.58	\$38.80
Thereafter			N/A	\$41.19	\$42.53	\$43.91	\$45.34
Foreman Tree Trimmer			112.5%	\$64.23	\$66.32	\$68.48	\$70.71
Tree Trimmer (Trimmer rate)			100.0%	\$57.09	\$58.95	\$60.87	\$62.85

<b>*General Wage Increase (GWI)</b>	<b>% Shift Diff.Pay</b>	<b>%Cert Pay</b>	<b>% of Rate</b>	<b>4/1/2024 3.5% GWI*</b>	<b>4/1/2025 3.25% GWI*</b>	<b>4/1/2026 3.25% GWI*</b>	<b>4/1/2027 3.25% GWI*</b>
-------------------------------------	-----------------------------	----------------------	----------------------	-------------------------------	--------------------------------	--------------------------------	--------------------------------

**LINE UNIT**

Apprentice Tree Trimmer					
1st 1000 hrs.	65.0%	\$37.11	\$38.32	\$39.57	\$40.85
2nd 1000 hrs.	75.0%	\$42.82	\$44.21	\$45.65	\$47.14
3rd 1000 hrs.	80.0%	\$45.67	\$47.16	\$48.70	\$50.28
4th 1000 hrs.	90.0%	\$51.38	\$53.06	\$54.78	\$56.57
Line Clearance Notifier Level 1	N/A	\$31.56	\$32.59	\$33.65	\$34.74
Line Clearance Notifier Level 2	N/A	\$38.61	\$39.86	\$41.16	\$42.50
Line Clearance Notifier Level 3 - 1st 24 mos.	N/A	\$43.86	\$45.29	\$46.76	\$48.28
Line Clearance Notifier Level 4 / Arborist - Thereafter	N/A	\$46.03	\$47.53	\$49.07	\$50.66
Line Clearance Notifier Level 5 (TRAQ Certification)	N/A	\$47.40	\$48.94	\$50.53	\$52.17

# indicates entry level

\*Two-person crew, one employee will be Journeyman-In-Charge.

\*\*Not a full-time position. Used for relief and assistance.

\*\*\*In determining step placement, credit will be given for Line Helper and Equip. Op. time. Employees (other than line Helpers & Equip. Ops.) with two years District Experience will receive 2nd Step wages and with three years' experience will receive 3rd Step wages.

\*\*\*\*Bid position.

+Equipment Operator is 100% rate for Crew Restoration Lead, Assistant Crew Restoration Lead, Equipment & Driving Trainer, Major Equip. & Yard, Major Equip. & Yard Op. Heavy Equip. Op., Lead Toolman and Toolman.

++Heavy Equipment Op. Classification to be eliminated when position is vacated by current incumbents.

	% Shift Diff.Pay	%Cert Pay	% of Rate	4/1/2024 3.5% GWI*	4/1/2025 3.25% GWI*	4/1/2026 3.25% GWI*	4/1/2027 3.25% GWI*
<b>*General Wage Increase (GWI)</b>							
<b>SUBSTATION UNIT</b>							
Substation General Foreman*			135.0%	\$98.31	\$101.51	\$104.80	\$108.20

Wireman Support Specialist	110.0%	\$80.10	\$82.71	\$85.39	\$88.17
Wireman Training Coordinator	125.0%	\$91.03	\$93.99	\$97.04	\$100.19
Heavy Crew Wireman Foreman*	117.5%	\$85.56	\$88.35	\$91.22	\$94.18
Substation Inspector (upgrade only)	117.5%	\$85.56	\$88.35	\$91.22	\$94.18
Wireman Foreman*	112.5%	\$81.92	\$84.59	\$87.33	\$90.17
Lead Relayman*	129.0%	\$93.94	\$97.00	\$100.14	\$103.39
Relayman*	116.5%	\$84.84	\$87.60	\$90.44	\$93.37
Relayman-in-charge (upgrade only)	119.5%	\$87.02	\$89.85	\$92.77	\$95.78
Relay Trainee (based on Relayman Rate)					
Level 1	88.9%	\$75.41	\$77.86	\$80.38	\$82.99
Level 2	90.7%	\$76.97	\$79.47	\$82.05	\$84.71
Level 3	92.6%	\$78.56	\$81.12	\$83.75	\$86.46
Level 4	94.4%	\$80.12	\$82.73	\$85.41	\$88.18
Level 5	96.3%	\$81.68	\$84.34	\$87.08	\$89.90
Level 6	98.2%	\$83.28	\$85.99	\$88.78	\$91.65
Wireman/Welder - Upgrade Only	106.0%	\$77.19	\$79.70	\$82.29	\$84.96
Journeyman-In-Charge (Upgrade Only)	103.0%	\$75.00	\$77.45	\$79.96	\$82.55
Wireman (Journeyman rate)	100.0%	\$72.82	\$75.19	\$77.63	\$80.15
Equipment Operator+					
Level 1	100.0%	\$59.28	\$61.21	\$63.20	\$65.25
Level 2	112.5%	\$66.70	\$68.87	\$71.11	\$73.42
Wireman Helper	N/A	\$46.93	\$48.46	\$50.03	\$51.66
Wire Apprentice					
1st 1000 hrs.	74.0%	\$53.88	\$55.63	\$57.44	\$59.31
2nd 1000 hrs.	77.0%	\$56.08	\$57.90	\$59.78	\$61.72
3rd 1000 hrs.	80.0%	\$58.26	\$60.15	\$62.10	\$64.12
4th 1000 hrs.	83.0%	\$60.43	\$62.39	\$64.42	\$66.51
5th 1000 hrs.	86.0%	\$62.63	\$64.67	\$66.77	\$68.94
6th 1000 hrs.	89.0%	\$64.81	\$66.92	\$69.09	\$71.34
7th 1000 hrs.	92.0%	\$67.00	\$69.18	\$71.43	\$73.75
8th 1000 hrs.	95.0%	\$69.18	\$71.43	\$73.75	\$76.15

+The Substation Equipment Operator classification rate will increase at The same rate as The Wireman %

	% Shift Diff.Pay	%Cert Pay	% of Rate	4/1/2024 3.5% GWI*	4/1/2025 3.25% GWI*	4/1/2026 3.25% GWI*	4/1/2027 3.25% GWI*
<b>*General Wage Increase (GWI)</b>							
<b>SERVICE UNIT</b>							
Serviceman Level I (Rider)*			105.0%	\$77.29	\$79.80	\$82.39	\$85.07
Serviceman Level II*			110.0%	\$80.97	\$83.60	\$86.32	\$89.12

\*The Serviceman rate is based off of the 100% Journeyman Lineman rate.

<b>METER UNIT</b>					
Metering Foreman	112.5%	\$74.91	\$77.33	\$79.84	\$82.43
Special Meterman I	106.0%	\$70.59	\$72.87	\$75.24	\$77.69
Special Meterman II	112.5%	\$74.91	\$77.33	\$79.84	\$82.43
Meter Journeyman (Journeyman rate)	100.0%	\$66.59	\$68.75	\$70.98	\$73.29
Meter Apprentice					
1st 1000 hrs.	74.0%	\$49.28	\$50.88	\$52.53	\$54.24
2nd 1000 hrs.	77.0%	\$51.27	\$52.94	\$54.66	\$56.44
3rd 1000 hrs.	80.0%	\$53.27	\$55.00	\$56.79	\$58.64
4th 1000 hrs.	84.5%	\$56.27	\$58.10	\$59.99	\$61.94
5th 1000 hrs.	88.0%	\$58.60	\$60.50	\$62.47	\$64.50
6th 1000 hrs.	95.0%	\$63.26	\$65.32	\$67.44	\$69.63
Meter Expediter	N/A	\$44.93	\$46.39	\$47.90	\$49.46
Meterman Helper#	N/A	\$41.21	\$42.55	\$43.93	\$45.36

<b>CREW DISPATCH UNIT</b>					
Crew Dispatch Coordinator	117.5%	\$71.17	\$73.48	\$75.87	\$78.34
Lead Crew Dispatcher	112.5%	\$68.14	\$70.36	\$72.64	\$75.00
Crew Dispatcher	100.0%	\$60.57	\$62.54	\$64.57	\$66.67
Assistant Crew Dispatcher*	85.0%	\$51.48	\$53.16	\$54.88	\$56.67

\* Since it is the intent of the District to encourage Journeymen to fill these positions, a successful Journeyman bidder shall not receive a lower rate of pay than the rate for their 100% Journeyman classification until they attain the Crew Dispatcher rate.

	<b>% Shift Diff. Pay</b>	<b>% Cert Pay</b>	<b>% of Rate</b>	<b>4/1/2024 3.5% GWI*</b>	<b>4/1/2025 3.25% GWI*</b>	<b>4/1/2026 3.25% GWI*</b>	<b>4/1/2027 3.25% GWI*</b>
<b>*General Wage Increase (GWI)</b>							
<b>ENERGY CONTROL UNIT</b>							
Energy Control General Foreman			135.0%	\$105.42	\$108.85	\$112.39	\$116.05
Outage Coordinator			129.0%	\$100.74	\$104.01	\$107.39	\$110.89
System Operations Training Coordinator			129.0%	\$100.74	\$104.01	\$107.39	\$110.89
System Operator 1			100.0%	\$78.09	\$80.63	\$83.25	\$85.96
System Operator 2			117.5%	\$91.76	\$94.74	\$97.82	\$101.00

Apprentice System Operator

Apprentice System Operator 1	77.2%	\$60.25	\$62.21	\$64.23	\$66.32
Apprentice System Operator 2	82.4%	\$64.38	\$66.47	\$68.63	\$70.87
Apprentice System Operator 3	85.7%	\$66.95	\$69.12	\$71.37	\$73.69
Apprentice System Operator 4	89.1%	\$69.58	\$71.84	\$74.18	\$76.59
Apprentice System Operator 5	92.5%	\$72.23	\$74.58	\$77.01	\$79.51

**TRANSPORTATION UNIT**

Transportation General Foreman (1st shift)

135.0%

Level I	0%	0%	\$75.96	\$78.43	\$80.98	\$83.61
Level II	0%	4%	\$79.00	\$81.57	\$84.22	\$86.96
Level III	0%	8%	\$82.04	\$84.71	\$87.46	\$90.30

Transportation Shop Foreman

120.0%

1st Shift - Level I	0%	0%	\$67.52	\$69.71	\$71.98	\$74.32
1st Shift - Level II	0%	4%	\$70.22	\$72.50	\$74.86	\$77.29
1st Shift - Level III	0%	8%	\$72.92	\$75.29	\$77.74	\$80.27
2nd & 3rd Shift - Level I	5%	0%	\$70.90	\$73.20	\$75.58	\$78.04
2nd & 3rd Shift - Level II	5%	4%	\$73.73	\$76.13	\$78.60	\$81.15
2nd & 3rd Shift - Level III	5%	8%	\$76.56	\$79.05	\$81.62	\$84.27

Personnel Lift Foreman

120.0%

1st Shift - Level I	0%	0%	\$67.52	\$69.71	\$71.98	\$74.32
1st Shift - Level II	0%	4%	\$70.22	\$72.50	\$74.86	\$77.29
1st Shift - Level III	0%	8%	\$72.92	\$75.29	\$77.74	\$80.27
2nd & 3rd Shift - Level I	5%	0%	\$70.90	\$73.20	\$75.58	\$78.04
2nd & 3rd Shift - Level II	5%	4%	\$73.73	\$76.13	\$78.60	\$81.15
2nd & 3rd Shift - Level III	5%	8%	\$76.56	\$79.05	\$81.62	\$84.27

	<b>% Shift Diff. Pay</b>	<b>%Cert Pay</b>	<b>% of Rate</b>	<b>4/1/2024 3.5% GWI*</b>	<b>4/1/2025 3.25% GWI*</b>	<b>4/1/2026 3.25% GWI*</b>	<b>4/1/2027 3.25% GWI*</b>
--	------------------------------	----------------------	----------------------	-------------------------------	--------------------------------	--------------------------------	--------------------------------

**TRANSPORTATION UNIT**

Certified Welder Fabricator Specialist

121.0%

1st Shift - Level I	0%	0%	\$68.08	\$70.29	\$72.57	\$74.93
1st Shift - Level II	0%	4%	\$70.81	\$73.11	\$75.49	\$77.94
1st Shift - Level III	0%	8%	\$73.52	\$75.91	\$78.38	\$80.93
2nd & 3rd Shift - Level I	5%	0%	\$71.49	\$73.81	\$76.21	\$78.69
2nd & 3rd Shift - Level II	5%	4%	\$74.35	\$76.77	\$79.27	\$81.85
2nd & 3rd Shift - Level III	5%	8%	\$77.20	\$79.71	\$82.30	\$84.97

Senior Mechanic - Painter			115.0%				
1st Shift - Level I	0%	0%		\$64.70	\$66.80	\$68.97	\$71.21
1st Shift - Level II	0%	4%		\$67.30	\$69.49	\$71.75	\$74.08
1st Shift - Level III	0%	8%		\$69.88	\$72.15	\$74.49	\$76.91
2nd & 3rd Shift - Level I	5%	0%		\$67.94	\$70.15	\$72.43	\$74.78
2nd & 3rd Shift - Level II	5%	4%		\$70.66	\$72.96	\$75.33	\$77.78
2nd & 3rd Shift - Level III	5%	8%		\$73.38	\$75.76	\$78.22	\$80.76
Senior Outside Service Mechanic			115.0%				
1st Shift - Level I	0%	0%		\$64.70	\$66.80	\$68.97	\$71.21
1st Shift - Level II	0%	4%		\$67.30	\$69.49	\$71.75	\$74.08
1st Shift - Level III	0%	8%		\$69.88	\$72.15	\$74.49	\$76.91
2nd & 3rd Shift - Level I	5%	0%		\$67.94	\$70.15	\$72.43	\$74.78
2nd & 3rd Shift - Level II	5%	4%		\$70.66	\$72.96	\$75.33	\$77.78
2nd & 3rd Shift - Level III	5%	8%		\$73.38	\$75.76	\$78.22	\$80.76
Senior Personnel Lift Mechanic (upgrade only)			115.0%				
1st Shift - Level I	0%	0%		\$64.70	\$66.80	\$68.97	\$71.21
1st Shift - Level II	0%	4%		\$67.30	\$69.49	\$71.75	\$74.08
1st Shift - Level III	0%	8%		\$69.88	\$72.15	\$74.49	\$76.91
2nd & 3rd Shift - Level I	5%	0%		\$67.94	\$70.15	\$72.43	\$74.78
2nd & 3rd Shift - Level II	5%	4%		\$70.66	\$72.96	\$75.33	\$77.78
2nd & 3rd Shift - Level III	5%	8%		\$73.38	\$75.76	\$78.22	\$80.76
Journeyman Mechanic							
Journeyman rate (Entry Level)			100.0%				
1st Shift	0%	0%		\$56.26	\$58.09	\$59.98	\$61.93
2nd & 3rd Shift	5%	0%		\$59.08	\$61.00	\$62.98	\$65.03

	% Shift Diff. Pay	% Cert Pay	% of Rate	4/1/2024 3.5% GWI*	4/1/2025 3.25% GWI*	4/1/2026 3.25% GWI*	4/1/2027 3.25% GWI*
<b>*General Wage Increase (GWI)</b>							
<b>TRANSPORTATION UNIT</b>							
Utility Level			110.0%				
1st Shift - Level I	0%	0%		\$61.90	\$63.91	\$65.99	\$68.13
1st Shift - Level II	0%	4%		\$64.37	\$66.46	\$68.62	\$70.85
1st Shift - Level III	0%	8%		\$66.85	\$69.02	\$71.26	\$73.58
2nd & 3rd Shift - Level I	5%	0%		\$64.98	\$67.09	\$69.27	\$71.52
2nd & 3rd Shift - Level II	5%	4%		\$67.59	\$69.79	\$72.06	\$74.40
2nd & 3rd Shift - Level III	5%	8%		\$70.18	\$72.46	\$74.81	\$77.24
Journeyman Mechanic							
Senior Level			115.0%				

1st Shift - Level I	0%	0%		\$64.70	\$66.80	\$68.97	\$71.21
1st Shift - Level II	0%	4%		\$67.30	\$69.49	\$71.75	\$74.08
1st Shift - Level III	0%	8%		\$69.88	\$72.15	\$74.49	\$76.91
2nd & 3rd Shift - Level I	5%	0%		\$67.94	\$70.15	\$72.43	\$74.78
2nd & 3rd Shift - Level II	5%	4%		\$70.66	\$72.96	\$75.33	\$77.78
2nd & 3rd Shift - Level III	5%	8%		\$73.38	\$75.76	\$78.22	\$80.76
Senior Parts Specialist			108.0%				
1st Shift - Level I	0%	0%		\$60.77	\$62.75	\$64.79	\$66.90
1st Shift - Level II	0%	4%		\$63.19	\$65.24	\$67.36	\$69.55
1st Shift - Level III	0%	8%		\$65.63	\$67.76	\$69.96	\$72.23
2nd & 3rd Shift - Level I	5%	0%		\$63.81	\$65.88	\$68.02	\$70.23
2nd & 3rd Shift - Level II	5%	4%		\$66.36	\$68.52	\$70.75	\$73.05
2nd & 3rd Shift - Level III	5%	8%		\$68.91	\$71.15	\$73.46	\$75.85
Parts Specialist			102.0%				
1st Shift - Level I	0%	0%		\$57.39	\$59.26	\$61.19	\$63.18
1st Shift - Level II	0%	4%		\$59.68	\$61.62	\$63.62	\$65.69
1st Shift - Level III	0%	8%		\$61.99	\$64.00	\$66.08	\$68.23
2nd & 3rd Shift - Level I	5%	0%		\$60.26	\$62.22	\$64.24	\$66.33
2nd & 3rd Shift - Level II	5%	4%		\$62.67	\$64.71	\$66.81	\$68.98
2nd & 3rd Shift - Level III	5%	8%		\$65.08	\$67.20	\$69.38	\$71.63
Tire and Battery Specialist			103.0%				
1st Shift - Level I	0%	0%		\$57.95	\$59.83	\$61.77	\$63.78
1st Shift - Level II	0%	4%		\$60.28	\$62.24	\$64.26	\$66.35
1st Shift - Level III	0%	8%		\$62.59	\$64.62	\$66.72	\$68.89
	<b>% Shift</b>	<b>%Cert</b>	<b>% of</b>	<b>4/1/2024</b>	<b>4/1/2025</b>	<b>4/1/2026</b>	<b>4/1/2027</b>
<b>*General Wage Increase (GWI)</b>	<b>Diff.Pay</b>	<b>Pay</b>	<b>Rate</b>	<b>3.5% GWI*</b>	<b>3.25% GWI*</b>	<b>3.25% GWI*</b>	<b>3.25% GWI*</b>
<b>TRANSPORTATION UNIT</b>							
Tire and Battery Specialist (Cont'd)							
2nd & 3rd Shift - Level I	5%	0%		\$60.85	\$62.83	\$64.87	\$66.98
2nd & 3rd Shift - Level II	5%	4%		\$63.28	\$65.34	\$67.46	\$69.65
2nd & 3rd Shift - Level III	5%	8%		\$65.72	\$67.86	\$70.07	\$72.35
Fabricator-Welder			100.0%				
1st Shift - Level I	0%	0%		\$56.26	\$58.09	\$59.98	\$61.93
1st Shift - Level II	0%	4%		\$58.52	\$60.42	\$62.38	\$64.41
1st Shift - Level III	0%	8%		\$60.77	\$62.75	\$64.79	\$66.90
2nd & 3rd Shift - Level I	5%	0%		\$59.08	\$61.00	\$62.98	\$65.03
2nd & 3rd Shift - Level II	5%	4%		\$61.44	\$63.44	\$65.50	\$67.63
2nd & 3rd Shift - Level III	5%	8%		\$63.81	\$65.88	\$68.02	\$70.23



Mechanic - Painter			100.0%					
1st Shift - Level I	0%	0%		\$56.26	\$58.09	\$59.98	\$61.93	
1st Shift - Level II	0%	4%		\$58.52	\$60.42	\$62.38	\$64.41	
1st Shift - Level III	0%	8%		\$60.77	\$62.75	\$64.79	\$66.90	
2nd & 3rd Shift - Level I	5%	0%		\$59.08	\$61.00	\$62.98	\$65.03	
2nd & 3rd Shift - Level II	5%	4%		\$61.44	\$63.44	\$65.50	\$67.63	
2nd & 3rd Shift - Level III	5%	8%		\$63.81	\$65.88	\$68.02	\$70.23	
Mechanic Assistant								
1st 6 mos.			53.0%					
1st Shift	0%	N/A		\$29.82	\$30.79	\$31.79	\$32.82	
2nd & 3rd Shift	5%	N/A		\$31.31	\$32.33	\$33.38	\$34.46	
2nd 6 mos.			63.0%					
1st Shift	0%	N/A		\$35.45	\$36.60	\$37.79	\$39.02	
2nd & 3rd Shift	5%	N/A		\$37.21	\$38.42	\$39.67	\$40.96	
3rd 6 mos.			77.0%					
1st Shift	0%	N/A		\$43.33	\$44.74	\$46.19	\$47.69	
2nd & 3rd Shift	5%	N/A		\$45.49	\$46.97	\$48.50	\$50.08	
Thereafter			86.0%					
1st Shift - Level I	0%	0%		\$48.39	\$49.96	\$51.58	\$53.26	
1st Shift - Level II	0%	4%		\$50.33	\$51.97	\$53.66	\$55.40	
1st Shift - Level III	0%	8%		\$52.26	\$53.96	\$55.71	\$57.52	
2nd & 3rd Shift - Level I	5%	0%		\$50.81	\$52.46	\$54.16	\$55.92	

	<b>% Shift Diff.Pay</b>	<b>%Cert Pay</b>	<b>% of Rate</b>	<b>4/1/2024 3.5% GWI*</b>	<b>4/1/2025 3.25% GWI*</b>	<b>4/1/2026 3.25% GWI*</b>	<b>4/1/2027 3.25% GWI*</b>
--	-----------------------------	----------------------	----------------------	-------------------------------	--------------------------------	--------------------------------	--------------------------------

**TRANSPORTATION UNIT**

Mechanic Assistant – Thereafter (Cont'd)							
2nd & 3rd Shift - Level II	5%	4%		\$52.84	\$54.56	\$56.33	\$58.16
2nd & 3rd Shift - Level III	5%	8%		\$54.88	\$56.66	\$58.50	\$60.40
Fleet Attendant							
1st 6 mos.							
1st Shift	0%	N/A		\$25.56	\$26.39	\$27.25	\$28.14
2nd & 3rd Shift	5%	N/A		\$26.84	\$27.71	\$28.61	\$29.54
2nd 6 mos.							
1st Shift	0%	N/A		\$27.88	\$28.79	\$29.73	\$30.70
2nd & 3rd Shift	5%	N/A		\$29.28	\$30.23	\$31.21	\$32.22
3rd 6 mos.							
1st Shift	0%	N/A		\$30.21	\$31.19	\$32.20	\$33.25
2nd & 3rd Shift	5%	N/A		\$31.71	\$32.74	\$33.80	\$34.90

Thereafter								
1st Shift	0%	N/A		\$32.53	\$33.59	\$34.68	\$35.81	
2nd & 3rd Shift	5%	N/A		\$34.16	\$35.27	\$36.42	\$37.60	
Apprentice Mechanic								
1st 1000 hrs.								
1st Shift	0%	N/A	86.0%	\$48.39	\$49.96	\$51.58	\$53.26	
2nd & 3rd Shift	5%	N/A		\$50.81	\$52.46	\$54.16	\$55.92	
2nd 1000 hrs.								
1st Shift	0%	N/A	88.0%	\$49.51	\$51.12	\$52.78	\$54.50	
2nd & 3rd Shift	5%	N/A		\$51.99	\$53.68	\$55.42	\$57.22	
3rd 1000 hrs.								
1st Shift	0%	N/A	90.0%	\$50.64	\$52.29	\$53.99	\$55.74	
2nd & 3rd Shift	5%	N/A		\$53.17	\$54.90	\$56.68	\$58.52	
4th 1000 hrs.								
1st Shift	0%	N/A	92.0%	\$51.77	\$53.45	\$55.19	\$56.98	
2nd & 3rd Shift	5%	N/A		\$54.35	\$56.12	\$57.94	\$59.82	
5th 1000 hrs.								
1st Shift	0%	N/A	93.0%	\$52.33	\$54.03	\$55.79	\$57.60	
2nd & 3rd Shift	5%	N/A		\$54.94	\$56.73	\$58.57	\$60.47	

	% Shift Diff.Pay	%Cert Pay	% of Rate	4/1/2024 3.5% GWI*	4/1/2025 3.25% GWI*	4/1/2026 3.25% GWI*	4/1/2027 3.25% GWI*
<b>*General Wage Increase (GWI)</b>							
<b>TRANSPORTATION UNIT</b>							
6th 1000 hrs.							
1st Shift	0%	N/A	95.0%	\$53.46	\$55.20	\$56.99	\$58.84
2nd & 3rd Shift	5%	N/A		\$56.13	\$57.95	\$59.83	\$61.77
7th 1000 hrs.							
1st Shift	0%	N/A	96.0%	\$54.02	\$55.78	\$57.59	\$59.46
2nd & 3rd Shift	5%	N/A		\$56.72	\$58.56	\$60.46	\$62.42
8th 1000 hrs.							
1st Shift	0%	N/A	98.0%	\$55.14	\$56.93	\$58.78	\$60.69
2nd & 3rd Shift	5%	N/A		\$57.89	\$59.77	\$61.71	\$63.72
Fleet Mechanic Trainee							
Fleet Mechanic Trainee - Step 1							
1st Shift	0%	N/A	86.0%	\$48.39	\$49.96	\$51.58	\$53.26
2nd & 3rd Shift	5%	N/A		\$50.81	\$52.46	\$54.16	\$55.92
Fleet Mechanic Trainee - Step 2							
1st Shift	0%	N/A	88.0%	\$49.51	\$51.12	\$52.78	\$54.50

2nd & 3rd Shift	5%	N/A		\$51.99	\$53.68	\$55.42	\$57.22
Fleet Mechanic Trainee - Step 3							
1st Shift	0%	N/A	90.0%	\$50.64	\$52.29	\$53.99	\$55.74
2nd & 3rd Shift	5%	N/A		\$53.17	\$54.90	\$56.68	\$58.52
Fleet Mechanic Trainee - Step 4							
1st Shift	0%	N/A	92.0%	\$51.77	\$53.45	\$55.19	\$56.98
2nd & 3rd Shift	5%	N/A		\$54.35	\$56.12	\$57.94	\$59.82
Fleet Mechanic Trainee - Step 5							
1st Shift	0%	N/A	93.0%	\$52.33	\$54.03	\$55.79	\$57.60
2nd & 3rd Shift	5%	N/A		\$54.94	\$56.73	\$58.57	\$60.47
Fleet Mechanic Trainee - Step 6							
1st Shift	0%	N/A	95.0%	\$53.46	\$55.20	\$56.99	\$58.84
2nd & 3rd Shift	5%	N/A		\$56.13	\$57.95	\$59.83	\$61.77
Fleet Mechanic Trainee - Step 7							
1st Shift	0%	N/A	96.0%	\$54.02	\$55.78	\$57.59	\$59.46
2nd & 3rd Shift	5%	N/A		\$56.72	\$58.56	\$60.46	\$62.42

	% Shift Diff.Pay	%Cert Pay	% of Rate	4/1/2024 3.5% GWI*	4/1/2025 3.25% GWI*	4/1/2026 3.25% GWI*	4/1/2027 3.25% GWI*
<b>*General Wage Increase (GWI)</b>							
<b>TRANSPORTATION UNIT</b>							
Fleet Mechanic Trainee - Step 8							
1st Shift	0%	N/A	98.0%	\$55.14	\$56.93	\$58.78	\$60.69
2nd & 3rd Shift	5%	N/A		\$57.89	\$59.77	\$61.71	\$63.72

\*\*5% per hour above regular rate differential for 2nd & 3rd shift.

\*\*All shifts will be scheduled to provide that the lunch period shall be part of the total of an 8-hour shift.

<b>MAINTENANCE UNIT</b>							
Lead Maintenance Foreman*			125.0%				
1st Shift	0%	N/A		\$79.83	\$82.42	\$85.10	\$87.87
2nd & 3rd Shift	5%	N/A		\$83.83	\$86.55	\$89.36	\$92.26
Maintenance Foreman*			112.5%				
1st Shift	0%	N/A		\$71.85	\$74.19	\$76.60	\$79.09
2nd & 3rd Shift	5%	N/A		\$75.45	\$77.90	\$80.43	\$83.04
Lead Maintenance & Custodial Mechanic*			112.5%				
1st Shift	0%	N/A		\$71.85	\$74.19	\$76.60	\$79.09
2nd & 3rd Shift	5%	N/A		\$75.45	\$77.90	\$80.43	\$83.04
Landscape & Grounds Inspector*							

Level 1								
1st Shift	0%	N/A	N/A	\$51.24	\$52.91	\$54.63	\$56.41	
2nd & 3rd Shift	5%	N/A		\$53.81	\$55.56	\$57.37	\$59.23	
Level 2								
1st Shift	0%	N/A	N/A	\$55.86	\$57.68	\$59.55	\$61.49	
2nd & 3rd Shift	5%	N/A		\$58.65	\$60.56	\$62.53	\$64.56	
Maintenance Mechanic In Charge (upgrade only)			103.0%	\$65.78	\$67.92	\$70.13	\$72.41	
Maintenance Mechanic A*								
1st Shift	0%	N/A	100.0%	\$63.87	\$65.95	\$68.09	\$70.30	
2nd & 3rd Shift	5%	N/A		\$67.06	\$69.24	\$71.49	\$73.81	
Assistant Maintenance Mechanic*								
1st 6 mos.								
1st Shift	0%	N/A	86.0%	\$54.92	\$56.70	\$58.54	\$60.44	
2nd & 3rd Shift	5%	N/A		\$57.67	\$59.54	\$61.48	\$63.48	
	<b>% Shift</b>	<b>%Cert</b>	<b>% of</b>	<b>4/1/2024</b>	<b>4/1/2025</b>	<b>4/1/2026</b>	<b>4/1/2027</b>	
<b>*General Wage Increase (GWI)</b>	<b>Diff.Pay</b>	<b>Pay</b>	<b>Rate</b>	<b>3.5% GWI*</b>	<b>3.25% GWI*</b>	<b>3.25% GWI*</b>	<b>3.25% GWI*</b>	
<b>MAINTENANCE UNIT</b>								
Assistant Maintenance Mechanic* (Cont'd)								
Thereafter								
1st Shift	0%	N/A	89.0%	\$56.85	\$58.70	\$60.61	\$62.58	
2nd & 3rd Shift	5%	N/A		\$59.68	\$61.62	\$63.62	\$65.69	
Maintenance Helper I # *								
1st 6 mos.								
1st Shift	0%	N/A	N/A	\$25.17	\$25.99	\$26.83	\$27.70	
2nd & 3rd Shift	5%	N/A		\$26.42	\$27.28	\$28.17	\$29.09	
2nd 6 mos.								
1st Shift	0%	N/A	N/A	\$30.08	\$31.06	\$32.07	\$33.11	
2nd & 3rd Shift	5%	N/A		\$31.59	\$32.62	\$33.68	\$34.77	
3rd 6 mos.								
1st Shift	0%	N/A	N/A	\$34.91	\$36.04	\$37.21	\$38.42	
2nd & 3rd Shift	5%	N/A		\$36.65	\$37.84	\$39.07	\$40.34	
Thereafter								
1st Shift	0%	N/A	N/A	\$40.74	\$42.06	\$43.43	\$44.84	
2nd & 3rd Shift	5%	N/A		\$42.78	\$44.17	\$45.61	\$47.09	
Apprentice Maintenance Mechanic*								
1st 1000 hrs.								
1st Shift	0%	N/A	86.0%	\$54.92	\$56.70	\$58.54	\$60.44	

2nd & 3rd Shift	5%	N/A		\$57.67	\$59.54	\$61.48	\$63.48
2nd 1000 hrs.							
1st Shift	0%	N/A	87.0%	\$55.56	\$57.37	\$59.23	\$61.15
2nd & 3rd Shift	5%	N/A		\$58.34	\$60.24	\$62.20	\$64.22
3rd 1000 hrs.							
1st Shift	0%	N/A	89.0%	\$56.85	\$58.70	\$60.61	\$62.58
2nd & 3rd Shift	5%	N/A		\$59.68	\$61.62	\$63.62	\$65.69
4th 1000 hrs.							
1st Shift	0%	N/A	91.0%	\$58.12	\$60.01	\$61.96	\$63.97
2nd & 3rd Shift	5%	N/A		\$61.02	\$63.00	\$65.05	\$67.16
5th 1000 hrs.							
1st Shift	0%	N/A	93.0%	\$59.40	\$61.33	\$63.32	\$65.38
2nd & 3rd Shift	5%	N/A		\$62.37	\$64.40	\$66.49	\$68.65

	% Shift Diff.Pay	%Cert Pay	% of Rate	4/1/2024 3.5% GWI*	4/1/2025 3.25% GWI*	4/1/2026 3.25% GWI*	4/1/2027 3.25% GWI*
--	---------------------	--------------	--------------	-----------------------	------------------------	------------------------	------------------------

**\*General Wage Increase (GWI)**

**MAINTENANCE UNIT**

6th 1000 hrs.							
1st Shift	0%	N/A	95.0%	\$60.67	\$62.64	\$64.68	\$66.78
2nd & 3rd Shift	5%	N/A		\$63.71	\$65.78	\$67.92	\$70.13
Lead Custodian	N/A	N/A	N/A	\$40.09	\$41.39	\$42.74	\$44.13
Floor Care Custodian (Bid Position)	N/A	N/A	N/A	\$36.49	\$37.68	\$38.90	\$40.16
Custodian#							
Level 1 - 1st 12 mos.	N/A	N/A	N/A	\$24.88	\$25.69	\$26.52	\$27.38
Level 2 - 2nd 12 mos.	N/A	N/A	N/A	\$27.80	\$28.70	\$29.63	\$30.59
Level 3 - Thereafter	N/A	N/A	N/A	\$31.66	\$32.69	\$33.75	\$34.85
Level 4 (day shift)	N/A	N/A	N/A	\$36.49	\$37.68	\$38.90	\$40.16
Facilities Design Drafter							
Level 1	N/A	N/A	91.0%	\$46.98	\$48.51	\$50.09	\$51.72
Level 2	N/A	N/A	96.0%	\$49.56	\$51.17	\$52.83	\$54.55
Level 3	N/A	N/A	100.0%	\$51.63	\$53.31	\$55.04	\$56.83
Level 4	N/A	N/A	105.0%	\$54.21	\$55.97	\$57.79	\$59.67

\*5% per hour above regular rate differential for 2nd & 3rd shift.  
 +This classification will be eliminated when the position is vacated by the current incumbents.

**WAREHOUSE UNIT**

Warehouse General Foreman	N/A	N/A	135.0%	\$69.01	\$71.25	\$73.57	\$75.96
Warehouse Foreman	N/A	N/A	112.5%	\$57.51	\$59.38	\$61.31	\$63.30
Stores Planner	N/A	N/A	105.0%	\$53.68	\$55.42	\$57.22	\$59.08

Storekeeper	N/A	N/A	100.0%	\$51.12	\$52.78	\$54.50	\$56.27
Warehouse Freight Operator	N/A	N/A	100.0%	\$51.12	\$52.78	\$54.50	\$56.27
Head Warehouseman	N/A	N/A	89.0%	\$45.50	\$46.98	\$48.51	\$50.09
Warehouseman#							
Next 12 mos.	N/A	N/A	81.0%	\$41.41	\$42.76	\$44.15	\$45.58
Beginning Warehouseman#							
1st 6 mos.	N/A	N/A	50.0%	\$25.56	\$26.39	\$27.25	\$28.14
2nd 6 mos.	N/A	N/A	57.0%	\$29.14	\$30.09	\$31.07	\$32.08
3rd 6 mos.	N/A	N/A	64.0%	\$32.72	\$33.78	\$34.88	\$36.01
4th 6 mos.	N/A	N/A	74.0%	\$37.83	\$39.06	\$40.33	\$41.64

	<b>% Shift Diff.Pay</b>	<b>%Cert Pay</b>	<b>% of Rate</b>	<b>4/1/2024 3.5% GWI*</b>	<b>4/1/2025 3.25% GWI*</b>	<b>4/1/2026 3.25% GWI*</b>	<b>4/1/2027 3.25% GWI*</b>
<b>*General Wage Increase (GWI)</b>							
<b>COMMUNICATIONS UNIT</b>							
Communications Foreman	N/A	N/A	112.5%	\$75.96	\$78.43	\$80.98	\$83.61
Communication Technician							
Level 1	N/A	N/A	92.0%	\$62.12	\$64.14	\$66.22	\$68.37
Level 2	N/A	N/A	96.0%	\$64.82	\$66.93	\$69.11	\$71.36
Level 3	N/A	N/A	100.0%	\$67.52	\$69.71	\$71.98	\$74.32
Level 4	N/A	N/A	104.0%	\$70.22	\$72.50	\$74.86	\$77.29
Level 5	N/A	N/A	108.0%	\$72.93	\$75.30	\$77.75	\$80.28
Communication Technician Helper#							
1st 6 mos.	N/A	N/A	N/A	\$32.79	\$33.86	\$34.96	\$36.10
2nd 6 mos.	N/A	N/A	N/A	\$36.11	\$37.28	\$38.49	\$39.74
3rd 6 mos.	N/A	N/A	N/A	\$39.47	\$40.75	\$42.07	\$43.44
4th 6 mos.	N/A	N/A	N/A	\$42.80	\$44.19	\$45.63	\$47.11
Thereafter	N/A	N/A	N/A	\$46.11	\$47.61	\$49.16	\$50.76

<b>GENERATION UNIT</b>							
Generation Foreman	N/A	N/A	115.0%	\$76.48	\$78.97	\$81.54	\$84.19
Electrical Technician Constructor	N/A	N/A	112.5%	\$74.82	\$77.25	\$79.76	\$82.35
Generation Trainer	N/A	N/A	112.5%	\$74.82	\$77.25	\$79.76	\$82.35
Generation Constructor	N/A	N/A	105.0%	\$69.84	\$72.11	\$74.45	\$76.87
Generation in Charge (upgrade only)			103.0%	\$68.50	\$70.73	\$73.03	\$75.40
Electrical Constructor	N/A	N/A	100.0%	\$66.51	\$68.67	\$70.90	\$73.20
Mechanical Constructor	N/A	N/A	100.0%	\$66.51	\$68.67	\$70.90	\$73.20
Generation System Operator	N/A	N/A	100.0%	\$66.51	\$68.67	\$70.90	\$73.20
Assistant Mechanical/Electrical Constructor							

1st 12 mos.	N/A	N/A	80.0%	\$53.20	\$54.93	\$56.72	\$58.56
2nd 12 mos.	N/A	N/A	85.0%	\$56.53	\$58.37	\$60.27	\$62.23
3rd 12 mos.	N/A	N/A	90.0%	\$59.86	\$61.81	\$63.82	\$65.89
4th 12 mos.	N/A	N/A	95.0%	\$63.18	\$65.23	\$67.35	\$69.54

<b>*General Wage Increase (GWI)</b>	<b>% Shift Diff. Pay</b>	<b>% Cert Pay</b>	<b>% of Rate</b>	<b>4/1/2024 3.5% GWI*</b>	<b>4/1/2025 3.25% GWI*</b>	<b>4/1/2026 3.25% GWI*</b>	<b>4/1/2027 3.25% GWI*</b>
<b>GENERATION UNIT</b>							
Generation Constructor Trainee							
1st 6 mos.	N/A	N/A	74.0%	\$49.22	\$50.82	\$52.47	\$54.18
2nd 6 mos.	N/A	N/A	77.0%	\$51.21	\$52.87	\$54.59	\$56.36
3rd 6 mos.	N/A	N/A	80.0%	\$53.20	\$54.93	\$56.72	\$58.56
4th 6 mos.	N/A	N/A	83.0%	\$55.20	\$56.99	\$58.84	\$60.75
5th 6 mos.	N/A	N/A	86.0%	\$57.20	\$59.06	\$60.98	\$62.96
6th 6 mos.	N/A	N/A	89.0%	\$59.19	\$61.11	\$63.10	\$65.15
7th 6 mos.	N/A	N/A	92.0%	\$61.19	\$63.18	\$65.23	\$67.35
8th 6 mos.	N/A	N/A	95.0%	\$63.18	\$65.23	\$67.35	\$69.54
Generation Utility Worker I							
1st 12 mos.	N/A	N/A	N/A	\$47.88	\$49.44	\$51.05	\$52.71
Thereafter	N/A	N/A	N/A	\$53.87	\$55.62	\$57.43	\$59.30
Generation Utility Worker II							
Thereafter	N/A	N/A	N/A	\$59.85	\$61.80	\$63.81	\$65.88
Maintenance Helper I#							
1st 6 mos.	N/A	N/A	N/A	\$36.02	\$37.19	\$38.40	\$39.65
Thereafter	N/A	N/A	N/A	\$42.03	\$43.40	\$44.81	\$46.27
<b>WATER UNIT</b>							
Water Foreman	N/A	N/A	112.5%	\$66.36	\$68.52	\$70.75	\$73.05
Water Crew Coordinator	N/A	N/A	117.5%	\$69.31	\$71.56	\$73.89	\$76.29
Water Construction Inspector	N/A	N/A	112.5%	\$66.36	\$68.52	\$70.75	\$73.05
Water Electrician	N/A	N/A	105.0%	\$61.94	\$63.95	\$66.03	\$68.18
Lead Water Distribution Specialist - Upgrade Only	N/A	N/A	105.0%	\$61.94	\$63.95	\$66.03	\$68.18
Water Distribution Specialist*							
Level 1#	N/A	N/A	74.0%	\$43.65	\$45.07	\$46.53	\$48.04
Level 2	N/A	N/A	79.0%	\$46.60	\$48.11	\$49.67	\$51.28

Level 3	N/A	N/A	84.0%	\$49.55	\$51.16	\$52.82	\$54.54
Level 4	N/A	N/A	89.0%	\$52.50	\$54.21	\$55.97	\$57.79
Level 5	N/A	N/A	94.0%	\$55.45	\$57.25	\$59.11	\$61.03
Level 6	N/A	N/A	100.0%	\$58.98	\$60.90	\$62.88	\$64.92

	% Shift Diff. Pay	% Cert Pay	% of Rate	4/1/2024 3.5% GWI*	4/1/2025 3.25% GWI*	4/1/2026 3.25% GWI*	4/1/2027 3.25% GWI*
<b>*General Wage Increase (GWI)</b>							
<b>WATER UNIT</b>							
Water Worker#							
1st 6 mos.	N/A	N/A	50.0%	\$29.50	\$30.46	\$31.45	\$32.47
2nd 6 mos.	N/A	N/A	52.0%	\$30.67	\$31.67	\$32.70	\$33.76
3rd 6 mos.	N/A	N/A	58.0%	\$34.21	\$35.32	\$36.47	\$37.66
4th 6 mos.	N/A	N/A	67.0%	\$39.52	\$40.80	\$42.13	\$43.50
Water Helper#							
1st 6 mos.	N/A	N/A	N/A	\$24.96	\$25.77	\$26.61	\$27.47
Thereafter	N/A	N/A	N/A	\$28.23	\$29.15	\$30.10	\$31.08
* This Water Distribution Specialist Classification is a journeyman at all levels.							
<b>FLAGGING UNIT</b>							
Flagger							
1st 1040 hours	N/A	N/A	N/A	\$29.06	\$30.00	\$30.98	\$31.99
Thereafter	N/A	N/A	N/A	\$31.11	\$32.12	\$33.16	\$34.24
<b>OFFICE SUPPORT UNIT</b>							
Office Technician 1 (1st 6 mos.)	N/A	N/A	N/A	\$23.05	\$23.80	\$24.57	\$25.37
Office Technician 2 - step 1 (next 12 mos.)	N/A	N/A	N/A	\$27.81	\$28.71	\$29.64	\$30.60
Office Technician 2 - step 2 (next 12 mos.)	N/A	N/A	N/A	\$34.27	\$35.38	\$36.53	\$37.72
Office Technician 3	N/A	N/A	N/A	\$37.92	\$39.15	\$40.42	\$41.73
Office Coordinator	N/A	N/A	N/A	\$40.39	\$41.70	\$43.06	\$44.46
Accounts Payable Office Coordinator	N/A	N/A	N/A	\$40.39	\$41.70	\$43.06	\$44.46
<b>MAIL &amp; REPROGRAPHICS UNIT</b>							
Mail Specialist Level 1 #							
1st 6 mos.	N/A	N/A	N/A	\$23.15	\$23.90	\$24.68	\$25.48
Mail Specialist Level 2							
1st 6 mos.	N/A	N/A	N/A	\$28.06	\$28.97	\$29.91	\$30.88
Thereafter	N/A	N/A	N/A	\$31.54	\$32.57	\$33.63	\$34.72
Mail Specialist Level 3							
1st 6 mos.	N/A	N/A	N/A	\$33.94	\$35.04	\$36.18	\$37.36



Thereafter	N/A	N/A	N/A	\$34.69	\$35.82	\$36.98	\$38.18
------------	-----	-----	-----	---------	---------	---------	---------

<b>*General Wage Increase (GWI)</b>	<b>% Shift Diff. Pay</b>	<b>% Cert Pay</b>	<b>% of Rate</b>	<b>4/1/2024 3.5% GWI*</b>	<b>4/1/2025 3.25% GWI*</b>	<b>4/1/2026 3.25% GWI*</b>	<b>4/1/2027 3.25% GWI*</b>
-------------------------------------	------------------------------	-----------------------	----------------------	-------------------------------	--------------------------------	--------------------------------	--------------------------------

**MAIL & REPROGRAPHICS UNIT**

Mail Room Machine Operator - Level 1							
Offset Duplicator							
Insertor Operator							
1st 12 mos.	N/A	N/A	N/A	\$28.06	\$28.97	\$29.91	\$30.88
Thereafter	N/A	N/A	N/A	\$31.54	\$32.57	\$33.63	\$34.72
Mail Room Machine Operator - Level 2							
Offset Duplicator							
Insertor Operator							
1st 12 mos.	N/A	N/A	N/A	\$36.83	\$38.03	\$39.27	\$40.55
Thereafter	N/A	N/A	N/A	\$37.61	\$38.83	\$40.09	\$41.39
Lead Machine Operator	N/A	N/A	N/A	\$42.44	\$43.82	\$45.24	\$46.71
Lead Mail Specialist							
Level 1	N/A	N/A	N/A	\$37.42	\$38.64	\$39.90	\$41.20
Level 2	N/A	N/A	N/A	\$40.61	\$41.93	\$43.29	\$44.70

**METER READING UNIT**

Meter Reader#							
1st 12 mos.	N/A	N/A	N/A	\$34.00	\$35.11	\$36.25	\$37.43
Next 12 mos.	N/A	N/A	N/A	\$35.38	\$36.53	\$37.72	\$38.95
Thereafter	N/A	N/A	N/A	\$37.54	\$38.76	\$40.02	\$41.32
Lead Meter Reader	N/A	N/A	N/A	\$42.24	\$43.61	\$45.03	\$46.49

**CUSTOMER ACCOUNTING UNIT**

Customer Account Representative							
Level 1	N/A	N/A	N/A	\$34.74	\$35.87	\$37.04	\$38.24
Level 2	N/A	N/A	N/A	\$38.43	\$39.68	\$40.97	\$42.30
Level 3	N/A	N/A	N/A	\$42.16	\$43.53	\$44.94	\$46.40
Level 4	N/A	N/A	N/A	\$45.86	\$47.35	\$48.89	\$50.48
Level 5	N/A	N/A	N/A	\$49.99	\$51.61	\$53.29	\$55.02
Lead Customer Accounting Rep							

Level 1 - 1st 6 mos.	N/A	N/A	109.0%	\$49.99	\$51.61	\$53.29	\$55.02
Level 2 - Thereafter	N/A	N/A	116.0%	\$53.20	\$54.93	\$56.71	\$58.56

<b>*General Wage Increase (GWI)</b>	<b>% Shift Diff. Pay</b>	<b>%Cert Pay</b>	<b>% of Rate</b>	<b>4/1/2024 3.5% GWI*</b>	<b>4/1/2025 3.25% GWI*</b>	<b>4/1/2026 3.25% GWI*</b>	<b>4/1/2027 3.25% GWI*</b>
<b>CUSTOMER SERVICE UNIT</b>							
CSR-in-Training#	N/A	N/A	70.0%	\$32.10	\$33.14	\$34.22	\$35.33
Customer Service Representative							
Level 1 - 1st 12 mos.	N/A	N/A	86.0%	\$39.45	\$40.73	\$42.05	\$43.42
Level 2 - next 6 mos.	N/A	N/A	96.5%	\$44.26	\$45.70	\$47.19	\$48.72
Level 3 - Thereafter	N/A	N/A	100.0%	\$45.86	\$47.35	\$48.89	\$50.48
Inside Field Coordinator	N/A	N/A	106.0%	\$48.62	\$50.20	\$51.83	\$53.51
Bilingual Customer Service Representative							
Level 1 - 1st 12 mos.	N/A	N/A	90.0%	\$41.27	\$42.61	\$43.99	\$45.42
Level 2 - next 6 mos.	N/A	N/A	101.0%	\$46.32	\$47.83	\$49.38	\$50.98
Level 3 - Thereafter	N/A	N/A	105.0%	\$48.16	\$49.73	\$51.35	\$53.02
Customer Energy Representative							
Level 1 - 1st 6 mos.	N/A	N/A	101.0%	\$46.32	\$47.83	\$49.38	\$50.98
Level 2 - Thereafter	N/A	N/A	106.0%	\$48.16	\$49.73	\$51.35	\$53.02
Business Services Representative	N/A	N/A	106.0%	\$48.62	\$50.20	\$51.83	\$53.51
Community Office Customer Service Representative	N/A	N/A	106.0%	\$48.62	\$50.20	\$51.83	\$53.51
Weekend Customer Service Representative	N/A	N/A	125.0%	\$57.33	\$59.19	\$61.11	\$63.10
Lead Customer Service Representative							
Level 1 - 1st 6 mos.	N/A	N/A	109.0%	\$50.00	\$51.63	\$53.31	\$55.04
Level 2 - Thereafter	N/A	N/A	116.0%	\$53.21	\$54.94	\$56.73	\$58.57
Customer Service Training Coordinator	N/A	N/A	125.0%	\$57.33	\$59.19	\$61.11	\$63.10
<b>ENGINEERING UNIT</b>							
CADD Administrator	N/A	N/A	120.0%	\$59.19	\$61.11	\$63.10	\$65.15
Lead Design Drafter	N/A	N/A	112.5%	\$55.49	\$57.29	\$59.15	\$61.07
Journeyman Drafter							
Level 1	N/A	N/A	91.0%	\$44.89	\$46.35	\$47.86	\$49.42
Level 2	N/A	N/A	96.0%	\$47.35	\$48.89	\$50.48	\$52.12
Level 3	N/A	N/A	100.0%	\$49.33	\$50.93	\$52.59	\$54.30
Apprentice Drafter							
Level 1	N/A	N/A	70.0%	\$34.53	\$35.65	\$36.81	\$38.01
Level 2	N/A	N/A	80.0%	\$39.46	\$40.74	\$42.06	\$43.43
Level 3	N/A	N/A	85.0%	\$41.93	\$43.29	\$44.70	\$46.15

Level 4	N/A	N/A	90.0%	\$44.40	\$45.84	\$47.33	\$48.87
Lead Maps & Records Coordinator	N/A	N/A	N/A	\$45.30	\$46.77	\$48.29	\$49.86

<b>*General Wage Increase (GWI)</b>	<b>% Shift Diff. Pay</b>	<b>% Cert Pay</b>	<b>% of Rate</b>	<b>4/1/2024 3.5% GWI*</b>	<b>4/1/2025 3.25% GWI*</b>	<b>4/1/2026 3.25% GWI*</b>	<b>4/1/2027 3.25% GWI*</b>
<b>ENGINEERING UNIT</b>							
Maps & Records Coordinator#							
Level 1	N/A	N/A	N/A	\$26.18	\$27.03	\$27.91	\$28.82
Level 2	N/A	N/A	N/A	\$29.59	\$30.55	\$31.54	\$32.57
Level 3	N/A	N/A	N/A	\$34.26	\$35.37	\$36.52	\$37.71
Level 4	N/A	N/A	N/A	\$40.27	\$41.58	\$42.93	\$44.33
Level 5	N/A	N/A	N/A	\$43.04	\$44.44	\$45.88	\$47.37
Street Lighting Specialist							
1st 6 mos.	N/A	N/A	N/A	\$26.18	\$27.03	\$27.91	\$28.82
2nd 6 mos.	N/A	N/A	N/A	\$30.00	\$30.98	\$31.99	\$33.03
Thereafter	N/A	N/A	N/A	\$35.29	\$36.44	\$37.62	\$38.84

**ENERGY EFFICIENCY UNIT**

Energy Efficiency Program Consultant - Level 1							
1st 12 mos.	N/A	N/A	N/A	\$39.57	\$40.86	\$42.19	\$43.56
2nd 12 mos.	N/A	N/A	N/A	\$42.88	\$44.27	\$45.71	\$47.20
3rd 12 mos.	N/A	N/A	N/A	\$47.01	\$48.54	\$50.12	\$51.75
Thereafter	N/A	N/A	N/A	\$49.48	\$51.09	\$52.75	\$54.46
Energy Efficiency Program Consultant-Level 2	N/A	N/A	N/A	\$55.51	\$57.31	\$59.17	\$61.09

**POWER SCHEDULING UNIT**

TBD

## BOOT AND TOOL ANNUAL ALLOWANCE

<b>CBA Ref</b>	<b>Classification</b>	<b>Boot</b>	<b>Tool</b>
8.1.12	Journeyman Lineman & Apprentice Classifications	\$550	
8.1.12.1	Line Helper Classifications	\$400	
8.2.14	Substation Unit	\$550	
8.4.3	Foreman <sup>1</sup>	\$400	\$1000
8.4.3	Certified Welder Fabricator Specialist <sup>1</sup>	\$400	\$1000
8.4.3	Senior Bodyman-Painter <sup>1</sup>	\$400	\$1000
8.4.3	Senior Outside Service Mechanic <sup>1</sup>	\$400	\$1000
8.4.3	Personnel Lift Foreman <sup>1</sup>	\$400	\$1000
8.4.3	Journeyman Mechanic <sup>1</sup>	\$400	\$1000
8.4.3	Tire & Battery Specialist <sup>1</sup>	\$400	\$1000
8.4.3	Fabricator-Welder <sup>1</sup>	\$400	\$1000
8.4.3	Bodyman-Painter <sup>1</sup>	\$400	\$1000
8.4.3	Garage Helper <sup>1</sup>	\$400	\$1000
8.4.3	Apprentice Mechanic <sup>1</sup>	\$400	\$1000
8.4.3	Fleet Mechanic Trainee <sup>1</sup>	\$400	\$1000
8.4.4	Parts Specialist		\$400
8.4.4	Sr. Parts Specialist		\$400
8.5.2.1	Meter Unit	\$550	
8.6.1.2	Maintenance Mechanic Classifications		\$550
8.6.1.2	Landscape & Grounds Inspector	\$400	
8.6.2.7	Custodial Classifications	\$300	
8.7.4	Warehouse Unit	\$400	
8.9.2	Generation Unit	\$400	
8.10.3	Communication Unit	\$550	
8.14.5	Meter Reader Unit	\$550	
8.16.3	CSRs working field area	\$400	
8.16.3.1	CSRs being trained to work in field area	\$400	
8.18.9	Water Unit	\$400	
8.20.4	Energy Efficiency Unit	\$400	

<sup>1</sup> Note: Receipt of annual allowance contingent upon inventory submittal March 31 of each year.

## **ARTICLE 10**

### **OVERTIME AND CALL OUT GUIDELINES BY UNITS**

The following overtime and call out rules shall apply to all employees in all units in addition to the unit-specific special working rules:

#### **10.0.1 ADMINISTRATION**

Supervisors and affected employees, known as the applicable "Committee", will collaboratively develop and administer guidelines by unit for fair and equitable distribution of call out or planned overtime that best serves customer needs. The Committee will have equal representatives from the Union and District and may also include guests from other groups and/or a facilitator from Human Resources. To that end these groups will periodically review these procedures. The only method for changing these guidelines will be by Letter of Agreement (LOA).

#### **10.0.2 CALL OUT LIST(S) MAINTENANCE**

Unless otherwise specified, Call Out List(s)/Evergreen List(s) will be maintained by the District/ARCOS by classification and will be rank ordered based on seniority and the latest reporting of overtime hours worked. The ARCOS ordering is updated on the first Wednesday after a payday. Employees will be called out by classification with employees with the lowest overtime hours being called first.

#### **10.0.3 DECEMBER 16 CALL OUT LIST(S) ZEROING OF HOURS**

Unless otherwise specified, at 00:00.01 on December 16<sup>th</sup> all hours on the Call Out List(s) for each employee will revert to zero (0). The overtime call out ranking will revert to seniority order and will run for two (2) weeks. After the first of the new calendar year, the Call Out List(s) will reflect call out order by overtime hours beginning with the first Wednesday after the first payday.

#### **10.0.4 EMPLOYEES ON LEAVE**

Unless otherwise specified, an employee who has been removed from the list for any legally protected reason (such as but not limited to L&I, FMLA, etc.), or Administrative Leave, and returns to work will keep their existing hours. If they have been off for other than those reasons above listed, after ninety (90) calendar days, they will be averaged into their classification upon their return.

### **10.1 LINE UNIT**

#### **10.1.1 BOUNDARIES**

- (a) For regular call outs, headquarters shall have designated boundaries/borders. The employees at the bid headquarters will be called first, then from the "sister" headquarters, and then from the Out-of-Area List.

Definitions as they relate to boundaries:

- (i) Sister Headquarters  
Everett and Lynnwood

Arlington and Stanwood (North County)  
Monroe and Snohomish

(ii) Call Out

Regular call out rules apply.

(iii) Localized Assist Call Out

Regular call out rules apply for two ARCOS cycles; after the second ARCOS cycle has finished, no boundaries apply (without an "all hands call out").

(iv) Call out after an "All Hands" call out

No boundaries apply.

(v) Major Emergency/Localized Event

No boundaries apply.

(b) When there are more unassigned jobs than there are available crews in a headquarters/area, all General Foremen and Storm Managers will meet to determine if borders need to be dropped in a given headquarters/area.

(i) The General Foremen and Storm Managers will consider job size, complexity, weather, and customer service.

(c) A communication will be sent to all employees of the Line Department, stating the borders have been dropped.

(d) When borders are dropped, Extension of the Day will no longer apply in the headquarters/area where the borders are dropped.

(i) [Section 7.4.4](#) will apply:

When borders are dropped and the crews are finished, they will be paid Travel Time.

(e) In the headquarters/area where the borders are dropped, any employee within the Line Department, who is eligible to work, can call Crew Dispatch and will be given the opportunity to work.

(f) When the event winds down, all General Foremen and Storm Managers will meet again to determine when to reinstate the borders.

(g) When the borders are reinstated, a communication will be sent to all employees of the Line Department, stating the borders have been reinstated.

### 10.1.2 CALL OUTS FOR OTHER HEADQUARTERS

Employees may be placed on additional Call Out List(s) for headquarters other than their own. To be on the additional list(s), the employee must be able to report to the headquarters within one (1) hour of being called. The determination of an employee's ability to respond within one hour will be based on the employee's residence listed in Employee Central to the reporting Headquarters. This will be based on Google Maps or MapQuest websites. As long as one of these websites lists the employee's travel time at no more than one (1) hour, the employee is eligible to be placed on that Call Out List. When called out, the employee will use their own vehicle to drive directly from their home to the Headquarters they've been called out for, [Subsection 8.1.17](#) will apply.

### 10.1.3 CALL OUT LIST(S) MAINTENANCE

It is the employee's responsibility to make sure they are on the list(s) they qualify for and wish to be on.

**10.1.4 PLANNED OVERTIME**

- (a) Once a crew has been assembled for scheduled overtime work using a Call Out List, that crew will be reassembled if a new Call Out List is prepared prior to their assignment.
  - (i) ECC receives request for crew from a Serviceman.
    - (a) ECC calls Crew Dispatch to check with each Foreman working to see if they are within two (2) hours of completing their current work.
    - (b) For those crews that answer yes to being within two (2) hours of being done, Crew Dispatch will release those crew members from ARCOS (making the employee available).
      - (i) Crew Dispatch will then contact ECC to give the approval to launch an ARCOS call out.
  - (ii) ECC will initiate an ARCOS call out for the identified crew work.
    - (a) If the call out is filled, no further Crew Dispatch involvement is needed.
    - (b) If needed, ECC will run the call out a second time, per existing Call Out Guidelines.
    - (c) If the second call out does not fill the required crew structure, ECC will turn the work over to Crew Dispatch to continue to try and fill the call out.
      - (i) Crew Dispatch will make the following determination for assigning the trouble call:
        - (a) If the response results in a minimum of a C Crew, Crew Dispatch will call existing crews currently working on planned overtime to fill the remaining crew structure needs. At the completion of the trouble call, the borrowed resources would then return to their scheduled crew or would then go home.
        - (b) If the response results in less than a C Crew, Crew Dispatch will pair up respondents with the most appropriate existing crew already out working the scheduled work. The employees who accepted the ARCOS call out will be released once the trouble call is complete. Depending on the length of the trouble call, the scheduled crew may or may not return to their

planned work.

#### **10.1.5 CALL OUT LIST(S) – PLACEMENT OF NEW EMPLOYEE(S)**

New, regular status employees, including employees moving into a new classification from another unit (e.g., a Meter Reader moving to a Line Helper or a Meter Reader filling a temporary Line Helper bid) will be averaged into the list for their classification for their bid headquarters.

- (a) New temporary status employees will be put on the “All Hands Call Out List”, not the regular Call Out List(s) and will not take upgrades. If they are working on a crew that goes into overtime to complete a job, they may continue to work with the crew on overtime.

#### **10.1.6 CALL OUT LIST(S) – PLACEMENT WHEN CHANGING POSITIONS OR HEADQUARTERS**

- (a) All Line Unit employees who change classifications within the Line Unit and/or move to another headquarters due to a bid (temporary or regular) will “pack their hours” (take/carry those hours) with them.
- (b) All Service Unit employees who move to another headquarters within the Service Unit due to a bid (temporary or regular) will be averaged in at their headquarters.
- (c) An employee entering the Service Unit from another Unit will be averaged in at their headquarters.

#### **10.1.7 CALL OUTS – EMPLOYEES UPGRADED DUE TO VACATION, PTO, SICK LEAVE, AND/OR ESL**

Employees who upgrade due to vacation/PTO/sick leave/ESL will not be placed on the call out list for the position to which they are being upgraded; examples include:

- (a) A Lineman upgraded to a Foreman won't be placed on the Foreman Call Out List.
- (b) A Lineman upgraded to a Serviceman won't be placed on the Serviceman Call Out List.
- (c) A Line Helper upgraded to an Equipment Operator won't be placed on the Equipment Operator Call Out List.

#### **10.1.8 UPGRADE TO SERVICEMAN**

When a Lineman is working as a Serviceman, they will continue to work under Lineman work rules and are eligible to take Lineman call outs.

#### **10.1.9 STORM SERVICEMEN AND RIDERS**

Unplanned Storms:

The manager will work collaboratively with the General Foreman to attempt to pair up Linemen, Line Inspectors and Crew Coordinators, with Serviceman by bid Headquarters first, then if needed to OPS, in Line Unit seniority order. There will be times when this process will work well and sometimes when the District and General Foreman are not able to adjust the pairings. The District and the Union agree this is



not a grievance eligible issue as long as the process above was followed.

#### **10.1.10 DISPATCH LOG**

ARCOS will typically be the platform used to call out crews. When ECC and/or Crew Dispatch are used and the called employee doesn't answer the phone call, the Operator/Dispatcher will leave a message (if the phone number's voicemail is setup and allows for messages). The voicemail will state the time called and the reason for the call. ECC and/or Crew Dispatch will log call out results and will note by employee the call out order, time of call, and response as follows:

No	Employee answered the phone and declined the call out
NA	The employee did not answer the phone
LM	Left message on the employee's voicemail

When an employee gets a manual call and they cannot respond to/accept the call out, the employee will call back and let the Operator/Dispatcher know their availability status. The District will then call the next person.

#### **10.1.11 EMPLOYEE(S) MOVING TO COMMUNITY OFFICE(S) ON A TEMPORARY BASIS**

Employees transferring to a Community Office on a temporary basis (i.e., without a bid) will be placed on the Call Out List of that headquarters as follows:

- (a) When transferring to the Community Office for less than five days, they will not be placed on the headquarters/sister headquarters Call Out Lists for the Community Office they transferred to.
- (b) When transferring to the Community Office for five (5) days or more (but less than thirty (30) days), they will be placed at the bottom of the headquarters/sister headquarters Call Out Lists and will maintain their same position on their bid headquarters Call Out List.
- (c) When transferring to a Community Office through the formal bid process, refer to [Subsection 10.1.7](#) above.

#### **10.1.12 FLAGGING POOL**

The District is no longer utilizing the Flagger classification. Should the role be filled again in the future, Flagging Pool guidelines will be jointly developed by both the Union and the District.

#### **10.1.13 PHONE NUMBERS**

Two (2) contact numbers will be required per employee on the Call Out List. It's ok to have the same phone number listed twice.

#### **10.1.14 SNOW AND ICE REMOVAL**

- (a) Operations Center:

Outside of day shift hours, ECC staff will notify the Facilities Department and the Major Equipment and Yard Lead per the departmental Call Out List(s)/procedures. Facilities and the Major Equipment and Yard will collaboratively assess the need for additional employee(s)/resources to assist with snow removal and sanding for the impacted sites. The Facilities Foreman will call in additional Facilities staff and the Major Equipment and Yard Lead will notify ECC to call in the appropriate number of Equipment Operators from their Call Out List to support the prompt clearing of snow and/or sanding as required.

(b) Community Office(s):

The Manager of the impacted Community Office will assess the need for resources to remove snow and sand the impacted area(s). The Community Office Manager will contact ECC to call in the appropriate personnel.

### **10.1.15 CREW AVAILABILITY**

For a trouble call requiring a Line crew:

(a) Before completion of work:

- (i) In order to better serve our customers, when ECC is preparing to launch another call out in a specific geographical area, they will make an attempt to contact every Foreman currently working a call out in that area to determine if they are within two hours of completing their current job.
  - (a) The Foreman will make an attempt to contact ECC when they are within two hours of completing the job.
  - (b) If a Foreman confirms job completion is within two hours, that additional job will be assigned to that crew.
- (ii) In order to better serve our customers, when ECC is preparing to launch a call out in another area, ECC will make an attempt to contact every Foremen currently working to determine if they will be finished within one hour and will wait for 10 minutes after the call to the Foreman before releasing the call in ARCOS.
  - (a) If they will finish within one hour, those employees can make themselves available in ARCOS for other call outs.
  - (b) Employees will not take a call if they are more than one hour from completing the job. If, for some reason, the job needs to be extended beyond one hour, the employee or the Foreman will call ECC to take themselves off the call out they just accepted so ECC can launch a new call to replace the employee on the new call.

(b) After completion of work:

- (i) When the crew returns to headquarters after completion of OT

work:

- (a) The employee takes full responsibility to update their status in ARCOS.
- (b) ECC can be used as a backup, upon request, because of app malfunction and/or cell coverage issues.

#### **10.1.16 EXTENSION OF THE WORKDAY**

Before the last half hour of the employee's shift, work can be accepted by a foreman and crew. This crew is limited to only this one job, however, if within two (2) hours of completion ECC releases the crew members to ARCOS, they are eligible to accept other jobs.

Within the last half hour of an employee's shift crews are assembled by appropriate call out list. These crews may continue working this and other jobs if they can complete their current work within two hours.

Upgrades will be in effect until the end of the employee's normal workday. In the event the crew goes into overtime, this will be considered an extension of the employee's workday, and the upgrade will be in effect until the employee is released or until the job is completed.

#### **10.1.17 USE OF THE CALL OUT LIST(S)**

Once the crew has been filled, if additional employee(s) are needed, then the call out will start again at the top of the applicable Call Out List.

#### **10.1.18 REDISTRIBUTED WORK**

When a headquarters needs to redistribute work to another headquarters, whether because of workload, staffing, etc., the manager, General Foreman and Foreman of the headquarters where the work originated will meet to decide if/when to redistribute the work to another headquarters, with the ultimate decision being made by the manager of the headquarters asking for the work to be redistributed. When the work has been redistributed to another headquarters, all overtime and resources will be at the discretion of the manager accepting the redistributed work.

#### **10.1.19 VACTOR**

- (a) Regardless of time of day and time of year, the District will call out two (2) tanker endorsed, vactor trained Operators; one (1) from the Vactor Chain and one (1) from the Vactor Assist Chain.
- (b) In the Foreman's assessment, after vactor work is completed and no other vactor work remains to be done, the Foreman may release the employee(s) to leave that worksite and/or be relieved once any equipment has been returned to its rightful place.

#### **10.1.20 WIRE STRINGING TRAILER AND ROPE TRUCK**

- (a) The Wire Stringing Trailer requires two (2) qualified Operators who are crane certified.
- (b) When the Rope Truck goes out with the Wire Stringing Trailer, it requires a 3rd qualified Operator.

**10.1.21 POLE TRUCK**

Operating the Pole Truck requires two (2) qualified employees with small crane certification and a pilot car license.

**10.1.22 MEDIUM CRANE**

Operating the Medium Crane requires two (2) qualified employees with medium crane certification.

**10.1.23 MAJOR EQUIPMENT AND YARD CHAIN**

Operators for the following equipment will utilize the Major Yard Chain during a call out:

- (a) Overhead pulling equip
- (b) Medium crane
- (c) Bulldozer
- (d) Track hoe
- (e) Pole Truck

**10.1.24 ARC TRAILER**

(a) Crew will consist of:

- One (1) Journeyman Lineman as the Speaker
- Four (4) Journeymen Linemen as crew members\*
- Two (2) Journeymen Wiremen as crew members

\*If necessary, the crew can operate with three (3) Journeymen Linemen, but for safety reasons and to help with setup and takedown, the ideal number is four (4) Journeymen Linemen.

(b) If a crew is scheduled for an Arc Trailer demonstration and a Journeyman Lineman is unable to attend, the crew will determine if a fourth Lineman is needed and if there's ample time for a called-out Lineman to arrive. Once it's decided an additional Lineman is needed, the Lineman who takes the switching order, or the Speaker, will initiate a call out through ECC for an "Arc Trailer Trained" Journeyman Lineman.

(c) If a crew is scheduled for an Arc Trailer demonstration and a Journeyman Wireman is unable to attend, the fourth Lineman will assist the attending Wireman.

**10.1.25 SERVICEMEN CALL OUT GUIDELINES**

Call a second Serviceman for:

(a) House fires

Fire trucks are in the way of the pole and Serviceman will have to climb the pole. When it is U/G we need two (2) Servicemen for the extreme conditions due to the fire hazards, also help with finding U/G equipment and disconnecting possibly in U/G transformer.

(b) Car Pole with an outage and/or pole down

Switching, clearing pole out of the road for traffic making it safe for the public. Helping make scene safe for police and fire so they can get to the driver of the vehicle. Having one (1) Serviceman on each side of the accident in case road is blocked.

(c) Car hit U/G equipment

Help put transformer or device back on vault. Assist in making scene safe for the public. Help assist in switching U/G elbows to deenergize equipment.

(d) U/G outages

Assist if needed to get into transformer to test cable. Help change out squids. Help find U/G equipment when it is buried and not accessible.

This would be for known primary UG outages & more than two plus (2+) customers.

\*\* (1-2 customers out/Serviceman discretion).

(e) Large outages

Help run out outage from multiple directions. Assist in clearing out fault that caused outage. Assist in switching to restore power as efficient as we can. For patrolling at night see [WAC 296-45-385\(16\)](#).

(i) When calling out for patrolling at night – one (1) hour prior to sunset.

(f) Tree in the line with an outage

Assist in switching if too dangerous to remove while energized. Assist clearing object from primary when safe to do so. Help clearing road so public can safely get through roadway.

(g) Busy roads

Help with traffic control/safety.

### **10.1.26 LEAD/FOREMAN RESPONSIBILITY**

Leads/Foremen must in good faith consider verbal or written reports of hazardous conditions and shall, as soon as practicable, investigate and remedy such conditions, if warranted.

### **10.1.27 MUTUAL AID ELIGIBILITY**

- (a) Mutual Aid volunteers must have an active/current CDL; including his/her medical card, for the duration of the Mutual Aid assignment, from the date of departure but, in no case, less than thirty calendar days.
- (b) Prior to accepting the call out, the employee must be able to accept the job for the duration of the proposed assignment.
- (c) Prior to accepting a Mutual Aid assignment, the employees in the Line Training, Line Inspection and Crew Coordinator Departments must first receive approval from their manager. The maximum amount of these employees who can accept a Mutual Aid assignment is <50% of the respective department.
- (d) Employees within their probationary period with the District are ineligible for a Mutual Aid call out.
- (e) Employees on a continuous leave of absence will not be contacted to participate in a Mutual Aid opportunity.
- (f) If the employee is not at work, the District will attempt to contact the employee via the contact information available. The District will grant a 30 minute response time before calling the next employee on the Mutual Aid List.

**10.1.28 MUTUAL AID CALL OUT LIST (“MUTUAL AID LIST”)**

- (a) The separate and current Mutual Aid Call Out List (“Mutual Aid List”), that was established under the September 28, 2017 LOA ,will be used to create the new administration of the Mutual Aid List, as voted on by members in Fall of 2021. The order of each employee will carry over to establish the new administration of the Mutual Aid List.
- (b) The administration of the Mutual Aid List will be opportunity-based, rather than hours-based. The “Hours Worked” column will no longer exist.
- (c) The administration of the Mutual Aid List will only apply to permanent bids.
- (d) When a need for mutual aid arises, employees will be contacted in order, starting at the top of the Mutual Aid List, based on classification. Each call out for mutual aid will start at the top of the list.
- (e) After an employee accepts and completes a mutual aid call out, they will be placed at the bottom of the Mutual Aid List.
- (f) Hours worked on mutual aid will be added to the relevant Evergreen List(s).
- (g) In the event an employee declines a mutual aid opportunity, this choice will not affect the employee's placement on the Mutual Aid List. No change will occur.
- (h) New hires, after they have completed their probationary period with the District, will be added to the bottom of the Mutual Aid List.
- (i) Line Apprentices who complete their seventh step and conclude their Journeyman Lineman Apprenticeship will be placed on the bottom of the Mutual Aid List.
- (j) Should Servicemen be requested, Servicemen, using the Servicemen section of the Mutual Aid List, shall be paired with Linemen using the Linemen section of the Mutual Aid List.
- (k) Should an employee change classifications, the employee will be placed at the bottom of the relevant Mutual Aid List.
- (l) If the employee is at work when the call out is made, the District will make the following efforts to reach the employee:
  - (i) Contact through the Crew Foreman
  - (ii) Contact through the Energy Control Center
  - (iii) Contact through Station 2

The District will grant a thirty (30) minute response time before contacting the next employee on the Mutual Aid List.

**10.1.29 RELEASE ORDER – MAJOR EMERGENCIES**

When determining release for staggered REST during Major Emergencies, release of crews currently working will be based on the following:

- (a) Asking for volunteers
- (b) Reverse Foreman seniority (least to most)

**10.1.30 LINE AND SERVICE CALL OUT CHAINS****10.1.30.1 FOREMAN CHAIN**

1. HQ Bid Foreman (evergreen)

2. Sister Bid Foreman (evergreen)
3. HQ Out-of-Area Foreman (evergreen)
4. HQ Bid Lineman (seniority)
5. Sister Lineman (seniority)
6. HQ Out-of-Area Lineman (seniority)
7. Districtwide Foreman (evergreen)
8. Districtwide Lineman (seniority)
9. HQ Bid Senior Serviceman (seniority)
10. Sister Serviceman (seniority)
11. HQ Out-of-Area Serviceman (seniority)

#### **10.1.30.2 LINEMAN CHAIN**

1. HQ Bid Lineman (evergreen)
2. Sister Bid Lineman (evergreen)
3. HQ Out-of-Area Lineman (evergreen)
4. HQ Bid Foreman (evergreen)
5. Sister Bid Foreman (evergreen)
6. HQ Out-of-Area Foreman (evergreen)
7. HQ Bid Serviceman (evergreen)
8. Sister Bid Serviceman (evergreen)
9. HQ Out-of-Area Serviceman (evergreen)
10. Districtwide Lineman (evergreen)
11. Districtwide Foreman (evergreen)
12. Districtwide Serviceman (evergreen)

#### **10.1.30.3 SERVICEMAN CHAIN**

1. HQ Bid Serviceman (evergreen)
2. Sister Bid Serviceman (evergreen)
3. HQ Out-of-Area Serviceman (evergreen)
4. HQ Bid Lineman (seniority)
5. Sister Bid Lineman (seniority)
6. HQ Out-of-Area Lineman (seniority)
7. HQ Bid Foreman (evergreen)
8. Sister Bid Foreman (evergreen)
9. HQ Out-of-Area Foreman (evergreen)
10. Districtwide Serviceman (evergreen)
11. Districtwide Lineman (seniority)
12. Districtwide Foreman (evergreen)

#### **10.1.30.4 EQUIPMENT OPERATOR CHAIN**

1. HQ Bid Equipment Operator (evergreen)
2. Sister Bid Equipment Operator (evergreen)
3. HQ Out-of-Area Equipment Operator (evergreen)
4. HQ Line Helper (seniority)
5. Sister Line Helper (seniority)

6. HQ Out-of-Area Line Helper (seniority)
7. HQ Bid Lineman (evergreen)
8. Sister Bid Lineman (evergreen)
9. HQ Out-of-Area Lineman (evergreen)
10. HQ Bid Foreman (evergreen)
11. Sister Bid Foreman (evergreen)
12. HQ Out-of-Area Foreman (evergreen)
13. HQ Bid Serviceman (evergreen)
14. Sister Bid Serviceman (evergreen)
15. HQ Out-of-Area Serviceman (evergreen)
16. Districtwide Equipment Operator (evergreen)
17. Districtwide Line Helper (seniority)
18. Districtwide Lineman (evergreen)
19. Districtwide Foreman (evergreen)
20. Districtwide Serviceman (evergreen)

#### **10.1.30.5 HELPER CHAIN**

1. HQ Bid Entry Helper (evergreen)
2. Sister Bid Entry Helper (evergreen)
3. HQ Out-of-Area Entry Helper (evergreen)
4. HQ Bid Equipment Operator (evergreen)
5. Sister Bid Equipment Operator (evergreen)
6. HQ Out-of-Area Equipment Operator (evergreen)
7. Districtwide Apprentices (evergreen)
8. HQ Bid Lineman (evergreen)
9. Sister Bid Lineman (evergreen)
10. HQ Out-of-Area Lineman (evergreen)
11. HQ Bid Foreman (evergreen)
12. Sister Bid Foreman (evergreen)
13. HQ Out-of-Area Bid Foreman (evergreen)
14. HQ Serviceman (evergreen)
15. Sister Serviceman (evergreen)
16. HQ Out-of-Area Serviceman (evergreen)
17. Districtwide Helpers (evergreen)
18. Districtwide Equipment Operator (evergreen)
19. Districtwide Lineman (evergreen)
20. Districtwide Foreman (evergreen)
21. Districtwide Serviceman (evergreen)
22. Notifiers and Tree Trimmers as Flaggers (evergreen)

#### **10.1.30.6 MAJOR EQUIPMENT AND YARD VACTOR CHAIN**

1. Bid Vactor Operators
2. Major Equipment and Yard Operators
3. Major Equipment and Yard Qualified – Upgradeable
4. Districtwide Vactor Qualified Equipment Operators (seniority)



**10.1.30.7 VACTOR ASSIST CHAIN**

1. Major Equipment & Yard Operators
2. Major Equipment & Yard Operators
3. Major Equipment & Yard Qualified – Upgradeable
4. Major Equipment & Yard Qualified – Upgradeable
5. District-wide Vactor Qualified Equipment Operators by Evergreen
6. Ops Bid Equipment Operators
7. Lynnwood Bid Equipment Operators
8. Ops Area Equipment Operators
9. Ops Seniority Line Helper – Upgradeable
10. Lynnwood Seniority Line Helper – Upgradeable
11. Ops Area Seniority Line Helper – Upgradeable
12. Ops Lineman – No Delay
13. Lynnwood Lineman – No Delay
14. Ops Area Lineman – No Delay
15. Ops Foreman – No Delay
16. Lynnwood Foreman – No Delay
17. Ops Area Foreman – No Delay
18. Ops Bid Serviceman – No Delay
19. Lynnwood Bid Serviceman – No Delay
20. Ops Area Serviceman – No Delay

**10.2 SUBSTATION UNIT****10.2.1 PLANNED OVERTIME**

Once a crew has been assembled for planned overtime work using a Call Out List, that crew will be reassembled if a new Call Out List is prepared prior to their assignment.

**10.2.2 UPGRADES**

Upgraded employees will not be placed on the Call Out List of the position to which they are being upgraded.

**10.2.3 DISPATCH LOG**

Call Out Coordinators will normally call out employees when needed. If the employee has a voicemail, the Call Out Coordinator will leave a message. The coordinator will state the time they are calling. Callout Coordinators will log call out results and will note by employee the call out order, time of call, and response. The call out will be logged as follows:

Yes	Employee said yes
NO	Employee said no
LM//MSG	Left message on machine
VM Full	No voicemail or full

**10.2.4 PHONE NUMBERS**

One (1) contact number will be required per employee on the Call Out List.

**10.2.5 EXTENSION OF THE WORKDAY**

- (a) Before 4:00pm, work can be accepted/given to a Foreman and crew.
- (b) At and after 4:00pm, crews are assembled by the appropriate Call Out List. These crews may continue working this and other jobs if they can complete their current work within the hour.
- (c) The Substation General Foreman (or Shop Steward) will assist the manager in dispatching necessary personnel utilizing the most current Evergreen List.

**10.2.6 USE OF THE CALL OUT LIST**

Once the crew has been filled, if additional personnel are needed then the call out will start again at the top of the Call Out List.

**10.2.7 CALL OUT COORDINATOR DUTIES**

See Call Out Coordinator Guidelines

**10.2.8 EVERGREEN LIST**

- (a) The Call Out List will be based on the Evergreen System. Employees with the lowest OT hours, within the correct classification for the work, are called first.
- (b) When two (2) or more employees have the same OT hours, the employees with the same OT hours are included on the Evergreen List in order of highest to lowest seniority.
- (c) At the start of the last half hour, if there is a call from Dispatch (or other unscheduled work that comes up), the Evergreen List will be used. Oil spills will be covered by the Apparatus shop until the end of shift (4:30pm).
- (d) New Substation employees (including apprentices) shall wait a period of six (6) months prior to being placed on the Evergreen List. New Journeymen will be rotated into the Evergreen List, within their classification, and their time/placement on the Call Out List will be averaged in.

**10.2.9 EMPLOYEE(S) WITH MEDICAL RESTRICTIONS**

If an employee is restricted from normal crew assignments due to a medical condition, they may, pending input/direction from HR/Legal, be allowed to be considered for certain types of OT depending upon the circumstances and their medical restrictions.

**10.2.10 PLANNED OVERTIME, CALL OUT AND MAJOR EMERGENCY**

When a planned overtime crew is working and another trouble call comes in, if the crew can be dispatched within one (1) hour, send the crew. If more than one (1) hour, ECC will contact the Call Out Coordinator. When work is completed:

- (1) notify Dispatch and verify no other issues are needing attention at that time;
- (2) send an email to Subcon with call out status and findings via email when call out is complete.

**10.2.11 CALL OUT OR MAJOR EMERGENCY**

- (a) Do not call ECC (Station 1) or Crew Dispatch (Station 2). They will call you as needed.

- (b) One (1) Foreman/Wireman and one (1) Relayman will be sent to substations to do troubleshooting of breakers, LTC's transformers, substation equipment and comm alarms, etc. One (1) Apprentice or one (1) Relay Trainee will be called for training/troubleshooting.
- (1) Go through the Foreman/Wireman list (twice).
  - (2) Go through the Relayman list (twice).
  - (3) Go through the Apprentice/Relay Trainee list (once).
  - (4) Upon investigation that more Substation personnel are needed, an A crew will be assembled (add Foreman, Wireman and EO).
- (c) An A crew with a Relayman and EO will be assembled immediately if an 86 Lockout Relay Trip Path Open or the substation trips offline.
- (d) Two Relaymen will be called for DA equipment including reclosers and regulators.
- (e) The Call Out Coordinator will contact the General Foreman if an A crew is assembled. The General Foreman will contact the Substation Construction and Operations Manager when an A crew is dispatched or if the scope of a two (2) person call out turns into crew work.
- (f) Two (2) Wiremen will be sent to substations to do switching for substation work or as directed by ECC, ECC monitoring with loss of fiber communications, break-ins (i.e., any doors that are open – including switch gear and panel doors, cuts/holes in fences, visible cut grounds, anything inside substation.) Open/missing GATE locks will be responded to first by Servicemen and upon investigation, two (2) Wiremen may be called out.
- (1) First, go through the Wireman list (twice).
  - (2) If no response, then go through the Foreman list (twice).
  - (3) If no response, go through the Relayman list (twice).
  - (4) Upon investigation that more Substation personnel are needed, an A crew will be assembled (add Foreman and EO).
- (g) Do not break down from Substation work (including Standby Crew) to become a Flagger, Crew Guide or Assessor unless released by the Substation Manager. If someone is already in the field working, the task needs appropriate coverage before leaving. Once appropriate coverage is obtained, then that employee can accept the storm task if within the needs of Station 2. If not, continue down the list.
- (i) Flaggers will be called out by Station 2 as needed using the Flagger Evergreen Call Out List (by District Seniority) and work with [Subsection 7.0.1](#). If released from duty, verify Station 2 knows and go home. They will call if Flaggers are needed again, so do not call them.

- (h) A Standby Crew may be assembled if needed by the General Foreman or the Substation Manager using the Evergreen List. If the Substation employee is already working overtime on an existing task and not available within one (1) hour, the employee will be exempt from being part of the Standby Crew. Continue down the list. Just because a crew is on site working overtime, that crew does not turn into the Standby Crew.
- (i) If a Standby Crew is already in the field on a trouble call when a second trouble call comes in, if the crew cannot get to the call within one (1) hour, go to the list and fill a second crew for that second trouble call. The second crew will complete their assigned trouble call, notify the General Foreman of the work being completed and that they are leaving. The Standby Crew will finish the Standby or be released by Dispatch and the General Foreman if the work is repaired, per District direction. If integrity is not restored, another Standby Crew should be assembled before the original Standby Crew leaves, to have coverage.
- (j) Crew Guide and Assessors will be called out by the Crew Guide Evergreen Call Out List (Substation & Meter employees) that the Substation/Meter Shop Managers have provided to Station 2, based on District seniority.
- (k) During a District All Hands call out, a Substation General Foreman can be used to assist coordination of the Substation crews with Station 1, Station 2, and Substation supervision.
- (l) Oil spill clean-up teams will be assembled according to the Substation Department Call Out List posted with the Oil Spill Trained Employees. If the employee is performing other related duties, that employee will be exempt unless dispatched by the Substation General Foreman during a Major Emergency.

#### **10.2.12 PLANNED OVERTIME**

- (a) The Substation General Foreman (or Shop Steward) will assist the Substation Manager in dispatching necessary personnel utilizing the most current Evergreen List.
- (b) When a crew is assigned to a particular job and it turns into an overtime situation, that Foreman and any employees working that project during regular hours have the first opportunity to work that overtime. If the regularly scheduled Wireman or Foreman are absent or unable to work, the Substation Manager will be notified, and the Substation General Foreman (or Shop Steward) will assist in dispatching the necessary personnel using the current Evergreen List.
- (c) If an overtime job is in progress and more people are required, the General Foreman (or Shop Steward) will assist the Manager in dispatching the necessary personnel utilizing the most current Evergreen List. If an additional crew is required, the General Foreman (or Shop Steward) will assist the Manager in dispatching a Foreman and a crew utilizing the most current Evergreen List.
- (d) New projects scheduled to start on overtime shall be assigned to the regularly scheduled crew. If the regularly scheduled crew cannot work the project, the

next available Foreman/Wireman shall be dispatched using the most current Evergreen List.

- (e) Whenever planned overtime work is approved, the employees routinely assigned to this work will be given the first opportunity. This work will be scheduled so that no employee is working alone.

### **10.2.13 SPECIAL CONDITIONS**

- (a) For overtime and call out purposes the Relay Trainee classification will be considered a Wireman and will be placed at the bottom of the Foreman/Wireman Evergreen List and the Wireman Evergreen List. The coordinators will call the Relay Trainee as a Wireman the second time they go through the list.
- (b) A Relay Trainee may be used in place of a Journeyman Relayman for call outs if the Lead Relayman has approved.

### **10.2.14 JOB SITE REPORTING**

#### **10.2.14.1 SCOPE**

A Substation Crew may be requested to voluntarily work under JSR, when the Substation Construction and Maintenance Manager determines that JSR is beneficial to the District. The JSR site could be any Substation (existing or new site) inside Snohomish County PUD boundaries. It is primarily used for construction or maintenance projects lasting more than two (2) weeks at locations where travel time from the Operations Center (normally paid for by the District) can justify payment of the JSR premium to an employee. These rules do not apply to any request to perform work outside the Snohomish County PUD boundaries. Job site reporting work outside of Snohomish County PUD boundaries will be negotiated with the Union prior to the actual work.

#### **10.2.14.2 JSR PROJECT VOLUNTEERS**

Staffing of the JSR projects will be in accordance with the CBA [Exhibit C](#) Substation Crew structure. The filling of the crew(s) will be with employees who only volunteer for the assignment. Staffing levels and equipment should be decided prior to the pre-construction meetings (see "Availability for JSR Duty" below).

A JSR/Evergreen List will be maintained by the department's Office Tech or backup, who will track all days spent on JSR (of all Substation classifications), updated and posted at the same time as the Overtime Evergreen List (a Shop Steward may modify the list for Call Out Coordinators working rules). At the beginning of the fiscal year or December 16<sup>th</sup> all classifications will be placed back to zero. New full-time employees will be averaged into the List as they pass their probationary period. New JSR projects will be offered to the Foreman in order of the JSR/Evergreen List. If no Foreman volunteers, the Department Manager will offer a Foreman position to the Journeyman Wireman. All classification upgrades (e.g., Foreman upgrades or Welders) will be offered by seniority. If there are not enough volunteers to make the minimum crew, the project will not be designated to use JSR.

The crew members normally assigned to the Foreman who accepted the JSR will receive the first opportunity to accept the JSR assignment. A crew member can decline

the opportunity for JSR even if the Foreman accepts. The replacement for a crew member that declined the JSR assignment will be offered to a Journeyman Wireman in the order of the JSR/Evergreen List. If employees' hours are equal, it will be offered in Journeyman seniority order.

#### **10.2.14.3 STAFFING FOR JSR TO COVER VACATION AND/OR ILLNESS**

If a Foreman currently working at a JSR project takes approved leave of two (2) days or less, the senior Journeyman on the crew will be upgraded to Foreman. If an employee currently working on a JSR project takes approved leave of three (3) to four (4) days with notice, another employee will be selected to JSR and receive JSR premium, replacing classification with classification if possible. The employee replacement will be selected from the same schedule as the current job. (For example, if an employee needs to be replaced on a Thursday and Friday, the replacement will have a Tuesday through Friday schedule).

If an employee takes approved leave for four (4) or more days, another employee will be selected to JSR and receive JSR premium, replacing classification with same classification if possible. The backfill will switch their schedule to follow the same schedule as the current job. A backfill for the upgraded employee will be selected to JSR and receive JSR premium. The Evergreen List will be used for backfilling JSR projects. Foreman-in-Training (FIT) upgrades will follow the FIT guidelines document.

#### **10.2.14.4 JSR PROJECT SUSPENSION**

JSR projects maybe be split (or suspended for our crew) as the project may need the crew offsite for a contractor to perform their work.

Example: JSR crew demos an existing District's Substation, assists in islanding the yard for the contractor to perform their work, and then returns to normal work duties until the contractor has completed their work.) The JSR crew that started the project returns to the site and finished the project. Other reasons to suspend a JSR project may include the lack of materials, emergency, storm season support and/or an all-hands call by the District.

#### **10.2.14.5 AVAILABILITY FOR JSR DUTY**

The Substation Construction and Maintenance Manager may staff up the JSR project to meet the needs of the project. If conditions meet the criteria of the CBA 8.2.4, the Foreman with seniority will be upgraded to Heavy Crew Foreman. Welders, extra wireman, and equipment operators may be added to the JSR project to expedite the project schedule. They do accrue JSR days/hours worked if they are expected to show up on site at the scheduled start time and will be paid the JSR premium. Extra personnel who are not job site reporting may be added to the crew as required to perform duties to assist with the project. Those employees would work their normal schedule reporting to the substation shop at the Operations Center with no JSR premium.

Apprentices may be added to a JSR project when approved by the Wire Apprentice subcommittee. Apprentices are not guaranteed to be used for JSR and may be used as runners for the project. Staffing apprentices for JSR will be decided by the JATC

Substation representative and General Foreman. Apprentices only allowed to work 80 days on JSR has been removed.

Crew members volunteering to work a JSR project (collecting JSR premium) will not be eligible to take other job assignments (even if overtime or an upgrade is involved) that impacts the JSR project. It is the employee's responsibility when assigned to a JSR project to turn down call outs that are likely to cause overtime or rest affecting the JSR project. As an example, a crew is working four (4) ten (10) hour days Monday through Thursday on a JSR project. An employee receives a call from the Call Out Coordinator Thursday evening where the work would cause them to be out past 10:00pm. The employee may accept that call out, since the JSR project is not scheduled for the following day. However, if the call from Call Out Coordinator occurred on Wednesday causing them to be out past 10:00pm, the employee shall not accept the call out. Employees on a JSR project may accept a call once they have been called a second time for the call out.

Upgrades pertaining to specialty positions (Welding, General Foreman, Wireman Support Specialist) must be filled even if the backfill is on a JSR project. (Example: If there is a welding project at another station other than the JSR project they may be moved to complete the special work assignment)

Crew members will not be removed from a JSR project for training or meetings unless directed by the manager. Mandated safety training to guarantee the employee's proficiency on the job will be scheduled around the JSR project, if possible, but it is understood that some mandated safety training may interrupt the JSR project.

If employee(s) on a JSR project are requested to report to their regular headquarters for special meetings or other business reasons, they will not receive JSR premium for that day.

#### **10.2.14.6 JSR PROJECT STAGING**

Vehicles, water, and portable sanitary facilities will be available to the JSR project when implemented. These will be staged prior to the actual reporting to the JSR project site accruing JSR working days. This includes the Foreman's van, and other vehicles, equipment, materials, safety equipment, and tools as needed. The need for a Job Shack should be discussed during the pre-construction meeting.

#### **10.2.14.7 JSR PROJECT DAYS WORKED**

JSR days worked will follow all classifications inside the Substation Unit, even when their classification changes or they accept a new position during the year.

Example: A Journeyman Wireman accepts a full-time Foreman position during the year, their JSR days worked will follow them to the new position. Same way an upgradeable Apprentice (or becoming a Journeyman Wireman) during the year, the JSR days/hours follow the employee. All JSR projects will be filled with permanent full-time Substation employee(s). If there are temporary employee(s), they may only accept a JSR assignment after all other regular, full-time Substation employee(s) decline the JSR assignment.

**10.2.14.8 OVERTIME COMMITTEE**

The Overtime Committee will review application of JSR and issues that might arise. Committee members will be chosen by District Management and by the Union. If there are any CBA issues involved, the Substation department Shop Steward will be added to the committee meetings.

**10.3 SERVICE UNIT**

See [Section 10.1](#).

**10.4 TRANSPORTATION UNIT****10.4.1 SAFETY**

Safety First! Be mindful of yourself and coworkers, we are all expected to work safely and look out for one another. Remember we all have stop work authority! See something say something!

**10.4.2 OVERTIME COORDINATOR**

The Overtime Coordinator will be responsible for keeping an accurate log of all overtime in the Transportation department. Additional duties assigned to the Overtime Coordinator include:

- (1) Move all magnets on Call Out Board to "no" on Monday
- (2) Coordination with Senior Foreman and Fleet Maintenance & Operations Manager
- (3) Deliver a copy of the Weekend Call Out List to Fleet Maintenance & Operations Manager
- (4) Send ECC notification of the Weekend Call Out List that was posted by Thursday

**10.4.3 LOG MAINTENANCE**

The overtime log will be maintained weekly and will reflect all overtime and comp time hours (year-to-date) per employee from December 16<sup>th</sup> to the following December 15<sup>th</sup> (fiscal year). On December 16<sup>th</sup>, each employee starts with zero hours. The first call out of the new year will go to those employees with the highest seniority in their classifications.

**10.4.4 WEEKEND CALL OUT BOARD**

Each employee is responsible for using the Overtime Call Out Board to indicate if they are available for weekend work. This must be completed by 2:00pm on Wednesday of every week. If the employee places a "yes" by their name, they must be willing to be on call for the weekend. If a holiday falls on a Monday, the employee will have until 2:00pm on Thursday to indicate their availability. Other adjustments may be made on holiday weeks depending on what day the holiday falls on.

Employees need at least six (6) month's experience in Transportation before being eligible for the Overtime Call Out List. Mechanics must be at the Utility level before being eligible for weekend call outs.



The Parts room will store the Mechanic call out phone. It is the responsibility of each call out employee to get their cellphone before the weekend and return it back to the Parts room the first working day of the week.

For weeks when special events occur (safety meeting week, Safety Days week, holidays), employees assigned to the Call Out Board are expected to be on call during the special event(s) to cover the hours when the shop is closed.

#### **10.4.5 FOREMEN OVERTIME**

The three (3) Foremen will handle all duties in the Foreman classification. If all three (3) Foremen decline, the relief Foreman with the highest seniority will have an opportunity to fill in.

#### **10.4.6 WEEKEND CALL OUTS AND EMPLOYEE RESPONSIBILITIES**

The on-call Foreman, #1 Mechanic, and Parts Specialist will receive standby pay as per the CBA. While signed up for one (1) of the three (3) positions listed above, it is the employee's responsibility to be available when called. If a hardship occurs and the employee cannot meet the call out terms, the employee must inform the on-call Foreman and transfer the cell phone to the employee relieving them of duty.

When the Foreman gets a call, the Foreman will determine who needs to be called out (Mechanic, Helper, Tire man, etc.). The Foreman will call all available employee phone numbers and, if necessary, will leave a voicemail. If the called employee does not respond within two (2) minutes, the Foreman will move on to the next employee on the list. If the employee not responding was in one (1) of the paid standby positions (on-call Foreman, on-call #1 Mechanic, on-call Parts Specialist), the employee will forfeit the standby pay for that day. The hour will go to the person who accepted the call.

A weekend call out shift is intended to be eight (8) to ten (10) hours. If an employee is working a job that will last longer than ten (10) hours but less than 12 hours, it's okay for the employee to finish the job. After working eight (8) hours and there are more jobs to complete, the employee will call the on-call Foreman to advise them of nearing the end of their shift. The on-call Foreman will then call the next person on the list and coordinate a location to transfer the shop truck and unfinished jobs.

It's possible a ten (10) hour shift can be made up of more than one call out of short duration measured between the time of midnight to midnight.

#### **10.4.7 FOREMAN AND MECHANIC TIE-IN**

When employees are called in for a road call or for work to be performed in the shop, it is the Foreman's responsibility to send an email to the Transportation Unit's distribution list with the following information:

- (1) The job being worked
- (2) The status of the vehicle
  - (i) Include vehicle numbers, work performed, parts used and any other relevant information

It's the responsibility of the call out Foreman to ensure Faster Web has a work order to bill all notes, labor and parts. Once all relevant information is added, it's the responsibility of the call out Foreman to close the work order.

#### **10.4.8 SPECIAL PROJECTS**

All shop projects organized by a Project Lead requiring overtime hours will be coordinated through the Transportation Manager, Fleet Maintenance & Operations Manager, and Senior Foreman.

#### **10.4.9 PLANNED WEEKEND OVERTIME**

As soon as the Transportation Manager and/or Fleet Maintenance & Operations Manager is aware there will be planned weekend overtime available, an overtime signup sheet indicating the work to be performed, the number of people needed, and shift hours will be posted on the Foreman's office window. Any interested employee will need to sign up on the sheet. Every effort will be made to post the overtime signup sheet as soon as possible and have a finalized list before the end of the Thursday workday. Priority is given to the employees with the lowest amount of overtime in the needed classification(s).

#### **10.4.10 LOCALIZED EVENTS (NOT MAJOR EMERGENCIES)**

There are two (2) scenarios for localized events:

- (1) If the localized event happens on a weekend or a holiday, the Call Out Board will be utilized first. Priority will be given to those employees who have "yes" next to their name. When all the employees with "yes" next to their name have worked a shift, the other shop personnel will be called in as needed.
- (2) If the localized event happens during regular work hours, eligible employees are called in as needed, by classification, starting with the person with the lowest overtime hours. In case of a tie seniority prevails.

During a localized event, management, with the assistance of the Foreman and leads, will determine the appropriate number of employees in each classification to be on duty. Staffing levels may increase or decrease depending on shop workload and District needs.

#### **10.4.11 MAJOR EMERGENCIES**

As outlined in [Subsection 7.0.1](#), Major Emergencies are defined as any impact on the normal operations of the District's electrical and/or water systems designated at the sole discretion of the CEO/General Manager or their designee as a Major Storm. When a Major Emergency is declared, [Subsection 7.0.1](#) will take precedence over the Transportation overtime policy.

If a major storm event happens on a weekend or a holiday, the call out board will be utilized first. Priority will be given to those employees who have "yes" next to their name. When all the employees with "yes" next to their name have been assigned a shift the rest of schedule will be based on low hours. If a major storm event happens during

regular work hours, eligible employees will be scheduled based on lowest overtime hours. In case of a tie seniority prevails.

(a) Duration:

Transportation will begin to increase staffing levels as needed based on anticipated workload and increased flagging requests. The Transportation Manager and/or Fleet Maintenance & Operations Manager will be responsible for determining when the needed repairs have been resolved.

(b) Flagging:

Transportation employees who wish to flag during the Major Emergency will need supervisor approval prior to accepting a flagging request.

(c) Hours Worked:

If/when Transportation employees are utilized for flagging purposes during a Major Emergency, remaining employees in Transportation will be divided into two (2) shifts. Each shift will consist of twelve hours on and twelve hours off. This cycle will be repeated until the Major Emergency has been declared over. In the event a need arises to adjust the twelve-hour shifts, Management will do so at their discretion.

(d) Communication:

Two (2) types of communication devices are used during a Major Emergency: District radios or personal cell phones. It is the employee's responsibility to inform the Foreman of their preference for which type of device they prefer.

(e) Work to be Accomplished:

Because of the nature of a Major Emergency, and the need to keep all vehicles working, Transportation will, whenever possible, perform all needed repairs in the field. Vehicles working a Major Emergency should only be returned to the shop if they become unsafe or environmentally unsound to use in the field. Any District vehicle and crew actively involved with storm restoration is Transportation's priority. The Foreman will assign work as needed during any period of downtime which may include normal shop duties.

#### **10.4.12 MUTUAL AID ELIGIBILITY**

- (a) Mutual Aid volunteers must have an active/current CDL, including their medical card, for the duration of the Mutual Aid assignment, from the date of departure but, in no case, less than thirty calendar days.
- (b) Prior to accepting the call out, the employee must be able to accept the job for the duration of the proposed assignment.
- (c) Employees within their probationary period with the District are ineligible for a Mutual Aid call out.
- (d) Employees on a continuous leave of absence will not be contacted to participate in a Mutual Aid opportunity.
- (e) If the employee is not at work, the District will attempt to contact the employee via the contact information available. The District will grant a 30 minute response time before calling the next employee on the Mutual Aid List.

**10.4.13 MUTUAL AID CALL OUT LIST**

- (a) The separate and current Mutual Aid Call Out List ("Mutual Aid List"), that was established under the September 28, 2017 LOA, will be used to create the new administration of the Mutual Aid List, as voted on by members in Fall of 2021. The order of each employee will carry over to establish the new administration of the Mutual Aid List.
- (b) The administration of the Mutual Aid List will be opportunity-based, rather than hours-based. The "Hours Worked" column will no longer exist.
- (c) The administration of the Mutual Aid List will only apply to regular bids.
- (d) When a need for mutual aid arises, employees will be contacted in order, starting at the top of the Mutual Aid List, based on classification. Each call out for mutual aid will start at the top of the list.
- (e) After an employee accepts and completes a mutual aid call out, they will be placed at the bottom of the Mutual Aid List.
- (f) Hours worked on mutual aid will be added to the relevant overtime list(s).
- (g) In the event an employee declines a mutual aid opportunity, this choice will not affect the employee's placement on the Mutual Aid List. No change will occur.
- (h) New hires, after they have completed their probationary period with the District, will be added to the bottom of the Mutual Aid List.
- (i) Should an employee change classifications, the employee will be placed at the bottom of the relevant Mutual Aid List.

**10.5 METER UNIT****10.5.1 CALL OUT LIST – PLACEMENT OF NEW EMPLOYEE(S)**

New regular status employees, including employees moving into a new classification from another unit (e.g., Meter Reader to Meter Helper bid) will be averaged into the list for their classification.

**10.5.2 CALL OUT(S) – EMPLOYEES TEMPORARILY UPGRADED**

An employee that is temporarily upgraded will not be called out to perform work of the position to which they are temporarily upgraded.

**10.5.3 PHONE NUMBER(S)**

A maximum of two (2) contact numbers will be allowed per employee on the Call Out List.

**10.5.4 RESPONSE TIME TO MANUAL CALL OUT(S)**

When an employee gets an ARCOS call and they cannot respond/accept the call out, the employee should call back and advise of their availability status. The District will then call the next employee. A one (1) minute response time will be given.

**10.5.5 EXTENSION OF THE WORKDAY**

Before 3:30pm work can be accepted by an employee working in their assigned area for that day. If the employee declines the opportunity the Call Out List will be used. At and after 3:30pm, the Call Out List will be used.

**10.5.6 USE OF THE CALL OUT LIST**

If additional employees are needed, then ARCOS will start again at the top of the Call Out List.

**10.5.7 PLANNED OVERTIME**

If a job has already been assigned to a Journeyman, they will be given the opportunity to complete it. If not, the Call Out List will be used.

**10.5.8 METER UNIT INSTRUCTIONS FOR THE ENERGY CONTROL CENTER (ECC)**

<b>Classification</b>	<b>Work</b>
Special Meterman I & II	Point of Delivery metering, Substation metering, Current diversion law enforcement assist, primary metering, co-generation metering.  If no response from Special Meterman I or II, go to Journeyman Meterman List
Journeyman Meterman	All problems associated with meters and/or current transformers, 3 phase self-contained reconnects and damaged meters, power theft, shock complaints.  Shoot the List until the call out is filled by either a Journeyman Meterman or a Special Meterman

**10.6 MAINTENANCE UNIT****10.6.1 REGULAR SHIFT HOURS**

The day shift for 4x10s (Monday through Thursday or Tuesday through Friday) is 6:00am to 4:30pm; 5x8s (Monday through Friday) is 6:00am to 2:30pm. The evening shift for 4x10s (Monday through Thursday or Tuesday through Friday) is 2:00pm to 12:30am.

**10.6.2 CALL OUT LIST**

There will be one (1) Call Out List that covers all District properties. For each planned and after-hours event, employees will be called using the Call Out List.

**10.6.3 CALL OUT LIST – PLACEMENT OF NEW EMPLOYEES**

New employees, or employees moving into a new classification from another unit, will be averaged into the Call Out List.

**10.6.4 OVERTIME CALL OUT PROCESS**

Every Thursday, the Foreman or designee will ask employees if they will be available to respond to unscheduled after-hours call outs over the weekend (Friday through Sunday). This process is intended to speed up the call out process and respond to events or emergencies quicker.

A member of the Facilities Call Out Team will contact employees when needed. If the employee doesn't answer, the caller will leave a voicemail describing the nature of the call. The employee should call back and let them know their availability status.

The Call Out List will be gone through twice and a two (2) minute response time will be given unless,

- (a) there is a risk to life/safety and/or fire, or
- (b) there is harm to critical Facilities infrastructure, or
- (c) it's after-hours (10:00pm to 6:00am), then going through the list once is acceptable

If an employee indicates to give them a call back, they may be called back after going through the list once. While talking with an employee and another employee calls back, the current conversation will be finished and, if the employee declines, the call will be accepted from the previous employee.

If the Call Out List is gone through and no one accepts the work or not enough volunteers offer to work, the team may decide to:

- (a) defer work until normal working hours, or
- (b) keep shooting the list again, or
- (c) contract the work, or
- (d) utilize other District work groups, or
- (e) use any combination of the above, or
- (f) have a Facilities employee perform the work (if qualified and safe to do so)

#### **10.6.5 OVERTIME CALL LOG**

Phone calls will be documented in the Call Out logbook and/or in a spreadsheet. The logbook will indicate the issue, time called, who responded (yes/no/voicemail), and time left.

#### **10.6.6 PHONE NUMBERS**

One (1) contact number will be required per employee on the Call Out List. It is the employee's responsibility to let the Facilities Manager know when their phone number has changed.

#### **10.6.7 EXCEPTION TO USING THE CALL OUT LIST**

When a Mechanic is working on a project such as performing repairs on HVAC, generator, UPS, etc. and overtime is needed to complete the project, the Mechanic would be able to return to finish the work before the District refers to the Call Out List.

#### **10.6.2 CUSTODIAN CLASSIFICATION**

##### **10.6.2.1 REGULAR SHIFT HOURS**

The day shift is 7:00am to 3:30pm Monday through Friday and the evening shift is 4:00pm to 12:30am Monday through Friday.

#### **10.6.2.2 ELIGIBILITY**

- (a) Overtime opportunities will be distributed to all Custodians and part-time Custodians who are in a regular non-probationary status.
- (b) Employees can request to be on a "no call" list which will remove them from the Evergreen list.
- (c) Request to be added to the Evergreen List requires twenty-four (24) hour advance email notice before being eligible to be on the Evergreen List.
- (d) Employees who want to join the Evergreen List will be added to the list by the current year-to-date average of the total amount of Custodial overtime hours worked.

#### **10.6.2.3 EXTENSION OF SHIFT**

- (a) If an extension of shift is needed, the Custodian assigned to the run will have first opportunity. If the Custodian declines, the overtime opportunity will be offered at that headquarters first using the Evergreen List.
- (b) If additional Custodians are needed, overtime opportunity will be offered by Evergreen list.

#### **10.6.2.4 PLANNED OVERTIME**

- (a) All planned overtime opportunities will be offered by the Evergreen List.
- (b) When planning overtime, all eligible Custodians will be contacted in person or by phone whether at work or at home.
- (c) If a Custodian fails to report to scheduled overtime two (2) times within a twelve (12) month period, they will not be eligible for overtime for six (6) months.

#### **10.6.2.5 CANCELLATION OF PLANNED OVERTIME**

If a Custodian needs to cancel their commitment to planned overtime, 24-hour advance written notification is required.

#### **10.6.2.6 EVERGREEN LIST**

The Evergreen List is one list that consists of all Community Offices, Operations Center, and the Electric Building/Annex.

#### **10.6.2.7 EXCEPTION TO USING THE EVERGREEN LIST**

When a Custodian is working on a project such as cleaning the parking garage, floor care, etc. and overtime is needed to complete the project, the Custodian will be able to return to finish the work before the District refers to the Evergreen List.

#### **10.6.2.8 CONTACTING EMPLOYEE(S)**

Contacting employees will start at the top of the Evergreen List each time there is a need for overtime. Custodians, Lead Custodians, Floor Care Custodians are eligible for overtime in the following order:

- (1) Full time
- (2) Part time
- (3) Part time on call
- (4) No call list

#### **10.6.2.9 PHONE NUMBERS**

A maximum of two (2) contact numbers will be allowed per employee on the Evergreen List.

#### **10.6.2.10 RESPONSE TIME TO MANUAL CALL OUT(S)**

When an employee receives a manual call out and they cannot respond/accept the call out, the District will then call the next employee.

### **10.7 WAREHOUSE UNIT**

#### **10.7.1 CALL OUTS FOR OTHER HEADQUARTERS**

Employees may be placed on additional Call Out Lists for headquarters other than their own. When called out, the employee will drive directly to that headquarters from their own home, utilizing their own vehicle. To be on an additional list, the employee must be able to report within one (1) hour to that headquarters after being called.

#### **10.7.2 CALL OUT LIST – PLACEMENT OF NEW EMPLOYEE(S)**

New regular status employees, including employees moving into a new classification from another unit will be averaged into the list for their classification for their bid headquarters. Employees will be given the opportunity to be placed on other headquarters area list(s) provided they can respond within one (1) hour. The determination of an employee's ability to respond within one (1) hour based on the time it takes from the employee's residence as noted in Employee Central to the reporting headquarters. The time to cover this distance will be based on Google Earth and MapQuest websites. If at least one (1) of these websites lists the employee's travel time at no more than one (1) hour the employee is eligible to be placed on that Call Out List.

#### **10.7.3 DISPATCH LOG**

ARCOS will be used to contact employees for call outs. In the event ARCOS is not utilized, Energy Control and/or Crew Dispatch will call out employees when needed. If the employee has voicemail, Dispatch will leave a message and will



state the time they are calling. Dispatch will log call out results and will note by employee the call out order, time of call, and response. If an employee does not take a call out, it will be logged as follows:

NO	Employee said no
NA	No answer
LM	Left message on voicemail

#### **10.7.4 PHONE NUMBERS**

Two (2) contact numbers will be required per employee on the Call Out List.

#### **10.7.5 RESPONSE TIME TO MANUAL CALL OUT**

When an employee gets a manual call and they cannot respond/accept the call out, the employee should call back and let them know their availability status. The District will then call the next person. A three (3) minute response time will be given for bid and sister headquarters employee(s).

#### **10.7.6 USE OF THE CALL OUT LIST**

Once the crew has been filled, if additional employee(s) are needed then the call out will start again at the top of the Call Out List.

#### **10.7.7 MAJOR EMERGENCIES AND CALL OUT SCHEDULE**

(a) Major Emergencies (will normally work the same as call outs with the following exceptions):

- (i) Employee(s) will work a maximum sixteen (16) hours on, eight (8) hours off.
- (ii) Community Office Warehousemen will work the first shift after the Major Emergency is declared.

(iii) If the Major Emergency is declared:

- (a) Before 3:00am, employee(s) scheduled for rest during the day will go home at 7:30am
- (b) After 3:00am, employee(s) scheduled for rest at 7:30am will work through their first rest period and go home at their scheduled rest time
- (c) Before 7:00pm, employee(s) scheduled for rest during the night will go home at 11:30pm
- (d) After 7:00pm, employee(s) scheduled for rest at 11:30pm will work through their first rest period and go home at their scheduled rest time

(b) Call Outs

- (i) Employee(s) will work a maximum of sixteen (16) hours on, eight (8) hours off unless arrangements are made before sixteen (16) hours has approached, i.e. only have four (4) hours to go, etc.
- (ii) The Warehouse Foreman or senior designee will coordinate relief when the maximum sixteen (16) hours is reached.
- (iii) The Area Call-Out List determines who is scheduled to work Community Offices during rest period.
- (iv) Operations Center Warehousemen may be assigned a District vehicle when traveling from Operations Center to Community Offices, contingent upon District availability.

## **10.8 ENERGY CONTROL UNIT**

### **10.8.1 CALL OUT LIST – PLACEMENT OF NEW EMPLOYEE(S)**

New System Operators will be averaged into the Call Out List upon completion of their training in the Energy Control Center (ECC) and official sign off/release to the Desk by ECC Management.

An Outage Coordinator, Training Coordinator or General Foreman who elects to return to the Desk as a System Operator will be averaged into the Call Out List. Placement on the Call Out List will be based on the average of the overtime hours.

Averaging effective date may occur as a Call Out List revision between the normal effective dates and will be republished.

### **10.8.2 CALL OUT LIST – DISPATCH LOG**

ECC employee(s) will be called out when needed to fill shift vacancies or storm support. ECC will log results and will note by employee the date and time of call, response and called by name.

### **10.8.3 CALL OUT LIST - RESPONSE TIME TO MANUAL CALL OUT**

Wait time between calls will be as follows:

If more than twelve (12) hours:  
Call, leave message, wait thirty (30) minutes

If less than twelve (12) hours:  
Call, leave message, wait five (5) minutes

If less than six (6) hours:  
Call, leave message (no wait time)

### **10.8.4 CALL OUT LIST – ADDITIONAL PERSONNEL**

If additional personnel are needed, the call out will start again at the top of the Call Out List.

**10.8.5 CALL OUT LIST – PHONE NUMBERS**

No more than two (2) contact phone numbers will be allowed per employee on the Call Out List. It is the employee's responsibility to let the ECC Superintendent know when their contact phone number has changed.

**10.8.6 CALL OUT LIST – STAFFING FOR ECC VACANCIES**

- (a) A System Operator (SO) shift vacancy will be covered by the DX or D8 scheduled for that shift.
- (b) If a DX or D8 is needed, the vacancy will be filled per the Call Out List.
- (c) Any SO scheduled to work preceding and following the shift vacancy shall be called out last.
- (d) If the SO AFT (four (4) hour shift) vacancy is not filled by the DX or D8, it will be offered to a Day Shift Operator per the Call Out List. If the AFT shift vacancy cannot be filled by a Day Shift Operator, it will be offered to the Night Shift Operators per the Call Out List. If the AFT vacancy cannot be filled by the Night Shift Operators, a SO will be called in for the entire shift per the Call Out List.
- (e) Partial shift vacancies, six (6) hours or less, will first be offered to the incoming shift Operators per the Call Out List. If the partial shift cannot be filled, a SO will be called in per the Call Out List.
- (f) Partial shift vacancies, more than six (6) hours, will be filled per the Call Out List.

**10.9 GENERATION UNIT****10.9.1 CONCEPT OF OPERATIONS**

Generation Unit overtime call outs are based on trade requirements and experience in the required task; in cases where no specific trade or experience are required, the overtime call out will be based on the Generation Call Out List.

**10.9.2 CALL OUT LIST MAINTENANCE****(a) District:**

A single Generation Call Out List will be maintained by the District and updated on not less than a monthly basis. The Generation Call Out List will be rank ordered in January based on seniority of full-time regular status Generation Unit employees; in February through December, the Generation Call Out List will reflect call out order by least-to-most overtime hours effective the last pay period of the previous month.

**(b) Employee:**

Each employee will ensure the Generation Call Out List has at least two (2) current contact phone numbers for after-hours calls.

**(c) First Month Call Out List - Zeroing of Hours:**

At 00:00.01 on January 1<sup>st</sup>, all hours on the Call Out List for each employee will revert to zero (0), the Generation Call Out List ranking will revert to seniority order and will run for the month.

**10.9.3 CALL OUT(S)****(a) Caller:**

District Generation leadership and/or the Generation Standby Duty employee (with Manager of Generation Operations and Engineering concurrence) will normally call out Generation Unit personnel when needed. Employees will be called out based first on classification and experience in the required task; if the call out task does not require a specific classification or experience, employees with the lowest overtime hours on the Generation Call Out List will be called first. The caller will not be required to keep a log of calls.

(b) Employee:

When a Generation Unit employee gets a call and they cannot respond/accept the call out, the employee will say so; if the caller left a message, the employee will call back as soon as the message is received and let the caller know their availability status; the caller will then call the next person. If not an emergency situation, a three (3) minute response time will be given; in an emergency, the caller will not wait for the call-back and will continue immediately through the list to find an available employee(s) for the call out. The Generation Call Out List will normally be gone through once until a call out responder is found.

#### **10.9.4 OVERTIME TYPES**

(a) Planned:

Planned overtime for Generation Unit employees includes a task(s) that is scheduled by District Generation leadership at least one (1) working day in advance, which may include work tasks, meetings, travel and training.

(b) Unplanned:

Unplanned overtime for Generation Unit employees includes any task outside of normal working hours that is not planned overtime, which may include response to alarms, severe weather or geophysical events, and/or associated travel.

#### **10.9.5 EXTENSION OF THE WORKDAY**

(a) Before the end of the workday, work can be accepted by Generation Unit employees as an extension of the workday. These employees may continue working current and other tasks.

(b) At and after the end of the workday, employees will be contacted using the "Call Outs" section above. Previously assigned employees may continue working current and other tasks.

(c) The Manager of Generation Operations and Engineering (or Acting, or Assistant, or Foreman, or Shop Steward) may assist the caller in dispatching necessary personnel, utilizing the most current Call Out List if needed.

#### **10.9.6 GENERAL RULES**

(a) The Generation Call Out List in January will be based on seniority and in February through December will be based on a modified Evergreen System - where Generation Unit employees with the lowest cumulative annual overtime hours are called first.

(b) If an employee is restricted from normal crew assignments due to a medical condition, that employee may, pending input/direction from HR/Legal, be allowed to be considered for certain types of overtime depending upon the

circumstances and their medical restrictions; a call out in this situation requires the concurrence of the Manager of Generation Operations and Engineering (or Acting).

- (c) New Generation Unit employees shall be placed on the Generation Call Out List when the Manager of Generation Operations and Engineering (or Acting) determines that the individual is capable of supporting after-hours work. Approved Generation Unit employees will be rotated into the Generation Call Out List and their time/placement on the Call Out List will be averaged in.
- (d) Whenever overtime work is approved, the employees routinely assigned to this work will be given the first opportunity.
- (e) When a crew is assigned to a particular job and it turns into an overtime situation, that/those employee(s) working that project during regular hours have the first opportunity to work that overtime. If additional staff are required, the Manager of Generation Operations and Engineering (or Acting/Asst/Foreman) will be notified and dispatch the necessary additional personnel using these Overtime Procedures; the Shop Steward may assist with the additional dispatch as needed.
- (f) New projects scheduled to start on overtime shall be assigned to the next available trade-specific employee. If the work is not trade-specific, the overtime will be scheduled using the Call Out List.

## **10.10 COMMUNICATIONS UNIT**

### **10.10.1 CALL OUT LIST MAINTENANCE**

There will be 1 (one) Call Out List for the unit. The Call Out List will be maintained by the District/ARCOS. The Call Out List will use the "Evergreen List" methodology, meaning:

- (1) Employees with the lowest OT hours, within the correct classification for the work, are called first.
- (2) For each preplanned and/or afterhours event, employees will be called out by unit and will be rank ordered based on the latest reporting of overtime hours worked then, seniority order.
- (3) Overtime hours worked will consist of the OT, CT, and HTOT time only.
- (4) It is the employee's responsibility to make sure they are on the list(s) they qualify for and wish to be on.

A new Call Out List will be generated the Wednesday following each pay day.

### **10.10.2 CALL OUT LIST - PLACEMENT OF NEW EMPLOYEES**

New employees will be added to the Call Out List after 6 months in the position AND when the foreman has determined they are ready to take call outs.

### **10.10.3 MESSAGES**

The Telecom Call Out Committee will develop a list of standard call out messages to be used in ARCOS.

#### 10.10.4 OT CALL OUT PROCESSES

The acting Telecom Foreman (during business hours) or ECC (after hours) will initiate the call out procedure in ARCOS.

ARCOS will be set up with the following parameters:

- Time between calls will be two (2) minutes
- List will be gone through twice
- All call outs will be for a single employee
- If someone indicated to give them a call back, the callback will occur at the end of the current cycle
- If no employee accepts the call out after the second time through the list, the manager will be contacted
- If the manager is not available, the Lead Engineer will be contacted.
- The Manager or Lead Engineer has the following options to be executed:
  - Defer work until normal working hours
  - Initiate another call out procedure (either manual or through ARCOS)
  - Contract the work and/or utilize other District work group(s) (if qualified and safe to do so)
  - Have a Telecommunications Engineer, or Manager perform the work (if qualified and safe to do so), very last option.
- Once an employee has accepted the call, they are to contact the initiator of the call out (ECC or Telecom Foreman) and request additional information.
- Upon completion of the call out, the Lead Technician is to provide a summary email to the [TelecomCore@snopud.com](mailto:TelecomCore@snopud.com). The email shall include:
  - Subject: Call out and [date] and [summary] (e.g., Friday night call out, South Ring, JMUX trouble)
  - Body:
    - Description of the issue called out on
    - Personnel involved
    - Summary of steps taken to resolve the issue
    - Current status of affected system(s)
    - Follow up (if needed)
    - Summary of time for each employee
      - Arrival, departure, rest time status

#### 10.10.5 ADDITIONAL RESOURCES

After gathering information from ECC or the Telecom Foreman, the accepting Technician may request additional resources. Reasons for requesting additional resources may include, but are not limited to:

- Additional help for work requiring more than one (1) person

- Training
- Safety
- Technical knowledge

If additional resources are requested and they are not need-specific, the accepting Technician can perform a manual call out following the call out procedure.

If the additional resource(s) is need-specific, the accepting Technician is to use their discretion. In the event there are multiple Technicians who fit the need of the call out, they are to be called out in call out order.

#### **10.10.6 CALL OUT PROCEDURE EXCEPTION – RETURN WORK**

If the acting Foreman identifies a call out related to work performed by a specific employee(s), they may, at their discretion, call out the specific employee(s).

#### **10.10.7 OT CALL LOG**

All responses to calls will be recorded in ARCOS.

#### **10.10.8 PHONE NUMBER(S)**

One (1) contact number will be required. A second number is optional per employee on the Call Out List. It is the employee's responsibility to manage their contact number(s) using the ARCOS app. Help will be available if needed.

#### **10.10.8 EMPLOYEE(S) ON LEAVE**

The Telecommunication manager is responsible for removing employees on leave from the Call Out List and adding them upon their return.

An employee who has been removed from the list for any legally protected reason (such as but not limited to L&I, FMLA, etc.), or Administrative Leave, and returns to work will keep his/her existing hours.

If an employee notices their leave status is not correctly reflected in the call out list, they will be responsible for notifying the manager within 24 hours via email.

#### **10.11 CREW DISPATCH UNIT**

This section intentionally left blank.

#### **10.12 OFFICE SUPPORT UNIT**

This section intentionally left blank.

#### **10.13 MAIL AND REPROGRAPHICS UNIT**

This section intentionally left blank.

#### **10.14 METER READING UNIT**

**10.14.1 REGULAR BUSINESS HOURS**

The day shift is 7:00am to 4:00pm (depending on summer vs. winter hours), Monday through Friday.

**10.14.2 ELIGIBILITY**

Overtime opportunities will be distributed to all Meter Readers and part-time on call Meter Readers. Probationary status Meter Readers must have 90 calendar days of experience before working planned overtime.

**10.14.3 EXTENSION OF THE WORKDAY**

If an extension of the workday is needed, the Meter Reader assigned to the route will have first opportunity.

Periodic overtime is designed to finish routes with a few meters left in a reasonable amount of time, not to exceed one (1) hour or a 4pm return to office. This avoids having to return to the same area the following day for a few meters (e.g., Darrington to Arlington).

**10.14.4 PLANNED OVERTIME**

- (a) All planned overtime opportunities will be offered to all full time and part time on call Meter Readers with a limit of eight (8) hours per planned overtime shift with exceptions for extenuating circumstances (e.g., accident, injury, breakdown).
- (b) When preparing for the planned overtime, a sign-up sheet will be posted on the message board and Meter Readers will voluntarily sign up for it.
- (c) If a Meter Reader is unable to report for planned overtime, a call to the sick line by 6:30am is required (per [Subsection 8.14.6](#)). If the Meter Reader needs to cancel the planned overtime prior to the scheduled date, they will cross their name off the list.
- (d) If Meter Reading Management is going to cancel planned overtime, the planned overtime list will be pulled, and a message will be posted saying the overtime has been cancelled. This will happen no later than the Thursday prior.

**10.14.5 EVERGREEN LIST**

The Evergreen List does not apply to the Meter Reading Department; overtime is offered to all Meter Readers.

**10.14.6 EMPLOYEE(S) ON VACATION**

If an employee on vacation wants to work planned overtime, it is the responsibility of the employee to call Meter Reading Management to ask of the overtime status and have management add their name to the list.



**10.15 CUSTOMER ACCOUNTING UNIT**

This section intentionally left blank.

**10.16 CUSTOMER SERVICE UNIT****10.16.1 ADMINISTRATION**

For the purposes of this document "CSRs" will refer to CSRs, BSRs, CERs, IC, CORs and Lead CSRs. This will also apply to any future CSR classifications (i.e. similar to BSRs, etc.)

This document has been established to outline overtime rules for Customer Service CSRs. This overtime includes extension of shift, call outs, and pre-scheduling. In this document normal business hours (including extended shift) are discussed – not core hours. Core hours for this unit are 7:00am to 5:30pm, except for the Extended shift and Weekend shift in the Call Center.

**10.16.2 ELIGIBILITY**

If an employee is unable to work during normal business hours due to light duty in the functional area where overtime is being offered, they will not be allowed to work in that functional area during overtime.

Employees on light duty with restricted hours will not be eligible for overtime. When work hours are restricted, a line will be drawn through the name on the Evergreen List (when updated twice a month). It is the CSR's responsibility to decline overtime opportunities if they have not been cleared to perform the work through HR.

Employees on light duty with no hour restrictions will remain eligible for overtime in the areas and/or functions in which they are released to work by their medical provider and HR. They will remain active on all applicable Evergreen and ARCOS lists.

When a CSR calls in sick, they are eligible for call out overtime immediately following the end of their regularly scheduled shift. For example, if an employee who called in sick has a regularly scheduled shift that ends at 4:00 PM and there is a call out overtime opportunity beginning at 5:00 PM, they would be included in the call out (even if the call out occurs at 3:00 PM).

**10.16.3 UPDATING OF THE EVERGREEN LIST**

The Evergreen list will be updated for ARCOS call outs the Wednesday following each pay date based on the information payroll provides to ARCOS. A District Office Technician III will also update and distribute the Evergreen list on the Wednesday following each pay date. When a payday falls on a Wednesday, ARCOS and the Evergreen List will be updated that same day. If PUD is closed on the Wednesday the update would occur, the Evergreen list will be updated and distributed on the next business day (Thursday) following the payroll period. This update will take priority Thursday morning in the event a manual call-out is needed that day using the new list.

When a CSR, BSR, CER, IC, COR, Lead or OT is certified on a new function (Desk work, Dispatch, Weekend Shift, Extended Shift, etc.) that designation will be updated on the

following Evergreen List Update. The newly designated certification will not be offered OT to work that function until updated on the new list.

In the event of a payroll correction for OT, and due to the impact of OT hours due to the correction, the Evergreen List will be updated once the correction is made. This would be the only exception in updating the Evergreen List outside of the timeframe listed above.

It is the responsibility of each CSR and CSR-in-Training to communicate phone number(s), availability, status, and any other changes by contacting the Office Technician III in writing (preferably in an email). These changes will be updated, along with overtime hours the Wednesday after each payroll period. As a result, if a CSR decides to put themselves on the "No" list, they could continue to receive calls for OT until the list is updated the Wednesday following the next pay date.

#### **10.16.4 NORMAL OPERATING EVERGREEN PROCEDURES FOR OT OPPORTUNITIES\***

\*For OT related to Unexpected Events and/or Major Emergencies, refer to [Subsections 10.16.5](#) and [10.16.6](#).

##### Normal business hours:

7:30am to 7:30pm, Monday – Friday; Saturday 7:30am – 6:00pm

- ✓ The Certified CSR (once added to the Evergreen List following certification) working in a Functional Area or desk, will be offered any extension of shift overtime first. If there are multiple Certified CSRs working on a Functional Area or desk, available extension of shift overtime will be offered in Evergreen order. If necessary, any available extension of shift overtime will then be offered to other desk Certified CSRs in Evergreen order. Overtime is offered to all Certified CSRs in the applicable group who are working when the decision to offer overtime is made.
  - Prescheduling of the reconnect shift:  
Backfill may be utilized at the discretion of the Field Lead/Manager. All scheduled disconnect shift CSRs will be asked in seniority order to fill the reconnect shift.
  - Same day call ins:  
Backfill may be utilized at the discretion of the Field Lead/Manager. CSRs working the disconnect shift may be asked in seniority order no earlier than 8:00am to work reconnects that day. Note: The Rep accepting the Reconnect CSR work for the day is not required to work until 5:30pm and can elect to get off at their previously scheduled end time.
- If help is needed to assist in completing reconnects for the day, certified field CSRs will be offered OT (i.e., Helper position) in Evergreen order of those working in the field that day. If no CSRs working in the field that day accepts the Helper position described above, the OT opportunity will be offered to all field certified CSRs in Evergreen order.
- For reconnects after 5:30pm, Notifications will be sent to the CSR in that geographic area. If that CSR has already ended their workday, the reconnect

will be sent to the senior reconnect rep ("Outside Coordinator" or "OC") remaining in the field. The OC can either work the reconnect or pass it to other reconnect reps still out in the field.

- Depending on workload, OT may be offered to reconnect CSRs to work through lunch as OT.

If additional CSRs are needed, they will be contacted in Evergreen list order.

- ✓ Call Center OT to "clear the queue" should be reserved for end-of-day call volumes not generally related to outages and last only long enough to "clear the queue" of calls (normally less than one hour). This OT opportunity will be offered to all Call Center CSRs (or other CSRs assigned to the Call Center) working at the time of the opportunity and will end once there are zero calls in the call queue.
- ✓ Call Center OT opportunities in the morning (between 7:30am and 9:00am) may be offered to any Call Center CSRs who happen to be in early if the call volumes indicate the business need for help. A call out would not be efficient as it would be unlikely CSRs would be able to arrive in time for the need.

#### **PRE-SCHEDULING**

- ✓ Prescheduled work must be offered and accepted before the end of an employee's shift at minimum the day prior to when the scheduled work is to be performed. When pre-scheduling for overtime in any of the four functional areas, the District will attempt to contact all eligible CSRs, whether at work or at home. See order in which CSRs will be called below.
- ✓ Pre-scheduled OT for an Unexpected Event and a Major Emergency is offered to all CSRs in Evergreen order.

#### **CALL OUTS**

- ✓ Call outs are utilized per [Subsection 7.0](#) "Any impact on normal operation of the District's electrical and/or water systems."
- ✓ CSRs will be contacted in Evergreen list order according to processes described in this document.
- ✓ Each time there is a need to use the Evergreen Procedures the contacting of CSRs will start at the top of the Evergreen List.
- ✓ Once employee accepts call out for Event/Major Emergency they are not able to accept call out for same Event/Major Emergency in different function (Call Center/Dispatch). Exception: if no CSR currently not working accepts the call out for Dispatch, a (D) CSR already working Call Center OT could be offered the Dispatch work.

#### **10.16.5 UNEXPECTED EVENT – NOT A MAJOR EMERGENCY**

- Event occurs during Extended or Weekend Shift CSR's shift:
  - ECC or on-call Manager can offer the overtime opportunity to the Extended shift or Weekend CSRs. If they accept, they can work up to their twenty-eight (28) hours max for Customer Service, if needed. Regular shift hours worked are included in the twenty-eight (28) hour total unless there

is a minimum eight (8) hours rest period.

- If more CSRs are needed, the on-call Manager must proceed with call-out for additional CSRs
  - Manager would not call in CSRs to “replace” Extended or Weekend Shift CSRs
  - Manager will follow process outlined in this document for releasing CSRs

If event occurs during normal working hours (7:30am - 7:30pm), OT will be offered to everyone on-shift in Evergreen order after their regular shift has ended.

- CSRs working for any reason at the time of the OT opportunity including but not limited to: regular shifts, prescheduled OT, etc., will be offered the OT before a call-out is performed. These employees would also be eligible to work up to their full twenty-eight (28) hours max for Customer Service, if needed. Regular shift hours worked are included in the twenty-eight (28) hour total unless there is a minimum eight (8) hours rest period. If a CSR is working prescheduled OT and shifts to event OT, the OT opportunity prescheduled before the event will be considered cancelled unless a manager gives direction that the prescheduled OT opportunity is still available after the event OT opportunity.

#### **10.16.6 UNEXPECTED EVENT – MAJOR EMERGENCY IS DECLARED**

- If event occurs prior to the end of normal working hours, 7:30am - 7:30pm, a manual call out for necessary CSRs will be performed. See [Subsection 10.16.8 Manual Evergreen Call Out](#) for process to contact on-shift CSRs. Current on-shift employees are only offered OT if the call out gets down to them. OT will begin at the end of their regular shift.
- If an employee is on-shift when the call out is performed (for example, after hours with the Extended Shift CSR/Weekend Shift CSR/ Field Rep), they may be offered OT in Evergreen order to stay until those CSRs called in have arrived. Also, since on-shift employees are unlikely to be able to respond to ARCOS call outs when focused on their work, the District will find methods other than Arcos to reach them for a call out. For example, in order to ensure employees on-shift at the time of a call out are included, the person performing the call out may ask the on-shift employee if they would accept the overtime opportunity in advance of the call out to anticipate their response should the opportunity reach their name. Alternatively, the person performing the call out may pause the ARCOS call out and manually reach out to on-shift employees once it has reached their name.
- CSRs not on-shift will be contacted using the standard Evergreen processes described in this document.
- **CSR would be eligible to work up to their full twenty-eight (28) hours max, if needed.** Regular shift hours worked are included in the twenty-eight (28) hour total unless there is a minimum eight (8) hour rest period, in which case the twenty-eight (28) hour clock would reset.

#### **10.16.7 EVERGREEN LIST – PLACEMENT OF NEW EMPLOYEES**

When a CSR-in-Training is certified, their placement on the Evergreen list will be based on the average of the highest and lowest of the overtime hours for all other CSRs.

**10.16.8 MANUAL EVERGREEN CALL OUT AND LOG PROCESS**

CSRs on-shift will be contacted via in person, phone, email, IM/Teams Chat or radio. The person performing the call out will not move down the Evergreen List until the on-shift CSR has responded YES/NO.

- **Exception:** If trying to contact an employee currently working (i.e. Field Rep working in the field, EAP rep working at EAP, CSR in a class/training) and they are unreachable, the person performing the call out may proceed down the list (to secure staff more quickly). However, the person skipped must retain their OT opportunity. For example, the person performing the call out may accomplish this exception by either securing one less person than originally intended or by securing them as one additional person.

CSRs have three options for providing phone numbers for call outs:

- (1) CSR may add two different phone numbers and both numbers will be called.
- (2) CSRs may add the same phone number twice and that number will be called twice.
- (3) CSRs may add one phone number and that number will be called once.

CSRs with letter designations next to their name will be contacted in Evergreen List order to perform that designated function.

- Weekend Shift – OT for the Weekend Shift work is offered to CSRs with a (W) or (W\*) designation via Evergreen order. If the person accepting OT has an asterisk (\*) designation indicating they need to be trained, the person performing the call out will continue down the list to secure a (W) designated CSR to perform the training. If a CSR is being trained, both CSRs will work the full Saturday shift.

Extended Shift – OT for the Extended Shift is offered in Evergreen order to CSRs scheduled to work their entire shift in the Call Center with an (E) designation who have worked a minimum of fifteen (15) minutes that day (PTO/Time off is acceptable for rest of shift). If no Call Center CSR accepts the OT it will then be offered to all other (E) designated CSRs in Evergreen order who have worked a minimum of fifteen (15) minutes that day (PTO/Time off is acceptable for rest of shift). If no CSR working accepts the OT it will then be offered to all other (E) designated CSRs in Evergreen order not working. Training for Extended Shift is prescheduled and therefore not part of the call out process. CSRs awaiting this training are designated as (E\*).

Dispatch CSR – OT for Dispatch CSRs is offered to CSRs with a (D) designation via Evergreen order. Training for Dispatch CSRs consists of two parts:

- The first part is classroom-based training and CSRs awaiting this training

are designated as (D\*\*). The classroom training frequency is based on business need.

- The second part of training is on-the-job alongside a fully trained (D) Dispatch CSR and CSRs awaiting this training are designated as (D\*). On-the-job training should include a high level of activity regarding Dispatch work and there may be instances where it isn't busy enough to properly train. This will be per management discretion.
- When a (D\*) CSR is being trained at ECC by a (D) CSR, and ECC only needs one CSR, once the training is completed the CS Manager will use the Evergreen Release Order to decide which CSR will be leaving and which CSR will continue the shift at ECC.
- On the day of training the Trainee may have the opportunity to work up to a maximum of twenty-eight (28) hours (based on Evergreen Release Order process). However, the (D\*) designation on the Evergreen list will not be updated until the next Evergreen list update the Wednesday after the next pay period making a newly trained (D) not eligible for a call-out until then.

Because Dispatch is a critical function, we have agreed to the following process to ensure coverage:

- If there is ever a situation in which all Dispatch trained CSRs - designated with a (D)- turn down the OT, then a second Dispatch trained CSR call-out will be completed to see if anyone will change their mind and accept the call-out.
- If no one agrees to work the Dispatch OT it will *then* be offered to CSRs with the (D\*) designation. These CSRs have completed the classroom training and will utilize the Dispatch training manual to assist them with the work at Dispatch.
- Dispatch classroom training will be incorporated into the Dispatch training manual.
- This option would only be allowed in this very narrow situation and only because Dispatch coverage is critical.
- This does not result in the (D\*) CSR being fully trained and would still require training at ECC by a (D) CSR to be changed from a (D\*) to a (D) on the Evergreen List.

CSRs will be called out in the following order:

- Everett and Community Office Full-time
- Everett and Community Office Part-time and job share
- All Hands Call Out (there will be two (2) passes through the two (2) groups above before an All Hands Call Out)
- No List

Each of the first two (2) groups above as well as the No List will be placed on the Evergreen list based on their hours worked, from least to most. If there are CSRs with the same number of overtime hours they will be listed in seniority order.

CSRs not wishing to participate in overtime will be placed on the "No List" in the following order:

- Everett and Community Office Full-time
- Everett and Community Office Part-time

These CSRs will be called on the third and subsequent passes through the list.

When performing a manual call out, CSRs, once contacted, will be given approximately five minutes, if necessary, to respond (i.e. the person performing the call out will wait on the line or in person for up to five (5) minutes for the CSR to inquire about childcare, etc.). This applies whether the CSR is on-shift or not on-shift. However, no callbacks are accepted (i.e. CSRs do not have five minutes to call back).

When a manual call out is necessary, the person conducting the call out must log the results and responses on a hard copy of the Evergreen list according to the response designations below. A key to assist those performing the call out has been added to the top of each Customer Service Evergreen List.

Employee Response Designations for recording on the Evergreen List:

- IP – In Person
- OP – On Phone
- LM – Left message with a person other than the employee. The name of the person spoken to should be logged, as well. Additionally, no one other than the employee themselves can accept a call out (i.e., spouse, child, etc. cannot accept on behalf of employee)
- LV – Left voicemail (note if voicemail is full or not set up)
- IM – MS Teams
- Email – office or truck email
- NA – No Answer
- YES/NO – Indicating the employee's response, if reached

The time of each contact will be noted on the manual list next to the employee response designations indicated above.

If the employee has voicemail or someone taking a message on their behalf, the person conducting the call out will leave a message stating their name and the reason for the call.

If an employee calls back after receiving a message, they cannot accept the OT opportunity. The person performing the call out must continue and offer the OT opportunity to the next employee on the list if unable to reach the previous employee except in cases outlined in the "[exception](#)" paragraph above.

#### **10.16.9 EVERGREEN CALL OUT LOG RETENTION**

Within the Evergreen Committee folder on the Share Drive is a sub folder titled:

“Scanned OT Opp Lists”. The full location of this folder is “Y:\Evergreen Committee\Scanned OT Opp Lists”. The folder will be on the Y drive with a protected view allowing only Managers, Leads, Shop Stewards, Office Technician III, and Evergreen Committee members to view the logs.

All Evergreen opportunities will be logged and saved as PDF files alphabetically under the following subjects:

- Declared major storm
- Dispatch
- Event
- Extended Shift
- Field
- Weekend

An Office Technician III will scan the documents and save them with the naming convention which uses the categories above combined with the date. Where there are multiple documents with the same category and date, the start time will be added to the file name. For example: “Declared Major Storm 12-1-2019.PDF”, “Event 12-1-2019.PDF”, and “Event 12-1-2019 130PM.PDF”

There will also be two sub folders within “Scanned OT Opportunity Lists”. One titled “ARCOS Call Outs” and another titled “OT Sign in Sheets”. An Office Technician III will scan and/or save all Arcos call-outs documents and OT Sign-In sheets into each folder, respectively.

#### **10.16.10 RELEASE ORDER**

Sending CSRs currently on OT home will be based on the following:

- Asking for volunteers
- Reverse Evergreen order within the following groups:
  - No List
  - Everett and Community Office Part-time and job share
  - Everett and Community Office Full-time

#### **10.16.11 CHANGE IN CLASSIFICATION AND/OR HEADQUARTERS**

If an existing or prior CSR changes classifications or headquarters, they carry forward their overtime hours with them and will be placed on the appropriate Evergreen list accordingly.

#### **10.16.12 ADDITIONAL NOTES**

When securing CSRs for unplanned OT, a specific end time should generally not be provided. Unplanned OT continues until the District determines there is no longer any business need. CSRs can choose to leave at any time.

Fair Share Premium nine (9) hour shifts will follow the Fair Share Premium rules for an eight (8) hour shift.



Dispatch CSRs are always selected in Evergreen order regardless of whether it is OT or not because it may possibly result in OT.

Field reps working past the end of their scheduled shift or Saturday reconnect shift need to email FieldOT@SNOPUD.COM in addition to the CSRs working the Extended Shift/Saturday Shift when they pull into the garage. Their shift will officially end fifteen (15) minutes after the emails are sent. If the Field rep does not send an email to the Extended Shift CSRs and FieldOT@SNOPUD.COM, the District will check GEOtab records to determine when the Field rep's shift has ended and/or if the Field rep is still on-shift when a call-out is performed.

Call Center OT opportunities offered by Workforce or Leadership for call coverage before or after shift or through lunch is an OT opportunity available to all CSRs. CSRs choosing to work log in at the time offered and add OT on their schedule to reflect time worked. This work is for Call Center and not Desk work or other function CSR may be assigned to.

Requests for OT exceptions for special projects will be referred to the Evergreen Committee.

Employees are expected to report to work as soon as possible after being contacted.

Whenever employees are offered OT, they are not required work the OT, whether the OT is related to an event, major emergency, or natural disaster.

#### **10.17 ENGINEERING UNIT**

This section intentionally left blank.

#### **10.18 WATER UNIT**

##### **10.18.1 PLANNED OVERTIME**

For planning purposes and/ or training considerations, a crew may be selected in advance of a scheduled work date using the current Evergreen list, even if the list may adjust between the crew selection and the performance of the scheduled work.

##### **10.18.2 CALL OUT LIST – PLACEMENT OF NEW EMPLOYEE(S)**

New regular-status employees, including employees moving into a new classification from another unit will be averaged into the list for their classification.

Newly hired temporary-status employees will be put on the "All Hands Call Out List", not the regular Call Out List(s), and will not take upgrades. If they are working on a crew that goes into overtime to complete a job, they may continue to work with the crew on overtime.

##### **10.18.3 CALL OUTS – EMPLOYEE(S) TEMPORARILY UPGRADED**

An employee who is temporarily upgraded will not be called out to perform work of the

position to which they are temporarily upgraded.

#### **10.18.4 CALL OUT LIST – DISPATCH LOG**

Energy Control and/or Crew Dispatch will normally call out employees when needed. If the employee has voicemail, Dispatch will leave a message and will state the time they are calling. Dispatch will log call out results and will note by employee the call out order, time of call, and response. If an employee does not take a call out, it will be logged as follows:

NO	Employee said no
NA	No answer
LM	Left message on voicemail

#### **10.18.5 PHONE NUMBER(S)**

A maximum of two (2) contact numbers will be allowed per employee on the Call Out List.

#### **10.18.6 RESPONSE TIME TO MANUAL CALL OUT(S)**

When an employee gets a manual call and they cannot respond/accept the call out, the employee should call back and let them know their availability status. The District will then call the next employee.

A three (3) minute response time will be given.

#### **10.18.7 EXTENSION OF THE WORKDAY**

During the normal work week, if a crew is working a job prior to one half (1/2) hour before the end of shift that results in unplanned but approved overtime, those crew members will continue to work said job. If a crew member needs to be relieved, the on-call person will be given first right of refusal, then the Evergreen List will be used to select replacement crew member(s), unless a special skill, job classification, project knowledge, license or response time

If an issue in the water system occurs which will require overtime, and if a crew isn't actively working, been assembled or dispatched by one half (1/2) hour prior to end of shift, then the Evergreen List will be used to assemble the crew, unless it is determined that a special skill, job classification, project knowledge, license or response time is needed.

#### **10.18.8 USE OF THE EVERGREEN LIST**

The current ARCOS listing will supersede any printed call out sheets.

Once the crew has been filled, if additional employees are needed, then the call out will start again at the top of the Evergreen List.

The Evergreen List will be used to select qualified employees for planned overtime unless a special skill, job classification, project knowledge, license or response time is needed.

The Evergreen List will be used for after-hours call outs to assist the on-call employee due to workload, or if work tasks exceed the on-call employee's abilities, or available resources, unless it is determined that a special skill, job classification, project knowledge, license or response time is needed.

#### **10.18.9 SCADA EXCEPTION**

The Water Crew Coordinator or Water Foremen will be called if SCADA changes are required using the order they are listed on the current Evergreen/ARCOS listing. If the Water Crew Coordinator or Foremen are not available, the Water Superintendent or on-call SCADA Consultant will be contacted to make the necessary changes.

#### **10.18.10 ON CALL EMPLOYEES**

If an employee wants to give up their on-call assignment without switching with another employee, then that assignment will be open to Standby employees on the current six (6) month rotation. They will be given first right of refusal, then that on call will be opened to qualified employees using the current Evergreen List.

#### **10.19 FLAGGING UNIT**

This section intentionally left blank.

#### **10.20 ENERGY EFFICIENCY UNIT**

This section intentionally left blank.

#### **10.21 POWER SCHEDULING UNIT**

This section intentionally left blank.

## **ARTICLE 11 AMENDMENT**

### **11.1 Amendment**

Any changes or amendments to this Agreement shall be in writing, and duly executed by the parties hereto.

DATED at Everett, Washington this 2<sup>nd</sup> day of April 2024.

PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY,  
Everett, Washington

John Haarlow, CEO/General Manager

LOCAL UNION NO. 77 OF THE INTERNATIONAL  
BROTHERHOOD OF ELECTRICAL WORKERS

Rex Habner, Business Manager/Financial Secretary

Nichole Reedy, Senior Assistant Business Manager

This Agreement is subject to the approval of the International President of the International Brotherhood of Electrical Workers.

**EXHIBIT “A” — SECTION 7.13 TOOLS AND EQUIPMENT  
PERSONAL TOOLS REPLACEMENT LIST**

Unit	Classification	Tools
Communications	Communications Technician	<ol style="list-style-type: none"> <li>1. Screw Drivers (Straight, Phillips, holding type of various lengths and sizes)</li> <li>2. Wire Strippers</li> <li>3. Stakon Tool</li> <li>4. Nut Drivers</li> <li>5. Channel Lock Pliers</li> <li>6. Needle Nose Pliers</li> <li>7. Diagonal Side Cutters</li> <li>8. Combination Wrenches</li> <li>9. Tool Box</li> </ol>
Customer Service	CSR – Field Collector	<ol style="list-style-type: none"> <li>1. Screw Driver</li> <li>2. Wire Cutter</li> <li>3. Pruning Tool</li> <li>4. Tool Pouch</li> </ol>
Flagging	Flagger	None
Generation	Electrical Constructor	<ol style="list-style-type: none"> <li>1. Skinning Knife</li> <li>2. Diagonal Side Cutting Pliers</li> <li>3. Klein Style Pliers</li> <li>4. Needle Nose Pliers</li> <li>5. Screw Drivers (Straight, Phillips, holding type of various lengths and sizes)</li> <li>6. Combination Wrenches (<math>\frac{3}{8}</math>" to <math>\frac{3}{4}</math>" )</li> <li>7. Channel Lock Pliers</li> <li>8. Stakon Tool</li> <li>9. Nut Drivers</li> <li>10. Wire Stripper</li> <li>11. Allen Wrench Set</li> <li>12. Claw Hammer</li> <li>13. Tool Pouch</li> <li>14. Tool Box</li> </ol>
Generation	Mechanical Constructor	<ol style="list-style-type: none"> <li>1. Diagonal Side Cutting Pliers</li> <li>2. Needle Nose Pliers</li> <li>3. Screw Drivers (Straight, Phillips, holding type of various lengths and sizes)</li> <li>4. Combination Lock Pliers</li> <li>5. Nut Drivers</li> <li>6. Socket Set (up to 1 1/4") Standard</li> <li>7. Tool Box</li> </ol>

Unit	Classification	Tools
Line	Equipment Operator & Helper	<ol style="list-style-type: none"> <li>1. Klein Style Pliers</li> <li>2. Skinning Knife</li> <li>3. Screw Driver</li> <li>4. Tape Measure (Wooden Ruler Preferred)</li> <li>5. Channel Lock Pliers</li> <li>6. Speed Wrenches – ½", 9/16", 5/8", ¾"</li> <li>7. Crescent Wrench</li> <li>8. Tool Pouch</li> </ol>
Line	Line Clearance Notifier	None
Line	Lineman	<ol style="list-style-type: none"> <li>1. Klein Style Pliers</li> <li>2. Ruler – Folding, Non-Conductive</li> <li>3. Skinning Knife</li> <li>4. Screw Driver</li> <li>5. Channel Lock Pliers</li> <li>6. Crescent Wrench</li> <li>7. Lineman's Hammer</li> <li>8. Speed Wrenches – ½", 9/16", 5/8", ¾"</li> <li>9. Hooks</li> <li>10. Belts</li> <li>11. Adjustable climbing belt</li> <li>12. Tool Pouch</li> <li>13. Nut and bolt bag attached to climbing belt</li> </ol>
Line	Tree Trimmer	<ol style="list-style-type: none"> <li>1. Belt</li> <li>2. Hooks</li> <li>3. Adjustable climbing belt</li> </ol>
Maintenance	Custodian	None
Maintenance	Helper	<ol style="list-style-type: none"> <li>1. Pliers – Standard &amp; Side</li> <li>2. Screw Driver Set – Phillips</li> <li>3. Tape Measure</li> <li>4. Crescent Wrench – 6", 8"</li> <li>5. Wrench Set – Open End to 1"</li> <li>6. Ratchet Set – 3/8" Drive</li> <li>7. Tool Box</li> </ol>
Maintenance	Landscape & Grounds Inspector	<ol style="list-style-type: none"> <li>1. Wrenches – 3/8" to 1" – Box &amp; Open</li> <li>2. Ratchet/Socket Set – 3/8" Drive</li> <li>3. Screw Drivers – Flat, Phillips, Square</li> <li>4. Crescent Wrenches</li> <li>5. Plastic Tubing &amp; Pipe Cutter</li> <li>6. Hack Saw</li> <li>7. Pliers</li> <li>8. Tool Box</li> </ol>
Maintenance	Lead Maintenance & Custodial Mechanic	<ol style="list-style-type: none"> <li>1. Wrench Set – Box End to 1"</li> <li>2. Wrench Set – Open end to 1"</li> <li>3. Crescent Wrenches – 6", 8", 12"</li> <li>4. Screw Driver Set – Flat, Phillips, Square</li> </ol>

Unit	Classification	Tools
Maintenance	Lead Maintenance & Custodial Mechanic (continued)	<ol style="list-style-type: none"> <li>5. Pliers – Needle Nose, Regular, Side Cutters</li> <li>6. Kleins, Wire Strippers</li> <li>7. Vice Grips – Large and Small</li> <li>8. Channel Locks – Large and Small</li> <li>9. Tin Snips</li> <li>10. Hammers – Claw, Ballpeen, Rubber</li> <li>11. Pipe Wrench – Small &amp; 16"</li> <li>12. Drift Punch Set</li> <li>13. Line Up Bar, Pinch Bar</li> <li>14. Cold Chisel Set</li> <li>15. Wood Chisel Set</li> <li>16. Small Level</li> <li>17. Plum Bob</li> <li>18. Putty/Trim Knives – Large &amp; Small</li> <li>19. File Assortments</li> <li>20. Tape Measures</li> <li>21. Drill Index – 1/8" to 1/2"</li> <li>22. Spadewood Bits – 1/4" to 1 1/4"</li> <li>23. Tubing Cutter</li> <li>24. Saw – Hack Saw, Sheet Rock Saw</li> <li>25. Tri-Square, Framing Square, Bevel Square</li> <li>26. Ratchet Set – 3/8" &amp; 1/2" drive and 1/4" with extensions</li> <li>27. Allen Wrench Set</li> <li>28. Pry Bar</li> <li>29. Awl (Punch)</li> <li>30. Nail Set</li> <li>31. Nut Driver Set</li> <li>32. Step Drill Set</li> <li>33. Scraper</li> <li>34. Stud Finder</li> <li>35. Tool Box</li> </ol>
Maintenance	Maintenance Mechanic	<ol style="list-style-type: none"> <li>1. Wrench Set – Box End to 1"</li> <li>2. Wrench Set – Open end to 1"</li> <li>3. Crescent Wrenches – 6", 8", 12"</li> <li>4. Screw Driver Set – Flat, Phillips, Square</li> <li>5. Pliers – Needle Nose, Regular, Side Cutters</li> <li>6. Kleins, Wire Strippers</li> <li>7. Vice Grips – Large and Small</li> <li>8. Channel Locks – Large and Small</li> <li>9. Tin Snips</li> <li>10. Hammers – Claw, Ballpeen, Rubber</li> <li>11. Pipe Wrench – Small &amp; 16"</li> <li>12. Drift Punch Set</li> <li>13. Line Up Bar, Pinch Bar</li> </ol>

Unit	Classification	Tools
Maintenance	Maintenance Mechanic (continued)	14. Cold Chisel Set 15. Wood Chisel Set 16. Small Level 17. Plum Bob 18. Putty/Trim Knives – Large & Small 19. File Assortments 20. Tape Measures 21. Drill Index – 1/8" to 1/2" 22. Spadewood Bits – 1/4" to 1 1/4" 23. Tubing Cutter 24. Saw – Hack Saw, Sheet Rock Saw 25. Tri-Square, Framing Square, Bevel Square 26. Ratchet Set – 3/8" & 1/2" drive and 1/4" with extensions 27. Allen Wrench Set 28. Pry Bar 29. Awl (Punch) 30. Nail Set 31. Nut Driver Set 32. Step Drill Set 33. Scraper 34. Stud Finder 35. Tool Box
Meter	Meter Helper	None
Meter	Meterman	1. Screw Drivers (Straight and Phillips of various lengths and sizes and holding type) 2. Nut Drivers 3. Wire Cutter 4. Stakon Tool 5. Tape Measure 6. Needle Nose Pliers 7. Channel Lock Pliers 8. Skinning Knife 9. Wire Stripper 10. Klein Type Pliers 11. Diagonal Side Cutting Pliers 12. Tool Pouch 13. Tool Box
Meter Reading	Meter Reader	None
Substation	Equipment Operator & Helper	1. Klein Style Pliers 2. Screw Drivers 3. Skinning Knife 4. Tool Pouch
Substation	Wireman	1. Skinning Knife 2. Diagonal Side Cutting Pliers 3. Klein Style Pliers



Unit	Classification	Tools
Substation	Wireman (continued)	4. Screw Drivers (Straight, Phillips – Holding Type of Various Lengths & Sizes) 5. Combination Wrenches (3/8" to 3/4") 6. Channel Lock Pliers 7. Stakon Tool 8. Nut Drivers 9. Wire Stripper 10. Tool Pouch 11. Adjustable Climbing Belt 12. Climbing Strap 13. Nut and bolt bag attached to climbing belt 14. Tool Box
Substation	Transformerman Helper	None
Substation	Transformerman	None
Transportation	Helper	Too numerous to list. It is expected that the existing equipment for new employees to supply basic "tools of the trade" will continue.
Transportation	Journeyman Mechanic	Too numerous to list. It is expected that the existing equipment for new employees to supply basic "tools of the trade" will continue.
Transportation	Parts Specialist	Too numerous to list. It is expected that the existing equipment for new employees to supply basic "tools of the trade" will continue.
Warehouse	Warehouseman	1. Knife
Water	Water Worker	None

## EXHIBIT "A" — SECTION 7.13 TOOLS AND EQUIPMENT TOOL REPLACEMENT PROCEDURE



### PROCEDURE

**Subject: TOOL REPLACEMENT PROCEDURE**

---

- Background**
- 7.13.1 The District shall provide replacement for those required tools which are worn out, broken, or lost in the performance of duties. Required tools shall also be replaced by the District when there is evidence of theft.
- 7.13.2 Required tool list will be included in job description.
- 7.13.3 Climbing tools shall be supplied to apprentices as required by job.
- 7.13.4 An extra set of climbing tools will be made available by the District for each crew to carry with them.
- 

**Routine request**

When a tool falls under the guideline stated above 7.13.1, a Tool Replacement Form Appendix 1 (attached) must be completed.

**STEPS;**

- 1 Employee completes form and routes for approval by employee's Manager or Superintendent.
  - 2 Manager or Superintendent must apply RC number prior to submission to Warehouse.
  - 3 Employee submits request to Warehouse for issue.
  - 4 Warehouse issues and distributes completed paperwork.
- 

**Procedure for non-routine request**

When a tool is covered under 7.13.1 but not available from stock, the employee may purchase the tool directly from an outside vendor and request reimbursement via an employee expense report (form 1221).

**STEPS;**

- 1 Employee may purchase tool(s) and request reimbursement using the employee expense report form.
  - 2 Employee should submit an Expense report and Tool Replacement form with the attached receipt for approval by the employee's Manager or Superintendent.
  - 3 Employee's Manager or Superintendent must apply budget responsibility center (RC) number prior to distributing the completed paperwork to Accounting for further processing.
-

## EXHIBIT “B” — LINE CREW STRUCTURE GUIDELINES

In accordance with the District line crew compositions, additional manpower and equipment may be provided when requested by a Crew Foreman/Lead Worker as provided by [Subsection 7.8.2](#).

**Note:** Flaggers and summer hires do not count as part of the crew structure make-up under these Guidelines but are the Foreman's and JIC's responsibility. A Hot Apprentice is an apprentice in their 5th, 6th or 7th period.

---

### “A” Crew Four Person Crew

---

- 1 Foreman
- 2 Lineman
- 1 Equipment Operator or Lineman

All related transmission and distribution line work

If you lose 1 Lineman or Equipment Operator, revert to “C” Crew

Respond to all overhead primary call outs.

**“B” Crew****Three Person Crew with Apprentice or Helper or Equipment Operator**

---

- 1 Foreman**
- 1 Lineman**
- 1 Lineman or Equipment Operator or Hot Apprentice or Line Helper (upgraded)**
- 1 Apprentice Lineman or Line Helper or Equipment Operator**

All items #1 through #10 same as “C” Crew in addition:

- #1 Hang single phase transformers in energized three phase \*\*\*
- #2 Dead-end and energize three phase laterals off energized three phase \*\* (2 Lineman or 1 Lineman and 1 Hot Apprentice)
- #3 Pole setting and transferring in energized three phase, three phase bucks or corners \*\*\* (2 Lineman or 1 Lineman and 1 Hot Apprentice)
- #4 Work three phase transformer banks and three phase line apparatus, including installation and removal \*\*\* (2 Lineman or 1 Lineman and 1 Hot Apprentice)
- #5 De-energize and ground in accordance with District Safety policy/State Law \*\*

\* Requires boom truck for transformers

\*\* Requires manlift for work in the primary zone (2-foot area, [WAC 296-45-105](#))

\*\*\* Requires both boom truck and manlift

(Shall not have 2 Apprentices on same crew)

If you lose Apprentice or Line Helper or Equipment Operator, revert to “C” Crew

**“C” Crew**  
**Three Person Crew**

---

- 1 Foreman**
- 1 Lineman**
- 1 Lineman or Equipment Operator or Hot Apprentice or Line Helper (upgraded)**

- #1 Hang and install transformers in energized one, two and three phase \*\*\*
- #2 Dead-end de-energized single-phase laterals and energize; in energized three phase \*\*
- #3 De-energize and ground in accordance with District Safety policy/State Law \*\*
- #4 All related secondary work
- #5 All underground work with the exception: 1 additional crew member (minimum of 4) for wire pulls in or out of hot vaults
- #6 Line cover in energized three phase \*\*
- #7 Line cut-outs in energized three phase \*\*
- #8 Respond to underground primary call outs (1 Foreman and 2 Linemen)
- #9 All overhead and underground secondary call outs
- #10 Distribution line maintenance within scope of “C” and “D” Crew as described herein

\* Requires boom truck for transformers

\*\* Requires manlift for work in the primary zone (2-foot area, [WAC 296-45-105](#))

\*\*\* Requires both boom truck and manlift

**Notes:**

- If a 4th person is necessary for underground primary call out, an Equipment Operator or upgraded Line Helper will be called
- If you lose 2nd Lineman, Equipment Operator, Hot Apprentice or Line Helper (upgraded), revert to “D” Crew

**“D” Crew**  
**Two Person Crew**

---

**1 Journeyman-In-Charge or Foreman****1 Lineman or Apprentice or Equipment Operator or Line Helper**

#1 Dig and install conduit in trench (with Equipment Operator or upgraded Line Helper)

#2 Install underground services

#3 Install and make up terminations in single-phase de-energized padmount transformers and vaults \* (New construction only)

#4 Switch underground elbows in plats (2 Linemen)

#5 Make up terminations in de-energized switchcabinets and transformers (2 Linemen)

Note: It is assumed the cables are installed and racked in the switchcabinet vault – no vault entry

#6 Installation, removal and repair of service poles, meter poles and streetlight poles up to a maximum of 35' \*

#7 De-energize and ground in accordance with District Safety policy/State Law \*\* (2 Linemen) (no work to be performed)

#8 Install secondary risers on poles (requires manlift) \*\*

#9 All related secondary work in accordance with District Safety policy/State Law

#10 Respond to underground secondary call outs that do not require a backhoe (Foreman and Lineman)

#11 Line cover in energized three-phase \*\* (2 Linemen) (no work to be performed)

\* Requires boom truck for transformers

\*\* Requires manlift for work in the primary zone (2-foot area, [WAC 296-45-105](#))

**Notes:**

- If a 3rd person is necessary for underground secondary call out, an Equipment Operator or upgraded Line Helper will be called
- When more employees, including Flaggers, are added to a crew performing “D” crew work, the JIC will be paid at the Line Foreman rate

## **“E” Crew Two Person Crew**

---

The following “E” Crew Guidelines #1, 3 and 5 fall under the direction of a Line Crew Foreman. A Manager and/or Line Crew Foreman may utilize the “E” Crew make-up for the purpose of starting or finishing plat work, up to 2 to 3 days. The “E” Crew is not a stand-alone crew structure for the direct assignment of work. Crew work is assigned to “A”, “B”, “C” or “D” crews as outlined in the Crew Structure Guidelines.

- 1 Equipment Operator (upgraded to Major Equipment & Yard Operator, 112.5%) or Major Equipment & Yard Operator or the Major Equipment & Yard Lead**
- 1 Equipment Operator or Line Helper**

- #1 Dig and install PUD conduit in trench
- #2 Install underground services (no hook-ups)
- #3 Sand and backfill trench
- #4 Deliver and spot PUD materials
- #5 Dig and install conduit in joint trench applications \*

\* More employees (Equipment Operators or Line Helpers) may be added to the “E” Crew for this joint trench work. The Lead Worker, at the time that additional employees are added to the “E” Crew, shall be paid at 117.5% of the Equipment Operator 100% rate

### Notes:

- For purpose of training, the “E” Crew work expectations and upgrade for lead worker do not apply
- The “E” Crew guidelines do not apply to Restoration Crew work
- In the case that two (2) Equipment Operators are assigned to the “E” Crew, the senior Equipment Operator, based on Line Helper seniority, will receive the upgrade
- If a Major Equipment and Yard Operator and an Equipment Operator are assigned to the “E” Crew, the Major Equipment and Yard Operator will be the lead worker and not receive an upgrade, unless #5 of guidelines applies.

## EXHIBIT “C” — SUBSTATION CREW STRUCTURE GUIDELINES

In accordance with the District line crew compositions, additional manpower and equipment may be provided when requested by a Crew Foreman/Lead Worker as provided by [Subsection 7.8.2](#) or when additional technical assistance is needed.

---

### “A” Crew Four Person Crew

---

**1 Foreman**  
**2 Wiremen**  
**1 Equipment Operator**

Can perform all Substation construction or maintenance work.

---

### “B” Crew Three Person Crew

---

**1 Foreman**  
**2 Wiremen**

Can perform all Substation construction or maintenance work except work that would require an equipment operator. See equipment operator work list below.

---

### “C” Crew Three Person Crew

---

**1 Foreman**  
**1 Wireman**  
**1 Equipment Operator**

Can perform all tasks appropriate for “D” crew, plus concrete work, ground mat installations, underground conduit installation, wire pulling, control building assembly, structure and bus assembly, switch assembly, and any equipment operator work.



**“D” Crew**  
**Two Person Crew**

---

1 Foreman or 1 Journeyman-In-Charge Substation

1 Wireman or Apprentice Wireman or Equipment Operator (EO) or Wireman Helper

1. Distribution (12 kV) metal clad (indoor) breaker maintenance (1 JIC and 1 Wireman)
2. Transformer/Apparatus testing not requiring transformer rescue.
3. Wiring modifications involving devices in a single switchgear compartment or single panel except when a welder is required (1 JIC and 1 Wireman)
4. Wiring for lighting or outlets (1 JIC and 1 Wireman or Apprentice Wireman in step 5 or higher)
5. AC or DC panel installation / replacement except pulling wire through cells (1 JIC and 1 Wireman)
6. Annunciator installation or repair except pulling wire through cells (1 JIC and 1 Wireman or Apprentice Wireman in step 5 or higher)
7. Making or breaking battery load, including DC protection supply station batteries. Battery impedance testing.
8. Vault inspections (1 JIC and 1 Wireman or Apprentice Wireman in step 5 or higher)
9. Replacing nitrogen bottles (1 JIC and 1 Wireman, Apprentice Wireman, EO or Helper)
10. Adding SF6 to equipment and taking SF6 samples (1 JIC and 1 Wireman)
11. Painting equipment in a de-energized and grounded substation yard or painting the inside aisles of metalclad switchgear with rollers and brushes (1 JIC and 1 Wireman, Apprentice Wireman, EO or Helper)
12. Replacing existing lighting fixtures, with no modification to conduits or conductors, inside the control buildings and metalclad switchgear (1 JIC and 1 Wireman, Apprentice Wireman, EO or Helper)
13. Load Tap Changer oil filter system repairs and cartridge change-out (1 JIC and 1 Wireman, Apprentice Wireman or EO)
14. Single Wireman work being assisted (1 JIC and 1 Wireman, Apprentice Wireman, EO or Helper). When 2 Relaymen are working together, 1 will be designated JIC (by Seniority) and will be paid at 103% of Relayman rate.
15. Safety watch and assistance for one Equipment Operator working inside the substation or on the hardstand without a crew. Work may include delivering, scraping and spreading rock, staging equipment and vehicles. (1 JIC and 1 EO)
16. If two Wiremen are working in the Transformer shop or on an oil spill with no Foreman, one will be upgraded to JIC. A Wireman working in the Transformer shop with an EO, Apprentice, or Helper would be upgraded to JIC.
17. In the event of a Major Emergency or Call Out, Substation Overtime and Call Out Procedures will be followed.

Notes:

1. An Apprentice Wireman in their final step, with pre-approval by the JATC, may be upgraded to Journeyman Wireman in accordance with [Subsection 7.9.7](#).
2. The second Journeyman Wireman position may not be filled by an upgraded Apprentice (note #1) for tasks #1, #2, #3, #5, #10, or #15.
3. When an apprentice is added to a "D" crew with (2) wiremen, one of the wireman shall be upgraded to a Foreman rather than JIC.

---

### **Single Wireman Work**

---

Station inspections, wiring panels not connected to an energized source (such as in the shop), Safety watch (with 4 people or less), collecting oil samples, remote operation and programming of Energy storage systems, material coordination with WSS, troubleshooting and assessment, minor cleanup and repairs not involving electrical hazards.

---

### **Equipment Operator Work**

---

An equipment operator is required for backhoe or auger operation, transporting trailers with multiple axles or air brakes, hauling substation voltage regulators, 115 kV switches, or 115 kV breakers.

## **EXHIBIT “D” — TREE TRIMMER CREW STRUCTURE GUIDELINES**

In accordance with the District Line crew compositions, additional manpower and equipment may be provided when requested by a Crew Foreman/Lead Worker as provided by [Subsection 7.8.2](#) or when additional technical assistance is needed.

---

### **TREE TRIMMER CREW STRUCTURES**

---

#### **BUCKET CREW**

A qualified Journeyman Tree Trimmer shall be in charge of a tree trimming crew and be designated a Lead.

A tree trimming crew, when trimming around energized power lines shall consist of not less than two (2) Journeymen Tree Trimmers with one designated a Lead and one (1) lift truck.

On a two (2) person tree crew, the chipper shall not be in operation while a Tree Trimmer is engaged in trimming and the chipper & operator will be in visual contact by the other crew member.

On a three (3) person tree crew there shall be one (1) Journeyman Tree Trimmer who is designated Lead and two (2) other Journeyman Tree Trimmers. If a third Journeyman Tree Trimmer is not available, the third crew member may be a line helper or equipment operator.

#### **CLIMBING CREW**

A climbing crew shall consist of not less than three (3) crew members: one (1) Journeyman Tree Trimmer designated Lead, and two Journeyman Tree Trimmers. If a third Journeyman Tree Trimmer is not available, the third crew member may be a line helper or equipment operator.

The chipper and operator shall be in visual contact by the Lead, or another crew member when the chipper is in operation.

## **EXHIBIT “E” — DEFINITION OF HOUSEKEEPERS**

- (1) Must be mutually agreeable between the District and Union.
- (2) Housekeepers do not change the meaning or intent of any part of the CBA.
- (3) The purpose of a housekeeper is to correct typos or grammatical errors, delete extraneous language, add clarifying language, and delete irrelevant or outdated portions of the CBA.
- (4) In the event an interpretation question arises as to the meaning of a clause or phrase, the wording prior to the housekeeper being agreed upon shall be the basis for determining/interpreting the meaning.

## **EXHIBIT “F” — SUBSECTION 7.9.9 NON-DISTRICT TRAINING**

### **HOURS AND PAY**

- (a) Core hours shall be adjusted to coincide with the training program's hours
- (b) This opportunity is considered training in addition to District Line Apprentice training
- (c) Eight (8) regular hours will be paid for each day of training Monday - Friday; additional training does not count toward RSI hours
- (d) Evening hours are unpaid
- (e) Travel time will be paid to and from the training facility at the double time rate outside of core hours.
- (f) If training is held on Saturday and/or Sunday, the following options apply:

#### Option One (1)

Take the equivalent number of days off in a paid status – no OJT credit granted for these hours

#### Option Two (2)

Work the equivalent number of days in an OT status – OJT credit granted for these hours

### **DIRECTIVE #71 – TRAVEL AND EXPENSES**

- (a) Per diem eligible
- (b) If the employee is using their own vehicle to travel to and from the training facility, they are eligible for mileage reimbursement

**EXHIBIT "G" MAJOR EQUIPMENT & YARD VEHICLE LIST**

Type of Equipment	Equipment	Major Yard Only	Major Yard Equipment – can be run by checked off operator	Equipment assigned to Major Yard – can be run by any operator	Checked off Lineman
Cranes					
	38 Ton Crane	X			
	40 Ton Crane	X			
	55 Ton Crane	X			
	Chase Truck	X			
	Pole Truck/Crane	X			
	Pole Trailer W/Pole Truck/Crane	X			
Vactor Trucks					
	Vactor Trucks	X	X		
Dump Trucks					
	12-yd Dump Trucks	X	X		
	5-yd Dump Trucks	X	X	X	
1 Ton Crew Cab Trucks					
	1-Ton 4x4 Snowplow Truck	X			
	1-Ton 4x4 Flatbed, De-Icer/Plow Truck	X			
Wire Stringing					
	Kenworth Highline Rope Truck	X			
	Highline Tension Trailer	X			
	Distribution Rope Trailers	X	X		X
	Distribution Tension Trailers	X	X		X
Tractor/Trailer Combinations					
	Freightliner Tractor	X			
	41' Landoll Tilt Trailer (3 axle)	X			
	Kenworth Tractor	X			
	Trail King Lowboy Trailer	X			
Specialty Trailer					
	Pole Bunk Trailer (Interstate 20-ton 2 axle)	X	X		

	Transformer Trailer	X	X		
	Goose Neck Trailer (26ft)	X	X		
Trackhoes					
	John Deere 250	X	X		
	John Deere 135	X	X		
	Case 130	X	X		
	Trail King Equipment Trailer (3 axle)	X	X		
	Trail King Equipment Trailer (2 axle)	X	X		
	Caterpillar 308	X	X		
Backhoes					
	Case 580	X	X	X	
	Olympic 20-Ton Equipment Trailer (2- axle)	X	X	X	
	Caterpillar 420	X	X	X	
Loader/Dozer					
	Caterpillar 930	X	X		
	John Deere 550	X	X		
	D51 Komatsu Dozer	X	X		
Specialty Equipment					
	Hogg-Davis Take-Up Drum Trailer	X	X	X	
	300-Gal Water/Fire Prevention Trailer	X	X		
	Erosion Control Straw Trailer	X	X		
	Salt/Sand Spreader Box for 5-yd Dump Truck	X	X		
	Hamm Roller	X	X		
	Skid Steer	X	X		
	Water Truck	X	X		
	Side Arm Tractor- Mower	X	X		
	Drill Rig – LR65	X	X		
	Build to Suit Shoring System	X	X	X	
	Shoring and Trench Boxes	X	X		
	(2) Fixed Crane Basket (1) Hanging Crane Basket	X	X		

	Sanding Conveyor Belt for 5-yd Dump Truck	X	X		
	Gravel Skiff	X	X		
	Vibratory Hammer	X	X		
	Road Mat Vacuum	X	X		
	300 – Megadeck HD Road Mats	X	X		
	32 – Wood Crane Mats	X	X		
Attachments for Equipment					
	(20) Backhoe/Trackhoe Buckets	X	X		
	(3) Backhoe Forks	X	X		
	(2) Loader Forks	X	X		
	Backhoe Street Sweeper	X	X		
	Auger and Pole setting attachments for Trackhoes	X	X		
	Loader Material Handler Arm/Broom attachment	X	X		
	Loader Bucket	X	X		
	16' Box Plow Loader				
	Breaker attachments	X	X		
	Brush heads	X	X		
	4-way Plow for 5-yd Dump Truck	X	X		
	Spreader Beams	X	X		
	2-Hoe Packs and Brush Rake for Excavator	X	X		





**BUSINESS OF THE COMMISSION**

Meeting Date: April 2, 2024

Agenda Item: 6

**TITLE**

CEO/General Manager’s Report

**SUBMITTED FOR: CEO/General Manager Report**

CEO/General Manager _____	John Haarlow _____	8473 _____
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing: _____		
Estimated Expenditure: _____		Presentation Planned <input type="checkbox"/>

**ACTION REQUIRED:**

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

**SUMMARY STATEMENT:**

Identify the relevant Board policies and impacts:

The CEO/General Manager will report on District related items.

*List Attachments:*  
None



**BUSINESS OF THE COMMISSION**

Meeting Date: April 2, 2024

Agenda Item: 7A

**TITLE**

Commission Reports

**SUBMITTED FOR: Commission Business**

<u>Commission</u>	<u>Allison Morrison</u>	<u>8037</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing: _____		
Estimated Expenditure: _____		Presentation Planned <input type="checkbox"/>

**ACTION REQUIRED:**

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

**SUMMARY STATEMENT:**

Identify the relevant Board policies and impacts:

The Commissioners regularly attend and participate in meetings, seminars, and workshops and report on their activities.

*List Attachments:*  
None



**BUSINESS OF THE COMMISSION**

Meeting Date: April 2, 2024

Agenda Item: 7B

**TITLE**

Commissioner Event Calendar

**SUBMITTED FOR: Commission Business**

<u>Commission</u>	<u>Allison Morrison</u>	<u>8037</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing:	_____	
Estimated Expenditure:	_____	Presentation Planned <input type="checkbox"/>

**ACTION REQUIRED:**

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

**SUMMARY STATEMENT:**

Identify the relevant Board policies and impacts:

The Commissioner Event Calendar is enclosed for Board review.

*List Attachments:*  
Commissioner Event Calendar

# Commissioner Event Calendar – 2024

## March 2024

### March 6 - 7:

Public Power Council Meetings  
Portland, OR

### March 8:

PNUCC Meeting  
Virtual  
(Logan/Wolfe)

### March 12:

Economic Alliance of Snohomish County (EASC)  
Legislative Session Wrap Up  
Virtual  
(Logan/Olson/Wolfe)

### March 13:

Public Power Council (PPC) FUEL  
Virtual  
(Logan/Olson)

### March 21:

Economic Alliance of Snohomish County (EASC)  
State of the City  
Everett, WA 3:30 p.m. – 6:00 p.m.  
(Logan/Olson)

## March 2024

### March 28:

New Employee Orientation Program  
Virtual 8:45 a.m. – 10:00 a.m.  
(Wolfe)

### March 30:

Community Transit  
Swift Orange Line Opening Ceremony  
Lynnwood, WA 11:00 a.m. – 12:00 p.m.  
(Logan/Olson)

# Commissioner Event Calendar – 2024

## April 2024

### April 3 - 4:

Public Power Council Meetings  
Virtual

### April 5:

PNUCC Meeting  
Virtual  
(Olson/Wolfe)

### April 10:

ROMEIO Presentation  
Arlington, WA 10:00 a.m. – 12:00 p.m.  
(Logan)

### April 10:

City of Everett Arbor Day Celebration  
Everett, WA 12:30 p.m. – 1:30 p.m.  
(Olson)

### April 26:

Marysville/Tulalip Chamber Meeting  
Marysville, WA 7:30 a.m. – 9:00 a.m.  
(Logan)

## April 2024

# Commissioner Event Calendar – 2024

## May 2024

May 1 - 3:

Public Power Council/PNUCC Meetings  
Portland, OR

May 12 - 15:

Northwest Public Power Association (NWPPA)  
Annual Conference  
Salt Lake City, UT  
(Wolfe/Logan)

## May 2024

# Commissioner Event Calendar – 2024

## June 2024

### June 5 - 7:

Public Power Council/PNUCC Meetings  
Portland, OR

### June 9 - 12:

American Public Power Council (APPA) Annual  
Conference  
San Diego, CA  
(Logan/Wolfe)

## June 2024

# Commissioner Event Calendar – 2024

**July 2024**

July 12:  
PNUCC Meeting  
Virtual

**July 2024**



# Commissioner Event Calendar – 2024

**August 2024**

August 7 - 9:  
Public Power Council/PNUCC Meetings  
Portland, OR

**August 2024**

# Commissioner Event Calendar – 2024

## September 2024

September 4 - 6:  
Public Power Council/PNUCC Meetings  
Portland, OR

## September 2024

# Commissioner Event Calendar – 2024

## October 2024

October 2 - 3:

Public Power Council Meetings

Portland, OR

October 4:

PNUCC Meeting

Virtual

## October 2024

# Commissioner Event Calendar – 2024

## November 2024

November 6 - 8:

Public Power Council/PNUCC Meetings  
Portland, OR

## November 2024

# Commissioner Event Calendar – 2024

**December 2024**

--

**December 2024**

--

**\*\*For Planning Purposes Only and Subject to Change at any Time\*\***

4

OSHA Recordable Injuries

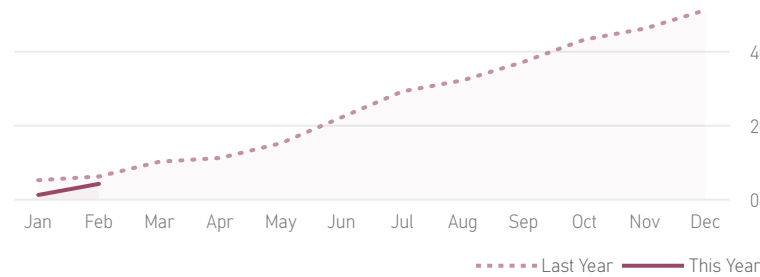
5

Preventable Vehicle Accidents

Safety Incidents (year-to-date)

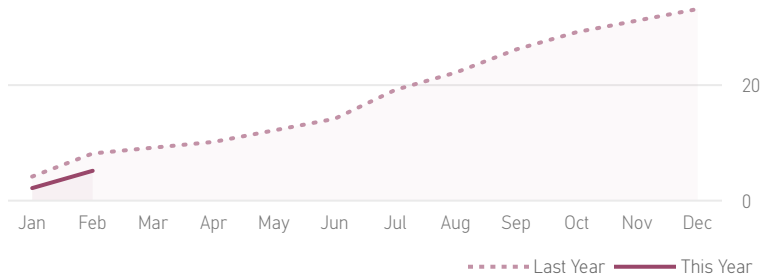
### Are we reducing the number of injuries?

The graph below shows the number of **recordable injuries** year-to-date.



### Are we reducing the number of vehicle accidents?

The graph below shows the number of **preventable accidents** year-to-date.



57%

Call Center Service Level

71%

% Payments via CSS Tools

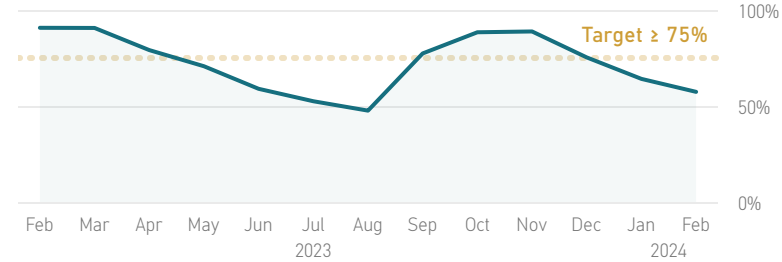
738

JD Power Overall Cust Sat

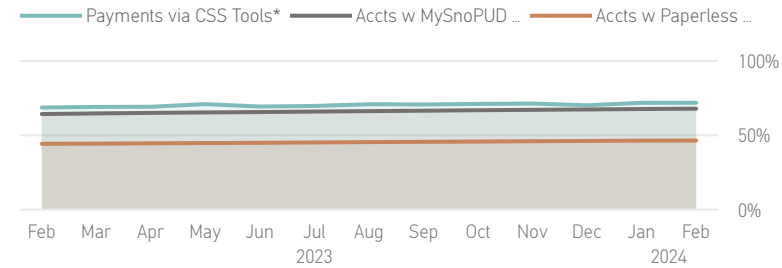
Customer Experience (most recent month / report)

### What is our customers' call center experience?

Service Level = % calls answered w/in 30 sec.



### Are customers using the self-service tools we offer?



\* Includes payments made via MySnoPUD, One-Time Payment, and IVR

### How satisfied are our customers?

District Overall Customer Satisfaction compared to our peer utilities, according to JD Power. Our target is a score  $\geq 800$ .

	2022: Q4	2023: Q4
District	751	738
West Mid-Size Avg	730	714

99.978 %

Electric System Uptime

1.0 %

Electric Cust w/6+ Outages

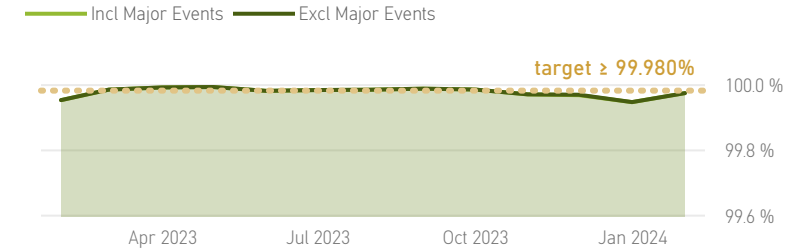
0.67

Water Outages per 1,000 Cust

System Reliability (performance over last 12 months)

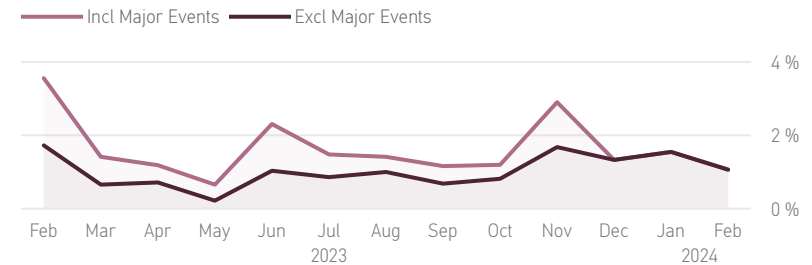
### What is our customers' experience of electric system reliability?

The % of time that power was available to customers. Downtime excludes planned outages.



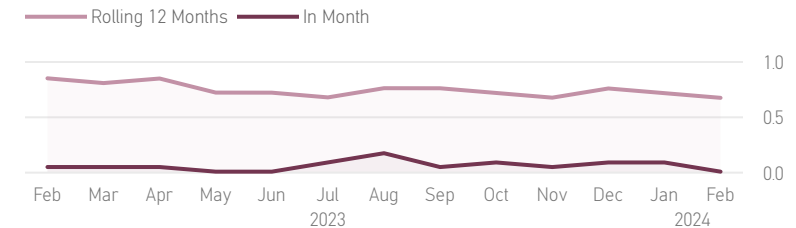
### What % of electric customers experienced 6+ outages in the last 12 months?

Includes unplanned outages that lasted one minute or more.



### What is our customer's experience of water system reliability?

The number of emergency outages per 1,000 customers.



# 2024 District Monthly Performance Dashboard

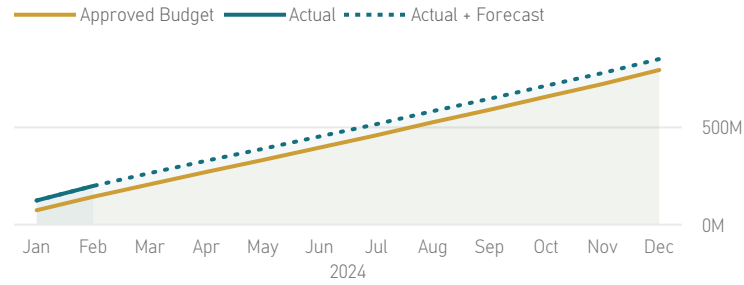
performance through February 2024 (data as of March 26, 2024)



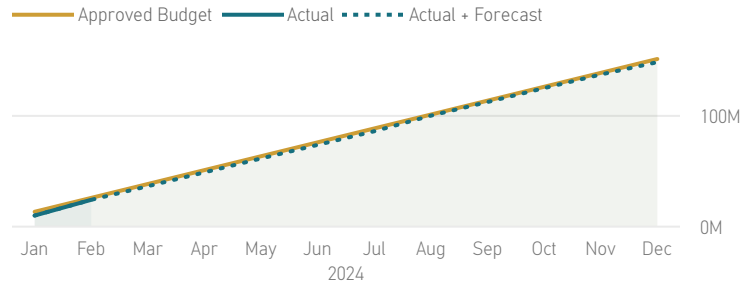
## Electric Financial Performance (compared to YTD approved budget)

**140 %** % Operating Budget Spent  
**93 %** % Capital Budget Spent  
**103 %** % Sales Revenue Budget Met

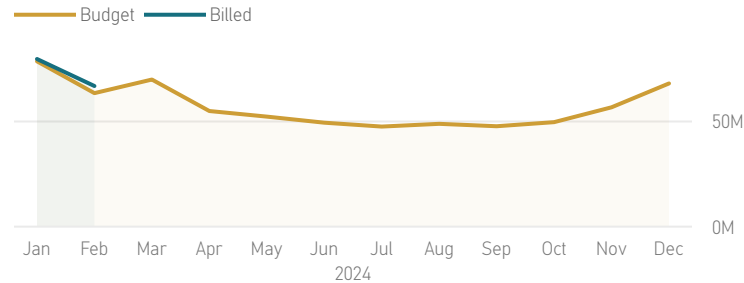
### Operating Spending\*



### Capital Spending



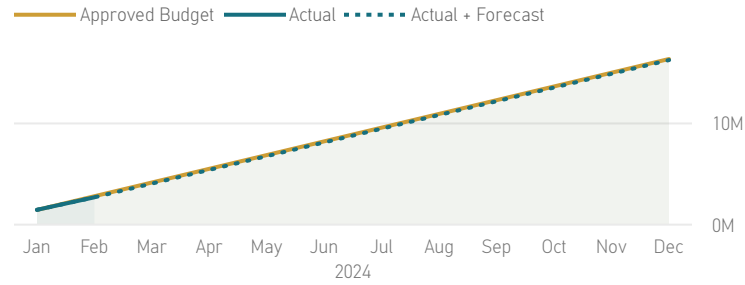
### Billed Retail Revenue (excludes Unbilled Revenue Adjustment)



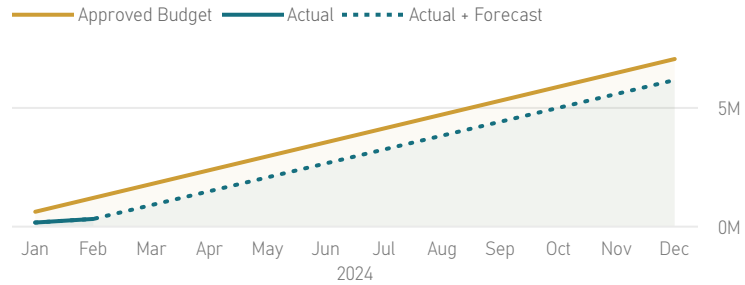
## Generation Financial Performance (compared to YTD approved budget)

**96 %** % Operating Budget Spent  
**24 %** % Capital Budget Spent

### Operating Spending\*



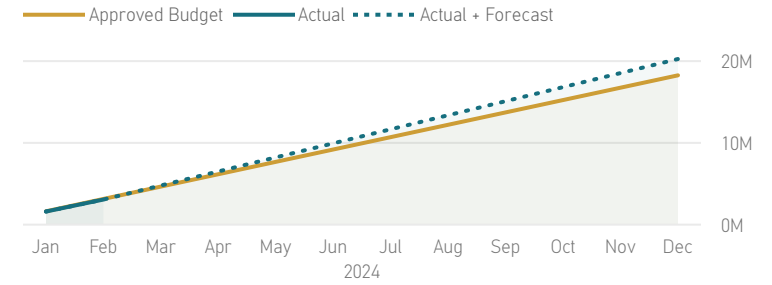
### Capital Spending



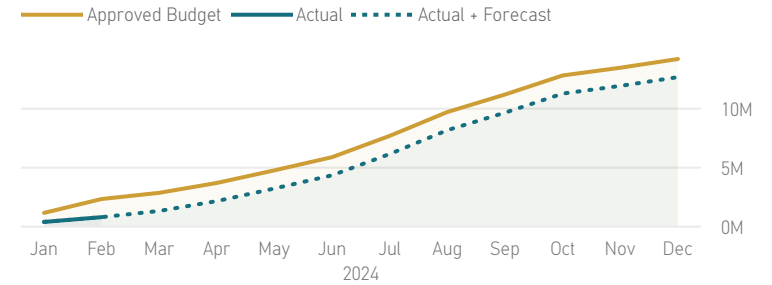
## Water Financial Performance (compared to YTD approved budget)

**98 %** % Operating Budget Spent  
**32 %** % Capital Budget Spent  
**95 %** % Sales Revenue Budget Met

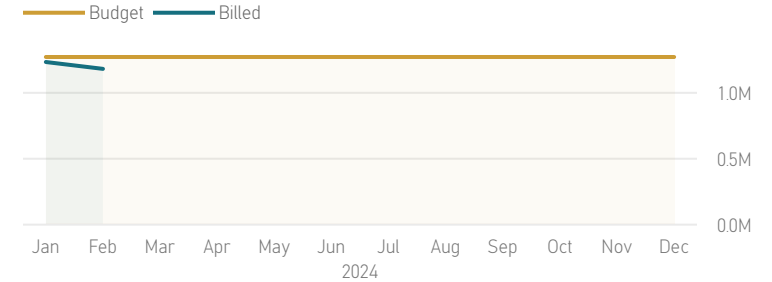
### Operating Spending\*



### Capital Spending



### Billed Retail and Wholesale Revenue



\* Operating Spending includes O&M, Transmission & Ancillary, Purchased Power / Water, Taxes, and Depreciation.

## DASHBOARD OVERVIEW

This dashboard is intended to provide key performance metrics that give insight into overall District Performance in relation to our strategic priorities.

The dashboard is updated to the most recent past month when financial close is complete. This is typically between the 10th and 15th of the month.

If you have questions about the dashboard or the data, please reach out to Laura Lemke.

## KPI TEXT COLOR

If a target has been set for a key performance metrics (KPI), the metrics in the top bar will change color depending on how we're performing against the target.

**Orange** indicates that we are not meeting the target, **green** indicates that we are. The targets are shown in the supporting graphs. For the operating and capital budget metrics, if the % budget is below 85% or above 105% the KPI will be **orange**, otherwise it will be **black**. KPIs without targets will always be **black**.

## DEFINITIONS AND ADDITIONAL RESOURCES

### Safety Metrics:

Recordable Injuries: Injuries that meet OSHA definitions.

### Call Center Metrics:

Service Level - Service level calculates the percent of incoming calls that are answered by a customer service rep within 30 seconds of the customer entering the hold queue.

### Customer Self-Service (CSS) Metrics:

Payments via CSS Tools - This metric tracks customer adoption and use of PUD payment channels. It does not include electronic payments that customers make through their own bank portal or PUD payment partner sites.

Accounts with MySnoPUD Profile - This tracks the portion of active PUD accounts in a given month that were associated to one or more MySnoPUD profiles as of the last day of the month.

Accounts with Paperless Billing - This tracks the portion of active PUD accounts in a given month that receive only an electronic bill as of the last day of the month.

**JD Power Overall Customer Satisfaction**: This metric summarizes the customer satisfaction research conducted by JD Power. The number shown is the YTD number for the study year. The District also conducts its own customer satisfaction research. For more info contact Auya Nyachuba in Business Readiness.

### Electric System Reliability Metrics:

System Uptime - This calculation is also known as Average Service Availability Index (ASAI). ASAI measures the average availability of the sub-transmission and distribution systems that serve customers. Essentially, it calculates the % of time that power is on in a given period of time. The target is based on an annual SAIDI target of less than 105. SAIDI measures the average minutes of outage experienced by customers during a one year period.

Customers Experiencing Multiple Outages - This calculation is also known as CEMI-5. It measures how many customers experience more than five (5) power interruptions of one minute or more in the past year.

**Water Outages**: This calculation multiplies the number of unplanned water outages each month by 1000 and then divides it by the number of active water connections.

**Budget and Financial Metrics**: These metrics reflect the close of the month.





**BUSINESS OF THE COMMISSION**

Meeting Date: April 2, 2024

Agenda Item: 8A

**TITLE**

Governance Planning Calendar

**SUBMITTED FOR: Governance Planning**

<u>Commission</u>	<u>Allison Morrison</u>	<u>8037</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing: _____		
Estimated Expenditure: _____		Presentation Planned <input type="checkbox"/>

**ACTION REQUIRED:**

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

**SUMMARY STATEMENT:**

Identify the relevant Board policies and impacts:

*Governance Process, Agenda Planning, GP-4: To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda.*

The Planning Calendar is enclosed for Board review.

*List Attachments:*  
Governance Planning Calendar

# Governance Planning Calendar – 2024

## To Be Scheduled

- Cap and Invest Consignment Revenue Allocation Policy
- Reserves Update
- Surplus and Sale of a Portion of Property to the City of Lynnwood

## To Be Scheduled

- Schedule 83 - PUD Retail Electric Vehicle Charging Update for Level 2 Chargers
- Columbia River System Operations (CRSO) Update

\*\*For Planning Purposes Only and Subject to Change at any Time\*\*

# Governance Planning Calendar – 2024

**April 2, 2024**

Morning Session Cancelled:

Afternoon Session:

- Legislative Closing Report
- Governance Planning Calendar

**April 16, 2024**

Morning Session:

- Community Engagement
- Legislative
- Energy Risk Management Report
- Water Supply Update
- 2023 Audit Results Public Utility District No. 1 of Snohomish County
- **Benefit Advisory Committee (BAC) and Leaves Advisory Committee (LAC) Changes**

Afternoon Session:

- Monitoring Report:  
→4<sup>th</sup> Quarter 2023 Financial Conditions and Activities Monitoring Report
- Governance Planning Calendar

# Governance Planning Calendar – 2024

**May 7, 2024**

Morning Session:

- Media
- Diversity, Equity, & Inclusion Initiative Update

Afternoon Session:

- Monitoring Report:  
→ 1<sup>st</sup> Quarter 2024 Financial Conditions and Activities Monitoring Report
- Governance Planning Calendar

**May 21, 2024**

Morning Session:

- Legislative
- Strategic Plan – Quarterly Update

Afternoon Session:

- Governance Planning Calendar

# Governance Planning Calendar – 2024

## June 4, 2024

### Morning Session:

- Media
- Clean Energy Transformation Act (CETA)  
Energy Assistance

### Afternoon Session:

- Governance Planning Calendar

## June 18, 2024

### Morning Session:

- Legislative
- Connect Up Quarterly Update

### Afternoon Session:

- Public Hearing and Action:  
→ Disposal of Surplus Property – 3<sup>rd</sup> Quarter
- Governance Planning Calendar

# Governance Planning Calendar – 2024

## July 2, 2024

Morning Session:

- Media

Afternoon Session:

- Governance Planning Calendar

## July 16, 2024

Morning Session:

- Legislative

Afternoon Session:

- Monitoring Report:  
→Asset Protection Monitoring Report
- Governance Planning Calendar

# Governance Planning Calendar – 2024

## August 6, 2024

### Morning Session:

- Media

### Afternoon Session:

- Monitoring Report:  
→2<sup>nd</sup> Quarter Financial Conditions and  
Activities Monitoring Report
- Governance Planning Calendar

## August 20, 2024

### Morning Session:

- Legislative
- Strategic Plan – Quarterly Update

### Afternoon Session:

- Public Hearing:  
→2025 Preliminary Budget – Report of Filing  
and Notice of Public Hearing
- Governance Planning Calendar

# Governance Planning Calendar – 2024

## September 3, 2024

### Morning Session:

- Media
- Connect Up Quarterly Update

### Afternoon Session:

- Governance Planning Calendar

## September 17, 2024

### Morning Session:

- Legislative

### Afternoon Session:

- Public Hearing and Action:  
→ Disposal of Surplus Property – 4<sup>th</sup> Quarter
- Governance Planning Calendar



# Governance Planning Calendar – 2024

## October 7, 2024

### Morning Session:

- Media

### Afternoon Session:

- Public Hearing:  
→ Open 2025 Proposed Budget Hearing
- Governance Planning Calendar

## October 22, 2024

### Morning Session:

- Legislative
- Energy Risk Management Report
- Water Supply Update

### Afternoon Session:

- Governance Planning Calendar

# Governance Planning Calendar – 2024

## November 5, 2024

### Morning Session:

- Media

### Afternoon Session:

- Public Hearing:  
→Continue Public Hearing on the 2025 Proposed Budget
- Monitoring Report:  
→3<sup>rd</sup> Quarter Financial Conditions and Activities Monitoring Report
- Governance Planning Calendar

## November 19, 2024

### Morning Session:

- Community Engagement
- Legislative
- Strategic Plan – Quarterly Update

### Afternoon Session:

- Public Hearing:  
→Continue Public Hearing on the 2025 Proposed Budget
- Adopt Regular Commission Meeting Dates for the Year 2025
- Governance Planning Calendar

# Governance Planning Calendar – 2024

## December 3, 2024

### Morning Session:

- Media
- Connect Up Quarterly Update

### Afternoon Session:

- Public Hearing and Action:
  - Adopt 2025 Budget
- Monitoring Report:
  - Financial Planning and Budgeting Monitoring Report
- Elect Board Officers for the Year 2025
- Proposed 2025 Governance Planning Calendar

## December 17, 2024

### Morning Session:

- Legislative

### Afternoon Session:

- Public Hearing and Action:
  - Disposal of Surplus Property - 1<sup>st</sup> Quarter 2025
  - Confirm Final Assessment Roll for LUD No. 67
- Adopt 2025 Governance Planning Calendar

# Governance Planning Calendar – 2024

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

\*\*For Planning Purposes Only and Subject to Change at any Time\*\*

# **EXECUTIVE SESSION**

**Tuesday, April 2, 2024**

## **At the Conclusion of the Afternoon Session of the Regular Meeting**

Discussion of the Legal Risks of Current Practice or Proposed Action - Approximately 45 Minutes.