

**KITSAP PUBLIC HEALTH BOARD**

*The Kitsap Peninsula is home of sovereign Indian nations, namely the  
Suquamish and Port Gamble S'Klallam Tribes*

**MEETING AGENDA**

*(revised 2/3/2025)*

February 4, 2025

8:30 am Closed Meeting per RCW 42.30.140

8:50 a.m. to 9:30 a.m.

Chambers Room, Bremerton Government Center

345 6<sup>th</sup> Street, Bremerton WA 98337

(Health Board members may participate remotely via Zoom)

- |           |    |   |                                   |
|-----------|----|---|-----------------------------------|
| 8:50 a.m. | 1. | Call to Order<br><i>Dr. Tara Sell, Chair</i>  |                                   |
| 8:51 a.m. | 2. | Approval of January 7, 2025, Meeting Minutes<br><i>Dr. Tara Sell, Chair</i>   | Page 4                            |
| 8:52 a.m. | 3. | Approval of Consent Items and Contract Updates<br><i>Dr. Tara Sell, Chair</i>                                       | <a href="#">External Document</a> |
| 8:53 a.m. | 4. | Public Comment<br><i>Dr. Tara Sell, Chair</i>   |                                   |
| 9:03 a.m. | 5. | Health Officer and Administrator Reports<br><i>Dr. Gib Morrow, Health Officer &amp; Yolanda Fong, Administrator</i> |                                   |

**ACTION ITEMS**

- |           |    |  |          |
|-----------|----|--|----------|
| 9:15 a.m. | 6. | Resolution 2025-03, Approving 2025 – 2027 Collective<br>Bargaining Agreement between Kitsap Public Health<br>District & PROTEC17 | Page 9   |
| 9:20 a.m. | 7. | Resolution 2025-04, Approving 2026 – 2027 Salary<br>Adjustments for Non-Represented Employees                                    | Page 146 |
| 9:30 a.m. | 8. | Adjourn  |          |

*All times are approximate. Board meeting materials are available online at [www.kitsappublichealth.org/about/boh](http://www.kitsappublichealth.org/about/boh)*

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## **Attending/viewing Health Board meetings**

Members of the public can attend Kitsap Public Health Board meetings **in person** at the time and location listed at the top of the agenda.

Health Board meetings will broadcast **live on Comcast channel 12, WAVE channel 3, and on the BKAT website at <https://www.bremertonwa.gov/402>**. A video recording of the meeting will be made available at [www.kitsappublichealth.org/about/boh](http://www.kitsappublichealth.org/about/boh), typically within 48 hours of meeting adjournment.

## **Providing public comment**

**Verbal public comment:** Members of the public can provide spoken public comment to the Health Board by attending the meeting in person at the time and location listed at the top of the agenda.\* Members of the public who attend in person can make verbal comments during the Public Comment agenda item or as specified by the Health Board Chair.

As this meeting is a regular business meeting of the Health Board, the Chair will establish a time limit for public comment to ensure enough time is allowed for all agenda items to occur prior to adjournment. Each public commenter will receive a specific amount of time to address the board as determined by the Chair.

**Written comments** may be submitted by mail or email to:

Mail:

Kitsap Public Health Board  
Attention: Executive Secretary  
345 6<sup>th</sup> Street, Suite 300  
Bremerton, WA 98337

Email:

[healthboard@kitsappublichealth.org](mailto:healthboard@kitsappublichealth.org)

All written comments received will be forwarded to board members and posted on the Health Board's meeting materials webpage at [www.kitsappublichealth.org/about/boh](http://www.kitsappublichealth.org/about/boh).

*\*If you are unable to attend a meeting in person and need to request an accommodation to provide verbal public comment, please email [healthboard@kitsappublichealth.org](mailto:healthboard@kitsappublichealth.org) or call 360-728-2235.*

## **Health Board meeting notifications and materials**

To sign up to receive Kitsap Public Health Board meeting notifications by email or text message, go to [kitsappublichealth.org/subscribe](https://kitsappublichealth.org/subscribe), email [pio@kitsappublichealth.org](mailto:pio@kitsappublichealth.org), or call 360-728-2330. Notifications are typically sent on the Thursday prior to each regular Tuesday meeting.

A schedule of regular Health Board meetings is posted on the Health District website [here](#).

Materials for each meeting, including an agenda, minutes from the prior Health Board meeting, and informational meeting packet, are posted prior to each scheduled meeting at [www.kitsappublichealth.org/about/boh](https://www.kitsappublichealth.org/about/boh). Printed materials are available for meeting attendees. A video recording and copies of presentations are posted to the board meetings website after each meeting.

**KITSAP PUBLIC HEALTH BOARD**  
**MEETING MINUTES**  
**Regular Meeting**  
**January 7, 2025**

The meeting was called to order by Chair Tara Sell at 8:30 a.m.

Each Board member present gave a brief introduction.

**2025 COMMITTEE ASSIGNMENTS**

Chair Sell noted that she is discontinuing her service on the Finance and Operations Committee and Commissioner Christine Rolfes will be filling the vacancy. All other committee assignments will remain the same.

Mayor Becky Erickson moved and Member Stephen Kutz seconded the motion to approve the 2025 committee assignments with the aforementioned revisions. The motion was approved unanimously.

**APPROVAL OF MINUTES**

Member Kutz moved and Mayor Greg Wheeler seconded the motion to approve the minutes for the December 3, 2024, regular meeting. The motion was approved unanimously.

**CONSENT AGENDA**

The January consent agenda included the following contracts:

- 2306, Amendment 2, *Jefferson County Public Health, Nurse Family Partnership Supervisor*
- 2443, *Kitsap County Human Services, Nurse Family Partnership*

Member Dr. Michael Watson moved and Mayor Erickson seconded the motion to approve the consent agenda. The motion was approved unanimously.

**2025 OFFICER ELECTIONS**

Chair Sell explained that the Board Bylaws allow members to serve as Chair and Vice Chair no more than two consecutive terms, unless the Board has special circumstances that require more than two terms. Board members expressed that they would like Dr. Sell and Commissioner Rolfes to continue their roles as Chair and Vice Chair through 2025. Member Kutz moved and Mayor Erickson seconded the motion to re-elect Dr. Sell as Board Chair and Commissioner Rolfes as Board Vice Chair. The motion was approved unanimously.

## **PUBLIC COMMENT**

There was no public comment.

## **HEALTH OFFICER/ADMINISTRATOR REPORTS**

### Administrator Report:

Yolanda Fong, Administrator, shared two updates:

- The Washington State Department of Health (DOH) has started sending communications around concerns with the state budget. DOH has not made any decisions around budget changes and the Health District is monitoring the situation.
- An invitation will be sent to Board members for individual meetings with Ms. Fong. An email will be sent to the Board with additional information.

There was no further comment.

### Health Officer Report:

Dr. Gib Morrow, Health Officer, shared several updates:

- Tuberculosis (TB) cases
  - Two new TB cases were identified in Kitsap. The cases were swiftly diagnosed and isolated due to strong care coordination between the hospital and the Health District.
- Respiratory illness trends
  - Respiratory illnesses in Kitsap increased during Christmas, but preliminary indicators show influenza rates may be starting to taper off. COVID-19 cases showed a slight increase, but no significant seasonality.
  - Dr. Morrow encouraged Board members and the public to get the most recent version of respiratory illness vaccines.
- Avian influenza
  - The Wild Felid Advocacy Center in Shelton, Washington experienced an avian influenza outbreak, resulting in the death of several rescue animals.
  - The Health District participated in a six week-week, multi-agency response with the Washington State Department of Agriculture.
  - Exposed sanctuary volunteers show no signs of infection. Dr. Morrow emphasized ingestion risks (e.g., unpasteurized milk, raw pet foods) and noted poultry workers are at higher risk.
  - Stockpiles of Tamiflu and test kits are available for distribution if needed.
- Buprenorphine use in overdose cases
  - Discussions with Kitsap Emergency Medical Services (EMS) have focused on using buprenorphine for treatment of overdoses. Unlike naloxone,

- buprenorphine alleviates severe withdrawal symptoms, reducing the risk of subsequent overdoses.
- o EMS is developing protocols in coordination with pilot programs across the state.

Board members discussed the update and asked clarifying questions.

There was no further comment.

### **SALARY ADJUSTMENTS FOR NON-REPRESENTED EMPLOYEES**

Ms. Fong explained that in 2024, the Health District contracted a salary and classification study which resulted in recommendations for salary and classification adjustments. She noted that, traditionally, salary adjustments for both represented and non-represented employees have been presented to the Board following the ratification of a new collective bargaining agreement. However, as union negotiations are still ongoing, the Health District is seeking to proceed with salary adjustments for non-represented staff. The Board's approval of Resolution 2025-01 would implement the new salary schedule for non-represented employees. As part of the transition, all non-represented employees would receive a minimum salary increase of 4% for 2025. Ms. Fong also highlighted that the Personnel Committee reviewed the proposal in December and recommended that the Board approve the resolution.

Mayor Erickson moved and Mayor Wheeler seconded the motion to approve Resolution 2025-01. After a brief discussion, the motion was approved unanimously.

There was no further comment.

### **JOB CLASSIFICATION REVISIONS**

Ms. Fong said that the 2024 salary and classification study also resulted in recommendations to revise four job classifications. The revisions would align them with the operational use of the classifications and clarify the job scopes. Resolution 2025-02, if approved, would allow the Health District to revise the job classifications of Program Coordinator 1, Program Coordinator 2, Program Manager 1, and Program Manager 2.

Commissioner Christine Rolfes moved and Member Kutz seconded the motion to approve Resolution 2025-02. The motion was approved unanimously.

There was no further comment.

## **SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION – AN OVERVIEW**

Jolene Kron, Administrator and Clinical Director of Salish Behavioral Health Administrative Services Organization (SBH-ASO), provided an update on the organization's activities and accomplishments. Key points included:

- An overview of the scope of SBH-ASO's work.
- Details on programs administered by SBH-ASO and the development of new programs in 2024.
- Highlights of organizational accomplishments in 2024, including funding management.
- Administration of subcontracts across the region.
- Updates on the naloxone distribution program and the naloxone map project.
- Training support offered to regional agencies.
- Insight into opioid settlement funding and the work of the Opioid Abatement Council (OAC).

Board members discussed the presentation and asked clarifying questions.

There was no further comment.

## **OPIOID PREVENTION CAMPAIGN**

Dana Bierman, Chronic Disease and Injury Prevention Manager, and Tad Sooter, Public Information Officer, provided an update on an upcoming campaign titled Kitsap Friends for Life. During their presentation, they highlighted:

- Campaign funding provided by DOH.
- The Health District's partnership with the Washington State Health Care Authority (HCA).
- Adaptation of the existing HCA Friends for Life campaign to develop Kitsap-specific materials.
- Planned locations for campaign materials, including ferry terminals, billboards, and movie theater videos.
- Resources that will be available on the Kitsap Friends for Life campaign website.
- Public service announcement videos through the HCA Friends for Life campaign.

Board members discussed the presentation and asked clarifying questions.

There was no further comment.

**ADJOURN**

There was no further business; the meeting adjourned at 9:43 a.m. Chair Sell noted that the Board will be moving into a closed session pursuant to RCW 42.30.140 for a discussion related to collective bargaining.

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Dr. Tara Sell  
Kitsap Public Health Board

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Yolanda Fong  
Administrator

**Board Members Present:** *Mayor* Becky Erickson; *Member* Drayton Jackson; *Member* Stephen Kutz; *Deputy Mayor* Ashley Mathews; *Mayor* Rob Putaansuu; *Commissioner* Christine Rolfes; *Member* Dr. Tara Sell; *Member* Jolene Sullivan; *Member* Dr. Michael Watson; *Mayor* Greg Wheeler.

**Board Members Absent:** *None.*

**Community Members Present:** *Janet Kalmen, Community Member; Jolene Kron, Administrator/Clinical Director, Salish Behavioral Health-Administrative Services Organization; Jeff Riggins, Suquamish Tribe; Doug Washburn, Kitsap County Human Services.*

**Scribe:** *Margo Chang, Management Analyst, Kitsap Public Health District.*

**Staff Present:** *Angie Berger, Management Analyst, Equity & Performance Management; Dana Bierman, Program Manager, Chronic Disease and Injury Prevention; Yolanda Fong, Administrator, Administration; Jessica Guidry, Director, Public Health Infrastructure Division; Karen Holt, Program Manager, Human Resources; Jessica Howell, Peer Navigator, HIV Case Management, John Kiess, Director, Environmental Health Division; Siri Kushner, Director, Public Health Infrastructure; Naomi Levine, Community Liaison, Chronic Disease and Injury Prevention; Kaela Moontree-Stewart, Public Health Educator, Chronic Disease and Injury Prevention; Dr. Gib Morrow, Health Officer, Administration; Lynn Pittsinger, Director, Community Health Division; Tad Sooter, Public Information Officer.*



# MEMO

**To:** Kitsap Public Health Board  
**From:** Yolanda Fong, Administrator  
**Date:** February 4, 2025  
**Re:** Resolution 2025-03, Approving 2025 – 2027 Collective Bargaining Agreement between Kitsap Public Health District & PROTEC17

Please find attached for the Health Board’s review and consideration for approval the following documents:

1. Draft Resolution 2025-03, Approving 2025 – 2027 Collective Bargaining Agreement between Kitsap Public Health District & PROTEC17;
2. A strike-out/underline draft of the proposed new collective bargaining agreement;
3. A final clean draft of the proposed new collective bargaining agreement with all edits accepted; and
4. Executive Summary, 2024 Classification System Design and Salary Schedule Adjustments by Compensation Connections.

## **Summary**

Following several months of negotiations, the Health District and PROTEC17 reached a tentative agreement on January 14, 2025, for twelve proposals to include in the new three-year collective bargaining agreement (using the previous 2022-2024 Collective Bargaining Agreement as the baseline):

1. Hours of Work/Work Assignments: Amend Article 5 (Hours of Work/Work Assignments) to incorporate updated terminology and language to describe current practices.

2. Wage Adjustments: Amend Article 6 (Compensation and Rates of Pay) and Appendices A through D (Unit Salary Schedules) to incorporate the following wage increases:
  - a. Contract Year 2025: At least 4% for all represented employees;
  - b. Contract Year 2026: 2.75% for all units; and
  - c. Contract Year 2027: 2.75% for all units.
3. Anniversary and Step Increase Dates: Amend Article 6 to enhance clarification on how dates are determined.
4. General Leave Accrual: Amend Article 9 (General and Extended Leave) to clarify general leave accrual and update notification requirement.
5. Leaves of Absence: Amend Article 10 (Leaves of Absence) to align language with current laws and improve clarification on administrative leave eligibility.
6. Vision Insurance: Amend Article 12 (Health Program) to include the Health District's commitment to provide vision insurance to employees who elect medical coverage.
7. Driving Records: Amend Article 15 (Travel Allowance) to reflect current practice for review of employee driving records.
8. Individual Learning Plans: Amend Article 16 (Professional Development, Licensure, and Certification) to reflect current practices around the development of individual learning plans.
9. Union Membership: Amend Article 21 (Union Membership) to reflect changes in state law.
10. Union Representation: Amend Article 22 (Union Representation) to reflect changes in state law.
11. Hiring Procedures: Amend Article 24 (Hiring, Promotions, and Transfer Procedures) to reflect current practice.
12. Required Footwear: Amend Article 27 (Health and Safety) to allow reimbursement of slip resistant protective safety footwear for Environmental Health employees.

Additionally, the new agreement also contains numerous housekeeping edits to include non-gendered pronouns and to improve readability of the document.

**Budget Impacts**

Following is a brief description of the costs associated with two of the items.

Wage Adjustments: Two primary factors framed negotiations concerning wage adjustments for the new contract: 1) The 12-month percent changes in CPI-U from June – December, 2024 (see [here](#)); and 2) A job classification market analysis summary comparing 2024 salaries for represented Health District job classifications to comparable jobs (see Attachment 4).

The wage increases proposed in the new agreement are consistent with the Health Board’s Compensation Policy, which establishes a philosophy to be competitive in the relevant labor market in order to attract and retain dedicated, hardworking, and talented employees who effectively support the District’s mission.

The total estimated cost in 2025 for the Health District to incorporate the recommended wage proposal for represented employees is approximately \$525K, or 3% of the 2025 budget (\$19.7M). The Health District is currently reviewing the impacts of these changes to our 2025 budget and will work with the Board Finance Committee if we need to create a budget amendment that will be brought to the full Board for consideration.

Vision Insurance: In 2024 we were notified by our medical insurer that they would no longer include vision as part of our medical coverage. The Health District is covering vision premiums for staff that select our medical coverage. The estimated cost of this benefit is \$14,200 for 2025.

**Recommendation:**

The Health District recommends that the Health Board approve Resolution 2025-03, Approving 2025 – 2027 Collective Bargaining Agreement between Kitsap Public Health District & PROTEC17.

Please contact me with any questions or concerns about this matter at [yolanda.fong@kitsappublichealth.org](mailto:yolanda.fong@kitsappublichealth.org).

## Approving 2025 – 2027 Collective Bargaining Agreement Between Kitsap Public Health District & PROTEC17

**WHEREAS**, the Kitsap Public Health District (District) and the PROTEC17, representing District employees who are in the Clerical Unit, the Environmental Health Unit, the Health Professional and Technical Unit, and the Registered Nurses Unit, have in good faith bargained a Collective Bargaining Agreement (Agreement) to be effective January 1, 2025, through December 31, 2027; and

**WHEREAS**, the membership of PROTEC17 ratified this Agreement on January 27, 2025; and

**WHEREAS**, the wage increases proposed in this Agreement are consistent with the Kitsap Public Health Board's Compensation Policy, which established a philosophy to be competitive in the relevant labor market in order to attract and retain dedicated, hardworking, and talented employees who effectively support the District's mission; and

**WHEREAS**, to reach and maintain market competitiveness during the life of the Agreement, the Agreement contains revisions to the following articles from the previous 2022-2024 Collective Bargaining Agreement:

- **Article 5** to incorporate updated terminology and language to describe current practices.
- **Article 6**
  - **2025 Wages** – Effective January 1, 2025: Increase the salaries of employees in the Clerical, Environmental Health, Health Professional and Technical, and Registered Nurse Units by at least 4%.
  - **2026 Wages** – Effective January 1, 2026: Increase all ranges by 2.75%.
  - **2027 Wages** – Effective January 1, 2027: Increase all ranges by 2.75%.
  - **Amend Anniversary and Step Increase Dates** to improve clarification on how dates are determined.

- **Articles 9, 10, 12, 15, 16, 21, 22, 24** to enhance clarity, reflect current practice and to align with current state law.
- **Article 27 Amend Health and Safety** to allow reimbursement of slip resistant protective safety footwear for Environmental Health employees.
- **Housekeeping Edits** throughout the document to include non-gendered pronouns and to improve readability of the Agreement.

**NOW, THEREFORE, BE IT RESOLVED** that the Kitsap Public Health Board approves the Collective Bargaining Agreement Between Kitsap Public Health District & PROTEC17, Effective January 1, 2025, through December 31, 2027.

**APPROVED:** February 4, 2025

**EFFECTIVE:** January 1, 2025

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Dr. Tara Sell, Chair  
Kitsap Public Health Board



KITSAP PUBLIC  
HEALTH DISTRICT



## **COLLECTIVE BARGAINING AGREEMENT**

**Between**

**KITSAP PUBLIC HEALTH DISTRICT**

**&**

**PROFESSIONAL AND TECHNICAL EMPLOYEES  
LOCAL 17 (PROTEC17)**

**Effective**

**January 1, ~~2022~~2025, through December 31, ~~2024~~2027**

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ARTICLE 1 – RECOGNITION.....1

ARTICLE 2 – MANAGEMENT RIGHTS.....~~1~~2

ARTICLE 3 – RULES AND REGULATIONS..... 3

ARTICLE 4 – NO STRIKE CLAUSE..... 3

ARTICLE 5 – HOURS OF WORK/WORK ASSIGNMENTS..... 3

ARTICLE 6 – COMPENSATION AND RATES OF PAY..... 6

ARTICLE 7 – LONGEVITY BONUS PLAN .....~~6~~7

ARTICLE 8 – PERSONNEL FILES..... ~~7~~8

ARTICLE 9 – GENERAL AND EXTENDED LEAVE ..... ~~7~~8

ARTICLE 10 – LEAVES OF ABSENCE.....~~10~~11

ARTICLE 11 – HOLIDAYS.....~~13~~15

ARTICLE 12 – HEALTH PROGRAM.....~~15~~17

ARTICLE 13 – LIABILITY INSURANCE .....~~17~~19

ARTICLE 14 – RETIREMENT AND SOCIAL SECURITY.....~~17~~20

ARTICLE 15 – TRAVEL ALLOWANCE .....~~17~~20

ARTICLE 16 – PROFESSIONAL DEVELOPMENT, LICENSURE AND CERTIFICATION..... ~~18~~21

ARTICLE 17 – NONDISCRIMINATION.....~~19~~22

ARTICLE 18 – LABOR-MANAGEMENT CONFERENCE COMMITTEE.....~~20~~22

ARTICLE 19 – DISCIPLINARY ACTION.....~~20~~23

ARTICLE 20 – GRIEVANCE PROCEDURE.....~~22~~26

ARTICLE 21 – UNION MEMBERSHIP.....~~24~~27

ARTICLE 22 – UNION REPRESENTATION.....~~24~~28

ARTICLE 23 – LAYOFF AND RECALL.....~~26~~30



ARTICLE 24 – HIRING, PROMOTIONS, AND TRANSFER PROCEDURES.....[27](#)[31](#)

ARTICLE 25 – CLASSIFICATION .....[28](#)[32](#)

ARTICLE 26 – PROBATION AND TRIAL SERVICE PERIODS .....[29](#)[33](#)

ARTICLE 27 – HEALTH AND SAFETY .....[29](#)[34](#)

ARTICLE 28 – SUCCESSORSHIP .....[30](#)[34](#)

ARTICLE 29 – ENTIRE AGREEMENT .....[30](#)[35](#)

ARTICLE 30 – SAVINGS CLAUSE .....[30](#)[35](#)

ARTICLE 31 – SUBORDINATION OF THE AGREEMENT .....[30](#)[35](#)

ARTICLE 32 – EFFECTIVE DATE AND DURATION OF THIS AGREEMENT .....[31](#)[35](#)

## PREAMBLE

This Agreement is made and entered into by and between the Kitsap Public Health District, hereinafter referred to as the District, and the Professional and Technical Employees, Local 17, hereinafter referred to as PROTEC17. It is the purpose of this agreement to achieve and maintain harmonious relations between the parties. The parties are committed to a relationship of openness and communication and recognize the importance of collaboratively resolving issues in the District. The parties recognize the importance of working together cooperatively in jointly seeking to improve the District's delivery of services to the public and promoting a fair and equitable work environment based on mutual respect and understanding. It is the intent and purpose of the District and PROTEC17 to set forth herein their entire Agreement covering rates of pay, wages, hours of work, and other conditions of employment, and to provide for prompt and fair settlement of grievances without any interruption of or other interference with the operation of the District. Both parties mutually agree that their objective is for the good and welfare of the District and PROTEC17 members alike. Both parties further agree that in the interest of collective bargaining and harmonious relations they will at all times abide by the terms and conditions as hereinafter set forth and agreed upon. In consideration of these mutual covenants, the parties hereto agree as follows:

## ARTICLE 1 – RECOGNITION

- 1.1 The District recognizes PROTEC17 as the exclusive bargaining representative for the employees, excluding supervisors and confidential employees, now or hereafter employed in the following bargaining units:
  - 1.1.1 Clerical Unit, including those employees working in the job classifications listed in Appendix A;
  - 1.1.2 Environmental Health ~~Professional and Technical~~ Unit, including those employees working in job classifications listed in Appendix B;
  - 1.1.3 Registered Nurses Unit, including those employees working in job classifications listed in Appendix C; and
  - 1.1.4 Health and Professional Technical Unit, including those employees working in job classifications listed in Appendix D.

## ARTICLE 2 – MANAGEMENT RIGHTS

2.1 It is understood and agreed that the District possesses the sole right and authority to operate the affairs of the District and direct the employees of the District except as limited by the terms of this Agreement. The District's rights include, but are not limited to:

- 2.1.1 The right to determine its mission, policies, and to set forth all standards of service offered to the public;
- 2.1.2 The right to plan, direct, control and determine the operations or services to be conducted by the employees of the District;
- 2.1.3 The right to determine the methods, means, number and kind of personnel needed to carry out the operations of the District and the work undertaken by its employees who are covered by this Agreement;
- 2.1.4 The right to direct the employees covered by this Agreement;
- 2.1.5 The right to hire, promote, assign, transfer, reclassify, or retain employees;
- 2.1.6 The right to demote, suspend, discipline, or discharge employees for proper cause;
- 2.1.7 The right to layoff or relieve employees due to lack of work or funds or for other legitimate reasons;
- 2.1.8 The right to make, publish and enforce rules and regulations;
- 2.1.9 The right to introduce new or improved methods, equipment or facilities;
- 2.1.10 The right to contract out for goods and services; provided the District will not contract out bargaining unit work in a manner that will reduce the FTE of current employees unless the Administrator has determined that, in ~~his/her~~their judgment, the required expertise is not available within the District's existing workforce, or the contract will result in clear cost savings for the District. Unless required by emergency conditions, the District will provide PROTEC17 with at least thirty (30) calendar days' notice before entering into a contract that will reduce the FTE of current employees, during which time PROTEC17 may present to the District

alternatives to its proposal. The District will provide in its notice a description of services to be contracted, a summary of the reason for contracting those services, and a proposed timeline for contracting out; and

2.1.11 The right to take any and all actions as may be necessary to carry out the mission of the District in situations of emergency as may be declared by the Administrator, Health Officer and/ or the Kitsap Public Health Board provided that no right enumerated herein shall be exercised or enforced in a manner contrary to or inconsistent with the provisions of this Agreement.

2.2 The District Administrator and the Kitsap Public Health Board have the sole authority to determine the purpose and mission of the District and the amount of budget to be adopted thereto.

2.3 The classifications for the various authorized District positions are those adopted by the Kitsap Public Health Board.

2.4 The retention of these rights does not preclude any employee, or ~~his~~their authorized representative, from filing a grievance or seeking a review of the exercise of this right in a particular case, nor from the District in establishing local guidelines and standard in carrying out the responsibilities referred to above.

### **ARTICLE 3 – RULES AND REGULATIONS**

3.1 All rules and policies affecting personnel established by the Kitsap Public Health Board shall be in writing and made available to all employees. The District will notify PROTEC17 and complete any requested bargaining prior to implementing any amendments, changes or additions to such rules and policies that impact wages, hours or working conditions.

### **ARTICLE 4 – NO STRIKE CLAUSE**

4.1 During the term of this Agreement, PROTEC17 shall not allow, cause, or counsel its members to participate in a strike, nor shall it in any manner cause or allow them to either directly or indirectly commit any acts of work stoppage, slowdown, or refusal to perform any and all assigned duties.

## ARTICLE 5 – HOURS OF WORK/WORK ASSIGNMENTS

5.1 The basic workweek is 40 hours. District will strive to schedule work so that 40 hours is accomplished within five (5) working days per week. Other schedules may be considered on a case-by-case basis at the discretion of the District.

5.2 The District retains the right to establish and alter work schedules in accordance with the public health needs and District policies as determined by the District. The District will consider the affected employee's seniority, input and preferences when altering work schedules and making site assignments. The District will give at least one (1) weeks' notice to an employee whose work schedule is permanently changed. Nothing in this section is to be construed as preventing the District from changing work schedules in the interest of public health and safety nor as preventing the District from changing work schedules temporarily to fill a need caused by the absence of another employee or to meet the needs of temporary programs not exceeding thirty (30) calendar days.

5.3 All work in excess of the basic workweek must be properly authorized in advance and shall be compensated for in time or in ~~cash~~additional compensation at the rate of one-and-one-half (1½) times the employee's regular rate of pay. Payment in ~~cash~~additional compensation or in compensatory time is optional for the employee until the maximum accrual of 40 hours compensatory time is reached. After the 40-hour accrual, all overtime hours will be ~~reimbursed in cash-~~only compensated with additional pay.

5.4 Rest periods will be granted in accordance with WAC 296-126. Where the nature of the work allows employees to take intermittent rest periods equivalent to fifteen (15) minutes for each four (4) hours worked, scheduled rest periods are not required. However, if it is necessary to schedule rest periods due to the employee's specific duties, "rest periods shall be scheduled as near as possible to the midpoint of the work period" (which is four (4) hours per each work period as referred to in this section). Rest periods are not to be accumulated and/or used as leave, or for extensions of lunch periods, or to make up for time lost during the workday (i.e., for tardiness or early departure).

5.5 Employees who are specifically directed by their immediate supervisor to work more than two (2) hours beyond their regular workday and who are unable to leave the worksite for a dinner break, will be reimbursed for the reasonable cost of a meal purchased in an amount authorized in the District's administrative policy on meal reimbursement. In order to receive reimbursement, employees must ~~furnish-~~

~~receipt for said meal to the supervisor~~complete and submit the appropriate expense reimbursement request in accordance with District policy.

5.6 For the purposes of computing overtime, all authorized time off in a paid status will be considered time worked.

5.7 Employees who are required or permitted to attend District-provided training will be compensated for all such hours at their regular or overtime rate, as provided by this Article.

5.8 When employees are called back to work after completion of their regular workday, they shall be compensated in cash pay or compensatory time at the rate of one-and-one-half (1½) times the actual hours worked. A minimum callback will be two (2) hours, and the employee must physically report to a worksite.

5.9 An employee or the District may request consideration of a flex-shift schedule and both parties will investigate the feasibility of the request. Flexitime shifts will be allowed only where mutually agreed to by both parties.

5.10 Job sharing may be implemented with the following conditions when it benefits the District and at the discretion of the Administrator:

5.10.1 Each partner agrees to work in the absence of the other partner during planned and unplanned general leaves and other leaves whenever possible at the request of the District.

5.10.2 Each partner will arrange his/her/their schedule as needed to attend staff and other meetings that are required by the District without increasing his/her/their normal weekly hours. Changes in FTE will be made only with the mutual consent of both partners and the District.

5.10.3 Compensation and benefits will be prorated according to hours worked in accordance with this Agreement except that in no event will benefits be greater than those provided to one (1) full-time equivalent employee. ~~Employees hired prior to 7/1/81 waive benefits as outlined in Article 12, Sections 12.1.2 and 12.3.7, while in a job share position.~~

5.10.4 If one partner terminates the partnership for any reason, or it is terminated by the District, the remaining partner will immediately revert to full-time status with applicable compensation and benefits. By the end of the thirty (30) calendar day period, one of the following options

must be elected by the remaining partner with the agreement of the District:

- (a) Continue in the full-time position.
- (b) Begin a new job share partnership according to the hiring requirements of the District.
- (c) Resign giving fifteen (15) calendar days' notice.

In no event is the District obligated to hire another job-sharing partner or to continue the remaining partner as indicated in this section.

5.10.5 The District may terminate this job-sharing agreement with thirty (30) calendar days' written notice to both partners.

5.11 On-Call Assignments. Employees who are assigned to remain on-call during off-duty hours will report as hours worked all time spent responding to work-related calls that occur on a day/evening when they are on-call and will receive a minimum of one-half (½) hour of compensation for each day on which they receive one (1) or more such call. For example, an employee will receive thirty ~~minutes~~ (30)minutes of compensation for one (1) call or multiple calls relating to the same event that collectively total less than thirty (30) minutes of work; ~~he/shethey~~ will receive compensation for actual time worked for one (1) call or multiple calls that total more than thirty (30) minutes of work. In the event that an employee is required to travel to the District or another work site as a result of a call, ~~he/shethey~~ will be paid in accord with Section 5.8. While in an on-call status, employees are required to remain within reasonable commuting time of the District, be accessible by cell phone and have access to the internet for the purpose of providing Communicable Disease subject matter expertise for response to Duty Officer inquiries during evenings, weekends, and holidays. ~~The~~For positions that require it, the District will assign on-call responsibilities on a rotating, ~~reverse-seniority basis to qualified employees who have not volunteered only in the event that it cannot obtain reasonable coverage through the use of volunteers; provided that the District may make on-call responsibilities a job requirement for nurses newly hired to the District.~~ basis.

## ARTICLE 6 – COMPENSATION AND RATES OF PAY

6.1 The salary schedules applicable to each bargaining unit are set forth in Appendices A, B, C and D. The schedules reflect the following ~~wage increases~~:

6.1.1 Effective ~~January 1, 2022, all salary ranges will be increased by 5.5%.~~ 2025, the District will implement new salary ranges for each classification. Employees will be placed in the lowest step in the new range that provides at least a 4.0% increase from their December 31, 2024, salary, not to exceed the top step of the new range. For employees in the bargaining unit as of the date the Union ratifies this Agreement, the increases provided by this paragraph will be implemented retroactive to January 1, 2025. Placement in the new range will not change employees' step advancement dates.

6.1.2 Effective January 1, ~~2023~~2026, all salary ranges will be increased by ~~2.5~~2.75%.

6.1.3 Effective January 1, ~~2024~~2027, all salary ranges will be increased by ~~2.0~~2.75%.

~~6.1.4 In addition to the increases listed above, effective January 1, 2022, all salary ranges of the clerical unit will be increased an additional 2.0%.~~

6.1.4 6.2 Anniversary and Step Increases~~Increase Dates.~~

6.1.5 An employee's anniversary date is the calendar date on which they were hired. Anniversary dates determine employees' leave accrual rates (see Section 9.1.1).

6.1.6 6.2.1 ~~Employees advance to the next step of the salary range on the one-year anniversary of their last step increase~~first of the month following successful completion of the probationary period (one year) and annually thereafter. For employees who have been promoted, step increases occur on the annual anniversary of their promotion date. ~~The exception is when an Environmental Health Specialist 1, who after acquiring certification as a Registered Sanitarian (RS), moves to the Environmental Health Specialist 2-RS classification. In this circumstance, the employee's hire date will remain the determining factor for step increases.~~

6.2.2 ~~for those promoted on the first of the month, or the first of the month following the anniversary of their promotion date for all others.~~ Employees ~~newly hired after the effective date of this Agreement will receive their first~~a step increase ~~on the one-year anniversary of their date of hire~~each year until they reach the top of the range for their classification.



6.2 ~~6.3~~ Bilingual Stipend. The District will pay a monthly stipend of one hundred twenty dollars (\$120) to any employee who is assigned to use one or more additional languages as a job requirement or to perform interpreter services for the District. To receive a stipend, employees must demonstrate to the satisfaction of the District the ability to perform services in the applicable foreign language. Bilingual assignments that are not job requirements will be renewed annually and may be terminated at any time by the District or the employee. Part-time employees shall be paid the bilingual premium prorated to their full-time equivalency.

6.3 ~~6.4~~ On-Call Stipend. Employees who are required to remain on-call during off-duty hours will receive a stipend of one hundred fifty dollars (\$150) per week. The starting and ending time for on-call periods will be 8:00 a.m. Monday morning; the District will consult with the affected employees prior to making any changes to on-call periods.

### **ARTICLE 7 – LONGEVITY BONUS PLAN**

7.1 The following longevity bonus plan will be applied to each qualified employee. Annual bonus amounts will be prorated for part-time employees based on the employee’s FTE:

<b>Years of Service</b>	<b>Annual Bonus</b>
0 - 4 years	-0-
5 - 9 years	\$200
<del>10-14</del> <u>10 - 14</u> years	\$300
<del>15-19</del> <u>15 - 19</u> years	\$400
<del>20-24</del> <u>20 - 24</u> years	\$500
25+ years	\$600

7.2 The bonus is payable in one lump sum during the month of the employee’s anniversary date of hire.

### **ARTICLE 8 – PERSONNEL FILES**

8.1 The District shall keep a central personnel file for each employee. Supervisors may keep working files, but documents recording or communicating disciplinary actions that are not included in the central personnel file may not be used as evidence in any grievance arbitration regarding discipline of the employee.

8.2 Upon appropriate request, employees may inspect their central personnel files subject to the following:

8.2.1 Inspection shall occur during nonworking hours, including lunch and break periods, at a time and in a manner mutually acceptable to the employees and the Human Resources Manager or Administrator. Upon request, employees who have a written grievance on file, who are inspecting their personnel files with respect to such grievance, may have a representative present during such inspection.

8.2.2 Copies of materials in an employee's central personnel file will be provided the employee upon request as appropriate.

8.2.3 Pre-employment information shall not be subject to inspection or copying.

8.3 Materials to be placed into an employee's personnel file relating to job performance or conduct or any other material that may have an adverse effect on the employee's employment shall be reasonable and accurate and brought to the employee's attention with copies provided to the employee.

8.4 Employees who challenge material included in their personnel file are permitted to insert certain material relating to the challenge or utilize the grievance procedure.

## **ARTICLE 9 – GENERAL AND EXTENDED LEAVE**

9.1 General leave is leave that is earned by the employee and used at the employee's discretion with supervisory approval for such purposes as vacation, bereavement, personal appointments, preventive health care, illness of less than five (5) consecutive days, etc.

9.1.1 Full-time employees shall accrue general leave at the following rates:

<b>Years of Service</b>	<b>Days Accrued/Year</b>	<b>Hours Accrued/Month</b>
from 0 to 1 year	18 days	12.00 hours
from 1 to 2 years	19 days	12.67 hours
from 2 to 3 years	20 days	13.33 hours
from 3 to 4 years	21 days	14.00 hours
from 4 to 5 years	22 days	14.67 hours
from 5 to 6 years	23 days	15.33 hours

from 6 to 7 years	24 days	16.00 hours
from 7 to 8 years	25 days	16.67 hours
from 8 to 9 years	26 days	17.33 hours
from 9 to 10 years	27 days	18.00 hours
from 10 to 14 years	28 days	18.67 hours
from 14 to 24 years	29 days	19.33 hours
24 years and over	31 days	20.67 hours

- 9.1.2 Part-time employees shall accrue general leave based on the above schedule prorated to their full-time equivalency.
- 9.1.3 General leave accrues from the date of hire during any month during which the employee is in paid status for at least ten (10) working days. General leave accruals for the prior calendar month will be credited and available for employee use the first of the next calendar month. General leave may not be used ~~until it has accrued and may not be used~~ for purposes other than ~~those outlined~~ illness, injury or other circumstances permitted by applicable law (RCW 49.46.210) prior to the completion of six (6) months of active employment. General leave continues to accrue during any paid leave ~~of absence~~.
- 9.1.4 Employees using general leave for planned absences must schedule those absences in advance with approval of their supervisor. Supervisors will not accept any leave requests earlier than six (6) months before the effective date of the leave, unless there are legitimate extenuating circumstances around such leave request that requires early approval. In the event of a conflict between two employees, the employee making the first request shall prevail. Should the sequence of conflicting requests be unknown, the employee having greater seniority shall prevail.
- 9.1.5 Employees may carry forward a maximum of three hundred sixty (360) hours of general leave from one calendar year to the next. An employee who has accrued three hundred sixty (360) hours of General Leave will have ~~his/her~~their accrual rate reduced to five (5) hours per month until ~~his or her~~their balance has been reduced through use to less than three hundred sixty (360) hours; provided that Division Directors may make written exceptions to this rule in the event an employee is precluded from taking a previously scheduled vacation through no fault of ~~his or her~~their own.

9.1.6 Upon separation of an employee by retirement, resignation, layoff, dismissal or death, the employee or beneficiary thereof shall be paid for the unused general leave to a maximum of two hundred forty (240) hours at the rate the employee was being paid at the time of separation.

~~9.1.7 The District shall inform employees of their accrued general leave on a quarterly basis.~~

9.2 Extended leave may be used when an employee is unavoidably absent from work for the following:

- (a) An employee's own illness, injury or pregnancy;
- (b) The need to care for the employee's spouses, or domestic partner's child (or foster child) who is (i) under eighteen (18) years of age and has a health condition requiring treatment or supervision, or (ii) 18 years of age or older but incapable of self-care because of a mental or physical disability; and
- (c) The serious health condition or emergency condition of the employee's spouse, domestic partner, parents, parents-in-law, grandparents, children (as defined in 9.2(b)) or for other family members with the Administrator's approval.

9.2.2 ~~9.2.1~~ Full time employees will accrue four (4) hours of extended leave for each month worked with unlimited accrual.

9.2.3 ~~9.2.2~~ Part-time employees will accrue extended leave prorated based on their full-time equivalency.

9.2.4 ~~9.2.3~~ Employees become eligible for use of extended leave as described below. Once an employee has qualified for extended leave, ~~he/she~~they may continue using such leave until the qualifying condition ends or ~~his/her~~their extended leave balance has been exhausted, whichever occurs first.

- (a) For full-time employees whose normal work schedule is five (5), 8-hour shifts per week, use of extended leave begins (i) after the fifth (5th) consecutive day of absence for a condition listed in Section 9.2; or (ii) after forty (40) hours of absence for a condition

that has been certified for use of intermittent leave under the Family Medical Leave Act.

- (b) For full-time employees working an alternate schedule, and for part-time employees, use of extended leave shall begin (i) after the employee has been absent for the number of workdays, ~~he/she is~~they are normally scheduled to work in a workweek for a condition listed in Section 9.2; or (ii) after forty (40) hours of absence (prorated for part-time employees) for a condition that has been certified for use of intermittent leave under the Family Medical Leave Act.

9.2.5 ~~9.2.4~~ Upon the employee's presentation of verification from a licensed health care provider involved in treating the affected individual or family member that documents a condition qualifying for use of extended leave, the general leave used by the employee for the initial days or hours of ~~his/her~~their absence will be restored and a corresponding amount of extended leave will be drawn from ~~his/her~~their extended leave account.

9.3 Whenever an employee is injured on the job and the employee's condition demands immediate medical treatment, the employee will be granted administrative leave for the remaining part of the day of injury only.

9.4 Donation of accrued general leave for another employee's use is available per District policy.

## **ARTICLE 10 – LEAVES OF ABSENCE**

10.1 Leave with pay shall be allowed for the following purposes:

10.1.1 Jury Duty. Civil leave will be authorized to permit an employee to serve as a juror for a period up to two weeks with pay. Additional jury service time may be allowed; however, the employee must use accrued general leave or comp time or serve on a leave without pay basis. The employee must notify the employee's immediate supervisor prior to using this leave and must show proof of being called as a juror. If an employee summoned for jury duty is excused during any portion of the workday, that employee must report to work for the duration of that day.

- 10.1.2 Testifying in Court. Any employee subpoenaed by another governmental agency to testify in court may be granted civil leave if that employee is not a plaintiff or defendant in such legal action.
- 10.1.3 Bereavement Leave. Employees shall receive up to twenty-four (24) hours off with pay per occurrence in the event of death in the immediate family, to include the employee's spouse, domestic partner, children, stepchildren, parents, stepparents, grandparents, grandchildren, sisters, brothers, parents-in-law, sisters-in-law, brothers-in-law, sons-in-law, daughters-in-law, or any person living in the employee's immediate household as a member of the family. Paid bereavement leave is not available for events more than six (6) months following the death of an individual covered by this section. Paid bereavement leave will be prorated for part-time employees based on full-time equivalency. With approval of the employee's manager, employees may use general leave in addition to the bereavement leave provided in this section.
- 10.1.4 Military Leave with pay will be allowed in accordance with RCW 38.40 for any employee for active training in the United States Armed Forces or Washington National Guard, not to exceed twenty-one (21) workdays during each October 1 to September 30 period. A copy of the employee's written orders must be provided to the employer as verification for such leave. Any employee who enters upon active-duty service or training in the Washington National Guard, the Armed Forces of the United States, the United States Public Health Service, or alternative service may seek leave of absence and upon return shall be entitled to reemployment pursuant to the provisions of RCW 73.16.031-73.16.061. Any additional military leave will be provided as required by federal law.

10.1.5 Administrative Leave. Consistent with the District's Inclement Weather and Emergency Closures Policy, employees will be provided administrative leave in the following circumstances:

- (a) ~~10.1.5 Administrative Leave for~~ Employees who were scheduled to work at the District's offices will be granted administrative leave of up to four (4) hours ~~may be granted~~ for tardiness due to severe inclement weather conditions or other emergencies as declared by the Administrator ~~consistent with the District's~~

~~Inclement Weather and Emergency Closures Policy~~. Any absence or arrival later than the authorized delayed opening time will be charged to the employee's accrued general leave or compensatory time at the employee's option.

- (b) If the District offices are closed for one (1) or more full business day(s) due to weather conditions or for some other emergency as declared by the Administrator, employees scheduled to work at the District offices will be provided paid administrative leave for a maximum of two (2) full consecutive days per occurrence of such closure and/or assigned to work from home or another location as provided by the District's policy. Employees may use accrued compensatory time or general leave or take unpaid leave for duration of any closure beyond the period for which paid administrative leave is provided. ~~Any employee-~~
- (c) Employees scheduled to be away on District-approved travel, scheduled to be on leave/vacation, absent due to personal situations, already on leave status or not scheduled to work will not be granted administrative leave.
- (d) Employees approved to telework are expected to work on their regular work day during inclement weather or other emergencies unless conditions prohibit them from doing so. On a case-by-case basis and at the discretion of the Administrator or designee, an employee scheduled to telework may be provided administrative leave where a weather-related closure or emergency condition is sufficiently serious to disrupt telework.

10.2 Leaves of Absence Without Pay may be granted at the discretion of the Administrator for a specific period up to six (6) months for any of the following reasons:

- (a) Adoption or maternity/paternity leave;
- (b) Educational leave;
- (c) Family leave;
- (d) Military or public health service leave (per RCW 73.16); or
- (e) Illness/injury/pregnancy.

- (f) Closure of District facilities due to holiday schedules (e.g., an additional closure day adjacent to a paid holiday), inclement weather or emergency situations.

Leave without pay may also be granted as an extension to paid general leave.

10.2.2 ~~10.2.1~~ Leave without pay may be granted beyond the six (6) month limitation only at the option of an Administrator under situations including but not limited to military leave or public health service per RCW 73.16, or educational leave which is beneficial to the District, and which conforms to the period of actual attendance at an accredited institution.

10.2.3 ~~10.2.2~~ Any employee on leave without pay status may choose to continue ~~his/her~~their medical, dental, or life insurance benefits provided such employee makes satisfactory arrangements for payment of the premiums.

10.2.4 ~~10.2.3~~ An employee reporting to work at the end of an authorized unpaid leave of absence shall be employed in the same job class held at the start of such leave.

10.2.5 ~~10.2.4~~ An employee returning from an unpaid leave of absence shall not have retroactive rights to any appointment or promotional procedure conducted during ~~his/her~~their absence.

10.2.6 ~~10.2.5~~ An employee returning from an unpaid leave of absence in excess of fifteen (15) days will be paid on the same numerical step of the currently approved range for the job class as that on which the employee was paid at the beginning of the leave without pay.

10.2.7 ~~10.2.6~~ The returning employee's date of hire (anniversary date for longevity and seniority purposes) will be adjusted equivalent to the number of days spent on leave without pay status. The employee's step increase date, if the employee is below the top step of the salary range, will be set back by the same number of days which have elapsed between the start and end of the unpaid leave of absence.

~~10.2.7 Unpaid leave of less than fifteen (15) days does not change an employee's step increase date or date of hire (anniversary date).~~



10.3 Family Medical Leave (FML) will be granted in accordance with applicable law and the District's Family Medical Leave Policy, ~~attached as Appendix E. During 2011, and in subsequent years as agreed, the parties will jointly present training to employees on FML and the District's Family Medical Leave Policy.~~

10.4 Paid Family and Medical Leave Program. Eligible employees are covered by Washington's Family and Medical Leave Program, RCW 50A.0410. Eligibility for leave and benefits, ~~which begins January 1, 2020,~~ is established by Washington law and is therefore independent of this Agreement. ~~Premiums for benefits are established by law and for the period beginning January 1, 2019, and ending December 31, 2020, will total four tenths of one percent (0.4%) of employees' wages (unless otherwise limited by action of the State).~~ Employees will pay through payroll deduction the full cost of the ~~premiums associated with family leave benefits and forty five percent (45%) of the cost of the premiums associated with the medical leave benefits, as determined under RCW 50A.04.115~~employee share of premiums as identified by the Employment Security Department. The District will pay the remaining premium amounts. ~~Following finalization of regulations implementing RCW 50A.04, any party may reopen this Agreement for the purpose of bargaining over issues related to the interrelation between leaves available under this Agreement and benefits provided by statute.~~

10.5 ~~Maternity-Related~~Pregnancy-Related Disability Leave. Pursuant to Washington and federal law and the District's Family Medical Leave ~~Policy~~Policies, pregnant employees may take unpaid leave for the entire period of any ~~maternity-related disability. Such leave may be taken in addition to the twelve (12) week leave~~pregnancy-related temporary disability. The District may require medical certification as permitted by law. Depending on the circumstances and employee eligibility, such pregnancy-related disability leave may overlap with protected leave and/or benefits provided under the ~~Washington~~ Family Medical Leave Act (~~WFLA~~) to care for a new born child, if the employee is eligible for WFLA leaveFMLA) or Paid Family Medical Leave (PFML) Program. Employees taking ~~maternity-related~~pregnancy-related disability leave are required to use any available paid leave or compensatory time before taking unpaid leave, with sole exception for paid sick leave accrued under Washington's Paid Sick Leave Law, which non-exempt employees may elect to reserve. While employees remain on paid leave, or as required by the minimum requirements of the FMLA or PFML Program, the District will continue providing paid health insurance to the employee and ~~her~~their dependents on the same basis that those benefits are provided during regular employment. Once paid leave and any leave under the ~~Family Medical Leave Act~~FMLA and/or overlapping leave under the PFML Program is exhausted, employees on unpaid ~~maternity-related~~pregnancy-related disability leave may continue their personal

and dependent health insurance coverage by paying the full premium cost for that insurance.

## **ARTICLE 11 – HOLIDAYS**

11.1 The following are paid holidays for all eligible employees:

New Year's Day - January 1st

Martin Luther King Day - 3rd Monday of January

Presidents' Day - 3rd Monday in February

Memorial Day - Last Monday of May

Juneteenth - June 19th

Independence Day - July 4th

Labor Day - 1st Monday of September

Veteran's Day - November 11th

Thanksgiving Day - 4th Thursday in November

Native American Heritage Day - The Friday after Thanksgiving Day

Christmas Day - December 25th

One Personal Holiday

11.2 Personal holiday usage will be administered like general leave and requires the prior approval by the employee's supervisor before it can be used. However, probationary employees may take their personal holiday after four (4) months of employment.

11.3 If a holiday falls on a Saturday, it shall be observed the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday.

11.4 Full-time employees will receive eight (8) hours of pay at their straight-time rate for each holiday. Eligible part-time employees will receive holiday pay on prorated basis. Employees are eligible for holiday pay if they are in paid status for more than one-half (1/2) of their scheduled the working day before or after the holiday. Employees whose employment is terminated immediately prior to a holiday are not entitled to holiday pay.

11.5 Any work performed on a holiday shall be compensated in cash or time at the rate of time-and-one-half (1½) for the actual time worked in addition to the regular holiday pay.

11.6 If a holiday recognized under this Agreement falls on a normal working day during which the employee is on paid leave, the employee will receive holiday pay and ~~his/her~~their leave account will not be charged for the day.

11.7 Alternate Schedules

11.7.1 Employees working alternate schedules who are normally scheduled to work more hours on a day observed as a holiday than they receive in holiday pay may use general leave, compensatory time, personal holiday time, take unpaid leave (if they have no available paid leave), or, with prior supervisory approval, work additional hours during the remainder of the workweek to make up the difference between the employee's normally scheduled shift and ~~his/her~~their holiday pay.

11.7.2 When an observed holiday falls on the employee's scheduled day off, ~~he or she~~they will be permitted to take an alternate day off during the week in which the holiday is observed. The employee and supervisor will identify the alternate day. In the event that operational needs preclude the employee from taking an alternate day off in the same week, the employee and ~~his/her~~their supervisor will identify an alternate day during the same pay period on which the employee will be permitted to take leave.

11.8 In addition to the paid holiday leave provided in this Article, employees may take up to two (2) unpaid holidays per calendar year for reasons of faith or acts of conscience or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization as provided by State law. Such unpaid holidays are available for use on January 1 of each year and the unpaid holidays must be taken in full workday increments. If an employee's religious beliefs require observance of a holiday as outlined above, or that is not included in the basic holiday schedule, the District will use its best efforts to accommodate the request. The employee may take the days off using ~~his or her~~their personal holiday, general leave, compensatory time, or leave without pay with ~~his or her~~their program ~~Manager's~~manager's preapproval provided that the accommodation does not create an undue hardship for the District or its employees.

## ARTICLE 12 – HEALTH PROGRAM

12.1 Life, AD&D and Long-Term Disability Insurance. The District will pay the premiums to provide basic life (which includes employee accidental death and dismemberment), and the base plan for long-term disability insurance to all eligible

employees. Employees may, at their option and expense, purchase additional life and AD&D insurance coverage from the District's provider according to the rates and terms set by the provider.

12.2 Medical Insurance, Dental Insurance and Benefit Allowances.

12.2.1 The District will provide medical insurance for eligible employees through the Public Employers Benefit Board (PEBB). [The District will provide vision insurance to employees who elect medical insurance coverage.](#) The District will offer dental insurance through WHIT or through a comparable provider. Information regarding current insurance plans and policies can be obtained from the Human Resources Office.

12.2.2 Employees may opt out of coverage under the District's medical insurance plans with proof of coverage under another comprehensive group medical insurance plan; if PEBB underwriting rules change regarding eligibility to opt out of coverage, such rules will apply. Employees may opt out of the District's dental insurance plan at their election. Eligible employees may elect to cover their dependents under the insurance plans in which they are participating and may make different choices with respect to dependent coverage under the District's medical insurance and its dental insurance.

12.2.3 Medical Insurance Premiums.

(a) The District will contribute the following percentages of the average medical insurance costs for full-time employees and dependents:

Employees – 100%

Employee + Spouse – 90%

Employee + Child(ren) – 90%

Full Family – 85%

(b) The average medical insurance cost will be determined by computing the average cost of the medical plans available to employees through the District's provider.

12.2.4 Dental Insurance Premiums.

- (a) The District will contribute the following percentages of the average dental insurance costs for full-time employees and dependents:

Employees – 100%

Employee + Spouse – 90%

Employee + Child(ren) – 90%

Full Family – 85%

- (b) The average cost of the dental insurance package will be determined by computing the average cost of the dental plans available to employees through the District's provider.

12.2.5 Vision Insurance Premiums. The District will pay the premium costs for vision insurance for employees and their dependents on the vision plan selected by the District.

12.2.6 ~~12.2.5~~ Employees are responsible for paying through payroll deduction the difference between the District's contribution toward medical and/or dental insurance and the cost of the plans/options they choose. For employees in the bargaining unit as of the date the Union ratifies this Agreement, the District will reconcile employee contributions towards medical and dental insurance in 2025 with the contribution rates above and make adjustments as appropriate to make the contribution rates above effective January 1, 2025.

12.2.7 ~~12.2.6~~ Benefit Allowance.

- (a) Employees who choose a District medical insurance plan that is less costly than the District's contribution (as calculated above) will receive the difference between the District's contribution and the costs of their plan choice in the form of a benefit allowance.
- (b) The District will provide all employees opting out of the District's medical insurance plans a monthly benefit allowance of three hundred seventy-five dollars (\$375), pro-rated for part-time employees. Employees will be required to present evidence of coverage under another plan to opt out.

- (c) The District will provide all employees opting out of the District's dental insurance plans a monthly benefit allowance of \$25, prorated for part-time employees.
- (d) The District will provide a flexible benefit allowance plan including at least those options in place as of the effective date of this Agreement. At the employee's option, benefit allowance funds may be used to pay any employee share of District medical or dental insurance premiums. Benefit allowance funds remaining after payment of the employee's selected District benefits will be contributed to the employee's HRA-VEBA account, provided the amount is at least \$10 per month.

12.2.8 ~~12.2.7~~ Part-Time Employees. Part-time employees will receive prorated contributions towards premiums and/or benefit allowances based on their full-time equivalency.

12.3 In the event the parties have not successfully completed negotiations for a new contract by the end of calendar year ~~2024~~2027, the District's contributions toward medical and dental insurance will remain at the dollar amount in effect as of December 31, ~~2024~~2027, during bargaining and any period governed by RCW 41.56.123.

12.4 Employer required PPD tests for employees will be provided by the District. If a chest x-ray is required, the District will provide a referral to an outside provider and cover the cost of the x-ray. Influenza vaccinations are provided to employees at no charge. The District will provide time during the workday for and reimburse for costs associated with any other vaccination or associated health service required by the District.

### **ARTICLE 13 – LIABILITY INSURANCE**

13.1 The District will provide professional liability (malpractice) insurance for its employees with minimum limits of \$250,000 per incident and umbrella coverage of \$2,000,000 if available.

13.2 The District will defend and indemnify employees for claims made against them because of their good faith performance of duties for the District as required by RCW 4.96.

## ARTICLE 14 – RETIREMENT AND SOCIAL SECURITY

14.1 During the term of this Agreement, all eligible employees shall continue to participate in the Washington State Public Employees Retirement System (PERS) in accordance with and subject to the provisions of the statutes of the State of Washington now applicable or as they may hereafter be amended.

14.2 During the term of this Agreement, all eligible employees shall continue to participate in the Federal Social Security/Medicare programs in accordance with and as provided for by the United States.

## ARTICLE 15 – TRAVEL ALLOWANCE

15.1 Employees shall be reimbursed for the use of their personal automobiles at the current IRS-approved rate. Future modifications will be automatically implemented concurrently with any IRS-approved rate change.

15.2 Reimbursement for necessary and actual travel expenses are allowed when on official District business previously approved by the employee's supervisor.

15.3 The District will reimburse employees for all work-related travel during the workday. Employees are expected to commute between their residences and their assigned worksite without any mileage reimbursement except as otherwise provided by the District's reimbursement of travel expenses policy.

15.4 Employees using their personal vehicle on District business shall be required to maintain auto liability insurance in an amount not less than the Washington State minimum standards pursuant to RCW 46.29 and 46.30.

15.5 Employees operating District fleet vehicles or using personal vehicles while conducting District business should conform to all applicable laws for vehicles and maintain their current Washington State driver's licenses. Employees are required to submit copies of their Washington State driver's licenses at each renewal to the District's Human Resources Office.

15.6 Driving Records. ~~Those~~All employees ~~who are required to operate motor vehicles on a regular basis while conducting District business~~ shall have their motor vehicle driving record reviewed by the District upon hire and at least once every ~~three~~two (~~3~~2) years thereafter. Such driving ~~record~~records will be checked at the District's expense and with ~~the employee's knowledge, by having the employee sign a driving record request form from the Washington State Department of~~

Licensing-employee consent. The record will be obtained through the use of a trusted third-party administrator of the District's choosing. Employees will be requested to provide electronic authorization and will receive a digital copy of the record. Employees may opt out of this review if driving is not required for their job.

15.7 Any employee whose job duties require driving on a regular basis must notify ~~his or her~~their immediate supervisor no later than the next business day if the employee's driver's license, including any work-related endorsements, is denied, expired, suspended, revoked, or otherwise becomes invalid, or if ~~he or she is~~they are ticketed by a law enforcement agency for any at fault accidents or moving violations while conducting District business.

15.8 When an employee incurs physical damage to the employee's personal vehicle while in the scope and course of employment, and the employee is not at fault, the District will reimburse the deductible amount up to the maximum of five hundred dollars (\$500) with proof of an insured loss.

## **ARTICLE 16 – PROFESSIONAL DEVELOPMENT, LICENSURE AND CERTIFICATION**

16.1 The District recognizes the value and benefit of training designed to enhance employees' abilities to perform their job duties. Training and professional development opportunities will be provided to employees in accordance with legal requirements, District/employee goals, and available resources.

16.2 The District will pay, or reimburse employees for, the annual renewal cost of any license/certification required by the District for the position, other than driver's licenses. With approval of the director, the District will also pay, or reimburse employees for, the annual renewal costs of licenses or certifications that are not required by the District but provide a benefit to it. Employees are responsible for taking the steps necessary to complete annual renewal processes in a timely manner and to secure payment/reimbursement by the District for renewal costs. In no circumstances will the District pay or reimburse employees for late fees or penalties associated with license/certification renewal.

16.3 Employees will be permitted to use work time for continuing education or professional development that is required as a condition of renewal for District-paid licensure or is otherwise approved by the employee's program manager or director. Employees are required to coordinate and schedule all such activities with the prior approval of their supervisor, which will not be unreasonably denied. Where possible, employees are expected to submit requests a minimum of thirty (30) calendar days in advance of the activity.



16.4 The District will allow employees time off with pay at an hourly equivalent rate to take a test (one time only) and will pay the exam fee (one time only) for a test required for any licensure or certification required by the District.

16.5 The District will pay or will assist in the payment of expenses associated with continuing education for licensing/certification requirements and for employees' professional development. Professional development courses or programs must include subject matter that is directly related to the improvement of the employee's current job skills or that reasonably relates to the employee's career objectives at the District. Approved expenses may include course tuition and registration fees, materials fees, and travel expenses. Such financial assistance will be subject to available resources, the approval of the employee's program manager or director, and verification of the employee's attendance and completion of the course.

16.6 The District ~~will~~may develop individual learning plans for each employee on an annual basis. Employees will be asked to provide input on training and development needs as part of formulating their learning plan or as part of their performance evaluation.

16.7 All training requests must be submitted in advance in writing on the appropriate District form. If a training request is denied, the District will provide a reason for the denial to the employee, in writing. Issues or concerns regarding differences in the distribution of professional development opportunities or resources within employee groups may be raised by the Union through the Labor-Management Conference Committee process.

## **ARTICLE 17 – NONDISCRIMINATION**

17.1 Neither the District nor PROTEC17 shall discriminate against any employee covered by this Agreement in a manner which would violate any applicable laws by reasons of race, color, creed, age, religion, political affiliation, sex, marital status, national origin, veteran status, or the presence of sensory, mental or physical handicap, unless based on a bona fide occupational qualification reasonably necessary to the operation of the District, and all other bases prohibited by state, local or federal laws.

17.2 The District will not discriminate against any employee on account of membership in PROTEC17 or because of service by an authorized representative on behalf of PROTEC17 in negotiating or administering the provisions of this Agreement, except as provided in Article 21 of this Agreement.

## **ARTICLE 18 – LABOR-MANAGEMENT CONFERENCE COMMITTEE**

18.1 The District and PROTEC17 shall agree to establish a conference committee comprised of one shop steward (or their alternates) from each bargaining unit, the PROTEC17 Union Representative (if requested by the Union), a Division Director, the Human Resources Manager, and up to three additional representatives from the District's management team. The responsibility of this committee will be to address problems, issues, or concerns from both sides using the interest-based problem-solving process to arrive at consensus agreement. Unless otherwise agreed in advance by the parties, the committee shall have no authority to conduct any negotiations or modify the provisions of this Agreement.

18.2 The purpose of this committee is to encourage better communication between bargaining unit members and management and resolve issues at the lowest possible level by providing an open forum to discuss issues, problems, or concerns related to the current collective bargaining agreement for wages, hours, and working conditions. As part of this responsibility, the committee shall:

18.2.1 Meet quarterly as needed and when mutually agreeable.

18.2.2 Maintain an "open door" policy and use outside resources (including PROTEC17 or management representatives) as needed and appropriate. This may also include an employee who is concerned about or directly affected by a specific issue or policy.

18.2.3 Establish a process that will provide for the best possible communication of issues to assure a thorough understanding by all bargaining unit members and managers.

## **ARTICLE 19 – DISCIPLINARY ACTION**

19.1 Just Cause for Disciplinary Action. All disciplinary actions for employees who have successfully completed their initial probation period shall be for just cause. The District may discipline or discharge an employee at will during the probation period without recourse to the grievance procedure. Disciplinary action may include oral warning (confirmed in writing), written reprimand, suspension, setback in pay range, demotion, any combination of these, or discharge. The District shall tailor discipline to respond to the nature and severity of the offense, and the employee's prior disciplinary record.

19.2 Investigations.

- 19.2.1 Notice of Investigatory Interview. The District shall notify the employee of the event or conduct being investigated to permit the employee to understand the general nature of the concern. Prior to such an investigatory interview, the supervisor involved shall notify the employee of the employee's right to have PROTEC17 representation and shall permit the employee reasonable time to arrange for participation of a PROTEC17 representative or shop steward, as is appropriate and timely to the situation.
- 19.2.2 Union Representation. Employees are entitled, at their option, to have PROTEC17 representation during any meeting to discuss disciplinary action, or during any investigatory interview conducted by the District that the employee reasonably believes may result in discipline of the employee. During any such investigatory interview or meeting, a participating PROTEC17 representative or shop steward will be given the opportunity to ask questions, offer additional information and counsel the employee, but may not obstruct the District's investigation.
- 19.2.3 Administrative Leave. The District may, at its discretion, place employees on paid administrative leave during investigations. Employees on such paid administrative leave must remain available during their normal hours of work. Paid administrative leave is not considered discipline and is not subject to the grievance procedure.
- 19.2.4 Duty to Cooperate. Employees have an obligation to cooperate with any investigation conducted by the District. Failure to do so will be considered insubordination and will be grounds for discipline, up to and including termination, provided that nothing in this section will interfere with employee's Garrity rights.

19.2.5 ~~19.3~~ Pre-Disciplinary Procedure.

19.2.6 ~~19.3.1~~ Notice of Intent to Discipline. If the District intends to impose discipline other than an oral warning or written reprimand, the supervisor shall inform the employee of the proposed discipline in writing. The written notice shall describe the event or conduct with sufficient detail, so the employee understands the reason for the proposed discipline. Upon request and before the Pre-Disciplinary Meeting the District will provide the employee with access to and copies of those documents upon which it has relied in forming its intent to discipline.

19.2.7 ~~19.3.2~~ Pre-Disciplinary Meeting. The District will schedule a Pre-Disciplinary Meeting to permit the employee to respond to a notice of intent to discipline. The District will provide at least two (2) working days' written notice to both the employee and PROTEC17 prior to convening a Pre-Disciplinary Meeting. In the event that the employee cannot secure PROTEC17 representation, as described in Section 19.2.2., at the time identified by the District, or where other circumstances reasonably require, the employee will be permitted a reasonable delay. At the beginning of any Pre-Disciplinary Meeting, the District will describe its proposed discipline and the general reasons for issuing the proposed discipline.

19.3 ~~19.4~~ Disciplinary Decision. No sooner than the day following the close of the Pre-Disciplinary Meeting but no later than ten (10) working days after the close of the Pre-Disciplinary Meeting, the District shall inform the employee of its decision in writing.

19.4 ~~19.5~~ Notice to Employee. The District may not place a disciplinary document in an employee's file without providing the employee a copy of the document.

19.5 ~~19.6~~ Employee's Opportunity to Respond. The employee may require the District to include a rebuttal to any disciplinary document in the employee's personnel file.

19.6 ~~19.7~~ Demotion. An employee demoted as a result of discipline issued pursuant to this Article will not displace another employee.

19.7 ~~19.8~~ Suspension. The District may suspend an employee for a period of up to ten (10) working days as a single penalty, or up to a total of twenty (20) working days in any one year as an accumulation of several penalties. Such suspension will not affect qualifying time or seniority, but it will constitute a suspension of holiday pay and accumulation of general and extended illness leave.

19.8 ~~19.9~~ Setback Within Range. An employee may be moved to a lower step in ~~his/hers~~their salary range for disciplinary reasons.

19.9 ~~19.10~~ Off-Duty Activities. The off-duty activities of employees shall not be cause for disciplinary action unless said activities are detrimental to the employee's work performance or present a conflict of interest.

19.10 ~~19.11~~ Performance Standards. Any performance standards used to measure performance of employees shall be fair, just, reasonable, and equitably applied throughout the District.

19.11 ~~19.12~~ Notice of Delay of Step Increase. An employee whose step increase is delayed based on performance evaluation ratings must be given advance notice of such action five working days or more before the effective date, and the notice must include the cause for action and a new evaluation date. This provision will not be subject to the Pre-Disciplinary Procedure. This provision will be subject to the Grievance Procedure.

## **ARTICLE 20 – GRIEVANCE PROCEDURE**

20.1 A grievance is defined as a question or challenge raised by PROTEC17, a shop steward, or an employee as to the correct interpretation or application of this Agreement.

20.2 The parties agree that the time limitations provided in this article are essential to the prompt and orderly resolution of any grievance, and that each will abide by the time limitations, unless an extension of time is mutually agreed to in writing. Mutual agreement of extension of time may be between the appropriate supervisor and the employee or the employee's representative. If the grievant fails to act or respond within the specified time limits, the grievance will be considered waived. If the District fails to respond within the specified time limits, the grievance will proceed to the next step of the grievance procedure.

20.3 Whenever the investigation of a grievance requires the inspection of the personnel records, the District shall make available to the PROTEC17 representative or their designee such records as authorized in writing by the affected employee.

20.4 Where grievances have not been resolved to the satisfaction of the concerned parties, the following procedures shall apply:

20.4.1 Step 1. Within ten (10) working days after the occurrence of the situation, condition, or action giving rise to an alleged employee grievance, the employee affected may personally present a grievance to their Program Manager or Division Director. An employee may have a PROTEC17 representative present at this meeting. The Program Manager or Division Director shall have ten (10) working days after the date of this initial meeting to respond to the employee's grievance.

20.4.2 Step 2. If a satisfactory settlement is not reached in Step 1, the grievance shall be submitted in writing to the Administrator within ten (10) working days after the date of the Step 1 response. The Administrator shall schedule a meeting within five (5) working days after receipt of the written grievance to hear the grievance and shall render a decision within ten (10) working days after such hearing.

20.4.3 Step 3. In the event the grievance is not satisfactorily resolved in Step 2, it shall be submitted in writing to the Kitsap Public Health Board within five (5) working days. The Board will render a written decision within thirty (30) working days.

20.4.4 Step 4 – Mediation – Arbitration. If the grievance is not settled in Step 3, either party may request mediation–arbitration within thirty (30) working days.

(a) Mediation. If mutually agreed the parties shall agree on a mediator in an attempt to resolve the grievance. The mediator shall have no authority to resolve the grievance except by agreement of PROTEC17 and the District. In the event the grievance is not resolved, evidence or concessions agreed to or offered by the opposing party during mediation shall not be admissible at the subsequent hearing, unless such admission is agreed to by both parties. If mediation does not result in settlement, PROTEC17 will notify the District of its intent to proceed to arbitration.

(b) Arbitration. Upon request of either party, PROTEC17 and the District shall request a list from the American Arbitration Association of nine (9) arbitrators from Washington and/or Oregon. The arbitrator will be selected from the list by the District representative and PROTEC17 representative alternately striking a name from the list until only one remains.

The arbitrator shall have no power to change, alter, detract from, or add to the provisions of this Agreement, but shall have the power only to apply and interpret the provisions of this Agreement in reaching a decision. The arbitrator’s fees and expenses and any court reporter’s fee and expense shall be borne equally by both parties. All other costs, expenses, and fees,

including attorneys' fees, will be borne by the party incurring them. The decision of the arbitrator shall be final and binding.

## **ARTICLE 21 – UNION MEMBERSHIP**

21.1 Nothing herein contained may prevent any employee from belonging to any union or professional association.

21.2 When ~~an employee~~the Union provides written ~~authorization~~notice to the District that it has received an employee's authorization for the deduction of membership dues, the District will deduct from the employee's salary an amount equal to the dues required of a member of the Union. Deductions will begin no later than the second pay period following the District's receipt of notice from the Union. The District will transmit such dues to the Union's headquarters each pay period.

21.3 The District will inform employees who are new to the bargaining unit about the Union's status as the exclusive representative of the bargaining unit.

21.4 An employee may revoke ~~his or her~~their authorization for payroll deduction of payments to the Union by providing notice to the Union, subject to the terms of the employee's dues authorization. The Union will provide timely written notice to the District ~~and the Union~~of the cancellation of dues authorization by an employee. Every effort will be made to end the deduction effective on the first payroll, and not later than the second payroll, after receipt by the District of the employee's written notice.

21.5 Along with its transmittal of dues, the District will provide the Union with a list of all employees paying dues, including the dues amount. The District will identify those employees who have newly authorized dues, have revoked dues authorization, or have left the bargaining unit.

21.6 PROTEC17 shall indemnify the District and hold it harmless against any and all claims, demands, suits, or other forms of liability that may arise out of, or by reason of, any action of the District for the purpose of complying with the provisions of this Article.

## **ARTICLE 22 – UNION REPRESENTATION**

22.1 PROTEC17 shall have the right to appoint one shop steward for each bargaining unit. PROTEC17 shall notify the District in writing of the names of the stewards and alternates so designated, and the Union Representative assigned to

represent the bargaining units. This list of representatives shall be kept up to date by PROTEC17 at all times. Only persons so designated will be accepted by the District as representatives of PROTEC17 and the bargaining unit.

22.2 The designated stewards shall see that the provisions of the Agreement are observed and shall be allowed reasonable time to perform these duties during regular working hours without suffering a loss in pay. This shall not include processing grievances at Step 4 of the grievance procedure.

22.3 Union business activities shall not be carried on during working hours except as provided for by this Agreement. The District has the right to require that steward refrain from excessive union business activities that result in a neglect of work. PROTEC17 and the District agree to jointly correct situations where the District management believes the steward is spending unreasonable amounts of time in this capacity.

22.4 The PROTEC17 representative shall have access to the steward's work areas during business hours with prior notice to the District's Human Resources Manager or Administrator and providing the PROTEC17 representative does not interfere with or cause employees to neglect their work.

22.5 The shop stewards (one from each bargaining unit) will be allowed to participate in contract negotiations (and in a caucus lasting no more than one (1) hour that occurs on the day of a negotiation session and outside of the prescheduled start and stop time) which occur during their normal hours of work without suffering a loss in pay. Nothing in this clause authorizes any other expense of District funds by the shop stewards when fulfilling their responsibilities (i.e., mileage reimbursement, use of office supplies, etc.).

22.6 PROTEC17 will provide copies of this Agreement to all covered employees and to all new employees hired into covered positions.

22.7 The District shall allow posting space for the use of PROTEC17 in areas accessible to members of the bargaining unit.

22.8 The District may make available to PROTEC17 meeting space for the purpose of conducting union business, where such activities will not interfere with the normal work of the District or other scheduled meetings.

22.9 ~~The District will provide the Union with the name, job title, department, and contact information for all employees newly hired into a bargaining unit position.~~ Within ninety (90) days of hire, the Union will be provided



with thirty (30) minutes during the employee's paid time to explain contractual rights and introduce the new employee to the Union. Employees will be informed that their attendance is voluntary and that they will remain in paid status during the meeting.

22.10 Once per quarter, and for a newly hired employee, within twenty-one calendar days of the employee's date of hire, the District will provide the Union with the following information, assuming such information is included in the District's personnel records: (1) employee names; (2) employee dates of hire; (3) employee job titles; (4) employee salaries or rates of pay; (5) employee work sites or locations; (6) cellular, home, and work telephone numbers; (7) work and personal email addresses; (8) home or personal mailing addresses. The information will be provided in an editable format. Should the District miss a quarterly notification, the Union will provide a reminder and opportunity to correct to the District before seeking relief under applicable law.

22.11 ~~22.10~~ With prior approval of their supervisor, which will not be unreasonably denied, Union shop stewards will be permitted to flex their work hours, use General Leave, use compensatory time, or, if no such leave is available, take unpaid time off to attend training sessions sponsored by the Union.

## **ARTICLE 23 – LAYOFF AND RECALL**

23.1 The Administrator may lay off employees whenever such action is made necessary by reason of shortage of work, budget adjustments, or as directed by the Kitsap Public Health Board.

23.2 The District shall give at least thirty (30) days' notice to employee(s) designated for layoff, during which time the employee(s) and PROTEC17 may suggest alternatives to the layoff.

23.3 An employee designated for layoff shall have the right to replace a less senior employee holding an available position (as defined in Section 23.4) that is:

23.3.1 The position occupied by the least senior employee in the classification held by the employee designated for layoff;

23.3.2 The position within the same bargaining unit occupied by the least senior employee in a lower classification than the position held by the employee designated for layoff; or

23.3.3 The position occupied by the least senior employee in a classification previously held by the employee designated for layoff.

23.4 For purposes of this Article, a position is available if the employee moving into the position meets the minimum qualifications for the position and replaces the position occupied by the least senior employee that is the equivalent FTE level. If an equivalent FTE is unavailable the employee designated for layoff shall have the option to replace the position occupied by the least senior employee.

23.5 Employees designated for layoff who have the right to replace another employee pursuant to this Article will be notified of their option(s) in writing in a manner that confirms receipt by the employee. Upon receiving notice from the District, the employee shall have five (5) working days from receipt of such notice to notify the District of their intent to exercise their right.

23.6 For purposes of this Article, seniority shall be based on the employee's date of hire at the District for the most recent period of continuous employment; provided that employees recalled from layoff shall return with the seniority they held at the time of layoff.

23.7 An employee replacing another employee pursuant to this Article must accept the FTE of the position into which they move.

23.8 No new employee shall be hired by the District into the same job classifications that have been held by employees on layoff until all available laid off employees who held such job classifications have been offered reemployment, provided the layoff period does not exceed eighteen (18) months, and the affected employees keep the District advised of their current addresses. An offer of reemployment into the employee's previous job classification shall be made in writing and sent by registered or certified mail to the employee. An employee so notified must indicate acceptance of said reemployment within three (3) working days of receipt of such notice. Unless otherwise agreed by the hiring manager, the employee must be back on the job within fourteen (14) calendar days of acceptance of the offer. Failure to indicate acceptance or return to a position within these timeframes will result in forfeiture of all callback rights under this Article.

23.9 Employees recalled from layoff shall be credited with their time in service prior to layoff for purposes of determining their accrual rate for general leave and their placement on the salary schedule.

23.10 In the event of a shutdown of state/federal government and associated elimination of District funding, the District may temporarily reduce the hours of, or furlough, employees whose positions are affected. Such temporary reductions/furloughs require a minimum of seven (7) calendar days' notice to the affected employees and the Union and will last no longer than fourteen (14) calendar days. Employees affected by a temporary reduction/furlough under this section will not have the option to displace another employee and will not be placed on a recall list. Such employees will continue to receive medical and other insurance benefits on the terms applicable immediately prior to the temporary reduction/furlough and will maintain the leave balances accrued at the time of the temporary reduction/layoff (e.g., general leave balances will not be cashed out). The District's use of a furlough under this Section will not reduce the notice required for a layoff described in Section 23.2. Notice of a layoff may be provided before, during or after a furlough period.

## **ARTICLE 24 – HIRING, PROMOTIONS, AND TRANSFER PROCEDURES**

24.1 Whenever it is necessary to fill position vacancies, the following procedures shall be followed:

- 24.1.1 A description of the vacancy shall be posted [electronically](#) for a minimum of five (5) working days ~~on the official bulletin board at each District site~~ [and available on the Careers section of the District's website.](#)
- 24.1.2 Such description shall contain additional information describing the job and the desired qualifications.
- 24.1.3 A separate application must be made for each position and submitted ~~to the Human Resources Office~~ [electronically through the District's recruitment portal.](#)
- 24.1.4 An employee who is on paid leave during the posting period shall be permitted to ~~make~~ [submit an electronic](#) application within three (3) days after returning to work unless the position has already been filled.
- 24.1.5 Preference for filling vacancies and new positions created during the life of this Agreement should be given to regular employees having the necessary qualifications, except as restricted by the layoff article of this Agreement. For the purposes of this Agreement, preference means that when all qualifications of the applicants are equal in the selection process, where there are applicants from both outside the bargaining

unit and inside the bargaining unit, the District will hire the applicant from the bargaining unit.

24.2 Lateral transfers will be based on job knowledge, past performance, seniority, and agency needs.

24.3 Two types of promotions are available to District employees, noncompetitive and competitive. All promotions are based on job knowledge, past performance, and seniority.

24.3.1 Noncompetitive. This type of promotion occurs through normal career growth and satisfactory performance. It is the regular progression through a classification series. Employees should check with their supervisors regarding the specific qualifications and requirements needed to accomplish this career progression.

24.3.2 Competitive. This type of promotion occurs when a position in a higher classification opens for competitive consideration. Employees must proceed with the regular application process to be considered for this type of promotion.

## **ARTICLE 25 – CLASSIFICATION**

25.1 Individual positions, or sets of duties performed by a given employee, shall be allocated to a job classification. Job classifications are written statements as to the definition, typical duties, and minimum qualifications for positions sharing common characteristics.

25.2 Employees working at a higher classification for training purposes should not be paid above their regular pay rate provided that this training period does not exceed three (3) months.

25.3 When an employee is temporarily assigned to a higher job classification, the employee shall be compensated at the higher rate of pay. An employee may be temporarily assigned the duties of a lower classification without suffering a reduction in pay.

25.4 The parties agree that classification reviews should not result in any salary downgrade for existing employees. In cases of position downgrade, salaries shall be “Y-rated” and remain in effect until changes in the salary range structure warrant an increase.

25.5 Requests for classification modifications shall be made only as outlined in the District's Personnel Rules/Manual.

25.6 Employees shall not normally be assigned duties foreign to their classification concept and specifications.

## **ARTICLE 26 – PROBATION AND TRIAL SERVICE PERIODS**

26.1 Every District employee hired is subject to an initial probation period which allows both the Division Director, the employee's Program Manager, and the employee to consider the position in terms of actual experience on the job. During probation, the employee may be dismissed with one (1) days' notice. The initial probation period is the first twelve (12) months of employment but will be automatically extended on a day-for-day basis for any periods of unpaid leave taken by the employee. Near midway in the probationary period, an evaluation of employee performance will be made. If any problems have arisen by this time, they will be noted so that through counseling the employee may more successfully complete the probation. During the initial probation period, a probationary employee may be terminated or disciplined without recourse to the grievance procedure.

26.2 Employees who are promoted, or transferred at their request, to a new position will serve a trial service period of three (3) months. During the trial service period, an employee may be returned to ~~his or her~~ their most recently held position without recourse to the grievance procedure. The trial service period shall not apply to the following:

26.2.1 Transfers initiated by the District;

26.2.2 Transfers to a new position in the same classification; and

26.2.3 Promotions/transfers to a previously held classification.

## **ARTICLE 27 – HEALTH AND SAFETY**

27.1 The District will comply with safety standards as set forth in WISHA and OSHA.

27.2 The District agrees that no employee will be required to work in such a way that could constitute a hazard to the employee's health or well-being.

27.3 District employees who are required to carry a cellular phone for work will be provided a District-owned cellular phone for work purposes. All use of District cellular phones must be consistent with District policy.

27.4 The District shall provide employees with all safety equipment, protective clothing and training required by WISHA and OSHA. These requirements will depend on the potential hazards faced by individual employees.

~~Employees~~Environmental Health staff required to wear work ~~boots with an ANSI-rated safety toe and/or pierce-resistant sole~~footwear that meets ASTM standards for safety toes, pierce-resistant soles and/or slip-resistant soles will be reimbursed up to one hundred seventy-five dollars (\$175) for the cost of purchasing ~~boots. Boots-~~will~~compliant footwear. Reimbursement will be provided for ANSI rated safety toe and/or pierce resistant sole or slip resistant protective safety footwear meeting the requirements of the ASTM F2413 or ASTM F2913 standards as applicable. Such footwear will~~ be replaced on a fair wear-and-tear basis, but no more often than every twelve (12) months and must be worn exclusively for work activities. Employees with positions eligible for footwear reimbursement are required to wear compliant footwear when performing job duties that require it.

27.5 For those field staff regularly required to perform outdoor field work during inclement weather, the District will reimburse employees up to \$200 in every two (2) year period for the purchase of waterproof rain jackets, pants and/or hats. Rain gear purchased pursuant to this allowance is to be used only for work related activities.

## **ARTICLE 28 – SUCCESSORSHIP**

28.1 The District agrees that if, during the term of this Agreement, another agency assumes all or part of the District's operations, excluding those operations conducted by the District through a contract, the District will notify the agency of the existence of this Agreement. Such notice will be in writing, with a copy to PROTEC17.

28.2 In the event that Kitsap County makes a formal proposal to dissolve the District, the District will notify PROTEC17 of that proposal as soon as practicable.

## **ARTICLE 29 – ENTIRE AGREEMENT**

29.1 The agreement expressed herein constitutes the entire agreement between PROTEC17 and the District, and no agreement whether oral or in writing, nor any representation heretofore or hereafter made by either party to this Agreement,

shall add to, delete from, or supersede any of its provision, unless made in writing and executed by the parties hereto as a supplement of this Agreement.

### **ARTICLE 30 – SAVINGS CLAUSE**

30.1 If any provision of this Agreement is subsequently declared by legislative or judicial authority to be unlawful, unenforceable, or not in accordance with the applicable statutes of the United States of America or the State of Washington, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement and the parties shall meet as soon as possible to agree on a substitute provision.

### **ARTICLE 31 – SUBORDINATION OF THE AGREEMENT**

31.1 It is understood that the parties hereto and the employees of the District are governed by the provisions of applicable federal and state law and local regulations. When any provisions thereof are in conflict with or are different from the provisions of this Agreement, the provisions of said federal or state law are paramount and shall prevail.

### **ARTICLE 32 – EFFECTIVE DATE AND DURATION OF THIS AGREEMENT**

32.1 This Agreement shall be effective as of the ~~1<sup>st</sup> day of January 2022~~date it is fully ratified by the parties and shall remain in full force and effect until the 31st day of December ~~2024~~2027. Contract negotiations for a successor agreement may be initiated by either party by providing written notice to the other party. Unless otherwise agreed, negotiations for a successor agreement will begin no later than ~~October~~September 1st, ~~2024~~2027.

Dated this 1<sup>st</sup> day of February 2022, 2025.

Professional & Technical Employees,  
Local 17

Kitsap Public Health District

\_\_\_\_\_  
Executive Director, PROTEC17

\_\_\_\_\_  
Chair, Kitsap Public Health Board

\_\_\_\_\_  
Union Representative, PROTEC17

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Employee Representative

\_\_\_\_\_  
Employee Representative

\_\_\_\_\_  
Employee Representative

\_\_\_\_\_  
Employee Representative



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## APPENDIX A

### CLERICAL UNIT SALARY SCHEDULE

Effective ~~1/1/2022~~1/1/2025 through ~~12/31/2022~~12/31/2025

Range	Classification	—Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	Secretary/Clerk 1	2,705	2,840	2,982	3,131	3,288	3,452
Competitive	-	15.61	16.38	17.20	18.06	18.97	19.92
2	Secretary/Clerk 2	3,131	3,288	3,452	3,625	3,806	3,996
Comp/Non	-	18.06	18.97	19.92	20.91	21.96	23.05
3	Sr. Secretary/Clerk	3,452	3,625	3,806	3,996	4,196	4,406
Noncompetitive	-	19.92	20.91	21.96	23.05	24.21	25.42
4	Permit Technician 1	3,608	3,788	3,977	4,176	4,385	4,604
Competitive	-	20.82	21.85	22.94	24.09	25.30	26.56
5	Permit Technician 2	3,977	4,176	4,385	4,604	4,834	5,076
Competitive	-	22.94	24.09	25.30	26.56	27.89	29.29
6	Secretary/Clerk 3	3,806	3,996	4,196	4,406	4,626	4,857
Competitive	-	21.96	23.05	24.21	25.42	26.69	28.02
7	Accounting Assistant 1	3,460	3,633	3,815	4,006	4,206	4,416
Competitive	-	19.96	20.96	22.01	23.11	24.27	25.48
8	Accounting Assistant 2	3,806	3,996	4,196	4,406	4,626	4,857
Comp/Non	-	21.96	23.05	24.21	25.42	26.69	28.02
9	Sr. Accounting Assistant	4,196	4,406	4,626	4,857	5,100	5,355
Noncompetitive	-	24.21	25.42	26.69	28.02	29.42	30.89
10	Secretary/Clerk 4	4,240	4,452	4,675	4,909	5,154	5,412
Competitive	-	24.46	25.69	26.97	28.32	29.74	31.22

(Added)

<b>Clerical Unit Salary Schedule</b>									
Effective 1/1/2025 through 12/31/2025									
Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
121	Secretary/Clerk 1	\$3,072	\$3,226	\$3,387	\$3,556	\$3,734	\$3,921	\$4,117	\$4,323
		\$17.72	\$18.61	\$19.54	\$20.52	\$21.54	\$22.62	\$23.75	\$24.94
122	Accounting Assistant 1	\$3,318	\$3,484	\$3,658	\$3,841	\$4,033	\$4,235	\$4,447	\$4,669
	Secretary/Clerk 2	\$19.14	\$20.10	\$21.10	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94
124	Accounting Assistant 2	\$3,870	\$4,064	\$4,267	\$4,480	\$4,704	\$4,939	\$5,186	\$5,445
	Permit Technician 1 Secretary/Clerk Senior*	\$22.33	\$23.44	\$24.62	\$25.85	\$27.14	\$28.50	\$29.92	\$31.42
125	Permit Technician 2	\$4,180	\$4,389	\$4,608	\$4,838	\$5,080	\$5,334	\$5,601	\$5,881
	Secretary/Clerk 3	\$24.12	\$25.32	\$26.59	\$27.91	\$29.31	\$30.77	\$32.31	\$33.93
126	Accounting Assistant Senior*	\$4,514	\$4,740	\$4,977	\$5,226	\$5,487	\$5,761	\$6,049	\$6,351
		\$26.04	\$27.34	\$28.71	\$30.15	\$31.65	\$33.24	\$34.90	\$36.64
127	Secretary/Clerk 4	\$4,875	\$5,119	\$5,375	\$5,644	\$5,926	\$6,222	\$6,533	\$6,860
		\$28.13	\$29.53	\$31.01	\$32.56	\$34.19	\$35.90	\$37.69	\$39.58

\*Noncompetitive

## CLERICAL UNIT SALARY SCHEDULE

Effective ~~1/1/2023~~1/1/2026 through ~~12/31/2023~~12/31/2026

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	Secretary/Clerk 1	2,773	2,912	3,058	3,211	3,372	3,541
Competitive	-	16.00	16.80	17.64	18.53	19.45	20.43
2	Secretary/Clerk 2	3,211	3,372	3,541	3,718	3,904	4,099
Comp/Non	-	18.53	19.45	20.43	21.45	22.52	23.65
3	Sr. Secretary/Clerk	3,541	3,718	3,904	4,099	4,304	4,519
Noncompetitive	-	20.43	21.45	22.52	23.65	24.83	26.07
4	Permit Technician 1	3,698	3,883	4,077	4,281	4,495	4,720
Competitive	-	21.34	22.40	23.52	24.70	25.93	27.23
5	Permit Technician 2	4,077	4,281	4,495	4,720	4,956	5,204
Competitive	-	23.52	24.70	25.93	27.23	28.59	30.02
6	Secretary/Clerk 3	3,904	4,099	4,304	4,519	4,745	4,982
Competitive	-	22.52	23.65	24.83	26.07	27.38	28.74
7	Accounting Assistant 1	3,547	3,724	3,910	4,106	4,311	4,527
Competitive	-	20.46	21.49	22.56	23.69	24.87	26.12
8	Accounting Assistant 2	3,904	4,099	4,304	4,519	4,745	4,982
Comp/Non	-	22.52	23.65	24.83	26.07	27.38	28.74
9	Sr. Accounting Assistant	4,304	4,519	4,745	4,982	5,231	5,493
Noncompetitive	-	24.83	26.07	27.38	28.74	30.18	31.69
10	Secretary/Clerk 4	4,346	4,563	4,791	5,031	5,283	5,547
Competitive	-	25.07	26.33	27.64	29.03	30.48	32.00

(Added)

## Clerical Unit Salary Schedule

Effective 1/1/2026 through 12/31/2026

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
121	Secretary/Clerk 1	\$3,156	\$3,314	\$3,480	\$3,654	\$3,837	\$4,029	\$4,230	\$4,442
		\$18.21	\$19.12	\$20.08	\$21.08	\$22.13	\$23.24	\$24.40	\$25.63
122	Accounting Assistant 1	\$3,409	\$3,579	\$3,758	\$3,946	\$4,143	\$4,350	\$4,568	\$4,796
	Secretary/Clerk 2	\$19.67	\$20.65	\$21.68	\$22.76	\$23.90	\$25.10	\$26.35	\$27.67
124	Accounting Assistant 2	\$3,976	\$4,175	\$4,384	\$4,603	\$4,833	\$5,075	\$5,329	\$5,595
	Permit Technician 1								
125	Secretary/Clerk Senior*	\$22.94	\$24.09	\$25.29	\$26.56	\$27.88	\$29.28	\$30.74	\$32.28
	Permit Technician 2	\$4,295	\$4,510	\$4,736	\$4,973	\$5,222	\$5,483	\$5,757	\$6,045
126	Secretary/Clerk 3	\$24.78	\$26.02	\$27.32	\$28.69	\$30.13	\$31.63	\$33.21	\$34.88
	Accounting Assistant Senior*	\$4,638	\$4,870	\$5,114	\$5,370	\$5,639	\$5,921	\$6,217	\$6,528
127	Secretary/Clerk 4	\$26.76	\$28.10	\$29.50	\$30.98	\$32.53	\$34.16	\$35.87	\$37.66
		\$5,009	\$5,259	\$5,522	\$5,798	\$6,088	\$6,392	\$6,712	\$7,048
		\$28.90	\$30.34	\$31.86	\$33.45	\$35.12	\$36.88	\$38.72	\$40.66

\*Noncompetitive

## CLERICAL UNIT SALARY SCHEDULE

Effective ~~1/1/2024~~1/1/2027 through ~~12/31/2024~~12/31/2027

Range	Classification	Step-1	Step-2	Step-3	Step-4	Step-5	Step-6
1	Secretary/Clerk 1	2,828	2,969	3,117	3,273	3,437	3,609
Competitive	-	16.32	17.13	17.98	18.88	19.83	20.82
2	Secretary/Clerk 2	3,273	3,437	3,609	3,789	3,978	4,177
Comp/Non	-	18.88	19.83	20.82	21.86	22.95	24.10
3	Sr. Secretary/Clerk	3,609	3,789	3,978	4,177	4,386	4,605
Noncompetitive	-	20.82	21.86	22.95	24.10	25.30	26.57
4	Permit Technician 1	3,772	3,961	4,159	4,367	4,585	4,814
Competitive	-	21.76	22.85	23.99	25.19	26.45	27.77
5	Permit Technician 2	4,159	4,367	4,585	4,814	5,055	5,308
Competitive	-	23.99	25.19	26.45	27.77	29.16	30.62
6	Secretary/Clerk 3	3,978	4,177	4,386	4,605	4,835	5,077
Competitive	-	22.95	24.10	25.30	26.57	27.89	29.29
7	Accounting Assistant 1	3,618	3,799	3,989	4,188	4,397	4,617
Competitive	-	20.87	21.92	23.01	24.16	25.37	26.64
8	Accounting Assistant 2	3,978	4,177	4,386	4,605	4,835	5,077
Comp/Non	-	22.95	24.10	25.30	26.57	27.89	29.29
9	Sr. Accounting Assistant	4,386	4,605	4,835	5,077	5,331	5,598
Noncompetitive	-	25.30	26.57	27.89	29.29	30.76	32.30
10	Secretary/Clerk 4	4,433	4,655	4,888	5,132	5,389	5,658
Competitive	-	25.58	26.86	28.20	29.61	31.09	32.64

(Added)

## Clerical Unit Salary Schedule

Effective 1/1/2027 through 12/31/2027

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
I21	Secretary/Clerk 1	\$3,243	\$3,405	\$3,575	\$3,754	\$3,942	\$4,139	\$4,346	\$4,563
		\$18.71	\$19.65	\$20.63	\$21.66	\$22.74	\$23.88	\$25.07	\$26.33
I22	Accounting Assistant 1	\$3,503	\$3,678	\$3,862	\$4,055	\$4,258	\$4,471	\$4,695	\$4,930
	Secretary/Clerk 2	\$20.21	\$21.22	\$22.28	\$23.40	\$24.56	\$25.79	\$27.09	\$28.44
I24	Accounting Assistant 2	\$4,085	\$4,289	\$4,503	\$4,728	\$4,964	\$5,212	\$5,473	\$5,747
	Permit Technician 1								
I25	Secretary/Clerk Senior*	\$23.57	\$24.75	\$25.98	\$27.28	\$28.64	\$30.07	\$31.57	\$33.16
	Permit Technician 2	\$4,413	\$4,634	\$4,866	\$5,109	\$5,364	\$5,632	\$5,914	\$6,210
I26	Secretary/Clerk 3	\$25.46	\$26.73	\$28.07	\$29.48	\$30.95	\$32.49	\$34.12	\$35.82
	Accounting Assistant Senior*	\$4,766	\$5,004	\$5,254	\$5,517	\$5,793	\$6,083	\$6,387	\$6,706
I27	Secretary/Clerk 4	\$27.49	\$28.87	\$30.31	\$31.83	\$33.42	\$35.09	\$36.85	\$38.69
		\$5,147	\$5,404	\$5,674	\$5,958	\$6,256	\$6,569	\$6,897	\$7,242
		\$29.69	\$31.18	\$32.74	\$34.37	\$36.09	\$37.90	\$39.79	\$41.78

\*Noncompetitive



**APPENDIX B**

**ENVIRONMENTAL HEALTH UNIT SALARY SCHEDULE**

**Effective ~~1/1/2022~~1/1/2025 through ~~12/31/2022~~12/31/2025**

<b>Range</b>	<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
1	EH Technician 1	3,484	3,658	3,841	4,033	4,235	4,447	4,669	4,902
Competitive	-	20.10	21.10	22.16	23.27	24.43	25.66	26.94	28.28
2	EH Technician 2	3,841	4,033	4,235	4,447	4,669	4,902	5,147	5,404
Comp/Non	-	22.16	23.27	24.43	25.66	26.94	28.28	29.69	31.18
3	EH Specialist 1	4,235	4,447	4,669	4,902	5,147	5,404	5,674	5,958
Competitive	-	24.43	25.66	26.94	28.28	29.69	31.18	32.74	34.37
4	EH Specialist 2	4,669	4,902	5,147	5,404	5,674	5,958	6,256	6,569
Comp/Non	-	26.94	28.28	29.69	31.18	32.74	34.37	36.09	37.90
5	EH Specialist 2—RS	4,902	5,147	5,404	5,674	5,958	6,256	6,569	6,897
Comp/Non	-	28.28	29.69	31.18	32.74	34.37	36.09	37.90	39.79
6	Senior EH Specialist	5,176	5,435	5,707	5,992	6,292	6,607	6,937	7,284
Noncompetitive	-	29.86	31.36	32.93	34.57	36.30	38.12	40.02	42.02
7	EH Specialist 3	5,672	5,956	6,254	6,567	6,895	7,240	7,602	7,982
Competitive	-	32.72	34.36	36.08	37.89	39.78	41.77	43.86	46.05

(Added)

<b>Environmental Health Unit Salary Schedule</b>									
Effective 1/1/2025 through 12/31/2025									
Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
123	EH Technician 1	\$3,583	\$3,762	\$3,950	\$4,148	\$4,355	\$4,573	\$4,802	\$5,042
		\$20.67	\$21.70	\$22.79	\$23.93	\$25.13	\$26.38	\$27.70	\$29.09
126	EH Technician 2	\$4,514	\$4,740	\$4,977	\$5,226	\$5,487	\$5,761	\$6,049	\$6,351
		\$26.04	\$27.34	\$28.71	\$30.15	\$31.65	\$33.24	\$34.90	\$36.64
127	EH Specialist 1	\$4,875	\$5,119	\$5,375	\$5,644	\$5,926	\$6,222	\$6,533	\$6,860
		\$28.13	\$29.53	\$31.01	\$32.56	\$34.19	\$35.90	\$37.69	\$39.58
128	EH Specialist 2-RS	\$5,265	\$5,528	\$5,804	\$6,094	\$6,399	\$6,719	\$7,055	\$7,408
		\$30.38	\$31.89	\$33.48	\$35.16	\$36.92	\$38.76	\$40.70	\$42.74
129	EH Specialist Senior*	\$5,686	\$5,970	\$6,269	\$6,582	\$6,911	\$7,257	\$7,620	\$8,001
		\$32.80	\$34.44	\$36.17	\$37.97	\$39.87	\$41.87	\$43.96	\$46.16
130	EH Specialist 3	\$6,141	\$6,448	\$6,770	\$7,109	\$7,464	\$7,837	\$8,229	\$8,640
		\$35.43	\$37.20	\$39.06	\$41.01	\$43.06	\$45.21	\$47.47	\$49.85

\*Noncompetitive

**ENVIRONMENTAL HEALTH UNIT SALARY SCHEDULE**

Effective ~~1/1/2023~~1/1/2026 through ~~12/31/2023~~12/31/2026

Range	Classification	Step-1	Step-2	Step-3	Step-4	Step-5	Step-6	Step-7	Step-8
1	EH-Technician-1	3,571	3,750	3,938	4,135	4,342	4,559	4,787	5,026
Competitive	-	20.60	21.64	22.72	23.86	25.05	26.30	27.62	29.00
2	EH-Technician-2	3,938	4,135	4,342	4,559	4,787	5,026	5,277	5,541
Comp/Non	-	22.72	23.86	25.05	26.30	27.62	29.00	30.44	31.97
3	EH-Specialist-1	4,342	4,559	4,787	5,026	5,277	5,541	5,818	6,109
Competitive	-	25.05	26.30	27.62	29.00	30.44	31.97	33.57	35.24
4	EH-Specialist-2	4,787	5,026	5,277	5,541	5,818	6,109	6,414	6,735
Comp/Non	-	27.62	29.00	30.44	31.97	33.57	35.24	37.00	38.86
5	EH-Specialist-2—RS	5,026	5,277	5,541	5,818	6,109	6,414	6,735	7,072
Comp/Non	-	29.00	30.44	31.97	33.57	35.24	37.00	38.86	40.80
6	Senior-EH-Specialist	5,305	5,570	5,849	6,141	6,448	6,770	7,109	7,464
Noncompetitive	-	30.61	32.14	33.74	35.43	37.20	39.06	41.01	43.06
7	EH-Specialist-3	5,814	6,105	6,410	6,731	7,068	7,421	7,792	8,182
Competitive	-	33.54	35.22	36.98	38.83	40.78	42.81	44.95	47.20

(Added)

## Environmental Health Unit Salary Schedule

Effective 1/1/2026 through 12/31/2026

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
123	EH Technician 1	\$3,682	\$3,866	\$4,059	\$4,262	\$4,475	\$4,699	\$4,934	\$5,181
		\$21.24	\$22.30	\$23.42	\$24.59	\$25.82	\$27.11	\$28.46	\$29.89
126	EH Technician 2	\$4,638	\$4,870	\$5,114	\$5,370	\$5,639	\$5,921	\$6,217	\$6,528
		\$26.76	\$28.10	\$29.50	\$30.98	\$32.53	\$34.16	\$35.87	\$37.66
127	EH Specialist 1	\$5,009	\$5,259	\$5,522	\$5,798	\$6,088	\$6,392	\$6,712	\$7,048
		\$28.90	\$30.34	\$31.86	\$33.45	\$35.12	\$36.88	\$38.72	\$40.66
128	EH Specialist 2-RS	\$5,410	\$5,681	\$5,965	\$6,263	\$6,576	\$6,905	\$7,250	\$7,613
		\$31.21	\$32.78	\$34.41	\$36.13	\$37.94	\$39.84	\$41.83	\$43.92
129	EH Specialist Senior*	\$5,842	\$6,134	\$6,441	\$6,763	\$7,101	\$7,456	\$7,829	\$8,220
		\$33.71	\$35.39	\$37.16	\$39.02	\$40.97	\$43.02	\$45.17	\$47.42
130	EH Specialist 3	\$6,310	\$6,626	\$6,957	\$7,305	\$7,670	\$8,054	\$8,457	\$8,880
		\$36.40	\$38.23	\$40.14	\$42.15	\$44.25	\$46.47	\$48.79	\$51.23

\*Noncompetitive

**ENVIRONMENTAL HEALTH UNIT SALARY SCHEDULE**

Effective ~~1/1/2024~~1/1/2027 through ~~12/31/2024~~12/31/2027

Range	Classification	Step-1	Step-2	Step-3	Step-4	Step-5	Step-6	Step-7	Step-8
1	EH-Technician-1	3,642	3,824	4,015	4,216	4,427	4,648	4,880	5,124
Competitive	-	21.01	22.06	23.16	24.32	25.54	26.82	28.15	29.56
2	EH-Technician-2	4,015	4,216	4,427	4,648	4,880	5,124	5,380	5,649
Comp/Non	-	23.16	24.32	25.54	26.82	28.15	29.56	31.04	32.59
3	EH-Specialist-1	4,427	4,648	4,880	5,124	5,380	5,649	5,931	6,228
Competitive	-	25.54	26.82	28.15	29.56	31.04	32.59	34.22	35.93
4	EH-Specialist-2	4,880	5,124	5,380	5,649	5,931	6,228	6,539	6,866
Comp/Non	-	28.15	29.56	31.04	32.59	34.22	35.93	37.73	39.61
5	EH-Specialist-2—RS	5,124	5,380	5,649	5,931	6,228	6,539	6,866	7,209
Comp/Non	-	29.56	31.04	32.59	34.22	35.93	37.73	39.61	41.59
6	Senior-EH-Specialist	5,411	5,682	5,966	6,264	6,577	6,906	7,251	7,614
Noncompetitive	-	31.22	32.78	34.42	36.14	37.94	39.84	41.83	43.93
7	EH-Specialist-3	5,930	6,227	6,538	6,865	7,208	7,568	7,946	8,343
Competitive	-	34.21	35.93	37.72	39.61	41.59	43.66	45.84	48.13

(Added)

<b>Environmental Health Unit Salary Schedule</b>									
Effective 1/1/2027 through 12/31/2027									
Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
123	EH Technician 1	\$3,783	\$3,972	\$4,171	\$4,380	\$4,599	\$4,829	\$5,070	\$5,324
		\$21.82	\$22.91	\$24.06	\$25.27	\$26.53	\$27.86	\$29.25	\$30.71
126	EH Technician 2	\$4,766	\$5,004	\$5,254	\$5,517	\$5,793	\$6,083	\$6,387	\$6,706
		\$27.49	\$28.87	\$30.31	\$31.83	\$33.42	\$35.09	\$36.85	\$38.69
127	EH Specialist 1	\$5,147	\$5,404	\$5,674	\$5,958	\$6,256	\$6,569	\$6,897	\$7,242
		\$29.69	\$31.18	\$32.74	\$34.37	\$36.09	\$37.90	\$39.79	\$41.78
128	EH Specialist 2-RS	\$5,559	\$5,837	\$6,129	\$6,435	\$6,757	\$7,095	\$7,450	\$7,823
		\$32.07	\$33.68	\$35.36	\$37.13	\$38.98	\$40.93	\$42.98	\$45.13
129	EH Specialist Senior*	\$6,003	\$6,303	\$6,618	\$6,949	\$7,296	\$7,661	\$8,044	\$8,446
		\$34.63	\$36.36	\$38.18	\$40.09	\$42.09	\$44.20	\$46.41	\$48.73
130	EH Specialist 3	\$6,484	\$6,808	\$7,148	\$7,505	\$7,880	\$8,274	\$8,688	\$9,122
		\$37.41	\$39.28	\$41.24	\$43.30	\$45.46	\$47.73	\$50.12	\$52.63

\*Noncompetitive

**APPENDIX C**

**REGISTERED NURSE UNIT SALARY SCHEDULE**

Effective ~~1/1/2022~~1/1/2025 through ~~12/31/2022~~12/31/2025

Classification*	Step-1	Step-2	Step-3	Step-4	Step-5	Step-6	Step-7	Step-8
RN	4,858	5,101	5,356	5,624	5,905	6,200	6,510	6,836
-	28.03	29.43	30.90	32.45	34.07	35.77	37.56	39.44
PHN-	5,256	5,519	5,795	6,085	6,389	6,708	7,043	7,395
-	30.32	31.84	33.43	35.11	36.86	38.70	40.63	42.66
PHN-AP	5,519	5,795	6,085	6,389	6,708	7,043	7,395	7,765
-	31.84	33.43	35.11	36.86	38.70	40.63	42.66	44.80
PHN-Supervisor	6,085	6,389	6,708	7,043	7,395	7,765	8,153	8,561
-	35.11	36.86	38.70	40.63	42.66	44.80	47.04	49.39
PHN-ARNP	6,652	6,985	7,334	7,701	8,086	8,490	8,915	9,361
-	38.38	40.30	42.31	44.43	46.65	48.98	51.43	54.01

(Added)

Registered Nurses Unit Salary Schedule									
Effective 1/1/2025 through 12/31/2025									
Range	Job Classification*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
128	Registered Nurse	\$5,265	\$5,528	\$5,804	\$6,094	\$6,399	\$6,719	\$7,055	\$7,408
		\$30.38	\$31.89	\$33.48	\$35.16	\$36.92	\$38.76	\$40.70	\$42.74
131	Public Health Nurse	\$6,632	\$6,964	\$7,312	\$7,678	\$8,062	\$8,465	\$8,888	\$9,332
		\$38.26	\$40.17	\$42.18	\$44.30	\$46.51	\$48.84	\$51.28	\$53.84
132	Public Health Nurse - Advanced Practice	\$7,163	\$7,521	\$7,897	\$8,292	\$8,707	\$9,142	\$9,599	\$10,079
	Public Health Nurse - Supervisor	\$41.33	\$43.39	\$45.56	\$47.84	\$50.23	\$52.74	\$55.38	\$58.15
133	Public Health Nurse - ARNP	\$7,736	\$8,123	\$8,529	\$8,955	\$9,403	\$9,873	\$10,367	\$10,885
		\$44.63	\$46.86	\$49.21	\$51.67	\$54.25	\$56.96	\$59.81	\$62.80

\*\$0.25 per hour will be added for continuing proof of ANA certification in public health or other job-specific specialty (i.e., MCH).

~~\$0.25 per hour will be added for continuing proof of ANA certification in public health or other job-specific specialty (i.e., MCH).~~

RN:- Registered Nurse

~~PHN:~~ ~~Public Health Nurse~~

~~PHN-AP:~~ ~~Public Health Nurse—Advanced Practice~~

~~PHN Supervisor:~~ ~~Public Health Nurse Supervisor~~

~~PHN-ARNP:~~ ~~Public Health Nurse—Advanced Registered Nurse Practitioner~~



## REGISTERED NURSE UNIT SALARY SCHEDULE

Effective ~~1/1/2023~~1/1/2026 through ~~12/31/2023~~12/31/2026

(Added)

Registered Nurses Unit Salary Schedule									
Effective 1/1/2026 through 12/31/2026									
Range	Job Classification*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
128	Registered Nurse	\$5,410	\$5,681	\$5,965	\$6,263	\$6,576	\$6,905	\$7,250	\$7,613
		\$31.21	\$32.78	\$34.41	\$36.13	\$37.94	\$39.84	\$41.83	\$43.92
131	Public Health Nurse	\$6,814	\$7,155	\$7,513	\$7,889	\$8,283	\$8,697	\$9,132	\$9,589
		\$39.31	\$41.28	\$43.34	\$45.51	\$47.79	\$50.18	\$52.68	\$55.32
132	Public Health Nurse - Advanced Practice	\$7,360	\$7,728	\$8,114	\$8,520	\$8,946	\$9,393	\$9,863	\$10,356
	Public Health Nurse - Supervisor	\$42.46	\$44.58	\$46.81	\$49.15	\$51.61	\$54.19	\$56.90	\$59.75
133	Public Health Nurse - ARNP	\$7,949	\$8,346	\$8,763	\$9,201	\$9,661	\$10,144	\$10,651	\$11,184
		\$45.86	\$48.15	\$50.56	\$53.08	\$55.74	\$58.52	\$61.45	\$64.52

\*\$0.25 per hour will be added for continuing proof of ANA certification in public health or other job-specific specialty (i.e., MCH).

Classification*	Step-1	Step-2	Step-3	Step-4	Step-5	Step-6	Step-7	Step-8
RN	4,979	5,228	5,489	5,763	6,051	6,354	6,672	7,006
-	28.73	30.16	31.67	33.25	34.91	36.66	38.49	40.42
PHN	5,387	5,656	5,939	6,236	6,548	6,875	7,219	7,580
-	31.08	32.63	34.26	35.98	37.78	39.66	41.65	43.73
PHN-AP	5,656	5,939	6,236	6,548	6,875	7,219	7,580	7,959
-	32.63	34.26	35.98	37.78	39.66	41.65	43.73	45.92
PHN-Supervisor	6,236	6,548	6,875	7,219	7,580	7,959	8,357	8,775
-	35.98	37.78	39.66	41.65	43.73	45.92	48.21	50.63
PHN-ARNP	6,818	7,159	7,517	7,893	8,288	8,702	9,137	9,594
-	39.34	41.30	43.37	45.54	47.82	50.20	52.71	55.35

\$0.25 per hour will be added for continuing proof of ANA certification in public health or other job-specific specialty (i.e., MCH):

RN:- Registered Nurse

PHN:- Public Health Nurse

~~PHN-AP: Public Health Nurse—Advanced Practice~~

~~PHN Supervisor: Public Health Nurse Supervisor~~

~~PHN-ARNP: Public Health Nurse—Advanced Registered Nurse Practitioner~~

## REGISTERED NURSE UNIT SALARY SCHEDULE

Effective ~~1/1/2024~~1/1/2027 through ~~12/31/2024~~12/31/2027

(Added)

Registered Nurses Unit Salary Schedule									
Effective 1/1/2027 through 12/31/2027									
Range	Job Classification*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
128	Registered Nurse	\$5,559	\$5,837	\$6,129	\$6,435	\$6,757	\$7,095	\$7,450	\$7,823
		\$32.07	\$33.68	\$35.36	\$37.13	\$38.98	\$40.93	\$42.98	\$45.13
131	Public Health Nurse	\$7,001	\$7,351	\$7,719	\$8,105	\$8,510	\$8,936	\$9,383	\$9,852
		\$40.39	\$42.41	\$44.53	\$46.76	\$49.09	\$51.55	\$54.13	\$56.84
132	Public Health Nurse – Advanced Practice	\$7,562	\$7,940	\$8,337	\$8,754	\$9,192	\$9,652	\$10,135	\$10,642
	Public Health Nurse – Supervisor	\$43.63	\$45.81	\$48.10	\$50.50	\$53.03	\$55.68	\$58.47	\$61.40
133	Public Health Nurse – ARNP	\$8,168	\$8,576	\$9,005	\$9,455	\$9,928	\$10,424	\$10,945	\$11,492
		\$47.12	\$49.48	\$51.95	\$54.55	\$57.28	\$60.14	\$63.15	\$66.30

\*\$0.25 per hour will be added for continuing proof of ANA certification in public health or other job-specific specialty (i.e., MCH).

Classification*	Step-1	Step-2	Step-3	Step-4	Step-5	Step-6	Step-7	Step-8
RN	5,079	5,333	5,600	5,880	6,174	6,483	6,807	7,147
-	29.30	30.77	32.31	33.92	35.62	37.40	39.27	41.23
PHN-	5,495	5,770	6,059	6,362	6,680	7,014	7,365	7,733
-	31.70	33.29	34.96	36.70	38.54	40.47	42.49	44.61
PHN-AP	5,770	6,059	6,362	6,680	7,014	7,365	7,733	8,120
-	33.29	34.96	36.70	38.54	40.47	42.49	44.61	46.85
PHN-Supervisor	6,362	6,680	7,014	7,365	7,733	8,120	8,526	8,952
-	36.70	38.54	40.47	42.49	44.61	46.85	49.19	51.65
PHN-ARNP	6,954	7,302	7,667	8,050	8,453	8,876	9,320	9,786
-	40.12	42.13	44.23	46.44	48.77	51.21	53.77	56.46

\$0.25 per hour will be added for continuing proof of ANA certification in public health or other job-specific specialty (i.e., MCH):

RN:- Registered Nurse

PHN:- Public Health Nurse

~~PHN-AP: Public Health Nurse—Advanced Practice~~

~~PHN Supervisor: Public Health Nurse Supervisor~~

~~PHN-ARNP: Public Health Nurse—Advanced Registered Nurse Practitioner~~

**APPENDIX D**

**HEALTH PROFESSIONAL AND TECHNICAL UNIT SALARY SCHEDULE**

**Effective ~~1/1/2022~~1/1/2025 through ~~12/31/2022~~12/31/2025**

Range	Classification	Step-1	Step-2	Step-3	Step-4	Step-5	Step-6
HPT-1	Custodian	2,812	2,953	3,101	3,256	3,419	3,590
-	-	16.22	17.04	17.89	18.78	19.73	20.71
HPT-2	Custodian/Maintenance	3,358	3,526	3,702	3,887	4,081	4,285
-	-	19.37	20.34	21.36	22.43	23.54	24.72
HPT-3	Community Health Worker	3,428	3,599	3,779	3,968	4,166	4,374
-	Health Services Worker	19.78	20.76	21.80	22.89	24.04	25.24
HPT-4	Licensed Practical Nurse-1	3,392	3,562	3,740	3,927	4,123	4,329
-	-	19.57	20.55	21.58	22.66	23.79	24.98
HPT-5	Licensed Practical Nurse-2	3,740	3,927	4,123	4,329	4,545	4,772
-	-	21.58	22.66	23.79	24.98	26.22	27.53
HPT-6	Social Worker-1	4,251	4,464	4,687	4,921	5,167	5,425
-	Disease Intervention Spec	24.53	25.75	27.04	28.39	29.81	31.30
HPT-7	Social Worker-2	5,038	5,290	5,555	5,833	6,125	6,431
-	-	29.07	30.52	32.05	33.65	35.34	37.10
HPT-8	Social Worker-3	5,833	6,125	6,431	6,753	7,091	7,446
-	-	33.65	35.34	37.10	38.96	40.91	42.96
HPT-9	Public Health Educator	4,551	4,779	5,018	5,269	5,532	5,809
-	-	26.26	27.57	28.95	30.40	31.92	33.51
HPT-10	Community Liaison	5,219	5,480	5,754	6,042	6,344	6,661
-	Outreach & Educ Coord	30.11	31.62	33.20	34.86	36.60	38.43
HPT-11	Laboratory Assistant	3,428	3,599	3,779	3,968	4,166	4,374
-	-	19.78	20.76	21.80	22.89	24.04	25.24
HPT-12	Laboratory Specialist	4,566	4,794	5,034	5,286	5,550	5,828
-	-	26.34	27.66	29.04	30.50	32.02	33.62
HPT-13	Clinic Practitioner 1/PA	6,272	6,586	6,915	7,261	7,624	8,005
-	-	36.19	38.00	39.89	41.89	43.99	46.18
HPT-14	Info Technology Specialist 1	4,111	4,317	4,533	4,760	4,998	5,248
-	-	23.72	24.91	26.15	27.46	28.84	30.28
HPT-15	Info Technology Specialist 2	5,248	5,510	5,786	6,075	6,379	6,698
-	-	30.28	31.79	33.38	35.05	36.80	38.64
HPT-16	Info Technology Specialist 3	5,786	6,075	6,379	6,698	7,033	7,385
-	-	33.38	35.05	36.80	38.64	40.58	42.61
HPT-17	Info Technology Specialist 4	6,379	6,698	7,033	7,385	7,754	8,142

## (Added graphics) Professional & Technical Unit Salary Schedule

Effective 1/1/2025 through 12/31/2025									
Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
120	Custodian	\$2,845	\$2,987	\$3,136	\$3,293	\$3,458	\$3,631	\$3,813	\$4,004
		\$16.41	\$17.23	\$18.09	\$19.00	\$19.95	\$20.95	\$22.00	\$23.10
123	Custodian/Maintenance	\$3,583	\$3,762	\$3,950	\$4,148	\$4,355	\$4,573	\$4,802	\$5,042
		\$20.67	\$21.70	\$22.79	\$23.93	\$25.13	\$26.38	\$27.70	\$29.09
124	Community Health Worker Health Services Worker	\$3,870	\$4,064	\$4,267	\$4,480	\$4,704	\$4,939	\$5,186	\$5,445
		\$22.33	\$23.44	\$24.62	\$25.85	\$27.14	\$28.50	\$29.92	\$31.42
125	Info. Technology Specialist 1 Licensed Practical Nurse 1	\$4,180	\$4,389	\$4,608	\$4,838	\$5,080	\$5,334	\$5,601	\$5,881
		\$24.12	\$25.32	\$26.59	\$27.91	\$29.31	\$30.77	\$32.31	\$33.93
126	Licensed Practical Nurse 2 Social Worker 1	\$4,514	\$4,740	\$4,977	\$5,226	\$5,487	\$5,761	\$6,049	\$6,351
		\$26.04	\$27.34	\$28.71	\$30.15	\$31.65	\$33.24	\$34.90	\$36.64
127	Disease Intervention Specialist Public Health Educator	\$4,875	\$5,119	\$5,375	\$5,644	\$5,926	\$6,222	\$6,533	\$6,860
		\$28.13	\$29.53	\$31.01	\$32.56	\$34.19	\$35.90	\$37.69	\$39.58
128	Info. Technology Specialist 2	\$5,265	\$5,528	\$5,804	\$6,094	\$6,399	\$6,719	\$7,055	\$7,408
		\$30.38	\$31.89	\$33.48	\$35.16	\$36.92	\$38.76	\$40.70	\$42.74
129	Community Liaison Epidemiologist 1* Social Worker 2	\$5,686	\$5,970	\$6,269	\$6,582	\$6,911	\$7,257	\$7,620	\$8,001
		\$32.80	\$34.44	\$36.17	\$37.97	\$39.87	\$41.87	\$43.96	\$46.16
130	Info. Technology Specialist 3 Social Worker 3	\$6,141	\$6,448	\$6,770	\$7,109	\$7,464	\$7,837	\$8,229	\$8,640
		\$35.43	\$37.20	\$39.06	\$41.01	\$43.06	\$45.21	\$47.47	\$49.85
131	Epidemiologist 2* Info. Technology Specialist 4 - Network Admin 2, Programmer/Dev.	\$6,632	\$6,964	\$7,312	\$7,678	\$8,062	\$8,465	\$8,888	\$9,332
		\$38.26	\$40.17	\$42.18	\$44.30	\$46.51	\$48.84	\$51.28	\$53.84
132	Info. Technology Specialist 4 - Database Admin, Systems Analyst	\$7,163	\$7,521	\$7,897	\$8,292	\$8,707	\$9,142	\$9,599	\$10,079
		\$41.33	\$43.39	\$45.56	\$47.84	\$50.23	\$52.74	\$55.38	\$58.15
133	Info. Technology Specialist 5 - security analyst	\$7,736	\$8,123	\$8,529	\$8,955	\$9,403	\$9,873	\$10,367	\$10,885
		\$44.63	\$46.86	\$49.21	\$51.67	\$54.25	\$56.96	\$59.81	\$62.80

\*Exempt

## HEALTH PROFESSIONAL AND TECHNICAL UNIT SALARY SCHEDULE

Effective ~~1/1/2023~~1/1/2026 through ~~12/31/2023~~12/31/2026

Range	Classification	Step-1	Step-2	Step-3	Step-4	Step-5	Step-6
HPT-1	Custodian	2,882	3,026	3,177	3,336	3,503	3,678
-	-	16.63	17.46	18.33	19.25	20.21	21.22
HPT-2	Custodian/Maintenance	3,442	3,614	3,795	3,985	4,184	4,393
-	-	19.86	20.85	21.89	22.99	24.14	25.34
HPT-3	Community Health Worker	3,514	3,690	3,875	4,069	4,272	4,486
-	Health Services Worker	20.27	21.29	22.36	23.48	24.65	25.88
HPT-4	Licensed Practical Nurse 1	3,477	3,651	3,834	4,026	4,227	4,438
-	-	20.06	21.06	22.12	23.23	24.39	25.60
HPT-5	Licensed Practical Nurse 2	3,834	4,026	4,227	4,438	4,660	4,893
-	-	22.12	23.23	24.39	25.60	26.89	28.23
HPT-6	Social Worker 1	4,357	4,575	4,804	5,044	5,296	5,561
-	Disease Intervention Spec	25.14	26.39	27.72	29.10	30.55	32.08
HPT-7	Social Worker 2	5,164	5,422	5,693	5,978	6,277	6,591
-	-	29.79	31.28	32.84	34.49	36.21	38.03
HPT-8	Social Worker 3	5,978	6,277	6,591	6,921	7,267	7,630
-	-	34.49	36.21	38.03	39.93	41.93	44.02
HPT-9	Public Health Educator	4,665	4,898	5,143	5,400	5,670	5,954
-	-	26.91	28.26	29.67	31.15	32.71	34.35
HPT-10	Community Liaison	5,349	5,616	5,897	6,192	6,502	6,827
-	Outreach & Educ Coord	30.86	32.40	34.02	35.72	37.51	39.39
HPT-11	Laboratory Assistant	3,514	3,690	3,875	4,069	4,272	4,486
-	-	20.27	21.29	22.36	23.48	24.65	25.88
HPT-12	Laboratory Specialist	4,680	4,914	5,160	5,418	5,689	5,973
-	-	27.00	28.35	29.77	31.26	32.82	34.46
HPT-13	Clinic Practitioner 1/PA	6,429	6,750	7,088	7,442	7,814	8,205
-	-	37.09	38.94	40.89	42.94	45.08	47.34
HPT-14	Info Technology Specialist 1	4,214	4,425	4,646	4,878	5,122	5,378
-	-	24.31	25.53	26.80	28.14	29.55	31.03
HPT-15	Info Technology Specialist 2	5,378	5,647	5,929	6,225	6,536	6,863
-	-	31.03	32.58	34.21	35.91	37.71	39.59
HPT-16	Info Technology Specialist 3	5,929	6,225	6,536	6,863	7,206	7,566
-	-	34.21	35.91	37.71	39.59	41.57	43.65
HPT-17	Info Technology Specialist 4	6,536	6,863	7,206	7,566	7,944	8,341
-	-	37.71	39.59	41.57	43.65	45.83	48.12

**(Added graphics) Professional & Technical Unit Salary Schedule**

Effective 1/1/2026 through 12/31/2026									
Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
120	Custodian	\$2,923	\$3,069	\$3,222	\$3,383	\$3,552	\$3,730	\$3,917	\$4,113
		\$16.86	\$17.71	\$18.59	\$19.52	\$20.49	\$21.52	\$22.60	\$23.73
123	Custodian/Maintenance	\$3,682	\$3,866	\$4,059	\$4,262	\$4,475	\$4,699	\$4,934	\$5,181
		\$21.24	\$22.30	\$23.42	\$24.59	\$25.82	\$27.11	\$28.46	\$29.89
124	Community Health Worker	\$3,976	\$4,175	\$4,384	\$4,603	\$4,833	\$5,075	\$5,329	\$5,595
	Health Services Worker	\$22.94	\$24.09	\$25.29	\$26.56	\$27.88	\$29.28	\$30.74	\$32.28
125	Information Technology Specialist 1	\$4,295	\$4,510	\$4,736	\$4,973	\$5,222	\$5,483	\$5,757	\$6,045
	Licensed Practical Nurse 1	\$24.78	\$26.02	\$27.32	\$28.69	\$30.13	\$31.63	\$33.21	\$34.88
126	Licensed Practical Nurse 2	\$4,638	\$4,870	\$5,114	\$5,370	\$5,639	\$5,921	\$6,217	\$6,528
	Social Worker 1	\$26.76	\$28.10	\$29.50	\$30.98	\$32.53	\$34.16	\$35.87	\$37.66
127	Disease Intervention Specialist	\$5,009	\$5,259	\$5,522	\$5,798	\$6,088	\$6,392	\$6,712	\$7,048
	Public Health Educator	\$28.90	\$30.34	\$31.86	\$33.45	\$35.12	\$36.88	\$38.72	\$40.66
128	Information Technology Specialist 2	\$5,410	\$5,681	\$5,965	\$6,263	\$6,576	\$6,905	\$7,250	\$7,613
		\$31.21	\$32.78	\$34.41	\$36.13	\$37.94	\$39.84	\$41.83	\$43.92
129	Community Liaison	\$5,842	\$6,134	\$6,441	\$6,763	\$7,101	\$7,456	\$7,829	\$8,220
	Epidemiologist 1* Social Worker 2	\$33.71	\$35.39	\$37.16	\$39.02	\$40.97	\$43.02	\$45.17	\$47.42
130	Information Technology Specialist 3	\$6,310	\$6,626	\$6,957	\$7,305	\$7,670	\$8,054	\$8,457	\$8,880
	Social Worker 3	\$36.40	\$38.23	\$40.14	\$42.15	\$44.25	\$46.47	\$48.79	\$51.23
131	Epidemiologist 2*	\$6,814	\$7,155	\$7,513	\$7,889	\$8,283	\$8,697	\$9,132	\$9,589
	Information Technology Specialist 4 Network Admin. 2, Programmer/Developer	\$39.31	\$41.28	\$43.34	\$45.51	\$47.79	\$50.18	\$52.68	\$55.32
132	Information Technology Specialist 4	\$7,360	\$7,728	\$8,114	\$8,520	\$8,946	\$9,393	\$9,863	\$10,356
	Database Administrator, Systems Analyst	\$42.46	\$44.58	\$46.81	\$49.15	\$51.61	\$54.19	\$56.90	\$59.75
133	Information Technology Specialist 5	\$7,949	\$8,346	\$8,763	\$9,201	\$9,661	\$10,144	\$10,651	\$11,184
		\$45.86	\$48.15	\$50.56	\$53.08	\$55.74	\$58.52	\$61.45	\$64.52

\*Exempt



## HEALTH PROFESSIONAL AND TECHNICAL UNIT SALARY SCHEDULE

Effective ~~1/1/2024~~1/1/2027 through ~~12/31/2024~~12/31/2027

Range	Classification	Step-1	Step-2	Step-3	Step-4	Step-5	Step-6
HPT-1	Custodian	2,940	3,087	3,241	3,403	3,573	3,752
-	-	16.96	17.81	18.70	19.63	20.61	21.65
HPT-2	Custodian/Maintenance	3,511	3,687	3,871	4,065	4,268	4,481
-	-	20.26	21.27	22.33	23.45	24.62	25.85
HPT-3	Community Health Worker	3,584	3,763	3,951	4,149	4,356	4,574
-	Health Services Worker	20.68	21.71	22.79	23.94	25.13	26.39
HPT-4	Licensed Practical Nurse 1	3,547	3,724	3,910	4,106	4,311	4,527
-	-	20.46	21.49	22.56	23.69	24.87	26.12
HPT-5	Licensed Practical Nurse 2	3,910	4,106	4,311	4,527	4,753	4,991
-	-	22.56	23.69	24.87	26.12	27.42	28.79
HPT-6	Social Worker 1	4,444	4,666	4,899	5,144	5,401	5,671
-	Disease Intervention Spec	25.64	26.92	28.26	29.68	31.16	32.72
HPT-7	Social Worker 2	5,267	5,530	5,807	6,097	6,402	6,722
-	-	30.39	31.90	33.50	35.18	36.94	38.78
HPT-8	Social Worker 3	6,097	6,402	6,722	7,058	7,411	7,782
-	-	35.18	36.94	38.78	40.72	42.76	44.90
HPT-9	Public Health Educator	4,645	4,877	5,121	5,377	5,646	5,928
-	-	26.80	28.14	29.54	31.02	32.57	34.20
HPT-10	Community Liaison	5,456	5,729	6,015	6,316	6,632	6,964
-	Outreach & Educ Coord	31.48	33.05	34.70	36.44	38.26	40.18
HPT-11	Laboratory Assistant	3,584	3,763	3,951	4,149	4,356	4,574
-	-	20.68	21.71	22.79	23.94	25.13	26.39
HPT-12	Laboratory Specialist	4,774	5,013	5,264	5,527	5,803	6,093
-	-	27.54	28.92	30.37	31.89	33.48	35.15
HPT-13	Clinic Practitioner 1/PA	6,558	6,886	7,230	7,592	7,972	8,371
-	-	37.84	39.73	41.71	43.80	45.99	48.30
HPT-14	Info Technology Specialist 1	4,298	4,513	4,739	4,976	5,225	5,486
-	-	24.80	26.04	27.34	28.71	30.14	31.65
HPT-15	Info Technology Specialist 2	5,486	5,760	6,048	6,350	6,668	7,001
-	-	31.65	33.23	34.89	36.64	38.47	40.39
HPT-16	Info Technology Specialist 3	6,048	6,350	6,668	7,001	7,351	7,719
-	-	34.89	36.64	38.47	40.39	42.41	44.53
HPT-17	Info Technology Specialist 4	6,668	7,001	7,351	7,719	8,105	8,510
-	-	38.47	40.39	42.41	44.53	46.76	49.10

(Added graphics)

Public Health Professional & Technical Unit Salary Schedule									
Effective 1/1/2027 through 12/31/2027									
Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
120	Custodian	\$3,003	\$3,153	\$3,311	\$3,477	\$3,651	\$3,834	\$4,026	\$4,227
		\$17.33	\$18.19	\$19.10	\$20.06	\$21.06	\$22.12	\$23.23	\$24.39
123	Custodian/Maintenance	\$3,783	\$3,972	\$4,171	\$4,380	\$4,599	\$4,829	\$5,070	\$5,324
		\$21.82	\$22.91	\$24.06	\$25.27	\$26.53	\$27.86	\$29.25	\$30.71
124	Community Health Worker Health Services Worker	\$4,085	\$4,289	\$4,503	\$4,728	\$4,964	\$5,212	\$5,473	\$5,747
		\$23.57	\$24.74	\$25.98	\$27.28	\$28.64	\$30.07	\$31.57	\$33.16
125	Information Technology Specialist 1 Licensed Practical Nurse 1	\$4,413	\$4,634	\$4,866	\$5,109	\$5,364	\$5,632	\$5,914	\$6,210
		\$25.46	\$26.73	\$28.07	\$29.48	\$30.95	\$32.49	\$34.12	\$35.82
126	Licensed Practical Nurse 2 Social Worker 1	\$4,766	\$5,004	\$5,254	\$5,517	\$5,793	\$6,083	\$6,387	\$6,706
		\$27.49	\$28.87	\$30.31	\$31.83	\$33.42	\$35.09	\$36.85	\$38.69
127	Disease Intervention Specialist Public Health Educator	\$5,147	\$5,404	\$5,674	\$5,958	\$6,256	\$6,569	\$6,897	\$7,242
		\$29.69	\$31.18	\$32.74	\$34.37	\$36.09	\$37.90	\$39.79	\$41.78
128	Information Technology Specialist 2 Community Liaison	\$5,559	\$5,837	\$6,129	\$6,435	\$6,757	\$7,095	\$7,450	\$7,823
		\$32.07	\$33.68	\$35.36	\$37.13	\$38.98	\$40.93	\$42.98	\$45.13
129	Epidemiologist 1* Social Worker 2	\$6,003	\$6,303	\$6,618	\$6,949	\$7,296	\$7,661	\$8,044	\$8,446
		\$34.63	\$36.36	\$38.18	\$40.09	\$42.09	\$44.20	\$46.41	\$48.73
130	Information Technology Specialist 3 Social Worker 3	\$6,484	\$6,808	\$7,148	\$7,505	\$7,880	\$8,274	\$8,688	\$9,122
		\$37.41	\$39.28	\$41.24	\$43.30	\$45.46	\$47.73	\$50.12	\$52.63
131	Epidemiologist 2* Information Technology Specialist 4 Network Admin 2, Programmer/Dev.	\$7,001	\$7,351	\$7,719	\$8,105	\$8,510	\$8,936	\$9,383	\$9,852
		\$40.39	\$42.41	\$44.53	\$46.76	\$49.09	\$51.55	\$54.13	\$56.84
132	Information Technology Specialist 4 Database Admin, Systems Analyst	\$7,562	\$7,940	\$8,337	\$8,754	\$9,192	\$9,652	\$10,135	\$10,642
		\$43.63	\$45.81	\$48.10	\$50.50	\$53.03	\$55.68	\$58.47	\$61.40
133	Information Technology Specialist 5	\$8,168	\$8,576	\$9,005	\$9,455	\$9,928	\$10,424	\$10,945	\$11,492
		\$47.12	\$49.48	\$51.95	\$54.55	\$57.28	\$60.14	\$63.15	\$66.30

\*Exempt

<b>Summary report:</b>	
<b>Litera Compare for Word 11.3.1.3 Document comparison done on 1/30/2025 1:01:21 PM</b>	
<b>Style name:</b> Default Style	
<b>Intelligent Table Comparison:</b> Active	
<b>Original filename:</b> 2022-2024 CBA KPHD PROTEC17 FINAL, 4857-4919-6259, 1.docx	
<b>Modified filename:</b> 2025-2027 CBA KPHD PROTEC17 DRAFT, 4927-6841-9088, 3.docx	
<b>Changes:</b>	
<a href="#">Add</a>	219
<del>Delete</del>	223
<del>Move From</del>	0
<u>Move To</u>	0
<u>Table Insert</u>	0
<del>Table Delete</del>	12
<u>Table moves to</u>	0
<del>Table moves from</del>	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	12
Embedded Excel	0
Format changes	0
<b>Total Changes:</b>	<b>466</b>



**KITSAP PUBLIC  
HEALTH DISTRICT**



## **COLLECTIVE BARGAINING AGREEMENT**

**Between**

**KITSAP PUBLIC HEALTH DISTRICT**

**&**

**PROFESSIONAL AND TECHNICAL EMPLOYEES  
LOCAL 17 (PROTEC17)**

**Effective**

**January 1, 2025, through December 31, 2027**

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ARTICLE 1 – RECOGNITION.....1

ARTICLE 2 – MANAGEMENT RIGHTS..... 2

ARTICLE 3 – RULES AND REGULATIONS..... 3

ARTICLE 4 – NO STRIKE CLAUSE..... 3

ARTICLE 5 – HOURS OF WORK/WORK ASSIGNMENTS..... 4

ARTICLE 6 – COMPENSATION AND RATES OF PAY..... 6

ARTICLE 7 – LONGEVITY BONUS PLAN ..... 7

ARTICLE 8 – PERSONNEL FILES..... 8

ARTICLE 9 – GENERAL AND EXTENDED LEAVE ..... 9

ARTICLE 10 – LEAVES OF ABSENCE..... 11

ARTICLE 11 – HOLIDAYS..... 15

ARTICLE 12 – HEALTH PROGRAM.....17

ARTICLE 13 – LIABILITY INSURANCE ..... 20

ARTICLE 14 – RETIREMENT AND SOCIAL SECURITY ..... 20

ARTICLE 15 – TRAVEL ALLOWANCE ..... 20

ARTICLE 16 – PROFESSIONAL DEVELOPMENT, LICENSURE AND CERTIFICATION .....21

ARTICLE 17 – NONDISCRIMINATION..... 23

ARTICLE 18 – LABOR-MANAGEMENT CONFERENCE COMMITTEE..... 23

ARTICLE 19 – DISCIPLINARY ACTION..... 24

ARTICLE 20 – GRIEVANCE PROCEDURE ..... 26

ARTICLE 21 – UNION MEMBERSHIP..... 28

ARTICLE 22 – UNION REPRESENTATION..... 29

ARTICLE 23 – LAYOFF AND RECALL..... 30

ARTICLE 24 – HIRING, PROMOTIONS, AND TRANSFER PROCEDURES..... 32

ARTICLE 25 – CLASSIFICATION ..... 33

ARTICLE 26 – PROBATION AND TRIAL SERVICE PERIODS ..... 34

ARTICLE 27 – HEALTH AND SAFETY ..... 34

ARTICLE 28 – SUCCESSORSHIP ..... 35

ARTICLE 29 – ENTIRE AGREEMENT ..... 35

ARTICLE 30 – SAVINGS CLAUSE ..... 35

ARTICLE 31 – SUBORDINATION OF THE AGREEMENT ..... 36

ARTICLE 32 – EFFECTIVE DATE AND DURATION OF THIS AGREEMENT ..... 36

## **PREAMBLE**

This Agreement is made and entered into by and between the Kitsap Public Health District, hereinafter referred to as the District, and the Professional and Technical Employees, Local 17, hereinafter referred to as PROTEC17. It is the purpose of this agreement to achieve and maintain harmonious relations between the parties. The parties are committed to a relationship of openness and communication and recognize the importance of collaboratively resolving issues in the District. The parties recognize the importance of working together cooperatively in jointly seeking to improve the District's delivery of services to the public and promoting a fair and equitable work environment based on mutual respect and understanding.

It is the intent and purpose of the District and PROTEC17 to set forth herein their entire Agreement covering rates of pay, wages, hours of work, and other conditions of employment, and to provide for prompt and fair settlement of grievances without any interruption of or other interference with the operation of the District. Both parties mutually agree that their objective is for the good and welfare of the District and PROTEC17 members alike. Both parties further agree that in the interest of collective bargaining and harmonious relations they will at all times abide by the terms and conditions as hereinafter set forth and agreed upon. In consideration of these mutual covenants, the parties hereto agree as follows:

### **ARTICLE 1 – RECOGNITION**

1.1 The District recognizes PROTEC17 as the exclusive bargaining representative for the employees, excluding supervisors and confidential employees, now or hereafter employed in the following bargaining units:

- 1.1.1 Clerical Unit, including those employees working in the job classifications listed in Appendix A;
- 1.1.2 Environmental Health Unit, including those employees working in job classifications listed in Appendix B;
- 1.1.3 Registered Nurses Unit, including those employees working in job classifications listed in Appendix C; and
- 1.1.4 Health and Professional Technical Unit, including those employees working in job classifications listed in Appendix D.



## ARTICLE 2 – MANAGEMENT RIGHTS

2.1 It is understood and agreed that the District possesses the sole right and authority to operate the affairs of the District and direct the employees of the District except as limited by the terms of this Agreement. The District's rights include, but are not limited to:

- 2.1.1 The right to determine its mission, policies, and to set forth all standards of service offered to the public;
- 2.1.2 The right to plan, direct, control and determine the operations or services to be conducted by the employees of the District;
- 2.1.3 The right to determine the methods, means, number and kind of personnel needed to carry out the operations of the District and the work undertaken by its employees who are covered by this Agreement;
- 2.1.4 The right to direct the employees covered by this Agreement;
- 2.1.5 The right to hire, promote, assign, transfer, reclassify, or retain employees;
- 2.1.6 The right to demote, suspend, discipline, or discharge employees for proper cause;
- 2.1.7 The right to layoff or relieve employees due to lack of work or funds or for other legitimate reasons;
- 2.1.8 The right to make, publish and enforce rules and regulations;
- 2.1.9 The right to introduce new or improved methods, equipment or facilities;
- 2.1.10 The right to contract out for goods and services; provided the District will not contract out bargaining unit work in a manner that will reduce the FTE of current employees unless the Administrator has determined that, in their judgment, the required expertise is not available within the District's existing workforce, or the contract will result in clear cost savings for the District. Unless required by emergency conditions, the District will provide PROTEC17 with at least thirty (30) calendar days' notice before entering into a contract that will reduce the FTE of current employees, during which time PROTEC17 may present to the District alternatives to its proposal. The District will provide in its notice a

description of services to be contracted, a summary of the reason for contracting those services, and a proposed timeline for contracting out; and

2.1.11 The right to take any and all actions as may be necessary to carry out the mission of the District in situations of emergency as may be declared by the Administrator, Health Officer and/ or the Kitsap Public Health Board provided that no right enumerated herein shall be exercised or enforced in a manner contrary to or inconsistent with the provisions of this Agreement.

2.2 The District Administrator and the Kitsap Public Health Board have the sole authority to determine the purpose and mission of the District and the amount of budget to be adopted thereto.

2.3 The classifications for the various authorized District positions are those adopted by the Kitsap Public Health Board.

2.4 The retention of these rights does not preclude any employee, or their authorized representative, from filing a grievance or seeking a review of the exercise of this right in a particular case, nor from the District in establishing local guidelines and standard in carrying out the responsibilities referred to above.

### **ARTICLE 3 – RULES AND REGULATIONS**

3.1 All rules and policies affecting personnel established by the Kitsap Public Health Board shall be in writing and made available to all employees. The District will notify PROTEC17 and complete any requested bargaining prior to implementing any amendments, changes or additions to such rules and policies that impact wages, hours or working conditions.

### **ARTICLE 4 – NO STRIKE CLAUSE**

4.1 During the term of this Agreement, PROTEC17 shall not allow, cause, or counsel its members to participate in a strike, nor shall it in any manner cause or allow them to either directly or indirectly commit any acts of work stoppage, slowdown, or refusal to perform any and all assigned duties.

## ARTICLE 5 – HOURS OF WORK/WORK ASSIGNMENTS

5.1 The basic workweek is 40 hours. District will strive to schedule work so that 40 hours is accomplished within five (5) working days per week. Other schedules may be considered on a case-by-case basis at the discretion of the District.

5.2 The District retains the right to establish and alter work schedules in accordance with the public health needs and District policies as determined by the District. The District will consider the affected employee's seniority, input and preferences when altering work schedules and making site assignments. The District will give at least one (1) weeks' notice to an employee whose work schedule is permanently changed. Nothing in this section is to be construed as preventing the District from changing work schedules in the interest of public health and safety nor as preventing the District from changing work schedules temporarily to fill a need caused by the absence of another employee or to meet the needs of temporary programs not exceeding thirty (30) calendar days.

5.3 All work in excess of the basic workweek must be properly authorized in advance and shall be compensated for in time or in additional compensation at the rate of one-and-one-half (1½) times the employee's regular rate of pay. Payment in additional compensation or in compensatory time is optional for the employee until the maximum accrual of 40 hours compensatory time is reached. After the 40-hour accrual, all overtime hours will be compensated with additional pay.

5.4 Rest periods will be granted in accordance with WAC 296-126. Where the nature of the work allows employees to take intermittent rest periods equivalent to fifteen (15) minutes for each four (4) hours worked, scheduled rest periods are not required. However, if it is necessary to schedule rest periods due to the employee's specific duties, "rest periods shall be scheduled as near as possible to the midpoint of the work period" (which is four (4) hours per each work period as referred to in this section). Rest periods are not to be accumulated and/or used as leave, or for extensions of lunch periods, or to make up for time lost during the workday (i.e., for tardiness or early departure).

5.5 Employees who are specifically directed by their immediate supervisor to work more than two (2) hours beyond their regular workday and who are unable to leave the worksite for a dinner break, will be reimbursed for the reasonable cost of a meal purchased in an amount authorized in the District's administrative policy on meal reimbursement. In order to receive reimbursement, employees must complete and submit the appropriate expense reimbursement request in accordance with District policy.

5.6 For the purposes of computing overtime, all authorized time off in a paid status will be considered time worked.

5.7 Employees who are required or permitted to attend District-provided training will be compensated for all such hours at their regular or overtime rate, as provided by this Article.

5.8 When employees are called back to work after completion of their regular workday, they shall be compensated in pay or compensatory time at the rate of one-and-one-half (1½) times the actual hours worked. A minimum callback will be two (2) hours, and the employee must physically report to a worksite.

5.9 An employee or the District may request consideration of a flex-shift schedule and both parties will investigate the feasibility of the request. Flextime shifts will be allowed only where mutually agreed to by both parties.

5.10 Job sharing may be implemented with the following conditions when it benefits the District and at the discretion of the Administrator:

5.10.1 Each partner agrees to work in the absence of the other partner during planned and unplanned general leaves and other leaves whenever possible at the request of the District.

5.10.2 Each partner will arrange their schedule as needed to attend staff and other meetings that are required by the District without increasing their normal weekly hours. Changes in FTE will be made only with the mutual consent of both partners and the District.

5.10.3 Compensation and benefits will be prorated according to hours worked in accordance with this Agreement except that in no event will benefits be greater than those provided to one (1) full-time equivalent employee.

5.10.4 If one partner terminates the partnership for any reason, or it is terminated by the District, the remaining partner will immediately revert to full-time status with applicable compensation and benefits. By the end of the thirty (30) calendar day period, one of the following options must be elected by the remaining partner with the agreement of the District:

(a) Continue in the full-time position.

- (b) Begin a new job share partnership according to the hiring requirements of the District.
- (c) Resign giving fifteen (15) calendar days' notice.

In no event is the District obligated to hire another job-sharing partner or to continue the remaining partner as indicated in this section.

5.10.5 The District may terminate this job-sharing agreement with thirty (30) calendar days' written notice to both partners.

5.11 On-Call Assignments. Employees who are assigned to remain on-call during off-duty hours will report as hours worked all time spent responding to work-related calls that occur on a day/evening when they are on-call and will receive a minimum of one-half (½) hour of compensation for each day on which they receive one (1) or more such call. For example, an employee will receive thirty (30) minutes of compensation for one (1) call or multiple calls relating to the same event that collectively total less than thirty (30) minutes of work; they will receive compensation for actual time worked for one (1) call or multiple calls that total more than thirty (30) minutes of work. In the event that an employee is required to travel to the District or another work site as a result of a call, they will be paid in accord with Section 5.8. While in an on-call status, employees are required to remain within reasonable commuting time of the District, be accessible by cell phone and have access to the internet for the purpose of providing Communicable Disease subject matter expertise for response to Duty Officer inquiries during evenings, weekends, and holidays. For positions that require it, the District will assign on-call responsibilities on a rotating basis.

## **ARTICLE 6 – COMPENSATION AND RATES OF PAY**

6.1 The salary schedules applicable to each bargaining unit are set forth in Appendices A, B, C and D. The schedules reflect the following:

6.1.1 Effective 2025, the District will implement new salary ranges for each classification. Employees will be placed in the lowest step in the new range that provides at least a 4.0% increase from their December 31, 2024, salary, not to exceed the top step of the new range. For employees in the bargaining unit as of the date the Union ratifies this Agreement, the increases provided by this paragraph will be implemented retroactive to January 1, 2025. Placement in the new range will not change employees' step advancement dates.

6.1.2 Effective January 1, 2026, all salary ranges will be increased by 2.75%.

6.1.3 Effective January 1, 2027, all salary ranges will be increased by 2.75%.

6.1.4 Anniversary and Step Increase Dates.

6.1.5 An employee's anniversary date is the calendar date on which they were hired. Anniversary dates determine employees' leave accrual rates (see Section 9.1.1).

6.1.6 Employees advance to the next step of the salary range on the first of the month following successful completion of the probationary period (one year) and annually thereafter. For employees who have been promoted, step increases occur on the annual anniversary of their promotion date for those promoted on the first of the month, or the first of the month following the anniversary of their promotion date for all others. Employees receive a step increase each year until they reach the top of the range for their classification.

6.2 Bilingual Stipend. The District will pay a monthly stipend of one hundred twenty dollars (\$120) to any employee who is assigned to use one or more additional languages as a job requirement or to perform interpreter services for the District. To receive a stipend, employees must demonstrate to the satisfaction of the District the ability to perform services in the applicable foreign language. Bilingual assignments that are not job requirements will be renewed annually and may be terminated at any time by the District or the employee. Part-time employees shall be paid the bilingual premium prorated to their full-time equivalency.

6.3 On-Call Stipend. Employees who are required to remain on-call during off-duty hours will receive a stipend of one hundred fifty dollars (\$150) per week. The starting and ending time for on-call periods will be 8:00 a.m. Monday morning; the District will consult with the affected employees prior to making any changes to on-call periods.

## **ARTICLE 7 – LONGEVITY BONUS PLAN**

7.1 The following longevity bonus plan will be applied to each qualified employee. Annual bonus amounts will be prorated for part-time employees based on the employee's FTE:

<b>Years of Service</b>	<b>Annual Bonus</b>
0 - 4 years	-0-

5 - 9 years	\$200
10 - 14 years	\$300
15 - 19 years	\$400
20 - 24 years	\$500
25+ years	\$600

7.2 The bonus is payable in one lump sum during the month of the employee's anniversary date of hire.

**ARTICLE 8 – PERSONNEL FILES**

8.1 The District shall keep a central personnel file for each employee. Supervisors may keep working files, but documents recording or communicating disciplinary actions that are not included in the central personnel file may not be used as evidence in any grievance arbitration regarding discipline of the employee.

8.2 Upon appropriate request, employees may inspect their central personnel files subject to the following:

8.2.1 Inspection shall occur during nonworking hours, including lunch and break periods, at a time and in a manner mutually acceptable to the employees and the Human Resources Manager or Administrator. Upon request, employees who have a written grievance on file, who are inspecting their personnel files with respect to such grievance, may have a representative present during such inspection.

8.2.2 Copies of materials in an employee's central personnel file will be provided the employee upon request as appropriate.

8.2.3 Pre-employment information shall not be subject to inspection or copying.

8.3 Materials to be placed into an employee's personnel file relating to job performance or conduct or any other material that may have an adverse effect on the employee's employment shall be reasonable and accurate and brought to the employee's attention with copies provided to the employee.

8.4 Employees who challenge material included in their personnel file are permitted to insert certain material relating to the challenge or utilize the grievance procedure.

## ARTICLE 9 – GENERAL AND EXTENDED LEAVE

9.1 General leave is leave that is earned by the employee and used at the employee’s discretion with supervisory approval for such purposes as vacation, bereavement, personal appointments, preventive health care, illness of less than five (5) consecutive days, etc.

9.1.1 Full-time employees shall accrue general leave at the following rates:

<b>Years of Service</b>	<b>Days Accrued/Year</b>	<b>Hours Accrued/Month</b>
from 0 to 1 year	18 days	12.00 hours
from 1 to 2 years	19 days	12.67 hours
from 2 to 3 years	20 days	13.33 hours
from 3 to 4 years	21 days	14.00 hours
from 4 to 5 years	22 days	14.67 hours
from 5 to 6 years	23 days	15.33 hours
from 6 to 7 years	24 days	16.00 hours
from 7 to 8 years	25 days	16.67 hours
from 8 to 9 years	26 days	17.33 hours
from 9 to 10 years	27 days	18.00 hours
from 10 to 14 years	28 days	18.67 hours
from 14 to 24 years	29 days	19.33 hours
24 years and over	31 days	20.67 hours

9.1.2 Part-time employees shall accrue general leave based on the above schedule prorated to their full-time equivalency.

9.1.3 General leave accrues from the date of hire during any month during which the employee is in paid status for at least ten (10) working days. General leave accruals for the prior calendar month will be credited and available for employee use the first of the next calendar month. General leave may not be used for purposes other than illness, injury or other circumstances permitted by applicable law (RCW 49.46.210) prior to the completion of six (6) months of active employment. General leave continues to accrue during any paid leave.

9.1.4 Employees using general leave for planned absences must schedule those absences in advance with approval of their supervisor. Supervisors will not accept any leave requests earlier than six (6) months before the effective date of the leave, unless there are legitimate extenuating circumstances around such leave request that



requires early approval. In the event of a conflict between two employees, the employee making the first request shall prevail. Should the sequence of conflicting requests be unknown, the employee having greater seniority shall prevail.

9.1.5 Employees may carry forward a maximum of three hundred sixty (360) hours of general leave from one calendar year to the next. An employee who has accrued three hundred sixty (360) hours of General Leave will have their accrual rate reduced to five (5) hours per month until their balance has been reduced through use to less than three hundred sixty (360) hours; provided that Division Directors may make written exceptions to this rule in the event an employee is precluded from taking a previously scheduled vacation through no fault of their own.

9.1.6 Upon separation of an employee by retirement, resignation, layoff, dismissal or death, the employee or beneficiary thereof shall be paid for the unused general leave to a maximum of two hundred forty (240) hours at the rate the employee was being paid at the time of separation.

9.2 Extended leave may be used when an employee is unavoidably absent from work for the following:

- (a) An employee's own illness, injury or pregnancy;
- (b) The need to care for the employee's spouses, or domestic partner's child (or foster child) who is (i) under eighteen (18) years of age and has a health condition requiring treatment or supervision, or (ii) 18 years of age or older but incapable of self-care because of a mental or physical disability; and
- (c) The serious health condition or emergency condition of the employee's spouse, domestic partner, parents, parents-in-law, grandparents, children (as defined in 9.2(b)) or for other family members with the Administrator's approval.

9.2.2 Full time employees will accrue four (4) hours of extended leave for each month worked with unlimited accrual.

9.2.3 Part-time employees will accrue extended leave prorated based on their full-time equivalency.

- 9.2.4 Employees become eligible for use of extended leave as described below. Once an employee has qualified for extended leave, they may continue using such leave until the qualifying condition ends or their extended leave balance has been exhausted, whichever occurs first.
- (a) For full-time employees whose normal work schedule is five (5), 8-hour shifts per week, use of extended leave begins (i) after the fifth (5th) consecutive day of absence for a condition listed in Section 9.2; or (ii) after forty (40) hours of absence for a condition that has been certified for use of intermittent leave under the Family Medical Leave Act.
  - (b) For full-time employees working an alternate schedule, and for part-time employees, use of extended leave shall begin (i) after the employee has been absent for the number of workdays, they are normally scheduled to work in a workweek for a condition listed in Section 9.2; or (ii) after forty (40) hours of absence (prorated for part-time employees) for a condition that has been certified for use of intermittent leave under the Family Medical Leave Act.

9.2.5 Upon the employee's presentation of verification from a licensed health care provider involved in treating the affected individual or family member that documents a condition qualifying for use of extended leave, the general leave used by the employee for the initial days or hours of their absence will be restored and a corresponding amount of extended leave will be drawn from their extended leave account.

9.3 Whenever an employee is injured on the job and the employee's condition demands immediate medical treatment, the employee will be granted administrative leave for the remaining part of the day of injury only.

9.4 Donation of accrued general leave for another employee's use is available per District policy.

## **ARTICLE 10 – LEAVES OF ABSENCE**

10.1 Leave with pay shall be allowed for the following purposes:

10.1.1 Jury Duty. Civil leave will be authorized to permit an employee to serve as a juror for a period up to two weeks with pay. Additional jury service time may be allowed; however, the employee must use accrued

general leave or comp time or serve on a leave without pay basis. The employee must notify the employee's immediate supervisor prior to using this leave and must show proof of being called as a juror. If an employee summoned for jury duty is excused during any portion of the workday, that employee must report to work for the duration of that day.

- 10.1.2 Testifying in Court. Any employee subpoenaed by another governmental agency to testify in court may be granted civil leave if that employee is not a plaintiff or defendant in such legal action.
- 10.1.3 Bereavement Leave. Employees shall receive up to twenty-four (24) hours off with pay per occurrence in the event of death in the immediate family, to include the employee's spouse, domestic partner, children, stepchildren, parents, stepparents, grandparents, grandchildren, sisters, brothers, parents-in-law, sisters-in-law, brothers-in-law, sons-in-law, daughters-in-law, or any person living in the employee's immediate household as a member of the family. Paid bereavement leave is not available for events more than six (6) months following the death of an individual covered by this section. Paid bereavement leave will be prorated for part-time employees based on full-time equivalency. With approval of the employee's manager, employees may use general leave in addition to the bereavement leave provided in this section.
- 10.1.4 Military Leave with pay will be allowed in accordance with RCW 38.40 for any employee for active training in the United States Armed Forces or Washington National Guard, not to exceed twenty-one (21) workdays during each October 1 to September 30 period. A copy of the employee's written orders must be provided to the employer as verification for such leave. Any employee who enters upon active-duty service or training in the Washington National Guard, the Armed Forces of the United States, the United States Public Health Service, or alternative service may seek leave of absence and upon return shall be entitled to reemployment pursuant to the provisions of RCW 73.16.031-73.16.061. Any additional military leave will be provided as required by federal law.
- 10.1.5 Administrative Leave. Consistent with the District's Inclement Weather and Emergency Closures Policy, employees will be provided administrative leave in the following circumstances:

- (a) Employees who were scheduled to work at the District's offices will be granted administrative leave of up to four (4) hours for tardiness due to severe inclement weather conditions or other emergencies as declared by the Administrator. Any absence or arrival later than the authorized delayed opening time will be charged to the employee's accrued general leave or compensatory time at the employee's option.
- (b) If the District offices are closed for one (1) or more full business day(s) due to weather conditions or for some other emergency as declared by the Administrator, employees scheduled to work at the District offices will be provided paid administrative leave for a maximum of two (2) full consecutive days per occurrence of such closure and/or assigned to work from home or another location as provided by the District's policy. Employees may use accrued compensatory time or general leave or take unpaid leave for duration of any closure beyond the period for which paid administrative leave is provided.
- (c) Employees scheduled to be away on District-approved travel, scheduled to be on leave/vacation, absent due to personal situations, already on leave status or not scheduled to work will not be granted administrative leave.
- (d) Employees approved to telework are expected to work on their regular work day during inclement weather or other emergencies unless conditions prohibit them from doing so. On a case-by-case basis and at the discretion of the Administrator or designee, an employee scheduled to telework may be provided administrative leave where a weather-related closure or emergency condition is sufficiently serious to disrupt telework.

10.2 Leaves of Absence Without Pay may be granted at the discretion of the Administrator for a specific period up to six (6) months for any of the following reasons:

- (a) Adoption or maternity/paternity leave;
- (b) Educational leave;
- (c) Family leave;
- (d) Military or public health service leave (per RCW 73.16); or

- (e) Illness/injury/pregnancy.
- (f) Closure of District facilities due to holiday schedules (e.g., an additional closure day adjacent to a paid holiday), inclement weather or emergency situations.

Leave without pay may also be granted as an extension to paid general leave.

10.2.2 Leave without pay may be granted beyond the six (6) month limitation only at the option of an Administrator under situations including but not limited to military leave or public health service per RCW 73.16, or educational leave which is beneficial to the District, and which conforms to the period of actual attendance at an accredited institution.

10.2.3 Any employee on leave without pay status may choose to continue their medical, dental, or life insurance benefits provided such employee makes satisfactory arrangements for payment of the premiums.

10.2.4 An employee reporting to work at the end of an authorized unpaid leave of absence shall be employed in the same job class held at the start of such leave.

10.2.5 An employee returning from an unpaid leave of absence shall not have retroactive rights to any appointment or promotional procedure conducted during their absence.

10.2.6 An employee returning from an unpaid leave of absence in excess of fifteen (15) days will be paid on the same numerical step of the currently approved range for the job class as that on which the employee was paid at the beginning of the leave without pay.

10.2.7 The returning employee's date of hire (anniversary date for longevity and seniority purposes) will be adjusted equivalent to the number of days spent on leave without pay status. The employee's step increase date, if the employee is below the top step of the salary range, will be set back by the same number of days which have elapsed between the start and end of the unpaid leave of absence.

10.3 Family Medical Leave (FML) will be granted in accordance with applicable law and the District's Family Medical Leave Policy.

10.4 Paid Family and Medical Leave Program. Eligible employees are covered by Washington’s Family and Medical Leave Program, RCW 50A.10. Eligibility for leave and benefits is established by Washington law and is therefore independent of this Agreement. Employees will pay through payroll deduction the full cost of the employee share of premiums as identified by the Employment Security Department. The District will pay the remaining premium amounts.

10.5 Pregnancy-Related Disability Leave. Pursuant to Washington and federal law and the District’s Family Medical Leave Policies, pregnant employees may take unpaid leave for the entire period of any pregnancy-related temporary disability. The District may require medical certification as permitted by law. Depending on the circumstances and employee eligibility, such pregnancy-related disability leave may overlap with protected leave and/or benefits provided under the Family Medical Leave Act (FMLA) or Paid Family Medical Leave (PFML) Program. Employees taking pregnancy-related disability leave are required to use any available paid leave or compensatory time before taking unpaid leave, with sole exception for paid sick leave accrued under Washington’s Paid Sick Leave Law, which non-exempt employees may elect to reserve. While employees remain on paid leave, or as required by the minimum requirements of the FMLA or PFML Program, the District will continue providing paid health insurance to the employee and their dependents on the same basis that those benefits are provided during regular employment. Once paid leave and any leave under the FMLA and/or overlapping leave under the PFML Program is exhausted, employees on unpaid pregnancy-related disability leave may continue their personal and dependent health insurance coverage by paying the full premium cost for that insurance.

## **ARTICLE 11 – HOLIDAYS**

11.1 The following are paid holidays for all eligible employees:

New Year’s Day - January 1st

Martin Luther King Day - 3rd Monday of January

Presidents’ Day - 3rd Monday in February

Memorial Day - Last Monday of May

Juneteenth - June 19th

Independence Day - July 4th

Labor Day - 1st Monday of September

Veteran’s Day - November 11th

Thanksgiving Day - 4th Thursday in November

Native American Heritage Day - The Friday after Thanksgiving Day

Christmas Day - December 25th

## One Personal Holiday

11.2 Personal holiday usage will be administered like general leave and requires the prior approval by the employee's supervisor before it can be used. However, probationary employees may take their personal holiday after four (4) months of employment.

11.3 If a holiday falls on a Saturday, it shall be observed the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday.

11.4 Full-time employees will receive eight (8) hours of pay at their straight-time rate for each holiday. Eligible part-time employees will receive holiday pay on prorated basis. Employees are eligible for holiday pay if they are in paid status for more than one-half (1/2) of their scheduled the working day before or after the holiday. Employees whose employment is terminated immediately prior to a holiday are not entitled to holiday pay.

11.5 Any work performed on a holiday shall be compensated in cash or time at the rate of time-and-one-half (1½) for the actual time worked in addition to the regular holiday pay.

11.6 If a holiday recognized under this Agreement falls on a normal working day during which the employee is on paid leave, the employee will receive holiday pay and their leave account will not be charged for the day.

### 11.7 Alternate Schedules

11.7.1 Employees working alternate schedules who are normally scheduled to work more hours on a day observed as a holiday than they receive in holiday pay may use general leave, compensatory time, personal holiday time, take unpaid leave (if they have no available paid leave), or, with prior supervisory approval, work additional hours during the remainder of the workweek to make up the difference between the employee's normally scheduled shift and their holiday pay.

11.7.2 When an observed holiday falls on the employee's scheduled day off, they will be permitted to take an alternate day off during the week in which the holiday is observed. The employee and supervisor will identify the alternate day. In the event that operational needs preclude the employee from taking an alternate day off in the same week, the employee and their supervisor will identify an alternate day during the

same pay period on which the employee will be permitted to take leave.

11.8 In addition to the paid holiday leave provided in this Article, employees may take up to two (2) unpaid holidays per calendar year for reasons of faith or acts of conscience or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization as provided by State law. Such unpaid holidays are available for use on January 1 of each year and the unpaid holidays must be taken in full workday increments. If an employee's religious beliefs require observance of a holiday as outlined above, or that is not included in the basic holiday schedule, the District will use its best efforts to accommodate the request. The employee may take the days off using their personal holiday, general leave, compensatory time, or leave without pay with their program manager's preapproval provided that the accommodation does not create an undue hardship for the District or its employees.

## **ARTICLE 12 – HEALTH PROGRAM**

12.1 Life, AD&D and Long-Term Disability Insurance. The District will pay the premiums to provide basic life (which includes employee accidental death and dismemberment), and the base plan for long-term disability insurance to all eligible employees. Employees may, at their option and expense, purchase additional life and AD&D insurance coverage from the District's provider according to the rates and terms set by the provider.

12.2 Medical Insurance, Dental Insurance and Benefit Allowances.

12.2.1 The District will provide medical insurance for eligible employees through the Public Employers Benefit Board (PEBB). The District will provide vision insurance to employees who elect medical insurance coverage. The District will offer dental insurance through WHIT or through a comparable provider. Information regarding current insurance plans and policies can be obtained from the Human Resources Office.

12.2.2 Employees may opt out of coverage under the District's medical insurance plans with proof of coverage under another comprehensive group medical insurance plan; if PEBB underwriting rules change regarding eligibility to opt out of coverage, such rules will apply. Employees may opt out of the District's dental insurance plan at their election. Eligible employees may elect to cover their dependents under the insurance plans in which they are participating and may make



different choices with respect to dependent coverage under the District's medical insurance and its dental insurance.

#### 12.2.3 Medical Insurance Premiums.

- (a) The District will contribute the following percentages of the average medical insurance costs for full-time employees and dependents:

Employees – 100%

Employee + Spouse – 90%

Employee + Child(ren) – 90%

Full Family – 85%

- (b) The average medical insurance cost will be determined by computing the average cost of the medical plans available to employees through the District's provider.

#### 12.2.4 Dental Insurance Premiums.

- (a) The District will contribute the following percentages of the average dental insurance costs for full-time employees and dependents:

Employees – 100%

Employee + Spouse – 90%

Employee + Child(ren) – 90%

Full Family – 85%

- (b) The average cost of the dental insurance package will be determined by computing the average cost of the dental plans available to employees through the District's provider.

12.2.5 Vision Insurance Premiums. The District will pay the premium costs for vision insurance for employees and their dependents on the vision plan selected by the District.

12.2.6 Employees are responsible for paying through payroll deduction the difference between the District's contribution toward medical and/or dental insurance and the cost of the plans/options they choose. For

employees in the bargaining unit as of the date the Union ratifies this Agreement, the District will reconcile employee contributions towards medical and dental insurance in 2025 with the contribution rates above and make adjustments as appropriate to make the contribution rates above effective January 1, 2025.

#### 12.2.7 Benefit Allowance.

- (a) Employees who choose a District medical insurance plan that is less costly than the District's contribution (as calculated above) will receive the difference between the District's contribution and the costs of their plan choice in the form of a benefit allowance.
- (b) The District will provide all employees opting out of the District's medical insurance plans a monthly benefit allowance of three hundred seventy-five dollars (\$375), pro-rated for part-time employees. Employees will be required to present evidence of coverage under another plan to opt out.
- (c) The District will provide all employees opting out of the District's dental insurance plans a monthly benefit allowance of \$25, prorated for part-time employees.
- (d) The District will provide a flexible benefit allowance plan including at least those options in place as of the effective date of this Agreement. At the employee's option, benefit allowance funds may be used to pay any employee share of District medical or dental insurance premiums. Benefit allowance funds remaining after payment of the employee's selected District benefits will be contributed to the employee's HRA-VEBA account, provided the amount is at least \$10 per month.

12.2.8 Part-Time Employees. Part-time employees will receive prorated contributions towards premiums and/or benefit allowances based on their full-time equivalency.

12.3 In the event the parties have not successfully completed negotiations for a new contract by the end of calendar year 2027, the District's contributions toward medical and dental insurance will remain at the dollar amount in effect as of December 31, 2027, during bargaining and any period governed by RCW 41.56.123.

12.4 Employer required PPD tests for employees will be provided by the District. If a chest x-ray is required, the District will provide a referral to an outside

provider and cover the cost of the x-ray. Influenza vaccinations are provided to employees at no charge. The District will provide time during the workday for and reimburse for costs associated with any other vaccination or associated health service required by the District.

### **ARTICLE 13 – LIABILITY INSURANCE**

13.1 The District will provide professional liability (malpractice) insurance for its employees with minimum limits of \$250,000 per incident and umbrella coverage of \$2,000,000 if available.

13.2 The District will defend and indemnify employees for claims made against them because of their good faith performance of duties for the District as required by RCW 4.96.

### **ARTICLE 14 – RETIREMENT AND SOCIAL SECURITY**

14.1 During the term of this Agreement, all eligible employees shall continue to participate in the Washington State Public Employees Retirement System (PERS) in accordance with and subject to the provisions of the statutes of the State of Washington now applicable or as they may hereafter be amended.

14.2 During the term of this Agreement, all eligible employees shall continue to participate in the Federal Social Security/Medicare programs in accordance with and as provided for by the United States.

### **ARTICLE 15 – TRAVEL ALLOWANCE**

15.1 Employees shall be reimbursed for the use of their personal automobiles at the current IRS-approved rate. Future modifications will be automatically implemented concurrently with any IRS-approved rate change.

15.2 Reimbursement for necessary and actual travel expenses are allowed when on official District business previously approved by the employee's supervisor.

15.3 The District will reimburse employees for all work-related travel during the workday. Employees are expected to commute between their residences and their assigned worksite without any mileage reimbursement except as otherwise provided by the District's reimbursement of travel expenses policy.

15.4 Employees using their personal vehicle on District business shall be required to maintain auto liability insurance in an amount not less than the Washington State minimum standards pursuant to RCW 46.29 and 46.30.

15.5 Employees operating District fleet vehicles or using personal vehicles while conducting District business should conform to all applicable laws for vehicles and maintain their current Washington State driver's licenses. Employees are required to submit copies of their Washington State driver's licenses at each renewal to the District's Human Resources Office.

15.6 Driving Records. All employees shall have their motor vehicle driving record reviewed by the District upon hire and at least once every two (2) years thereafter. Such driving records will be checked at the District's expense and with employee consent. The record will be obtained through the use of a trusted third-party administrator of the District's choosing. Employees will be requested to provide electronic authorization and will receive a digital copy of the record. Employees may opt out of this review if driving is not required for their job.

15.7 Any employee whose job duties require driving on a regular basis must notify their immediate supervisor no later than the next business day if the employee's driver's license, including any work-related endorsements, is denied, expired, suspended, revoked, or otherwise becomes invalid, or if they are ticketed by a law enforcement agency for any at fault accidents or moving violations while conducting District business.

15.8 When an employee incurs physical damage to the employee's personal vehicle while in the scope and course of employment, and the employee is not at fault, the District will reimburse the deductible amount up to the maximum of five hundred dollars (\$500) with proof of an insured loss.

## **ARTICLE 16 – PROFESSIONAL DEVELOPMENT, LICENSURE AND CERTIFICATION**

16.1 The District recognizes the value and benefit of training designed to enhance employees' abilities to perform their job duties. Training and professional development opportunities will be provided to employees in accordance with legal requirements, District/employee goals, and available resources.

16.2 The District will pay, or reimburse employees for, the annual renewal cost of any license/certification required by the District for the position, other than driver's licenses. With approval of the director, the District will also pay, or reimburse employees for, the annual renewal costs of licenses or certifications that are not required by the District but provide a benefit to it. Employees are responsible for

taking the steps necessary to complete annual renewal processes in a timely manner and to secure payment/reimbursement by the District for renewal costs. In no circumstances will the District pay or reimburse employees for late fees or penalties associated with license/certification renewal.

16.3 Employees will be permitted to use work time for continuing education or professional development that is required as a condition of renewal for District-paid licensure or is otherwise approved by the employee's program manager or director. Employees are required to coordinate and schedule all such activities with the prior approval of their supervisor, which will not be unreasonably denied. Where possible, employees are expected to submit requests a minimum of thirty (30) calendar days in advance of the activity.

16.4 The District will allow employees time off with pay at an hourly equivalent rate to take a test (one time only) and will pay the exam fee (one time only) for a test required for any licensure or certification required by the District.

16.5 The District will pay or will assist in the payment of expenses associated with continuing education for licensing/certification requirements and for employees' professional development. Professional development courses or programs must include subject matter that is directly related to the improvement of the employee's current job skills or that reasonably relates to the employee's career objectives at the District. Approved expenses may include course tuition and registration fees, materials fees, and travel expenses. Such financial assistance will be subject to available resources, the approval of the employee's program manager or director, and verification of the employee's attendance and completion of the course.

16.6 The District may develop individual learning plans for each employee on an annual basis. Employees will be asked to provide input on training and development needs as part of formulating their learning plan or as part of their performance evaluation.

16.7 All training requests must be submitted in advance in writing on the appropriate District form. If a training request is denied, the District will provide a reason for the denial to the employee, in writing. Issues or concerns regarding differences in the distribution of professional development opportunities or resources within employee groups may be raised by the Union through the Labor-Management Conference Committee process.

## **ARTICLE 17 – NONDISCRIMINATION**

17.1 Neither the District nor PROTEC17 shall discriminate against any employee covered by this Agreement in a manner which would violate any applicable laws by reasons of race, color, creed, age, religion, political affiliation, sex, marital status, national origin, veteran status, or the presence of sensory, mental or physical handicap, unless based on a bona fide occupational qualification reasonably necessary to the operation of the District, and all other bases prohibited by state, local or federal laws.

17.2 The District will not discriminate against any employee on account of membership in PROTEC17 or because of service by an authorized representative on behalf of PROTEC17 in negotiating or administering the provisions of this Agreement, except as provided in Article 21 of this Agreement.

**ARTICLE 18 – LABOR-MANAGEMENT CONFERENCE COMMITTEE** The District and PROTEC17 shall agree to establish a conference committee comprised of one shop steward (or their alternates) from each bargaining unit, the PROTEC17 Union Representative (if requested by the Union), a Division Director, the Human Resources Manager, and up to three additional representatives from the District's management team. The responsibility of this committee will be to address problems, issues, or concerns from both sides using the interest-based problem-solving process to arrive at consensus agreement. Unless otherwise agreed in advance by the parties, the committee shall have no authority to conduct any negotiations or modify the provisions of this Agreement.

18.2 The purpose of this committee is to encourage better communication between bargaining unit members and management and resolve issues at the lowest possible level by providing an open forum to discuss issues, problems, or concerns related to the current collective bargaining agreement for wages, hours, and working conditions. As part of this responsibility, the committee shall:

18.2.1 Meet quarterly as needed and when mutually agreeable.

18.2.2 Maintain an "open door" policy and use outside resources (including PROTEC17 or management representatives) as needed and appropriate. This may also include an employee who is concerned about or directly affected by a specific issue or policy.

18.2.3 Establish a process that will provide for the best possible communication of issues to assure a thorough understanding by all bargaining unit members and managers.

## ARTICLE 19 – DISCIPLINARY ACTION

19.1 Just Cause for Disciplinary Action. All disciplinary actions for employees who have successfully completed their initial probation period shall be for just cause. The District may discipline or discharge an employee at will during the probation period without recourse to the grievance procedure. Disciplinary action may include oral warning (confirmed in writing), written reprimand, suspension, setback in pay range, demotion, any combination of these, or discharge. The District shall tailor discipline to respond to the nature and severity of the offense, and the employee's prior disciplinary record.

### 19.2 Investigations.

19.2.1 Notice of Investigatory Interview. The District shall notify the employee of the event or conduct being investigated to permit the employee to understand the general nature of the concern. Prior to such an investigatory interview, the supervisor involved shall notify the employee of the employee's right to have PROTEC17 representation and shall permit the employee reasonable time to arrange for participation of a PROTEC17 representative or shop steward, as is appropriate and timely to the situation.

19.2.2 Union Representation. Employees are entitled, at their option, to have PROTEC17 representation during any meeting to discuss disciplinary action, or during any investigatory interview conducted by the District that the employee reasonably believes may result in discipline of the employee. During any such investigatory interview or meeting, a participating PROTEC17 representative or shop steward will be given the opportunity to ask questions, offer additional information and counsel the employee, but may not obstruct the District's investigation.

19.2.3 Administrative Leave. The District may, at its discretion, place employees on paid administrative leave during investigations. Employees on such paid administrative leave must remain available during their normal hours of work. Paid administrative leave is not considered discipline and is not subject to the grievance procedure.

19.2.4 Duty to Cooperate. Employees have an obligation to cooperate with any investigation conducted by the District. Failure to do so will be considered insubordination and will be grounds for discipline, up to and including termination, provided that nothing in this section will interfere with employee's Garrity rights.

19.2.5 Pre-Disciplinary Procedure.

19.2.6 Notice of Intent to Discipline. If the District intends to impose discipline other than an oral warning or written reprimand, the supervisor shall inform the employee of the proposed discipline in writing. The written notice shall describe the event or conduct with sufficient detail, so the employee understands the reason for the proposed discipline. Upon request and before the Pre-Disciplinary Meeting the District will provide the employee with access to and copies of those documents upon which it has relied in forming its intent to discipline.

19.2.7 Pre-Disciplinary Meeting. The District will schedule a Pre-Disciplinary Meeting to permit the employee to respond to a notice of intent to discipline. The District will provide at least two (2) working days' written notice to both the employee and PROTEC17 prior to convening a Pre-Disciplinary Meeting. In the event that the employee cannot secure PROTEC17 representation, as described in Section 19.2.2., at the time identified by the District, or where other circumstances reasonably require, the employee will be permitted a reasonable delay. At the beginning of any Pre-Disciplinary Meeting, the District will describe its proposed discipline and the general reasons for issuing the proposed discipline.

19.3 Disciplinary Decision. No sooner than the day following the close of the Pre-Disciplinary Meeting but no later than ten (10) working days after the close of the Pre-Disciplinary Meeting, the District shall inform the employee of its decision in writing.

19.4 Notice to Employee. The District may not place a disciplinary document in an employee's file without providing the employee a copy of the document.

19.5 Employee's Opportunity to Respond. The employee may require the District to include a rebuttal to any disciplinary document in the employee's personnel file.

19.6 Demotion. An employee demoted as a result of discipline issued pursuant to this Article will not displace another employee.

19.7 Suspension. The District may suspend an employee for a period of up to ten (10) working days as a single penalty, or up to a total of twenty (20) working days in any one year as an accumulation of several penalties. Such suspension will



not affect qualifying time or seniority, but it will constitute a suspension of holiday pay and accumulation of general and extended illness leave.

19.8 Setback Within Range. An employee may be moved to a lower step in their salary range for disciplinary reasons.

19.9 Off-Duty Activities. The off-duty activities of employees shall not be cause for disciplinary action unless said activities are detrimental to the employee's work performance or present a conflict of interest.

19.10 Performance Standards. Any performance standards used to measure performance of employees shall be fair, just, reasonable, and equitably applied throughout the District.

19.11 Notice of Delay of Step Increase. An employee whose step increase is delayed based on performance evaluation ratings must be given advance notice of such action five working days or more before the effective date, and the notice must include the cause for action and a new evaluation date. This provision will not be subject to the Pre-Disciplinary Procedure. This provision will be subject to the Grievance Procedure.

## **ARTICLE 20 – GRIEVANCE PROCEDURE**

20.1 A grievance is defined as a question or challenge raised by PROTEC17, a shop steward, or an employee as to the correct interpretation or application of this Agreement.

20.2 The parties agree that the time limitations provided in this article are essential to the prompt and orderly resolution of any grievance, and that each will abide by the time limitations, unless an extension of time is mutually agreed to in writing. Mutual agreement of extension of time may be between the appropriate supervisor and the employee or the employee's representative. If the grievant fails to act or respond within the specified time limits, the grievance will be considered waived. If the District fails to respond within the specified time limits, the grievance will proceed to the next step of the grievance procedure.

20.3 Whenever the investigation of a grievance requires the inspection of the personnel records, the District shall make available to the PROTEC17 representative or their designee such records as authorized in writing by the affected employee.

20.4 Where grievances have not been resolved to the satisfaction of the concerned parties, the following procedures shall apply:

- 20.4.1 Step 1. Within ten (10) working days after the occurrence of the situation, condition, or action giving rise to an alleged employee grievance, the employee affected may personally present a grievance to their Program Manager or Division Director. An employee may have a PROTEC17 representative present at this meeting. The Program Manager or Division Director shall have ten (10) working days after the date of this initial meeting to respond to the employee's grievance.
- 20.4.2 Step 2. If a satisfactory settlement is not reached in Step 1, the grievance shall be submitted in writing to the Administrator within ten (10) working days after the date of the Step 1 response. The Administrator shall schedule a meeting within five (5) working days after receipt of the written grievance to hear the grievance and shall render a decision within ten (10) working days after such hearing.
- 20.4.3 Step 3. In the event the grievance is not satisfactorily resolved in Step 2, it shall be submitted in writing to the Kitsap Public Health Board within five (5) working days. The Board will render a written decision within thirty (30) working days.
- 20.4.4 Step 4 – Mediation – Arbitration. If the grievance is not settled in Step 3, either party may request mediation–arbitration within thirty (30) working days.
- (a) Mediation. If mutually agreed the parties shall agree on a mediator in an attempt to resolve the grievance. The mediator shall have no authority to resolve the grievance except by agreement of PROTEC17 and the District. In the event the grievance is not resolved, evidence or concessions agreed to or offered by the opposing party during mediation shall not be admissible at the subsequent hearing, unless such admission is agreed to by both parties. If mediation does not result in settlement, PROTEC17 will notify the District of its intent to proceed to arbitration.
- (b) Arbitration. Upon request of either party, PROTEC17 and the District shall request a list from the American Arbitration Association of nine (9) arbitrators from Washington and/or Oregon. The arbitrator will be selected from the list by the District representative and PROTEC17 representative alternately striking a name from the list until only one remains.

The arbitrator shall have no power to change, alter, detract from, or add to the provisions of this Agreement, but shall have the power only to apply and interpret the provisions of this Agreement in reaching a decision. The arbitrator's fees and expenses and any court reporter's fee and expense shall be borne equally by both parties. All other costs, expenses, and fees, including attorneys' fees, will be borne by the party incurring them. The decision of the arbitrator shall be final and binding.

## **ARTICLE 21 – UNION MEMBERSHIP**

21.1 Nothing herein contained may prevent any employee from belonging to any union or professional association.

21.2 When the Union provides written notice to the District that it has received an employee's authorization for the deduction of membership dues, the District will deduct from the employee's salary an amount equal to the dues required of a member of the Union. Deductions will begin no later than the second pay period following the District's receipt of notice from the Union. The District will transmit such dues to the Union's headquarters each pay period.

21.3 The District will inform employees who are new to the bargaining unit about the Union's status as the exclusive representative of the bargaining unit.

21.4 An employee may revoke their authorization for payroll deduction of payments to the Union by providing notice to the Union, subject to the terms of the employee's dues authorization. The Union will provide timely written notice to the District of the cancellation of dues authorization by an employee. Every effort will be made to end the deduction effective on the first payroll, and not later than the second payroll, after receipt by the District of the employee's written notice.

21.5 Along with its transmittal of dues, the District will provide the Union with a list of all employees paying dues, including the dues amount. The District will identify those employees who have newly authorized dues, have revoked dues authorization, or have left the bargaining unit.

21.6 PROTEC17 shall indemnify the District and hold it harmless against any and all claims, demands, suits, or other forms of liability that may arise out of, or by reason of, any action of the District for the purpose of complying with the provisions of this Article.

## ARTICLE 22 – UNION REPRESENTATION

22.1 PROTEC17 shall have the right to appoint one shop steward for each bargaining unit. PROTEC17 shall notify the District in writing of the names of the stewards and alternates so designated, and the Union Representative assigned to represent the bargaining units. This list of representatives shall be kept up to date by PROTEC17 at all times. Only persons so designated will be accepted by the District as representatives of PROTEC17 and the bargaining unit.

22.2 The designated stewards shall see that the provisions of the Agreement are observed and shall be allowed reasonable time to perform these duties during regular working hours without suffering a loss in pay. This shall not include processing grievances at Step 4 of the grievance procedure.

22.3 Union business activities shall not be carried on during working hours except as provided for by this Agreement. The District has the right to require that steward refrain from excessive union business activities that result in a neglect of work. PROTEC17 and the District agree to jointly correct situations where the District management believes the steward is spending unreasonable amounts of time in this capacity.

22.4 The PROTEC17 representative shall have access to the steward's work areas during business hours with prior notice to the District's Human Resources Manager or Administrator and providing the PROTEC17 representative does not interfere with or cause employees to neglect their work.

22.5 The shop stewards (one from each bargaining unit) will be allowed to participate in contract negotiations (and in a caucus lasting no more than one (1) hour that occurs on the day of a negotiation session and outside of the prescheduled start and stop time) which occur during their normal hours of work without suffering a loss in pay. Nothing in this clause authorizes any other expense of District funds by the shop stewards when fulfilling their responsibilities (i.e., mileage reimbursement, use of office supplies, etc.).

22.6 PROTEC17 will provide copies of this Agreement to all covered employees and to all new employees hired into covered positions.

22.7 The District shall allow posting space for the use of PROTEC17 in areas accessible to members of the bargaining unit.

22.8 The District may make available to PROTEC17 meeting space for the purpose of conducting union business, where such activities will not interfere with the normal work of the District or other scheduled meetings.

22.9 Within ninety (90) days of hire, the Union will be provided with thirty (30) minutes during the employee's paid time to explain contractual rights and introduce the new employee to the Union. Employees will be informed that their attendance is voluntary and that they will remain in paid status during the meeting.

22.10 Once per quarter, and for a newly hired employee, within twenty-one calendar days of the employee's date of hire, the District will provide the Union with the following information, assuming such information is included in the District's personnel records: (1) employee names; (2) employee dates of hire; (3) employee job titles; (4) employee salaries or rates of pay; (5) employee work sites or locations; (6) cellular, home, and work telephone numbers; (7) work and personal email addresses; (8) home or personal mailing addresses. The information will be provided in an editable format. Should the District miss a quarterly notification, the Union will provide a reminder and opportunity to correct to the District before seeking relief under applicable law.

22.11 With prior approval of their supervisor, which will not be unreasonably denied, Union shop stewards will be permitted to flex their work hours, use General Leave, use compensatory time, or, if no such leave is available, take unpaid time off to attend training sessions sponsored by the Union.

## **ARTICLE 23 – LAYOFF AND RECALL**

23.1 The Administrator may lay off employees whenever such action is made necessary by reason of shortage of work, budget adjustments, or as directed by the Kitsap Public Health Board.

23.2 The District shall give at least thirty (30) days' notice to employee(s) designated for layoff, during which time the employee(s) and PROTEC17 may suggest alternatives to the layoff.

23.3 An employee designated for layoff shall have the right to replace a less senior employee holding an available position (as defined in Section 23.4) that is:

23.3.1 The position occupied by the least senior employee in the classification held by the employee designated for layoff;

23.3.2 The position within the same bargaining unit occupied by the least senior employee in a lower classification than the position held by the employee designated for layoff; or

23.3.3 The position occupied by the least senior employee in a classification previously held by the employee designated for layoff.

23.4 For purposes of this Article, a position is available if the employee moving into the position meets the minimum qualifications for the position and replaces the position occupied by the least senior employee that is the equivalent FTE level. If an equivalent FTE is unavailable the employee designated for layoff shall have the option to replace the position occupied by the least senior employee.

23.5 Employees designated for layoff who have the right to replace another employee pursuant to this Article will be notified of their option(s) in writing in a manner that confirms receipt by the employee. Upon receiving notice from the District, the employee shall have five (5) working days from receipt of such notice to notify the District of their intent to exercise their right.

23.6 For purposes of this Article, seniority shall be based on the employee's date of hire at the District for the most recent period of continuous employment; provided that employees recalled from layoff shall return with the seniority they held at the time of layoff.

23.7 An employee replacing another employee pursuant to this Article must accept the FTE of the position into which they move.

23.8 No new employee shall be hired by the District into the same job classifications that have been held by employees on layoff until all available laid off employees who held such job classifications have been offered reemployment, provided the layoff period does not exceed eighteen (18) months, and the affected employees keep the District advised of their current addresses. An offer of reemployment into the employee's previous job classification shall be made in writing and sent by registered or certified mail to the employee. An employee so notified must indicate acceptance of said reemployment within three (3) working days of receipt of such notice. Unless otherwise agreed by the hiring manager, the employee must be back on the job within fourteen (14) calendar days of acceptance of the offer. Failure to indicate acceptance or return to a position within these timeframes will result in forfeiture of all callback rights under this Article.

23.9 Employees recalled from layoff shall be credited with their time in service prior to layoff for purposes of determining their accrual rate for general leave and their placement on the salary schedule.

23.10 In the event of a shutdown of state/federal government and associated elimination of District funding, the District may temporarily reduce the hours of, or furlough, employees whose positions are affected. Such temporary reductions/furloughs require a minimum of seven (7) calendar days' notice to the affected employees and the Union and will last no longer than fourteen (14) calendar days. Employees affected by a temporary reduction/furlough under this section will not have the option to displace another employee and will not be placed on a recall list. Such employees will continue to receive medical and other insurance benefits on the terms applicable immediately prior to the temporary reduction/furlough and will maintain the leave balances accrued at the time of the temporary reduction/layoff (e.g., general leave balances will not be cashed out). The District's use of a furlough under this Section will not reduce the notice required for a layoff described in Section 23.2. Notice of a layoff may be provided before, during or after a furlough period.

#### **ARTICLE 24 – HIRING, PROMOTIONS, AND TRANSFER PROCEDURES**

24.1 Whenever it is necessary to fill position vacancies, the following procedures shall be followed:

- 24.1.1 A description of the vacancy shall be posted electronically for a minimum of five (5) working days and available on the Careers section of the District's website.
- 24.1.2 Such description shall contain additional information describing the job and the desired qualifications.
- 24.1.3 A separate application must be made for each position and submitted electronically through the District's recruitment portal.
- 24.1.4 An employee who is on paid leave during the posting period shall be permitted to submit an electronic application within three (3) days after returning to work unless the position has already been filled.
- 24.1.5 Preference for filling vacancies and new positions created during the life of this Agreement should be given to regular employees having the necessary qualifications, except as restricted by the layoff article of this Agreement. For the purposes of this Agreement, preference means that when all qualifications of the applicants are equal in the selection

process, where there are applicants from both outside the bargaining unit and inside the bargaining unit, the District will hire the applicant from the bargaining unit.

24.2 Lateral transfers will be based on job knowledge, past performance, seniority, and agency needs.

24.3 Two types of promotions are available to District employees, noncompetitive and competitive. All promotions are based on job knowledge, past performance, and seniority.

24.3.1 Noncompetitive. This type of promotion occurs through normal career growth and satisfactory performance. It is the regular progression through a classification series. Employees should check with their supervisors regarding the specific qualifications and requirements needed to accomplish this career progression.

24.3.2 Competitive. This type of promotion occurs when a position in a higher classification opens for competitive consideration. Employees must proceed with the regular application process to be considered for this type of promotion.

## **ARTICLE 25 – CLASSIFICATION**

25.1 Individual positions, or sets of duties performed by a given employee, shall be allocated to a job classification. Job classifications are written statements as to the definition, typical duties, and minimum qualifications for positions sharing common characteristics.

25.2 Employees working at a higher classification for training purposes should not be paid above their regular pay rate provided that this training period does not exceed three (3) months.

25.3 When an employee is temporarily assigned to a higher job classification, the employee shall be compensated at the higher rate of pay. An employee may be temporarily assigned the duties of a lower classification without suffering a reduction in pay.

25.4 The parties agree that classification reviews should not result in any salary downgrade for existing employees. In cases of position downgrade, salaries shall be “Y-rated” and remain in effect until changes in the salary range structure warrant an increase.



25.5 Requests for classification modifications shall be made only as outlined in the District's Personnel Rules/Manual.

25.6 Employees shall not normally be assigned duties foreign to their classification concept and specifications.

## **ARTICLE 26 – PROBATION AND TRIAL SERVICE PERIODS**

26.1 Every District employee hired is subject to an initial probation period which allows both the Division Director, the employee's Program Manager, and the employee to consider the position in terms of actual experience on the job. During probation, the employee may be dismissed with one (1) days' notice. The initial probation period is the first twelve (12) months of employment but will be automatically extended on a day-for-day basis for any periods of unpaid leave taken by the employee. Near midway in the probationary period, an evaluation of employee performance will be made. If any problems have arisen by this time, they will be noted so that through counseling the employee may more successfully complete the probation. During the initial probation period, a probationary employee may be terminated or disciplined without recourse to the grievance procedure.

26.2 Employees who are promoted, or transferred at their request, to a new position will serve a trial service period of three (3) months. During the trial service period, an employee may be returned to their most recently held position without recourse to the grievance procedure. The trial service period shall not apply to the following:

26.2.1 Transfers initiated by the District;

26.2.2 Transfers to a new position in the same classification; and

26.2.3 Promotions/transfers to a previously held classification.

## **ARTICLE 27 – HEALTH AND SAFETY**

27.1 The District will comply with safety standards as set forth in WISHA and OSHA.

27.2 The District agrees that no employee will be required to work in such a way that could constitute a hazard to the employee's health or well-being.

27.3 District employees who are required to carry a cellular phone for work will be provided a District-owned cellular phone for work purposes. All use of District cellular phones must be consistent with District policy.

27.4 The District shall provide employees with all safety equipment, protective clothing and training required by WISHA and OSHA. These requirements will depend on the potential hazards faced by individual employees. Environmental Health staff required to wear work footwear that meets ASTM standards for safety toes, pierce-resistant soles and/or slip-resistant soles will be reimbursed up to one hundred seventy-five dollars (\$175) for the cost of purchasing compliant footwear. Reimbursement will be provided for ANSI rated safety toe and/or pierce resistant sole or slip resistant protective safety footwear meeting the requirements of the ASTM F2413 or ASTM F2913 standards as applicable. Such footwear will be replaced on a fair wear-and-tear basis, but no more often than every twelve (12) months and must be worn exclusively for work activities. Employees with positions eligible for footwear reimbursement are required to wear compliant footwear when performing job duties that require it.

27.5 For those field staff regularly required to perform outdoor field work during inclement weather, the District will reimburse employees up to \$200 in every two (2) year period for the purchase of waterproof rain jackets, pants and/or hats. Raingear purchased pursuant to this allowance is to be used only for work related activities.

#### **ARTICLE 28 – SUCCESSORSHIP**

28.1 The District agrees that if, during the term of this Agreement, another agency assumes all or part of the District's operations, excluding those operations conducted by the District through a contract, the District will notify the agency of the existence of this Agreement. Such notice will be in writing, with a copy to PROTEC17.

28.2 In the event that Kitsap County makes a formal proposal to dissolve the District, the District will notify PROTEC17 of that proposal as soon as practicable.

#### **ARTICLE 29 – ENTIRE AGREEMENT**

29.1 The agreement expressed herein constitutes the entire agreement between PROTEC17 and the District, and no agreement whether oral or in writing, nor any representation heretofore or hereafter made by either party to this Agreement, shall add to, delete from, or supersede any of its provision, unless made in writing and executed by the parties hereto as a supplement of this Agreement.

#### **ARTICLE 30 – SAVINGS CLAUSE**

30.1 If any provision of this Agreement is subsequently declared by legislative or judicial authority to be unlawful, unenforceable, or not in accordance

with the applicable statutes of the United States of America or the State of Washington, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement and the parties shall meet as soon as possible to agree on a substitute provision.

### **ARTICLE 31 – SUBORDINATION OF THE AGREEMENT**

31.1 It is understood that the parties hereto and the employees of the District are governed by the provisions of applicable federal and state law and local regulations. When any provisions thereof are in conflict with or are different from the provisions of this Agreement, the provisions of said federal or state law are paramount and shall prevail.

### **ARTICLE 32 – EFFECTIVE DATE AND DURATION OF THIS AGREEMENT**

32.1 This Agreement shall be effective as of the date it is fully ratified by the parties and shall remain in full force and effect until the 31st day of December 2027. Contract negotiations for a successor agreement may be initiated by either party by providing written notice to the other party. Unless otherwise agreed, negotiations for a successor agreement will begin no later than September 1st, 2027.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Professional & Technical Employees,  
Local 17

Kitsap Public Health District

\_\_\_\_\_  
Executive Director, PROTEC17

\_\_\_\_\_  
Chair, Kitsap Public Health Board

\_\_\_\_\_  
Union Representative, PROTEC17

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Employee Representative

\_\_\_\_\_  
Employee Representative

\_\_\_\_\_  
Employee Representative

\_\_\_\_\_  
Employee Representative

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**APPENDIX A**

**CLERICAL UNIT SALARY SCHEDULE**

Effective 1/1/2025 through 12/31/2025

**Clerical Unit Salary Schedule**

Effective 1/1/2025 through 12/31/2025

<b>Range</b>	<b>Job Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
121	Secretary/Clerk 1	\$3,072	\$3,226	\$3,387	\$3,556	\$3,734	\$3,921	\$4,117	\$4,323
		\$17.72	\$18.61	\$19.54	\$20.52	\$21.54	\$22.62	\$23.75	\$24.94
122	Accounting Assistant 1	\$3,318	\$3,484	\$3,658	\$3,841	\$4,033	\$4,235	\$4,447	\$4,669
	Secretary/Clerk 2	\$19.14	\$20.10	\$21.10	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94
124	Accounting Assistant 2	\$3,870	\$4,064	\$4,267	\$4,480	\$4,704	\$4,939	\$5,186	\$5,445
	Permit Technician 1								
	Secretary/Clerk Senior*	\$22.33	\$23.44	\$24.62	\$25.85	\$27.14	\$28.50	\$29.92	\$31.42
125	Permit Technician 2	\$4,180	\$4,389	\$4,608	\$4,838	\$5,080	\$5,334	\$5,601	\$5,881
	Secretary/Clerk 3	\$24.12	\$25.32	\$26.59	\$27.91	\$29.31	\$30.77	\$32.31	\$33.93
126	Accounting Assistant Senior*	\$4,514	\$4,740	\$4,977	\$5,226	\$5,487	\$5,761	\$6,049	\$6,351
		\$26.04	\$27.34	\$28.71	\$30.15	\$31.65	\$33.24	\$34.90	\$36.64
127	Secretary/Clerk 4	\$4,875	\$5,119	\$5,375	\$5,644	\$5,926	\$6,222	\$6,533	\$6,860
		\$28.13	\$29.53	\$31.01	\$32.56	\$34.19	\$35.90	\$37.69	\$39.58

\*Noncompetitive

## CLERICAL UNIT SALARY SCHEDULE

Effective 1/1/2026 through 12/31/2026

# Clerical Unit Salary Schedule

Effective 1/1/2026 through 12/31/2026

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
121	Secretary/Clerk 1	\$3,156	\$3,314	\$3,480	\$3,654	\$3,837	\$4,029	\$4,230	\$4,442
		\$18.21	\$19.12	\$20.08	\$21.08	\$22.13	\$23.24	\$24.40	\$25.63
122	Accounting Assistant 1	\$3,409	\$3,579	\$3,758	\$3,946	\$4,143	\$4,350	\$4,568	\$4,796
	Secretary/Clerk 2	\$19.67	\$20.65	\$21.68	\$22.76	\$23.90	\$25.10	\$26.35	\$27.67
124	Accounting Assistant 2	\$3,976	\$4,175	\$4,384	\$4,603	\$4,833	\$5,075	\$5,329	\$5,595
	Permit Technician 1	\$22.94	\$24.09	\$25.29	\$26.56	\$27.88	\$29.28	\$30.74	\$32.28
	Secretary/Clerk Senior*	\$4,295	\$4,510	\$4,736	\$4,973	\$5,222	\$5,483	\$5,757	\$6,045
125	Permit Technician 2	\$24.78	\$26.02	\$27.32	\$28.69	\$30.13	\$31.63	\$33.21	\$34.88
	Secretary/Clerk 3	\$4,638	\$4,870	\$5,114	\$5,370	\$5,639	\$5,921	\$6,217	\$6,528
126	Accounting Assistant Senior*	\$26.76	\$28.10	\$29.50	\$30.98	\$32.53	\$34.16	\$35.87	\$37.66
		\$5,009	\$5,259	\$5,522	\$5,798	\$6,088	\$6,392	\$6,712	\$7,048
127	Secretary/Clerk 4	\$28.90	\$30.34	\$31.86	\$33.45	\$35.12	\$36.88	\$38.72	\$40.66

\*Noncompetitive

## CLERICAL UNIT SALARY SCHEDULE

Effective 1/1/2027 through 12/31/2027

### Clerical Unit Salary Schedule

Effective 1/1/2027 through 12/31/2027

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
121	Secretary/Clerk 1	\$3,243	\$3,405	\$3,575	\$3,754	\$3,942	\$4,139	\$4,346	\$4,563
		\$18.71	\$19.65	\$20.63	\$21.66	\$22.74	\$23.88	\$25.07	\$26.33
122	Accounting Assistant 1	\$3,503	\$3,678	\$3,862	\$4,055	\$4,258	\$4,471	\$4,695	\$4,930
	Secretary/Clerk 2	\$20.21	\$21.22	\$22.28	\$23.40	\$24.56	\$25.79	\$27.09	\$28.44
124	Accounting Assistant 2	\$4,085	\$4,289	\$4,503	\$4,728	\$4,964	\$5,212	\$5,473	\$5,747
	Permit Technician 1	\$23.57	\$24.75	\$25.98	\$27.28	\$28.64	\$30.07	\$31.57	\$33.16
	Secretary/Clerk Senior*	\$4,413	\$4,634	\$4,866	\$5,109	\$5,364	\$5,632	\$5,914	\$6,210
125	Permit Technician 2	\$4,413	\$4,634	\$4,866	\$5,109	\$5,364	\$5,632	\$5,914	\$6,210
	Secretary/Clerk 3	\$25.46	\$26.73	\$28.07	\$29.48	\$30.95	\$32.49	\$34.12	\$35.82
126	Accounting Assistant Senior*	\$4,766	\$5,004	\$5,254	\$5,517	\$5,793	\$6,083	\$6,387	\$6,706
		\$27.49	\$28.87	\$30.31	\$31.83	\$33.42	\$35.09	\$36.85	\$38.69
127	Secretary/Clerk 4	\$5,147	\$5,404	\$5,674	\$5,958	\$6,256	\$6,569	\$6,897	\$7,242
		\$29.69	\$31.18	\$32.74	\$34.37	\$36.09	\$37.90	\$39.79	\$41.78



**APPENDIX B**

**ENVIRONMENTAL HEALTH UNIT SALARY SCHEDULE**

Effective 1/1/2025 through 12/31/2025

**Environmental Health Unit Salary Schedule**

Effective 1/1/2025 through 12/31/2025

<b>Range</b>	<b>Job Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
123	EH Technician 1	\$3,583	\$3,762	\$3,950	\$4,148	\$4,355	\$4,573	\$4,802	\$5,042
		\$20.67	\$21.70	\$22.79	\$23.93	\$25.13	\$26.38	\$27.70	\$29.09
126	EH Technician 2	\$4,514	\$4,740	\$4,977	\$5,226	\$5,487	\$5,761	\$6,049	\$6,351
		\$26.04	\$27.34	\$28.71	\$30.15	\$31.65	\$33.24	\$34.90	\$36.64
127	EH Specialist 1	\$4,875	\$5,119	\$5,375	\$5,644	\$5,926	\$6,222	\$6,533	\$6,860
		\$28.13	\$29.53	\$31.01	\$32.56	\$34.19	\$35.90	\$37.69	\$39.58
128	EH Specialist 2-RS	\$5,265	\$5,528	\$5,804	\$6,094	\$6,399	\$6,719	\$7,055	\$7,408
		\$30.38	\$31.89	\$33.48	\$35.16	\$36.92	\$38.76	\$40.70	\$42.74
129	EH Specialist Senior*	\$5,686	\$5,970	\$6,269	\$6,582	\$6,911	\$7,257	\$7,620	\$8,001
		\$32.80	\$34.44	\$36.17	\$37.97	\$39.87	\$41.87	\$43.96	\$46.16
130	EH Specialist 3	\$6,141	\$6,448	\$6,770	\$7,109	\$7,464	\$7,837	\$8,229	\$8,640
		\$35.43	\$37.20	\$39.06	\$41.01	\$43.06	\$45.21	\$47.47	\$49.85

\*Noncompetitive

## ENVIRONMENTAL HEALTH UNIT SALARY SCHEDULE

Effective 1/1/2026 through 12/31/2026

### Environmental Health Unit Salary Schedule

Effective 1/1/2026 through 12/31/2026

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
123	EH Technician 1	\$3,682	\$3,866	\$4,059	\$4,262	\$4,475	\$4,699	\$4,934	\$5,181
		\$21.24	\$22.30	\$23.42	\$24.59	\$25.82	\$27.11	\$28.46	\$29.89
126	EH Technician 2	\$4,638	\$4,870	\$5,114	\$5,370	\$5,639	\$5,921	\$6,217	\$6,528
		\$26.76	\$28.10	\$29.50	\$30.98	\$32.53	\$34.16	\$35.87	\$37.66
127	EH Specialist 1	\$5,009	\$5,259	\$5,522	\$5,798	\$6,088	\$6,392	\$6,712	\$7,048
		\$28.90	\$30.34	\$31.86	\$33.45	\$35.12	\$36.88	\$38.72	\$40.66
128	EH Specialist 2-RS	\$5,410	\$5,681	\$5,965	\$6,263	\$6,576	\$6,905	\$7,250	\$7,613
		\$31.21	\$32.78	\$34.41	\$36.13	\$37.94	\$39.84	\$41.83	\$43.92
129	EH Specialist Senior*	\$5,842	\$6,134	\$6,441	\$6,763	\$7,101	\$7,456	\$7,829	\$8,220
		\$33.71	\$35.39	\$37.16	\$39.02	\$40.97	\$43.02	\$45.17	\$47.42
130	EH Specialist 3	\$6,310	\$6,626	\$6,957	\$7,305	\$7,670	\$8,054	\$8,457	\$8,880
		\$36.40	\$38.23	\$40.14	\$42.15	\$44.25	\$46.47	\$48.79	\$51.23

\*Noncompetitive

## ENVIRONMENTAL HEALTH UNIT SALARY SCHEDULE

Effective 1/1/2027 through 12/31/2027

### Environmental Health Unit Salary Schedule

Effective 1/1/2027 through 12/31/2027

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
123	EH Technician 1	\$3,783	\$3,972	\$4,171	\$4,380	\$4,599	\$4,829	\$5,070	\$5,324
		\$21.82	\$22.91	\$24.06	\$25.27	\$26.53	\$27.86	\$29.25	\$30.71
126	EH Technician 2	\$4,766	\$5,004	\$5,254	\$5,517	\$5,793	\$6,083	\$6,387	\$6,706
		\$27.49	\$28.87	\$30.31	\$31.83	\$33.42	\$35.09	\$36.85	\$38.69
127	EH Specialist 1	\$5,147	\$5,404	\$5,674	\$5,958	\$6,256	\$6,569	\$6,897	\$7,242
		\$29.69	\$31.18	\$32.74	\$34.37	\$36.09	\$37.90	\$39.79	\$41.78
128	EH Specialist 2-RS	\$5,559	\$5,837	\$6,129	\$6,435	\$6,757	\$7,095	\$7,450	\$7,823
		\$32.07	\$33.68	\$35.36	\$37.13	\$38.98	\$40.93	\$42.98	\$45.13
129	EH Specialist Senior*	\$6,003	\$6,303	\$6,618	\$6,949	\$7,296	\$7,661	\$8,044	\$8,446
		\$34.63	\$36.36	\$38.18	\$40.09	\$42.09	\$44.20	\$46.41	\$48.73
130	EH Specialist 3	\$6,484	\$6,808	\$7,148	\$7,505	\$7,880	\$8,274	\$8,688	\$9,122
		\$37.41	\$39.28	\$41.24	\$43.30	\$45.46	\$47.73	\$50.12	\$52.63

\*Noncompetitive

**APPENDIX C**

**REGISTERED NURSES UNIT SALARY SCHEDULE**

Effective 1/1/2025 through 12/31/2025

**Registered Nurses Unit Salary Schedule**

Effective 1/1/2025 through 12/31/2025

<b>Range</b>	<b>Job Classification*</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
128	Registered Nurse	\$5,265	\$5,528	\$5,804	\$6,094	\$6,399	\$6,719	\$7,055	\$7,408
		\$30.38	\$31.89	\$33.48	\$35.16	\$36.92	\$38.76	\$40.70	\$42.74
131	Public Health Nurse	\$6,632	\$6,964	\$7,312	\$7,678	\$8,062	\$8,465	\$8,888	\$9,332
		\$38.26	\$40.17	\$42.18	\$44.30	\$46.51	\$48.84	\$51.28	\$53.84
132	Public Health Nurse -Advanced Practice	\$7,163	\$7,521	\$7,897	\$8,292	\$8,707	\$9,142	\$9,599	\$10,079
	Public Health Nurse - Supervisor	\$41.33	\$43.39	\$45.56	\$47.84	\$50.23	\$52.74	\$55.38	\$58.15
133	Public Health Nurse - ARNP	\$7,736	\$8,123	\$8,529	\$8,955	\$9,403	\$9,873	\$10,367	\$10,885
		\$44.63	\$46.86	\$49.21	\$51.67	\$54.25	\$56.96	\$59.81	\$62.80

\*\$0.25 per hour will be added for continuing proof of ANA certification in public health or other job-specific specialty (i.e., MCH).

## REGISTERED NURSES UNIT SALARY SCHEDULE

Effective 1/1/2026 through 12/31/2026

### Registered Nurses Unit Salary Schedule

Effective 1/1/2026 through 12/31/2026

Range	Job Classification*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
128	Registered Nurse	\$5,410	\$5,681	\$5,965	\$6,263	\$6,576	\$6,905	\$7,250	\$7,613
		\$31.21	\$32.78	\$34.41	\$36.13	\$37.94	\$39.84	\$41.83	\$43.92
131	Public Health Nurse	\$6,814	\$7,155	\$7,513	\$7,889	\$8,283	\$8,697	\$9,132	\$9,589
		\$39.31	\$41.28	\$43.34	\$45.51	\$47.79	\$50.18	\$52.68	\$55.32
132	Public Health Nurse - Advanced Practice	\$7,360	\$7,728	\$8,114	\$8,520	\$8,946	\$9,393	\$9,863	\$10,356
	Public Health Nurse - Supervisor	\$42.46	\$44.58	\$46.81	\$49.15	\$51.61	\$54.19	\$56.90	\$59.75
133	Public Health Nurse - ARNP	\$7,949	\$8,346	\$8,763	\$9,201	\$9,661	\$10,144	\$10,651	\$11,184
		\$45.86	\$48.15	\$50.56	\$53.08	\$55.74	\$58.52	\$61.45	\$64.52

\*\$0.25 per hour will be added for continuing proof of ANA certification in public health or other job-specific specialty (i.e., MCH).

## REGISTERED NURSES UNIT SALARY SCHEDULE

Effective 1/1/2027 through 12/31/2027

### Registered Nurses Unit Salary Schedule

Effective 1/1/2027 through 12/31/2027

Range	Job Classification*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
128	Registered Nurse	\$5,559	\$5,837	\$6,129	\$6,435	\$6,757	\$7,095	\$7,450	\$7,823
		\$32.07	\$33.68	\$35.36	\$37.13	\$38.98	\$40.93	\$42.98	\$45.13
131	Public Health Nurse	\$7,001	\$7,351	\$7,719	\$8,105	\$8,510	\$8,936	\$9,383	\$9,852
		\$40.39	\$42.41	\$44.53	\$46.76	\$49.09	\$51.55	\$54.13	\$56.84
132	Public Health Nurse - Advanced Practice	\$7,562	\$7,940	\$8,337	\$8,754	\$9,192	\$9,652	\$10,135	\$10,642
	Public Health Nurse - Supervisor	\$43.63	\$45.81	\$48.10	\$50.50	\$53.03	\$55.68	\$58.47	\$61.40
133	Public Health Nurse - ARNP	\$8,168	\$8,576	\$9,005	\$9,455	\$9,928	\$10,424	\$10,945	\$11,492
		\$47.12	\$49.48	\$51.95	\$54.55	\$57.28	\$60.14	\$63.15	\$66.30

\*\$0.25 per hour will be added for continuing proof of ANA certification in public health or other job-specific specialty (i.e., MCH).

**APPENDIX D**

**HEALTH PROFESSIONAL & TECHNICAL UNIT SALARY SCHEDULE**

Effective 1/1/2025 through 12/31/2025

**Health Professional & Technical Unit Salary Schedule**

Effective 1/1/2025 through 12/31/2025

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
120	Custodian	\$2,845	\$2,987	\$3,136	\$3,293	\$3,458	\$3,631	\$3,813	\$4,004
		\$16.41	\$17.23	\$18.09	\$19.00	\$19.95	\$20.95	\$22.00	\$23.10
123	Custodian/Maintenance	\$3,583	\$3,762	\$3,950	\$4,148	\$4,355	\$4,573	\$4,802	\$5,042
		\$20.67	\$21.70	\$22.79	\$23.93	\$25.13	\$26.38	\$27.70	\$29.09
124	Community Health Worker	\$3,870	\$4,064	\$4,267	\$4,480	\$4,704	\$4,939	\$5,186	\$5,445
	Health Services Worker	\$22.33	\$23.44	\$24.62	\$25.85	\$27.14	\$28.50	\$29.92	\$31.42
125	Info. Technology Specialist 1	\$4,180	\$4,389	\$4,608	\$4,838	\$5,080	\$5,334	\$5,601	\$5,881
	Licensed Practical Nurse 1	\$24.12	\$25.32	\$26.59	\$27.91	\$29.31	\$30.77	\$32.31	\$33.93
126	Licensed Practical Nurse 2	\$4,514	\$4,740	\$4,977	\$5,226	\$5,487	\$5,761	\$6,049	\$6,351
	Social Worker 1	\$26.04	\$27.34	\$28.71	\$30.15	\$31.65	\$33.24	\$34.90	\$36.64
127	Disease Intervention Specialist	\$4,875	\$5,119	\$5,375	\$5,644	\$5,926	\$6,222	\$6,533	\$6,860
	Public Health Educator	\$28.13	\$29.53	\$31.01	\$32.56	\$34.19	\$35.90	\$37.69	\$39.58
128	Info. Technology Specialist 2	\$5,265	\$5,528	\$5,804	\$6,094	\$6,399	\$6,719	\$7,055	\$7,408
		\$30.38	\$31.89	\$33.48	\$35.16	\$36.92	\$38.76	\$40.70	\$42.74
129	Community Liaison	\$5,686	\$5,970	\$6,269	\$6,582	\$6,911	\$7,257	\$7,620	\$8,001
	Epidemiologist 1* Social Worker 2	\$32.80	\$34.44	\$36.17	\$37.97	\$39.87	\$41.87	\$43.96	\$46.16
130	Info. Technology Specialist 3	\$6,141	\$6,448	\$6,770	\$7,109	\$7,464	\$7,837	\$8,229	\$8,640
	Social Worker 3	\$35.43	\$37.20	\$39.06	\$41.01	\$43.06	\$45.21	\$47.47	\$49.85
131	Epidemiologist 2*	\$6,632	\$6,964	\$7,312	\$7,678	\$8,062	\$8,465	\$8,888	\$9,332
	Info. Technology Specialist 4 - Network Admin 2, Programmer/Dev.	\$38.26	\$40.17	\$42.18	\$44.30	\$46.51	\$48.84	\$51.28	\$53.84
132	Info. Technology Specialist 4 -	\$7,163	\$7,521	\$7,897	\$8,292	\$8,707	\$9,142	\$9,599	\$10,079
	Database Admin, Systems Analyst	\$41.33	\$43.39	\$45.56	\$47.84	\$50.23	\$52.74	\$55.38	\$58.15
133	Info. Technology Specialist 5 -	\$7,736	\$8,123	\$8,529	\$8,955	\$9,403	\$9,873	\$10,367	\$10,885
	security analyst	\$44.63	\$46.86	\$49.21	\$51.67	\$54.25	\$56.96	\$59.81	\$62.80

\*Exempt

## HEALTH PROFESSIONAL & TECHNICAL UNIT SALARY SCHEDULE

Effective 1/1/2026 through 12/31/2025

### Health Professional & Technical Unit Salary Schedule

Effective 1/1/2026 through 12/31/2026

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
120	Custodian	\$2,923	\$3,069	\$3,222	\$3,383	\$3,552	\$3,730	\$3,917	\$4,113
		\$16.86	\$17.71	\$18.59	\$19.52	\$20.49	\$21.52	\$22.60	\$23.73
123	Custodian/Maintenance	\$3,682	\$3,866	\$4,059	\$4,262	\$4,475	\$4,699	\$4,934	\$5,181
		\$21.24	\$22.30	\$23.42	\$24.59	\$25.82	\$27.11	\$28.46	\$29.89
124	Community Health Worker	\$3,976	\$4,175	\$4,384	\$4,603	\$4,833	\$5,075	\$5,329	\$5,595
	Health Services Worker	\$22.94	\$24.09	\$25.29	\$26.56	\$27.88	\$29.28	\$30.74	\$32.28
125	Information Technology Specialist 1	\$4,295	\$4,510	\$4,736	\$4,973	\$5,222	\$5,483	\$5,757	\$6,045
	Licensed Practical Nurse 1	\$24.78	\$26.02	\$27.32	\$28.69	\$30.13	\$31.63	\$33.21	\$34.88
126	Licensed Practical Nurse 2	\$4,638	\$4,870	\$5,114	\$5,370	\$5,639	\$5,921	\$6,217	\$6,528
	Social Worker 1	\$26.76	\$28.10	\$29.50	\$30.98	\$32.53	\$34.16	\$35.87	\$37.66
127	Disease Intervention Specialist	\$5,009	\$5,259	\$5,522	\$5,798	\$6,088	\$6,392	\$6,712	\$7,048
	Public Health Educator	\$28.90	\$30.34	\$31.86	\$33.45	\$35.12	\$36.88	\$38.72	\$40.66
128	Information Technology Specialist 2	\$5,410	\$5,681	\$5,965	\$6,263	\$6,576	\$6,905	\$7,250	\$7,613
		\$31.21	\$32.78	\$34.41	\$36.13	\$37.94	\$39.84	\$41.83	\$43.92
129	Community Liaison	\$5,842	\$6,134	\$6,441	\$6,763	\$7,101	\$7,456	\$7,829	\$8,220
	Epidemiologist 1*								
	Social Worker 2	\$33.71	\$35.39	\$37.16	\$39.02	\$40.97	\$43.02	\$45.17	\$47.42
130	Information Technology Specialist 3	\$6,310	\$6,626	\$6,957	\$7,305	\$7,670	\$8,054	\$8,457	\$8,880
	Social Worker 3	\$36.40	\$38.23	\$40.14	\$42.15	\$44.25	\$46.47	\$48.79	\$51.23
131	Epidemiologist 2*	\$6,814	\$7,155	\$7,513	\$7,889	\$8,283	\$8,697	\$9,132	\$9,589
	Information Technology Specialist 4								
	Network Admin. 2, Programmer/Developer	\$39.31	\$41.28	\$43.34	\$45.51	\$47.79	\$50.18	\$52.68	\$55.32
132	Information Technology Specialist 4	\$7,360	\$7,728	\$8,114	\$8,520	\$8,946	\$9,393	\$9,863	\$10,356
	Database Administrator, Systems Analyst	\$42.46	\$44.58	\$46.81	\$49.15	\$51.61	\$54.19	\$56.90	\$59.75
133	Information Technology Specialist 5	\$7,949	\$8,346	\$8,763	\$9,201	\$9,661	\$10,144	\$10,651	\$11,184
		\$45.86	\$48.15	\$50.56	\$53.08	\$55.74	\$58.52	\$61.45	\$64.52

\*Exempt



# HEALTH PROFESSIONAL & TECHNICAL UNIT SALARY SCHEDULE

Effective 1/1/2027 through 12/31/2027

## Health Professional & Technical Unit Salary Schedule

Effective 1/1/2027 through 12/31/2027

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
120	Custodian	\$3,003	\$3,153	\$3,311	\$3,477	\$3,651	\$3,834	\$4,026	\$4,227
		\$17.33	\$18.19	\$19.10	\$20.06	\$21.06	\$22.12	\$23.23	\$24.39
123	Custodian/Maintenance	\$3,783	\$3,972	\$4,171	\$4,380	\$4,599	\$4,829	\$5,070	\$5,324
		\$21.82	\$22.91	\$24.06	\$25.27	\$26.53	\$27.86	\$29.25	\$30.71
124	Community Health Worker	\$4,085	\$4,289	\$4,503	\$4,728	\$4,964	\$5,212	\$5,473	\$5,747
	Health Services Worker	\$23.57	\$24.74	\$25.98	\$27.28	\$28.64	\$30.07	\$31.57	\$33.16
125	Information Technology Specialist 1	\$4,413	\$4,634	\$4,866	\$5,109	\$5,364	\$5,632	\$5,914	\$6,210
	Licensed Practical Nurse 1	\$25.46	\$26.73	\$28.07	\$29.48	\$30.95	\$32.49	\$34.12	\$35.82
126	Licensed Practical Nurse 2	\$4,766	\$5,004	\$5,254	\$5,517	\$5,793	\$6,083	\$6,387	\$6,706
	Social Worker 1	\$27.49	\$28.87	\$30.31	\$31.83	\$33.42	\$35.09	\$36.85	\$38.69
127	Disease Intervention Specialist	\$5,147	\$5,404	\$5,674	\$5,958	\$6,256	\$6,569	\$6,897	\$7,242
	Public Health Educator	\$29.69	\$31.18	\$32.74	\$34.37	\$36.09	\$37.90	\$39.79	\$41.78
128	Information Technology Specialist 2	\$5,559	\$5,837	\$6,129	\$6,435	\$6,757	\$7,095	\$7,450	\$7,823
		\$32.07	\$33.68	\$35.36	\$37.13	\$38.98	\$40.93	\$42.98	\$45.13
129	Community Liaison	\$6,003	\$6,303	\$6,618	\$6,949	\$7,296	\$7,661	\$8,044	\$8,446
	Epidemiologist 1*								
	Social Worker 2	\$34.63	\$36.36	\$38.18	\$40.09	\$42.09	\$44.20	\$46.41	\$48.73
130	Information Technology Specialist 3	\$6,484	\$6,808	\$7,148	\$7,505	\$7,880	\$8,274	\$8,688	\$9,122
	Social Worker 3	\$37.41	\$39.28	\$41.24	\$43.30	\$45.46	\$47.73	\$50.12	\$52.63
131	Epidemiologist 2*	\$7,001	\$7,351	\$7,719	\$8,105	\$8,510	\$8,936	\$9,383	\$9,852
	Information Technology Specialist 4								
	Network Admin 2, Programmer/Dev.	\$40.39	\$42.41	\$44.53	\$46.76	\$49.09	\$51.55	\$54.13	\$56.84
132	Information Technology Specialist 4	\$7,562	\$7,940	\$8,337	\$8,754	\$9,192	\$9,652	\$10,135	\$10,642
	Database Admin, Systems Analyst	\$43.63	\$45.81	\$48.10	\$50.50	\$53.03	\$55.68	\$58.47	\$61.40
133	Information Technology Specialist 5	\$8,168	\$8,576	\$9,005	\$9,455	\$9,928	\$10,424	\$10,945	\$11,492
		\$47.12	\$49.48	\$51.95	\$54.55	\$57.28	\$60.14	\$63.15	\$66.30

\*Exempt



# EXECUTIVE SUMMARY

## 2024 Classification System Design and Salary Schedule Adjustments

Prepared for:

Yolanda Fong, RN, MN, PHNA-BC  
Administrator

Karen Holt, IPMA-SCP  
Human Resources Manager

Compensation Connections, LLC  
Nancy Kasmar, Principal

# Executive Summary

## 2024 Classification System Design and Salary Schedule Adjustments

### Background:

The Health District is a local governmental public health agency in Washington state formed under Chapters 70.05 and 70.46 Revised Code of Washington (RCW). Job classifications for employees fall under Fair Standards Labor Act (FSLA) exempt or non-exempt categories, and job classifications fall under union represented and non-represented categories. Represented employees are represented by the Professional and Technical Employees Union, Local 17 — PROTEC17.

Over the years, the Health Board and Health District have made periodic adjustments to the salary schedules, in part and in whole, based on union contract negotiations, job market influences, and periodically to adjust for increases in the Consumer Price Index to keep employee salaries competitive in the labor market for both recruitment and retention. The adjustments made to the salary schedules over the years have resulted in salary compression between job classifications and their associated salary ranges.

### Project Goals:

For this project, the following objectives were defined:

1. Complete and provide a written salary survey and recommendations for Health District job classifications as compared to similar sized local governmental agencies to determine where each Health District job classification “resides” in a salary schedule continuum.
2. Research and propose written options for adjusting and realigning the Health District’s salary schedule to provide for equitable application, address compression issues, with considerations for employer-provided benefit options, and to incorporate the findings of the salary survey.
3. Present findings and recommendations to the Health District and legal representative.

### Methodology:

#### Job Level Guide Development Process

To begin, we engaged in preliminary discussions with the KPHD project team to understand pain points in the current state, including challenges with development and recruitment. A review of the Organizational Chart was completed for a deeper understanding of the existing roles and job levels. We then completed the following process:

- Analyzed job classifications and classification criteria to develop a comprehensive understanding of the roles and responsibilities.
- Discussed existing job levels with the Project Team to determine how they fit into the organization and received feedback on areas where roles could be added, combined, or changed.
- Established a job leveling framework (e.g., entry-level, mid-level, senior-level, director) and identified specific criteria for each level, including experience and qualifications, core responsibilities, decision-making authority, and skills and competencies required.

- Reviewed all job classification titles, categorized them according to the defined levels, and created customized Job Level Guides for each division outlining:
  - Job Level
  - Current title
  - Suggested title (if applicable)
  - Summary of responsibilities
  - Suggested experience
  - Suggested education requirements
- Ensured each Job Level Guide clearly differentiated the levels within the same job family, and when appropriate, made suggestions for additional roles and career pathways.
- Presented draft job level guides to KPHD project team for feedback, confirmed alignment with organizational goals and internal equity, and adjusted guides based on feedback and further insights.

### Salary Survey

Job classifications for most positions were provided and a variety of salary survey sources were selected. A careful review of the essential job functions for each job was made to match internal job classifications, when possible, with the job summaries in the selected salary surveys. Scope of authority for the position and years of experience in performing the selected jobs was also considered in selecting the correct survey data for all job titles.

Also provided was the 2024 base pay for the employees in these positions. This was done to make an accurate comparison to survey market data, and to inform recommendations about pay increases for individual employees.

#### Salary Survey Sources:

The salary survey sources were selected based on the availability of salary data for all employee positions. Best practice in compensation salary reviews recommend at least three market data sources be used to price each job title. In the various market data sources, most positions were available in at least three surveys.

#### Compensation Review:

Based on discussions with the internal project team, we considered the relevant labor market for this study to be Administration of Public Health Programs and Nonprofit Health Care and Related organizations with similarly sized annual budgets in the Bremerton, Washington area. Local market data typically is most useful when benchmarking jobs for which an employer recruits locally. Not every job title was available in all surveys. The most relevant data sources were used to market price each position. All salary survey data used for the project was aged by 4% per year from the survey effective date to January 1, 2025. This was done to assure a common point of comparison for the market data.

Two salary structures were designed, divided between represented and non-represented jobs. Each design was based on best practice using the lowest level job market median to the highest level job. For both structures, there is no comparison to the current structure. The proposed new structures are specifically designed for year over year consistent administration and a market derived outcome.

The Represented Grades are labeled from 120 - 135. The range minimum for these grades is derived from a 40% range width, whereby the grade's minimum amount is 20% (or half the range width) below the Range Midpoint for each grade. There is an 8% differential between each grade midpoint. The structure is uniform in that each grade grows from the minimum to the maximum, by increments of 5%, each with 8 steps. This

increases the number of steps from 6 to 8 steps for all grades. The new structure gives a progression and uniformity for job growth and individual employee step increases within the grades.

The Non-Represented Grades are titled from 20 - 32. The range minimum for these grades is derived from the range width, whereby the minimum is half the range width below the Range Mid for each grade. The grade ranges are 40% wide at the lower grades and 50% at the higher grades. There is an 8% differential between grade mid-points. The proposed structure has 10 steps in each grade with 4% increments between each step. The new structure gives progression and uniformity for job growth and individual employee development within the grades.

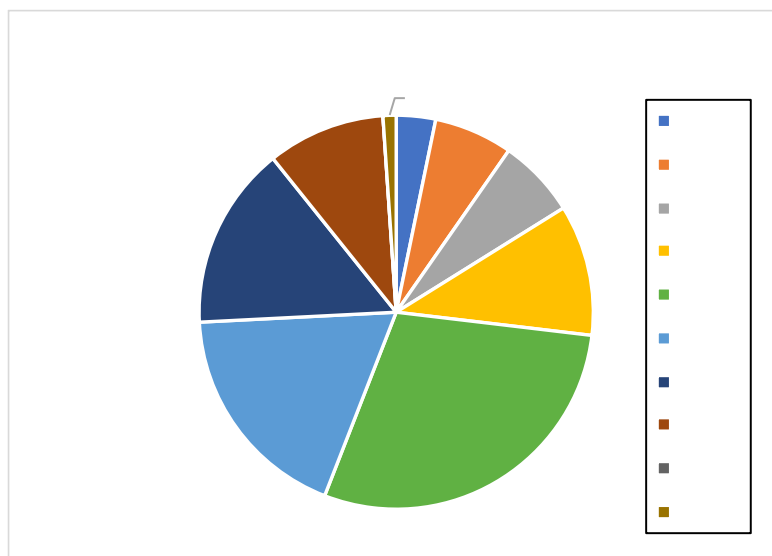
A benchmarking worksheet was prepared for both the Represented and the Non-Represented jobs included in the compensation study, based on the survey data most relevant to that position. We collected market data at the weighted average, 25th, 50th, and 75th percentiles for each survey job title. Also included was the Total Cash Compensation at the 50<sup>th</sup> percentile. We calculated the simple average for each job in the survey rollup data.

Salary ranges provide guidance for establishing pay for current employees, and for recruiting new employees due to turnover or a newly created position. As part of the project scope, we updated the market-driven pay range for each position to align the range midpoint with the weighted average at the 50th percentile of the market data. We then updated the salary structure and aligned the job hierarchy to reflect the current external and internal equity for each job. The range width for each salary grade is based on the job level, as is standard compensation practice.

The current position in range was then calculated for each employee in both structures, along with recommendations for market pay adjustments in the next fiscal year. Position in range is the calculation of the employee's annualized pay to the minimum of their respective pay range. Position in range is calculated by dividing the employee's current annualized pay by the minimum of the pay range for their job. This calculation is then used to compare an employee's current pay with their pay range. For this project, each employee's pay was compared to the new recommended salary range minimum for their position.

#### **Findings – Represented Employees:**

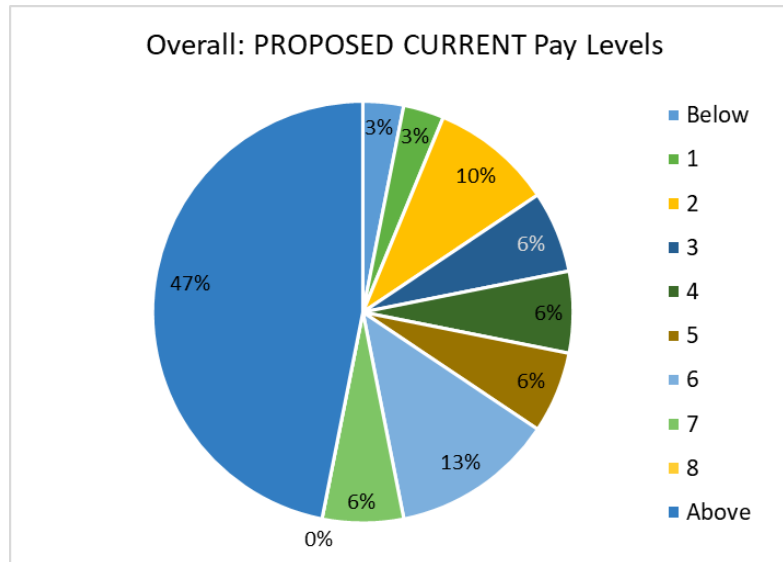
The current distribution of Represented employee pay can be seen in the chart below.



Using each Represented employee's time in their current position, we calculated the appropriate placement in the updated salary structure for their job title. Three employees' pay was determined to be below the new range for their position. Eighteen employees have a recommended market increase of 5%. An additional 62 employees have recommended increases between 1% - 4%. The majority of the recommended increases are related to employees moving to a newly available step based on time in position. The total amount of recommended market increases is 2.6% of the annual salary budget.

#### **Findings – Non-Represented Employees:**

The current distribution of Non-Represented employee pay can be seen in the chart below.



Using each Non-Represented employee's time in their current position, we calculated the appropriate placement in the updated salary structure for their job title. One employee's pay was determined to be below the new range for their position. This employee has a recommended market adjustment of 6%. Fifteen employees have a recommended market increase between 1% - 4%. The total amount of recommended market increases is 4.1% of the annual salary budget.

Fifteen employees are paid above the maximum of the salary range for their position; however we do not recommend a salary decrease for these employees. Their pay will naturally move to within the range as the salary structure is increased to stay at market in the coming years.

#### **Recommendations:**

Our recommendations are as follows:

1. Adopt the Job Level Guides created for this project
2. Adopt the updated salary structures and grade placement for the included jobs
3. Make market adjustments for employees based on years in their current job
4. Recommended non-represented employee adjustments for 2025 = 1.2% of non-represented salary budget
5. Recommended represented employee adjustments for 2025 = 2.6% of represented salary budget

## End Note:

We understand that pay recommendations made based on these findings must be considered in the broader context of budgetary constraints as well as the experience and performance of each employee.

As part of the deliverables for this project, the Administrator and Human Resources Manager were provided with the Job Level Guides. They are also in receipt of an Excel workbook for the represented employees and another for the non-represented employees. Both Excel workbooks contain all the market data, updated salary structure, salary and range width calculations, and pay adjustment recommendations for the included employees. Should the need arise to adjust one or more of the salary structures prior to the next compensation review, those changes can easily be made in the Excel workbook.

We also recommend continuing to use salary surveys with market data from other similar organizations to benchmark the jobs at KPHD. We believe that these organizations represent your strongest competition for talent. Armed with that data, KPHD can then choose the compensation strategy that complements the organization's business strategy.

## About Compensation Connections

Compensation Connections is a Seattle-area consulting firm advising organizations in matters related to total rewards. The firm is owned by Nancy Kasmar and Shannon Drohman, who started the business in 2014. Our team also includes eleven staff members who serve as consultants or analysts.

Our team has over 200 years of collective experience in HR and total rewards. We have assisted hundreds of organizations with the overall design of compensation and rewards programs, job analysis, job descriptions, FLSA assessment, custom pay surveys, benchmarking studies, classification systems, internal job evaluation, development, or revision of pay structures, incentive plans, performance management systems, competency creation, employee impact analysis, and implementation support.

Most of our clients are in Washington State, generally in the greater Puget Sound region, although we have clients across the U.S. We have a wide range in client size in a variety of industries, from small start-ups to well-established organizations with thousands of employees. In addition to public sector employers, our client mix includes engineering consulting, non-profit, education, construction, manufacturing, financial services, professional services, and healthcare.

## Appendix

The following table lists benchmark represented jobs included in the study, KPHD's current midpoint, the market 50th percentile, and the variance between the current grade midpoint and the market. All jobs are listed in alphabetical order. Recommendations to move jobs to different pay grades may help mitigate the market variance identified by the study. These recommendations do not correlate to pay changes for individual employees.

Classification Title	KPHD Current Grade Mid	Market P50	Variance
Accounting Assistant 1	\$49,410	\$47,787	3%
Accounting Assistant 2	\$54,330	\$57,452	-5%
Accounting Assistant SR	\$59,904	NA	
Community Health Worker	\$48,948	\$57,198	-14%
Community Liaison	\$74,520	\$79,274	-6%
Custodian	\$40,152	\$40,959	-2%
Custodian/Maintenance Worker	\$47,952	\$51,806	-7%
Disease Intervention Specialist	\$60,690	\$68,484	-11%
Environmental Health Specialist 1	\$63,930	\$63,007	1%
Environmental Health Specialist 2-RS	\$73,998	\$76,725	-4%
Environmental Health Specialist 3	\$85,638	\$95,060	-10%
Environmental Health Specialist SR	\$78,150	NA	
Environmental Health Technician 1	\$52,596	\$52,666	0%
Environmental Health Technician 2	\$57,984	\$66,767	-13%
Epidemiologist 1	\$81,714	\$84,788	-4%
Epidemiologist 2	\$94,596	\$96,002	-1%
Health Services Worker	\$48,948	\$45,908	7%
ITS 1	\$58,704	NA	
ITS 2 - Help Desk/User Support	\$74,922	\$65,857	14%
ITS 3 - Network Administrator 1	\$82,602	\$83,318	-1%
ITS 3 - System Analyst 1	\$82,602	\$83,121	-1%
ITS 4 - Database Administrator 2	\$91,068	\$100,024	-9%
ITS 4 - Network Administrator 2	\$91,068	\$91,328	0%
ITS 4 - Programmer/Developer	\$91,068	\$97,467	-7%
ITS 4 - System Analyst 2	\$91,068	\$101,753	-11%
ITS 5 - Security Analyst 3	NA	\$122,316	
Licensed Practical Nurse 1	\$48,444	\$58,765	-18%
Licensed Practical Nurse 2	\$53,406	\$63,549	-16%
Permit Technician 1	\$51,516	\$47,294	9%
Permit Technician 2	\$56,802	\$56,924	0%
Public Health Educator	\$64,980	\$61,256	6%
Public Health Nurse	\$79,370	\$89,743	-12%
Public Health Nurse - Advanced Practice	\$83,342	\$102,777	-19%



Public Health Nurse - Supervisor	\$91,886	\$102,821	-11%
Secretary/Clerk 1	\$38,622	\$45,588	-15%
Secretary/Clerk 2	\$44,700	\$50,601	-12%
Secretary/Clerk 3	\$54,330	\$53,131	2%
Secretary/Clerk 4	\$60,546	\$72,456	-16%
Secretary/Clerk SR	\$49,284	\$60,652	-19%
Social Worker 1	\$60,690	\$60,112	1%
Social Worker 2	\$71,934	\$79,274	-9%
Social Worker 3	\$83,274	\$87,202	-5%

The following table lists benchmark non-represented jobs included in the study, KPHD's current midpoint, the market 50th percentile, and the variance between the current grade midpoint and the market. All jobs are listed in alphabetical order. Recommendations to move jobs to different pay grades may help mitigate the market variance identified by the study. These recommendations do not correlate to pay changes for individual employees.

Classification Title	KPHD Current Grade Mid	Market P50	Variance
Accountant	\$78,378	\$69,525	13%
Administrative Assistant	\$64,488	\$75,886	-15%
Assistant Division Director - CH	\$114,576	\$119,273	-4%
Assistant Division Director - EH	\$114,576	\$119,646	-4%
Assistant Division Director - PH	\$114,576	\$118,562	-3%
Confidential Secretary	\$49,482	\$56,621	-13%
Division Director - CH	\$120,306	\$132,526	-9%
Division Director - EH	\$120,306	\$131,952	-9%
Division Director - PH	\$120,306	\$131,736	-9%
Human Resources Analyst	\$78,378	\$74,938	5%
Management Analyst - E&P	\$78,378	\$69,237	13%
Management Analyst - HR	\$78,378	\$81,695	-4%
Program Coordinator 1 - CH	\$78,378	\$87,383	-10%
Program Coordinator 1 - EH	\$78,378	\$91,796	-15%
Program Coordinator 1 - PH	\$78,378	\$84,793	-8%
Program Coordinator 2 - AS	\$90,732	\$91,373	-1%
Program Coordinator 2 - PH	\$90,732	\$103,449	-12%
Program Manager 1 - CH	\$98,970	\$97,092	2%
Program Manager 1 - CH RN	\$98,970	\$105,695	-6%
Program Manager 1 - EH	\$98,970	\$102,619	-4%
Program Manager 1 - PH	\$98,970	\$94,901	4%
Program Manager 2 - F&A	\$109,116	\$116,400	-6%
Program Manager 2 - HR	\$109,116	\$122,663	-11%
Program Manager 2 - IT	\$109,116	\$134,601	-19%
Support Services Program Manager	\$98,970	\$89,057	11%

# MEMO

**To:** Kitsap Public Health Board  
**From:** Yolanda Fong, Administrator  
**Date:** February 4, 2025  
**Re:** Resolution 2025-04, Approving 2026 and 2027 Salary Adjustment for Non-Represented Employees

Please find attached for your review, consideration, and approval:

1. Draft Resolution 2025-04, Approving 2026 and 2027 Salary Adjustment for Non-Represented Employees (Attachment 1); and
2. An amended 2026 and 2027 Salary Schedule for Non-Represented Employee Job Classifications (Attachment 2).

## Proposal for Wage Adjustments for Non-Represented Employees

As discussed during the Health Board's January 7, 2025, regular meeting, if a new collective bargaining agreement is approved by the Health Board for the 2025 through 2027 period for represented employees, a commensurate update of the 2026 and 2027 salary schedules for non-represented employees will be warranted.

Resolution 2025-04, if approved, will increase the salaries of non-represented employees by an additional 2.75% effective January 1, 2026, and 2.75% effective January 1, 2027. With the minimum 4% increase in 2025 salaries for non-represented employees approved by the Health Board at the January 7, 2025, meeting, combined with this 2.75% proposal for 2026 and 2027, non-represented employees will match salary increases granted to represented employees through the new collective bargaining agreement.

## **Recommended Action**

Memo to Kitsap Public Health Board – Resolution 2025-04

February 4, 2025

Page 2

The Health District recommends approval of Resolution 2025-04, approving 2026 and 2027 Salary Adjustment for Non-Represented Employees.

Please contact me with any questions or concerns about this matter at [yolanda.fong@kitsappublichealth.org](mailto:yolanda.fong@kitsappublichealth.org).

Attachments (2)

## Approving 2026 and 2027 Salary Adjustment For Non-Represented Employees

**WHEREAS**, the Kitsap Public Health Board (Health Board) desires to provide adequate and competitive compensation for the employees of the Kitsap Public Health District, balanced with the need to ensure that such compensation is within its funding ability and in accordance with the Health Board's Compensation Policy (Resolution 2010-05); and

**WHEREAS**, a new collective bargaining agreement between the Health District and represented employees of the Health District through PROTEC17 has been approved by the Health Board that includes salary adjustments of:

- At least 4.0% for 2025;
- 2.75% for 2026;
- 2.75% for 2027; and

**WHEREAS**, non-represented employees are granted the same wage adjustments as represented employees to provide equitable compensation for all employees and to avoid salary schedule compression between job classifications; and

**WHEREAS**, the Health Board approved a 4.0% minimum salary adjustment for non-represented employees that became effective January 8, 2025, prior to the approval of the new collective bargaining agreement for represented employees.

**NOW, THEREFORE, BE IT RESOLVED** that the Kitsap Public Health Board approves a 2.75% wage increase for all steps and classifications for non-represented employees for 2026 and 2027 as reflected in the attached salary schedules.

**APPROVED:** February 4, 2025

**EFFECTIVE:** January 1, 2026

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Dr. Tara Sell, Chair  
Kitsap Public Health Board

Attachment (1)

# Management & Non-Represented Salary Schedule

Effective 1/1/2026 through 12/31/2026

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
20	Confidential Secretary*	\$4,041	\$4,243	\$4,455	\$4,678	\$4,912	\$5,158	\$5,416	\$5,687
23	Administrative Assistant	\$5,090	\$5,345	\$5,612	\$5,893	\$6,188	\$6,497	\$6,822	\$7,163
25	Accountant Management Analyst	\$5,937	\$6,234	\$6,546	\$6,873	\$7,217	\$7,578	\$7,957	\$8,355
26	Management Analyst - HR Program Coordinator	\$6,156	\$6,464	\$6,787	\$7,126	\$7,482	\$7,856	\$8,249	\$8,661
27	Program Coordinator - Supervisor	\$6,648	\$6,980	\$7,329	\$7,695	\$8,080	\$8,484	\$8,908	\$9,353
28	Clinical Practitioner*	\$7,180	\$7,539	\$7,916	\$8,312	\$8,728	\$9,164	\$9,622	\$10,103
29	Program Manager	\$7,755	\$8,143	\$8,550	\$8,978	\$9,427	\$9,898	\$10,393	\$10,913
30	District Manager	\$8,142	\$8,549	\$8,976	\$9,425	\$9,897	\$10,391	\$10,911	\$11,456
31	Assistant Division Director	\$8,712	\$9,148	\$9,605	\$10,085	\$10,589	\$11,118	\$11,674	\$12,258
32	Division Director	\$9,148	\$9,605	\$10,085	\$10,589	\$11,118	\$11,674	\$12,258	\$12,871

\*Nonexempt

## Management & Non-Represented Salary Schedule

Effective 1/1/2027 through 12/31/2027

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
20	Confidential Secretary	\$4,152	\$4,360	\$4,578	\$4,807	\$5,047	\$5,299	\$5,564	\$5,842
23	Administrative Assistant	\$5,230	\$5,492	\$5,767	\$6,055	\$6,358	\$6,676	\$7,010	\$7,361
25	Accountant Management Analyst	\$6,100	\$6,405	\$6,725	\$7,061	\$7,414	\$7,785	\$8,174	\$8,583
26	Management Analyst - HR Program Coordinator	\$6,325	\$6,641	\$6,973	\$7,322	\$7,688	\$8,072	\$8,476	\$8,900
27	Program Coordinator - Supervisor	\$6,831	\$7,173	\$7,532	\$7,909	\$8,304	\$8,719	\$9,155	\$9,613
28	Clinical Practitioner	\$7,377	\$7,746	\$8,133	\$8,540	\$8,967	\$9,415	\$9,886	\$10,380
29	Program Manager	\$7,968	\$8,366	\$8,784	\$9,223	\$9,684	\$10,168	\$10,676	\$11,210
30	District Manager	\$8,366	\$8,784	\$9,223	\$9,684	\$10,168	\$10,676	\$11,210	\$11,771
31	Assistant Division Director	\$8,952	\$9,400	\$9,870	\$10,364	\$10,882	\$11,426	\$11,997	\$12,597
32	Division Director	\$9,400	\$9,870	\$10,364	\$10,882	\$11,426	\$11,997	\$12,597	\$13,227