

1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6

In implementing this Agreement, a harmonious working relationship between the parties, based on the principles of collaboration and mutual respect, will best help the achievement of common objectives. It is the intent of the parties to support the mission of The Evergreen State College with a commitment to collaboration, honesty, mutual respect, and fair treatment to all employees, as well as the promotion of economic, social, cultural and environmental sustainability in the delivery of high quality, efficient services. The parties recognize the value of employees, the work they perform, and the contributions they make to the College. This Agreement specifies wages, hours, and other terms and conditions of employment, and provides methods for prompt and fair resolution of differences.

ARTICLE 1

UNION RECOGNITION

All full-time and regular part-time employees exempt from RCW 41.06 who are employed by The Evergreen State College in Enrollment Services, Academic Support, and Student Engagement, excluding casual employees and those exempted by RCW 41.56.021.

ARTICLE 2

NON-DISCRIMINATION

1

violence, sexual assault, or stalking, or other characteristics protected by College policy and/or any other legally protected class. Bona fide occupational qualifications based on the above traits do not violate this Section.

2.2 Both parties agree that unlawful harassment, including sexual harassment, will not be tolerated.

2.3 Both parties agree that they will not retaliate against an employee because of the participation or lack of participation in union activities.

2.4 Employees who feel they have been the subjects of discrimination (including sexual harassment) or retaliation in violation of this Article are encouraged to discuss such issues with their supervisor or other management staff. Employees alleging discrimination under 2.1 or 2.2 may file a complaint in accordance with the College's Non-Discrimination policy. In cases where an employee files both a grievance and an internal complaint regarding the same alleged discrimination, the grievance will be suspended until the internal complaint process has been completed. Following completion of the internal complaint process, the Union may request the grievance process be continued. Such requests must be made within twenty-one (21) calendar days of the employee and the Union being notified in writing of the findings of the internal complaint.

2.5 Both parties agree that nothing in this Agreement will prevent the implementation of an approved affirmative action plan.

2.6 Both parties agree that nothing in this Agreement will prevent an employee from filing a complaint with the Washington State Human Rights Commission, Department of Education's Office for Civil Rights, or the Equal Employment Opportunity Commission.

ARTICLE 3 UNION RIGHTS AND ACTIVITIES

3.1 Right to Representation

Upon request, an employee will have the right to representation at all levels on any matter adversely affecting the employee's conditions of employment. The exercise of this right shall not unreasonably delay or postpone a meeting. Representation will not apply to discussions with an employee in the normal course of duty, such as giving instructions, assigning work, informal discussions, delivery of paperwork, staff or work unit meetings or other routine communications with an employee.

3.2 Staff Representatives

A. The Union will provide the College with a written list of staff representatives assigned to the College. The Union will provide written notice to the College of any changes within thirty (30) calendar days of the changes.

93 B. Staff representatives may have access to the College's offices or facilities within
94 their jurisdiction to carry out representational activities. The representatives will
95 notify local management prior to their arrival and will not interrupt the normal
96 operations of the College or unreasonably affect an employee's ability to
97 accomplish assigned duties.

98
99 C. The College's written Board of Trustee or administrative policies pertaining to
100 employees represented by the Union will be made available to staff representatives.

101 **3.3 Union Stewards**

102 A. Steward List

103
104 The Union will provide the College with a written list of current union stewards.
105 The College will not recognize an employee as a union steward if the employee's
106 name does not appear on the list.

107 B. Release Time

108
109 Union stewards will be granted a reasonable amount of time during their normal
110 working hours to investigate and process grievances in accordance with Article 31,
111 Grievance Procedure. In addition, union stewards will be released during their
112 normal working hours to prepare for and attend meetings within the bargaining unit
113 and College for the following representational activities:

- 114 1. Management scheduled investigatory interviews and pre-disciplinary
115 meetings in accordance with Article 30, Corrective Action, Discipline and
116 Discharge;
- 117 2. Union-Management Committee meetings and Union-Management
118 Committee pre-meetings in accordance with Article 29, Union-
119 Management Committee;
- 120 3. Informal grievance resolution meetings, grievance meetings, alternative
121 dispute resolution meetings, or arbitration hearings in accordance with
122 Article 31, Grievance Procedure; and
- 123 4. Management scheduled new employee orientation, in accordance with
124 Article 8, Training and Employee Development.

125 C. Steward Mentoring

126 With the agreement of the College, a second shop steward may observe
127 representational activities specified in Article 3.3.B.1 and Article 3.3.B.3 above for
128 the purpose of mentoring and training. The WFSE will provide written notice of
129 the union steward's name to Human Resource Services prior to the training.

The College may approve compensatory time, vacation leave or leave without pay for the second steward to attend the training.

D. Notification

The union steward must obtain prior approval from their supervisor before attending any meeting or hearing during the steward's normal working hours. All requests must include the approximate amount of time the steward expects the activity to take. College business requiring the union steward's immediate attention will be completed prior to the steward attending the meeting or hearing. Union stewards must submit a union paid release leave request and will suffer no loss in pay for attending management scheduled meetings and hearings that are scheduled during the union steward's normal working hours. Attendance at meetings or hearings during the union steward's non-work hours will not be considered as time worked. Union stewards shall not use state/College owned vehicles to travel to and from a work site to perform representational activities unless authorized by the College.

If the amount of time a union steward spends performing representational activities is unreasonably affecting the steward's ability to accomplish assigned duties, the College will notify and discuss the concerns with the steward, the Chief Steward and the Council Representative and may not release the employee.

3.4 Employees

A. Release Time

Employees will be provided a reasonable amount of time during their normal working hours to meet with the union steward and/or staff representative to process a grievance. In addition, employees will be released during their normal working hours to prepare for and attend meetings or hearings scheduled by management for the following:

1. Informal grievance resolution meetings, grievance meetings, alternative dispute resolution meetings, or arbitration hearings in accordance with Article 31, Grievance Procedure, and held during the employee's core hours of work;

- a. Subpoenaed Witnesses in an Arbitration

When an employee is subpoenaed as a witness on behalf of the Union in an arbitration case, the employee will not be required to use paid leave time for an appearance occurring during the employee's normal working hours, provided that the testimony given is related to the employee's job function or involves matters the employee has witnessed, and is relevant to the arbitration case.

Every effort will be made to avoid the presentation of repetitive witnesses.

2. Management scheduled investigatory interviews and/or pre-disciplinary meetings in accordance with Article 30, Corrective Action, Discipline and Discharge; and

3. Negotiations in accordance with Article 28, Mandatory Subjects.

B. Notification

The employee must obtain prior approval from their supervisor before attending any meeting or hearing during the employee's normal working hours. All requests must include the approximate amount of time the employee expects the activity to take. College business requiring the employee's immediate attention must be completed prior to the employee attending the meeting or hearing. Employees must submit a union paid release leave request and will suffer no loss in pay for attending management scheduled meetings and hearings that are scheduled during the employee's work hours. Attendance at meetings or hearings during the employee's non-work hours will not be considered as time worked.

If the amount of time an employee spends preparing for or attending meetings or hearings is unreasonably affecting the employee's ability to accomplish assigned duties, the College will notify and discuss the concerns with the employee, the Chief Steward and the Council Representative and may not release the employee. An employee cannot use state/College owned vehicles to travel to and from a work site to attend a meeting or hearing unless authorized by the College.

3.5 Use of State Facilities, Resources, and Equipment

A. Meeting Space and Facilities

The College's campuses and facilities may be used by the Union to hold meetings in accordance with College policy, availability of the space, and with prior written authorization from the College.

B. Supplies and Equipment

The Union and employees shall not use state-purchased supplies or equipment to conduct union business or representational activities. This does not preclude the use of the telephone for representational purposes if there is no cost to the College, the call is brief in duration and it does not disrupt or distract from the College's business.

C. E-mail, Fax Machines, and the Internet

The Union and employees will not use state-owned or operated e-mail, fax machines, or the Internet to communicate with one another regarding union business. Employees may use state-owned e-mail to request union representation. Union representatives and stewards may use state owned/operated equipment to communicate with the affected employees and/or the College for the exclusive purpose of administration of this Agreement to include electronic transmittal of grievances and responses in accordance with Article 31, Grievance Procedure. It is the responsibility of the sending party to ensure the material is received. Such use will be in accordance with Washington state law and:

1. Result in little or no cost to the College;
2. Be brief in duration and frequency;
3. Not interfere with the performance of their official duties;
4. Not distract from the conduct of state business;
5. Not disrupt other state employees and not obligate other employees to make a personal use of state resources;
6. Not compromise the security or integrity of state information or software; and
7. Not include general communication and/or solicitation with employees.

D. The Union and its shop stewards will not use the above-referenced state equipment for union organizing, internal union business, advocating for or against the Union in an election or any other purpose prohibited by the Washington State Executive Ethics Board. Communication that occurs over state-owned equipment is the property of the College and may be subject to public disclosure.

3.6 Bulletin Boards and Newsstands

The College will provide two designated bulletin boards and space for the bulletin boards for Union communication. Material posted on a bulletin board will be appropriate to the workplace, politically non-partisan, in compliance with state ethics laws, and clearly identified as union literature. Union information shall not be posted or otherwise disseminated at any other location on the College campus except as provided for in Subsection 3.7, below.

3.7 Distribution of Material

An employee will have access to the employee's worksite for the purposes of distributing Union information to other bargaining unit employees provided:

- 277 A. The employee is off duty;
278
279 B. The distribution does not disrupt the College's operation;
280
281 C. The distribution will normally occur via desk drops. In those cases where
282 circumstances do not permit distribution by this method, an alternative method will
283 be mutually agreed upon; and
284
285 D. Distribution will not occur more than ~~once~~-twice per month, unless agreed to in
286 advance by the College.
287

288 **3.8 Time Off for Union Activities**

289

- 290 A. Union-designated employees may request to be allowed time off without pay to
291 attend union-sponsored meetings, training sessions, conferences, and conventions,
292 and such requests will be granted, provided the absence of the employee(s) does
293 not unreasonably interfere with the operating needs of the College as determined
294 by management. If the requested absence is approved, employees may use
295 accumulated compensatory time, personal holiday, personal leave or accrued
296 vacation leave instead of leave without pay. However, employees must use
297 compensatory time prior to the use of vacation leave, unless the use would result in
298 a loss of vacation leave.
299
300 B. The Union will give the College a written list of the names of the employees it is
301 requesting to attend the above-listed activities, at least fourteen (14) calendar days
302 prior to the activity.
303

304 **3.9 Temporary Employment with the Union**

305

306 With thirty (30) calendar days' notice, unless agreed otherwise, employees may be granted
307 leave without pay to accept temporary employment with the Union for a specified duration,
308 not to exceed six (6) months, provided the employee's time off will not unreasonably
309 interfere with the operating needs of the College as determined by management. The
310 parties may agree to an extension of leave without pay up to an additional six (6) months.
311 The returning employee will be employed in the same or a comparable position, provided
312 such position is vacant or occupied by a temporary employee, and provided such
313 reemployment is not in conflict with other articles in this Agreement. The employee and
314 the College may enter into a written agreement regarding return rights prior to the
315 commencement of leave.
316

317 **3.10 College Committee Meetings**

318

319 The College will continue its current practices requesting nominees from the Union to serve
320 on College committees, including budget committees, where deemed appropriate. Time
321 spent serving on College committees will be considered time worked. Both parties agree

that college policies, including the Evergreen Social Contract, should guide participation in such meetings.

3.11 WFSE Council President and Vice-President (if employed by the College)

A. Leave of Absence

Upon request of the Union, the College will grant leave with pay for the WFSE Council President and Vice-President for their term of office. The Union will give the College at least thirty (30) calendar days prior notice, unless otherwise agreed to in writing. The Union will reimburse the College for the “fully burdened costs of the positions” the College incurs as a result of placing the Council President and Vice-President on leave with pay during the period of absence. The Union will reimburse the College by the 20th of each month for the previous month.

B. Leave Balances

The President and Vice-President will accrue vacation and sick leave during the period of absence; however, when the President and Vice-President return to state service their leave balances will not exceed their leave balances on the date the period of absence commenced. If the President or Vice-President retire or separate from state service at the end of the period of absence, their leave balances will not exceed their leave balances on the date the period of absence commenced. Reporting of leave will be submitted to the College. All leave requests will be submitted within the required time limits.

C. Indemnification

The Union will defend, indemnify and hold harmless the College for any and all costs including attorney’s fees, damages, settlements, or judgments, or other costs, obligations, or liabilities the College incurs as a result of any demands, claims, or lawsuits filed against the College arising out of or in relation to actions taken by the President or Vice-President, or their status as President and Vice President, during the period of absence.

D. Return Rights

The President and Vice-President will have the right to return to the same or a comparable position, provided such position is vacant or occupied by a temporary employee, and provided such reemployment is not in conflict with other articles in this Agreement. The employee and the College may enter into a written agreement regarding return rights prior to the commencement of the leave.

3.12 ~~Master~~ Collective Bargaining Agreement Negotiations

A. Release Time

- 368
369
370
371
372
373
374
375
376
377
378
379
380
381
1. The Union will provide the College a written list of the employees serving on the ~~master-collective bargaining~~ agreement negotiations team in accordance with Section 3.8 B, above. The union team member will obtain prior approval from their supervisor before attending formal negotiations and must submit ~~master-collective bargaining~~ agreement negotiations leave to record the time. No overtime or compensatory time will be incurred as a result of participation in formal negotiations.
 2. The College will approve paid release time for up to ten (10) formal negotiation sessions for up to five (5) Union team members. If additional sessions are needed, the costs for release time will be split evenly between the parties.

382 B. Subject Matter Experts
383

384 Either party may invite subject matter experts to present information during formal
385 negotiation sessions when pertinent topics are under negotiations for a time period
386 agreed to by the parties. The Union will provide the Employer with the names of
387 the employee subject matter experts seven (7) calendar days prior to the identified
388 negotiation session(s), unless mutually agreed otherwise. The Employer will
389 release the Union-selected subject matter experts to attend formal negotiations if
390 their absence(s) does not cause a disruption of work or impact operations. The
391 Employer may approve compensatory time, vacation time, personal holiday,
392 personal leave, or leave without pay for the subject matter expert to attend
393 negotiation sessions, or at the discretion of the supervisor an employee may adjust
394 their work schedule to present as a subject matter expert in negotiations.
395 Attendance at the formal negotiations session(s) during the employee subject matter
396 expert's non-work time will not be compensated for nor considered time worked.
397

398 C. Confidentiality/Media Communication
399

400 Formal negotiations sessions will be closed to the press and the public unless agreed
401 otherwise by the Chief Negotiators. No proposal will be placed on the parties'
402 websites or other public places such as bulletin boards. The parties are not
403 precluded from communicating with their respective constituencies about the status
404 of negotiations while they are taking place. There will be no public disclosure or
405 public discussion of the issues being negotiated until resolution is reached on all
406 issues submitted for negotiations.
407

408 **ARTICLE 4**
409 **MANAGEMENT RIGHTS**
410

- 411 4.1 Except as modified by this Agreement, the College retains all rights of management, which,
412 in addition to all powers, duties and rights established by constitutional provision or statute,
413 will include but not be limited to, the right to:

- A. Determine the College's functions, programs, organizational structure and use of technology;
- B. Determine the College's budget and size of the College's workforce and the basis, including financial, for any temporary or permanent increases or reductions to the size of the College's workforce;
- C. Direct and supervise employees;
- D. Take all necessary actions to carry out the mission of the state and/or the College during emergencies;
- E. Determine the College's mission and strategic plans;
- F. Develop, enforce, modify or terminate any policy, procedure, manual or work method associated with the operations of the College;
- G. Determine or consolidate the location of operations, offices, work sites, including permanently or temporarily moving operations in whole or part to other locations;
- H. Purchase services, subcontract work, and/or otherwise discontinue work functions performed by exempt staff;
- I. Establish or modify the workweek, daily work shift, core hours of work and days off;
- J. Establish work performance standards, which include, but are not limited to, the priority, quality and quantity of work;
- K. Establish, allocate, reallocate or abolish positions, and determine the skills and abilities necessary to perform the duties of such positions;
- L. Select, hire, assign, reassign, evaluate, retain, promote, demote, and transfer, employees;
- M. Determine, prioritize and assign work to be performed;
- N. Determine training needs, methods of training and employees to be trained;
- O. Suspend, demote, reduce pay, discharge, and/or take other disciplinary actions as deemed necessary by the College; and
- P. Determine the need for and the method of scheduling, assigning, authorizing and approving overtime for overtime-eligible employees.

- 460 **4.2** The College has the right to exercise all of the above rights and the lawful rights,
461 prerogatives and functions of management. The College's non-exercise of any right,
462 prerogative or function will not be deemed a waiver of such right or establishment of a
463 practice.
464

465 **ARTICLE 5**
466 **WORKPLACE BEHAVIOR**
467

- 468 **5.1** The College and the Union agree that all employees should work in an environment that
469 fosters mutual respect and professionalism. The parties agree that inappropriate behavior
470 in the workplace does not promote the College's business, employee wellbeing, or
471 productivity. All employees are responsible for contributing to such an environment and
472 are expected to treat others with courtesy and respect.
473

- 474 **5.2** Inappropriate workplace behavior by employees, supervisors and/or managers will not be
475 tolerated. If an employee and/or the employee's union representative believes the
476 employee has been subjected to inappropriate workplace behavior, the employee and/or the
477 employee's representative is encouraged to report this behavior to the employee's
478 supervisor, a manager in the employee's chain of command and/or Human Resources
479 Services. The College will investigate the reported behavior and take appropriate action
480 if/as necessary. The employee and/or union representative will be notified upon conclusion
481 of the investigation and may request a summary of the investigation.
482

- 483 **5.3** Retaliation against employees who make a workplace behavior complaint and witnesses
484 who provide information will not be tolerated.
485

- 486 **5.4** Substantive aspects of this Article are not subject to the grievance procedure. The
487 procedural aspects of this Article are subject to Step 2 of the grievance procedure only. No
488 other grievance steps apply.
489

490 **ARTICLE 6**
491 **HIRING AND APPOINTMENTS**
492

493 **6.1 Filling Positions**
494

495 The College will determine when a position will be filled, the type of appointment to be
496 used when filling the position, and the knowledge, skills, and abilities necessary to perform
497 the duties of the specific position. The College shall determine whether a position will be
498 filled on a full-time or part-time basis. Consideration will be limited to individuals who
499 have the knowledge, skills, abilities, and qualifications required for the position.
500

501 **6.2 Types of Exempt Positions**
502

503 A. Regular or "Continuing" Exempt Positions
504

Regular or “continuing” exempt positions are positions that are established and funded on continuing twelve-month or a cyclic basis at either a full-time or part-time level by the College. The College shall determine if an appointment to a regular exempt position is made through an external competitive process, or an internal-only competitive process, or by waiver.

B. Temporary Exempt Position Appointments

Temporary exempt position appointments are appointments that are made to temporary positions for no more than a one-year period and are not expected to become regular “continuing” positions. Temporary positions are either full-time or part-time exempt positions funded on either a twelve-month or cyclic basis for a temporary period of up to one year. A temporary exempt position appointment may also be made to a regular exempt position which is temporarily open due to an incumbent’s incapacity or unavailability.

C. Project Exempt Positions

Project exempt positions are positions that are full-time or part-time twelve month or cyclic exempt positions supported on a short-term basis with grant, contract and/or the College’s reserve funds for the completion of a specific project. Exempt project positions will normally last only for as long as the funding is available but not beyond the duration of the project. Project positions and/or appointments may become regular appointments through an internal-only competitive process, an external competitive recruitment process or when an exception is made through the waiver process.

6.3 Recruitment of Candidates

The College will determine the type of recruitment and selection methods to be used when filling a position.

A. Open Competitive Recruitment

Appointment to a regular, temporary, or project exempt position vacancy through an open competitive recruitment process which includes targeted external outreach and advertising of the open exempt position, designed to recruit a diverse and qualified candidate pool for vacant exempt positions.

1. **Opportunities for Bargaining Unit Applicants**

The College recognizes the importance of creating and maintaining opportunities for career advancement for qualified bargaining unit employees. When a bargaining unit position becomes available that the College intends to fill, the College will give priority consideration when evaluating applicants to qualified bargaining unit employees who have applied for the position. If there are qualified bargaining unit applicants for

the position, the appointing authority will invite a minimum of three (3) to participate in the initial interviews.

2. Opportunities for Eligible, Former Bargaining Unit Employees
Former Bargaining unit employees who are eligible will be given priority consideration and inclusion for purposes of internal applicant interviews, for a two-year period following the effective date of their eligibility. In order to receive priority consideration, the employee must notify Human Resources at the time of their eligibility of the desire to maintain priority consideration status. An employee who has given such notice, who applies for a vacant bargaining unit position within two years of eligibility, and who is qualified for the position, will be given priority consideration (along with any other qualified bargaining unit applicants).

B. Internal-Only Recruitment

Appointing authorities may request use of an internal-only recruitment process, in accordance with College policy.

C. Temporary Appointments or Assignments

A temporary appointment or assignment may be filled by appointment at the College's discretion, outside the Open or Internal-Only recruitment process. An Appointing Authority with divisional Vice President, Chief or Dean approval, may request and the College may approve, pursuant to existing Exempt Staff Appointment Policy, extension of the temporary appointment for an additional six (6) months. Temporary positions and/or assignments may not become a regular "continuing" appointment except through an open recruitment process or by the waiver appointment process.

D. Waiver Appointment Process

Waiver appointments are made in accordance with College policy.

6.4 Appointment Requirements

In keeping with the College's Background Check policy, the Appointing Authority, President, and/or Vice President (or designee) who is authorizing the appointment is responsible for conducting any applicable reference and pre-employment background checks; and obtaining documentation of appointee's relevant qualifications, including transcripts, diplomas and credentials. It is the responsibility of the candidate/appointee to furnish requested documentation. Documentation will be retained in the Human Resource Services. In those cases where questions arise, the burden of proof concerning the validity of such documentation lies with the candidate/appointee; not the College.

Criminal system background checks required by either state law and/or college procedure will be conducted by the Human Resource Services office. The cost of background is the responsibility of the hiring department.

6.5 Probationary Period

The probationary period will be six (6) months of continuous employment from the date on which an employee starts employment in a regular exempt or project exempt position. The College may extend a probationary period beyond six (6) months, as long as the extension does not cause the total period to exceed twelve (12) months. If a probationary period is extended, a written explanation of the reason for the extension will be provided to the employee, with a copy to the employee's personnel file. If the extension is based on performance issues, the employee will receive a performance improvement plan.

The College may separate a probationary employee at any time during the probationary period (apart from any applicable return rights). The separation of a probationary employee will not be subject to the grievance procedure.

ARTICLE 7 HOURS OF WORK AND OVERTIME

7.1 Overtime-Exempt Employees

Overtime-exempt employees are not covered by state or federal overtime laws. Compensation is based on the premise that overtime-exempt employees are expected to work as many hours as necessary to accomplish the job duties for which they were hired. Individual employees may have scheduled hours they are expected to work during the day and week, as determined by individual supervisors. This schedule shall be referred to as the employee's core hours of work. Core hours of work change when an individual employee's work schedule changes. The salary paid to overtime-exempt employees is full compensation for all hours worked. These employees are accountable for their work product, and for meeting the objectives of the College. The following applies to employees covered under this Agreement:

- A. The College determines the products, services, and standards that must be met by overtime-exempt employees.
- B. Overtime-exempt employees are expected to work as many hours as necessary to accomplish their assignments or fulfill their responsibilities and must respond to directions from management to complete work assignments by specific deadlines. Full-time overtime-exempt employees are expected to work a minimum of forty (40) hours per week within their assigned core hours of work. Part-time overtime exempt employees are expected to work proportionate hours.
- C. Overtime-exempt employees may alter their assigned core hours of work with their Supervisor's approval. Employees are responsible for keeping their supervisor

apprieved of their schedules and whereabouts. Prior approval from the supervisor for the use of paid or unpaid leave for absences greater than two (2) or more hours is required, except for unanticipated sick leave. Occasional absences of less than two (2) hours do not require the use of paid or unpaid leave.

- D. Due to the nature of overtime exempt work, employees may occasionally work hours that do not allow for an ideal balance between work and non-work time. When this occurs, employees may consult with their supervisors to adjust their work hours within the workweek, pay period, or month to accommodate a more appropriate balance between extended work time and offsetting time off. An employee's immediate supervisor or the supervisor's designee may approve overtime-exempt employee absences with pay for extraordinary or excessive hours worked, without charging leave.

7.2 Overtime-Eligible Employees

Definitions

- A. Full-time Employees
Employees who are scheduled to work forty (40) hours per workweek.
- B. Overtime-Eligible Employees
Employees who are covered by the overtime provisions of state and federal law.
- C. Part-time Employees
Employees who are scheduled to work less than forty (40) hours per workweek.
- D. Work Schedules
Workweeks and work shifts of different numbers of hours established by the College in order to meet business and customer service needs, in accordance with federal and state laws.
- E. Work Shift
The hours an employee is scheduled to work each workday in a workweek.
- F. Workday
One (1) of seven (7) consecutive twenty-four (24) hour periods in a workweek.
- G. Workweek
A regularly re-occurring period of one hundred and sixty-eight (168) hours consisting of seven (7) consecutive twenty-four (24) hour periods. Workweeks will begin at 12:00 a.m. on Sunday and end at 12:00 midnight the following Saturday or as otherwise designated by the appointing authority. If there is a change in their workweek, employees will be given written notification by the appointing authority or his or her designee.

H. Overtime
Overtime is defined as time that an overtime-eligible employee works in excess of forty (40) hours per workweek.

I. Overtime Rate
In accordance with the applicable wage and hour laws, the overtime rate will be one and one-half (1-1/2) of an employee's regular rate of pay. The regular rate of pay will not include any allowable exclusions.

J. Work
The definition of work, for overtime purposes only, includes:

1. All time actually spent performing the duties of the assigned job.
2. Travel time required by the College during normal work hours from one work site to another or travel time prior to normal work hours to a different work location that is greater than the employee's normal home-to-work travel time and all travel in accordance with applicable wage and hour laws.
3. Vacation leave,
4. Sick Leave,
5. Compensatory time,
6. Holidays, and
7. Any other paid time not listed below.

K. Work for Overtime Purposes Does Not Include:

1. Shared leave,
2. Leave Without Pay,
3. Additional compensation for time worked on a holiday.

7.3 Overtime Eligibility and Compensation

Overtime eligible employees who have prior approval and work more than forty (40) hours in a workweek will be compensated at the overtime rate. An employee whose workweek is less than forty (40) hours will be paid at their regular rate of pay for all work performed up to forty (40) hours in a workweek and paid at the overtime rate for authorized work more than forty (40) hours in a workweek.

7.4 Workload

- 734 A. If an employee believes their workload is not achievable within the worktime
735 authorized by the Employer, the employee may seek the assistance of their
736 immediate supervisor. The immediate supervisor is responsible for providing the
737 employee with direction and guidance that may include the setting of priorities,
738 adjustment of work, or other actions that will assist the employee in the
739 accomplishment of their work assignments.
740
741 B. If the employee still has workload concerns after discussions with their immediate
742 supervisor, the employee may raise these concerns to their appointing authority or
743 designee.
744
745 C. Section 7.4 is not subject to Article 31, Grievance Procedures.
746

747 **7.5 Overtime-Eligible Employees Unpaid Meal Periods**
748

749 The College and the Union agree to unpaid meal periods that vary from and supersede the
750 unpaid meal period requirements required by WAC 296-126-092. Unpaid meal periods for
751 employees working more than five (5) consecutive hours, if entitled, will be a minimum of
752 thirty (30) minutes and will be scheduled as close to the middle of the work shift as
753 possible, taking into account the College's work requirements and the employee's wishes.
754 Employees working more than three (3) hours longer than a normal workday will be
755 allowed an additional thirty (30) minute unpaid meal period. When an employee's unpaid
756 meal period is interrupted by work duties, the employee will be allowed to resume their
757 unpaid meal period following the interruption, if possible. In the event an employee is
758 unable to complete the unpaid meal period due to operational necessity, the employee will
759 be entitled to compensation, which will be computed based on the actual number of minutes
760 worked within the unpaid meal period. A portion of an unpaid meal period may
761 occasionally be used for late arrival or early departure from work when approved by the
762 supervisor and the remaining portion of the unpaid meal period is a minimum of thirty (30)
763 minutes. Meal and rest periods will not be combined.
764

765 **7.6 Overtime-Eligible Employees Paid Meal and Rest Periods for Straight Shift**
766 **Schedules**
767

768 The College and the Union agree to paid meal periods that vary from and supersede the
769 paid meal period requirements of WAC 296-126-092. Employees will be allowed rest
770 periods of fifteen (15) minutes for each one half (1/2) shift of four hours worked at or near
771 the middle of each one half (1/2) shift of four or more hours. Rest periods do not require
772 relief from duty. Where the nature of the work allows employees to take intermittent rest
773 periods equivalent to fifteen (15) minutes for each one half (1/2) shift, scheduled rest
774 periods are not required. Rest periods may not be used for late arrival or early departure
775 from work and rest and meal periods will not be combined.
776

777 **7.7 Overtime-Eligible Employees Rest Periods**
778

The College and the Union agree to rest periods that vary from and supersede the rest periods required by WAC 296-126-092. Employees will be allowed rest periods of fifteen (15) minutes at or near the middle of each one half (1/2) shift of four (4) or more hours. Rest Periods do not require relief from duty. Where the nature of the work allows employees to take intermittent rest periods equivalent to fifteen (15) minutes for each one half (1/2) shift, scheduled rest periods are not required. Rest periods may not be used for late arrival or early departure from work and rest and meal periods will not be combined.

7.8 Overtime-Eligible Employees – Positive Time Reporting

Overtime-eligible employees will accurately report time worked in accordance with a positive time reporting process as determined by the College.

7.9 Compensatory Time for Overtime-Eligible Employees

A. Compensatory Time Eligibility

The College may grant compensatory time in lieu of cash payment for an overtime-eligible employee, upon agreement between the College and the employee. Compensatory time must be granted at the rate of one and one-half (1-1/2) hours of compensatory time for each hour of overtime worked.

B. Maximum Compensatory Time

Employees may accumulate no more than one hundred and sixty (160) hours of compensatory time.

C. Compensatory Time Use

An employee must use compensatory time prior to using vacation leave unless this would result in the loss of their vacation leave or the employee is using vacation leave for Domestic Violence Leave. Compensatory time must be used and scheduled in the same manner as vacation leave. Employees may use compensatory time for leave as required by the Domestic Violence Leave Act, RCW 49.76. The College may schedule an employee to use his or her compensatory time with seven (7) calendar days' notice.

D. Compensatory Time Cash Out

1. All compensatory time must be used by June 30th of each year. If compensatory time balances are not scheduled to be used by the employee by April of each year, the supervisor will contact the employee to review their schedule. The employee's compensatory time balance will be cashed out every June 30th or when the employee separates from the College. The College may continue its current practice with respect to compensatory time cash out when the employee transfers to another position.

- 825
826 2. As an exception to 7.8 D. 1 above, an appointing authority or their designee
827 may allow an employee to carry forward up to twenty-four (24) hours of
828 compensatory time past June 30th when the compensatory time was earned
829 during the months of May and June and the employee's workload does not
830 allow them to take time off.
831

832 **ARTICLE 8**
833 **TRAINING AND EMPLOYEE DEVELOPMENT**
834

835 **8.1** The College and the Union recognize the value and benefit of education and training
836 designed to enhance employees' ability to perform job duties. Training and employee
837 development opportunities will be provided to employees in accordance with College
838 policies, available resources, and employee training needs.
839

840 **8.2** Attendance at College-required training will be considered time worked. The College will
841 make reasonable attempts to schedule College-required training during an employee's
842 regular work shift. The College will pay the registration and associated travel costs in
843 accordance with Article 24, Travel and Per Diem, for College-required training.
844

845
846 **8.3 Master Agreement Training**
847

848 A. The Union will provide training to employees covered under this Agreement.
849 Employees will be released with pay on one (1) occasion for up to two (2) hours to
850 attend the training related to this Agreement. The training will be considered time
851 worked for employees who attend the training during their scheduled work shift.
852 Employees who attend the training during non-work hours will not be compensated
853 for training. The Union will notify Human Resource Services, in writing, at least
854 fourteen (14) calendar days prior to the date and time for training related to this
855 Agreement.
856

857 B. The Union will provide training to current union stewards within the bargaining
858 unit. Union stewards will be released on one (1) occasion for up to four (4) hours
859 to attend the training. The training will be considered time worked for union
860 stewards who attend the training during their scheduled work shift. Union stewards
861 who attend the training during non-work hours will not be compensated for training.
862 The parties will agree on the date, time, number and names of stewards attending.
863

864 C. The College will provide training to managers and supervisors on this Agreement.
865

866 **8.4 Conferences, Training or Professional Development Opportunities**
867

868 Employees and supervisors will identify conferences, training and professional
869 development opportunities that support the mission of the College, the employee's position
870 and duties, and the professional development of the employee. If resources are available

and business needs allow, identified opportunities may be distributed or posted and will be granted to employees. If resources have not been allocated to pay for such opportunities, employees will have the option of paying for the opportunities themselves and may be allowed to attend, provided such participation does not unreasonably interfere with business needs.

8.5 Educational Benefits

In accordance with College policy and available resources, the College agrees to provide educational benefits to permanent employees as of the first day of the quarter they are registering, in accordance with the College's space-available tuition waiver policy and employee 50% operating fee tuition waiver policy, to include:

A. Tuition Waiver

1. Space-Available Tuition Waiver

The College will permit the waiver of tuition for up to four (4) credit hours per quarter in undergraduate curriculum or graduate-level courses, on a space-available basis, provided that the employee pays a one hundred dollar (\$100) fee each quarter the benefit is used.

2. Employee 50% Operating Fee Tuition Waiver

Degree-seeking, permanent status employees who wish to enroll for more than four (4) credits per quarter, or who otherwise want to enroll beyond the parameters of the space-available tuition waiver, are eligible for the employee 50% operating fee waiver. The details of this program are located in the College's employee 50% operating fee waiver policy.

B. Release Time

In addition to Article 8.5 A above, employees may be approved for the lesser of ten percent (10.0%) or four (4) hours of time worked each week to attend classes, scheduled programs, or conferences with faculty that are not available at other times. While every effort will be made to accommodate the employee's request, these hours may be restricted if business needs conflict. Additional time may be taken as approved leave or through the use of supervisor approved scheduled adjustments, in accordance with Article 7, Hours of Work.

8.6 Licensure and Certification

A. Conditions of Employment

When a license and/or certification is required as a part of the qualifications for a position prior to the appointment of an employee into the affected position, the

employee will be responsible for the initial cost of the license and/or certification. Thereafter, the employee will be responsible for maintaining the license and/or certification and for all renewal costs.

B. Outside Entity Requirements

When an outside entity, e.g., by state regulation or local ordinance, requires a new license and/or certification following the appointment of the employee into the affected position, the College will reimburse the employee for the initial cost of the new license and/or certification. Thereafter, the employee will be responsible for maintaining the license and/or certification and for all renewal costs.

C. Employer Convenience

When a license and/or certification is not required by an outside entity and the College, for its own convenience, requires a new license and/or certification following the appointment of the employee into the affected position, the College will reimburse the employee for the initial cost of the new license and/or certification. Thereafter, the College will continue to pay for maintaining the license and/or certification and for all renewal costs.

D. Licensure and/or Certification Expiration, Restriction, Revocation, and/or Suspension

Employees will notify their supervisor or designee if their work-related license and/or certification has expired, or has been restricted, revoked, or suspended within twenty-four (24) hours of expiration, restriction, revocation or suspension, or prior to their next scheduled shift, whichever occurs first.

Employees who fail to maintain required licensure and/or certification to perform the duties of their assigned position and/or to meet the qualifications or conditions of employment in order to perform the essential functions of their position may be subject to non-disciplinary separation.

8.7 New Employee Orientation and Access to New Employees

A. The College will provide the Union reasonable access to new employees to present information about the employee's bargaining unit for thirty (30) minutes in duration. Reasonable access means:

1. Access to new employees will occur with ninety (90) calendar days of the employee's start date in the bargaining unit,
2. During the new employee's regular work hours, and
3. At the employee's regular worksite (i.e., the Olympia Campus or the Tacoma Program).

B. When the College schedules a new employee orientation program, the Union's Council Representative and Chief Shop Steward will be given as much advance notice as possible of the date and time when an orientation is scheduled. The College will provide the Union's Council Representative and Chief Shop Steward with a list of confirmed attendees, including names and applicable WFSE CBA, in advance. A representative from the Union will be provided access to new employees during new employee orientation in accordance with Article 8.7 A above.

C. When the College provides a new employee orientation online, the College agrees to provide each new employee with an orientation package provided by the Union. In addition, at a time and location mutually agreed to by the College and the Union, the Union will be provided access to new employees in accordance with Article 8.7 A above.

8.8 Professional Associations

Employees may request enrollment in professional associations and participation in institutional memberships that benefit the College as well as the employee's professional development. In consultation with the employee, the College will provide one (1) approved professional association membership for each requesting employee.

ARTICLE 9 DUES DEDUCTION AND STATUS REPORTS

9.1 Union Dues

A. Upon receipt of the employee's written authorization, the College will deduct from the employee's salary, an amount equal to the dues required to be a member of the Union. The College will provide payments for the deductions to the Union at the Union's official headquarters each pay period.

B. Forty-five (45) calendar days prior to any change in dues, the Union will provide notice to the College of the percentage and maximum dues to be deducted from the employee's salary.

9.2 Notification to Employees

The College will inform, in writing, new, transferred, promoted, or demoted employees prior to appointment into positions included in the bargaining unit(s) of the Union's exclusive representation status. Upon appointment to a bargaining unit position, the College will furnish the employees with membership materials provided by the Union and a payroll deduction authorization form. The College will inform bargaining unit employees

in writing with a copy to the Union if they are subsequently appointed to a position that is not in the bargaining unit.

9.3 The College agrees to deduct an amount equal to the membership dues from the salary of employees who request such deduction in writing within thirty (30) days of the receipt of a properly completed request submitted to the appropriate payroll office. Such request will be made on a Union payroll deduction authorization card. The College will honor the terms and conditions of each employee's signed membership card.

9.4 An employee may revoke their authorization for payroll deduction of payments to the Union by written notice to the Union in accordance with the terms and conditions of their signed membership card. Every effort will be made to end the deduction effective on the first payroll, and not later than the second payroll, after timely receipt by the College's payroll office of confirmation from the Union that the terms of the employee's signed membership card regarding dues deduction revocation have been met.

9.5 Voluntary Deduction

A. **PEOPLE (Public Employees Organized to Promote Legislative Equality)**

The College agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the College and the Union. The College agrees to remit any deductions made pursuant to this provision to the Union no later than the 12th of the month following the payroll period from which it was deducted together with a report showing:

1. Employee name;
2. Unique employee system identification number; and
3. Amount deducted

The parties agree this Section satisfies the College's obligations and provides for the deduction authorized by RCW 41.04.230.

B. **Trustmark Universal Life Insurance with Long Term Care**

The College agrees to deduct from the wages of any employee who is a member of the Union a deduction for the Trustmark Universal Life Insurance with Long Term Care as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the College. The College agrees to remit any deductions made to Trustmark to the Union no later than the 12th of the month following the payroll period from which it was deducted together with a report showing:

1. Employee name;
2. Unique employee system identification number;
3. Amount deducted; and
4. Deduction code.

9.6 Employee Status Reports

~~Each month,~~ The College will provide the Union a list of all employees in the bargaining units. The electronic list will be sent to WFSE headquarters no later than the 12th and 27th of the month following the payroll period from which it was deducted.

A. The College will report:

1. Employee name;
2. Permanent personal mailing address;
- ~~33.~~ Personal cellular telephone number;
- ~~4.~~ Personal home telephone number;
- ~~5.~~ Work telephone number, if available;
- ~~6.~~ Work email address;
- ~~7.~~ Current personal email address;
- ~~48.~~ Job title;
- ~~59.~~ Unique employee system identification number;
- ~~610.~~ Position number, if available;
- ~~711.~~ College code;
- ~~812.~~ Home department name, if available;
- ~~913.~~ Employee type;
- ~~1014.~~ Seniority date;
- ~~1115.~~ Employment date;

1100
1101 ~~4216.~~ Job percent of full;

1102
1103 ~~4317.~~ Total salary from which union dues/fees are calculated;

1104
1105 ~~4418.~~ Salary range and step;

1106
1107 ~~4519.~~ Union deduction code(s), if available, and amount(s);

1108
1109 ~~4620.~~ Work county code and name, if available;

1110
1111 ~~4721.~~ Bargaining unit code;

1112
1113 ~~4822.~~ Whether an employee has been appointed to, separated from, or moved out
1114 of the bargaining unit, and the effective date of such action; and

1115
1116 ~~4923.~~ Overtime-exempt or overtime-eligible status.

1117
1118 ~~20. —Work email address, if available.~~

1119
1120 B. ~~The Union will maintain the confidentiality of all employees' permanent, home~~
1121 ~~and/or mailing addresses~~ Information provided pursuant to this Section will be
1122 maintained by the Union in confidence according to the law.

1123 1124 **9.7 Indemnification**

1125
1126 The Union agrees to indemnify and hold the College harmless from all claims, demands,
1127 suits or other forms of liability that arise against the College for compliance with this
1128 Article, any issues related to the deduction of dues, and any issues related to Employee
1129 Status Reports, including reimbursement for any legal fees or expenses incurred in
1130 connection with such action. The Union will indemnify the College for any violation of
1131 employee privacy committed by the Union pursuant to this Article.
1132

1133 **ARTICLE 10** 1134 **PERFORMANCE EVALUATION**

1135 1136 **10.1 Purpose**

1137
1138 The purpose of the performance evaluation is to exchange information about the
1139 employee's performance and to adjust or refine the goals and expectations of the position
1140 and the professional goals of the employee. The exchange of information is intended to
1141 contribute to the development of the employee.

1142
1143 Regular communication between the employee and their supervisor should address
1144 strengths, accomplishments, and/or failure to meet expectations related to the employee's
1145 performance. Any critical aspects of the evaluation should not come as a surprise to the

employee. The evaluation is not a substitute for regular communication, rather, a structured complement to it.

10.2 Process

- A. An employee will receive at least one (1) performance evaluation at or near the end of their first year of employment. Thereafter, an employee will receive a performance evaluation at least every two (2) years. Any evaluation cycle for which an employee is not evaluated will be construed to mean the employee has performed satisfactorily.
- B. The evaluation will be conducted by a supervisor, generally the immediate supervisor.
- C. The employee will be provided an opportunity to contribute a self-evaluation, reflecting on the employee's goals and achievements.
- D. The evaluation process will include the opportunity for a face-to-face meeting between the employee and the supervisor conducting the evaluation to discuss expectations and goals for the next evaluation period.
- E. Following any face-to-face meeting, the supervisor will provide a written evaluation of the employee. The employee will be provided an opportunity to provide a written response, to be included in the personnel file with the evaluation, to the supervisor's written comments.
- F. If an employee has been fully or partially exonerated of a specific discipline resulting from misconduct through the disciplinary grievance procedure, via a settlement agreement, or as a result of arbitration instruction(s), or if the Employer determines that allegations of misconduct are false in whole or in part, reference(s) to the specific discipline in the performance evaluation will be redacted. If the Employer fails to redact the specific reference(s) to the discipline that has been exonerated, the failure to redact the reference(s) is subject to the grievance procedure up to Step 2.
- G. Performance evaluations will not be used to initiate personnel actions such as transfer, promotion, or discipline.

10.3 Retention of Performance Evaluations

Employees may submit a written request to have an evaluation removed from the personnel file after a period of five (5) years.

10.4 Review of Positions Descriptions

At the time the performance evaluation is administered, upon request by the employee, the employee's position description will be reviewed, and if deemed appropriate by the supervisor, will be revised to assure that expectations, goals, and job duties align with the position description. If the employee's job duties significantly change prior to the employee's next performance evaluation, a review of the position description may be requested by the employee or the employee's supervisor through Human Resource Services.

10.5 Grievability

The specific content of a performance evaluation is not subject to Article 31, Grievance Procedures, except as provided in Article 10.2.~~GF~~.

ARTICLE 11 EMPLOYEE FILES

11.1 The College will maintain one (1) official personnel file for each employee. Human Resource Services will maintain the personnel file. This will not preclude the maintenance of all lawful files and records as needed by the College. Additional employee files may include supervisory files, attendance files, payroll files, and medical files. All references to "supervisory file" in this Agreement refer to a file kept by the employee's direct supervisor.

11.2 Each employee has the right to review their personnel file, supervisory file, attendance file, payroll file and medical file. The College will determine the location of all employee files. An employee may arrange to examine their own employee files on work time. Written authorization from the employee is required before any representative of the employee will be granted access to employee files. Review of employee files will be in the presence of a College representative during business hours. The employee and/or representative may not remove any contents. The College may charge a reasonable fee for copying any materials beyond the first copy requested by the employee or their representative.

11.3 An employee may insert a reasonable amount of job-related material in their personnel file that reflects favorably on their job performance. An employee may provide a written rebuttal to any information in the files that the employee considers objectionable.

11.4 Adverse material or information related to alleged misconduct that is determined to be false, and all such information in situations where the employee has been fully exonerated of wrongdoing, will be promptly removed from the employee's files. The College may retain this information in a legal defense file in accordance with RCW 41.06.450.

11.5 When documents in an employee file are the subject of a public disclosure request under RCW 42.56, the College will provide the employee with a copy of the request at least seven (7) calendar days in advance of the intended release date.

- 1236 **11.6** Employees will be provided a copy of all adverse material at the time the materials are
1237 included in the personnel file.
1238
- 1239 **11.7** Information in employee files will be retained only as long as it has a reasonable bearing
1240 on the employee's job performance or upon the efficient and effective management of the
1241 College.
1242
- 1243 **11.8** Anonymous material, not otherwise substantiated, will not be placed in an employee file.
1244
- 1245 **11.9** The College will ensure the security and confidentiality of employee files.
1246
- 1247 **11.10** Medical files will be kept separate and confidential in accordance with state and federal
1248 law.
1249
- 1250 **11.11** Supervisory files will be purged of the previous year(s)' job performance information
1251 following completion of the performance evaluation cycle, unless there is pending
1252 litigation or disciplinary action that the supervisor believes warrants retention of the
1253 information.
1254

1255 **11.12 Removal of Documents**
1256

- 1257 A. Records of disciplinary actions will be removed from the official personnel file
1258 after three (3) years if:
1259

- 1260 1. There has been no subsequent discipline;
1261
- 1262 2. There is no pending discipline or litigation for which the disciplinary action
1263 is considered relevant by the College;
1264
- 1265 3. The employee submits a written request for its removal.
1266

1267 Nothing in this Section will prevent the College from agreeing to an earlier
1268 removal date, unless to do so would violate RCW 41.06.450.
1269

1270 **ARTICLE 12**
1271 **HOLIDAYS**
1272

1273 **12.1 Holidays**
1274

- 1275 A. The following days are paid holidays for all eligible employees:
1276

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19

Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Native American Heritage Day	Friday immediately following the fourth Thursday in November
Christmas Day	December 25
Personal Holiday	

- B. The following are unpaid holidays for all eligible employees:

Holidays for a reason of faith or conscience, in accordance with Section 12.5.

12.2 Observance of Holidays

The Board of Trustees may establish calendars that observe holidays on dates other than those listed above, or as modified by current institutional practices.

12.3 Holiday Rules

The following rules apply to all holidays except the personal holiday:

- A. Employees will be paid their regular rate of pay even though they do not work on the holiday. Part-time employees will receive holiday pay on the same proportional basis that their appointment bears to fulltime employment.
- B. Cyclic employees will qualify for holiday compensation if they work or are in pay status on their last regularly scheduled working day preceding the holiday(s) in that month. Cyclic year employees will be entitled to the number of paid hours on a holiday in an amount proportionate to the time in pay status during the month to that required for full-time employment.
- C. When a holiday falls on the employee's scheduled workday, that day will be considered the holiday.
- D. When a holiday falls on a Saturday, the Friday before will be the holiday. When a holiday falls on a Sunday, the following Monday will be the holiday.
- E. Overtime-Exempt Employees
 1. Overtime-exempt employees will be paid their regular rate of pay for the hours actually worked on a holiday.
 2. If an overtime-exempt employee is required to work on a holiday, the College will provide an alternate day off. The alternate day off must be taken within six (6) months following the holiday.

3. When a holiday falls on the employee's scheduled day off the College will provide an alternate day off.

F. Overtime-Eligible Employees

1. An overtime-eligible employee who is required to work on the holiday will be paid for the hours actually worked at the overtime rate.
2. When a holiday falls on the employee's scheduled day off the College will provide an alternate day off within the same workweek.

12.4 Personal Holidays

An employee may choose one (1) workday as a personal holiday as per RCW 1.16.050 during each calendar year.

- A. An employee who is scheduled to work less than six (6) continuous months over a period covering two (2) calendar years will receive only one (1) personal holiday during the two (2) year period.
- B. The College will release the employee from work on the day selected as the personal holiday if:
 1. The employee has given at least seven (7) calendar days' written notice to the supervisor. However, the supervisor has the discretion to allow a shorter notice period.
 2. The number of employees choosing a specific day off allows the College to continue its work efficiently.
- C. Personal holidays may not be carried over to the next calendar year except when an eligible employee's request to take their personal holiday has been denied or canceled. The employee will attempt to reschedule their personal holiday during the balance of the calendar year. If the employee is unable to reschedule the day, it will be carried over to the next calendar year.
- D. Supervisors may adopt eligibility policies to determine which requests for particular dates will be granted if all requests cannot be granted.
- E. The pay for an employee's personal holiday will be equivalent to the employee's work shift on the day selected for the personal holiday absence.
- F. Part or all of a personal holiday may be donated to another employee for shared leave as provided in RCW 41.04.665. When donating a personal holiday for shared leave, a personal holiday for a full-time employee is eight (8) hours and a personal holiday for a less than full-time employee is pro-rated. Any remaining portions of

a personal holiday or any portion returned to the employee must be taken as one (1) absence, not to exceed the employee's work shift on the day of the absence.

G. Part or all of a personal holiday may be used for:

1. The care of family members as required by the Family Care Act, WAC 296-130;
2. Leave as required by the Military Family Leave Act, RCW 49.77 and in accordance with Article 18.13; or
3. Leave as required by the Domestic Violence Leave Act, RCW 49.76;
4. Leave in order to perform any official duty as a member of the Washington state legislature during regular and special legislative sessions in accordance with RCW 49.100.020; or
5. When a high-risk employee as defined in RCW 49.17.062, seeks reasonable accommodation and the College determines that leave is the only available reasonable accommodation until completion of the public health emergency or another accommodation is made available.

H. Any remaining portions of a personal holiday must be taken as one (1) absence, not to exceed the employee's work shift on the day of the absence.

I. The College may allow an employee who has used all of their sick leave to use all of a personal holiday as provided in Article 14.2, Sick Leave Use.

12.5 Unpaid Holidays for a Reason of Faith or Conscience

Leave without pay will be granted for a reason of faith or conscience for up to two (2) workdays per calendar year as provided below.

A. Leave without pay will be granted for up to two (2) workdays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization in accordance with RCW 1.16.050.

B. The employee may select the days on which the employee desires to take the two (2) unpaid holidays after consultation with the College. Leave without pay may only be denied if the employee's absence would impose an undue hardship on the College as defined by WAC 82-56 or the employee is necessary to maintain public safety.

ARTICLE 13 VACATION LEAVE

13.1 Employees will retain and carry forward any eligible and unused vacation leave that was accrued prior to the effective date of this agreement.

13.2 Vacation Leave Accrual – Full-Time Employees

Full-time employees will accrue sixteen hours, 40 minutes (16.67) of vacation leave per each calendar month of completed service.

- A. Vacation leave accruals for the calendar month will be credited and available for employee use on the last day of the month.
- B. Employees hired the 1st through the 15th of the month will receive the vacation leave accrual credit for that month. Employees hired on the 16th through the end of the month will not receive a vacation leave accrual credit for that month.
- C. Employees who separate from employment with the Employer between the 1st through the 15th of the month will not receive a vacation leave accrual for that month. Employees who separate from employment with the Employer between the 16th through the end of the month will receive the vacation leave accrual credit for that month.
- D. Vacation leave will not accrue during a month when leave without pay exceeds eighty (80) hours in any calendar month, nor will credit be given toward the rate of vacation leave accrual except during military leave without pay.

13.3 Vacation Leave Accrual - Part-Time Employees

Employees working less than full-time schedules will accrue vacation leave on the same proportional basis that their appointment bears to a full-time appointment.

- A. Vacation leave accruals for the calendar month will be credited and available for employee use on the last day of the month.
- B. Employees hired the 1st through the 15th of the month will receive the vacation leave accrual credit for that month. Employees hired on the 16th through the end of the month will not receive a vacation leave accrual credit for that month.
- C. Employees who separate from employment with the Employer between the 1st through the 15th of the month will not receive a vacation leave accrual for that month. Employees who separate from employment with the Employer between the 16th through the end of the month will receive the vacation leave accrual credit for that month.
- D. Employees working less than a full-time schedule will not accrue vacation leave during a month when leave without pay exceeds the amount that is the same

proportional basis that their appointment bears to a full-time appointment, nor will credit be given toward the rate of vacation leave accrual except during military leave without pay.

13.4 Vacation Scheduling for All Employees

- A. Leave will be charged in the amount actually used by the employee.
- B. Employees will submit requests for vacation leave in advance unless the use of leave was unanticipated, such as the use of vacation leave for unanticipated sick-leave purposes. Leave requests for unanticipated leave will be submitted by the employee no later than the first day upon returning to work.
- C. When considering requests for vacation leave, the College will take into account the desires of the employee but may require that leave be taken at a time appropriate to business and customer service needs.
- D. An employee will not request or be authorized to take scheduled vacation leave if the employee will not have sufficient vacation leave to cover such absence at the time the leave will commence.
- E. An employee who lacks sufficient vacation leave to cover all time scheduled for vacation may not take the time off in excess of available accrued leave as leave without pay unless authorized by management in advance of the absence.
- F. Vacation leave will be approved or denied within ten (10) calendar days of the request. If the leave is denied, a reason will be provided in writing.

13.5 Family Care

Employees may use vacation leave for care of family members as required by the Family Care Act, WAC 296-130.

13.6 Military Family Leave

Employees may use vacation leave for leave as required by the Military Family Leave Act, RCW 49.77 and in accordance with Section 18.13 of Article 18 Leave Without Pay.

13.7 Domestic Violence Leave

Employees may use vacation leave for leave as required by the Domestic Violence Leave Act, RCW 49.76.

13.8 Health Emergency Labor Standards Act (HELSA)

Employees may use vacation leave when a high-risk employee, as defined in RCW 49.17.062, seeks reasonable accommodation and the Employer determines that leave is the only available reasonable accommodation, until completion of the public health emergency or another accommodation is made available.

13.9 Legislative Service Leave

Employees may use vacation leave in order to perform any official duty as a member of the Washington state legislature during regular and special legislative sessions in accordance with RCW 49.100.020.

13.10 Use of Vacation Leave for Sick Leave Purposes

The College may allow an employee who has used all of their sick leave to use vacation leave for sick leave purposes as provided in Section 14.2 A-J of Article 14–Sick Leave.

13.11 Emergency Childcare and Eldercare

Employees may use vacation leave for childcare and eldercare emergencies. Use of vacation leave and sick leave for emergency childcare is limited to a combined maximum of four (4) days per calendar year.

13.12 Vacation Cancellation

Should the College be required to cancel scheduled vacation leave because of an emergency or exceptional business needs, affected employees will be notified in writing of the reason(s) for the cancellation. The employee may select new vacation leave from available dates. In the event the affected employee has incurred non-refundable, out-of-pocket vacation expense, the employee will be reimbursed by the College.

13.13 Vacation Leave Maximum

Employees may accumulate maximum vacation leave balances not to exceed two hundred and ~~forty-eighty~~ (240280) hours. However, there are two (2) exceptions that allow vacation leave to accumulate above the maximum:

- A. If an employee's request for vacation leave is denied by the College, and the employee is close to the vacation leave maximum, the College will grant an extension for each month that the College must defer the employee's request for vacation leave.
- B. An employee may also accumulate vacation leave days in excess of two hundred and ~~forty-eighty~~ (240280) hours as long as the employee uses the excess balance prior to their anniversary date. Any leave in excess of the maximum that is not deferred in advance of its accrual as described above, will be lost on the employee's anniversary date.

13.14 Separation

- A. Unused vacation leave credits of any employee who resigns to accept employment with another state agency or institution, without a break in state service, will transfer with the employee to the new employer.
- B. Any employee, who resigns with adequate notice and will have a break in service because they have not accepted employment with another state agency or institution, retires, is laid off, or is terminated by the College, will be entitled to be paid for vacation leave credits.
- C. The estate of a deceased employee will be entitled to payment for vacation leave credits.
- D. An employee's unpaid holiday for a reason of faith or conscience must be used in full workday increments and is equivalent to the employee's work shift on the day selected for the unpaid holiday.
- E. A permanent or probationary employee who is on a unpaid holiday for reasons of faith and conscience on a work shift preceding a paid holiday, as designated in Article 12.1, will receive holiday pay for the designated holiday.
- F. An employee's seniority date and probationary period will not be affected by leave without pay taken for a reason of faith or conscience.
- G. Employees will only be required to identify that the request for leave is for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

ARTICLE 14 SICK LEAVE

14.1 Sick Leave Accrual

Full-time employees will accrue eight (8) hours of sick leave in a calendar month. Part-time employees will accrue sick leave credit on the same proportional basis that their employment schedule bears to a full-time schedule, up to a maximum of eight (8) hours in a calendar month.

- A. Employees hired the 1st through the 15th of the month will receive the sick leave accrual credit for that month. Employees hired on the 16th through the end of the month will not receive a sick leave accrual credit for that month.

- B. Employees who separate from employment with the Employer between the 1st through the 15th of the month will not receive a sick leave accrual for that month. Employees who separate from employment with the Employer between the 16th through the end of the month will receive the sick leave accrual credit for that month.
- C. Sick leave credit will not accrue for full-time employees during leave without pay which exceeds eighty (80) hours in any calendar month. Employees working less than a full-time schedule will not accrue sick leave during leave without pay that exceeds the amount that is the same proportional basis that their appointment bears to a full-time appointment.
- D. Full-time and part-time employees in overtime-eligible positions who are not eligible to receive a sick leave accrual under the provisions of Sections 14.1 A, 14.1 B, and/or 14.1 C, will accrue sick leave at a ratio of one (1) hour of sick leave for every forty (40) hours worked.
- E. Sick leave accruals for the calendar month will be credited and available for employee use on the last day of that calendar month.

14.2 Sick Leave Use

Sick leave will be charged in the amount actually used by the employee and may be used for:

- A. A personal illness, injury or medical disability that prevents the employee from performing their job, or personal medical or dental appointments, and for reasons allowed under the Minimum Wage Requirements and Labor Standards, RCW 49.46.210.
- B. Care of family members as allowed under RCW 49.46.210 and as required by the Family Care Act, WAC 296-130. Family members includes biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a ~~minor~~ child; sibling, spouse, registered domestic partner as defined by RCW 26.60.020 and RCW 26.60.030, grandparent, grandchild, or child, regardless of age or dependency status, including a biological, adopted or foster child, step child, a child's spouse, or a child to who the employee stands in loco parentis, is a legal guardian, or is a de facto parent, and any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person and the individual depends on the employee for care. It does not include an individual who simply resides in the same home with no expectation that the employee care for the individual.
- C. A death of any relative that requires the employee's absence from work. Relatives are defined for this purpose as spouse, significant other, registered domestic partner, ~~son, daughter~~child, grandchild, foster child, ~~son-in-law, daughter-in-law~~child's

spouse, grandparent, parent, ~~brother, sisters~~sibling, aunt, uncle, ~~pibling,~~ niece, nephew, ~~nibling,~~ first cousin, ~~brother-in-law, sisters~~sibling-in-law, and corresponding relatives of employee's spouse, significant other or registered domestic partner.

- D. In accordance with RCW 49.46.~~120210~~, when an employee's place of business has been closed by order of a public health official for any health-related reason, or when an employee's child's school or place of care has been closed for such a health-related reason or after the declaration of an emergency by a local or state government or agency, or by the federal government. Health-related reason, as defined in WAC 296-128-600(8), means a serious health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material. Health-related reasons do not include closure for inclement weather.
- E. Childcare or eldercare emergencies. Use of sick leave and vacation leave for emergency childcare is limited to a combined maximum of four (4) days per calendar year.
- F. To make arrangements for extended care for a family member under the age of eighteen (18) who has a health condition that requires treatment or supervision.
- G. Preventive health care appointments of family members, ~~significant others, household members, and registered domestic partners~~as defined in 14.2 B, when the presence of the employee is required. ~~A household member is defined as persons who reside in the same household who have reciprocal duties to and do provide financial support to one another. This term does not include persons sharing the same house when the living style is primarily that of a dormitory or commune. Significant other is defined as a person to whom the employee is currently in an intimate or dating relationship.~~
- H. ~~When an employee is absent from work to be with members of the employee's household or significant other, as defined in Article 14.2 G above, who experience an illness or injury.~~
- ~~B.~~ Leave for Military Family Leave as required by RCW 49.77 and in accordance with Article 18.13.
- ~~H.~~ Leave for Domestic Violence Leave as required by RCW 49.76.

14.3 Use of Vacation Leave or Personal Holiday for Sick Leave Purposes

The College may allow an employee who has used all of their sick leave to use vacation leave or all of a personal holiday for sick leave purposes as provided in Subsection 14.2 A. – ~~H.~~

14.4 Restoration of Vacation Leave

In the event an employee is injured or becomes ill while on vacation leave, the employee may submit a written request to use sick leave and have the equivalent amount of vacation leave restored. The supervisor may require a written medical certificate.

14.5 Sick Leave Reporting, Certification and Verification

An employee must promptly notify their supervisor on their first day of sick leave and each day after, unless there is mutual agreement to do otherwise. If an employee is in a position where coverage is necessary if the employee is absent, the supervisor may impose additional, reasonable notice requirements appropriate to the coverage need (excluding leave taken in accordance with the Domestic Violence Act). If the Supervisor has a reasonable basis to believe sick leave is being used for an improper purpose, the Supervisor may require a written medical certificate for any sick leave absence. An employee returning to work after any sick leave absence may be required to provide written certification from their health care provider that the employee is able to return to work and perform the essential functions of the job with or without reasonable accommodation.

If medical certification or verification is required for employees in overtime-eligible positions, it shall be in accordance with the provisions of RCW 49.46.210, WAC 296-128, and this Agreement. Employees may use accrued paid leave or leave without pay to pursue the requested certification or verification.

14.6 Sick Leave Annual Cash Out

Each January an employee is eligible to receive cash on a one (1) hour for four (4) hours basis for ninety-six (96) hours or less of their accrued sick leave, if:

- A. The employee's sick leave balance at the end of the previous calendar year exceeds four hundred eighty (480) hours;
- B. The converted sick leave hours do not reduce their previous calendar year sick leave balance below four hundred eighty (480) hours; and
- C. The employee notifies the College's payroll office by January 31st that they would like to convert sick leave hours earned during the previous calendar year, minus any sick leave hours used during the previous year, to cash.

All converted hours will be deducted from the employee's sick leave balance.

14.7 Sick Leave ~~Separation~~ Cash Out for Retirement or Death

At the time of retirement from state service or at death, an eligible employee or the employee's estate will receive cash for their compensable sick leave balance on a one (1) hour for four (4) hours basis. For the purposes of this Section, retirement will not include "vested out of service" employees who leave funds on deposit with the retirement system.

At the time of retirement, the provisions of this section are subject to Article 34, Voluntary Employees' Beneficiary Associations (VEBAs).

14.8 Reemployment

Former state employees who are reemployed within five (5) years of leaving state service will be granted all unused and unpaid sick leave credits they had at separation. If an employee is reemployed after retiring from state service, when the employee subsequently retires or dies, only unused sick leave accrued since the date of reemployment minus sick leave taken within the same period will be eligible for sick leave separation cash out, in accordance with Subsection 14.7.

14.9 Carry Forward and Transfer

Employees will be allowed to carry forward, from year to year of service, any unused sick leave allowed under this provision, and will retain and carry forward any unused sick leave accumulated prior to the effective date of this Agreement. When an employee moves from one state of Washington employer to another, without a break in service, the employee's accrued sick leave will be transferred to the new employer for the employee's use.

ARTICLE 15 SHARED LEAVE

15.1 Shared Leave

A. The purpose of the leave sharing program is to permit state employees, at no significantly increased cost to the State, to come to the aid of another state employee who is likely to go on leave without pay status or terminate state employment because the employee:

1. Has been called to service in the uniformed services;
2. Is responding to a state of emergency anywhere within the United States declared by the federal or state government;
3. Is taking parental leave to bond with their newborn, adoptive or foster child;
4. Is sick or temporarily disabled because of pregnancy;
5. Has been a victim of domestic violence, sexual assault, or stalking;
6. Is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition;

- 1771 7. Is a current member of the uniformed services or is a veteran as defined
1772 under RCW 41.04.005, and is attending medical appointments or treatments
1773 for a service connected injury or disability; or
1774
1775 8. Is a spouse of a current member of the uniformed services or a veteran as
1776 defined under RCW 41.04.005, who is attending medical appointments or
1777 treatments for a service connected injury or disability and requires
1778 assistance while attending appointment or treatment.
1779

1780 The College's shared leave program is administered by the Associate Vice President
1781 for Human Resource Services or their designee.
1782

1783 B. For purposes of the leave sharing program, the following definitions apply:
1784

- 1785 1. "Domestic violence" means physical harm, bodily injury, assault, or the
1786 infliction of fear of imminent physical harm, bodily injury, or assault,
1787 between family or household members as defined in RCW
1788 ~~26.50.010~~10.99.020; sexual assault of one family or household member by
1789 another family or household member; or stalking as defined in RCW
1790 9A.46.110 of one family or household member by another family or
1791 household member.
1792
1793 2. "Employee" means any employee who is entitled to accrue sick leave or
1794 vacation leave and for whom accurate leave records are maintained.
1795
1796 3. "Employee's relative" normally will be limited to the employee's spouse,
1797 state registered domestic partner as defined by RCW 26.60.020 and
1798 26.60.030, child, stepchild, grandchild, grandparent, or parent.
1799
1800 4. "Household members" is defined as persons who reside in the same home
1801 who have reciprocal duties to and do provide financial support for one
1802 another. This term will include, but is not limited to, foster children and
1803 legal wards. The term does not include persons sharing the same general
1804 house when the living style is primarily that of a dormitory or commune.
1805
1806 5. "Parental leave" means leave to bond and to care for a newborn child after
1807 birth or to bond and care for a child after placement for adoption or foster
1808 care, for a period of up to sixteen (16) weeks after the birth or placement.
1809
1810 6. "Pregnancy disability leave" means leave for pregnancy-related medical
1811 condition or miscarriage.
1812
1813 7. "Service in the uniformed services" means the performance of duty on a
1814 voluntary or involuntary basis in a uniformed service under competent
1815 authority and includes active duty, active duty for training, initial active duty
1816 for training, inactive duty training, full-time national guard duty including

state-ordered active duty, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty.

8. "Severe" or "extraordinary" condition is defined as serious or extreme and/or life threatening.
9. "Sexual assault" has the same meaning as in RCW 70.125.030.
10. "Shortly deplete" is when an employee has forty (40) hours or less of vacation leave and sick leave.
11. "Stalking" has the same meaning as in RCW 9A.46.110.
12. "Uniformed services" means the armed forces, the army national guard, and the air national guard of any state, territory, commonwealth, possession, or district when engaged in active duty for training, inactive duty training, full-time national guard duty, or state active duty, the commissioned corps of the public health service, the coast guard, and any other category of persons designated by the President of the United States in time of war or national emergency.
13. "Victim" means a person against whom domestic violence, sexual assault, or stalking has been committed as defined in this Article.

15.2 Shared Leave Receipt

An employee may be eligible to receive shared leave if the College has determined the employee meets any of the following criteria:

A. The employee -

1. suffers from, or has a relative or household member suffering from, an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature;
2. has been called to service in the uniformed services;
3. A state of emergency has been declared anywhere within the United States by the federal or any state government and the employee has the needed skills to assist in responding to an emergency or its aftermath and volunteers their services to either a governmental agency or to a nonprofit organization engaged in humanitarian relief in the devastated area, and the governmental agency or nonprofit organization accepts the employee's offer of volunteer services;

- 1863 4. is a victim of domestic violence, sexual assault, or stalking; or
1864
1865 5. is taking parental leave and/or pregnancy disability leave.
1866
1867 6. is a current member of the uniformed services or is a veteran as defined
1868 under RCW 41.04.005, and is attending medical appointments or treatments
1869 for a service connected injury or disability; or
1870
1871 7. is a spouse of a current member of the uniformed services or a veteran as
1872 defined under RCW 41.04.005, who is attending medical appointments or
1873 treatments for a service connected injury or disability and requires
1874 assistance while attending appointments or treatment.
1875
- 1876 B. The illness, injury, impairment, condition, call to service, emergency volunteer
1877 service, consequence of domestic violence, sexual assault, or stalking, or parental
1878 and/or pregnancy disability leave has caused, or is likely to cause, the employee to:
1879
- 1880 1. Go on leave without pay status; or
1881
1882 2. Terminate state employment.
1883
- 1884 C. The employee's absence and the use of shared leave are justified.
1885
- 1886 D. The employee has depleted or will shortly deplete:
1887
- 1888 1. Vacation leave, sick leave and personal holiday if the employee qualifies
1889 under Subsection 15.2 A.1;
1890
1891 2. Vacation leave and paid military leave allowed under RCW 38.40.060 if the
1892 employee qualifies under Subsection 15.2 A.2.;
1893
1894 3. Vacation leave or personal holiday if the employee qualifies under
1895 Subsections 15.2 A.3 or 15.2 A.4; or
1896
1897 4. Personal holiday and compensatory time if the employee qualifies under
1898 Subsection 15.2 A.5.
1899
- 1900 E. The employee has abided by the College's policy regarding:
1901
- 1902 1. Sick leave use if the employee qualifies under Subsections 15.2 A.1, 15.2
1903 A.4, and 15.2 A.5; or
1904
1905 2. Military leave if the employee qualifies under Subsection 15.2 A.2.
1906
- 1907 F. The employee has diligently pursued and been found to be ineligible for benefits
1908 under RCW 51.32 if the employee qualifies under Subsection 15.2 A.1.

15.3 Shared Leave Use

- A. The College will determine the amount of leave, if any, that an employee may receive. However, the College may not prevent an employee from using leave intermittently or on nonconsecutive days so long as the leave has not been returned under RCW 41.04.665(10) and Subsection 15.5 F below.

An employee will not receive more than five hundred twenty-two (522) days of shared leave during total state employment. The College may authorize leave in excess of five hundred twenty-two (522) days in extraordinary circumstances for an employee qualifying for the program because the employee is suffering from an illness, injury, impairment or physical or mental condition which is of an extraordinary or severe nature.

An employee receiving industrial insurance wage replacement benefits may not receive greater than twenty-five percent (25%) of their base salary from the receipt of shared leave.

- B. The College will require the employee to submit, prior to approval or disapproval:

1. A medical certificate from a licensed physician or health care practitioner verifying the employee's required absence, the description of the medical problem, and expected date of return-to-work status for shared leave under Subsection 15.2 A.1;
2. Verification of child birth or placement of adoption or foster care, or of a medical certificate from a licensed physician or health care provider verifying the pregnancy disability when the employee is qualified under parental leave and/or pregnancy disability leave in Subsection 15.2 A.5.
3. A copy of the military orders verifying the employee's required absence for shared leave under Subsection 15.2 A.2; or
4. Proof of acceptance of an employee's offer to volunteer for either a governmental agency or a nonprofit organization during a declared state of emergency for shared leave under Subsection 15.2 A.3.

- C. The College may require the employee to submit, prior to approval or disapproval, verification of the employee's status as a victim of domestic violence, sexual assault or stalking for shared leave under Subsection 15.2 A.4. Such verification will be in accordance with the Domestic Violence Leave Act, RCW 49.76 and may be one or more of the following:

1. An employee's own written statement;

- 1955 2. A statement from an attorney or advocate, member of the clergy, or medical
1956 or other professional; and/or
1957
1958 3. A court order or police report documenting the employee is a victim of
1959 domestic violence, sexual assault or stalking.
1960
1961 D. Parental leave –
1962
1963 Parental leave received under this policy must be used within sixteen (16) weeks
1964 immediately after birth or placement. However, if an employee receiving parental
1965 leave also receives leave due to pregnancy disability, the parental leave may be
1966 taken in the sixteen (16) weeks immediately after the pregnancy disability leave.
1967
1968 E. The College should consider other methods of accommodating the employee's
1969 needs, such as modified duty, modified hours, flex-time or special assignments in
1970 lieu of shared leave usage.
1971
1972 F. Donated leave may be transferred from employees within the same College, or with
1973 the approval of the heads or designees of both higher education institutions, state
1974 agencies or school districts/educational service districts, to an employee of another
1975 higher education institution, state agency or school district/educational service
1976 district.
1977
1978 G. Vacation leave, sick leave, or all or part of a personal holiday transferred from a
1979 donating employee will be used solely for the purpose stated in this Article.
1980
1981 H. The receiving employee will be paid their regular rate of pay; therefore, the value
1982 of one (1) hour of shared leave may cover more or less than one (1) hour of the
1983 recipient's salary.
1984
1985 I. Eight (8) hours a month of accrued and/or shared leave may be used to provide for
1986 the continuation of benefits as provided for by the Public Employee's Benefit
1987 Board.
1988
1989 J. The College will respond in writing to shared leave requests within fourteen (14)
1990 calendar days of receipt of a properly completed request.
1991

1992 **15.4 Leave Donation**

1993

1994 An employee may donate vacation leave, sick leave, or personal holiday to another
1995 employee for purposes of the leave sharing program under the following conditions:
1996

- 1997 A. The College approves the employee's request to donate a specified amount of
1998 vacation leave to an employee authorized to receive shared leave; and
1999

- 2000 1. The full-time employee's request to donate leave will not cause their
2001 vacation leave balance to fall below eighty (80) hours. For part-time
2002 employees, requirements for vacation leave balances will be prorated; and
2003
2004 2. Employees may ~~not~~ donate excess vacation leave that they would not be
2005 able to take due to an approaching anniversary date; ~~except when the request~~
2006 ~~for vacation leave was denied and the vacation leave was deferred.~~
2007
2008 B. The College approves the employee's request to donate a specified amount of sick
2009 leave to an employee authorized to receive shared leave. The employee's request to
2010 donate leave will not cause their sick leave balance to fall below one hundred
2011 seventy-six (176) hours after the transfer.
2012
2013 C. ~~The College approves the~~ An employee's request may to donate all or part of their
2014 personal holiday to an employee authorized to receive shared leave.
2015
2016 1. ~~That Any~~ portion of a personal holiday that is ~~accrued, donated as shared~~
2017 ~~leave, and then not used will be~~ returned during the same calendar year to
2018 the donating employee; ~~may be taken by the donating employee in full day~~
2019 ~~increments.~~
2020
2021 2. An employee will be allowed to split the personal holiday only when
2022 donating a portion of the personal holiday to the shared leave program.
2023
2024 D. No employee may be intimidated, threatened, coerced, or financially induced into
2025 donating leave for purposes of this program.
2026

2027 15.5 Shared Leave Administration

- 2028
2029 A. The calculation of the recipient's leave value will be in accordance with applicable
2030 Office of Financial Management (OFM) policies, regulations, and procedures. The
2031 leave received will be coded as shared leave and be maintained separately from all
2032 other leave balances. Employees under the qualifications listed in 15.2 A may retain
2033 and reserve up to forty (40) hours each of vacation leave and forty (40) hours of
2034 sick leave.
2035
2036 B. An employee on leave transferred under these rules will continue to be classified
2037 as a state employee and will receive the same treatment in respect to salary, wages,
2038 and employee benefits as the employee would normally receive if using accrued
2039 vacation leave or sick leave.
2040
2041 C. All salary and wage payments made to employees while on leave transferred under
2042 these rules will be made by the agency/institution employing the person receiving
2043 the leave.
2044

D. Where ~~Colleges-employers~~ have approved the transfer of leave by an employee of ~~one~~ ~~(1)another state~~ agency, ~~higher education~~ /institution, ~~or school district/educational service district~~ to an employee of another ~~state~~ agency, ~~higher education~~ /institution, ~~or school district/educational service district~~, the ~~ageneies/institutions~~parties involved will arrange for the transfer of funds and credit for the appropriate value of leave in accordance with Office of Financial Management (OFM) policies, regulations, and procedures.

E. Leave transferred under this Section will not be used in any calculation to determine ~~an agency's/institution's~~the College's allocation of full-time equivalent staff positions.

F. Any shared leave not used by the recipient will be returned to the donor(s). Before returning unused leave:

1. The College will obtain a statement from the receiving employee's doctor verifying whether the employee's injury or illness is resolved; or
2. The employee must be released to regular employment; has not received additional medical treatment for their current condition or any other qualifying condition for at least six (6) months; and their doctor has declined, in writing, the employee's request for a statement indicating the employee's condition has been resolved.

The remaining shared leave is to be divided on a pro rata basis among the donors and reinstated to the respective donors' appropriate leave balances based upon each employee's current salary rate at the time of the reversion. The shared leave returned will be prorated back based on the donor's original donation.

G. Unused shared leave may not be cashed out but will be returned to the donors per Subsection 15.5 F, above.

H. An employee who uses leave that is transferred under this Section will not be required to repay the value of the leave that the employee used.

I. If a shared leave account is closed and an employee later has the need to use shared leave due to the same condition listed in the closed account, the College must approve a new shared leave request for the employee.

ARTICLE 16 MISCELLANEOUS PAID LEAVES

16.1 Bereavement Leave

A. An employee is entitled to up to ~~three-five~~ (35) days of paid bereavement leave for the death of their family member ~~or household member~~as defined in Article 14.2.

~~C.B.~~ The College may require verification of the family member's ~~or household member's~~ death.

~~D.C.~~ In addition to paid bereavement leave, sick leave may also be used for the death of a family member per Article 14, Sick Leave. The College may also approve the employee's request to use compensatory time, vacation leave, personal holiday, personal leave day, or leave without pay for the purposes of bereavement and in accordance with this Agreement.

~~E.~~ A family member is defined as:

~~C.~~ Child, including biological, adopted, or foster child, stepchild, or child who the parent stands in loco parentis, is a legal guardian or is de facto parent, regardless of age or dependency;

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

~~E.~~ Spouse;

~~F.~~ Registered domestic partner as defined by RCW 26.60;

~~G.~~ Grandparent;

~~H.~~ Grandchild; or

~~I.~~ Sibling.

~~F.~~ A household member is defined as persons who reside in the same home who have reciprocal duties to and do provide financial support for one another. This term does not include persons sharing the same house when the living style is primarily that of a dormitory or commune.

~~FD.~~ In the event of the death of an aunt, uncle, pibling, niece, nephew, nibling, siblings-in-law, first cousin, and corresponding relatives of the employee's spouse or domestic partner, the Employer will approve the employee's accrued paid leave for all deaths up to a total of five (5) days for each calendar year. Additional days may be approved by the College.

16.2 Employee Assistance Program

When approved in advance, employees will receive paid leave for up to three (3) visits per calendar year for assessment through the Employee Assistance Program. Leave may include reasonable travel time.

16.3 Jury Duty Leave

Leave of absence with pay will be granted to employees for jury duty. An employee will be allowed to retain any compensation paid to the employee for their jury duty service. An employee will inform their supervisor when notified of a jury summons and will cooperate in requesting a postponement of service if warranted by business demands. If an employee is released from jury duty and there are more than two (2) hours remaining on the employee's work shift, the employee will call their supervisor and may be required to report to work.

16.4 Personal Leave Day

Each employee will be entitled to select ~~one~~ two (2) workdays as a personal leave day each fiscal year, in accordance with the following:

- A. Personal leave may not be carried over from one fiscal year to the next.
- B. The College will release the employee from work on the day selected for personal leave if:
 - 1. The employee has given at least fourteen (14) calendar days' written notice to the supervisor. However, the supervisor has the discretion to allow a shorter notice period.
 - 2. The number of employees choosing a specific day off allows the College to continue its work efficiently.
- C. Personal leave is pro-rated for less than full-time employees.
- D. The pay for an employee's personal leave day is equivalent to the employee's work schedule on the day selected for the personal leave absence.
- E. Upon request, an employee will be approved to use part or all of the employee's personal leave day for:
 - 1. The care of family members as required by the Family Care Act, WAC 296-130;
 - 2. Leave as required by the Military Family Leave Act, RCW 49.77; or
 - 3. Leave as required by the Domestic Violence Leave Act, RCW 49.76.
 - 4. Any remaining portions of personal leave day must be taken as one (1) absence, not to exceed the work shift on the day of the absence.

16.5 Paid Professional Leave/Sabbaticals

Leave with pay may be granted for exempt employees to study, research, and engage in creative activities where the College believes the leave will enhance the College's instructional and research programs. Such leave will be granted in accordance with the provisions of RCW 28B.10.650.

16.6 Interviews

With prior notice, paid work time will be allowed for the purpose of interviewing for positions within state service, including positions at the College. If travel is required for an interview within state service, up to four (4) hours of paid work time will be allowed. Additional travel time will be granted through the use of paid leave, schedule adjustments, or leave-without pay.

16.7 Life-Giving Procedures and Blood and Plasma Donation

A. Life Giving Procedures

1. Employees will be granted paid leave, not to exceed thirty (30) calendar days in a two-year period, as needed for the purpose of participating in life-giving procedures. Such leave shall not be charged against sick leave or any other leave, and use of leave without pay is not required. If additional leave time beyond the thirty (30) calendar days in a two-year period is needed, employees may use accrued sick, vacation leave, compensatory time, or leave without pay.
2. A "life-giving procedure" is defined as a medically-supervised procedure involving the testing, sampling, or donation of organs, tissues, and other human body components for the purposes of donation, without compensation, to a person or organization for medically necessary treatments. "Life-giving procedure" does not include the donation of blood or platelets.
3. The College may take program implementation and staffing requirement into account when scheduling leave. Employees will provide reasonable advance notice before taking such leave and will provide written proof from an accredited medical institution, physician or other medical professional that the employee participated in a life-giving procedure.

B. Blood, Platelets and/or Plasma Donation

Employees will be granted paid leave for the purpose of donating blood, platelets and/or plasma. Paid leave granted for the donation of blood and/or plasma may not exceed five (5) work days in a two-year period.

The College may take program implementation and staffing requirement into account when scheduling leave time. Employees will provide reasonable advance notice before taking such leave.

16.8 Witness/Subpoena

Employees will promptly inform the College when they receive a subpoena. A subpoenaed employee will receive paid leave, during scheduled work time to appear as a witness in court or administrative hearing, except as provided in Article 3.4, provided:

- A. The employee has been subpoenaed on the College's behalf; or
- B. The subpoena is for a legal proceeding which is unrelated to the personal or financial matters of the employee.

16.9 Pandemic Vaccination Leave

An employee will be allowed to take a reasonable amount of leave with pay for the employee to travel and receive the Centers for Disease Control (CDC) recommended vaccine(s) during a declared state of emergency due to a pandemic, if the vaccine is not offered at the workplace. The College may authorize leave in excess of one (1) day in extraordinary circumstances, such as accommodating travel where the CDC recommended vaccines are not available locally. The College may require that the request for leave with pay be supported by documentation, which may include proof of the vaccination.

16.10 Wildfire Disaster Leave

In the event the Governor declares that a state of emergency exists in the area of the state of Washington where the employee resides, the College may grant up to twenty-four (24) hours of leave with pay per occurrence to employees who are experiencing extraordinary or severe impacts, such as displacement from their homes temporarily or permanently through evacuation or significant damage or loss.

The College may require verification of the extraordinary or severe impacts related to the use of leave with pay and may take into account emergency operations requirements and/or program and staffing replacement requirements in the approval and scheduling of leave under this subsection in order to allow for the provision of continued essential services to the public. Leave under this subsection must be used within 3 months from the date the state of emergency was declared. If hours of leave with pay are approved, an employee is no required to use them consecutively, and the leave does not need to be taken in full-day increments.

16.11 The College will not be responsible for per diem or travel expenses under this Article.

ARTICLE 17 FAMILY AND MEDICAL LEAVE

- 2273
- 2274 17.1 A. Consistent with the federal Family and Medical Leave Act of 1993 (FMLA) and
- 2275 any amendments thereto, an employee who has worked for the state for at least
- 2276 twelve (12) months and for at least one thousand two hundred fifty (1,250) hours
- 2277 during the twelve (12) months prior to the requested leave is entitled to up to twelve
- 2278 (12) workweeks of family medical leave in a twelve (12) month period for one or
- 2279 more of the following reasons 1 - 4:
- 2280
- 2281 1. Parental leave for the birth and to care for a newborn child, or placement
- 2282 for adoption or foster care of a child and to care for that child;
- 2283
- 2284 2. Personal medical leave due to the employee's own serious health condition
- 2285 that requires the employee's absence from work;
- 2286
- 2287 3. Family medical leave to care for a spouse, ~~son, daughter~~child, parent or state
- 2288 registered domestic partner as defined by RCW 26.60.020 and 26.60.030
- 2289 who suffers from a serious health condition that requires on-site care or
- 2290 supervision by the employee. Because the FMLA does not recognize state
- 2291 registered domestic partners, an absence to care for an employee's state
- 2292 registered domestic partner will not be counted towards the twelve (12)
- 2293 workweeks of FMLA;
- 2294
- 2295 4. Family medical leave for a qualifying exigency when the employee's
- 2296 spouse, child of any age or parent is on active call to active duty status in
- 2297 the Armed Forces, the Reserves or National Guard for deployment to a
- 2298 foreign country.
- 2299
- 2300 Qualifying exigencies include attending certain military events, arranging
- 2301 for alternate childcare, addressing certain financial and legal arrangements,
- 2302 attending certain counseling sessions, and attending post-deployment
- 2303 reintegration briefings.
- 2304
- 2305 5. Military Caregiver Leave will be provided to an eligible employee who is
- 2306 the spouse, child of any age, parent or next of kin of a covered service
- 2307 member. Eligible employees may take up to twenty-six (26) workweeks of
- 2308 leave in a single twelve (12) month period to care for the covered service
- 2309 member or veteran who is suffering from a serious illness or injury incurred
- 2310 in the line of duty.
- 2311
- 2312 During the single twelve (12) month period during which Military
- 2313 Caregiver Leave is taken the employee may only take a combined total of
- 2314 twenty-six (26) workweeks of leave for Military Caregiver Leave and leave
- 2315 taken for other FMLA qualifying reasons.
- 2316
- 2317 The single twelve (12) month period to care for a covered service member
- 2318 veteran begins on the first day the employee takes leave for this reason and

2319 ends twelve (12) months later, regardless of the twelve (12) month period
 2320 established for other types of FMLA leave.
 2321
 2322 B. Entitlement to family medical leave for the care of a newborn child or newly
 2323 adopted or foster child ends twelve (12) months from the date of birth or the
 2324 placement of the foster or adopted child.
 2325
 2326 C. The one thousand two hundred fifty (1,250) hour eligibility requirement noted
 2327 above does not count paid time off such as time used as vacation leave, sick leave,
 2328 personal holidays, shared leave, holidays, or any other form of paid time off.
 2329
 2330 **17.2** The family medical leave entitlement period will be a rolling twelve (12) month period
 2331 measured forward from the date an employee begins family medical leave. Each time an
 2332 employee takes family medical leave during the twelve (12) month period, the leave will
 2333 be subtracted from the twelve (12) workweeks of available leave.
 2334
 2335 **17.3** The College will continue the employee's existing College-paid health insurance benefits
 2336 during the period of leave covered by family medical leave. The employee will be required
 2337 to pay their share of health care premiums. The College may require an employee to
 2338 exhaust all paid leave prior to using any leave without pay, except that the employee will
 2339 be allowed to use eight (8) hours a month of accrued leave during each month to provide
 2340 for the continuation of benefits as provided for by the Public Employees Benefit Board.
 2341
 2342 **17.4** The College has the authority to designate absences that meet the criteria of family medical
 2343 leave.
 2344
 2345 A. The use of any paid or unpaid leave (excluding leave for compensable work-related
 2346 illness or injury) for a family medical leave-qualifying event will run concurrently
 2347 with, not in addition to, the use of the family medical leave for that event. An
 2348 employee, who meets the eligibility requirements listed in Subsection 17.1, may
 2349 request family medical leave run concurrently with absences due to work-related
 2350 illness or injury covered by workers' compensation at any time during the absence.
 2351 Employees will not be required to exhaust all paid leave prior to using any leave
 2352 without pay for a compensable work-related injury or illness.
 2353
 2354 B. An employee using paid leave during a family medical leave qualifying event must
 2355 follow the notice and certification requirements relating to family medical leave
 2356 usage in addition to any notice requirements relating to the paid leave.
 2357
 2358 **17.5 Parental Leave**
 2359
 2360 A. Parental leave will be granted to the employee for the purpose of bonding with their
 2361 natural newborn, adoptive or foster child. Parental leave may extend up to six (6)
 2362 months, including time covered by family medical leave, during the first year after
 2363 the child's birth or placement. Leave beyond the period covered by family medical
 2364 leave or leave without pay and pregnancy disability may only be denied by the

College due to operational necessity. Such denial may be grieved beginning at the top internal step of the grievance procedure in Article 31 Grievance Procedure.

- B. Parental leave may be a combination of the employee's accrued vacation leave, sick leave for pregnancy disability or other qualifying events, personal holiday, or leave without pay. Parental leave may be taken on an intermittent or reduced schedule basis in accordance with Subsection 17.5 A.

17.6 Pregnancy Disability Leave

- A. Leave for pregnancy or childbirth related disability is in addition to any leave granted under FMLA.
- B. Pregnancy disability leave will be granted for the period of time an employee is sick or temporarily disabled because of pregnancy and/or childbirth. An employee must submit a written request for disability leave due to pregnancy and/or childbirth in accordance with College policy. An employee may be required to submit medical certification or verification for the period of the disability. Such leave due to pregnancy and/or childbirth may be a combination of sick leave, vacation leave, personal holiday, compensatory time, shared leave and leave without pay. The combination and use of paid and unpaid leave will be the choice of the employee.

- 17.7** The College may require certification from the employee's, family member's, or covered service member's health care provider for the purpose of qualifying for family medical leave.

- 17.8** Personal medical leave, serious health condition leave, or serious injury or illness leave covered by family medical leave may be taken intermittently or on a reduced schedule basis when certified as medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the College's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

- 17.9** Upon returning to work after the employee's own family medical leave-qualifying illness, the employee may be required to provide a fitness for duty certificate from a health care provider.

- 17.10** The employee will provide the College with not less than thirty (30) days' notice before family medical leave is to begin. If the need for the leave is unforeseeable thirty (30) days in advance, then the employee will provide such notice as is reasonable and practicable.

- 17.11** An employee returning from family medical leave will have return rights in accordance with FMLA.

- 17.12** Both parties agree that nothing in this Agreement will prevent an employee from filing a complaint regarding FMLA with the Department of Labor.

17.13 Definitions used in this article will be in accordance with the FMLA. The College and the employees will comply with any applicable state and federal family medical leave act regulations and/or interpretations in effect during the term of this agreement.

17.14 Washington Paid Family and Medical Leave Program (PFML)

Eligibility for and approval for leave for purposes as described under the Washington Paid Family and Medical Leave (PFML) program shall be in accordance to RCW 50A.04. In the event the legislature amends all or part of the RCW 50A.04, those amendments are considered by the parties to be incorporated herein. In the event the legislature repeals all or part of RCW 50A.04, those provisions repealed are considered by the parties to be expired and no longer in effect upon the effective date of the repeal.

The Employment Security Department (ESD) administers the PFML program. Subsection 17.14 of this Article is not subject to the grievance procedure. Any decisions or actions made by ESD may be addressed through their administrative procedures.

**ARTICLE 18
LEAVE WITHOUT PAY**

18.1 Leave without pay will be granted for the following reasons:

- A. Family and Medical Leave (Article 17);
- B. Compensable work-related injury or illness leave (Article 20);
- C. Military leave;
- D. Cyclic employment;
- E. Volunteer firefighting leave;
- F. Military family leave;
- G. Domestic violence leave;
- H. Legislative service leave;
- I. Health Emergency Labor Standards Act (HELSA) leave; or
- J. Leave for holidays for a reason of faith or conscience in accordance with Article 12.5.

18.2 Leave without pay may be granted for the following reasons:

- A. Educational leave;

- B. Child or elder care emergencies;
- C. Governmental service leave;
- D. Citizen volunteer or community service leave;
- E. Conditions applicable for leave with pay;
- F. Union Rights and Activities (Article 3);
- G. Formal collective bargaining leave;
- H. To accept a temporary position consistent with Article 6.2.B; or
- I. As otherwise provided for in this Agreement.

18.3 Limitations

Excluding leave authorized under Article 18.2.H, leave without pay will be no more than twelve (12) months in any consecutive five (5) year period, except for:

- A. Compensable work-related injury or illness leave;
- B. Educational leave;
- C. Governmental service leave;
- D. Military leave;
- E. Cyclic employment leave;
- F. Leave for serious health condition taken under the provisions of Article 17, Family and Medical Leave;
- G. Leave authorized in advance by an appointing authority as part of a plan to reasonably accommodate a person of disability;
- H. Leave to participate in union activities;
- I. Volunteer firefighting leave;
- J. Domestic violence leave;
- K. Legislative service leave; or

L. Health Emergency Labor Standards Act (HELSEA) leave.

18.4 Returning Employee Rights

Employees returning from authorized leave without pay will be employed in the same position provided the position is available or in another position as determined by the College provided another position is available and further provided that such reemployment does not conflict with any other article(s) in this Agreement. The employee and the College may enter into a written agreement regarding return rights prior to the commencement of the leave.

18.5 Military Leave

In addition to twenty-one (21) working days of paid leave granted to employees for required military duty or to take part in training or drills including those in the National Guard or active status, unpaid military leave will be granted in accordance with RCW 38.40.060 and applicable federal law. Employees on military leave will be reinstated as provided in RCW 73.16 and applicable federal law.

18.6 Educational Leave

Leave without pay may be granted for educational leave for the duration of actual attendance in an educational program.

18.7 Child or Elder Care Emergencies

Leave without pay, or paid leave may be granted for child or elder care emergencies.

18.8 Cyclic Employment Leave

Leave without pay will be granted to cyclic year employees during their off-season.

18.9 Governmental Service Leave

Leave without pay may be granted for government service in the public interest, including but not limited to the U.S. Public Health Service or Peace Corps leave.

18.10 Citizen Volunteer or Community Service Leave

Leave without pay may be granted for community volunteerism or service.

18.11 Formal Collective Bargaining Leave

Leave without pay may be granted to participate in formal collective bargaining sessions.

18.12 Volunteer Firefighting Leave

Leave without pay will be granted when an employee who is a volunteer firefighter is called to duty to respond to a fire, natural disaster or medical emergency.

18.13 Military Family Leave

In accordance with the Military Family Leave Act, RCW 49.77, leave without pay will be granted to an employee whose spouse or state registered domestic partner as defined by RCW 26.60.020 and 26.60.030 is on leave from deployment or before and up to deployment, during a period of military conflict. Use of leave without pay, vacation leave, sick leave, personal leave and all or part of a personal holiday is limited to a combined maximum of fifteen (15) working days per deployment. Employees must provide the College with five (5) business days' notice after receipt of official notice that the employee's spouse or state registered domestic partner as defined by RCW 26.60.020 and 26.60.030 will be on leave or of an impending call to active duty.

18.14 Domestic Violence Leave

In accordance with the Domestic Violence Leave Act, RCW 49.76, leave without pay, including intermittent leave, will be granted to an employee who is a victim of domestic violence, sexual assault or stalking. Family members of a victim of domestic violence, sexual assault or stalking will be granted leave without pay to help the victim obtain treatment or seek help. Family members for the purpose of domestic violence leave includes child, spouse or state registered domestic partner as defined by RCW 26.60.020 and 26.60.030, parent, parent-in-law, grandparent or a person the employee is dating. The College may require verification from the employee requesting leave.

18.15 Legislative Service Leave

In accordance with RCW 49.100.200, a temporary leave of absence, without loss of job status or seniority, must be granted to an employee who is a member of the Washington state legislature in order for the employee to perform any official duty as a member of the legislature during regular and special sessions. The leave of absence may be unpaid leave. However, an employee may request to use accrued paid leave all or part of the legislative service leave.

18.16 Health Emergency Labor Standards Act

Unpaid leave may be used when a high-risk employee, as defined in RCW 49.17.062, seeks reasonable accommodation and the Employer determines that leave is the only available reasonable accommodation, until completion of the public health emergency or another accommodation is made available.

18.17 Requests – Approval or Denial

Requests for leave without pay will be submitted in writing. The College will approve or deny leave without pay requests within fourteen (14) calendar days, when practicable. At the request of an employee, the reason(s) for the denial will be provided in writing.

ARTICLE 19
SUSPENDED OPERATIONS

- 19.1** If the President or designee of the College determines for any reason, including but not limited to, severe inclement weather or natural disaster, that public health, property or safety is jeopardized, and it is advisable to suspend all or any portion of the College or operations, the College will notify employees in accordance with the College's notification procedures. Upon request, Human Resource Services will make the suspended operations written procedures available to an employee.
- A. Unless directed by their Supervisor to report to the work site for which suspended operations has been declared, all employees are expected to work remotely or at a facility/location within a reasonable commute distance from the non-operational location during suspended operations events. Supervisors are responsible to ensure that remote work is available to employees.
- B. Any employee scheduled to work at a site other than the location(s) designated as being in suspended operations, such as but not limited to, attending a conference or training and/or traveling for work, will receive their regular rate of pay for time worked.
- C. The following leave options will be made available to any employee who is unavailable to work during suspended operations or if the work location remains fully operational but the employee is unable to report to work, must report to work late, is unable to remain at work due to severe inclement weather, or conditions caused by severe inclement weather or a natural disaster:
1. Accrued vacation leave, personal holiday, personal leave;
 2. Accrued compensatory time (where applicable);
 3. Accrued sick leave, up to a maximum of three (3) days in a calendar year, once all vacation leave, personal holiday or compensatory time is exhausted or none is available;
 4. Leave without pay; or
 5. Employee-requested schedule change as an opportunity to make up work time lost (as a result of suspended operations) within the same work week.
- D. In addition, employees may use accrued sick leave for childcare or eldercare emergencies, if applicable, per Article 14.2 E.
- E. An employee who is on approved leave for reasons other than the suspended operations will not have their leave restored upon notice of suspended operations.

- F. During suspended operations when there are unsafe driving conditions or other hazards, the President or designee may allow off duty employees to remain at the College.

19.2 Overtime-Exempt Employees

Employees who are exempt from overtime provisions are covered by the provisions of the Fair Labor Standards Act, and therefore, if the college suspends operations or closes due to inclement weather for less than a full work week, the College must pay an overtime-exempt employee the full salary for any week in which the employee performs any work, without regard to the number of days or hours worked.

19.3 Overtime-Eligible Employees

- A. Overtime-eligible employees will receive their regular rate of pay for time worked.
- B. Any overtime worked during suspended operations will be compensated according to Article 7, Hours of Work and Overtime.

ARTICLE 20 COMPENSABLE WORK-RELATED INJURY OR ILLNESS

Compensable Work-Related Injury or Illness Leave

An employee who sustains a work-related illness or injury that is compensable under the state workers' compensation law may select time-loss compensation exclusively or leave payments in addition to time-loss compensation. Employees who take sick leave or vacation leave during a period in which they receive time-loss compensation will receive full sick leave or vacation leave pay in addition to any time-loss payments. In lieu of submitting a leave request and with prior approval from the supervisor, an employee suffering from a work-related injury or illness may be allowed to adjust their work schedule to attend medical appointments. Notwithstanding Section 18.1, of Article 18, Leave Without Pay, the College may separate an employee in accordance with Article 21, Reasonable Accommodation and Disability Separation.

Employees will not be required to use Family and Medical Leave for work-related illness or injuries covered by workers' compensation.

ARTICLE 21 REASONABLE ACCOMMODATION AND DISABILITY SEPARATION

- 21.1** The College and the Union will comply with all relevant federal and state laws, and regulations providing reasonable accommodations to qualified individuals with disabilities. The College will maintain written procedures for reasonable accommodation

for qualified individuals with disabilities. Upon request, Human Resource Services will make the reasonable accommodation written procedures available to an employee.

21.2 An employee who believes that a disability exists and that they require a reasonable accommodation to perform the essential functions of their position, to complete training offered by the College, and/or to apply for positions within the College, may request such an accommodation by submitting a request to the College (Human Resource Services). The College will acknowledge receipt of the request for reasonable accommodation or disability separation. The College will begin processing a reasonable accommodation request within thirty (30) calendar days.

21.3 Employees requesting accommodation must cooperate with the College in discussing the need for and possible form of any accommodation. The College may require supporting medical documentation and may require the employee to obtain a second medical opinion at College expense. Medical information disclosed to the College will be kept confidential. Medical documentation will be kept in a secured location.

21.4 The College will determine whether an employee is eligible for a reasonable accommodation and if an accommodation can be provided. The College will provide a written response within fourteen (14) calendar days of making their determination.

21.5 An employee may be separated from service when the College determines that the employee is unable to perform the essential functions of the employee's position due to a mental, sensory, or physical disability, which cannot be reasonably accommodated. Determinations of disability may be made by the College based on an employee's written request for disability separation or after obtaining a written statement from a licensed physician or licensed mental health professional. The College can require an employee to obtain a medical examination, at College's expense, from a licensed physician or licensed mental health professional of the College's choice. Evidence may be requested from the licensed physician or licensed mental health professional regarding the employee's limitations.

21.6 When the College has medical documentation of the employee's disability and has determined that the employee cannot be reasonably accommodated in any available position for which the employee qualifies, or the employee requests separation due to disability, the College may immediately separate the employee.

21.7 The College will inform the employee in writing of the option to apply to return to employment prior to their separation due to disability. If requested by the separated employee, the College will provide assistance to individuals seeking reemployment under this Article for two (2) years following the date of separation. If reemployed by the College within two (2) years of a disability separation, the time between separation and reemployment will be in accordance to Article 33.2 I.

21.8 A disability separation is not a disciplinary action. Disability separation at the employee's request is not subject to the grievance procedure in Article 31 Grievance Procedure.

2732
2733
2734
2735

ARTICLE 22
DRUG AND ALCOHOL FREE WORKPLACE

2736 **22.1** All employees must report to work in a condition fit to perform their assigned duties
2737 unimpaired by alcohol or controlled substances. The College is required to comply with
2738 the Drug-Free Schools and Communities Act (DFSCA), the Drug-Free Schools and
2739 Campuses Regulations, and the Drug-Free Workplace Act in order to be eligible for federal
2740 funding. In addition, the College will comply with RCW 49.17, Washington Industrial
2741 Safety and Health Act, and WAC 296.

2742
2743 **22.2 Possession or Use of Alcohol or Controlled Substances**
2744

2745 Employees may not use or possess alcohol when performing their job duties, except when
2746 authorized by College policy. The possession or use of controlled substances when
2747 performing job duties, on College property, or in College vehicles is strictly prohibited
2748 unless allowed under Article 22.3. The off-duty activities of an employee related to
2749 alcohol, marijuana, or other controlled substances will be governed by Article 27, Privacy
2750 and Off-Duty Conduct.

2751
2752 **22.3 Prescription and Over-the-Counter Medications**
2753

2754 Employees taking physician-prescribed or over-the-counter medications must immediately
2755 notify their supervisor or other designated official of the fact that they are taking a
2756 medication and the side effects of the medication if there is a likelihood that such
2757 medication will affect job safety or performance.

2758
2759 **22.4 Drug and Alcohol Testing - Safety Sensitive Positions**
2760

2761 Employees who work in a safety sensitive position and/or a position that requires a
2762 commercial driver's license (CDL), will be subject to all applicable Federal, State, and
2763 College alcohol and drug testing requirements.

2764
2765 **22.5 Reasonable Suspicion Testing – All Employees Performing Safety-Sensitive Functions**
2766

2767 A. Reasonable suspicion testing for alcohol or controlled substances may be required
2768 by the College for any employee performing safety-sensitive functions when there
2769 is reason to suspect that alcohol or controlled substance use may be adversely
2770 affecting the employee's job performance or that the employee may present a
2771 danger to the physical safety of the employee or another.

2772
2773 B. Specific, contemporaneous, objective grounds must be stated in writing that support
2774 the reasonable suspicion. Examples of specific objective grounds include but are
2775 not limited to:
2776

1. Physical or behavioral symptoms consistent with controlled substance, marijuana, and/or alcohol use;
2. Evidence or observation of controlled substance, marijuana, or alcohol use, possession, sale, or delivery; or
3. The occurrence of an accident(s) where a trained supervisor suspects controlled substance/marijuana/alcohol use may have been a factor.

22.6 Post-Accident Testing – All Employees

Post-accident drug and alcohol testing may be conducted by the College for any employee when a work-related incident has occurred involving death, serious bodily injury or significant property/environmental damage, or the potential for death, serious bodily injury, or significant property/environmental damage, and when the employee's action(s) or inaction(s) either contributed to the incident or cannot be completely discounted as a contributing factor.

22.7 Testing

Employees must submit to alcohol and/or controlled substance testing when required by the College, in accordance with Subsections 22.4, 22.5, and 22.6. A refusal to test is considered the same as a positive test. When an employee is referred for testing, the employee will be removed immediately from duty and transported to the collection site. The cost of testing, including the employee's salary, will be paid by the College.

Testing will be conducted in such a way to ensure maximum accuracy and reliability by using the techniques, chain of custody procedures, equipment and laboratory facilities, which have been approved by the U.S. Department of Health and Human Services. An employee notified of a positive controlled substance or alcohol test result may request an independent test of their split sample at the employee's expense. If the test result is negative, the College will reimburse the employee for the cost of the split sample test.

An employee who has a positive alcohol test and/or a positive controlled substance test may be subject to disciplinary action, up to and including dismissal, based on the incident that prompted the testing, including a violation of the drug and alcohol free work place rules.

22.8 Training

Training will be made available to supervisors and shop stewards. Attendance at training will be considered time worked. The training will include:

- A. The elements of the College's Drug and Alcohol Free Workplace Program;
- B. The effects of drugs and alcohol in the workplace;

- 2823
- 2824 C. Behavioral symptoms of being affected by controlled substances, marijuana, and/or
- 2825 alcohol; and
- 2826
- 2827 D. Rehabilitation services available.
- 2828

2829 **22.9 Federally Funded Positions**

2830

2831 An employee who is in a position that is federally funded is subject to the following

2832 provisions:

2833

- 2834 A. Employees found to have violated the laws underlying this article while in the
- 2835 course of their employment may be subject to appropriate disciplinary action
- 2836 consistent with Article 30.
- 2837
- 2838 B. Employees convicted of a criminal violation occurring in the workplace involving
- 2839 alcohol, marijuana or other controlled substance must notify the College, in
- 2840 writing, within five (5) days of the conviction.
- 2841
- 2842 C. The College must notify the appropriate federal agency within ten (10) days of the
- 2843 conviction.
- 2844

2845 **ARTICLE 23**

2846 **SAFETY AND HEALTH**

2847

2848 **23.1** The College, employees and Union have responsibility for workplace safety and health.

2849

- 2850 A. The College will provide a work environment in accordance with safety and health
- 2851 standards established by the Washington Industrial Safety and Health Act
- 2852 (WISHA).
- 2853
- 2854 B. Employees will comply with all safety and health practices, standards and policies
- 2855 established by the College.
- 2856
- 2857 C. The Union will work cooperatively with the College on safety and health related
- 2858 matters and encourage employees to work in a safe manner.
- 2859
- 2860 D. The College and employees will contribute to a healthy workplace including not
- 2861 knowingly and unnecessarily exposing co-workers, students and the public to
- 2862 serious conditions that would jeopardize their health or the health of others. The
- 2863 College may suggest or encourage employees to use leave when employees self-
- 2864 report or display symptoms of serious contagious health conditions. Employees
- 2865 may discuss telework options with their supervisor.
- 2866

2867 **23.2 Reporting Safety Issues**

2868

Employees will take an active role in creating a safe and healthy workplace by reporting immediate safety issues to their supervisor(s), following the chain of command, and other safety issues to their safety committee and/or safety officer for review and action, as necessary. Employees may additionally contact a Union steward. The College will address reported unsafe working conditions and take appropriate action. All parties will comply with WAC 296-360-150 regarding unsafe work assignments and/or conditions that a reasonable person would conclude could create a real danger of death or serious injury.

23.3 Required Safety Devices and Personal Protective Equipment

The College will determine and provide the required safety devices, personal protective equipment and apparel, which employees will wear and/or use. The College will repair or replace employer provided safety items if out-of-date, or damaged/worn beyond usefulness in the normal course of business. The College will provide employees with orientation and/or training to perform their jobs safely. In addition, if necessary, training will be provided to employees on the safe operation of equipment prior to use.

23.4 Joint Safety Committee

Designated employee representatives covered by this agreement may participate on the College's Safety and Health Committee. The committee will consider workplace safety and health issues affecting employees. Employee participation in safety committee meetings held during the employee's work time will be considered time worked. Employees may request work schedule adjustments to participate. Any employee has the right to bring a workplace health and safety concerns to the safety committee. Recommendations will be forwarded to the appropriate appointing authority for review and action, as necessary.

23.5 Wellness

The College encourages employee wellness. The College will provide employees access to wellness facilities and resources consistent with other employee groups. Employees covered under this Agreement may participate in the College's wellness activities that are developed each fiscal year by Human Resource Services in consultation with the Wellness Committee. Employee-requested schedule changes may be granted for participation in wellness activities. In addition, the College may offer employees wellness classes when it can do so at no cost or within available resources.

23.6 Ergonomic Assessments

At the request of the employee, the College will ensure that an ergonomic assessment of the employee's work station is completed by a person trained by the Department of Labor and Industries or comparable trainer to conduct ergonomic assessments. Solutions to identified issues/concerns will be implemented within available resources.

23.7 Safety Training

The College, through the Safety and Health Committee, will identify training needs and available resources to address safety issues. Safety and health training programs will emphasize safe workplace practices and injury prevention. Training will be made available to employees and attendance will be considered time worked.

23.8 Vaccinations

The College will, at no cost to the employee, make vaccinations and testing recommended by OSHA or WISHA available to employees whose duties put them at risk of occupational exposure to infectious agents.

23.9 Air Quality

Employees who feel their workplace is negatively impacted by air quality are encouraged to report their concerns. Employees and the College will work together to identify means to address such concerns in accordance with the College's air quality policy.

23.10 Fragrance and Odor-Free Workplace

In accordance with the College's Air Quality policy, the College will encourage all campus community members to refrain from using and/or wearing unnecessary fragrances and products that contain fragrances. In addition, employees who feel their workplace is negatively impacted by fragrances and/or odors are encouraged to report concerns. Employees and the College will work together to identify effective means to address such concerns.

ARTICLE 24 TRAVEL AND PER DIEM

24.1 Reimbursement

Employees required to travel in order to perform their duties will be reimbursed for any authorized travel expenses (e.g., mileage and/or per diem), in accordance with the regulations established by the Washington State Department of Enterprise Services and College policy, and the following provisions:

- A. Employees who properly request reimbursement and are denied will, upon request, be provided with an explanation of the denial based on the provisions of the State's Administrative and Accounting Manual (SAAM) and/or College policy; and
- B. Authorized reimbursements will be processed and paid to the employee no later than ten (10) work days after receipt of the properly completed Travel Expense Voucher.

24.2 Training

Employees in positions that require extensive travel will be offered training on how to request and process travel expenses upon hire and at least once annually.

ARTICLE 25

COMMUTE TRIP REDUCTION, PARKING, AND TELEWORK

25.1 The College encourages but does not require employees to use alternate means of transportation to commute to and from work consistent with the Commute Trip Reduction (CTR) law and the needs of the College and the community.

25.2 The College may provide commute trip reduction incentives within available resources.

25.3 Employees will be eligible to park in designated college parking areas in accordance with the College's policies. The College may establish and assess fines for violations of motor vehicle and parking regulations, order the removal of vehicles parked in violation of regulations at the expense of the violator, and seek collection of any unpaid fines.

25.4 Any changes to parking rates will be done in accordance with WAC 174-116. Parking fund revenues will be used as set forth in WAC 174-116. Upon written request, the College will provide parking fund information to the Union.

25.5 The Union and the College recognize the value of telework. Requests to telework will be considered in accordance with the College's policy.

ARTICLE 26

RESIGNATION AND ABANDONMENT

26.1 Voluntary Resignation

The College may permit an employee to withdraw their resignation at any time prior to the effective date of the resignation.

26.2 Unauthorized Absence/Abandonment

When an employee has been absent without authorized leave and has failed to contact the College for a period of three (3) consecutive scheduled work days, the employee is presumed to have resigned from their position. The College will make reasonable attempts to contact the employee to determine the cause of the absence. Such reasonable attempts will include calling the employee at their contact phone number and any emergency contacts on file with the College and/or requesting a welfare check.

26.3 Notice of Separation

When an employee's resignation is presumed in accordance with Subsection 26.2 , the College will separate the employee by sending a separation notice to the employee by

certified mail to the last known address of the employee. Such notice will include information regarding eligibility for continuation of medical benefits.

26.4 Petition for Reinstatement

An employee who has received a separation notice in accordance with Subsection 26.3, may petition the College in writing to consider reinstatement. The petition must be received by the College or postmarked within ten (10) calendar days after the separation notice was deposited in the United States mail.

26.5 Grievability

The College's denial of a petition for reinstatement related to Subsections 26.2, 26.3, and 26.4 is grievable. The grievance shall not be based on information other than that shared with the College at the time of the petition for reinstatement.

ARTICLE 27 PRIVACY AND OFF-DUTY CONDUCT

27.1 Employees have the right to confidentiality related to personal information and personnel issues to the extent provided/allowed by law. The College, the Union and the employees will take appropriate steps to maintain such confidentiality.

27.2 The off-duty activities of an employee may be grounds for disciplinary action if said activities are a conflict of interest as set forth in RCW 42.52, are detrimental to the employee's work performance, to the program of the College, or otherwise constitutes just cause.

27.3 An employee will report all arrests and court imposed sanctions and conditions or any external agency-imposed restrictions that affect the employee's ability to perform assigned duties, including the ability to be in attendance at work, to Human Resource Services or the Appointing Authority within twenty-four (24) hours or prior to the start of their next scheduled work shift.

27.4 Employees may engage in off-duty employment or off-duty volunteer service or activities that will not interfere with the performance of their duties or result in a conflict of interest.

ARTICLE 28 MANDATORY SUBJECTS

28.1 Where required by law, and where there has been no waiver of bargaining requirement, the College will satisfy its collective bargaining obligation before changing a mandatory subject matter. The College will provide written notice to the Executive Director of the Union via email at mandatorynotice@wfse.org, which will identify the proposed changes. Thereafter, the Union may request discussions about and/or negotiations of the impact(s) of the changes on employees' working conditions within twenty-one (21) calendar days of

the Union's receipt of the notice from the College. The Union will provide written notice of any demands to bargain to the Associate Vice President, Human Resource Services. The Union's request for bargaining will identify any known impacts to bargain.

28.2 The parties will agree to the location and time for the discussions and/or negotiations. In the event the Union does not request discussions and/or negotiations within twenty-one (21) calendar days of the Union's receipt of the notice from the College, the College may implement the changes without further discussions and/or negotiations. Upon completion of good-faith discussions and/or negotiations, but no later than sixty (60) calendar days following a request from the Union to bargain, the College may implement the intended changes, unless timeline is mutually modified in writing.

28.3 Each party is responsible for choosing its own representatives for demand to bargain meetings. The College will approve paid release time for up to three (3) employee representatives who are scheduled to work during the time a demand to bargain meeting is convened, provided the absence of the employee will not unreasonably interfere with the operating needs of the College. The College may approve compensatory leave, vacation leave or leave without pay for additional employee representatives provided the absence of the employee will not unreasonably interfere with the operating needs of the College. For overtime-eligible employees, no overtime will be incurred as a result of negotiations and/or preparation for negotiations.

28.4 The Union will be responsible for paying any travel or per diem of employee representatives. Employee representatives may not use a state/College vehicle to travel to and from a bargaining session, unless authorized by the College.

28.5 There may be emergency or mandated conditions that are outside of the College's control requiring immediate implementation, in which case, the College will notify the Union as soon as possible, and the provisions in Subsections 28.1, 28.2, 28.3, and 28.4 will apply. If necessary, the College may implement the emergency or mandated conditions prior to the completion of any discussions and/or negotiations requested by the Union.

ARTICLE 29

UNION-MANAGEMENT COMMITTEE

29.1 Union-Management Committee

The goal of the Union-Management committee is to support a constructive and cooperative relationship between the parties. To promote and foster such a relationship, the Union-Management Committee will be established. Ad hoc committees may be established by mutual agreement. The purpose of the committee is to provide communication between the parties, to share information, to address concerns and to promote constructive union-management relations.

29.2 Committees

3098 Either party may propose items for discussion on topics which may include, but are not
3099 limited to: administration of the Agreement, changes to applicable law, legislative updates,
3100 resolving workplace problems and/or organizational change.

3101
3102 The committee will meet, discuss and exchange information on issues of a group nature
3103 rather than individual interest or concern and general interest to both parties. Individual
3104 grievances properly processed under the Grievance Procedure Article will not be discussed
3105 during the committee meetings.

3106
3107 A. Composition
3108

3109 The College and the Union will be responsible for the selection of their own
3110 representatives. The committee will consist of up to four (4) employer
3111 representatives and up to four (4) employee representatives. If agreed to by both
3112 parties, additional representatives may be present.

3113
3114 B. Participation
3115

3116 The Union will provide the College the names of their committee members at least
3117 ten (10) calendar days in advance of the date of the meeting in order to facilitate
3118 the release of the employees. The College will release employee representatives to
3119 attend pre-meetings and/or committee meetings if their absences do not cause an
3120 unreasonable disruption of work. Attendance at meetings during employees' non-
3121 work time will not be compensated for nor be considered time worked.

3122
3123 C. The Union is responsible for paying any travel or per diem expenses of employee
3124 representatives. Employee representatives may not use state/College vehicles to
3125 travel to and from union management committee meetings or pre-meetings unless
3126 approved by the College.

3127
3128 D. Meetings
3129

3130 All committee meetings will be regularly scheduled on mutually agreeable dates and
3131 times. A written list and description of agenda items will be exchanged seven (7)
3132 calendar days in advance of the meeting date. Additional agenda items may be added
3133 by mutual agreement. Each party may keep written records of the meetings,
3134 including listing the topics discussed and disposition of each. The parties may post
3135 or distribute their own records of the meetings. If the topics discussed require follow-
3136 up by either party, it will be documented and communication will be provided by
3137 the responsible party.

3138
3139 E. Scope of Authority
3140

3141 The committee will have no authority to conduct any negotiations or modify any
3142 provision of this Agreement. Nothing prohibits the parties from memorializing

mutual understandings. The committee's activities and discussions will not be subject to the grievance procedure in Article 31 Grievance Procedure.

ARTICLE 30 CORRECTIVE ACTION, DISCIPLINE, AND DISCHARGE

30.1 The College will not discipline any employee covered by this Agreement without just cause. The College also has the authority to discharge an employee for legitimate performance reasons, without prior discipline.

30.2 Corrective action is not discipline and is focused on improving the employee's performance, attendance or conduct. Corrective opportunities for improvement of legitimate performance deficiencies may include, but are not limited to, coaching, counseling, and written notification regarding failure to meet expectations. Any such corrective actions will be identified as such, documented and placed in the supervisor's file with a copy to the employee, and are subject to removal from the supervisor's file consistent with Article 11.11. Corrective action may not be challenged through the grievance procedure.

30.3 Disciplinary actions include oral reprimands, written reprimands, suspensions and discharges.

A. Oral reprimands will be identified as discipline, documented and placed in the supervisor's file with a copy to the employee, and are subject to removal from the supervisor's file consistent with Article 11.11. Records of oral reprimands are not retained in the official personnel file, may only be processed through Step 2 of the grievance procedure, and thus cannot be arbitrated.

B. Written reprimands and records of suspensions and discharges will be provided to the employee with a copy to the official personnel file. Written reprimands and records of suspensions and discharges will be removed from the official personnel files consistent with Article 11.12.

30.4 The College has the authority to impose discipline, which is then subject to the grievance procedure set forth in Article 31, Grievance Procedure. Written reprimands, however, may be processed only through Step 2 of the grievance procedure. If a discharge for just cause or legitimate performance reasons or a suspension is grieved and not resolved at Step 2, the Union may advance the grievance to Step 3 of the grievance procedure.

30.5 When disciplining an employee, the College will make a reasonable effort to protect the privacy of the employee.

30.6 The College has the authority to determine the method for conducting investigations.

- A. The College will inform the employee that they are the subject of an investigation and the general nature of the allegations, unless doing so would jeopardize the integrity of the investigation.
- B. Upon request by the employee, if an investigation lasts longer than ninety (90) days from the date the employee was notified of the investigation, the Employer will provide a written explanation to the employee and the Union representative of the current status of the investigation (for example: interviews still being conducted, drafting of investigative report, waiting for analysis of data), next steps and approximate timeframe for completion.
- C. At the conclusion of any investigation where the Employer elects not to take disciplinary action, the employee will be provided with a notification that the investigation is completed and that no discipline will be imposed. A traditional element of just cause requires discipline to be imposed in a timely manner in light of the need for thorough investigations.

30.7 Investigatory Interviews

- A. Upon request, an employee has the right to a union representative at an investigatory interview called by the College, if the employee reasonably believes discipline could result. If the requested representative is not reasonably available, the employee will select another union representative who is available. An employee seeking union representation is responsible for contacting their union representative.
- B. The role of the union representative in regard to College-initiated investigations is to provide assistance and counsel to the employee and not interfere with the College's right to conduct the investigation. Every effort will be made by the union representative to fully cooperate in the investigation.
- 30.78** An employee placed on an alternate assignment during an investigation will not be prohibited from contacting their union steward unless there is a conflict of interest, in which case the employee may contact another union steward. This does not preclude the College from restricting an employee's access to the College's premises.
- 30.89** Prior to imposing discipline or discharging an employee, except oral or written reprimands, the College will inform the employee and the union staff representative in writing of the reasons for the contemplated discipline and an explanation of the evidence, copies of written documents relied upon to take the action and the opportunity to view other evidence, if any. This information will be sent to the union staff representative on the same day it is provided to the employee. The employee will be provided an opportunity to respond either at a meeting scheduled by the College, or in writing if the employee prefers. An employee may have a union representative present at a pre-disciplinary meeting. It is the employee's obligation to arrange for such representative to be present. A pre-disciplinary meeting with the College will be considered time worked.
- 30.910** The College will provide an employee with fifteen (15) calendar days' written notice prior to the effective date of a suspension of greater than seven (7) calendar days. Upon

mutual agreement, the employee may begin the suspension period before the end of the notice period.

30.10-11 Title IX

In an effort to comply with Federal regulations the following Articles shall not apply to investigations, hearings, and decisions regarding formal Title IX complaints against employees: Article 30.4, Article 30.6, Article 30.7, Article 30.89, Article 30.910, and Article 31, in its entirety.

A. Title IX investigations, hearings, and decisions shall be conducted in accordance with, and subject to, applicable law and Evergreen policy.

B. The Union and the College further agree that either Party may request to open discussions regarding Article 30.10-11 if the Federal Title IX regulations change substantially.

**ARTICLE 31
GRIEVANCE PROCEDURE**

31.1 The Union and the College agree that it is in their best interest to resolve disputes at the earliest opportunity and at the lowest level. Whenever possible, disputes should be resolved informally prior to filing a formal written grievance. To that end, all supervisors and employees are encouraged to engage in free and open discussions about disputes. In addition, the College will make mediation available when requested by one or both parties and mutually agreed to, and inform employees about the availability of mediation services. Mediation and/or conflict resolution training may be made available to employees and supervisors.

31.2 Terms and Requirements

A. Grievance Definition

A grievance is an allegation by an employee or a group of employees that there has been a violation, misapplication, or misinterpretation of this Agreement, which occurred during the term of this Agreement. The term “grievant” as used in this Article includes the term “grievants.”

B. Filing a Grievance

Grievances may be filed by the Union on behalf of an employee or on behalf of a group of employees. The grievance will state the name of the employee or the names of all employees when filing a group grievance. The Union, as exclusive representative, is the only representative of the employee in grievance matters and has the right in a grievance to designate the Union person who will represent the grievant(s) on behalf of the Union. All grievances and requests for arbitration must

be submitted to the College's Human Resource Services office, by fax, hard copy, or electronic mail.

C. Computation of Time

Days are calendar days, and will be counted by excluding the first day and including the last day of timelines. When the last day falls on a Saturday, Sunday or holiday, the last day will be the next day which is not a Saturday, Sunday or holiday. Transmittal of grievances, appeals and responses will be in writing, and timelines will apply to the date of receipt, not the date of postmarking.

D. Failure to Meet Timelines

The time limits in this Article must be strictly adhered to unless mutually modified in writing. Failure by the Union to comply with the timelines will result in the automatic withdrawal of the grievance. Failure by the College to comply with the timelines will entitle the Union to move the grievance to the next step of the procedure.

E. Contents

The written grievance must include the following information or it will not be processed:

1. The date of the occurrence giving rise to the grievance or the date the grievant knew or could reasonably have known of the occurrence;
2. The nature of the grievance;
3. The facts upon which it is based;
4. The specific article(s) and section(s) of the Agreement allegedly violated;
5. The specific remedy requested;
6. The steps taken, if any, to informally resolve the grievance; and
7. The name and signature of the Union representative.

F. Modifications

No newly alleged violations may be made after the initial written grievance is filed, except by written mutual agreement.

G. Resolution

3325 If the College provides the requested remedy or a mutually agreed-upon alternative,
3326 the grievance will be considered resolved and may not be moved to the next step.

3327
3328 H. Withdrawal

3329
3330 A grievance may be withdrawn at any time.

3331
3332 I. Resubmission

3333
3334 If terminated, resolved or withdrawn, a grievance cannot be resubmitted.

3335
3336 J. Release Time

3337
3338 Release time will be provided to the grievant(s) and the union steward during a
3339 grievance meeting with the College representative in accordance with Article 3,
3340 Union Rights and Activities.

3341
3342 K. Group Grievances

3343
3344 No more than five (5) grievants will be permitted to attend a group grievance
3345 meeting.

3346
3347 L. Consolidation

3348
3349 Grievances arising out of the same set of facts may be consolidated by written
3350 agreement.

3351
3352 M. Bypass

3353
3354 Any of the steps in this procedure may be bypassed with mutual written consent of
3355 the parties involved at the time the bypass is sought.

3356
3357 N. Initiation Level

3358
3359 Grievances will be initiated at the level at which the disputed action was taken.

3360
3361 O. Grievance Files

3362
3363 Written grievances and responses will be maintained separately from the
3364 employee's personnel file.

3365
3366 **31.3 Filing and Processing**

3367
3368 A. Filing

3369

A grievance must be filed within twenty-eight (28) days of the occurrence giving rise to the grievance, or the date the grievant knew or could reasonably have known of the occurrence.

The twenty-eight (28) day period above should be used to attempt to informally resolve the dispute but will not extend the twenty-eight (28) days unless otherwise mutually agreed to by the College and the Union in writing. The union steward or staff representative will indicate when a discussion with the College is an attempt to informally resolve a dispute.

B. Alternative Resolution Methods

Any time during the grievance process, by mutual consent, the parties may use alternative methods to resolve the dispute. If the parties agree to use alternative methods, the time frames in this Article are suspended. If the selected alternative method does not result in a resolution, the Union may return to the grievance process and the time frames resume. Any expenses and fees of alternative methods will be shared equally by the parties. This provision applies to non-disciplinary grievances and disciplinary grievances on suspensions or discharges.

C. Processing

The Union and the College agree that in-person meetings are preferred as part of the grievance process and will make efforts to schedule in-person meetings, if possible.

Step 1: Supervisor, Manager, or Designee

If the issue is not resolved informally, the Union may file a written grievance with Human Resource Services, within the twenty-eight (28), day period prescribed in Subsection 31.3.A. The appropriate supervisor, manager, or designee will meet in person or confer by telephone with a union steward and/or union staff representative and the grievant within fourteen (14) days of receipt of the grievance, and will respond in writing to the Union within fourteen (14) days after the meeting.

Step 2: Vice President or Designee

If the grievance is not resolved at Step 1, the Union may move the grievance to Step 2 by filing the written grievance, including a copy of the Step 1 decision, with Human Resource Services, within fourteen (14) days of the Union's receipt of the Step 1 decision. The Vice President or designee will meet in person or confer by telephone with a union steward or union staff representative and the grievant within fourteen (14) days of receipt of the appeal, and will respond in writing to the Union within fourteen (14) days after the meeting.

Step 3: Arbitration

Should Step 2 fail to resolve the grievance, the Union may submit a written request to the College through Human Resources to arbitrate the grievance within thirty (30) calendar days after its receipt of the Vice President or designee's Step 2 response. The parties will select an arbitrator by mutual agreement or by alternately striking names supplied by the American Arbitration Association (AAA). It is the Union's responsibility to simultaneously submit a written request for arbitration to the AAA and request that the Parties be provided with the names of seven (7) qualified arbitrators from the Washington/Oregon/Idaho area. The party exercising the first strike shall be the winner of a flip of a coin.

31.4 Arbitrability

Challenges to the arbitrability of a grievance shall be resolved in a proceeding separate from and prior to arbitration on the merits of the grievance. Within fourteen (14) calendar days following receipt of an arbitrator's decision ruling that a challenged grievance is subject to arbitration, the parties will begin the process in Subsection 31.3(C) to select an arbitrator to rule on the merits of the grievance.

31.5 Arbitration

A. The arbitrator will:

1. have no authority to rule contrary to, add to, subtract from, or modify any of the provisions of this Agreement;
2. be limited in the decision to the grievance issue(s) set forth in the original written grievance unless the parties agree to modify it;
3. not make any award that provides an employee with compensation greater than would have resulted had there been no violation of this agreement; and
4. not have the authority to order the College to modify staffing levels or to direct staff to work overtime.

B. Arbitration will take place in accord with the Labor Arbitration Rules of the AAA unless the parties agree otherwise in writing.

C. The arbitrator shall issue a written decision to the parties within thirty (30) calendar days after the close of the hearing(s) or the submission of post-hearing briefs, whichever is later. The decision of the arbitrator shall be final, conclusive, and binding on the College, the Union, and the employee(s), provided that the decision does not include action by the arbitrator beyond his or her jurisdiction, as specified in Subsection A, above.

D. Arbitration Costs.

- 3462
- 3463
- 3464
- 3465
- 3466
- 3467
- 3468
- 3469
- 3470
- 3471
- 3472
- 3473
- 3474
- 3475
- 3476
- 3477
- 3478
- 3479
- 3480
1. The expenses and fees of the arbitrator and the cost (if any) of the hearing room will be shared equally between the Parties. If one party chooses to use a court reporter, the requesting party shall bear the costs associated with the court reporter. A copy will be provided to the arbitrator free of charge. The other party may obtain a copy of the court reporter's transcript by agreeing to share the cost of the court reporter at the time it makes the request for a copy of the transcript by paying half the costs incurred for that purpose.
 2. If the arbitration hearing is postponed or canceled because of one party, that party will bear the cost of the postponement or cancellation. The cost of any mutually agreed postponement or cancellation will be shared equally by the parties.
 3. Each party is responsible for the costs of its staff representatives, attorneys, and all other costs related to the development and presentation of its grievance.

3481 **31.6 Successor Clause**

3482

3483 Grievances filed during the term of this Agreement will be processed to completion in
3484 accordance with the provisions of this Agreement.

3485

3486 **31.7 Title IX**

3487

3488 In accordance with Article 30.10, this article, in its entirety, shall not apply to
3489 investigations, hearings, and decisions regarding formal Title IX complaints against
3490 employees. Title IX investigations, hearings, and decisions shall be conducted in
3491 accordance with, and subject to, applicable law and Evergreen policy.

3492

3493 Should the Federal Title IX regulations change substantially, either party may request to
3494 open discussions regarding Article 31.7.

3495

3496 **ARTICLE 32**
3497 **SHARED SERVICES**

3498

- 3499 **32.1** The Union and the College acknowledge that there may be instances where the College
3500 might be able to expand operations and provide services to other state agencies or
3501 institutions of higher education. It is further acknowledged that such expansion may have
3502 a beneficial impact on the College and may mitigate the impacts of budgetary constraints.
3503 The College will consider proposals submitted to them from the Union.
- 3504

- 3505 **32.2** The provisions of this article are not grievable.
- 3506

ARTICLE 33
LAYOFF AND SENIORITY

33.1 Basis for Layoff

The College will determine the basis for, extent, and effective date of a layoff in accordance with the provisions of this Article. A layoff refers to the involuntary termination of employment because a regular position is eliminated for business-related reasons. In the event of a layoff, the President, reporting Vice-President and/or designee, in consultation with the Associate Vice President for Human Resource Services and/or designee, will determine the position(s) to be eliminated or subject to a furlough.

The basis for a layoff must be for business-related reasons and includes, but is not limited to, the following reasons:

- a. Lack of work
- b. Lack of funds
- c. Organizational change

33.2 Seniority Rights

- A. When there are multiple incumbents assigned to the same position group as a position to be eliminated, the layoff will be applied to the least senior employee(s) in the position group, after voluntary layoffs, if any, are applied. Appendix C to this Agreement identifies position groups for purposes of this Article. If new positions are added to the bargaining unit, the College will determine the placement of the new positions in a position group. If a position title is changed per Section 40.6 of Article 40 Compensation, the College will determine whether a change in position group is also warranted.
- B. To exercise seniority rights, an employee must be in “good standing.” Good standing means that within the one (1) year prior to a layoff, the employee has not received a disciplinary suspension. The written notice of suspension provided at the time of discipline will include notice of this impact on the employee’s seniority rights.
- C. The College may deviate from selecting the least senior employee in a position group only if the College can show that the performance of the least senior employee was substantially superior to the more senior employee, as reflected in the employees’ performance evaluations completed at least six (6) months prior to the layoff. Any deviation exercised under this subsection is subject to the grievance procedure.
- D. For purposes of this Article, seniority will be measured from an employee’s initial date of hire into a regular, non-student position for the most recent period of

unbroken service at the College. Any ties in seniority shall be broken in the following order: (1) seniority within the position group; and (2) by lot.

E. Adjustments to Seniority

All time spent in leave without pay status will be deducted from the calculation of seniority, except when the leave without pay is taken for:

1. Military leave;
2. Compensable work-related injury or illness leave;
3. Governmental service leave;
4. Legislative service leave;
5. Reducing the effects of layoff;
6. Cyclic employment leave;
7. Union activities in accordance with Article 3, Union Rights and Activities;
8. Temporary employment with the Union in accordance with Article 3, Union Rights and Activities;
9. A temporary appointment with the College in accordance with Article 18.2.H;
10. Formal contract negotiations in accordance with RCW 41.56; and/or
11. Unpaid holidays for reason of Faith or Conscience, in accordance with Section 12.5 of Article 12 Holidays.

F. Time spent on a temporary layoff or when an employee's work hours are reduced in accordance with Section 33.6 of Article 33, Layoff and Seniority, will not be deducted from the calculation of seniority.

G. Employees who are separated from state service due to layoff and are reemployed from a layoff list or internal priority hiring consideration list will not be considered to have a break in service and the time employees are on these layoff lists will be treated as leave without pay.

H. For the purposes of a layoff, a maximum of five (5) years' credit will be added to the seniority of permanent employees who are veterans or to their unmarried widows or widowers, as provided for in RCW 41.06.133 (1)(m).

- I. For employees who are separated due to disability and are reemployed within two (2) years, in accordance with Article 21, Reasonable Accommodation and Disability Separation, the time between separation and reemployment will be treated as leave without pay and will not be considered a break in service.

33.3 Seniority List

The College will prepare and post a seniority list. The list will be updated annually and will contain each employee's name, job classification and seniority date. Employees will have fourteen (14) calendar days in which to appeal their seniority date to Human Resource Services, after which time the date will be presumed correct. A copy of the seniority list will be provided to the Union at the time of posting.

33.4 Layoff Position Groups (Appendix C)

The College will publish and annually update Appendix C, RIF Position Groups. A copy of the Appendix will be provided to the Union at the time it is published. In addition, the College will update Appendix C in accordance with Section 33.5 below, if appropriate.

33.5 Notice to the Union and Employee

When a position occupied by a member of the bargaining unit is subject to permanent layoff, the President, reporting Vice President, and/or designee, in consultation with the Associate Vice President for Human Resource Services and/or designee, will give written notice of the permanent layoff to the Union as soon as practical, but not less than thirty (30) calendar days' notice. Notice to the Union will include any changes to Appendix C, Layoff Position Groups, since it was last published, for any position(s) or position group(s) impacted by potential layoff.

The affected employee will be given written notice at least thirty (30) calendar days before the effective date of any layoff. The written notice will contain the following information:

- a. Reasons or basis for the layoff,
- b. When applicable, notice to the employee of the employee's right to revert to classified service as provided by RCW 41.06.070 and/or internal classified layoff list, and
- c. When applicable, notice to the employee of any entitlement to request placement on the internal priority hiring consideration list, in accordance with Section 6.3A (2) of Article 6 Hiring and Appointments.

The Union will be provided with a copy of the notice to the affected employee.

The Union will be given an opportunity to meet with affected employees prior to implementation of the effective date of any layoff.

33.6 Voluntary Layoffs, Leave of Absence or Reduction in Hours

The President, reporting Vice President and/or designee, in consultation with the Associate Vice President for Human Resource Services and/or designee, may impose or authorize alternative actions when the College believes such actions are practical and can be taken without undue disruption to business operations. Such actions may include, but are not limited to, furloughs, reduced work schedules, and leave without pay; and hiring controls.

A. Employee Requests

To reduce the impact of a layoff, an employee may request a voluntary layoff, leave without pay, a reduction in compensation, reduction in hours of work, or movement to a funded, vacant exempt position for which the employee is qualified. If it is necessary to limit the number of employees who are on unpaid leave at the same time, the President, reporting Vice President, or designee, in consultation with the Associate Vice President for Human Resource Services and/or designee, will determine who will be granted a leave without pay and/or reduction in hours based upon business and staffing needs. The decision regarding whether to move an employee to a vacant exempt position is discretionary with the College.

B. Benefit Impact

When an employee is furloughed, subjected to a reduction in work schedule, or placed on leave without pay, the employee will not be entitled to be paid any leave balance when the action is due to financial exigency or financial emergency, as determined by the President. In such cases, entitlement to leave accrual and health care benefits during a temporary layoff may be addressed through a demand to bargain. When the action is for reasons other than financial exigency or financial emergency, upon the request of the employee, the employee will be paid for accrued vacation leave up to the equivalent of the employee's regular work schedule for the duration of the temporary layoff, and entitlement to leave accrual and health care benefits during the temporary layoff will be pursuant to existing benefit policies.

Employees will normally receive thirty (30) days' written notice prior to the effective date of an involuntary alternative to a permanent layoff.

ARTICLE 34 VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATIONS (VEBAS)

In accordance with state and federal law, employees in the bargaining unit and the College may agree to form a VEBA (tax-free medical spending accounts) funded by the retiree's sick leave cash out. A VEBA of employees covered by this Agreement will be implemented only by written agreement with the Union.

3689 **ARTICLE 35**
3690 **LEGAL DEFENSE**
3691

3692 Whenever an action or proceeding for damages shall be instituted against an employee covered by
3693 this Agreement arising from acts or omissions while performing or in good faith, purporting to
3694 perform official duties, such employee may, through the College, request the attorney general to
3695 authorize the defense of said action or proceeding at the expense of the state in accordance with
3696 RCW 4.92.060.
3697

3698 **ARTICLE 36**
3699 **EMPLOYEE ASSISTANCE PROGRAM**
3700

3701 **36.1** The College agrees to provide all bargaining unit employees and family members' access
3702 to a confidential employee assistance program. The Employee Assistance Program will be
3703 selected and paid for by the College.
3704

3705 **36.2** The College will grant paid leave for an employee to access the Employee Assistance
3706 Program in accordance with Article 16, Miscellaneous Paid Leave, accrued paid leave,
3707 leave without pay, or ~~-In addition,~~ employees can request an adjustment to their work hours
3708 to allow access to the services of the Employee Assistance Program.
3709

3710 **ARTICLE 37**
3711 **CHILDCARE CENTERS**
3712

3713 **37.1** The College and the Union recognize that family life has a significant impact upon
3714 employee's work lives. The College agrees to provide employees with access to the
3715 College's existing childcare center(s) on the same basis as presently provided. The
3716 Employer will prioritize families who already have a child enrolled, then student parents, then
3717 faculty and staff, and finally community families.
3718

3719 **37.2** The College will notify the Union as soon as possible of any changes in employee access
3720 to the College's existing childcare center(s).
3721

3722 **ARTICLE 38**
3723 **EMPLOYEE LOUNGE FACILITIES**
3724

3725 **38.1** The College will designate employee lounge facilities apart from work areas. The lounge
3726 facilities will be maintained in a clean and safe manner.
3727

3728 **38.2** Adequate lunchrooms, breakrooms, washrooms and toilet facilities will be provided and
3729 available for use by employees. All designated break rooms will include table and chairs
3730 and will not normally be used for other purposes during normal business hours (8:00a.m.
3731 – 5:00p.m., Monday through Friday).
3732

3733 **38.3** If requested by an employee, the College will endeavor to provide a storage area for
3734 personal items.
3735

3736 **38.4** The College will provide private lactation rooms for use by employees.

3737
3738 **ARTICLE 39**
3739 **VOLUNTEERS AND STUDENT WORKERS**

3740
3741 The College will utilize volunteers and student workers only to the extent they supplement and do
3742 not supplant bargaining unit employees. Volunteers and student workers will not supervise
3743 bargaining unit employees.

3744
3745 **ARTICLE 40**
3746 **COMPENSATION**

3747
3748 **40.1 Wage Increase**

- 3749
3750 A. Effective July 1, ~~2023~~2025, each employee will continue to be assigned to the same
3751 salary level and step of the Student Support Services Staff Union Exempt Salary
3752 Structure that they were assigned on June 30, ~~2023~~2025.
3753
3754 B. Effective July 1, ~~2023~~2025, all salary levels/ranges of the Student Support Services
3755 Staff Union Exempt Salary Structure in effect on June 30, ~~2023~~2025, will be
3756 increased by ~~four~~three percent (~~43~~.0%) as shown in Appendix A.
3757
3758 C. Effective July 1, ~~2024~~2026, all salary levels/ranges of the Student Support Services
3759 Staff Union Exempt Salary Structure in effect on June 30, ~~2024~~2026, will be
3760 increased by ~~three~~two percent (~~32~~.0%) as shown in Appendix B.

3761
3762 **40.2 Establishing Salaries for New Employees**

3763
3764 The College may make starting (hiring) pay offers up to the midpoint of a salary
3765 level/range, giving consideration to the salary levels of current employees in substantially
3766 similar positions. A divisional vice president or executive may authorize a new hire pay
3767 rate above the salary level midpoint (not to exceed the 65th percentile) in the circumstances
3768 authorized in the Exempt Staff Compensation Plan (e.g., competitive market conditions,
3769 availability of qualified candidates, exceptional/specialized candidate qualification, rehire
3770 of former permanent employee within one year of leaving, or a candidate employed in same
3771 or substantially similar position classification with another Washington State agency or
3772 institution of higher education).

3773
3774 **40.3 Pay for Employees Moving from Temporary to Permanent Status**

3775
3776 The College's appointing authority may increase pay when employees move from
3777 temporary to permanent status in the same position. When employees move from
3778 temporary to permanent status in a different position, the appointing authority will establish
3779 pay in the position based on the Salary Level/Range assigned to that permanent position.

3780
3781 **40.4 Part-Time Employment.**

Monthly compensation for part-time employment will be pro-rated based on the percentage FTE as compared to full-time employment.

40.5 Pay for Performing the Duties of a Position Assigned to a Higher Salary Level

Employees who are temporarily assigned for a period of more than fifteen (15) calendar days the duties and responsibilities of a position that has been assigned a higher salary will be notified in writing and will be paid at the step in the range for that position that is nearest to five percent (5.0%) up to nearest to ten percent (10.0%) higher than the employee's current salary depending upon the scope of duties and responsibilities assumed, with higher percentages being appropriate for assignments of the full scope of duties and responsibilities. The increase will become effective on the first day the employee performs the duties and responsibilities of the higher salary position.

40.6 Requests for Salary Increases or Title Change

An employee or the employee's manager can request a change of salary and/or title for the employee's position if one or both believes the employee is performing the duties of a higher level position or that a different title is appropriate. Such requests may be made according to the procedures set forth in the College's Exempt Compensation Plan. Requests will be evaluated by the College based on considerations set forth in the Plan, an evaluation of supporting evidence, and considerations such as the availability of resources, the potential impact on client services, and internal alignment with other positions. A determination will generally be made within sixty (60) days of receipt, unless the number of requests make that impractical, in which case Human Resource Services will notify the employee of the expected timeline for determination. If the requested assignment is denied, the notification will include an explanation of the information used to reach and basis for the conclusion.

40.7 Salary Overpayment Recovery

A. When the College has determined that an employee has been overpaid wages, the College will provide written notice, via certified mail, to the employee that will include the following items:

1. The amount of the overpayment
2. The basis for the claim; and
3. The rights of the employee under the terms of this Agreement.

B. Method of Payback

The employee must choose one (1) of the following options for paying back the overpayment:

1. Voluntary wage deduction;
2. Cash; or
3. Check.

C. The employee will have the option to repay the overpayment over a period of time equal to the number of pay periods during which the overpayment was made. The employee and the College may agree to make other repayment arrangements. The payroll deduction to repay the overpayment will not exceed five percent (5.0%) of the employee's disposable earnings in a pay period. However, the College and employee can agree to an amount that is more than the five percent (5.0%).

D. If the employee fails to choose one (1) of the three (3) options described above within the timeframe specified in the College's written notice of overpayment, the College will deduct the overpayment owed from the employee's wages over a period of time equal to the number of pay periods during which the overpayment was made.

E. Any overpayment amount still outstanding at separation of employment will be deducted from the earnings of the final pay period.

F. Appeal Rights

Any dispute concerning the occurrence or amount of the overpayment will be resolved through the grievance procedure in Article 31 Grievance Procedure of this Agreement.

40.8 Dependent Care Salary Reduction Plan

The College agrees to maintain the current dependent care salary reduction plan that allows eligible employees, covered by this Agreement, the option to participate in a dependent care reimbursement program for work-related dependent care expenses on a pretax basis as permitted by federal tax law or regulation.

40.9 Pretax Health Care Premiums

The College agrees to provide eligible employees with the option to pay for the employee portion of health premiums on a pretax basis as permitted by federal tax law or regulation.

40.10 Medical/Dental Expense Account

The College agrees to allow insurance eligible employees, covered by the Agreement, to participate in a medical and dental expense reimbursement program to cover co-payments, deductibles and other medical and dental expenses, if employees have such costs, or

expenses for services not covered by health or dental insurance on a pretax basis as permitted by federal tax law or regulation.

40.11 Voluntary Separation Incentives – Voluntary Retirement Incentives

The College will have the discretion to participate in a Voluntary Separation Incentive Program or a Voluntary Retirement Incentive Program, if such programs are provided for in the operating budget. Program incentives or offering of such incentives are not subject to the grievance procedure.

40.12 Resident Director Meal Plan

Because of the nature of their work, and to facilitate their active participation in developing community among College residents, the Resident Directors are required to reside on campus and to participate in a meal plan. Each academic quarter Resident Directors will be provided the “RAD Reward Plan” (a meal plan which contains a combination of declining balance and block meals that rolls over at the end of each quarter until the end of the academic year). In the event the RAD Reward Plan is no longer available, the College may implement a substantially equivalent plan.

ARTICLE 41 HEALTH CARE BENEFITS AMOUNT

PLACEHOLDER

~~**Pending An Order in Washington Federation of State Employees v. Office of Financial Management, Evergreen State College, South Sound Community College, And Tacoma Community College, Thurston Co. Superior Court Case No. 23-2-00627-04**~~

~~**Either party can request to reopen the article upon the issuance of a final declaratory order issued in the above referenced action that was filed on March 1, 2023.**~~

41.1 A. For the 2025-2027 biennium, the Employer Medical Contribution (EMC) will be an amount equal to eighty-five percent (85%) of the monthly premium for the self-insured Uniform Medical Plan (UMP) Classic for each bargaining unit employee eligible for insurance each month, as determined by the Public Employees Benefits Board (PEBB). In no instance will the employee contribution be less than two percent (2%) of the EMC per month.

B. The point-of-service costs of the Classic Uniform Medical Plan (deductible, out-of-pocket maximums and co-insurance/co-payment) may not be changed for the purpose of shifting health care costs to plan participants, but may be changed from the 2014 plan under two (2) circumstances:

1. In ways to support value-based benefits designs; and
2. To comply with or manage the impacts of federal mandates.

C. Value-based benefits designs will:

3916 1. Be designed to achieve higher quality, lower aggregate health care services
3917 cost (as opposed to plan costs);

3918 2. Use clinical evidence; and

3919 3. Be the decision of the PEBB.

3920 D. Article 41.1 (B) and (C) will expire June 30, 2027.

3921 **41.2** The Employer will pay the entire premium costs for each bargaining unit employee
3922 for dental, stand-alone vision, basic life, and any offered basic long-term disability
3923 insurance coverage. If changes to the long-term disability benefit structure occur
3924 during the life of this Agreement, the Employer recognizes its obligation to bargain
3925 with the Coalition over impacts of those changes within the scope of bargaining.

3926 **41.3 Wellness**

3927 A. To support the statewide goal for a healthy and productive workforce, employees
3928 are encouraged to participate in a Well-Being Assessment survey. Employees will
3929 be granted work time and may use a state computer to complete the survey.

3930 B. The Coalition of Unions agrees to partner with the Employer to educate their
3931 members on the wellness program and encourage participation. Eligible, enrolled
3932 subscribers shall have the option to earn an annual one hundred twenty-five dollars
3933 (\$125.00) or more wellness incentive in the form of reduction in deductible or
3934 deposit into the Health Savings Account upon successful completion of required
3935 Smart Health Program activities. During the term of this Agreement, the Steering
3936 Committee created by Executive Order 13-06 shall make recommendations to the
3937 PEBB regarding changes to the wellness incentive or the elements of the Smart
3938 Health Program.

3939 **41.4** The PEBB Program shall provide information on the Employer Sponsored Insurance
3940 Premium Payment Program on its website and in an open enrollment publication annually.

3941 **41.5 Flexible Spending Arrangement**

3942 A. During January 2026 and again in January 2027, the Employer will make available
3943 three hundred dollars (\$300) in a Flexible Spending Arrangement (FSA) account
3944 for each bargaining unit member represented by a Union in the Coalition described
3945 in RCW 41.80.020(3), who meets the criteria in Subsection X.5 B below.

3946 B. In accordance with IRS regulations and guidance, the Employer FSA funds will be
3947 made available for a Coalition bargaining unit employee who:

3948 1. Is occupying a position that has an annual full-time equivalent base salary
3949 of sixty-eight thousand and four dollars (\$68,004.00) or less on November
3950 1 of the year prior to the year the Employer FSA funds are being made
3951 available; and

- 3952 2. Meets PEBB program eligibility requirements to receive the Employer
3953 contribution for PEBB medical benefits on January 1 of the plan year in
3954 which the Employer FSA funds are made available, is not enrolled in a high-
3955 deductible health plan, and does not waive enrollment in a PEBB medical
3956 plan except to be covered as a dependent on another PEBB non-high
3957 deductible health plan.
- 3958 3. Hourly employees' annual base salary shall be the base hourly rate
3959 multiplied by two thousand, eighty-eight (2,088).
- 3960 4. Base salary excludes overtime, shift differential and all other premiums or
3961 payments.
- 3962 C. An FSA will be established for all employees eligible under this Section who do
3963 not otherwise have one. An employee who is eligible for Employer FSA funds may
3964 decline this benefit but cannot receive cash in lieu of this benefit.
- 3965 D. The provisions of the State's salary reduction plan will apply. In the event that a
3966 federal tax that takes into account contributions to an FSA is imposed on PEBB
3967 health plans, this provision will automatically terminate. The parties agree to meet
3968 and negotiate over the termination of this benefit.

3969 **ARTICLE 42**
3970 **STRIKES**

3971
3972 Nothing in this Agreement permits or grants to any employee the right to strike or refuse to
3973 perform their official duties.
3974

3975 **ARTICLE 43**
3976 **DISTRIBUTION OF AGREEMENT**
3977

- 3978 **43.1** The College will post the Agreement electronically on the College's website, which will
3979 ensure that employees will have electronic access to the Agreement. The College will
3980 provide a copy to the Union in an ADA compliant electronic format (Word document). The
3981 Union will be responsible for the printing and distribution of the Agreement to shop
3982 stewards.
3983
- 3984 **43.2** Employees with disabilities may request an accessible copy of this Agreement. The College
3985 and the Union will share the expense of producing such copies, if requested.
3986

3987 **ARTICLE 44**
3988 **ENTIRE AGREEMENT**
3989

- 3990 **44.1** This Agreement constitutes the entire agreement and any past practice(s) or past
3991 agreement(s) between the parties prior to July 1, 2013, whether written or oral, is/are null
3992 and void, unless specifically preserved in this Agreement.
3993

44.2 This Agreement supersedes specific provisions of the Washington Administrative Code and/or the College's policies with which it is in conflict.

44.3 During the negotiations of this Agreement, each party had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter appropriate for collective bargaining. Therefore, each party voluntarily and unqualifiedly waives the right and will not be obligated to bargain collectively during the term of this Agreement, with respect to any subject or matter referred to or covered in this Agreement. Except as otherwise provided for in this Agreement, nothing herein will be construed as a waiver of the Union's collective bargaining rights with respect to matters that are mandatory subjects under the law.

ARTICLE 45 SAVINGS CLAUSE

45.1 If any court or administrative agency of competent jurisdiction finds any article, section or portion of this Agreement to be unlawful or invalid, the remainder of the Agreement will remain in full force and effect.

45.2 If any part of this Agreement is found to be in conflict with federal requirements that are a prescribed condition to the allocation of federal funds to the College, the conflicting part of this Agreement is inoperative solely to the extent of the conflict and this finding does not affect the remainder of this Agreement. Provisions of this Agreement must meet federal requirements that are a necessary condition to the receipt of federal funds by the College.

45.3 If such a finding in Subsection 45.1 or Subsection 45.2 is made, the parties agree to make themselves available to negotiate a substitute for the unlawful or invalid article, section or portion. Negotiations will begin within thirty (30) calendar days of the request.

ARTICLE 46 TERM OF AGREEMENT

46.1 Upon ratification by WFSE, the Agreement will be submitted to the Board of Trustees for approval. The Agreement will take effect on July 1, ~~2023~~2025, after ratification by WFSE and the Board of Trustees and will remain in full force and effect through June 30, ~~2025~~2027; however, in accordance with RCW 41.56.123, if this Agreement expires while negotiations between the Union and the College are underway for a successor Agreement, the terms and conditions of this Agreement will remain in effect for a period not to exceed one (1) year from the expiration date apart from any provision in the collective bargaining agreement with a separate and specific termination date. Thereafter, the College may unilaterally implement according to law.

46.2 Either party may request negotiations of a successor Agreement by notifying the other party in writing no sooner than January 1, ~~2024~~2026 and no later than January 31, ~~2024~~2026. In the event that such notice is given, negotiations will begin at a time agreed upon by the parties.

4041
4042
4043
4044

4045

4046

4047

4048

4049

4050

4051

4052

4053

4054

4055

4056

4057

4058

4059

4060

4061

4062

4063

4064

4065

4066

4067

4068

4069

4070

4071

4072

Appendix A
Salary Grid – Effective July 1, 2025
(placeholder)

4073
4074
4075
4076

4077

4078

4079

4080

4081

4082

4083

4084

4085

4086

4087

4088

4089

4090

4091

4092

4093

4094

4095

4096

4097

4098

4099

4100

4101

4102

4103

4104

Appendix B
Salary Grid – Effective July 1, 2026
(placeholder)

Appendix C
RIF POSITION GROUPS
(placeholder)

4105
4106
4107
4108

4109

4110

4111

4112

4113

4114

4115

4116

4117

4118

4119

4120

4121

4122

4123

4124

4125

4126

4127

4128

4129

4130

4131

4132

4133

4134

4135

4136

4137
4138
4139
4140
4141
4142
4143
4144
4145
4146
4147
4148
4149

4150
4151

Memorandum of Understanding
Between
The Evergreen State College (Evergreen)
And
The Washington Federation of State Employees (Union)
Student Support Services Union

Signing Payment

Employees who are covered by the collective bargaining agreement and who are employed with Evergreen on July 1, 2025, will receive a five-hundred dollar (\$500.00), one-time lump sum signing payment on the July 25, 2025 pay check.