

Agreement Between  
Jeffcom 911 Communications  
And  
Teamsters Local 589



**January 1, 2026, through December 31, 2028**

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## **ARTICLE 1 – RECOGNITION AND INTENT**

- 1.1 The Employer (Jeffcom 911 Communications, hereinafter “Jeffcom”) recognizes the Union (Teamsters Local Union No. 589) as the exclusive bargaining representative of the following classifications contained within the bargaining unit for purposes of bargaining regarding wages, hours and other working conditions: Network Technician, Network Administrator, Communications Supervisor, Communications Officer, Part-Time Communication Officer and Records Specialist.

On-Call, Provisional Employees, IT Systems Manager, Finance Manager and Office Coordinator shall not be bargaining unit members and shall not be covered by this collective bargaining agreement for any purpose.

Jefferson County 911 doing business as Jeffcom 911 Communications, pursuant to RCW 39.34.010 exists as an interlocal administrative agency created by emergency services agencies in Jefferson County to provide dispatch for those agencies.

- 1.2 It is the intent of the parties that this collective bargaining agreement provide the framework for the working conditions and compensation/benefits package necessary to attract and retain the qualified, capable and experienced workforce who together enable Jeffcom to fulfill its obligations and reasons for existence. The parties mutually recognize that most of the represented positions function both as entry-level career opportunities and the pinnacle of a public-safety career, often with no advancement offered or sought during a career due to the small size of Jeffcom’s staff and the relatively flat organizational structure. It is the intent of the parties, therefore, that the conditions of employment must serve both to attract qualified candidates to the positions and to provide for the long-term enjoyment of dedicated and tenured employees.

## **ARTICLE 2 – UNION SECURITY**

### **2.1 Notification of New Hires:**

The Employer agrees to notify the Union within five (5) working days when new employees are hired.

### **Dues Deduction Procedure:**

The Employer shall deduct and transmit monthly those regular Union membership initiation fees, dues, and assessments from the pay of each employee who so authorizes the Employer in writing. In addition, the Employer shall provide the Union a list of employees and their respective Union-related deductions. The Union agrees to indemnify, defend and hold the Employer harmless against any and all claims, suits, orders and judgments brought against the Employer as a result of any payroll deduction made on the Union’s behalf until such time as the authorizing employee revokes their authorization. The authorizing employee’s dues deduction

authorization shall remain in full force and effect until the month following a written notice revoking the same is executed by the employee and delivered to the Employer with a copy to the Union. The Union may give the Employer thirty (30) days written notice to discontinue dues check-off.

## 2.2 **DRIVE PROGRAM**

The Employer shall deduct and transmit to D.R.I.V.E., IBT 25 Louisiana Avenue, N.W., Washington, D.C. 20001 contributions to D.R.I.V.E. from the pay of each employee who voluntarily authorizes such contributions in a writing signed by the employee on a form provided for that purpose by IBT. The amount of such deduction(s) and the transmittal of such voluntary contribution(s) shall be as specified in such forms and in conformance with any applicable law. Such forms received by the Company's payroll department by the tenth (10<sup>th</sup>) day of the month shall become effective on the first (1<sup>st</sup>) day of the following month. IBT shall be responsible for the processing and handling of enrollment, including submission of the enrollment forms to the Company.

The Company shall remit to D.R.I.V.E at the address above (1) check covering all deductions made in the prior month no later than the fourteenth (14<sup>th</sup>) day of each month, together with a list of all employees for whom deductions were made and the amount of each deduction. Deductions shall not be made if there is an insufficient balance due to the employee after all other deductions authorized by the employee or required by law or the company have been satisfied.

An employee may withdraw from this program at any time by providing a notice of revocation in writing, signed by the employee, and delivered to D.R.I.V.E and the Company's payroll department. Such notices received by the Company's payroll department by the tenth (10<sup>th</sup>) day of the month shall become effective on the first (1<sup>st</sup>) day of the following month.

## **ARTICLE 3 – UNION MANAGEMENT RELATIONS**

- 3.1 All collective bargaining with respect to wages, hours, and working conditions shall be conducted by authorized representatives of the Union and authorized representatives of the Employer.
- 3.2 Agreements reached between the parties will become effective only when signed by designated representatives of the Union and the Employer. It is understood and agreed that Jeffcom possesses the sole right to operate Jeffcom in order to properly carry out the functions of Jeffcom and that all management rights rest with Jeffcom except as may be specifically restricted by this document.
- 3.3 All conditions of employment provided by Jeffcom Policy not superseded by this Agreement (including the Personal Policy Manual as updated and all other policies adopted by the Jeffcom Administrative Board and past practices) shall apply to unit Employees.

- 3.4 The Parties recognize the inherent Rights of Management to manage the affairs of the Employer, however in the exercise of such Management Rights the administration of discipline after probation shall only be for just cause.

#### **ARTICLE 4 – NON DISCRIMINATION**

- 4.1 The parties agree that there will be freedom from discrimination (RCW 49.60.030) in the administration or application of the terms of this agreement. Claimed violations of this sub-Article 4.1 shall not be subject to Article 13, Grievance Procedure, but must be resolved/adjudicated in other appropriate forums.
- 4.2 No Employee covered by this agreement shall be discriminated against because of membership in the Union or lack thereof, or activities on behalf of the Union; provided, however, that such activity shall not be conducted during working hours or be allowed in any way to interfere with the Employer's operations.

#### **ARTICLE 5 – UNION AND EMPLOYEES RIGHTS**

- 5.1 An Employee acting within the limits of the authority established by the Employer, who is injured during the performance of assigned duties, shall report all injuries within that shift to the appointed authority.
- 5.2 Duly authorized representatives of the Union shall be permitted access to the properties of the Employer at reasonable times for the purpose of observing working conditions and transacting Union business; provided, however, that the Union Representative first secures approval from a designated Employer Representative and that no interference with the work of Employees or the proper operation of the Employer shall result.
- 5.3 The Employer agrees to provide bulletin board space for posting of official Union notices which shall be signed by a responsible Agent of the Union.
- 5.4 The Union shall be permitted to establish Shop Stewards. The duties of the Shop Steward shall be to give the Union notice of new Employees hired and to receive complaints and if not resolved as provided in Section 13.6 will be communicated to the Business Agent of the Union, who in turn will take the matter up with the Employer. The discussion of Union business and the investigation of grievances shall take place during the Employee's free time or before or after shift. In the event the investigation of grievances is not possible during the Employees free time before or after shift the Shop Steward shall be allowed a reasonable amount of time during working hours to perform such function, provided that the steward has supervisor approval. Shop Stewards shall not interfere with the management of Jeffcom or direct the work of any Employee. Employees have the right to seek the assistance of their Union according to RCW 41.56
- 5.5 The Shop Steward may sign up new Employees.

#### **ARTICLE 6 – PERSONNEL RECORDS**

- 6.1 All personnel records in Jeffcom's control are confidential to the extent provided by law. The parties hereto recognize that effective management requires the maintenance of records regarding an Employee's career development. These records may accompany an Employee through succeeding administrators. To ensure that the doctrine of fairness is applied with respect to these records, the following procedure will be adhered to:
- 6.1.1 Whenever any item is entered into an Employee's personnel file, a copy of same shall be provided to the Employee. Failure to provide a copy to the Employee at the time the item becomes part of the Employee's record renders such item VOID.
  - 6.1.2 Any item that reflects unfavorably on the Employee and will be retained in a personnel record shall be initialed by the Employee. The Employee's initials are not an admission of guilt but verification that they have seen it and it is an item that was put in a record. If the Employee refuses to initial the document, management shall note such and put the document in the personnel file. Failure to provide the item to the Employee for signature renders the item VOID.
  - 6.1.3 In the case that an item reflects unfavorably upon an Employee, the Employee shall be allowed an opportunity to respond (up to 90 calendar days) to the content of the item, in writing, and the Employee's response shall be included in the personnel record, and one copy shall be provided to the Local Union. Failure to permit an Employee response or to staple the response to the unfavorable item renders the item VOID.
  - 6.1.4 Each Employee shall be allowed access to his/her personnel records for review of its contents at reasonable times and upon reasonable notice. Employees shall be permitted to add explanations, exceptions or comments regarding any item in the record and may staple their insertion to the relevant document so long as no damage is done to the file content.
  - 6.1.5 The Employer through the department head, shall take measures to assure that, within the bargaining unit, only legitimate supervisory and administrative personnel and Employees have access to the Employee's personnel record, and that no information verbally or in writing be released from the Employee's personnel record unless written permission by the Employee has been given, by court order, or through Public Disclosure whereupon the Employee shall be notified of the request and the requestor.
  - 6.1.6 All discipline letters and complaints shall remain as part of the personnel file and expire after two (2) years from the date of the letter or action, unless they remain active due to an ongoing progressive disciplinary action. Expired records shall be so noted including the date of expiration. Expired records may not and shall not be used as a condition precedent to any future disciplinary action.
- 6.2 When an Employee has authorized another agency to obtain a copy of the Employee's personnel file as part of an employment opportunity, Jeffcom will, prior to providing a copy of the file, remove disciplinary notices that are VOID or expired as defined in section 6.1.

## **ARTICLE 7 – SENIORITY AND ABILITY**

- 7.1 Seniority according to this agreement shall consist of the continuous service of the Employee with the Department, including prior service with Jefferson County for those employees hired prior to October 31<sup>st</sup>, 2012. No Probationary Employee shall have his/her seniority established prior to completing the probationary period with Jeffcom. The Employee's earned seniority shall not be lost because of absence due to illness or authorized leaves of absence. The seniority lists (part-time/full-time) shall be brought up to date each year on January 1, and posted in a conspicuous place.
- 7.2 **Probationary or Trial Period:** All employment within a classification of Jeffcom shall be probationary for the first twelve (12) months of employment. If the Employee's performance does not meet the standards established by the department head during the probationary or trial period, or if it is otherwise deemed advisable to terminate the employment, the Employee may be terminated without recourse to any provision, article or section of this Agreement. This probationary or trial period may be extended, one time, up to an additional twelve (12) months with agreement with the Employee and the Union who shall be notified of the extension at least two (2) weeks before the end of the first twelve (12) month period.
- 7.2.1 In the event an Employee shall transfer from another classification within Jeffcom and become subject to Section 7.2 probation or trial period and further should such employee not complete such probation or trial period said employee may return to their prior position and seniority except for just cause removal.
- 7.2.2 Employees completing probation or the trial period shall be added to the seniority list as of their date of hire into the new classification.
- 7.2.2.1 **Trainee Employee:** A communications officer regularly scheduled to work full or part-time who has not yet completed the telecommunications training to include "Call Taking," "Fire/EMS Radio," and "Law Radio." Once sign-off occurs on all of these major telecommunications training areas, the trainee will be listed on the mandate list and, if not already at the top step, shall progress one step effective the day of the first shift worked following full sign-off, which shall not change the employee's anniversary date for subsequent step advancement.
- 7.2.2.2 Employees previously employed by Jeffcom in full-time, non-probationary status returning to service with similar duties within a two (2) year period regardless of reason of separation (other than termination for Just Cause) may be subject to a ninety (90) day probationary period. Employees returning beyond two (2) years may be subject to a six (6) month probationary period. Modified trial periods may be extended per the provisions of paragraph 7.2.
- 7.2.2.3 An employee granted a leave of absence shall have his or her seniority date adjusted by the duration of the leave, except in the case of educational leave.

- 7.2.3 Employees promoted to a higher classification shall be paid at the step nearest to their current wage rate that will result in an increase. Employees reduced to a lower classification shall be returned to the step they held before their reduction at the pay grade for the classification they previously held.
- 7.3 Seniority shall be determined based upon years of continuous service as an employee of Jeffcom. Seniority shall be lost upon resignation, termination, or after twelve (12) months in layoff status.
- 7.4 The Employer will generally seek Supervisors from within the current work force. These employees will be given primary consideration. Candidates from outside the employee group may also be hired after the primary consideration.
- 7.5 Seniority for purposes of layoffs, bidding and promotions shall be considered as that time spent in the classification.
- 7.5.1 Employees subject to a layoff within a classification who have completed probation or trial period in another classification, which may be covered by a separate Teamsters collective bargaining agreement, shall be eligible to exercise their seniority accumulated during the occupancy of the prior classification based upon their existing seniority at the time of transfer into the new classification. Such “right of return” is limited to a layoff that would affect the employee’s employment and the “right of return” shall only be to the most recent prior classification.
- 7.6 **Lateral Entry:** New employees may be given credit for prior and comparable work experience in computing entry wage and/or vacation accrual rates. Such experiences may qualify the employee to start at an advanced Step (wages only), of the appropriate classification, and/or at an advanced rate of vacation accrual, up to crediting the employee with sixty (60) months of prior service only for purposes of setting the employee’s vacation accrual rate.

The Employer shall meet, confer and bargain with the Union over the position and Pay Step before hiring a candidate at an advanced Step and/or at an advanced rate of vacation accrual.

Employees who have performed bargaining unit work within the prior twelve (12) months shall receive credit for such time worked in determining the employee’s initial Step as a regular employee, provided such work is comparable to the current position. Length of service for fringe benefits shall begin with the date of becoming a regular employee.

Such-waiver shall not act as a reduction in the probationary or trial period as set out in 7.2 above, or in seniority status.

## **ARTICLE 8 – HOURS OF WORK**

- 8.1 Non-communications-officer Employees will be scheduled five (5) days of eight (8) consecutive hours (5/8s) or four (4) days of ten (10) consecutive hours (4/10s), provided that Employees may have their workday/workweek “flexed” by mutual agreement, to accommodate workload.



8.2 d. The work week is defined as the period between 0600 hours Sunday and 0600 hours of the following Sunday for all employees regardless of schedule. Hours worked are attributed to the work week in which they were scheduled without regard for the advanced shift times of Communications employees nor for any flexing of shift times in de minimis increments by non-Communications Employees.

8.3 Communications Employees will be scheduled to work as follows:

8.3.1. It is the intent of the parties that the overtime impact of this shift schedule shall be based on actual hours worked each calendar week for employees working only scheduled, regular shifts. For those employees working twelve (12) hour shifts on a 4-on/4-off/3-on/3-off rotation, each 14-day period consists of eighty-four (84) hours, or an average of forty-two (42) hours per work week during a two-week period, but such employees will typically be scheduled one week for 36 regular hours and the second week for 40 regular hours and 8 overtime hours.

8.3.2. Management and communications officers will collaborate to create an equitable schedule that balances business needs, shift coverage, appropriate skill level, overtime reduction and quality of life for the employees. To this end a mix of eight (8), ten (10), and twelve (12) hour shifts are allowable.

#### 8.3.3 **Shift bidding**

a. Management will publish a list of available shifts prior to the annual shift bidding and in advance of any rebidding of shifts required outside the annual shift bidding by changes in staffing or operations. The list of available shifts will remain largely static, but shifts that are beyond minimum staffing requirements will be grayed out as (1) current staffing level dictates and (2) supervisory shifts are arranged. Grayed-out shifts are not available for selection during the bidding process but may be filled with regular time or management-authorized overtime.

b. When fulltime, fully trained communications staffing exceeds minimum staffing, Communications Supervisor(s) by seniority up to the quantity exceeding the number of primary, rotating shifts multiplied by the number of communications personnel comprising minimum console staffing shall be exempted from shift bidding. For example, on twelve-hour shifts there are two day shifts and two night shifts; those four shifts multiplied by minimum console staffing of two equals eight – if communications staffing is at nine, the most senior Communications Supervisor will be exempted from shift bidding; if communications staffing is at ten, the two most senior Communications Supervisors will be exempted from shift bidding. Communications Supervisors thus exempted from shift bidding shall instead work schedules determined in order of seniority by mutual agreement between management and the supervisor(s) that balances each employee's seniority-based schedule selection with operational needs for shift supervision, participation during weekday meetings with other agencies,

coordination and communication between supervisors, coordination and communication with management and coverage of busy hours.

c. Between September 1st and 15th of each year, the Communication Supervisor or designee will begin the shift bidding process for the upcoming year. The shift bidding process will be completed prior to initiating the vacation bidding process and by September 30th and will be conducted in four (4) separate rounds. During the first round, the most senior Communication Officer or non-exempted Communications Supervisor will select one shift, for one quarter, for the upcoming year, then each dispatcher in descending seniority order will make one selection for that round from the remaining shifts and quarters. This process will be repeated for the 2nd, 3rd and 4th rounds, at which time all the shifts will be filled. Communication Officers on leave during this time will be contacted in order of seniority for each round by the Communication Supervisor or designee.

d. A full-time Communication Officers seniority will be the determining factor for the purposes of shift bidding.

e. Jeffcom will maintain separate seniority lists representing full-time/part-time Communication Officers.

f. When communications staffing increases, management will publish a revised list of available shifts for rebidding with shifts equal to the number of staff increases either freshly added to the list or removed from grayed-out status. Bids will then proceed with one round per remaining quarter of portion thereof remaining in the calendar year. The most senior Communication Officer or non-exempted Communications Supervisor gets first choice to exchange their shift with the newly opened shift, followed by each other eligible person in order of seniority. If anyone chooses to exchange their shift with the newly opened shift, the round begins again at the most senior eligible employee for the now freshly opened shift. This process continues until the least-senior employee is reached, at which point they are assigned to the shift remaining open at the conclusion of the process.

g. When communications staffing decreases, management will publish a revised list of available shifts for rebidding with shifts equal to the number of staff decreases freshly grayed out. Bids will then proceed with one round per remaining quarter or portion thereof remaining in the calendar year. The most senior Communication Officer or non-exempted Communications Supervisor gets first choice to exchange their shift with the shift(s) opened by the departing employee(s), followed by each other eligible person in order of seniority. Employees in a freshly grayed-out shift must choose to move to an open shift at their turn. If anyone chooses to exchange their shift with the newly opened shift, the round begins again at the most senior eligible employee for the now freshly opened shift. This process continues until the least-senior employee is reached, at which point they are assigned to the shift remaining open at the conclusion of the process.

#### 8.3.4 **Monthly schedule**

a. Each month's schedule will be posted at least ten (10) days prior to its effective date by the Communication Supervisor or designee.

b. Changes to the schedule will be posted at least ten (10) days in advance by the Communication Supervisor or designee and not changed without mutual agreement of the parties who are affected unless the change is due to exigent circumstances.

c. In exigent circumstances the changes will be posted as soon as possible and communicated to the staff by the Communication Supervisor or designee.

d. Extra Shifts are shifts not filled by bidding or assignment during the bidding process that will be filled by staff working shifts in addition to their regular shifts. Qualified Employees desiring extra shifts shall sign the open schedule signaling their desire to work the extra shift. In the event more than one Employee desires the same extra shift, qualifications and then seniority shall prevail. Unfilled extra shifts shall be filled by qualified Employees in rotation beginning in inverse seniority order. Communication Supervisors shall notify Communication Officers when the calendar is available for voluntary OT shifts.

e. The purpose of rotating overtime is to keep overtime hours as even as possible, and to ensure that Employees are rested and alert. All overtime hours on the draft schedule are mandatory and shall be counted as such.

f. A monthly roster of OT accruals for the mandate OT rotation list will be posted by management or maintained in an online scheduling and bidding system. The employee with the highest balance of the prior three (3) month's OT will be placed in the lowest position on the mandate list and shall be based on the hours worked in that three (3) month period.

8.3.5. Shift trades will be allowed if all parties involved agree to the trade and no extra overtime is incurred.

8.3.6. In the event an employee on a shift rotation is required to flip-flop their schedule from days to nights or from nights to days due to a reassignment initiated by management to cover a shift opposite of their normally scheduled shift, each first shift on the new schedule shall be paid at double-time (2x). If an employee is already receiving double-time (2x) pay pursuant to the short staffing provisions of this agreement, affected employees shall receive triple-time (3x) for hours worked. This provision shall not apply when an employee voluntarily agrees to the change such as through shift bidding or through voluntary overtime. For employees scheduled to work a shift that is neither entirely days nor entirely nights but required to flip-flop to days or to nights, double time shall be paid for the hours worked on the first shift on the new schedule outside

the hours of the employee's previous shift (if typically assigned 1000-2000, flip-flop would apply 0600-1000 on days or 2000-0600 on nights).

- 8.3.7. **Short Notice Call-in Pay:** If an employee receives less than a seven (7) day advanced notice of an Employer-initiated shift change (added coverage, sick leave coverage, bereavement leave, etc.), the employee will be compensated at the rate of double time (2x) for all hours worked. If an employee is already receiving double-time (2x) pay pursuant to other provisions of this agreement, affected employees shall receive triple-time (3x) for hours worked.
- 8.3.8 **Time changes:** An employee scheduled to work a full night shift during which a time change occurs will be compensated for 12 hours while working 11 hours due to clocks shifting forward one hour and will be compensated for 13 hours while working 13 hours due the clocks shifting backward one hour.
- 8.3.9 **Advanced Shift Times:** It is the past practice of Jeffcom to start and end all shifts earlier than their published starting and ending times with the details to be government by the personnel manual. It is also the past practice of Jeffcom to permit employees assigned to additional shifts beyond the agency's minimum staffing not relieving another employee at the start of their shift nor being relieved by another employee at their end of their shift to flex the start and end times of their shift.
- 8.4 In making a change from any regular workweek to any other regular workweek, the Employer shall give as much advance notice as is practical and shall give at least ten (10) days' notice, absent an emergency or the Employer will pay overtime within the contractual limits.
- 8.5 The work schedule shall consist of consecutive workdays and consecutive days off, except during scheduled shift rotations when a transition period shall be established. There may be times when Jeffcom is short of staff due to unscheduled absences of Employees, due to extended training (one week or more away from work), or extreme workloads. Minimum staffing must be maintained during these times. If necessary, the Employer may schedule Employees temporarily on nonconsecutive workdays (days off not back-to-back). The Employer will endeavor to provide ample notice of such scheduling, but in some instances the notice will be less than forty-eight (48) hours due to exigent circumstances. No Employee shall be required to work more than three (3) weeks of nonconsecutive workdays in any calendar quarter.
- 8.6. Part-time Communication Officers will not be allowed to 'split shifts,' unless mutually agreed upon in advance with a full-time Communication Officer (e.g. an officer covering the split-shift hours) and having received prior supervisory approval.
- 8.7 **Training:** For any employee scheduled for two or more consecutive full days of training, their schedule of shifts during the days of travel and training and the work weeks immediately surrounding the training days may be modified or changed to accommodate the training

schedule so that overtime is minimized, provided that the change to their normal schedule is posted at least ten (10) days prior to taking effect. During this period, days off, days worked, hours worked, travel and other considerations may be adjusted. Each employee will either have adjusted hours and days, or elect to use comp or vacation in order to reach the minimum of forty (40) hours of pay per week. The employee may elect to take hours without pay at their choice. Overtime will only be paid once the employee has reached forty (40) hours of work the training period.

- 8.8 **Lunch and Work Breaks:** Some Employees are assigned to activities that may sometimes preclude the observance of set lunch and/or break periods. As allowed by RCW 49.12.005(3), the parties agree that such Employees may take lunch or rest breaks on an intermittent basis during any assigned work period. If an Employee is not fully released from duty for the lunch break, then the break will be paid time.

## ARTICLE 9 – OVERTIME COMPENSATION

- 9.1 Overtime hours worked shall be paid at the rate of time and one-half (1.5x) the Employee's regular rate of pay.

Overtime shall be paid in the following circumstances:

- 9.1.1 An employee working an eight (8) hour schedule will receive overtime on any day that they work more than eight (8) consecutive hours, have less than twelve (12) hours off between shifts, or works more than forty (40) hours during the work week.
  - 9.1.2 An employee working a ten (10) hour schedule will receive overtime on any day that they work more than ten (10) consecutive hours, have less than twelve (12) hours off between shifts, or works more than forty (40) hours during the work week.
  - 9.1.3 An employee working a 12-hour schedule will receive overtime on any day that they work more than twelve (12) consecutive hours, have less than ten (10) hours off between shifts, or works more than forty (40) hours during the work week.
- 9.2 For employees working twelve (12) hour shifts, if any leave is taken during the workweek, only enough hours will be taken from the employee specified bank to provide the hours of regular pay for which the employee was scheduled that week. The generally incurred weekly overtime will not be deducted from accruals and compensated unless the employee requests to have deducted the additional hours, which would then be compensated at the employee's regular rate of pay.
- 9.3 An employee called back from vacation leave to maintain minimum staffing shall be paid at double-time (2x) rate for all hours worked during the callback.
- 9.4 With the exception of Shift Pay and CTO pay, overtime pay shall not be compounded with other forms of premium compensation paid to the Employee.

9.5 Those Employees who are required to work overtime shall be granted a thirty (30) minute meal period for each four (4) hours of continuous overtime.

9.8 **Staffing Shortages:** In the event that the number of full-time communications officers and communication supervisors not on approved leave having exceeded or planned to exceed twenty-eight (28) days falls below the number of primary, rotating shifts multiplied by the number of communications personnel comprising minimum console staffing times 1.25, (for example, on twelve-hour (12) shifts there are two (2) day shifts and two (2) night shifts; those four (4) shifts multiplied by minimum console staffing of two (2) multiplied by 1.25 equals ten (10); fulltime staffing of nine (9) or fewer would trigger this section) the following provisions will apply:

9.8.1 Any overtime exceeding thirty-six (36) hours in any pay period will be compensated at double-time (2x) instead of time and a half (1.5x).

9.8.2 An employee called back from vacation leave to maintain minimum staffing shall be paid at triple-time (3x) for all hours worked during their callback instead of double-time (2x).

9.8.3 An employee already receiving double-time (2x) pay pursuant to the short staffing provisions of this agreement shall receive triple-time (3x) for hours worked when switching shifts pursuant to an Employer initiated change.

9.8.4 Assignment of any employee to work under contract for any other agency will be discouraged or prohibited, at the discretion of the Director.

## ARTICLE 10 – OVERTIME OTHER THAN SCHEDULED SHIFTS

10.1 **Overtime Callback:** An Employee called back to work on other than his/her normal work schedule shall be compensated a minimum of three (3) hours at the overtime rate of pay. Hours worked beyond the three (3) hour minimum shall continue to be paid at the overtime rate until relieved of duty. Any full-time or part-time Communications employee called back to perform the duties of a Communications Officer at console shall be entitled to continue in those duties in paid overtime status for no fewer than six hours though may choose to leave paid overtime status if released earlier than six hours after starting and shall be compensated only for the greater of actual hours worked and the minimum overtime callback hours specified herein.

10.2 **Overtime for Court:** Court time on other than the Employees regular work schedule shall be compensated as call back. Call back for Court as Witness Duty shall be actual time spent with a minimum of three (3) hours, provided that the witness testimony must be directly related to the Employee's employment with Jeffcom, and generally arise from the performance of the Employee's duties, in the ordinary course of his/her employment.

10.3 **Overtime for meeting(s):** For a mandatory or management-authorized meeting or training that is not contiguous with the employee's schedule, a minimum of two (2) hours shall be paid at the overtime rate for in-person attendance and a minimum of thirty (30) minutes shall be paid at the

overtime rate for virtual attendance. If the meeting or training is contiguous with an employee's schedule, then the employee will only receive overtime for the hours of the meeting/training.

**10.3.1 Short Turnaround:** If the meeting/training occurs later than or earlier than, two (2) hours from the Employees shift, then the Employee will receive overtime for their training hours and overtime for the hours worked until their normally scheduled rest period would have ended.

**10.4 Overtime for Contact Calls:** An employee who is contacted at home to solicit information which is beneficial to the Employer, excluding information that would typically be shared during shift pass down, shall be compensated a minimum of thirty (30) minutes at the overtime (1.5x) rate of pay. Repetitive contacts during a thirty (30) minute period shall not warrant additional compensation. Contact calls for offering overtime work assignments or shift coverage are exempt from payment under this provision.

**10.5 Critical Incident Stress Management (CISM) Debriefings:** An employee may be requested by the Director or designee to attend a CISM debriefing either as a participant or as member of the CISM support team and is encouraged to suggest that a CISM debriefing be scheduled after any critical incident. If the employee honors such a request and attends, the CISM debriefing shall be considered mandatory training and compensated in accordance with that section. In the event that the employee declines to attend, the employer shall not compel such attendance.

**10.6 Assignment to other agencies:** Any employee beyond their trial period is allowed and encouraged, on a voluntary basis, to seek training and assignment under contract between Jeffcom and Washington State Department of Natural Resources to be detailed to and deployed to work for Incident Management Teams in positions related to their role at Jeffcom, including but not limited to Radio Operator, Expanded Dispatch Support/Supervisory Dispatcher, Aircraft Dispatcher, Incident Communications Technician, Communications Unit Leader and Incident Tech Support Specialist. Assignment to any incident will be dependent on Director approval, adequate backfill of the employee's scheduled shifts and the prioritization of Jeffcom operations over interagency work.

## **ARTICLE 11 – COMPENSATORY TIME**

**11.1** Employees may take compensatory time off at the rate of one and one-half hours (1.5x) off per hour of overtime worked, in lieu of overtime pay, which is paid at the time-and-one-half (1.5x) rate. An Employee who accrues the maximum of one-hundred-twenty (120) hours of comp-time will not be allowed to accrue additional comp time. Additional hours shall be paid for at the overtime rate.

**11.2** An Employee who notifies his/her Department head promptly or substantiates to the satisfaction of his/her Department Head that he/she was sick on a scheduled day of compensatory time off, may request that a day of sick leave be taken rather than previously scheduled compensatory time.

- 11.3 An Employee may choose to add comp-time to their bank whenever they work overtime, as long as their bank does not exceed the maximum accrual.
- 11.4 Comp-time can be carried over from month-to-month, year-to-year with no more than the maximum accrual hours being carried over.
- 11.5 The Employer may limit compensatory time use as provided by law. The Employer will make reasonable efforts to accommodate a request for comp-time off provided it does not trigger Short-Notice Call-In Pay provisions by submittal in time for processing at least seven days in advance or when the requesting employee arranges coverage.

## **ARTICLE 12 – JURY DUTY**

- 12.1 Employees called for Jury Duty in any Municipal, County, State or Federal court shall advise Jeffcom upon receipt of such call and, if taken from his/her regularly scheduled work for such jury duty, shall be paid at his/her regular hourly rate for those hours that the Employee would have spent on his/her regularly scheduled shift.

## **ARTICLE 13 – GRIEVANCE PROCEDURE**

- 13.1 **OBJECTIVES:** To informally settle disagreements at the Employee-supervisor level; to provide an orderly procedure to handle the grievance through each level of supervision; to correct, if possible, the cause of the grievance to prevent future complaints; to promote harmonious relations among Employees, their supervisors and the Director; to assure fair and equitable treatment of Employees; to resolve grievances at the Departmental level before appeal to higher levels.

- 13.2 **DEFINITIONS:** The following terms, as used in this Article, shall have the following meaning:

**GRIEVANCE:** A complaint by an Employee, a Union Representative, or Jeffcom concerning the interpretation or application of this Agreement. A grievance may be filed when the Employee believes an injustice has been done because of unfair application of a policy or an alleged violation of any term or condition of this Agreement. Letters of Reprimand and other non-economic actions are not grievable upon issuance. Disciplinary action, including any underlying supporting Letters of Reprimand, with an economic impact on the Employee shall be subject to grievance processing as a single procedure.

**WORKING DAY:** Exclusive of Saturday, Sunday and holidays.

**EMPLOYEE:** Any Employee of Jeffcom covered by this agreement.

**IMMEDIATE SUPERVISOR:** The person, who assigns, reviews or directs the work of an Employee.

**REPRESENTATIVE:** A person who appears on behalf of the Employee.

**DIRECTOR:** Jeffcom Director.



13.3 **TIME LIMITS:** Time limits are established to settle grievances quickly. Time limits may be extended by agreement of the parties. If the grievant is not satisfied with the decision rendered, it shall be the grievant responsibility to initiate the action which submits the grievance to the next level of review within the time limits specified. Failure of the Employee to submit the grievance within the time limits imposed shall terminate the grievance process and the matter shall be considered resolved. Failure of Jeffcom to respond within the time limits specified will allow the grievant to submit the grievance to the next higher step of the grievance procedure.

13.4 **PARTIES RIGHTS AND RESTRICTIONS:**

13.4.1 A party to the grievance shall have the right to record a formal grievance meeting at the expense of the requesting party.

13.4.2 An Employee may have a Union Representative present at all steps of the grievance process.

13.4.3 Reasonable time in processing a grievance will be allowed during regular working hours for the Job Steward, with advanced supervisory approval.

13.4.4 Nothing within this grievance procedure shall be construed as limiting the right of management to manage the affairs of Jeffcom.

13.4.5 Grievance of an identical nature, involving an alleged violation of the same Article, section, etc., concerning the same subject matter, may be consolidated.

13.4.6 Confidential Communication. Any communication between a member of the Union and any recognized Union representative regarding a potential or actual Employee grievance will be defined as confidential. Likewise, any communication between Jeffcom Management/Administration and a recognized Jeffcom representative shall be defined as confidential.

13.5 Grievances once filed pursuant to this Article 13 shall constitute an election of remedies by the aggrieved party. Once the election has been made to pursue the Agreement's grievance procedure through Arbitration, the right to an alternative method of obtaining redress is absolutely waived by the filing party and as partial consideration for this Agreement the grievant(s) agree(s) they will seek no other relief other than as provided for in this Agreement. If an action is filed in any forum other than this grievance procedure, this procedure shall not be available for resolution of the dispute. In no event will Jeffcom be required to respond to more than one (1) action for any one (1) claim or grievance regardless of its nature.

13.6 **STEPS IN THE GRIEVANCE PROCEDURE:**

13.6.1 The Employee and/or their representative or Jeffcom shall within twenty (20) working days from the occurrence of the incident on which a complaint is based, or within twenty (20) working days of the Employee's knowledge of the occurrence, the

Employee and/or their representative will promptly and verbally meet to discuss the complaint with the Employee's immediate supervisor. The supervisor will within twenty (20) working days or sooner, issue a written decision on the complaint to the Employee and the representative involved.

- 13.6.2 If the Employee feels the immediate supervisor has not resolved the grievance, the Employee may appeal to the Director. At this time, all supporting documents and evidence relative to the grievance shall be included with the appeal. The Director shall hold a formal meeting with the Employee and their representative, if requested, within twenty (20) working days from the date of the appeal receipt and attempt to settle the grievance.

A decision shall be made, in writing, to the Employee by the Director within twenty (20) working days from the close of the formal meeting.

- 13.6.3 Arbitration: If the grievant is not satisfied with the decision of the Director, within twenty (20) working days after receipt of the decision, the grievant may submit the grievance to a mutually agreeable person or panel to act as sole Arbitrator or failing to agree shall request a list of seven (7) Washington State Arbitrators from the F.M.C.S. and to alternately strike a name until only one name remains who then shall be the Arbitrator.

a. The cost of the arbitrator and related fees shall be divided equally between Jeffcom and the Union. Cost for witnesses, court reporter, or other individual expenses shall be borne by the requesting party. Either party may tape record the proceeding as their personal record of the hearing. Upon request the taping party will make a copy of the tape available to the other party or either party may obtain a copy of any recording made by the Arbitrator.

b. The arbitrator shall render a decision which shall be final and binding on both parties. The arbitrator shall not have the power to alter, amend, or change any contractual language of the Labor Agreement.

## ARTICLE 14 – WAGES

- 14.1 Wage Rates are as follows effective January 1, 2026, and include Wage Adjustments of 18% for CS, 7% for NT/NA and 10.5% all other steps/classifications, each including the known CPI-U increase that would have equaled 2.68% alone and further include re-sequencing steps (Step 2 is new Step 1 and each employee will move one step lower effective the same date) 1-5:

### Communication Officer:

	Step 1	Step 2	Step 3	Step 4	Step 5
<b>2026 wage</b>	33.48	35.99	38.69	41.59	44.71
<b>Step increase</b>		7.50%	7.50%	7.50%	7.50%
<b>% of top step</b>	75%	80%	87%	93%	

**Communication Supervisor:**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>2026 wage</b>	40.07	43.09	6.33	49.80	53.52
<b>Step increase</b>		7.50%	7.50%	7.50%	7.50%
<b>% of top step</b>	75%	80%	87%	93%	

**Records Specialist:**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>2026 wage</b>	28.39	30.51	32.80	35.27	37.91
<b>Step increase</b>		7.50%	7.50%	7.50%	7.50%
<b>% of top step</b>	75%	80%	87%	93%	

**Network Administrator:**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>2026 wage</b>	50.35	54.13	58.19	62.56	67.24
<b>Step increase</b>		7.50%	7.50%	7.50%	7.50%
<b>% of top step</b>	75%	80%	87%	93%	

**Network Technician:**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>2026 wage</b>	39.08	42.01	45.15	48.54	52.17
<b>Step increase</b>		7.50%	7.50%	7.50%	7.50%
<b>% of top step</b>	75%	80%	87%	93%	

14.2 Step progression will be once each year on each employee's anniversary date with positive performance review. Once sign-off occurs for a Trainee Employee on all of the major telecommunications training areas, the trainee, if not already at the top step, shall progress one step effective the day of the first shift worked following full sign-off, which shall not change the employee's anniversary date for subsequent step advancement.

14.3 Pay differentials shall apply for all hours worked in capacities described as follows:

14.3.1 **Records pay – weekly:** Communication Officers are tasked with overflow Records Specialist duties on a routine basis as part of their core job duties. However, in the event a Records Specialist is on leave in excess of forty (40) hours, a Communication Officer if available may be assigned to be the primary person to cover those duties associated with the Records Specialist position. The Communication Officer assigned will receive an additional compensation of \$3.00 per hour added to their base wage for each hour worked while conducting related duties and **not performing Communications duties.**

14.3.2 **Records pay – daily:** Communication Officers are tasked with overflow Records Specialist duties on a routine basis as part of their core job duties. However, in the event a Records Specialist is unavailable and no contractual agreement with another agency provides for records work of significant complexity such as entering warrants, court

orders and hot files into the local law-enforcement records-management system, denied person entries into NICS, and processing court returns, a Communications Officer who is trained to complete such work in the same manner as it would have been completed by the Records Specialist will be assigned to cover those duties **during their scheduled shift as a Communications Officer**. For each such shift, the assigned Communications Officer will be paid one additional hour of straight time as compensation for the additional duties.

- 14.3.3 **CTO:** A communications officer or communications supervisor with a Trainee Employee assigned to work with them will receive additional compensation added to their base wage for each hour working with the trainee. The differential shall be \$4.00 per hour for an employee who has completed and passed a CTO class and \$2.00 per hour for any other employee.
- 14.3.4 **Training Coordinator:** A Communications Officer if designated as the training coordinator shall receive a differential of \$4.00 per hour as additional compensation for each hour spent performing training-coordinator duties including finding and scheduling training for communications officers, overseeing Trainee Employee completion of sign-off tasks, monitoring communications-officer training completion, reporting to state and other offices on training compliance and providing a summary report to the Director monthly of employee training completion and compliance with annual requirements. This time may be accumulated during the course of a Communications Officer shift if not fully assigned to training-coordinator duties for the shift and, if so, shall reflect the total hours of the portions of the shift actively engaged in the additional duties. This pay differential shall not be additive to CTO pay differential.
- 14.3.5 **TAC Pay:** The role of Terminal Agency Coordinator as defined by Washington State Patrol in the ACCESS Operations Manual, including serving as the liaison for matters relating to CJIS/ACCESS information, ensuring personnel are trained at the appropriate level, completing the triennial business audit and periodically reporting to the Director the status of compliance with Washington State Patrol requirements and audits shall be filled by a designated employee, who shall for the duration of the designation receive a differential increase of five percent (5%) of their hourly wage.
- 14.3.6 **Public Records:** Employee(s) tasked with performing Public Records functions and/or duties during the course of a Communications Officer shift shall receive a differential of \$3.00 per hour as additional compensation for each hour spent searching for, exporting, redacting and producing public records. This time shall reflect the total hours of the portions of the shift actively engaged in the additional duties.
- 14.3.7 **Shift Differential:** Employees working between the hours of 1800 and 0600 (inclusive of PT/mid-shift/IT classifications) shall receive a \$3.00 per hour shift differential for all hours worked between the hours of 1800 and 0600. This provision applies only to communications shift coverage and scheduled projects that must be completed during

the listed hours and does not apply to travel, meetings, training and shifts that that extend into the listed hours by fewer than two hours.

**14.3.8 Supervisor Coverage Differential:** Communications Supervisors working at a console to meet minimum staffing shall receive a differential of \$4.00 per hour as additional compensation for the added responsibility of performing supervisory job duties, including duties required by the terms of this agreement, while performing the duties of a Communications Officer. This differential compensation shall be paid only during each work week during which the Communication Supervisor does not through a combination of paid leave and time worked off-console on a supervisor shift accumulate forty (40) regular paid hours in that work week but works one or more on-console shifts to maintain minimum staffing in lieu of off-console supervisor shifts. In such a qualifying work week, the differential shall be paid for the entirety of each on-console shift to maintain minimum staffing but shall not be paid during off-console shifts worked beyond minimum staffing.

**14.3.9 Provision Lead Supervisor Differential:** The Provisional Lead Supervisor, if an employee has been so designated by management, will receive an additional compensation of \$2.00 per hour added to their base wage for all hours worked.

**14.4** Effective January 01, 2027, and on January 1st for each calendar year thereafter, the rates of pay which were in effect as of December 31, 2026, shall be increased by one hundred percent (100%) of the percentage increase in the Seattle-Tacoma-Bellevue Area Consumer Price Index for June 2026 over the same period in 2025 plus two percent (2.0%) up to a maximum of eight percent (8.0%) total of the CPI-U and the additive percentage. The index used shall be the Consumer Price Index for all Urban Wage Earners (CPI-U) across the board, and wage rates shall be adjusted on a yearly basis pursuant to the updated June-to-June CPI-U percentage change.

#### **14.5 Deferred Compensation**

**14.5.1** The Employer will participate in, and encourage the employees to enroll in, a Deferred Compensation Program. The Employer will match Employee contributions to the Program up to 5% of each Employee's Base Wage and scheduled weekly overtime.

**14.5.2** In the event the plan should provide for individual deferral, the Employee may contribute any amount they choose within IRS regulations and in accordance with the plan in addition to the amount matched by the Employer, but the Employer will not match any amounts above the match ceiling.

### **ARTICLE 15 – LONGEVITY PAY**

**15.1** Upon completion of the following years of employment, Employer shall pay, as an annual lump sum longevity bonus, the amounts which follow to eligible Employees at the pay period which follows an employee's anniversary date or month of employment. Longevity pay shall be prorated upon separation. This provision shall also include part-time employees, who shall earn

years of employment at the same rate as full-time employees but whose Base Wage amount for each bonus will be prorated to the employee's percentage of a full-time equivalent worked over the previous twelve months.

(1) Five Years employment	Two percent (2.0%) of Base Wage
(2) Ten years employment	Four percent (4.0%) of Base Wage
(3) Fifteen years employment	Six percent (6.0%) of Base Wage
(4) Twenty years employment	Eight percent (8.0%) of Base Wage
(5) Twenty-five Years Employment	Ten percent (10.0%) of Base Wage

#### ARTICLE 16 – HOLIDAYS

New Year's Day	January 1 <sup>st</sup>
Martin Luther King Jr. Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday in September
Veterans Day	November 11 <sup>th</sup>
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25 <sup>th</sup>
Two (2) Floating Holidays	

- 16.1 Floating Holidays to be determined by mutual agreement between the Employee and the Employer, with seven (7) days notice.
- 16.2 Any full-time Employee working on a holiday shall receive eight (8), ten (10), or twelve (12) hours of pay (at base rate dependent on the number of hours an employee is predominately assigned) in addition to time and one-half (1.5x) for all hours worked.
- 16.3 Any part-time Employee working on a holiday shall receive eight (8), ten (10), or twelve (12) hours of pay (at base rate dependent on the number of hours an employee is assigned to work on that day) in addition to time and one-half (1.5x) for all hours worked.
- 16.4 Any full-time Employee who is not required to work on a holiday shall receive eight (8), ten (10), or twelve (12) hours of pay (at base rate dependent on the number of hours an employee is predominately assigned) regardless of which day of the week the holiday falls. All holidays not worked, including floating holidays, are compensated as discrete days. Floating holidays hours may not be used in lesser increments than full shifts of the number of hours of the shift to which an employee is predominately assigned.

- 16.5 If the holiday falls on a non-communication-officer employee's regularly scheduled day off, the employee shall be scheduled to take their nearest workday off. Another day may be substituted for the holiday with the mutual agreement of the affected employee and the Employer.
- 16.6 Any full-time Employee working an OT shift on a holiday shall receive eight (8), ten (10), or twelve (12) hours of pay (at base rate dependent on the number of hours an employee is predominantly assigned) in addition to time and one-half (1.5x) for overtime multiplied by time and one-half (1.5x) holiday, totaling 2.25x.
- 16.7 Holiday compensation is paid during the FLSA work day, 0600 on the date of the holiday to 0600 the following day, without regard for the advanced shift times of Communications employees.

## **ARTICLE 17 – VACATIONS**

- 17.1 Vacation leave is earned by all permanent and probationary employees as set forth below. Vacation is accrued monthly as determined by the annual amount divided by 12 months.

Continuous, completed years of Jeffcom Service:

0-2	132 hours
3-5	156 hours
6-10	187 hours
11-15	242 hours
16-20	297 hours
21+	352 hours

- 17.2 After the expiration of all accrued sick leave, accrued vacation leave may be used to continue wages during a period of sickness.
- 17.3 **Vacation Selection**
- 17.3.1 Communications Employees shall be subject to this vacation selection process.
- 17.3.2 The vacation selection period will start on October 1st of each year or immediately upon completion of the shift bid process; all vacation selection will proceed in order of descending seniority and will be completed by October 31st for the following calendar year, or as soon as is reasonably possible following completion of the shift bid process.
- 17.3.3 If any Communication Employee is unavailable to participate in the vacation selection period, arrangements shall be made by that Employee with the supervisor/designee to submit bid requests prior to their departure.
- 17.3.4 In each round of selection, in order of seniority each full-time Communication Employee shall select no more than two (2) blocks of vacation time or no more than eighty (80) hours of vacation, whichever is less. Each employee has three days to make their selection before the round passes to the next most senior employee.

- 17.3.5 After each Communication Employee has had the opportunity to select vacation time in one round, the exact same process shall be repeated in subsequent rounds of selection, and this process shall continue until all Communication Employees have had the opportunity to select during the vacation selection period.
- 17.3.6 Vacation secured during the vacation selection period where there is a less senior person denied vacation must be used as vacation time and not comp time.
- 17.3.7 One Communications Employee shall be approved for vacation at a time regardless of staffing shortages. Outside of staffing shortages, Management shall authorize approval by the Supervisor or designee of additional vacations of employees who submitted the second or subsequent bid for a vacation period; such approval shall be given only when staffing is sufficient to meet operational needs vacations, training and other leave based on collaboration among Management, Supervisors and Communications Officers to balance shift coverage and operational resiliency with quality of life for Communications Employees.
- 17.4 Approved vacations will not be cancelled by the Employer, except for emergencies or when callback is necessary to maintain minimum staffing. An employee called back from vacation leave to maintain minimum staffing shall be paid at double time for all hours worked during their callback.
  - 17.4.1 In the event the Employer determines an emergency exists and subsequently cancels an approved and scheduled vacation without the employee's consent, the employee's declaration of non-refundable expenses as part of the employee's vacation request shall be adequate defense against any discipline for employee's refusal to accept the vacation cancellation.
  - 17.4.2 Employees shall be allowed to request any day off regardless if they are scheduled to work or not. Requests shall be reviewed on a first come/first served basis providing seniority bid time is not in effect. If the day-off requested is the employees regularly scheduled day off, no benefit hours will be charged.
- 17.5 Vacation Leave requests for non-Communications Employees shall be submitted at least fourteen (14) days prior to the first day of vacation requested, and those not scheduled during the vacation selection period by Communications Employees shall be submitted at least fourteen (14) days prior to the posting of the schedule that includes the first day of vacation requested. If not approved or denied by the Supervisor within five (5) days after receipt, such request shall be deemed approved. Requests shall be determined on a case-by-case basis.
- 17.6 **Vacation Pay Outs**
  - 17.6.1 A maximum of two-hundred-eighty (280) hours of accumulated vacation may be carried over beyond March of each year. Annually, with the April regular payroll, any excess vacation leave hours greater than the maximum will be paid at the employee's straight



time rate of pay. There is no maximum vacation time that may be accrued during the year or carried over from December to January payroll, and no vacation time will be forfeited for exceeding the maximum. The April pay out of hours exceeding the maximum as of the end of March shall serve as the sole mandatory mechanism for reducing vacation leave balance to the maximum annually.

- 17.6.2 An employee may request annually to be paid out for any vacation in excess of one-hundred-twenty (120) hours accrual. Such request must be made in writing to the Director no later than November 20 of any year. The requested pay out will be made with the December regular payroll at the employee's straight time rate of pay.
- 17.7 For the purpose of this Vacation article, employees previously employed by Jeffcom shall when returning to service be credited with prior service to Jeffcom. This provision does not apply to seniority determination and is for the purpose of vacation accrual-rate determinations only.
- 17.8 An employee who notifies his/her Department Head promptly, or substantiates to the satisfaction of his/her Department Head that he/she was sick on a scheduled day of vacation may request that a day of sick leave be taken rather than previously scheduled vacation day.

## **ARTICLE 18 – SICK LEAVE & STATUTORY BENEFITS MANDATES**

- 18.1 The Employer and the Union agree that whenever Federal, State or Local laws require the Employer to provide benefits not negotiated by the parties into this agreement, such benefits shall be administered in accordance with the enactment and to the extent required the Employer and employee shall contribute to the cost of such non-negotiated benefit.

The sick-leave provisions of this agreement shall be administered pursuant to Washington Sick Leave Law as same may be amended provided however, there will be no reduction in benefits provided in this agreement.

Sick leave is earned by all permanent and probationary employees at a rate of eight (8) hours for each month of completed service. An employee may not accumulate more than one thousand nine-hundred twenty (1920) hours of sick leave. For absences exceeding three (3) workdays, the Employer may require verification that an employee's use of paid sick leave is for an authorized purpose. If the Employer requires verification, verification must be provided to the Employer within a reasonable time period. The Employer's requirement for verification may not result in an unreasonable burden or expense on the employee and may not exceed privacy or verification requirements otherwise established by law. In such a circumstance, the parties will follow the procedure set forth in applicable state regulations to resolve such concerns.

Probationary full-time employees shall be granted forty (40) hours of sick leave bank on their date of hire and shall begin accruing sick leave at the standard rate of eight (8) hours/month during their 6th month of full-time employment.

- 18.2 Accrued sick leave may be used for any purpose authorized in RCW 49.46.210 or RCW 49.12. Sick leave is also appropriate for any illness or disability consistent with FMLA rules.
- 18.3 The Employer will make the following payment for accrued, unused sick leave.
- 18.3.1 Upon an employee's death during employment, the employee's estate shall be paid twenty-five (25%) of accrued sick leave, as of the date of death, but not to exceed the dollar equivalent of 480 of sick leave.
- 18.3.2 Upon disability or retirement ("retirement" being defined to mean filing of a voluntary retirement application with the appropriate pension system in which the employee is enrolled) the employee shall be paid twenty-five (25%) of accrued sick leave, as of the date of retirement, but not to exceed the dollar equivalent of 480 hours of sick leave. Union members shall have the right to vote to determine whether sick leave cashout payments are made to the Health-Reimbursement Arrangement-Voluntary Employees' Beneficiary Association (HRA-VEBA) program.
- 18.3.3 All sick leave payouts as stated above shall be calculated at the employee's final wage rate, not at the rate when the sick leave was earned.
- 18.4 **Medical leave:** Jeffcom does not meet the minimum required number of personnel to be required to follow FMLA standards. However, with Director approval, the Employer agrees to allow up to twelve (12) weeks in a rolling 12-month period using the guidelines of the FMLA, including the continuation of medical coverage. This leave is unpaid leave, but the employee can convert it to paid leave by using any other paid leave they have accrued.
- 18.4.1 **Paid Family and Medical Leave Program:** Eligible employees are covered by Washington's Paid Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits is established by Washington law and is therefore independent of this Agreement. Employer and Union agree that premiums and benefits are established by law and will be deducted accordingly.
- 18.5 **Sick Leave Donation:** Sick leave may be donated by Jeffcom Policy with Director's approval.
- 18.6 **Light Duty:**
- 18.6.1. Light Duty shall be for the purpose of temporary assignment while a disabled employee becomes able to resume full duties.
- 18.6.2. Light Duty to be determined by the Department Head, with concurrence of the physician.
- 18.6.3. The Employer shall give a letter of request to physician of duties to be performed on light duty so physician may verify what the employee may or may not perform.

- 18.7 **Volunteer Leave:** To support Jeffcom employees through service to their community, Jeffcom shall allow up to two (2) days of accrued sick leave per calendar year to be utilized as Paid Community Engagement/Volunteer Leave for approved absence in half-day or full-day increments to perform volunteer work for eligible 501(c)(3) non-political service organizations and government agencies not primarily engaged in public safety, such as school districts. Employees will request Paid Community Engagement/Volunteer Leave through the same method as Compensatory Leave requests except to indicate the name and EIN of the service organization and will be evaluated for approval under the same considerations. Volunteer days will be deducted from the Employee's sick leave balance and compensated at base rate dependent on the number of hours an employee is predominantly assigned.

#### **ARTICLE 19 –BEREAVEMENT LEAVE**

- 19.1 Bereavement leave shall be authorized for full time employees for a maximum of three (3) days to grieve the death of a member of the employee's immediate family. "Immediate family" is defined as follows: Spouse, parent, grandparent, child, grandchild, sibling, including those relationships arising by marriage and/or adoption or significant domestic partner relationship.
- 19.2 Employees who have a death in their immediate family and who would have to travel 300 miles or more (one way) to attend such funeral shall be allowed two (2) additional days with pay, for travel only.

#### **ARTICLE 20 – UNIFORMS AND PERSONAL EQUIPMENT**

- 20.1 Uniforms are intended for employees at their option to wear while on shift and while representing the Employer and consist of long- or short-sleeved shirts with the Jeffcom logo affixed. Each non-Trainee Employee shall, at their request, be furnished by Jeffcom up to four shirts via periodic purchase by the Employer when a sufficient number of employees need new or replacement uniform items. All uniform items shall be returned to Jeffcom for disposal upon separation from duty.
- 20.2 Employee shall keep uniform items clean and in good repair at all times. The personnel manual addresses the optional wearing of uniform items.
- 20.3 Uniform items shall be repaired and cleaned by the employee. The Employer shall replace, or repair, articles of personal clothing damaged or degraded through normal use while in the line of duty and those with an outdated Jeffcom logo.
- 20.4 Following completion of each communications-officer employee's trial period and upon that employee's request, the Employer shall authorize the employee to be fitted for and provided with one custom-made earpiece. The cost of the earpiece shall then be paid for by the Employer. The earpiece shall be of a make and model approved by the Employer to ensure quality, compatibility with Jeffcom systems and reasonable cost. Earpieces shall be repaired and cleaned by the employee and replaced by Jeffcom, should this become necessary. If an earpiece

is required to be replaced due to negligence by the employee, the employee shall be responsible for replacement.

#### **ARTICLE 21 – JOB INFORMATION**

21.1 It is the Employer’s responsibility to provide each Employee, particularly on hire, with written information relevant to the job that the Employee performs. This information shall include:

21.1.1. The job description for the position the Employee fills or will fill;

21.1.2. Brochures and explanation(s) of benefits as provided by appropriate agencies, to the Employer with respect to insurance (medical, dental, vision, life insurance, etc.), retirement or any other similar information relevant to the position;

21.1.3. A copy of the current Personnel Policy and Drug Policy.

#### **ARTICLE 22 – HEALTH AND WELFARE**

22.1 Effective January 1, 2026, the Employer shall pay into the Washington Teamsters Health and Welfare Fund for Medical Plan A, for every Employee covered by this agreement who was compensated for eighty (80) hours or more in the previous month said payment to be made on or before the 10<sup>th</sup> day of each month.

22.2 In addition to the basic Medical Plan A, the following optional benefits shall be provided: 9-month disability premium waver, Plan A \$400/week additional STD benefit, Plan A \$30,000/\$3,000 EE/Dep additional Life/AD&D insurance.

22.3 Coverage by the Washington Teamsters Health and Welfare Fund includes coverage for the eligible employee and eligible family and dependents.

22.4 Coverage by the Washington Teamsters Health and Welfare Fund includes access to an Employee Assistance Program.

22.5 **Retiree’s Health and Welfare:** Effective January 1, 2026, based on December 2025 hours, the Employer agrees to pay into Retiree’s Welfare Trust, Plan RWT-Plus XL, a plan for retirement healthcare benefits similar to those of the Teamsters Health and Welfare Fund Medical Plan B, for each current employee covered by the Collective Bargaining Agreement who was compensated eighty (80) hours or more during the previous calendar month. The monthly contribution rate (monthly) is \$175.00 fully paid by the Employer. The Employer agrees to administer the program.

22.5.1 Employees will become eligible per the terms of the RWT at such time as the employer has paid into the RWT for 48 continuous months, and each employee will become vested in the RWT after having been employed for 36 months of employer payments into the RWT.

22.5.2 Eligibility will end for employees who do not have the required number of hours, and the Employer no longer contributes on their behalf.

22.5.3 Since the Retiree Welfare Trust requires ongoing enrollment from the Bargaining Unit through the Employer for retired employees to receive benefits, both the Employer and the Bargaining Unit commit not to revoke enrollment in this program, either through bargaining or other action(s). Additionally, the Bargaining Unit agrees not to withdraw from the Retiree's Welfare Trust Program except by a vote of 100% of the Bargaining Unit's membership; such vote must be administered fully by the Union and is not grievable to the Employer.

22.5.4 Each employee vested in RWT wishing to utilize the benefits of the RWT post retirement will be responsible for paying the then current monthly cost of RWT coverage beginning when the employee elects to begin receiving RWT benefits until the employee begins receiving Medicare benefits; further, each employee vested in RWT wishing to utilize the Medicare Part B benefits of RWT will be responsible for paying the then current monthly cost of RWT Medicare Part B coverage beginning when the employee begins receiving Medicare benefits.

#### **ARTICLE 23 – DENTAL**

23.1 The Employer shall pay into the Northwest Teamsters Dental Trust Plan A for each Employee who was compensated for eighty (80) hours or more during the preceding month; said payment to be made on or before the 10<sup>th</sup> day of each month.

#### **ARTICLE 24 – VISION**

24.1 The Employer shall pay into the Teamsters Vision Care Trust (EXT) for each Employee who was compensated for eighty (80) hours or more during the preceding month; said payment to be made on or before the 10<sup>th</sup> day of each month.

#### **ARTICLE 25 – MAINTENANCE OF BENEFITS**

25.1 Jeffcom shall be responsible for 90% of the required contribution for the benefits provided in Articles 22, 23 and 24 with Employees responsible for 10% of the required contribution, excepting Section 22.5, Retiree's Health and Welfare, for which Jeffcom shall be responsible for 100% of the required contribution.

25.2 As of 2026 and subject to changes in subsequent years, the monthly amounts paid to the Teamsters Welfare Trust are as follows:

	<b>Employer Paid</b>	<b>Employee Paid</b>
Medical Plan A	1,585.26	176.14

Life/AD&D Plan A	7.74	0.86
Time Loss Plan A	16.20	1.80
9-month Disability Waiver	10.26	1.14
Dental Plan A	108.45	12.05
Vision Plan EXT	15.39	1.71
<b>Total Monthly Cost</b>	<b>1,743.30</b>	<b>193.70</b>
<b>Total Annual Cost</b>	<b>\$20,919.60</b>	<b>\$2,324.40</b>

## ARTICLE 26 – WELLNESS PROGRAMS

- 26.1 The Washington Teamsters Health and Welfare Fund Medical Plan A and associated plans do not at this time provide wellness benefits typically offered by insurance providers that may serve to improve employee health. The program(s) in this Article stand in the stead of similar programs not offered by Washington Teamsters Health and Welfare Fund until such time as they or substantially similar programs may be offered and administered by the Washington Teamsters Health and Welfare Fund without separate administrative burden on the Employer. The Union shall meet and confer with Management in the event of any substantially similar offering by the Washington Teamsters Health and Welfare Fund and shall be required to bargain the effects of any such change within a reasonable timeframe.
- 26.2 **Wellness Reimbursement Program:** Full-time employees are eligible for half the cost of a wellness item or event up to a total reimbursement of \$350 annually and regular part-time employees eligible for an amount prorated to the employee's percentage of a full-time equivalent worked over the previous twelve months. (Example: If an employee spends \$100.00 on a running event registration fee or weightlifting equipment, they shall be eligible for half the amount, \$50.00, reimbursement from the Employer.) To receive the benefits, receipts must be submitted for the Director's approval utilizing a form published by management and will be paid to the employee as taxable income with the next regular payroll process following benefit approval.

## ARTICLE 27 – TUITION REIMBURSEMENT

- 27.1 To encourage and improve proficiency of the employees, Jeffcom encourages the taking of eligible educational courses with the approval of Jeffcom.
- 27.2 Jeffcom will reimburse seventy-five percent (75%) of the tuition, fees, and book costs of eligible courses that have been successfully completed. If partial assistance is furnished by another agency or grant, Jeffcom shall provide seventy-five percent (75%) of the unfunded portion

remaining. In any case, Jeffcom's share will not exceed seventy-five percent (75%) of the total schooling costs to the employee. In itemizing costs, an employee shall not include his/her time as a reimbursable expense.

- 27.3 Eligible courses shall include any course approved by Jeffcom as directly related to the employee's job duties regardless of institution or accreditation; any course offered by an accredited institution of higher education and taken for credit toward a degree; and any course offered by the accredited institution of higher education and taken for credit toward a professional certificate.
- 27.4 The maximum tuition reimbursement for each employee will not exceed the greater of \$5,250 or the current IRS limit on tax-free educational fringe benefits in any calendar year.
- 27.5 If an employee voluntarily separates from employment for any reason, tuition reimbursement received from Jeffcom within 365 days prior to the employee's separation date is subject to repayment for the full amount of the tuition reimbursement paid by Jeffcom, which shall be authorized to deduct that amount in full from the employee's final paycheck.
- 27.6 Nothing in this section will interfere with the responsibility of Jeffcom to require attendance at training seminars or other job-oriented training courses necessary to perform their duties. These shall be paid in full by Jeffcom.

#### **ARTICLE 28 – SAVINGS CLAUSE**

- 28.1 Should any provisions of this agreement be found to be in violation of any Federal, State or Local Law, all other provisions of this agreement shall remain in full force and effect for the duration of this agreement.

#### **ARTICLE 29 – MISCELLANEOUS AND LABOR MANAGEMENT COMMITTEE**



- 29.1 **Military Leave:** Military Leave will be granted in accordance with RCW 38.40.060. Military Leave shall be granted upon written application accompanied by a copy of bona fide orders to temporary active or training duty. Military Leave is paid time according to applicable RCW and there shall be no loss of Employee benefits.
- 29.2 **Labor/Management:** The Employer and the Union agree that during the life of this Agreement there shall be a Labor/Management Committee consisting of individuals from each party (not to exceed four (4) from each) to be designated, in writing, by each party to the other. On a case-by-case basis, the parties may agree to additional representatives. Meetings will be held as determined by the Committee at mutually agreeable times and places so as to apprise the other of problems, concerns, suggestions, etc., related to the operation, the work force and services offered, all to promote better understanding with the other. A written agenda shall be established by the Human Resources Manager based upon items submitted not less than three (3) days in advance of the meeting. Such meetings shall not be for the purpose of initiating or continuing collective bargaining nor in any way to modify, add to, or subtract from this

Agreement and such meetings shall be exclusive of the grievance and arbitration procedures in the Agreement, as grievances shall not be considered proper subjects at such meetings. Attendance by other on duty Employees is permitted as long as staffing needs are adequately met and with approval of the Department Head.

- 29.3 **Technological Change regarding AI/Machine Learning:** It is not the intention of technology purchases, adoption of contracts, use of contractors, or operational changes utilizing AI/Machine Learning to replace employees or reduce work hours. Management shall meet and confer with the Union in advance of any such change regarding implementation of technology utilizing AI/Machine Learning that would likely result in reduction of hours or staffing numbers and shall be required to bargain the effects of any such change within a reasonable timeframe. This provision shall not be triggered by reasonable efforts by Jeffcom to keep pace with operational improvements in the industry related to handling 911 and non-emergency calls and radio and electronic dispatching that are common to this industry that is only several decades old and develops quickly, resulting in many changes to the specifics of the Communications Officer role during the course of any career and even during the term of any CBA.
- 29.4 **Pandemic Provisions:** Management agrees to meet and confer with the Union within five (5) days after a Proclamation or State of Emergency for a person to person spread illness has been issued by the Washington State Governor that applies to Jefferson County to bargain measures to respond to the emergency that are effective to protect employee health and maintain agency operations, provided that measures required by law are not subject to bargaining.

ARTICLE 30 – TERMINATION

- 30.1 This Agreement shall be effective January 1, 2026, and shall continue in full force and effect up to and including December 31, 2028. Should either party desire to modify or terminate this Agreement on December 31, 2028, it shall serve written notice at least one-hundred-eighty (180) days prior to this date. Failure of such notice to be served shall result in this Agreement being renewed to on terms in effect December 31, 2028, and in like manner from year to year thereafter, and the provisions of section 14.4 shall be applied annually to adjust wages in accordance with the consumer price index, until a successor collective bargaining agreement is ratified by the parties.

Jeffcom 911 Communications	Date	Teamsters Local Union No. 589	Date
	1/23/2026   10:32 PST		1/23/2026   10:58 PST
Matt Stewart, Executive Director		Robert Driskell, Secretary/Treasurer	