

COLLECTIVE BARGAINING AGREEMENT

Between

KITTITAS COUNTY
BOARD OF COUNTY COMMISSIONERS,
Kittitas County Assessor

And

COUNCIL 2
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES
REPRESENTING LOCAL 2658
American Federation of State, County, and Municipal Employees, AFL-CIO

January 1, 2025 – December 31, 2027

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PREAMBLE

This Agreement is made pursuant to the provisions of RCW 41.56, by and between KITTITAS COUNTY BOARD OF COMMISSIONERS and KITTITAS COUNTY ASSESSOR, hereinafter referred to as the "Employer", and Council 2, Washington State Council of County and City Employees, representing Local 2658, American Federation of State County and Municipal Employees AFL-CIO, hereinafter referred to as the "Union".

The parties hereto desire to establish the standards of hours of labor, rates of pay, and other conditions under which the covered employees shall work for the Employers, and desire to regulate the mutual relations between the parties hereto during the term of the Agreement.

It is being specifically understood and agreed that all provisions herein are subject to existing laws, and if any provision is held or found to be in conflict with the law relating thereto, said provisions shall be void and shall not bind either of the parties thereto. All other provisions of this Agreement shall remain in full force and effect.

ARTICLE I – RECOGNITION

- 1.1 The Employer recognizes the Union as the certified exclusive bargaining representative for employees in the positions of County Appraisers and Sales Analysts for the purpose of collectively bargaining with respect to wages, hours, and working conditions as required by RCW 41.56. No employee shall be discharged or taken out of service on account of the lawful Union activities.
- 1.2 EXCLUDED from the unit are all elected officials, confidential employees, supervisors as defined by RCW 41.56.030, and any other employee classification not listed above.

ARTICLE II – MEMBERSHIP

- 2.1 The Employer shall remain neutral when communicating with employees about Union membership and direct the employee to a Union Staff Representative if they have questions about Union membership.
- 2.2 Information to Exclusive Bargaining Agents – On a monthly basis the Employer shall transmit a complete bargaining unit member list containing the following:
 - A. Employee's name and date of hire; and
 - B. Employee's contact information including cell, home, and work phone numbers, work and most up-to-date personal email addresses, home/mailling address; and
 - C. Employee's employment information including job title, salary or rate of pay, and worksite location or duty station.

- 2.3 For current Union members and those who choose to join the Union, the County agrees to deduct Union dues once each month from the pay of bargaining unit employees who authorize the County to do so. The County agrees to continue to do so for such time and on conditions set forth in the authorization for payroll deduction until such time as the Union notifies the Employer that the dues authorization has been properly terminated in compliance with the terms and conditions of the payroll deduction authorization executed by the employee. Authorization for deductions shall be electronic or in writing and filed with the County.
- 2.4 Employees may cancel their payroll deduction by written notice to the Union in accordance with the terms and conditions of their signed payroll authorization card. The Union will provide timely notice to the County of the cancellation of dues authorization by a bargaining unit member. Every effort will be made to end the deduction effective on the first payroll, and not later than the second payroll, after the County's receipt of notice of cancellation from the Union.
- 2.5 When the Employer hires a new employee the Employer shall, as soon as practicable, but preferably prior to the first date of employment, provide the Union representative with the name of the employee, corresponding job title, department, and hire date. A Union official shall be granted up to thirty (30) minutes during an employee's regular work hours to provide each new employee a basic overview of the employees' rights and responsibilities regarding Union membership, dues authorizations, and Union insurance, at no loss of pay to the employee. Prior arrangements must be made to avoid disruption to the department. Should the employee and Union representative determine that more time is needed, they will schedule additional time outside the employees' scheduled work hours.
- 2.6 When provided a Union authorization form furnished by the Union and signed by an employee, the Employer agrees to deduct from the employee's pay, the Union's applicable dues and/or service fees, as prescribed by the Union. The full amount of monies so deducted by the Employer shall be promptly forwarded to the Union by check along with an alphabetized list showing employee name, home address, hire date in current bargaining unit, job classification, department, hours worked, monthly base wage, and amount of union dues deducted. Payment of union dues shall be by payroll deduction and the aggregate amount rendered to the Washington State Council of County and City Employees, P.O. BOX 750 EVERETT, WA 98206.

ARTICLE III – MANAGEMENT RIGHTS

- 3.1 The Union recognizes the prerogative of the Employer to operate and manage its affairs in all respects in accordance with its responsibilities, lawful powers and legal authority, except as limited by the terms of this Agreement. All matters not expressly covered by the language of this Agreement, or other agreements with the Union, shall be administered by the Employer as the Employer may determine.
- 3.2 Affairs of the Employer concerning such prerogative include but are not limited to the following matters:
- A. The right to establish lawful work rules and procedures.

- B. The right to schedule work and overtime work, as well as the methods and processes by which said work is to be performed in a manner most advantageous to the Employer and consistent with the requirements of the public interest.
 - C. The right to hire, transfer, or promote employees as deemed necessary by the Employer in accordance with the provisions of this Agreement.
 - D. The right to discipline, suspend, or terminate an employee for just cause.
 - E. The right to determine the size and composition of the work force and to assign employees to work locations and shifts.
 - F. The parties understand that incidental duties connected with operations, not enumerated in job descriptions, shall, nevertheless be performed by the employee when requested by a supervisor.
 - G. The right to take actions as may be necessary to carry out Employer services in emergencies. The Employer shall be the sole determiner of an emergency.
 - H. Any employee within the bargaining unit who may feel aggrieved by the exercise of any of the Management Rights specified hereinabove, or any other claimed prerogative, may seek their remedy by the grievance procedure provided in this Agreement.
- 3.3 Nothing in this Agreement shall be interpreted to detract or circumscribe the trust emplaced in the officials, in this case, the Board of Kittitas County Commissioners and the Kittitas County Assessor, and the rights and duties owed thereby to the electorate in conformity with the statutes.

ARTICLE IV – CONDITIONS AND DURATION OF AGREEMENT

- 4.1 This Agreement shall be in full force and effect for the period commencing on the first day of January 2025 and terminating on the 31st day of December 2027. It is understood and agreed that the terms of this Agreement may be amended or modified by mutual written agreement of the Employer and the Union.

ARTICLE V – NEGOTIATIONS AND/OR LABOR-MANAGEMENT MEETINGS

- 5.1 Either party of this Agreement may select for itself such negotiator or negotiators for purpose of carrying on conferences and negotiations under the provisions of law, as such party may determine. No consent from either party shall be required in order to name such negotiator or negotiators. It is understood and agreed that the employees shall name no more than two (2) individuals within the bargaining unit to serve as negotiators at no loss of pay or benefits. All parties agree and recognize that the right to schedule Union negotiations outside of business hours is retained by management. All parties further recognize the intention of management to schedule these meetings accordingly. It is further agreed that this arrangement recognizes the inclusion of a professional negotiator or negotiators from the Washington State Council of

County and City Employees staff, normally the Staff Representative. In the event the parties agree to have an outside party brought in to assist with negotiations, such as a paid mediator, management will schedule meetings in an effort to avoid added expense while accommodating the availability of the third party.

- 5.2 The purpose of the labor-management meetings is to promote and encourage harmonious relations, cooperation and understanding between the Employer and its employees. In order to accomplish these goals, a labor-management committee may be established consisting of up to two (2) Union members chosen by the Union and up to two (2) management members chosen by the Employer.
- 5.3 Labor-management committee recommendations for resolution of matters shall not contradict, add to, or otherwise modify the terms and conditions of this agreement between the County and the Union. The purpose of the labor-management committee is to approach matters on a problem-solving basis. If any of the recommendations are intended to potentially modify the labor agreement, then those recommendations shall be forwarded to the Staff Representative for the Union and the County's Labor Attorney.
- 5.4 All parties agree and recognize that the right to schedule Union negotiations and/or Union-Management at times and locations agreeable to the parties. Meetings shall be scheduled not later than 20 working days from the date of the request to meet by either party to this agreement. Requests shall be in writing and shall contain the items and topics at issue. The timeline may be waived by mutual agreement of both parties.
- 5.5 When Union negotiations and/or Union-Management meetings are scheduled and conducted during normal work hours, those employees serving in their designated capacity as Union representatives have been and will continue to be compensated at their regular rate of pay and benefits with no requirement to use personal accrued leave.

ARTICLE VI – TIMETABLE

- 6.1 The tentative target schedule for conferences and negotiations to be carried on by the parties for the Collective Bargaining Agreement shall be as follows:
 - A. Submission of Union recommendations to the Board of County Commissioners and County Assessor on or about the third quarter of the year 2027.
 - B. Submission of Employer's answer within thirty (30) days of the Union proposal.
 - C. Negotiations (if required) to begin within fifteen (15) days of the Employer answer.

ARTICLE VII – SUBORDINATE TO STATUTES

- 7.1 This Agreement shall in all respects, whenever the same may be applicable herein, be subject and subordinate to the ordinances of Kittitas County, regulations within its statutory jurisdiction, and shall further be subject and subordinate to the statutes of the State of Washington.

Provided, however, the Employer shall not adopt or change by resolution a County ordinance affecting the wages, hours, or working conditions of the County Appraisers without agreement through negotiations with the Union.

ARTICLE VIII – GRIEVANCE PROCEDURE

- 8.1 The parties hereto recognize the need for fairness and justice in the adjudication of employee, Union, and/or Employer grievances and enter into this Agreement in a cooperative spirit to adjust such actions promptly and fairly at the lowest level possible. If, however, a grievance cannot be resolved through normal means, the grievance will be settled as hereinafter provided.
- 8.2 A grievance is defined as a dispute involving the interruption, application, or alleged violation of any provision of this Agreement.
- 8.3 Through the procedure as set forth in this Article, a grievance may be presented by an employee or the Employer.
- 8.4 A grievance brought by the Employer shall be filed within ten (10) days of the event or occurrence by written notice to the Local Union Designee and Council 2 Staff Representative. Such grievances will be heard at a joint meeting of the Employer and the Union within ten (10) working days of receipt of notice. If the issue is not resolved, the matter will be submitted to Step 3 as outlined in Article 8.8.
- 8.5 Grievances may be heard at any time where practical and feasible. All parties agree and recognize that the right to schedule Union grievance meetings outside of business hours is retained by management.
- 8.6 The parties agree that the time limitations provided are essential to the prompt and orderly resolution of any grievance, and that each will abide by the time limitations, unless an extension of time is mutually agreed to in writing. The Employer or its designee and the employee or their representative may extend the time limits by mutual agreement in writing.
- 8.7 No grievances, other than grievances initiated by the Employer, shall be valid unless said grievance is submitted at Step 1, within five (5) working days from its occurrence. If a grievance is not presented within five (5) working days from its occurrence, said grievance shall be waived and forever lost. If a grievance is not appealed to the next step within the specified time limit or an agreed extension thereof, it shall be considered waived and forever lost.
- 8.8 The grievance procedure shall be as follows:

Step 1: The grievance shall be presented in written form to the Assessor within five (5) working days from its occurrence. The Assessor will respond in writing within ten (10) working days after receiving said grievance.

Step 2: If the grievance is not resolved to the satisfaction of the concerned parties at Step 1, the following will occur:

- A. For issues that involve wages and/or benefits: Within ten (10) working days of the response in Step 1 above, the grievance, in written form, shall be presented to the Board of County Commissioners. The parties shall arrange a meeting between the aggrieved employee and/or the Union Representatives and the Board and County representatives within ten (10) working days for resolution of the issue. The Board of County Commissioners shall issue their written decision within ten (10) working days of the meeting references hereinabove.
- B. For issues that involve hiring, firing, discipline, or working conditions set forth by the Assessor: Within ten (10) working days of the response in Step 1 above, the grievance, in written form, shall be presented to the Board of County Commissioners with a copy to the Assessor. The Board and the aggrieved employee and/or Union Representative and County representatives shall arrange a meeting within ten (10) working days for resolution of the issue. The Board of County Commissioners shall issue their decision in writing to the aggrieved employee, Union, and Assessor within ten (10) working days of the meeting referenced in this Subsection (B). The decision of the Board of County Commissioners shall be non-binding, with final written determination issued by the Assessor to the aggrieved employee, Union, and Commissioners within ten (10) working days of the Board's response.

Step 3:

Final and Binding Arbitration: If the grievance has not been resolved at Step 2, the Union or the Employer shall refer the dispute to final and binding arbitration.

- A. **Notice – Time Limitation:** The Union or the Employer shall notify the other in writing by certified mail of submission to arbitration within ten (10) working days after receipt of the Step 2 response.
- B. **Arbitrator Selection:** The Union and the Employer will attempt to select an arbitrator within twenty (20) calendar days after receipt of the written notice to arbitrate.

In the event the parties do not agree on an arbitrator, then either party may request that the Public Employment Relations Commission (PERC) submit a list of ten (10) names from the register. Upon receipt of the ten (10) names, the parties shall flip a coin to determine who will strike the first name, following which each will alternately strike one of the names submitted until only one name remains. This person will serve as the arbitrator subject to the following provisions.

- C. **Decision – Time Limit:**
 - i. The arbitrator will meet and hear the matter at the earliest possible date after being selected. After completion of the hearing, a decision shall be entered within 30 calendar days, unless an extension of time is agreed upon as provided for herein.
 - ii. Any decision by the arbitrator shall be binding on each party.
- D. **Limitations, Scope, and Power of Arbitrator:**
 - i. The arbitrator shall not have the authority to add to, subtract from, alter, change, or modify the provisions of this Agreement.

- ii. The power of the arbitrator shall be limited to interpretation of or application of the terms of this Agreement or to determine whether there has been a violation of the terms of this Agreement by either the Employer or the Union.
 - iii. The arbitrator shall consider and decide only the question or issue raised at Step 1 or Step 2, as determined by the step where the grievance was first initiated, and said arbitrator shall not have the authority to consider additions, variations and/or subsequent grievances beyond the grievance submitted at Step 1 or Step 2.
 - iv. In conducting the hearing, the arbitrator shall have the power to administer oaths, issue subpoenas, receive relevant evidence, compel the production of books and papers relevant to the hearing, and question witnesses.
- E. Arbitration Award – Damages – Expenses:
- i. Arbitration awards shall not be made beyond the date of the occurrence upon which the grievance is based, that date being five (5) working days or less prior to the initial filing of the grievance.
 - ii. The arbitrator will retain jurisdiction of the grievance until such time as the award has been complied with in full.
 - iii. The arbitrator shall not have authority to award punitive damages. Punitive damages do not include an award for lost wages, or lost benefits.
 - iv. In the event that either party evaluates and determines that the arbitration award was made beyond the jurisdiction of the arbitrator or that said arbitration award was clearly erroneous or that said arbitration award was arbitrary, capricious and unreasonable in light of the evidence presented, then and in that event said award may be appealed to Superior Court. Said appeal shall be taken by either party within sixty (60) calendar days from the date of receipt of the written decision of the arbitrator.
 - v. Each party hereto shall pay the expenses of their own representatives, attorneys, witnesses, and other costs associated with the presentation of their case and as well as one-half the expense of the neutral arbitrator.

ARTICLE IX – NO STRIKE & NO LOCKOUT

- 9.1 Neither the Union, any agent nor any employee shall cause or participate in any strike or work stoppage, slow down or other interference with County functions by employees of the County, and should same occur, the Union agrees to take appropriate steps to end such interference immediately. County employees who engage in any of the above-referenced activities shall not be entitled to any pay and/or benefits during the period in which the employee is engaged in such activity. Employees who engage in any of the foregoing actions shall be subject to disciplinary action as determined by the Employer.
- 9.2 The Employer agrees that there will be no lockouts during the term of this Agreement.

ARTICLE X – HOURS OF WORK – OVERTIME

- 10.1 Workday/Workweek: The normal workweek shall be comprised of 40 hours. The normal workdays in a workweek are Monday through Friday, inclusive, ending no later than 5:30 PM.
- 10.2 Meal/Rest Periods: No employee shall be required to work more than five (5) consecutive hours without an uninterrupted meal period of at least thirty (30) minutes. The meal period will commence no less than two (2) hours and no more than five (5) hours from the beginning of the shift. Employees shall be allowed a fifteen (15) minute paid rest break for each four (4) hours worked. To the extent possible, rest periods will be provided in the middle of the morning and afternoon work periods.
- 10.3 An employee will be entitled to overtime if the employee has actually worked in excess of forty (40) hours in a week as defined by the Employer. Overtime shall be accrued in a minimum of one-quarter (1/4) hour increments. If the employee works for more than eight (8) minutes they will receive a one-quarter (1/4) hour increment of overtime. If the employee works less than eight (8) minutes the time is de minimus and thus no time will be accrued.
- 10.4 Paid leave, holidays, jury duty, military leave, emergency leave, medical leave, maternity leave and/or leaves of absence shall not constitute time worked for the purposes of overtime.
- 10.5 Adjustment in the employees' regular hours of work shall not be construed to be in conflict with this Agreement.
- 10.6 For the purpose of computing an employee's base hourly rate, the employee's monthly rate shall be divided by 173.333 hours.

ARTICLE XI – HOLIDAYS

- 11.1 The following legal paid holidays shall be recognized:

New Year's Day	First day in January
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	Fourth of July
Labor Day	First Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Native American Heritage Day	Fourth Friday in November
Christmas Day	December 25 th
Two (2) Floating Holidays	

And any day proclaimed as a legal holiday by Governor's proclamation. Whenever a legal holiday falls on Saturday, the preceding Friday shall be observed as the holiday and whenever such holiday falls on Sunday, the following Monday shall be observed as the holiday.

- 11.2 Whenever a holiday falls within a scheduled leave period, that day shall be charged as a holiday. PTO leave shall not be used on a holiday (FMLA may still apply).
- 11.3 If December 24th falls on a regular working day, County Offices shall be closed one-half day commencing at noon. If County offices are closed on December 24th, either because it falls on a weekend or because Christmas falls on a Saturday, then and in that event, there will be no half-day closure on any other date.

ARTICLE XII – SENIORITY

- 12.1 Seniority means an employee's length of continuous service within the bargaining unit since the employee's last date of hire. Subject to the provisions set forth in this Article, seniority shall prevail between qualified employees when promotional vacancies or new jobs occur.
- 12.2 Temporary employees are not entitled to seniority. Time worked as a temporary employee does not count as continuous service with Kittitas County.
- 12.3 Anniversary Date: For the purpose of seniority, the anniversary date of an employee shall be the hire date in the Appraisers bargaining unit as set forth in Section 12.1. Employees who have worked in another department of the County and obtain employment within the Appraisers bargaining unit shall be credited any accrued paid leave previously accumulated with the County. For the purposes of PTO accrual, the anniversary date shall be the date of hire into a benefit-eligible position with the County, provided the employee has continuously worked with the County upon entering the bargaining unit. For the purposes of salary step increases, the anniversary date shall be the current position hire date. For anniversary dates occurring between the 1st and 15th day of the month any step increase will be effective on the first day of that month; for anniversary dates occurring between the 16th and the final day of the month any step increase will be effective on the first day of the following month.
- 12.4 An employee first hired into the bargaining unit to fill a regular position of employment shall be on a probationary status for a period of twelve (12) months before becoming a regular employee. During the probationary period the employee shall be on a trial basis, during which period the employee may be discharged for any reason without recourse to the grievance or arbitration procedure.

New employees shall be added to the seniority list twelve (12) months after their date of hire.

Employees having achieved regular status who promote to Sales Analyst or Appraiser IV shall serve a six (6) month probationary period in the new position. Regular employees advancing to the position of Appraiser II or Appraiser III are not subject to a probationary period. During such probationary period, whether or not such employee is qualified to hold the position shall be determined at the sole discretion of the Assessor.

Employees shall not have the right to exercise the grievance procedure pertaining to their ability to succeed in their new position during the probationary period.

- 12.5 In the event a transferred or promoted employee fails in the probationary period of the new position, the employee then has the right to “bump” back to the employee’s former position. The employee “bumped” has the right to “bump” to the position previously held provided that in each instance of “bumping” the employee had completed a probationary period in the position the employee seeks to regain.

No provision is made for a voluntary return to the previous position by the promoted or transferred employee. “Bumping” applies only in the case of failure in the new position during the probationary period. Employees should be advised of the provisions of this Agreement at the time of transfer or promotion.

- 12.6 Seniority shall terminate by discharge from service, by voluntarily leaving service, or by taking a position outside of the bargaining unit. In cases of vacancies, the creation of new jobs, or during reductions in force, seniority shall apply so that the employees with the greatest length of service shall be given preference according to their qualifications. The term “qualifications” is defined as the combination of attributes required by the Assessor and listed in the job posting.

ARTICLE XIII – LAYOFF/RECALL

- 13.1 In the event it becomes necessary to lay off any employee or employees, such layoff shall be by seniority. The least senior employee shall be the first employee subject to layoff, provided the remaining employees are qualified and able to perform the work. Any employee(s) laid off shall be eligible for reinstatement for a period of one (1) year. No new employee(s) shall be hired within the Assessor’s Office until available and qualified employees placed on layoff have been offered re-employment in the reverse order of layoff.
- 13.2 To be eligible for re-employment, a laid off employee shall maintain a current address with the employer and shall be eligible for re-employment only for a period of one (1) year subsequent to the layoff. An offer of re-employment shall be in writing and sent by registered or certified mail to the employee at the address provided by the employee, with a copy by email to the Local Union Designee and Council 2 Staff Representative. An employee shall have ten (10) calendar days from the date of mailing to give notice of accepting or rejecting re-employment. Failure to respond, or rejection of re-employment, will result in removal from the recall list.
- 13.3 Should the employee accept re-employment, they may take another ten (10) business days from acceptance before they are required to return to work. Failure to be available for work within ten (10) business days may result in withdrawal of the re-employment offer and forfeiture of all recall rights under this Section.
- 13.4 In the event the laid off employee with the greatest amount of seniority does not elect to accept an available position with higher rating, the next employee in rank of seniority and qualifications shall be eligible. In the event the seniority list should become exhausted, the Employer then has the right to step up persons with less than twelve (12) months of service, or hire a new employee for the position involved.
- 13.5 Any employee who has refused a position shall not have the right to displace the holder of said position.

ARTICLE XIV – PAID TIME OFF (PTO)

- 14.1 **Accrual:** Paid Time Off (PTO) for regular employees shall accrue monthly at a rate in accordance with the following schedule:

Years of Service	Hours/Month	Hours/Year
0 months to 12 months of service	18.667	224
At the beginning of employee's 2 nd year of service	22	264
At the beginning of employee's 5 th year of service	23.667	284
At the beginning of employee's 8 th year of service	25.333	304
At the beginning of employee's 12 th year of service	27	324
At the beginning of employee's 16 th year of service	28.667	344

- A. Employees shall accrue PTO in their first month of employment, provided they physically work at least 40 hours in the month.
- B. Employees shall accrue PTO in their last month of employment, provided they physically work at least 40 hours in the month.
- C. PTO is accrued monthly, and hours cannot be used prior to accrual.
- 14.2 **Probationary Restriction:** Subject to supervisor approval, scheduled PTO may be used following accrual.
- 14.3 **Scheduling:** The County shall determine when scheduled PTO shall be taken by way of advanced scheduling insofar as practicable. Requests will generally be granted on a first come basis, but seniority shall be considered for conflicts involving simultaneously submitted requests. The minimum PTO authorized shall be one-quarter hour. Lengthy leaves of three (3) or more weeks are subject to scheduling/supervisory approval.
- 14.4 **Part-Time Prorate:** Regular part-time employees shall be entitled to that fractional part of the PTO that the total number of hours of employment bears to the total number of hours required for full-time employment.
- 14.5 **Payment Upon Termination:** Accrued PTO shall be paid to regular employees whose service is terminated by resignation, death, reduction of force, termination, or retirement, up to a maximum of 360 hours.

Should the union decide to have the unused accrued leave paid as a contribution into an HRA VEBA program, they will notify the Human Resources Department in writing no later than December 1st of the year prior to the requested change, which will become effective January 1st. The change will affect all members of the bargaining unit and remain in effect until return to cash payout is requested by the union in writing, which must be submitted to HR by December 1st of the year prior to the requested change for a January 1st effective date. mid-year change will not be granted.

- 14.6 Minimum Utilization: After one (1) year of County service, all regular employees shall be strongly encouraged to take at least 40 consecutive hours of scheduled PTO annually. Holidays which occur during a scheduled PTO period shall be charged to holiday time. Such holiday will apply towards the 40 consecutive hour requirement.
- 14.7 Carryover Cap: As of December 31st of each year, accumulated PTO may not exceed a total of 720 hours. Any excess will be forfeited. Employees whose leave exceeds the maximum accrual shall have their accrual balance reduced to 720 hours effective January 1 of the subsequent year. However, no hours shall be forfeited in the event Employees are prevented from utilizing PTO leave due to workflow needs. In that the event the Employer agrees to cash out excess hours at the Employees current hourly rate of pay.
- 14.8 Advance Notification of PTO Use: If the need for PTO is foreseeable, the employee must provide notice at least ten (10) days, or as early as practicable, in advance of the use of PTO, to the employee's immediate supervisor or department head. For example, the need to use PTO for scheduled health and dental appointments, or annual vacations, is foreseeable, so the employee would need to provide advanced notice of PTO use.
- 14.9 Unscheduled PTO: Unscheduled PTO is limited to emergencies or other urgent situations which are unforeseeable. Any employee who, for any reason, must take unscheduled PTO, shall, as soon as practicable, notify their immediate supervisor or department head. In the event it is impracticable for an employee to provide notice, a person on the employee's behalf may provide notice to the employee's immediate supervisor or Elected Official.

In addition to the examples listed above, WAC 296-128-700 and RCW 49.46.210 allow employees to utilize PTO for themselves or their eligible family members for purposes including:

- A. Leave under the domestic violence leave act, chapter 49.76 RCW, for an employee or family member who is a victim of domestic violence, sexual assault, or stalking.
- B. An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care.
- C. Exposure to an infectious disease during such period as their attendance would jeopardize the health of County employees or the public.
- D. To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care.
- E. When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason.

- 14.10 Verification of Absences Exceeding Three (3) Days: If an employee uses unscheduled PTO for more than three (3) consecutive days, the employee will be required to provide verification that establishes or confirms the use of unscheduled PTO for an authorized purpose. The employee must complete and sign the “Employee Verification of Authorized Use of Unscheduled PTO for Absences Exceeding Three (3) Days” form and return it to their supervisor within 10 calendar days of the first day the employee used unscheduled PTO. Verification forms and accompanying documentation will be forwarded to the Human Resources Department.
- 14.11 Employee Discipline: Any employee who fails to comply with the notification of PTO use and/or verification of absences provisions set forth in Articles 14.8, 14.9, and/or 14.10, may be subject to progressive discipline up to, and including, termination of employment.
- 14.12 Extended Illness Time Bank (EIT): Employees who received an EIT bank as a result of ratification of this PTO policy on January 1, 2024 may continue to use time from their EIT bank first when they must call out for PTO due to a sick leave authorized purpose (see Article 14.9), until the EIT bank is exhausted. EIT hours are not eligible for cash out upon separation.

ARTICLE XV – ADJUSTMENT FOR WORKER’S COMPENSATION

- 15.1 For a period of absence from work due to injury or occupational disease resulting from County employment, the employee shall file an application for worker’s compensation in accordance with state law.
- 15.2 The employee shall use accumulated PTO, then submit their worker’s compensation time loss payment to the Auditor’s Office to replenish or “buy back” their PTO. In the event of overpayment, the employee is obliged to return such overpayment to the Employer.
- 15.3 Should any employee apply for time loss compensation and the claim is then or later denied, paid leave may be used for the absence in accordance with other provisions of this rule.
- 15.4 Nothing herein pertains to permanent disability award.
- 15.5 No employee shall receive any compensation in combination of paid leave and worker’s compensation which is greater than the employee’s daily or monthly salary.

ARTICLE XVI – FAMILY AND MEDICAL LEAVE

- 16.1 Under the terms of The Family and Medical Leave Act of 1993 (FMLA), Title 29, Part 825 of the Code of Regulations, employees may request leave without pay under the following conditions:
- A. For the birth of a son or daughter, and to care for the newborn child;
 - B. For placement with the employee of a son or daughter for adoption or foster care;
 - C. To care for the employee's spouse, son, daughter or parent with a serious health condition; and,

- D. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job.
- 16.2 Consistent with FMLA and adopted regulations, employees are entitled to request leave without pay for up to 12 weeks within a 12-month period.
- 16.3 The 12-month period is a rolling 12-month period measured backward from the date an employee uses FMLA leave.
- 16.4 The Employer will require the employee to first use and exhaust all paid leave available to the employee as part of any Family and Medical Leave, unless FMLA is taken concurrently with any other federal or state leave that dictates that an employee may choose to use unpaid leave in coordination with protected leave.
- 16.5 All requests for leave and any other notices regarding Family and Medical Leave shall be in writing, and at least thirty (30) days in advance, unless emergency or unforeseen circumstances exist, then as soon as practicable.
- 16.6 This Article shall be consistent with the FMLA and adopted regulations, and is not intended to expand upon the rights set forth in said Act or regulations.

ARTICLE XVII – BEREAVEMENT, MILITARY LEAVE, JURY DUTY, & LEAVE OF ABSENCE

- 17.1 Bereavement Leave: Paid Bereavement Leave shall be limited to three (3) days in any one instance. The Employer may grant additional days, not to exceed five (5) days if the death of an immediate family member occurs out of state. Immediate family includes only persons related by blood or marriage or legal adoption in the degree of consanguinity of wife, husband, parent, grandparent, brother, sister, child or grandchild of the employee and other relatives residing in the employee's household. It is understood that this leave is granted separate and apart from PTO and/or compensatory.
- 17.2 Military Leave: Every employee covered by this agreement who is a member of the Washington National Guard or of the army, navy, air force, coast guard, or marine corps reserve of the United States, or of any organized reserve or armed forces of the United States shall be entitled to, and shall be granted, military leave of absence from employment for a period not exceeding 21 days during each year beginning October 1st and ending the following September 30th. Such leave shall be granted in order that the person may report for active duty, when called, or take part in active training duty in such manner and at such time as he or she may be ordered to active duty or active training duty. Such military leave of absence shall be in addition to any vacation or sick leave to which the employee might otherwise be entitled, and shall not involve any loss of efficiency rating, privileges, or pay. During the period of military leave, the employee shall receive from the Employer the employee's regular rate of pay for their permanent classification. A copy of the orders will be attached to the employee's timesheet.

- 17.3 Jury Duty: Any employee who is called for jury duty shall receive from the County the difference between the employee's regular pay and the compensation received for jury duty. Any such absence shall not be counted as accumulated paid leave.
- 17.4 Education Leave: At the discretion of the Assessor, leave with pay not to exceed two (2) weeks shall be granted for job-related educational leaves. This includes educational courses offered by the Assessor's Association, the Department of Revenue, the Society of Real Estate Appraisers, the American Institute of Real Estate Appraisers, the International Association of Assessing Officers (IAAO), and other approved educational organizations. During the leave period, the employee will accrue their regular PTO and seniority rights as provided by this Agreement.
- 17.5 Authorized unpaid leaves of absence shall not interrupt prior or continuous employment; however, the employee shall not be credited with earning PTO, holiday pay, or any other benefits during the period of authorized unpaid leave of absence. Unpaid leaves of absence will extend the probationary period of employment.
- 17.6 The County agrees to pay appraiser membership dues for the International Association of Assessing Officers (IAAO) for the Appraiser IV/Lead Appraiser.

ARTICLE XVIII – HEALTH AND WELFARE

- 18.1 The Employer will provide employees access to health insurance that will include at least one (1) plan option for medical, dental, vision, and basic life insurance.
- 18.2 Effective January 1, 2025, and for the life of this Agreement, the Employer agrees to contribute on a monthly basis an amount equal to the composite rate of the Employer-sponsored base plan for medical, dental, vision, basic life insurance, and base long-term disability. Employees who elect to enroll in the UHC 1500 buy-up medical plan are responsible for paying the difference in cost between the base plan and the buy-up plan, up to 8.6% of the total cost of the 1500 buy-up plan.
- 18.3 Enrollment in employee healthcare is mandatory in all areas (medical, dental, vision, basic life, and base long-term disability). Employee may opt to waive medical coverage if they have other qualifying coverage. Enrollment in dependent healthcare coverage is optional.
- 18.4 The Employer will keep the Union apprised of proposed changes to the medical plan and will provide as much notice as practicable in the event the County determines a change in plans is necessary.
- 18.5 **Life Flight Air Coverage:** Effective 1/1/2025, and for the life of this Agreement, the Employer agrees to provide each employee with a Life Flight Air Coverage (<https://www.lifeflight.org/membership/>) annual membership. The County will pay 100% of the annual membership fee per employee, per year, for each year of this Agreement. Should the membership fee change during this contract cycle, the County will cover 100% of the membership fee, up to \$100 per employee, per year. The employee will be responsible for paying any membership fee amounts above \$100 via payroll deduction.

ARTICLE XIX – WAGES

- 19.1 Wages paid to employees of the bargaining unit are set forth in the salary schedule, which is attached hereto and incorporated by this reference as “APPENDIX C.”
- A. Effective January 1, 2025, the Union will adopt the AFSCME wage matrix as outlined in Appendix C.
 - B. Effective January 1, 2026, all wage scales will be increased by 6%, or 100% of the change in the CPI-W West Region, Size Class B/C when comparing the month of June of 2025 to June of 2024, whichever is lower, with a minimum increase of 3%.
 - C. Effective January 1, 2027, all wage scales will be increased by 6%, or 100% of the change in the CPI-W West Region, Size Class B/C when comparing the month of June of 2026 to June of 2025, whichever is lower, with a minimum increase of 3%.
- 19.2 Travel Expense: The parties agree that the County Travel policies for seminars and training courses shall be applied to employees of the bargaining unit in accordance with the current County travel policies. The parties agree that the bargaining unit members have no claim for past or future expense for lunches or meals except as provided in the County travel policies for seminars and training courses.

ARTICLE XX – SPECIAL COMPENSATION PROVISIONS

- 20.1 Workwear Allowance: On January 1 of each year of this agreement the Employer will provide employees a boot/clothing/equipment allowance of \$350 for the replacement of boots, clothing and/or personal equipment used in the performance of their jobs. Employees shall be allowed to roll any unused allowance to the next calendar year for a total of \$700; remaining dollars may not be carried forward beyond the next calendar year.
- 20.2 Longevity Pay: Longevity pay, in addition to wages, will be paid according to the following schedule:

Length of service (years completed)	Longevity per month
At 8 years of employment	\$70
At 12 years of employment	\$100
At 16 years of employment	\$140

- 20.2.1 Effective January 1st, 2026, the longevity scale in effect will be increased by 6%, or 100% of the change in the CPI-W West Region, Size Class B/C when comparing the month of June of 2025 to June of 2024, whichever is lower, with a minimum increase of 3%.

20.2.2 Effective January 1st, 2027, the longevity scale in effect will be increased by 6%, or 100% of the change in CPI-W West Region, Size Class B/C when comparing the month of June of 2026 to June of 2025, whichever is lower, with a minimum increase of 3%.

20.3 Bilingual Pay: Employees who demonstrate verifiable levels of fluency in Spanish and are willing to provide interpretive services to customers when requested shall be eligible for bilingual pay. An objective, third party testing service will be used to establish an acceptable level of fluency. Employee must arrange with the Human Resources Department to be tested. Bilingual pay will not be applied automatically or retroactively. Bilingual pay will become effective on the first day of the pay period following receipt of the test results. The Assessor's Office shall be responsible for the cost of testing; Employees shall not suffer a loss of pay while testing. However, overtime shall not result.

Employees scoring at a level of IL (Intermediate Low) to IH (Intermediate High) as stated in LTI Language Testing will be considered conversationally acceptable and will receive an additional 1.5% of their base pay for as long as they are able and willing to provide interpretive services. Employees scoring at a level of AL (Advanced Low) or above will be considered conversationally fluent and shall receive an additional 3% of their base pay for as long as they are able and willing to provide interpretive services.

20.4 Deferred Compensation: The Employer agrees to match Employee contributions to the 457(b) deferred compensation plan up to a maximum of two percent (2%) of the employee's base wage.

20.4.1 Eligibility: All employees who voluntarily participate in one of the Employer-sponsored 457(b) deferred compensation plans by making contributions from their wages are eligible to receive the Employer's matching contribution.

20.4.2 Calculation of Matching Contributions: The Employer's matching contribution shall be calculated based on two percent (2%) of the Employee's base wage per pay period, provided that the employee contributes an equal or greater amount to the 457(b) deferred compensation plan.

20.4.3 Timing of Contributions: Employer matching contributions will be made on a per-pay-period basis, concurrent with employee contributions. Matching contributions are deposited into the employee's 401(a) account in accordance with applicable laws and plan regulations.

20.4.4 Vesting Schedule: All Employer match contributions are subject to a one (1)-year vesting period. Employees must complete one (1) year of continuous service with Kittitas County in order to become fully vested in the Employer match contributions. If an employee separates from County employment before completing one (1) year of continuous employment, any unvested Employer match contributions will be forfeited and returned to the Employer. The one (1) year vesting requirement may be waived if separation of employment is due to retirement.

ARTICLE XXI – EMPLOYEE PERFORMANCE EVALUATIONS

- 21.1 Management and the Union recognize that employee job performance evaluations are productive and useful tools for both parties. The following are guidelines to be used during employee performance evaluations:
- 21.2 The Assessor will perform employee performance evaluations.
- 21.3 Evaluations may be requested by either management or employees but at a minimum will be given once yearly on or about the employee's anniversary of position date (as defined in Article 12.3).
- 21.4 Changes to job description and evaluation formats will be communicated with the Union Representative for comment and input.
- 21.5 Union members retain all rights under the contract during the employee performance evaluation process.
- 21.6 Employees receiving evaluation ratings indicating the employee does not "meet expectations" will be provided a written plan of improvement including specific timelines for expected improvement to "satisfactory" or above ratings. Failure to meet the terms of the plan of improvement may result in disciplinary action or termination of employment.
- 21.7 Job descriptions will be reviewed at the time of evaluations.

ARTICLE XXII – DISCIPLINE

- 22.1 The Employer may issue a verbal reprimand, written reprimand, suspension and/or terminate an employee for just cause.
- 22.2 The disciplinary actions which the Employer may take against an employee include the following:
 - A. Verbal reprimand (confirmed in writing)
 - B. Written reprimand
 - C. Suspension without pay
 - D. Termination

Which disciplinary action is taken depends upon the seriousness of the affected employee's conduct as determined by the Employer. The above enumerated disciplinary actions may be implemented without regard to the order indicated hereinabove.

In other words, the Employer may implement disciplinary action by way of a written reprimand coupled with a suspension or the Employer may determine misconduct is of such a serious nature as to warrant a different combination of disciplinary actions.

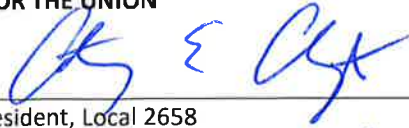
- 22.3 The Employer may terminate an employee for just cause. The Employer shall make available the specified charges in writing at least one (1) calendar day prior to the effective date of the action, unless provisions of Article 22.4 are applicable.
- 22.4 When the Employer determines that circumstances are such that retention of the employee will likely result in disruption of County programs, damage to or loss of County property or be injurious to the County employee, fellow employees or the services provided by the County, the Employer may terminate or suspend the employee immediately. In such cases, the specified charges shall be made available to the employee in writing by the County not later than three (3) working days after the action became effective.
- 22.5 The Employer may suspend an employee for just cause as specified in this article. An employee may not be suspended for more than 90 working days.
- 22.6 In cases of suspension, unless Article 22.4 is applicable as determined by the Employer, the specified charges and duration, where applicable, of the action shall be made available to the employee in writing by the County at the time the action became or becomes effective.
- 22.7 The time limitations relating to notification of disciplinary action are only for employee notification purposes and shall not affect the validity of disciplinary action taken by the Employer. In other words, if the County is unable to provide notification in strict adherence to the notification times expressed in subsections hereinabove, said inability shall not affect the validity or effectiveness of any type of disciplinary action against an employee.
- 22.8 Copies of action taken by the Employer shall be forwarded to the Council 2 Staff Representative with the exception of verbal reprimands. Notations of verbal reprimands shall be permitted in the personnel file that bear the employee's signature, to confirm that the employee knows the document is being placed in their file.
- 22.9 References to disciplinary actions in personnel file shall remain in the file in accordance with the following provisions:
 - A. Written reprimand shall remain in the personnel file for a period of 24 months, at which time the employee may request the written reprimand be removed. However, if another written reprimand occurs within that 24-month period, then both written reprimands shall remain in the personnel file for another 24-month period from the date of the last written reprimand, at which time the employee may request removal. Removal of the documents shall be granted upon mutual agreement between the Union and the Employer.
 - B. If the disciplinary action is that of a suspension, the written references to the suspension shall remain in the personnel file for a period of 24 months, at which time the employee may request the suspension references be removed. However, removal of suspension references shall not apply to the Personnel Action Form (PAF), which must be retained

by the Employer. However, if another instance of suspension occurs within 24 months from the date of the first suspension, then said references to both suspensions shall remain in the personnel file indefinitely.

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IN WITNESS WHEREOF, the parties have caused this Agreement to be signed this 18th
day of December, 2024 by their duly constituted and legal representative as follows:

FOR THE UNION



President, Local 2658



Negotiation Team Member




Negotiation Team Member



Union Representative






☒ Clerk of the Board
☐ Office Administrator


FOR THE EMPLOYER



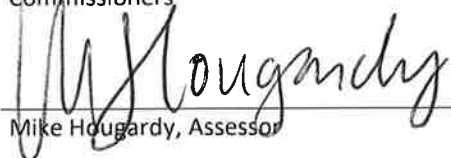
Brett Wachsmith, Chair, Board of County Commissioners



Laura Osiadacz, Vice Chair, Board of County Commissioners



Cory Wright, Commissioner, Board of County Commissioners



Mike Hougardy, Assessor

APPENDIX A

Appraiser Classification Structure & Advancement Procedures

COMPENSATION PLAN ADMINISTRATION

- A. The bargaining unit agrees that the Employer should have some latitude in hiring of new employees and determinations of employee advancements. Disagreements over employee advancements may be addressed first through the Union Labor Management Committee and finally through the Grievance Procedure.
- B. Maintenance of Accreditation by the State of Washington, Department of Revenue is an understood condition of employment for Appraiser II, III, IV and Sales Analyst.
- C. There shall be one (1) year of service between all horizontal step increases.
- D. The following denote the separation between positions that shall be maintained through any future wage studies or negotiations:
 - 1. Always maintain 2.5% step progression throughout the table.
 - 2. Appraiser I will have two (2) steps. All other positions will have nine (9) steps.
 - 3. Appraiser positions will maintain the current separation of pay grades in the matrix as called out in APPENDIX C.
- E. The following job descriptions are short summaries and are not to be interpreted as being fully encompassing.
- F. Wage Tables (APPENDIX C)
- G. Job Classification Review: In the event that the Union or the Employer believes that an employee's current duties and responsibilities are no longer accurately represented in their job description, the Union or Employer may request a job description review. The requesting party will submit documentation in accordance with the County's Classification Policy to the Human Resources Department.
 - i. Requests for classification review must be submitted to the Human Resources Department no earlier than April 1st and no later than May 31st during each year of the contract.
 - ii. The Union and the Employer will meet no later than June 30th to discuss the issue and determine what, if any, adjustments should be made.

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APPENDIX B
Position Descriptions

APPRAISER I
Non-Accredited Apprentice

- A. Movement from Step 1 to Step 2 is automatic with one (1) year of service.
- B. Incumbents work under close supervision as they learn the appraisal methods and procedures specific to this jurisdiction. The employer agrees to provide education, guidance, and work opportunities that will assist the employee in developing Appraiser II skills. When an employee earns a certificate of accreditation from the State of Washington Department of Revenue, the employee will be advanced to Appraiser II Step 1.
- C. If the employee fails to pass the DOR accreditation exam within two (2) attempts, then the employee may be terminated without recourse.

APPRAISER II
Accredited Apprentice

- A. The employee at Step 1 of this level works with indirect supervision and applies appraisal principles and techniques in performing entry-level appraisals of real properties. He/she must successfully complete required appraisal education courses. With the Department of Revenue accreditation, the employee is able to work more independently towards developing journey level skills. The employer agrees to provide education, guidance, and work opportunities that will assist the employee in developing Appraiser III full journey level appraiser skills.
- B. Employment as Appraiser II is contingent on the employee successfully progressing towards Appraiser III qualifications. Employees that do not progress towards developing Appraiser III skills may be terminated.
- C. A new employee that is accredited by the Washington State Department of Revenue (DOR), is a Department of Licensing Washington State-licensed Real Estate Appraiser, or State-certified Residential Real Estate Appraiser, may be hired as an Appraiser II and placed at Step 1 or 2 on the Appraiser II wage scale. The employee must earn a DOR accreditation within one (1) year or the employee may be terminated without recourse.
- D. The Appraiser II, when promoted to Appraiser III, will move to Step 1 of the Appraiser III pay grade, or to a step within the Appraiser III pay grade that provides a minimum of a 5% increase over their current Appraiser II step, whichever is higher.
- E. Any one of the following events will promote an Appraiser II to an Appraiser III:
 - 1. Four (4) years of employment as an Appraiser II plus successful completion of IAAO Course II Income Approach to valuation.

2. Five (5) years employment as an Appraiser II will automatically cause a promotion to Appraiser III if the appraiser has never been provided by the employer an opportunity to take IAAO Course II Income Approach to Valuation.
3. The Assessor's approval based on the employee having fulfilled satisfactory equivalency requirements to option 1.

APPRAISER III

Full Journey-Level Appraiser

- A. The full journey level of the appraiser job family is the Appraiser III. The Appraiser III conducts appraisals of land, single and multi-family residences, apartment complexes, neighborhood businesses and agricultural properties. The journey level position exercises more independence, understands variations from the norm, and may be responsible for training entry-level incumbents. The position requires knowledge of property tax laws, standard appraisal theory, methods and techniques applicable to the valuation of land, residential, commercial and agricultural properties; legal descriptions and instruments of ownership; real estate law; types and qualities of residential materials and construction.
- B. If a new employee is hired that already meets the qualifications for Appraiser III, then the employer has the option of placing that person at Step 1 or 2 of the Appraiser III pay scale. New employees with a state-certified General Real Estate license may qualify for this option but must become accredited by the DOR within one (1) year or the employee may be terminated without recourse.

APPRAISER III – SALES ANALYST

Full Journey-Level Appraiser

- A. Creates and implements computer based residential and commercial appraisal processes and information. Incumbents within this class coordinate and maintain centralized sales information to establish data for adjustments of property to market value. Requires advanced appraisals skills and exceptional computer skills.
- B. When job openings occur, Appraiser III (Full Journey) level employees from within the bargaining unit will first be considered for these positions. If an Appraiser III is not available, then the employer may seek Appraiser III (Full Journey) level candidates from outside the County. If attempts to hire an Appraiser III level candidate are unsuccessful, the employer may consider Appraiser II or Appraiser I candidates as an Apprentice Sales Analyst.
 1. The Appraiser III, when promoted to Appraiser III - Sales Analyst, will move to Step 1 of the Appraiser III - Sales Analyst pay grade, or to a step within the Appraiser III - Sales Analyst pay grade that provides a minimum of a 5% increase over their current Appraiser III step, whichever is higher.
 2. Outside Appraiser III level candidates may be started on the Appraiser III (full journey) step 1 or 2 if the person has appraisal experience, but not sales analyst experience. Once the Employer determines that the candidate has developed the required

computer and analytical skills, then the candidate may be advanced to step 1 of the Sales Analyst pay scale. If a candidate has strong sales analysis experience when first hired, then they may start at Sales Analyst step 1.

3. Appraiser I/II level candidates promoted to an Apprentice Sales Analyst will follow the same step plan from their current position until promoted to Journey Level Appraiser III. From there they will follow the verbiage outlined in Article B(1) of this section.

- C. Database management and statistical skills may be considered as relevant experience.
- D. This level is limited to two (2) employees, one of whom acts as administrator of the appraisal and assessment software system.

APPRAISER IV – SALES ANALYST

- A. This level is distinguished from the third level by the advanced knowledge and complexity of appraisal work. The Appraiser IV – Sales Analyst plans, distributes, and directs work within the Sales Analyst branch of the Appraisal department. At the Appraiser IV level, the employee is expected to perform research and make recommendations for policy and procedural changes and improvements. The Appraiser IV trains and provides technical guidance to other appraisers.
- B. When a job opening occurs, only Appraiser III – Sales Analyst level employees within the bargaining unit, with a minimum of five (5) years in the position will be considered for this position.
 1. The Appraiser III - Sales Analyst, when promoted to Appraiser IV - Sales Analyst, will move to Step 1 of the Appraiser IV - Sales Analyst pay grade, or to a step within the Appraiser IV/Sales Analyst pay grade that provides a minimum of a 5% increase over their current Appraiser III - Sales Analyst step, whichever is higher.
- C. This level is limited to one (1) employee.

APPRAISER IV – LEAD APPRAISER

- A. This level is distinguished from the third level by the advanced knowledge and complexity of appraisal work. The incumbent serves as the planner of technical work of lower-level Appraisers, which includes scheduling and distributing the workload of the Appraisal department. At the Appraiser IV – Lead Appraiser level, the employee is expected to perform research and make recommendations for policy and procedural changes and improvements. The Appraiser IV trains and provides technical guidance to other appraisers.
- B. When a job opening occurs, only Appraiser III (Full Journey) and Sales Analyst level employees within the bargaining unit will first be considered for this position. If an Appraiser III / Appraiser

III – Sales Analyst is not available from within the bargaining unit, the Employer may seek Appraiser III (Full Journey) level candidates from outside the County.

1. The Appraiser III / Appraiser III - Sales Analyst, when promoted to Appraiser IV – Lead Appraiser, will move to Step 1 of the Appraiser IV – Lead Appraiser pay grade, or to a step within the Appraiser IV – Lead Appraiser pay grade that provides a minimum of a 5% increase over their current Appraiser III / Appraiser III - Sales Analyst step, whichever is higher.

C. This level is limited to one (1) employee.

APPENDIX C
2025 Wages

ASSESSOR'S OFFICE	
POSITION	PAY GRADE
Appraiser I	118
Appraiser II	119
Appraiser III	121
Appraiser III – Sales Analyst	123
Appraiser IV – Sales Analyst	125
Appraiser IV – Lead Appraiser	125

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