



PUBLIC SAFETY COMMITTEE & COMMITTEE OF THE WHOLE MEETING

Monday, July 15, 2024, at 5:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Chair: Rob Wotton

Councilmembers: Cara Christensen and Catherine Cotton

This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom.

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter

Webinar ID **836 4577 2692** and Password **1700040121** if prompted.

Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.

Press *6 to mute and unmute.

Join by Internet: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **836 4577 2692**; Enter Password **1700040121**
- 4) Please confirm that your audio works prior to participating.

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

PUBLIC COMMENTS (online public comments will not be taken).

MINUTES

1. Approval of the minutes dated June 17, 2024.

AGENDA BILLS

2. **AB24-083:** Purchase of one Police SUV to replace the Prisoner Van.
3. **AB24-085:** Snoqualmie Police Association (SPA) Collective Bargaining Agreement (CBA).

DISCUSSION

4. Fire Department Annual Report.

NEW BUSINESS

ITEMS FOR FUTURE DISCUSSION

5. Federal Aviation Administration (FAA) Restrictions at Snoqualmie Falls.

ADJOURNMENT



PUBLIC SAFETY COMMITTEE REGULAR HYBRID MEETING MINUTES JUNE 17, 2024

This meeting was conducted in person and remotely using teleconferencing technology provided by Zoom.

CALL TO ORDER & ROLL CALL

Chair Wotton called the meeting to order at 5:00 p.m.

Committee Members: Councilmembers Rob Wotton, Cara Christensen, and Catherine Cotton.

City Staff:

Brian Lynch, Police Chief; Mike Bailey, Fire Chief; Mike Chambless, City Administrator; Deana Dean, City Clerk (remote); Gretchen Garrett, Deputy Clerk; Michael Liebetrau, Police Evidence and Records Technician; and Andrew Jongekryg, IT Support.

AGENDA APPROVAL

The agenda was approved as amended.

PUBLIC COMMENTS

There were no public comments.

MINUTES

1. The minutes dated June 3, 2024, were approved as presented.

AGENDA BILLS

2. **AB24-079:** Authorization for Fire Department Vehicle Purchase. Chief Bailey spoke to this item including reimbursement by the City's insurance, WCIA, anticipated delivery date, and budget amendment. Additional information provided by City Administrator Mike Chambless and City Clerk Deana Dean. Committee questions followed.

Approved to move this item forward as a **non-consent** item on the June 24, 2024, Council meeting agenda.

DISCUSSION

3. Fire 1st Quarter 2024 Accreditation Report. Presentation provided by Chief Bailey who reviewed the report which included the department's work plan, incidents, performance measures, fire inspections, property loss, and property saved. This item will be included in the June 24, 2024, City Council agenda as information only.
4. Fire Department Staffing/Service Mode. This item was stricken to be heard at a future committee meeting.

NEW BUSINESS

There was no new business.

ITEMS FOR FUTURE DISCUSSION

ADJOURNMENT

The meeting was adjourned at 5:34 p.m.

DRAFT

*Minutes taken by Gretchen Garrett, Deputy City Clerk.
Recorded meeting audio is available on the City website after the meeting.
Minutes approved at the _____ Public Safety Committee Meeting*



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-083
July 22, 2024
Committee Report

Item 2.

AGENDA BILL INFORMATION

| | | |
|-------------------------|--|---|
| TITLE: | AB24-083: Purchase of One (1) Police SUV replacement of Prisoner Van | <input type="checkbox"/> Discussion Only |
| PROPOSED ACTION: | Move to Approve the Purchase of One (1) Police SUV replacing the surplus Prisoner Van. | <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution |

| | | | |
|----------------|---|---|---|
| REVIEW: | Department Director Finance Legal City Administrator | Mike Chambless Janna Walker David Linehan Mike Chambless | Click or tap to enter a date. 6/26/2024 Click or tap to enter a date. 7/8/2024 |
|----------------|---|---|---|

| | | | |
|-------------|--|-------------------------------|--|
| DEPARTMENT: | Police | | |
| STAFF: | Brian Lynch, Police Chief / Gary Horejsi, Police Captain | | |
| COMMITTEE: | Public Safety | COMMITTEE DATE: July 15, 2024 | |
| EXHIBITS: | 1. Memo from Fleet Department 2. Captain 24 Car | | |

| | |
|--------------------------------|-----------|
| AMOUNT OF EXPENDITURE | \$ 84,443 |
| AMOUNT BUDGETED | \$ 0 |
| APPROPRIATION REQUESTED | \$ 0 |

SUMMARY

INTRODUCTION

The purpose of this agenda bill is to obtain authorization to purchase a replacement vehicle for the police department. Costs will be drawn from money received from the sale of the jail van, and money already deposited into the ER&R fund. Council authorization is required as the purchase price exceeds \$50,000.00.

BACKGROUND

The Equipment Replacement and Repair (ER&R) Fund was established in 2005 to set aside funds annually for the replacement of vehicles or equipment as they reach the end of their useful lives. Once a vehicle is due for replacement, and with Council approval, the City draws upon the accumulated funds to pay for the replacement without any additional borrowing or interfund transferring. Working together with Police Staff and vehicle/ admin support from the Police Department, it was agreed that the best route for replacement of the van was to purchase new 1) Police Ford SUV consistent with the established fleet with the factory-built options that would best fit the need of the Police department, City, and overall fleet division and fleet support staff.

ANALYSIS

Administration is recommending the purchase of one (1) Police SUV to replace the 2018 Ford Prisoner Jail Van surplus with council action in September of 2023 and sold at auction. The Police Department would like to utilize a smaller more consistent and versatile fleet vehicle approach to fill the need of the department. Exhibit 2 shows the cost of upfit for the last police vehicle purchased. It is estimated that the proposed Police SUV will have the features listed and cost a similar amount.

BUDGET IMPACTS

Administration recommends approving the purchase of a Police SUV and related taxes and upfitting costs in the amount of \$84,443. Because the replacement of the transit van (vehicle #130) was unplanned for this year, the Administration will need to bring forward a budget amendment at a later date to appropriate for the replacement. This amendment would be funded by the sale of the prisoner van (\$35,000), the funds accumulated for the purchase of a new prisoner van (approximately \$33,000), and the remaining portion coming from the General Fund (#001) (\$16,443).

NEXT STEPS

Following Council approval, staff will continue forward with the purchase of one (1) Police SUV

PROPOSED ACTION

Move to approve the purchase of one (1) Police SUV to replace the surplus Prisoner van for the Police Department.



38194 SE Mill Pond Road
PO Box 987
Snoqualmie, WA 98065

Office: 425-831-4919
Fax: 425-888-7109

www.snoqualmiewa.gov

COUNCIL AGENDA REPORT

DATE: July 02, 2024
TO: Snoqualmie City Council
FROM: Don Harris, Fleet/Facility Supervisor
SUBJECT: Approving the Purchase of one (1) Police SUV (Prisoner Van Replacement)

BACKGROUND

The Equipment Replacement and Repair (ER&R) program was established in 2005 to set aside funds annually for the replacement of vehicles or equipment as they reach the end of their useful lives. Once a vehicle is due for replacement, and with Council approval, the City draws upon the accumulated funds to pay for the replacement without any additional borrowing or interfund transferring. In this case, the Prisoner van unit was pulled from service earlier (year 5) than the standard lifecycle (10 year) and surplus (AB23-116) (Res.#22-1667) and sold at auction for market value. The Police Division would prefer to run a consistent fleet vehicle to do prisoner transports, patrol duties, or other functions.

ANALYSIS

Administration is recommending the purchase of one (1) Police SUV vehicle and equipment for the 2023-2024 biennium.

RECOMMENDATION

Staff recommends approving the purchase of one (1) Police SUV vehicle and equipment replacement for the 2023-2024 biennium.

BUDGET

Administration recommends approving the purchase of a Police SUV and related taxes and upfitting costs in the amount of \$84,443. Because the replacement of the transit van (vehicle #130) was unplanned for this year, the Administration will need to bring forward a budget amendment at a later date to appropriate for the replacement. This amendment would be funded by the sale of the prisoner van (\$35,000), the funds accumulated for the purchase of a new prisoner van (approximately \$33,000), and the remaining portion coming from the General Fund (#001) (\$16,443).

2024 Police/Fire Vehicle Equipment List

| Vendor | Equipment Type | order | Tax | Total |
|-----------------------------|--------------------------------|-------------|------------|----------|
| Fleet key, wiring, housings | Factory cost | \$64,988.00 | \$5,913.91 | \$70,902 |
| Applied Concepts | KERR Factory add-ons | | | |
| A Shade Above Window Tin | Radar Unit | | | |
| Napa | Window Tint | \$220.00 | \$20.02 | \$240 |
| Credit Card | Flashlights | \$160.00 | \$14.56 | \$175 |
| FCI | Seatcovers | \$274.00 | \$24.93 | \$299 |
| FCI/AOI | electrical equipment box | \$150.00 | \$13.65 | \$164 |
| FCI/AC-DC | Second Battery and equipmt. | \$800.00 | \$72.80 | \$873 |
| Motorola | MZL Battery timer | \$200.00 | \$18.20 | \$218 |
| Wentz Electronics | 800 Radios | | | |
| Sirennet/Kent D. Bruce | VHF Radios | \$850.00 | \$77.35 | \$927 |
| Sirennet | Light pkg/console with 8.6 tax | | | |
| Setina | Consoles/comp. dock w/8.6% | \$1,800.00 | \$163.80 | \$1,964 |
| Tessco | Partitions/gun lock | | | |
| Stop Tech | Radio Antennas | \$500.00 | \$45.50 | \$546 |
| Truck Vault | Stop Sticks | \$525.00 | \$47.78 | \$573 |
| Tuscan Enterprises | Truck Vault | included | | |
| Tuscan Enterprises | Graphics | | | |
| FCI | Graphics Installation | | | |
| Cintas Corp. | FCI equipment upfit labor | \$6,245.00 | \$568.30 | \$6,813 |
| Napa | Trauma/First aid kit | \$258.00 | \$23.48 | \$281 |
| Sirennet | Circuit breakers (large) | \$150.00 | \$13.65 | \$164 |
| Credit Card Factory outlet | Chargeguards | \$160.00 | \$14.56 | \$175 |
| | Garmin portable navigation | | | |
| | Computer/printer/barcode | | | |
| | Licensing/plates | \$120.00 | \$10.92 | \$131 |
| | Additional lights | included | | |
| | | \$77,400.00 | \$7,043.40 | |
| Equipment Total | | | | \$84,443 |
| Vehicle Cost | | | | |
| Grand Total (Equip / Cars) | | | | |



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-085
July 22, 2024
Committee Report

Item 3.

AGENDA BILL INFORMATION

| | | |
|-------------------------|---|---|
| TITLE: | AB24-085: Snoqualmie Police Association (SPA) Collective Bargaining Agreement (CBA) | <input type="checkbox"/> Discussion Only |
| PROPOSED ACTION: | Move to approve the Collective Bargaining Agreement (CBA) between the Snoqualmie Police Association (SPA) and the City of Snoqualmie and authorize the Mayor to sign. | <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution |

| | | | |
|----------------|---------------------|-----------------|-----------|
| REVIEW: | Department Director | Brian Lynch | 7/11/2024 |
| | Finance | Drew Bouta | 7/11/2024 |
| | Legal | Outside Counsel | 7/3/2024 |
| | City Administrator | Mike Chambless | 7/11/2024 |

| | | | |
|-------------|---|--|-------------------------------|
| DEPARTMENT: | Human Resources | | |
| | Kim Johnson, HR Manager; Drew Bouta, Finance Director; Brian Lynch, Police Chief | | |
| | Public Safety | | COMMITTEE DATE: July 15, 2024 |
| | 1. New Agreement (2024-2026) Clean Version 2. New Agreement (2024-2026) Redlined Version 3. Old Agreement (2022-2023) | | |

| | |
|--------------------------------|--|
| AMOUNT OF EXPENDITURE | \$ 4,026,383 (Wages and Benefits for SPA Members Only) |
| AMOUNT BUDGETED | \$ 3,850,271 (Wages and Benefits for SPA Members Only) |
| APPROPRIATION REQUESTED | \$ 176,113 (2023-2024 Biennial Budget) |

SUMMARY

INTRODUCTION

The City of Snoqualmie (City) recently completed negotiations with the Snoqualmie Police Association (SPA). The resultant collective bargaining agreement ("CBA"), if approved by council, will last through the end of 2026 and apply retroactively to January 1, 2024.

BACKGROUND

Snoqualmie Police Association (SPA) represents the Police Officers and Sergeants for the City of Snoqualmie and North Bend. The previous CBA spanned a length of two years from 2022-2023 (Exhibit A). Regular negotiation meetings with SPA began in late 2023 and lasted through July 2024. The City contracted for consulting services with Summit Law Group to assist with the negotiation of this agreement.

ANALYSIS

The term of this agreement is January 1, 2024 through December 31, 2026. The City of Snoqualmie (City) and Snoqualmie Police Association (SPA) settled on a three-year agreement. The new agreement accounts for an 8% COLA in 2024, 1% - 3.5% range (depending on the June to June CPI-W)+ 1% for 2025, and a 3.5% increase in 2026. The new agreement also includes a 12-hour shift schedule (effective 1/1/2025) which replaces the current 10-hour shift schedule + 2 hours of mandatory overtime. The education incentive pay will now be paid as a percentage of the employee's base rate of pay instead of a flat monthly amount for an associate degree or a bachelor's degree only. The longevity pay incentive will now include a monthly amount of 8% for those employees who have worked for the City for more than twenty (20) years. And, effective 1/1/2025, employees required to work a shift that begins on a designated city holiday, shall be paid at time and one-half (1.5%) for the entire shift. Finally, much time was spent working through the entire agreement to bring it up to date with current labor laws and standards and to make it easier to read and interpret.

BUDGET IMPACTS

The Administration recommends approving the 2024-2026 Collective Bargaining Agreement (CBA) with the Snoqualmie Police Association (SPA). The CBA includes an 8% COLA for 2024, a 1% to 3.5% COLA depending on the June-to-June CPI-W for the Seattle-Tacoma-Bellevue area with an additional 1% added on top for 2025, and a 3.5% COLA for 2026. Furthermore, the CBA includes a change to educational incentive pay and longevity pay, and holiday pay. These changes are expected to cost the City of Snoqualmie and the City of North Bend collectively an additional \$176,000 in wages and wage-based benefits (Social Security, Medicare, pension, etc.) over the amounts budgeted in the 2023-2024 Biennial Budget. Of the \$176,000, \$99,000 is expected to be attributable to the City of Snoqualmie and \$77,000 is expected to be attributable to the City of North Bend. These estimates assume full staffing. The City approved a 2023-2024 Biennial Budget across the two primary funds impacted by this CBA, the General Fund (#001) and the North Bend Police Services Fund (#014), with a 3.5% cost-of-living adjustment for 2024. The City's budget also included 2-6% increases in medical, dental, and vision benefits.

Currently, the Police Department is running approximately \$200,000 under budget in the General Fund (#001) or 1.86% of their total two-year appropriation and \$137,000 under budget in the North Bend Police Services Fund (#014) or 2.61% of their total two-year appropriation. Given other anticipated expenditures over the next month that will dissipate some of the current budgetary savings, the Administration will likely request a budget amendment from Council at a future date in order to account for the impact of the CBA on the 2023-2024 Biennial Budget.

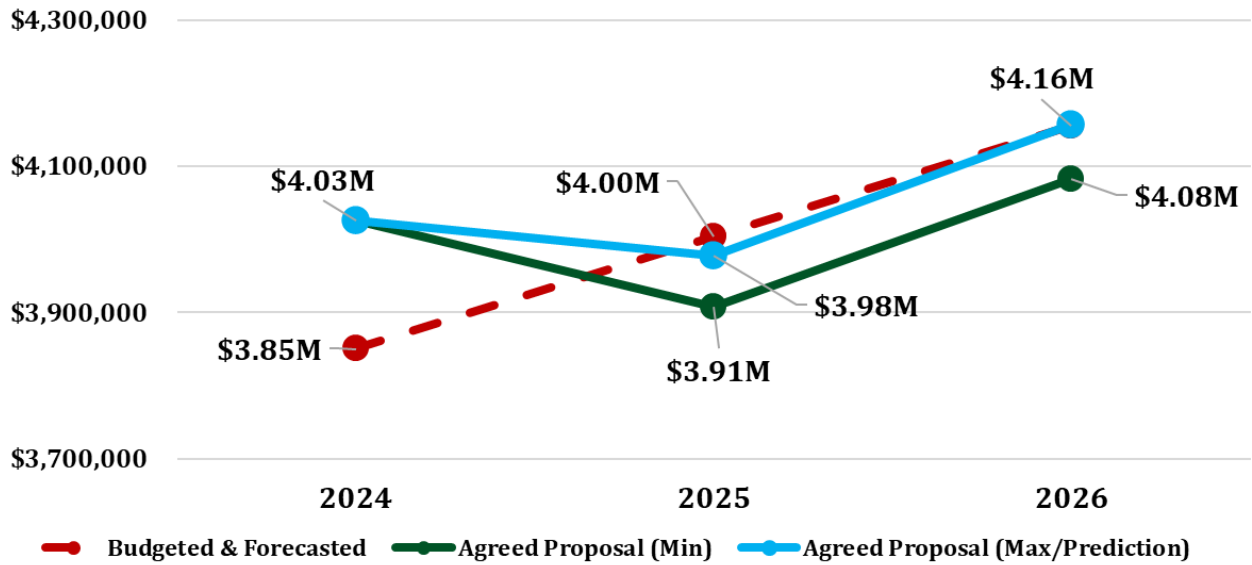
Approval of the CBA would also impact the development of the 2025-2026 Biennial Budget. In addition to COLA increases and the change in educational incentive pay, longevity pay, and holiday pay, the current shift schedule which includes 10 hours of regular time and 2 hours of mandatory overtime would be replaced by 12 hours of regular time (12-hour shift schedule) effective January 1, 2025. As a consequence of this change, the City is expected to reduce the amount spent on overtime by an estimated \$250,000 to \$275,000 which is based on the amount of overtime spent on average over a six-year period (2018-2023) multiplied by an estimated percentage of overtime in 2023 that was shift-based.

After considering the proposed changes to the CBA, the following charts estimate the financial impact of the CBA relative to what has been budgeted and forecasted in wages and benefits for SPA members only for Snoqualmie, North Bend, and both cities combined.

Snoqualmie Police Association CBA

How much more would **both cities** spend (est.) relative to what has been budgeted and forecasted?

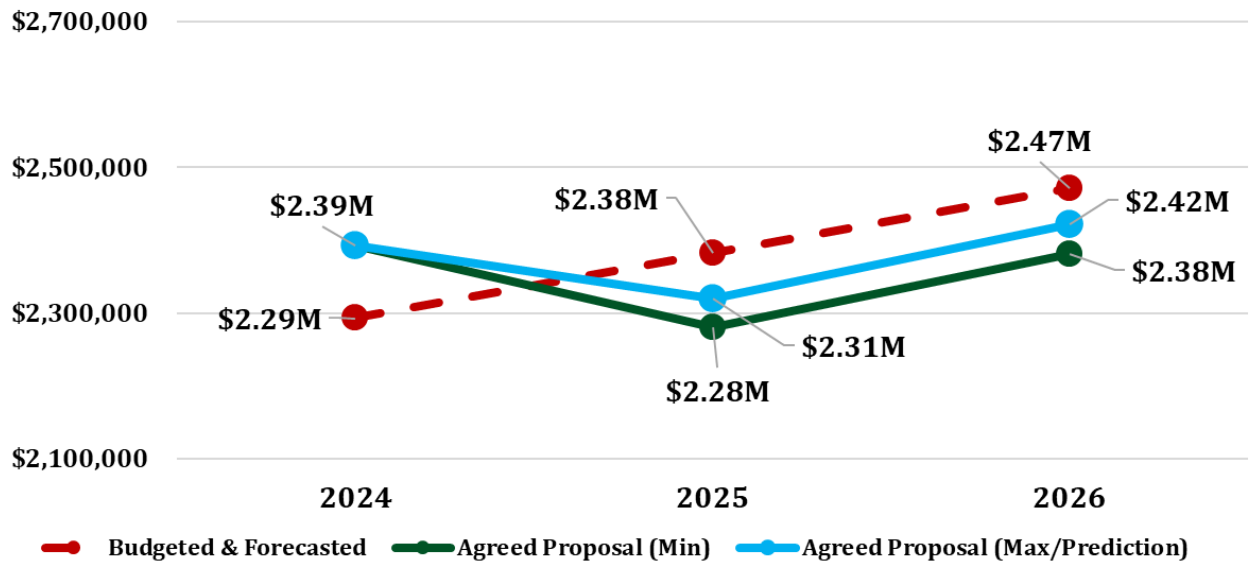
NOTE: Wages & Benefits for SPA Members Only



Snoqualmie Police Association CBA

How much more would **Snoqualmie** spend (est.) relative to what has been budgeted and forecasted?

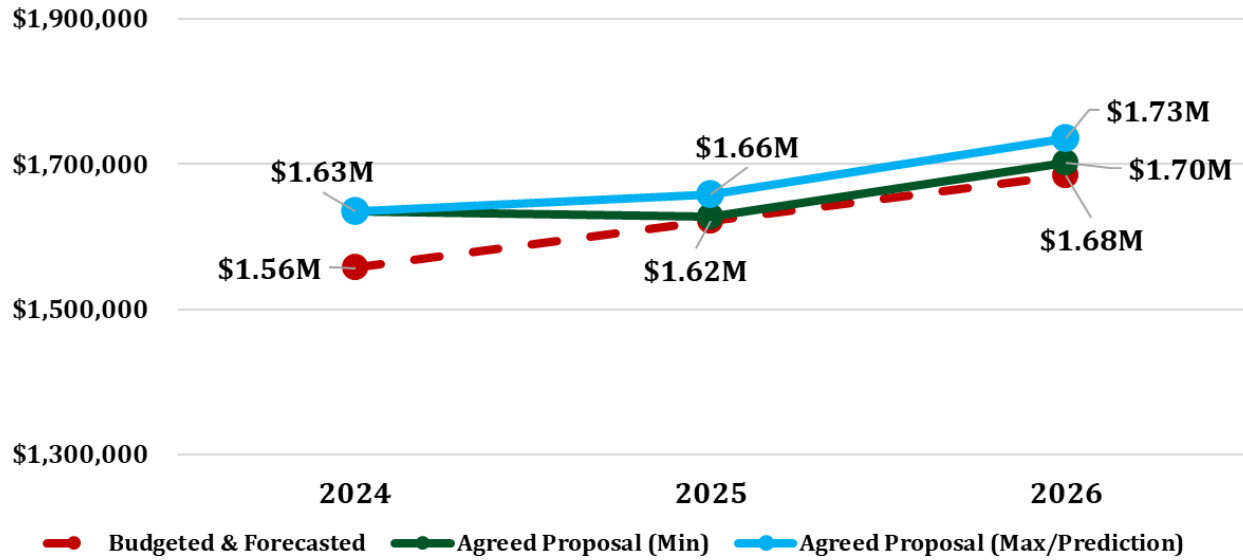
NOTE: Wages & Benefits for SPA Members Only



Snoqualmie Police Association CBA

How much more would **North Bend** spend (est.) relative to what has been budgeted and forecasted?

NOTE: Wages & Benefits for SPA Members Only



PROPOSED ACTION

Move to approve the Collective Bargaining Agreement between the Snoqualmie Police Association (SPA) and the City of Snoqualmie and authorize the Mayor to sign.

Collective Bargaining Agreement
Between the City of Snoqualmie
and
Snoqualmie Police Association
2024-2026

A G R E E M E N T

by and between

CITY OF SNOQUALMIE, WASHINGTON
and
SNOQUALMIE POLICE ASSOCIATION

2024-2026

TABLE OF CONTENTS

| | | |
|-------------------|---|----|
| <u>ARTICLE 1</u> | RECOGNITION, ASSOCIATION MEMBERSHIP, PAYROLL DEDUCTION | 3 |
| <u>ARTICLE 2</u> | NON-DISCRIMINATION | 4 |
| <u>ARTICLE 3</u> | ASSOCIATION RIGHTS | 4 |
| <u>ARTICLE 4</u> | HOURS OF WORK | 4 |
| <u>ARTICLE 5</u> | OVERTIME | 6 |
| <u>ARTICLE 6</u> | CALLBACK, COURT TIME AND STANDBY PAY | 7 |
| <u>ARTICLE 7</u> | WAGES | 8 |
| <u>ARTICLE 8</u> | HOLIDAYS | 9 |
| <u>ARTICLE 9</u> | VACATIONS | 10 |
| <u>ARTICLE 10</u> | SICK LEAVE | 11 |
| <u>ARTICLE 11</u> | HEALTH AND WELFARE INSURANCE BENEFITS | 13 |
| <u>ARTICLE 12</u> | UNIFORMS AND EQUIPMENT | 14 |
| <u>ARTICLE 13</u> | MISCELLANEOUS (Training, Seniority, Layoffs) | 15 |
| <u>ARTICLE 14</u> | DISCIPLINE | 15 |
| <u>ARTICLE 15</u> | GRIEVANCE PROCEDURE | 15 |
| <u>ARTICLE 16</u> | MANAGEMENT RIGHTS AND RESPONSIBILITIES | 17 |
| <u>ARTICLE 17</u> | SAVINGS CLAUSE | 17 |
| <u>ARTICLE 18</u> | DURATION | 18 |
| <u>ARTICLE 19</u> | BILL OF RIGHTS | 18 |
| <u>ARTICLE 20</u> | PERSONNEL POLICIES | 19 |
| <u>ARTICLE 21</u> | PFML PROGRAM | 21 |
| <u>APPENDIX A</u> | WAGES | 21 |
| <u>APPENDIX B</u> | PROPERTY AND EQUIPMENT LIST | 23 |

AGREEMENT

by and between

CITY OF SNOQUALMIE, WASHINGTON

and

SNOQUALMIE POLICE ASSOCIATION

2024-2026

This agreement is by and between the City of Snoqualmie, Washington, hereinafter referred to as the Employer, and the Snoqualmie Police Association, hereinafter referred to as the Association.

ARTICLE 1 RECOGNITION, ASSOCIATION MEMBERSHIP AND PAYROLL DEDUCTION

- 1.1 Recognition: The Employer recognizes the Association as the exclusive bargaining representative for all Employees in the bargaining unit, which shall include all full time Law Enforcement Officers, excluding all officers above the rank of Sergeant, who choose to be members of the bargaining unit.

- 1.2 Union membership or non-membership is at the option of the employee.

- 1.3 Payroll Deduction: Upon the receipt of notice from the Association of the employees' authorization, the Employer shall deduct from the pay of all employees who are members of the Association and are covered by this Agreement, the dues and fees of the Association, and shall remit to the treasurer of said Association all such deductions on the last business day of each month. Where laws require written authorization by the employee, the same shall be furnished by the employee to the Association in the form required. The Association will provide written notice of said authorization to the Employer. The Employer will begin withholding dues no later than the second payroll period following notice from the ~~Union~~ Association that an employee has authorized dues withholding. No deduction shall be made which is prohibited by applicable law. The employee's authorization remains in effect until expressly revoked by the employee in accordance with the terms and conditions of the authorization. An employee's request to revoke authorization for payroll deductions must be in writing and submitted by the employee to the Association representative in accordance with the terms and conditions of the authorization. The Association shall provide notice to the Employer of an employee's written request to revoke authorization for payroll deductions for Association dues and fees. Upon receipt of such notice of revocation from the Association, the Employer shall end the deduction no later than the second payroll after receipt of the revocation notice. Unless otherwise provided herein, the Employer shall rely on information provided by the Association regarding the authorization and revocation of authorization for deductions.

- 1.4 The Association will indemnify, defend, and hold harmless the Employer against any claims made against the Employer on account of any deduction of dues for the Association, provided that the Association shall have no obligation to defend and indemnify the Employer if the result of the liability is a result of the City's own negligence. The Association agrees to refund the Employer any amounts paid to it in

error on account of dues deduction provisions upon presentation of proper evidence thereof.

ARTICLE 2 NON-DISCRIMINATION

- 2.1 No employee shall be discriminated against for upholding Association principles or serving on a committee. The Employer and the Association shall not unlawfully discriminate against any individual with respect to hiring, compensation, terms or conditions of employment because of such individual's race, color, religion, sex, national origin, Association activities, marital status or the presence of any physical, mental or sensory disability or age; nor shall they limit, segregate or classify employees in any way to deprive any individual employee of employment opportunities, except as such may be a bona fide occupational qualification.
- 2.2 The Association agrees to not request arbitration of any grievance only alleging a violation of this article unless the grievant agrees in writing to accept the arbitrator's decision as final and binding in lieu of any other procedure or remedy that might be available to grievant.

ARTICLE 3 ASSOCIATION RIGHTS

- 3.1 Association Official's Time Off: An Association Official who is an employee in the bargaining unit, shall be granted reasonable time-off without loss of pay for grievance processing/investigation and contract negotiation activities. Such activities shall not interfere with the normal routine functions of the Department.
- 3.2 Bulletin Boards: The Employer shall provide suitable space for an Association Bulletin Board on its premises, in an area which is frequented by all employees within the bargaining unit.
- 3.3 Probationary Period: All new employees, shall be required to serve a twelve (12) month probationary period after successful certification of the Washington State Basic Law Enforcement Academy. Laterally hired officers requiring Washington State certification, shall serve a twelve (12) month probationary period after successful certification of the Washington State Basic Law Enforcement Equivalency Academy. Laterally hired officers with Washington State Certification, shall serve a twelve (12) month probationary period from the date of hire. Promotional probationary periods shall be twelve (12) months from the date of promotion.
- 3.4 Removal During Probation: During the probationary period a newly hired employee may be terminated without cause. During the probationary period a promoted employee may be reverted to their prior rank if, in the judgment of the Police Chief, the probationer has not performed satisfactorily the duties of the position to which the probationer was appointed.

ARTICLE 4 HOURS OF WORK

- 4.1 Regular Work Cycle: The work cycle for Police Officers and Sergeants shall consist of five (5) consecutive days worked followed by four (4) consecutive days off, followed by five (5) consecutive days worked followed by five (5) consecutive days off This shall be commonly referred to as the 19-day cycle. Each workday shall consist of ten and one sixth (10 1/6) consecutive hours. Regular work schedule is considered to be when the employee is working their current assignment without any restrictions.

Effective January 1, 2025 or an earlier date identified by the Employer, the work cycle for Police Officers and Sergeants shall consist of four (4) consecutive 12-hour days on duty followed by four (4) consecutive days off. The FLSA work period for employees working a 12-hour shift is 24 days. The number of scheduled hours of work per year on the 12-hour shift is 2190. To reduce this number, the Employer will schedule each employee on the 12-hour shift to 9 additional days off, without a loss of pay, throughout the year ("Kelly Days"). The intent of Kelly Days is to reduce the number of scheduled work hours. Kelly Days do not roll over and have no cash value. The Employer will calculate hourly rates using 2080 hours of work per year. If an employee transfers in or out of patrol mid-year, the employee's Kelly Days are prorated by rounding to the nearest month. An employee separating mid-year will reimburse the Employer for any excess Kelly Days used via a payroll deduction from their final paycheck.

- 4.1.1 When mutually agreed the Chief of Police can adjust an Officer or Sergeant's shift to a shift schedule to meet the Operational needs of the Department. An Officer or Sergeant assigned to this shift would be eligible for Holiday pay under Article VIII, Section 8.1.
- 4.1.2 Detectives: The work cycle for Detectives shall consist of a 40-hour workweek comprised of four (4) consecutive 10-hour days worked followed by three (3) consecutive days off. This shall be commonly referred to as the 28-day cycle. There will be two detective schedules: one shift working Monday through Thursday and a second shift working Tuesday through Friday. When more than one Detective shift is vacant, Detectives will select their shift based on seniority.

Detective schedules can be modified by the Employer when the Detective is performing an alternative assignment, provided that the Detective premium will continue during the modified assignment. Detectives receive holidays as provided in Article VIII.

Detective assignments are at the discretion of the Chief of Police. The Chief of Police may remove a police officer from a detective assignment with cause, or to meet operational needs. The police chief's re-assignment of a police officer from detective to meet operational needs is an exercise of management rights pursuant to Article XVI. Detective assignments will typically be for three (3) years, with one-year extensions if approved by the Chief.

- 4.1.3 School Resource Officer: Any Police Officer assigned as a school resource officer (SRO) will work a shift consisting of four (4) consecutive workdays of ten (10) hour shifts, followed by three (3) consecutive days off, referred to as a 4/10 schedule. The SRO will work a day shift that will allow them to be on duty while school is typically in session. The department may modify the hours of work for the SRO shift based on the needs of the department and the school district, or, during significant lengths of time when school is not in session, such as summer or winter break, based on the needs of the department.
- 4.2 Make-up Time: The 19-day cycle results in 1952 hours worked per year, exclusive of vacations and other leave time. The Association and the City of Snoqualmie agree that the lesser number of hours worked is in lieu of compensation for all holidays (120 hours), either as days off or holiday pay or holiday premium. All Officers and Sergeants shall also work an additional 8 hours per year. These 8 hours will be paid time, already included in the officer's monthly wage, and will be reasonably scheduled by the Employer to facilitate training or other departmental needs. These 8 hours, along with the forfeited holiday premium and holidays (120 hours) are intended to equal 2080 hours worked for the purpose calculating the member's

annual salary. Should the employer fail to schedule these 8 hours, the employee will not be required to make them up the following year and there will be no reduction in pay.

Effective January 1, 2025 (or an earlier date if identified by the Employer for implementation of 12-hour shifts), Article 4.2 shall be null and void.

- 4.3 Meal and Rest Periods: The following meal and rest periods supersede WAC 296-126-092 pursuant to RCW 49.12.187. A workday shift of any length longer than five (5) hours shall include one (1) thirty (30) minute meal period and two (2) fifteen (15) minute rest periods, taken at the employee's discretion, which shall be paid time. Employees may at times be required to respond to emergency situations or otherwise be interrupted during meal and/or rest periods for which no overtime or additional compensation shall be paid.
- 4.4 During the contract term, management and labor will convene for the purpose of evaluating the cost-benefits of current work schedules vs. other options, best practices and alternatives in the interest of employee recruitment, retention, police officer safety and community service needs. City reserves the right to open the issue of FLSA 7k exemption as part of the 4.4 evaluation.
- 4.5 Shift Exchange: Shift exchanges and standby will be administered by the Chief in the best interests of public safety. Shift exchanges can only occur between employees of the same rank, unless an exception is granted by the Chief, or designee.
- 4.6 Shift Supervision: There shall be shift supervision on duty at all times. Compensation shall be one hour of overtime when assigned to act as Shift Supervisor for four (4) or more hours of the employee's shift, consistent with Section 7.4. Qualifications shall be established by departmental policy. In order to accommodate training, personal time off, and other unforeseen circumstances, employees who have been approved by the Captain to act as an 'officer in charge' (OIC) may be used as a field supervisor to cover for a Field Sergeant.

ARTICLE 5 OVERTIME

- 5.1 Unless otherwise provided by this Agreement, all work which has been authorized by the Employer in excess of the regularly scheduled shift, excluding 8 hours of make-up time, shall be paid at one and one-half (1-1/2) times the employee's regular straight time hourly rate of pay or accrued as compensatory time at one and one-half (1-1/2) times the hours worked.

Effective January 1, 2025 (or an earlier date if identified by the Employer for implementation of 12-hour shifts), the reference to make-up time in Article 5.1 shall be null and void.

- 5.2 All non-emergency overtime, such as overtime for special events or shift coverage, shall be offered to employees on a rotating basis. No employee covered by this agreement shall be required or permitted to volunteer for any police related function. Attendance at police funerals or memorials in uniform shall not be compensated unless such attendance is required by the Police Chief.
- 5.3 Overtime shall be paid in increments of fifteen (15) minutes, with the major portion of fifteen (15) minutes paid as fifteen (15) minutes.
- 5.4 The Employer may make reasonable adjustments to shifts to accommodate operational needs. No regularly scheduled shift will start after 2100 hours or before 0500 hours. A

tentative schedule will be posted in the squad room detailing the shift requirements for the upcoming three (3) months. Notice of a schedule change will be made within 72 hours and notification will be by text message or phone call to personal phone.

- 5.5 Compensatory time off will be accrued at one and one-half (1-1/2) times the overtime hours worked at the discretion of the employee. An employee may at any time elect to be paid for some or all the employees accrued compensatory time at the employee's regular straight time rate of pay. No employee shall accrue more than forty (40) hours of compensatory time. No more than twenty-four (24) hours of compensatory time shall be carried over from year to year. All overtime in excess of forty (40) hours will be paid as overtime pay. All accrued compensatory time over twenty-four (24) hours shall be paid at the employee's regular straight time rate of pay at the end of each year.
- 5.6 Mandatory overtime will be used when a shift adjustment cannot be made by voluntary acceptance to fill the shift. Employees with the lowest overtime score / overtime worked will be required to work the mandatory overtime shift.

ARTICLE 6 CALLBACK, COURT TIME AND STANDBY PAY

- 6.1 Callback: An employee who is called back to work after having completed their normal shift and having left the premises, shall receive callback pay of a minimum of three (3) hours at the overtime rate of pay; provided however, if the call back can be handled by telephone or Virtual Private Network from the employee's home or otherwise remotely, and lasts thirty (30) minutes or less, the employee shall be paid for a minimum of one (1) hour at the overtime rate, and further provided, an employee who is required to report to work prior to their normal shift and is compensated for all time prior to the commencement of their regular shift, shall be compensated for such pre-shift hours at one and one-half (1 1/2) the employee's regular straight-time rate of pay.

A Detective who is called back to duty less than three hours prior to the start of the employee's regular shift shall be paid only for the actual time worked at the rate of one and one-half (1 1/2) times the employee's regular rate of pay up to the time the employee's regularly scheduled shift begins and shall not be entitled to a 3-hour minimum payment under this section.

If the call back can be handled by telephone or Virtual Private Network from the employee's home or otherwise remotely, the employee shall be paid for a minimum of one (1) hour at the rate of one and one-half (1 1/2) times the employee's regular rate of pay.

- 6.2 Court Appearances: An off-duty employee required to testify under oath on behalf of the Employer in a criminal or civil case arising out of the employee's performance of duties as a police officer shall be compensated for at the overtime rate of pay, with a minimum of four (4) hours at one and one-half (1 1/2) times the employee's regular straight-time rate of pay. Officers not given a minimum of forty-eight (48) hours' notice of cancellation of the need to appear will be compensated for the minimum four (4) hour period.
- 6.3 Standby: An employee who is placed on Standby by the Employer shall receive ten percent (10%) of their regular straight-time hourly rate of pay for all hours assigned.
- 6.3.1 Standby Duty for Detectives shall be assigned by the Chief of Police and will generally rotate on a weekly basis among those employees assigned as a Detective, with each Detective assigned to approximately two weeks per month. Detectives will be allowed to trade their rotation schedule with each other, with the Chief's approval. Employees on Standby must make sure that they are

able to respond to the Snoqualmie Police Department within one hour. If they are unable to respond within one hour, they will notify dispatch. Employees on Standby shall be obligated to respond when called in to perform their regular duties. Employees shall not report to work while on Standby in a condition that would violate the Drug Free Workplace Policy. Employees assigned to Standby Duty will receive ten (10) hours at their straight time hourly rate of pay for each full week on Standby Duty, prorated in the event of a partial week. The Chief has sole discretion to decide whether to assign a take home vehicle to a Detective on Standby Duty and the Chief's decision cannot be grieved.

ARTICLE 7 WAGES

7.1 Employees covered by this Agreement shall receive the rates of pay as set forth in Appendix "A" to this Agreement, which by this reference shall be incorporated herein as if set forth in full.

7.2 Longevity Pay All employees employed as of May 1, 2010, shall continue to receive a monthly Longevity Pay in addition to their monthly rates of pay as follows:

| Service Time | Monthly Amount |
|---------------------|-----------------------|
| After 5 years | 4% |
| After 10 years | 6% |
| After 15 years | 8% |

All Employees employed after May 1, 2010 shall receive monthly Longevity Pay in addition to their monthly rates of pay as follows:

| Service Time | Monthly Amount |
|---------------------|-----------------------|
| After 5 years | 2% |
| After 10 years | 4% |
| After 15 years | 6% |
| After 20 years | 8% |

7.3 Educational Incentive Pay: Educational incentive pay shall be awarded to qualified employees who have obtained an Associates (AA) or Bachelor's (BA) degree in accordance with the schedule below. Educational incentive pay shall not be cumulative. It shall be the responsibility of the employee requesting educational incentive pay to provide documentation through official transcripts from accredited colleges or universities. Educational incentive pay shall be paid to the employee beginning the next pay period following receipt of proper documentation by Human Resources and shall not be retroactive. Educational incentive pay will be applied to an employee's base rate of pay for education achievement in approved fields of job-related studies as follows:

| College Credits | Monthly Amount |
|------------------------|-----------------------|
| AA Degree | 2% |
| BA/BS Degree | 4% |

The following are recognized to be job related studies and are therefore recognized as approved fields of study:

- Police Science
- Political Science/Global Studies

- Sociology
- Psychology
- Community Service
- Business Administration
- Public Administration
- Communications (added but not Retroactive)
- General Studies (added but not Retroactive)

7.4 Acting Sergeants, Officers in Charge, and FTO. When management assigns duties as an acting Sergeant, Officer in Charge or while training an employee as an FTO (Field Training Officer), the employee shall receive one (1) hour of overtime per shift worked.

7.5 Specialty Pay: Employees assigned to the following specialties shall receive the listed specialty pay while assigned. Employees assigned to more than one specialty may combine the specialty pays to a maximum of 3%. Specialty pay assignments shall be made at the discretion of the Chief of Police.

- | | |
|--------------------------------|------|
| ▪ Firearms Instructor | 1.5% |
| ▪ Defensive Tactics Instructor | 1.5% |
| ▪ EVOG Instructor | 1.5% |
| ▪ Taser Instructor | 1.5% |
| ▪ Radar/Lidar Instructor | 1.5% |

ARTICLE 8 HOLIDAYS

8.1 Police Officers and Sergeants working the days and hours of work specified in Art. IV Section 4.1 shall not be entitled to holiday pay or time off. Hours worked in excess of those identified in Article IV, Section 4.1 shall be paid at twice the employee's regular straight-time hourly rate of pay. Time worked on a holiday which falls on a regularly schedule workday shall be paid as straight time. Time worked on a holiday which falls on a scheduled day off shall be paid at twice the employee's regular straight-time hourly rate of pay. There shall be no other compensation paid for work performed on a holiday.

Effective January 1, 2025 (or an earlier date if identified by the Employer for implementation of 12-hour shifts), Article 8.1 shall read as follows:

Employees who are required to work a regular shift that begins on a designated holiday listed below in Article 8.2 shall be paid at time and one-half for their entire shift. Employees who are required to work a shift that begins on a designated holiday listed below in Article 8.2 on their regular day off shall be paid at double time for their entire shift. There shall be no other compensation paid for work performed on a holiday. Floating holidays are not designated holidays for purposes of this section.

8.2 The City recognizes the following holidays:

| | |
|-----------------------------|--------------------------------------|
| New Year's Day | |
| Martin Luther King, Jr. Day | (3 rd Monday of January) |
| President's Day | (3 rd Monday of February) |
| Memorial Day | |
| Juneteenth | |
| Independence Day | |
| Labor Day | |

Veteran's Day
 Thanksgiving Day
 Day after Thanksgiving Day
 Christmas Day
 Two (2) "Floating Holidays" designated by the employee.

- 8.3 Detectives receive paid time off on each holiday listed above, for a total of not more than 130 hours of holiday time off per year. If a holiday falls on a Detective's regular day off, the Detective will take the holiday on another day that week. If the Employer requires a Detective to work on a holiday listed above, the Detective shall be paid at twice the employee's regular straight time hourly rate of pay for time worked on the holiday.
- 8.4 School Resource Officers will be entitled to holiday leave on the recognized holidays detailed in section 8.2 falling within the regular school year. A police officer assigned to serve as an SRO that is required to work on a recognized holiday falling within the regular school year will receive one and one-half times their regular rate of pay in lieu of holiday pay. There shall be no banking of holidays. The SRO when assigned to work patrol on a holiday will be paid the same as officers normally assigned to patrol duty on a holiday.

ARTICLE 9 VACATIONS

- 9.1 Regular fulltime employees shall accrue paid vacation leave in accordance with the following schedule. Accrual of vacation leave shall begin upon the date of employment for each employee and thereafter on the employee's anniversary date.

UPON COMPLETION OF SERVICE HOURS/YEAR HOURS/PAY PERIOD

| Upon Completion of Service | Hours/Year | Hours/Pay Period |
|-----------------------------------|-------------------|-------------------------|
| 1 through 3 years | 80.16 Hours | 3.34 Hours |
| 4 through 8 years | 120 Hours | 5 Hours |
| 9 through 14 years | 160.08 Hours | 6.67 Hours |
| 15 years | 168 Hours | 7 Hours |
| 16 years | 176.16 Hours | 7.34 Hours |
| 17 years | 184.08 Hours | 7.67 Hours |
| 18 years | 192 Hours | 8 Hours |
| 19+ years | 200.16 Hours | 8.34 Hours |

- 9.2 Vacations shall be scheduled at the employee's request, subject to the needs of the Department. In the event scheduling conflicts occur, the employee with the most rank and then seniority shall be given preference in the selection of vacation time; provided the request is submitted and received by the Employer prior to March 1st of each year. After March 1st of each year, vacation shall be approved on a first come first served basis.
- 9.3 A. An employee shall not carry over from year to year accrued vacation in excess of three hundred twenty (320) hours. Accrued vacation leave in excess of 320 hours shall be forfeited on the employee's anniversary date. For this section "year to year" means "anniversary date to anniversary date."
- B. An employee may be granted an extension of this provision if the employer denies vacation leave, or the employee is unable to take vacation leave due to circumstances

beyond the employee's control. The employee's request for extension shall be submitted in writing to the Police Chief 60 days prior to the employee's anniversary date. A decision will be communicated to the employee 45 days prior to the employee's anniversary date. An employee who is granted an extension of this provision shall be required to reduce the excess to 320 hours or less within six months immediately following the approved extension. If the employee cannot reduce accumulated vacation below 320 hours during the period of extension because of operational needs of the Department, the employee shall be paid for carried over vacation after six months.

- 9.4 Upon termination of employment, employees shall be paid for all accrued vacation at their regular straight time rate of pay.

ARTICLE 10 SICK LEAVE

- 10.1 Employees shall accumulate sick leave, relevant to their shift and hours worked per day. An eight (8) hour workday accrues eight (8) hours per month and a ten (10) hour or twelve (12) hour workday accrues ten (10) hours per month; provided, however, no employee shall be accredited with an accumulate greater than seven hundred twenty (720) hours. No employee may carry over more than 720 hours of sick leave from one calendar year to the next.
- 10.2 Sick Leave Buy Back. Should an employee's sick leave carryover exceed the maximum set forth within section 10.1, the employee shall receive compensation equal to thirty-three percent (33%) of the sick leave hour which exceed the afore-referenced maximum at the employee's regular straight- time hourly rate of pay. The calculation of available sick leave buy back shall be made by the employer during the month of November and shall be paid to the Employee on December 31 of each year.
- 10.3 Usage: Each employee shall use sick leave solely for a permitted reason and dishonesty in relation to utilization of sick leave for any other purpose shall be cause for disciplinary action.
- Sick leave is permitted for the following reasons:
- The employee's own illness, injury or health condition; to accommodate the need for medical diagnosis, care or treatment of a health condition; or preventive medical care.
 - The employee's care for a family member with an illness, injury or health condition; care for a family member who needs medical diagnosis, care or treatment; or care for a family member who needs preventive medical care.
 - An absence due to closure of the Employer by order of public official for any health-related reason, or where the employee's child's school or daycare is closed for such a reason.
 - Absences covered by the Domestic Violence/Sexual Assault/Stalking leave law.
 - For a Family Medical Leave Act (FMLA) or Washington Family Care Act (WFCA) qualifying event.

The Employer may require that the employee, after more than three (3) consecutive days of sick leave, furnish medical verification that leave was taken for a permitted purpose.

- 10.4 For purposes of sick leave, family member is defined as:

1. A child including: a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.
 2. A parent including: a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
 3. A spouse
 4. A registered domestic partner
 5. A grandparent
 6. A grandchild
 7. A sibling
- 10.5 Bereavement Leave: In the event of a death or critical illness in the employee's "immediate family," the employee may be granted leave of absence not to exceed three (3) working days. The term "immediate family" shall be defined as spouse and children of the employee and/or grandmother, grandfather, mother, father, brother, sister, father-in-law, mother-in-law, or other relative living in the employee's household.
- 10.6 An employee may be excused by their department head to attend funeral services of a deceased City employee without loss of pay.
- 10.7 FMLA. Notwithstanding any provision to the contrary that may be contained elsewhere within this Agreement, and on approval of the Police Chief, employees will be entitled to the entitlement under the Family and Medical Leave Act of 1993. During such leave, the employer will continue the employee's health insurance benefits on the same basis as active employees.
- 10.8 Light Duty. In the event a LEOFF II employee suffers a short-term disability or illness that prevents the employee from performing their full range of duties for a period of two (2) weeks or more, the Employer shall consider an employee's request for light duty work when available. Short term shall mean ninety (90) days or less. The Light Duty provisions of this Agreement shall not amend or modify the requirements for physical and/or mental fitness by the Civil Service Rules and Regulations, as amended, and will not interfere with the application of Civil Service Rules requiring fitness for duty. The Chief shall determine the employee's light duty schedule.
- 10.9 Light duty assignments, when granted, shall only be for work that does not require the physical and/or mental standard for "on duty Police Officers." The availability and content of work that does not require full "on duty" physical and/or mental fitness shall be determined by the Police Chief. Employees granted Light Duty assignments, and who accept same, shall be compensated at their normal rate of pay and may be required to work a modified schedule while on light duty status.
- 10.10 Whenever any member of the Association is disabled, whether temporarily or permanently, by injury or illness arising out of and in the course of their or her duties, he or she shall become entitled to, regardless of their or her period of service with the City of Snoqualmie, a leave of absence while so disabled for the period of disability, not to exceed six months or until a disability retirement under LEOFF is granted, if earlier. During the disability period, the member will continue to receive all contracted benefits.

ARTICLE 11 HEALTH AND WELFARE INSURANCE BENEFITS

Medical Insurance: The employer shall provide such medical insurance coverage, for those employees to whom it applies, as is mandated by RCW 41.26, the Law Enforcement Officers and Fire Fighters Retirement System Laws of 1969, as revised.

11.1 The Employer will offer the AWC Regence HealthFirst 500 Plan, with annual HRA of \$3,500 (employee only) and \$7,000 (employee and family). HRA contributions are made on a monthly basis.

11.2 The Employer also offers the AWC HDHP/HSA Plan.

The annual HSA contribution for the HDHP Plan is \$1500 (employee only) and \$3000 (employee and family), with annual carry-over. HSA contributions are made on a monthly basis.

The City will continue to pay 100% of the medical insurance premiums for each employee and eligible dependents for the applicable AWC Regence Plan for the term of this Agreement.

11.3 Dental: The Employer shall pay one hundred percent (100%) of those premiums necessary for the purchase of employees and dependent coverage under the Association of Washington Cities, Washington Dental Service, Plan F, which shall include Plan V Orthodontia benefits.

11.4 Vision: The Employer shall pay one hundred percent (100%) of the premium necessary for the purchase of employee and dependent coverage under the Association of Washington Cities Western Vision Service Plan (\$10.00 deductible).

11.5 Life Insurance: The Employer shall pay one hundred percent (100%) of those premiums necessary to purchase and maintain Group Basic Term Life Insurance coverage for each employee in the amount of three hundred thousand dollars (\$300,000.00) payable to the beneficiary designated by the employee.

11.6 Deferred Compensation: The Employer shall match an employee's contribution to the Employer provided Deferred Compensation Plan up to one hundred dollars (\$100.00) per month.

11.6.1 Separate from the matching contribution in Article 11.6, the Employer shall contribute one hundred dollars (\$100.00) per month to the Deferred Compensation Plan of each employee who is represented under this Agreement. This one hundred-dollar (\$100.00) contribution does not require a match by the employee.

11.6.1.1 It is the employee's responsibility to enroll in the Deferred Compensation Plan. The \$100 per month contribution cited in Section 11.6.1 shall begin at the employee's enrollment date for new accounts being established. For those employees with existing accounts, it is the responsibility of the employee to complete the necessary form(s) to increase the \$100 monthly amount being contributed by the Employer.

- 11.7 Preventative Care: The Employer shall pay the cost for all preventative vaccinations as needed by employees for occupational related diseases, Hepatitis B, Tetanus and flu vaccinations.
- 11.8 Shared Leave Policy per City Resolution.

ARTICLE 12 UNIFORMS AND EQUIPMENT

12.1 The Employer shall provide each new hire with all department issued and required equipment in Appendix B and provide replacements as necessary to properly maintain the employees uniform in a presentable manner, subject to Department procedures for replacement of uniforms and equipment on a fair wear and tear basis.

- 12.1.1 Detective Clothing Allowance. In addition to 12.1, Detectives shall receive an annual clothing allowance of \$800. The allowance will be paid on the initial date of the detective assignment, and annually thereafter. It shall be the responsibility of the Association Member assigned to the position to request the annual allowance on or after their anniversary in the position. In the event the Association Member voluntarily assumes a different position within Department a monthly pro rata share of the allowance shall be returned to the City.
- 12.2 Employees shall be held accountable for all protective clothing or protective devices assigned to the employee by the Employer. Loss or destruction of items of clothing or protective devices shall be replaced by the Employer where said loss was incurred as a direct result in the performance of the employee's job duties not due to the employee's intentional act or negligence. Accountable items of clothing or protective devices assigned to an employee which are lost or mutilated as a direct result of the employee's negligence shall be replaced by the employee.
- 12.3 All uniforms and equipment issued by the Employer to each employee shall remain the property of the Employer.
- 12.4 Dry Cleaning: The Employer shall provide a contract cleaning service which shall provide for the dry cleaning of any uniform worn that requires dry cleaning.

ARTICLE 13 MISCELLANEOUS

- 13.1 Training: Training which an employee is required to attend by the Employer which is not part of the employee's regular or modified schedule shall be paid pursuant to Article V Overtime the overtime rate. An employee shall not be eligible for any overtime resulting from attendance at any training school or session in lieu of a scheduled workday (maximum regularly scheduled number of shift hours). The Chief will provide at least seven (7) calendar days' notice of changes to the employee's regular schedule for training the employee is required to attend.
- 13.2 Employees who attend Employer-authorized training that requires overnight accommodations shall be paid at the straight-time rate for all travel time required for the training, excluding any commute time between the employee's home and the Police Station.
- 13.3 Seniority: Seniority in the Police Department shall be defined as continuous active commissioned service within the Department, beginning on the most recent date of hire. If two (2) or more employees are hired on the same day, their seniority shall be determined by the employee's ranking on the Civil Service list.

Seniority in Civil Service classifications above police officer shall be determined by length of continuous active service within the classification. Employees promoted on the same day shall have their seniority determined by the ranking established by the Civil Service promotional process.

- 13.4 Unless required under the Uniformed Services Employment and Reemployment Act (USERRA), seniority will not accrue during any unpaid leave of absence greater than thirty (30) consecutive calendar days.

13.5 Reduction in Force (Layoff)

In accordance with City of Snoqualmie Civil Service Rules and Regulations, the following procedure shall be followed in layoff(s).

1. In the case of a reduction in force (layoff), the least senior bargaining unit employee shall be laid off. In the case of reduction in rank, the least senior employee within that rank shall be reduced.
2. If the reduction in rank results in the need for reduction in force, the employee reducing in rank shall bump the least senior bargaining union employee. It is understood that staffing levels may be reduced as a result of a reduction in department commissioned personnel.
3. In the case of a layoff, the employee shall be placed on a re-hire list for one (1) year. The employee is responsible to ensure the City has their current phone number and address. Employees laid off last will be the first to be recalled. All recalled employees must prove they are medically and physically fit to return to work.
4. It is understood that if there is a reduction in force, there may also be a reduction in staffing levels.

ARTICLE 14 DISCIPLINE

- 14.1 The Employer shall not discipline a permanent employee without just cause.
- 14.2 A written warning shall be given prior to discipline being imposed for performance or conduct issues the employer determines to be minor. Such written warning letter shall state the nature of the performance or conduct improvement required and the time period in which improvement is expected to occur.

ARTICLE 15 GRIEVANCE PROCEDURE

- 15.1 A. Grievance is defined as a dispute involving the interpretation or application of the express provisions of this Agreement that arise during the term of this Agreement. It is the intent of the parties that the following procedure is the exclusive remedy for resolving disputes as defined herein. The employee shall have the right to Association representation in all steps of grievance procedure. When the term "days" is used, it shall refer to calendar days. The employee, the Association or the Employer can file a grievance.
- B. At the option of the Employee, the employee may choose to process any alleged grievance through this Article XV or through the Civil Service laws and rules of the City of Snoqualmie.
- 15.2 Step One: The employee or Association, as the case may be, shall first reduce to writing a statement of the grievance containing the following: a) the facts on which the grievance is

based; b) a reference to the provision in this agreement; c) the remedy sought. The grievant shall submit the written statement of grievance to the Police Chief within fifteen (15) days. In the event the grievant does not present such grievance within fifteen (15) days of its occurrence or reasonable knowledge of the occurrence, the grievance shall be invalid and subject to no further processing. The Chief or designee shall have fifteen (15) days from submission of the written statement of the grievance to resolve the matter or deny the grievance. If resolved, the disposition shall be indicated on the written statement and signed by the Chief or designee and the Association.

- 15.3 Step Two: If the grievance is denied at Step 1, a written statement of grievance shall be submitted within fifteen (15) days of the date of the denial to the City Administrator. The City Administrator, or designee, shall have thirty (30) days from the submission of the written statement to resolve or deny the grievance. If any agreeable disposition is made, the City Administrator or designee and the Association shall sign it.
- 15.4 Step Three: If the grievance is denied at Step 2, the Association may request arbitration within twenty (20) days of the denial. Arbitration is the exclusive right and remedy of the Association, which in its sole discretion to determine which matters will be moved forward to Arbitration. This request must be submitted in writing. For a disciplinary grievance as defined by RCW 41.58.070, the arbitrator shall be assigned by PERC in accordance with state law. For other grievances, representatives from the Employer and the Association shall consult within seven (7) days of the date written request for arbitration is submitted to attempt to agree on an arbitrator. If the parties cannot agree within three (3) days, the parties shall jointly request the Public Employment Relations Commission (PERC) to provide a list of nine (9) arbitrators. The Employer and the Association shall alternatively strike one name from the list until only one name remains. The order of striking shall be determined by the toss of the coin, the loser striking the first name. The one name remaining shall be the arbitrator.
- 15.5 The arbitrator shall hold a hearing at which the parties may submit their case concerning the grievance. The arbitrator shall have no power to render a decision that shall add to, subtract from, alter, change or modify the terms of this agreement. The arbitrator's power shall be limited to interpretation and application of the express terms of this Agreement. The decision of the arbitrator shall be final and binding on the Association, the Employer and the employees involved.
- 15.6 The expense of the Arbitrator, the cost of the hearing room and the cost of a shorthand reporter, unless such one is paid by the State of Washington, shall be borne equally by the Employer and the Association. Each party shall be responsible for their own representation costs, including attorneys' fees.
- 15.7 There may be some instance where an outside agency or party may be used for arbitration, if both the Employer and Association agree.
- 15.8 The arbitrator shall have no right to amend, modify, nullify, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Association and shall have no authority to make a decision on any other issue so submitted.
- 15.9 The arbitrator shall be without power to make decisions contrary to, or inconsistent with or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty

(30) days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the Employer and Association and shall be based solely on the arbitrator's interpretation or application of the express terms of the Agreement and to the facts of the grievance presented.

- 15.10 The parties may mutually agree in writing to extend any deadline contained in this grievance procedure. Absent such agreement, a grievance shall be considered resolved against the party that fails to meet any deadline contained in this grievance procedure and the grievance shall not be subject to any further processing, including arbitration.

ARTICLE 16 MANAGEMENT RIGHTS AND RESPONSIBILITIES

16.1 The Union recognizes any and all rights, powers and authorities, which are not modified by this agreement, as being retained by the Employer. These rights include but are not limited to the following:

1. To maintain efficiency and to make, alter, and enforce reasonable policies and procedures to be observed by the employees. This shall include, but not be limited to, the following topics:
2. To direct, hire, evaluate, promote and lay off employees as covered by the Civil Service promotional and layoff processes, transfer, and for just cause, suspend, discipline or dismiss employees. Probationary employees may not use the grievance procedure to contest any disciplinary/discharge decision of the Employer.
3. To evaluate jobs and positions, classify positions, establish performance standards, qualification requirements of employees and specify the employee's duties and work hours.
4. To manage and operate the services in all respects and without restrictions.
5. To establish the location and number of police precincts and services to be rendered, the methods, the work procedures, the type of equipment to be used; to select, control and direct the use of all materials required in the operation of the services provided and performed.
6. To schedule work, to make, alter and enforce policies and regulations governing the use of material, equipment and services that may be deemed necessary.

The above is not intended to be exclusive and shall not exclude any historical or normal rights of management. The Union may raise issues of binding past practice through the grievance procedures.

ARTICLE 17 SAVINGS CLAUSE

- 17.1 It is the intention of the parties hereto to comply with all applicable law and they believe that each and every party to this Agreement is lawful. All provision of this Agreement shall be complied with unless any of such provision shall be declared invalid or inoperative by a Court of final jurisdiction.
- 17.2 Should any provision of this Agreement and/or any attachments hereto be held invalid by operation of Law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provision should be restrained by such tribunal, the remainder of this

Agreement and/or any attachments hereto shall not be affected thereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement of such provisions and/or any attachment hereto.

ARTICLE 18 DURATION

- 18.1 This Agreement shall be effective January 1, 2024 and shall remain in full force and effect through December 31, 2026 unless otherwise provided for herein and shall remain in effect during the course of negotiations on a new Agreement.
- 18.2 Within six (6) months prior to the termination date of this Agreement, the Association or the Employer shall open this Agreement for the purpose of negotiating a successor Agreement to this Agreement.

ARTICLE 19 BILL OF RIGHTS

- 19.1 Bill of Rights: All employees shall be entitled to the protection of what shall hereinafter be termed as the "Bill of Rights" which shall be added to the present Rules and Regulations of the City of Snoqualmie Police Department. The wide-ranging powers and duties given to the department and its members involve them in all manner of contacts and relationships with the public. Of these contacts come many questions concerning the actions of members of the department. These questions often require immediate investigations by supervising officers designated by the Police Chief. In an effort to ensure that these investigations are conducted in a manner which is conducive to good order and discipline, the following guidelines are put forth:
- 19.2 In criminal matters an employee shall be afforded those constitutional rights available to any citizen. In non-criminal matters relating to job performance, the following guidelines shall be followed.
- 19.3 "Interview" of a subject employee" as used herein shall mean any questioning by an agent of the City who is conducting an investigation (as opposed to a routine inquiry) of the employee being interviewed, when the agent knows (or reasonably should know) that the questioning could result in employee discipline. This section shall not apply to an investigation concerned solely and directly with alleged criminal activities.
- 19.4 Before an interview of a subject employee, the employee shall be informed of the matter in sufficient detail to reasonably apprise them of the factual basis of the matter. This shall not operate as a waiver of the Association's right to request bargaining information from the City. Nor shall anything in this Article prohibit the Employer from disciplining, including discharge, an officer convicted of a crime.
- 19.5 Any interview of an employee shall be at a reasonable hour, preferably when the employee is on duty unless the exigencies of the investigations dictate otherwise. If the employee is required to be interviewed off duty, the employee shall be compensated.
- 19.6 The interview shall not violate the individual's constitutional rights, which are afforded any citizen, regardless of occupational position and shall take place at the Police Department facility, except when impractical. The employee shall be afforded an opportunity and facilities to contact and consult privately with an attorney of their own choosing and/or a representative of the Association before being interviewed. An attorney of their own choosing and/or a

representative of the Association may be present during the interview but may not participate in the interview except to counsel the employee.

- 19.7 The questioning shall not be overly long, and the employee shall be entitled to such reasonable intermissions as they shall request for personal necessities, meals, telephone calls and rest periods. No more than two interviewers may ask questions of an accused employee. Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively or be subject to discipline for insubordination. Nothing ordered may be provided or used in a criminal investigation.
- 19.8 The employee shall not be subjected to any offensive language, nor shall they be threatened with dismissal, transfer or other disciplinary punishment as a guise to attempt to obtain their resignation, nor shall be intimidated in any other manner. Neither promises nor rewards shall be made as an inducement to answer questions.
- 19.9 The Employer shall not require any employee covered by this Agreement to take or be subjected to a lie detector test as a condition of continued employment, nor shall such evidence be offered at any disciplinary hearing without stipulation of the parties.
- 19.10 The Department will audio record any interview. Upon request, a copy of the recording/transcript (if made) will be provided to the officer.
- 19.11 Any Loudermill/pre-disciplinary meeting invitation shall be issued within six (6) months of the time that the Employer undertakes the investigation, unless an extension is reasonably necessary. The Association will not unreasonably deny requests for additional time.
- 19.12 An employee shall be permitted to read any adverse material affecting their employment before it is placed in the Employer's official personnel file. The Employee will be able to respond in writing and have it attached to the adverse material.
- 19.13 No officer shall be disciplined solely for being placed on a prosecutor's Brady list. This section does not prohibit the Department from taking disciplinary or other adverse action based on the underlying acts or omissions for which the officer's name was placed on the Brady list or is otherwise connected with a disclosure to a prosecutor pursuant to Brady. Any such action will be consistent with the terms of this Agreement including any just cause requirement.
- 19.14 An Employee using deadly force while exercising authority as a Police Officer shall be allowed to consult with a Union representative or attorney upon request prior to being required to give an oral or written statement about the use of deadly force, except that immediately following the incident the employee shall verbally report to the appropriate authority a brief public safety statement relating any information necessary to preserve the immediate safety of the public and fellow officers. Such right to consult shall be based on the nature of the incident but shall not delay the giving of the statement more than 72 hours. Deadly force is defined as any use of force that creates a substantial risk of causing death or serious bodily injury.

ARTICLE 20 PERSONNEL POLICIES

- 20.1 In addition to the Employer's personnel records policy as set forth in the city of Snoqualmie Personnel Policies, all members of the bargaining unit shall have the additional right to:
- 20.2 Review their personnel file with a minimum of two (2) City business days' notice given to Human Resources.

- 20.3 May receive copies upon request of items in their personnel file.
- 20.4 Pursuant to RCW 40.14.070(4), personnel records for any peace officer must be retained for the duration of the officer's employment and a minimum of 10 years thereafter. Such records include all misconduct and equal employment opportunity complaints, progressive discipline imposed including written reprimands, supervisor coaching, suspensions, involuntary transfers, other disciplinary appeals and litigation records, and any other records needed to comply with the requirements set forth in RCW 43.101.095 and 43.101.135.
- 20.5 In the event the Snoqualmie Police Department convenes a Review Board(s) (Use of Force or Accidents), there shall be an Association representative, appointed by the Association, as a voting member on the Review Board.

ARTICLE 21 PFML PROGRAM

Eligible employees are covered by Washington's Paid Family Medical Leave Program (PFML) per RCW 50A et seq. Eligibility for leave and benefits is established by Washington law and is therefore independent of this Agreement. Premiums for benefits are established by law. Employees will pay, through payroll deduction, the maximum allowable charge for both family leave and medical leave premiums, as stated by RCW 50A.10.030 and updated annually by the Employment Security Department.. The employer will pay the remaining premium amounts as required by law.

SNOQUALMIE POLICE ASSOCIATION

CITY OF SNOQUALMIE

Chase Smith, President

Katherine Ross, Mayor

Date

Date

ATTEST:

Deana Dean, City Clerk

APPENDIX "A"

to the AGREEMENT by and between

CITY OF SNOQUALMIE, WASHINGTON

And

SNOQUALMIE POLICE ASSOCIATION

2024-2026

- A.1 2024 CLASSIFICATION RATES. Effective January 1, 2024, the hourly rates of pay for each classification covered by this Agreement shall be as follows (adjusted with an 8% increase):

| | A | B | C | D | E | F |
|---------------|------------|------------|------------|------------|------------|------------|
| P Officer | \$39.52800 | \$43.48080 | \$45.65160 | \$47.91960 | \$50.31072 | \$52.83792 |
| P Sergeant | \$55.49472 | \$58.24224 | \$61.15176 | \$64.21032 | | |
| | | | | | | |

- A.2 The STEPS set forth within Section A.1 are automatic progression pay STEPS each being twelve (12) months in duration.
- A.3 New employees may be given credit for prior law enforcement experience in computing Entry salary. Such experiences may qualify the employee to start at any step as recommended by Police Chief and approved by the Mayor.
- A.4 Active members of the Snoqualmie Police Association, at the time of ratification, will be eligible to receive retroactive pay to January 1, 2024.
- A.5 For years 2025, and 2026, each year shall be increased over the previous year by the following percentages:
- | | |
|------|---|
| 2025 | Equal to the CPI-W Seattle-Tacoma-Bellevue from June 2023 to June 2024 with a minimum of 1% and a maximum of 3.5%, plus 1%. |
| 2026 | Three and one-half percent (3.5%) |
- A.6 Detective Premium: Employees assigned to Detectives shall receive a premium of 4% above their current step Police Officer base wage while assigned to detectives, as set forth in Appendix A. If a Detective is required to work patrol to cover shifts or due to an emergency, the Detective will continue to receive Detective premium pay.
- A.7 School Resource Officer (SRO) Premium: Employees assigned to SRO shall receive a premium of 4% above their current step Police Officer base wage while assigned to SRO, as set forth in Appendix A. If an SRO is required to work patrol to cover shifts or due to an emergency, the

SRO will continue to receive SRO premium pay. While the school district is not in session for regular scheduled mid-winter, spring, or summer breaks, the SRO will continue to receive SRO premium pay. School Resource Officer assignments will typically be for three (3) years, with one-year extensions if approved by the Chief.

- A.8 Officers promoted to Sergeant will start at the first step above their current Officer base pay.
- A.9 An employee assigned as the Administrative Sergeant shall receive a premium of 5% of their current step Sergeant base wage while assigned as the Administrative Sergeant.
- The Administrative Sergeant will be permitted to take home an unmarked Department vehicle with emergency response equipment in order to respond to after-hour emergencies.
 - The Administrative Sergeant will receive holidays on the same terms as Detectives as stated in Article 8.3.
 - The Administrative Sergeant assignment is at the discretion of the Chief of Police. The Chief of Police may remove a Sergeant from the assignment with cause, or to meet operational need. The Police Chief's re-assignment of a Sergeant to meet operational needs is an exercise of management rights pursuant to Article 16. Administrative Sergeant assignments will typically be three (3) years, with one-year extension if approved by the Chief.
 - The work cycle for the Administrative Sergeant shall consist of a 40-hour workweek comprised of four (4) consecutive 10-hour days worked followed by three (3) consecutive days off. This shall be commonly referred to as the 28-day cycle. The Chief or designee will assign the days of the week. When mutually agreed the Chief of Police can adjust the Administrative Sergeant's shift to a shift schedule to meet the Operational needs of the Department.

APPENDIX “B”

SNOQUALMIE POLICE DEPARTMENT PROPERTY AND EQUIPMENT

As Approved by the Police Chief

- Snoqualmie Police Department Badge (Uniform and Flat)
 - Snoqualmie Police Department Identification (Commission) card
 - Snoqualmie Police Department patches and insignia
1. Ammunition and magazines
 2. Ballistic Vest and outer carrier
 3. Baseball hat
 4. Asp and asp holder
 5. Duty belt and inner belt
 6. Boots (1 pair of boots per year)
 7. Business Cards
 8. Flashlight
 9. Patrol gloves
 10. 2 sets of handcuffs with handcuff pouch
 11. Handgun with gun light
 12. Handgun holster
 13. Shell rain jacket (upon completion of FTO)
 14. Quarter zip jacket (upon completion of FTO)
 15. Jumpsuit (1 every 2 years and upon completion of probation)
 16. 1 Class A pant
 17. 1 Class A shirt
 18. 1 Class B shirt
 19. Portable radio and radio pouch
 20. Safety (reflective) vest
 21. 1 training Polo
 22. 1 Training pant
 23. 1 nylon training belt
 24. Taser and holster
 25. 1 Pistol magazine pouch
 26. 1 rifle magazine pouch
 27. 1 tourniquet with tourniquet pouch
 28. 1 miscellaneous pouch
 29. Rifle with light and sling
 30. Winter beanie

Each employee shall be provided a new ballistic vest at least once every five (5) years or whenever the vest has expired.

All equipment issued by the Snoqualmie Police Department shall remain the property of the department and shall be returned upon request.

Collective Bargaining Agreement
Between the City of Snoqualmie
and
Snoqualmie Police Association

~~2022-2023~~2024-2026

A G R E E M E N T

by and between

CITY OF SNOQUALMIE, WASHINGTON
and
SNOQUALMIE POLICE ASSOCIATION

~~2022-2023~~2024-2026

TABLE OF CONTENTS

| | | |
|------------------------------------|--|----|
| ARTICLE I ARTICLE 1 | RECOGNITION, ASSOCIATION MEMBERSHIP, PAYROLL DEDUCTION | 3 |
| ARTICLE II ARTICLE 2 | NON-DISCRIMINATION | 4 |
| ARTICLE III ARTICLE 3 | ASSOCIATION RIGHTS | 4 |
| ARTICLE IV ARTICLE 4 | HOURS OF WORK | 4 |
| ARTICLE V ARTICLE 5 | OVERTIME | 6 |
| ARTICLE VI ARTICLE 6 | CALLBACK, COURT TIME AND STANDBY PAY | 6 |
| ARTICLE VII ARTICLE 7 | WAGES | 7 |
| ARTICLE VIII ARTICLE 8 | HOLIDAYS | 8 |
| ARTICLE IX ARTICLE 9 | VACATIONS | 9 |
| ARTICLE X ARTICLE 10 | SICK LEAVE | 10 |
| ARTICLE XI ARTICLE 11 | HEALTH AND WELFARE INSURANCE BENEFITS | 12 |
| ARTICLE XII ARTICLE 12 | UNIFORMS AND EQUIPMENT | 13 |
| ARTICLE XIII ARTICLE 13 | MISCELLANEOUS (Training, Bill of Rights, Seniority, Layoffs) | 13 |
| ARTICLE XIV ARTICLE 14 | DISCIPLINE | 15 |

| | | |
|-------------------------------------|--|----|
| ARTICLE XV ARTICLE 15 | GRIEVANCE PROCEDURE | 15 |
| ARTICLE XVI ARTICLE 16 | MANAGEMENT RIGHTS AND RESPONSIBILITIES | 16 |
| ARTICLE XVII ARTICLE 17 | SAVINGS CLAUSE | 17 |
| ARTICLE XVIII ARTICLE 18 | DURATION | 17 |
| ARTICLE XIX ARTICLE 19 | POLICE OFFCER'S BILL OF RIGHTS | 17 |
| ARTICLE XX ARTICLE 20 | PERSONNEL POLICIES | 19 |
| ARTICLE XXI ARTICLE 21 | WFML PROGRAM | 19 |
| APPENDIX A | WAGES | 21 |
| APPENDIX B | PROPERTY AND EQUIPMENT LIST | 23 |

AGREEMENT

by and between

CITY OF SNOQUALMIE, WASHINGTON

and

SNOQUALMIE POLICE ASSOCIATION

~~2022-2023~~2024-2026

This agreement is by and between the City of Snoqualmie, Washington, hereinafter referred to as the Employer, and the Snoqualmie Police Association, hereinafter referred to as the Association.

ARTICLE ~~1~~ **RECOGNITION, ASSOCIATION MEMBERSHIP AND PAYROLL DEDUCTION**

- 1.1 **Recognition:** The Employer recognizes the Association as the exclusive bargaining representative for all Employees in the bargaining unit, which shall include all full time Law Enforcement Officers, excluding all officers above the rank of Sergeant, who choose to be members of the bargaining unit.
- 1.2 Union membership or non-membership is at the option of the employee.
- 1.3 **Payroll Deduction:** Upon the receipt of notice from the Association of the employees' authorization, the Employer shall deduct from the pay of all employees who are members of the Association and are covered by this Agreement, the dues and fees of the Association, and shall remit to the treasurer of said Association all such deductions on the last business day of each month. Where laws require written authorization by the employee, the same shall be furnished by the employee to the Association in the form required. The Association will provide written notice of said authorization to the Employer. The Employer will begin withholding dues no later than the second payroll period following notice from the ~~Union~~ Association that an employee has authorized dues withholding. No deduction shall be made which is prohibited by applicable law. The employee's authorization remains in effect until expressly revoked by the employee in accordance with the terms and conditions of the authorization. An employee's request to revoke authorization for payroll deductions must be in writing and submitted by the employee to the Association representative in accordance with the terms and conditions of the authorization. The Association shall provide notice to the Employer of an employee's written request to revoke authorization for payroll deductions for Association dues and fees. Upon receipt of such notice of revocation from the Association, the Employer shall end the deduction no later than the second payroll after receipt of the revocation notice. Unless otherwise provided herein, the Employer shall rely on information provided by the Association regarding the authorization and revocation of authorization for deductions.
- 1.4 The Association will indemnify, defend, and hold harmless the Employer against any claims made against the Employer on account of any deduction of dues for the Association, provided that the Association shall have no obligation to defend and indemnify the Employer if the result of the liability is a result of the City's own negligence. The Association agrees to refund the Employer any amounts paid to it in

error on account of dues deduction provisions upon presentation of proper evidence thereof.

ARTICLE ~~H2~~ NON-DISCRIMINATION

- 2.1 No employee shall be discriminated against for upholding Association principles or serving on a committee. The Employer and the Association shall not unlawfully discriminate against any individual with respect to hiring, compensation, terms or conditions of employment because of such individual's race, color, religion, sex, national origin, Association activities, marital status or the presence of any physical, mental or sensory disability or age; nor shall they limit, segregate or classify employees in any way to deprive any individual employee of employment opportunities, except as such may be a bona fide occupational qualification.
- 2.2 The Association agrees to not request arbitration of any grievance only alleging a violation of this article unless the grievant agrees in writing to accept the arbitrator's decision as final and binding in lieu of any other procedure or remedy that might be available to grievant.

ARTICLE ~~H3~~ ASSOCIATION RIGHTS

- 3.1 Association Official's Time Off: An Association Official who is an employee in the bargaining unit, shall be granted reasonable time-off without loss of pay for grievance processing/investigation and contract negotiation activities. Such activities shall not interfere with the normal routine functions of the Department.
- 3.2 Bulletin Boards: The Employer shall provide suitable space for an Association Bulletin Board on its premises, in an area which is frequented by all employees within the bargaining unit.
- 3.3 Probationary Period: All new employees, shall be required to serve a twelve (12) month probationary period after successful certification of the Washington State Basic Law Enforcement Academy. Laterally hired officers requiring Washington State certification, shall serve a twelve (12) month probationary period after successful certification of the Washington State Basic Law Enforcement Equivalency Academy. Laterally hired officers with Washington State Certification, shall serve a twelve (12) month probationary period from the date of hire. Promotional probationary periods shall be twelve (12) months from the date of promotion.
- 3.4 Termination-Removal During Probation: During the probationary period ~~an~~ a newly hired employee may be terminated without cause. During the probationary period a promoted employee may be reverted to their prior rank if, in the judgment of the Police Chief, the probationer has not performed satisfactorily the duties of the position to which the probationer was appointed.

ARTICLE ~~IV4~~ HOURS OF WORK

- 4.1 Regular Work Cycle: The work cycle for Police Officers and Sergeants shall consist of five (5) consecutive days worked followed by four (4) consecutive days off, followed by five (5) consecutive days worked followed by five (5) consecutive days off This shall be commonly referred to as the 19-day cycle. Each workday shall consist of ten and one sixth (10 1/6) consecutive hours. Regular work schedule is considered to be when the employee is working their current assignment without any restrictions.

Effective January 1, 2025 or an earlier date identified by the Employer, the work cycle for Police Officers and Sergeants shall consist of four (4) consecutive 12-hour days on duty followed by four (4) consecutive days off. The FLSA work period for employees working a 12-hour shift is 24 days. The number of scheduled hours of work per year on the 12-hour shift is 2190. To reduce this number, the Employer will schedule each employee on the 12-hour shift to 9 additional days off, without a loss of pay, throughout the year ("Kelly Days"). The intent of Kelly Days is to reduce the number of scheduled work hours. Kelly Days do not roll over and have no cash value. The Employer will calculate hourly rates using 2080 hours of work per year. If an employee transfers in or out of patrol mid-year, the employee's Kelly Days are prorated by rounding to the nearest month. An employee separating mid-year will reimburse the Employer for any excess Kelly Days used via a payroll deduction from their final paycheck.

- 4.1.1 When mutually agreed the Chief of Police can adjust an Officer or Sergeant's shift to a shift schedule to meet the Operational needs of the Department. An Officer or Sergeant assigned to this shift would be eligible for Holiday pay under Article VIII, Section 8.1.
- 4.1.2 Detectives: The work cycle for Detectives shall consist of a 40-hour workweek comprised of four (4) consecutive 10-hour days worked followed by three (3) consecutive days off. This shall be commonly referred to as the 28-day cycle. There will be two detective schedules: one shift working Monday through Thursday and a second shift working Tuesday through Friday. When more than one Detective shift is vacant, Detectives will select their shift based on seniority.

Detective schedules can be modified by the Employer when the Detective is performing an alternative assignment, provided that the Detective premium will continue during the modified assignment. Detectives receive holidays as provided in Article VIII.

Detective assignments are at the discretion of the Chief of Police. The Chief of Police may remove a police officer from a detective assignment with cause, or to meet operational needs. The police chief's re-assignment of a police officer from detective to meet operational needs is an exercise of management rights pursuant to Article XVI. Detective assignments will typically be for three (3) years, with one-year extensions if approved by the Chief.

- 4.1.3 School Resource Officer: Any Police Officer assigned as a school resource officer (SRO) will work a shift consisting of four (4) consecutive workdays of ten (10) hour shifts, followed by three (3) consecutive days off, referred to as a 4/10 schedule. The SRO will work a day shift that will allow them to be on duty while school is typically in session. The department may modify the hours of work for the SRO shift based on the needs of the department and the school district, or, during significant lengths of time when school is not in session, such as summer or winter break, based on the needs of the department.
- 4.2 Make-up Time: The 19-day cycle results in 1952 hours worked per year, exclusive of vacations and other leave time. The Association and the City of Snoqualmie agree that the lesser number of hours worked is in lieu of compensation for all holidays (120 hours), either as days off or holiday pay or holiday premium. All Officers and Sergeants shall also work an additional 8 hours per year. These 8 hours will ~~not~~ be paid time, already included in the officer's monthly wage, and will be reasonably scheduled by the Employer to facilitate training or other departmental needs. These 8 hours, along with the forfeited holiday premium and holidays (120 hours) are intended to equal 2080 hours worked for the purpose calculating

the member's annual salary. Should the employer fail to schedule these 8 hours, the employee will not be required to make them up the following year and there will be no reduction in pay.

Effective January 1, 2025 (or an earlier date if identified by the Employer for implementation of 12-hour shifts), Article 4.2 shall be null and void.

- 4.3 Meal and Rest Periods: The following meal and rest periods supersede WAC 296-126-092 pursuant to RCW 49.12.187. A workday shift of any length longer than five (5) hours shall include ~~a one (1)~~ thirty (30) minute meal period and two (2) fifteen (15) minute rest periods, taken at the employee's discretion, which shall be paid time. Employees may at times be required to respond to emergency situations or otherwise be interrupted during meal and/or rest periods for which no overtime or additional compensation shall be paid.
- 4.4 During the contract term, management and labor will convene for the purpose of evaluating the cost-benefits of current work schedules vs. other options, best practices and alternatives in the interest of employee recruitment, retention, police officer safety and community service needs. City reserves the right to open the issue of FLSA 7k exemption as part of the 4.4 evaluation.
- 4.5 Shift Exchange: Shift exchanges and standby will be administered by the Chief in the best interests of public safety. Shift exchanges can only occur between employees of the same rank, unless an exception is granted by the Chief, or designee.
- 4.6 Shift Supervision: There shall be shift supervision on duty at all times. Compensation shall be one hour of overtime when assigned to act as Shift Supervisor for four (4) or more hours of the employee's shift, consistent with Section 7.4. Qualifications shall be established by departmental policy. In order to accommodate training, personal time off, and other unforeseen circumstances, employees who have been approved by the Captain to act as an 'officer in charge' (OIC) may be used as a field supervisor to cover for a Field Sergeant.

ARTICLE ~~V~~5 OVERTIME

- 5.1 Unless otherwise provided by this Agreement, all work which has been authorized by the Employer in excess of the regularly scheduled shift, excluding 8 hours of make-up time, shall be paid at one and one-half (1-1/2) times the employee's regular straight time hourly rate of pay or accrued as compensatory time at one and one-half (1-1/2) times the hours worked.

Effective January 1, 2025 (or an earlier date if identified by the Employer for implementation of 12-hour shifts), the reference to make-up time in Article 5.1 shall be null and void.

- 5.2 All non-emergency overtime, such as overtime for special events or shift coverage, shall be offered to employees on a rotating basis. No employee covered by this agreement shall be required or permitted to volunteer for any police related function. Attendance at police funerals or memorials in uniform shall not be compensated unless such attendance is required by the Police Chief.
- 5.3 Overtime shall be paid in increments of ~~thirty (30) minutes~~ fifteen (15) minutes, with the major portion of ~~thirty (30)~~ fifteen (15) minutes paid as ~~thirty (30)~~ fifteen (15) minutes.
- 5.4 The Employer may make reasonable adjustments to shifts to accommodate operational needs. No regularly scheduled shift will start after 2100 hours or before 0500 hours. A

tentative schedule will be posted in the squad room detailing the shift requirements for the upcoming three (3) months. Notice of a schedule change will be made within 72 hours and notification will be by text message or phone call to personal phone.

- 5.5 Compensatory time off will be accrued at one and one-half (1-1/2) times the overtime hours worked at the discretion of the employee. An employee may at any time elect to be paid for some or all the employees accrued compensatory time at the employee's regular straight time rate of pay. No employee shall accrue more than forty (40) hours of compensatory time. No more than twenty-four (24) hours of compensatory time shall be carried over from year to year. All overtime in excess of forty (40) hours will be paid as overtime pay. All accrued compensatory time over twenty-four (24) hours shall be paid at the employee's regular straight time rate of pay at the end of each year.
- 5.6 Mandatory overtime will be used when a shift adjustment cannot be made by voluntary acceptance to fill the shift. Employees with the lowest overtime score / overtime worked will be required to work the mandatory overtime shift.

ARTICLE VI CALLBACK, COURT TIME AND STANDBY PAY

- 6.1 Callback: An employee who is called back to work after having completed ~~his~~-their normal shift and having left the premises, shall receive callback pay of a minimum of three (3) hours at the overtime rate of pay; provided however, if the call back can be handled by telephone or Virtual Private Network from the employee's home or otherwise remotely, and lasts thirty (30) minutes or less, the employee shall be paid for a minimum of one (1) hour at the overtime rate, and further provided, an employee who is required to report to work prior to ~~his~~-their normal shift and is compensated for all time prior to the commencement of ~~his~~-their regular shift, shall be compensated for such pre-shift hours at one and one-half (1 1/2) the employee's regular straight-time rate of pay.

A Detective who is called back to duty less than three hours prior to the start of the employee's regular shift shall be paid only for the actual time worked at the rate of one and one-half (1 1/2) times the employee's regular rate of pay up to the time the employee's regularly scheduled shift begins and shall not be entitled to a 3-hour minimum payment under this section.

If the call back can be handled by telephone or Virtual Private Network from the employee's home or otherwise remotely, the employee shall be paid for a minimum of one (1) hour at the rate of one and one-half (1 1/2) times the employee's regular rate of pay.

- 6.2 Court Appearances: An off-duty employee required to testify under oath on behalf of the Employer in a criminal or civil case arising out of the employee's performance of duties as a police officer shall be compensated for at the overtime rate of pay, with a minimum of four (4) hours at one and one-half (1 1/2) times the employee's regular straight-time rate of pay. Officers not given a minimum of forty-eight (48) hours' notice of cancellation of the need to appear will be compensated for the minimum four (4) hour period.
- 6.3 Standby: An employee who is placed on Standby by the Employer shall receive ten percent (10%) of ~~his~~-their regular straight-time hourly rate of pay for all hours assigned.
- 6.3.1 ~~(From MOU on Standby)~~
Standby Duty for Detectives shall be assigned by the Chief of Police and will generally rotate on a weekly basis among those employees assigned as a Detective, with each Detective assigned to approximately two weeks per month. Detectives will be allowed to trade their

rotation schedule with each other, with the Chief's approval. Employees on Standby must make sure that they are able to respond to the Snoqualmie Police Department within one hour. If they are unable to respond within one hour, they will notify dispatch. Employees on Standby shall be obligated to respond when called in to perform their regular duties. Employees shall not report to work while on Standby in a condition that would violate the Drug Free Workplace Policy. Employees assigned to Standby Duty will receive ten (10) hours at their straight time hourly rate of pay for each full week on Standby Duty, prorated in the event of a partial week. The Chief has sole discretion to decide whether to assign a take home vehicle to a Detective on Standby Duty and the Chief's decision cannot be grieved.

ARTICLE ~~VII~~ **WAGES**

7.1 Employees covered by this Agreement shall receive the rates of pay as set forth in Appendix "A" to this Agreement ~~for 2022, and 2023,~~ which by this reference shall be incorporated herein as if set forth in full.

7.2 Longevity Pay All employees employed as of May 1, 2010, shall continue to receive a monthly Longevity Pay in addition to their monthly rates of pay as follows:

| Service Time | Monthly Amount |
|----------------|----------------|
| After 5 years | 4% |
| After 10 years | 6% |
| After 15 years | 8% |

All Employees employed after May 1, 2010 shall receive monthly Longevity Pay in addition to their monthly rates of pay as follows:

| Service Time | Monthly Amount |
|-----------------------|----------------|
| After 5 years | 2% |
| After 10 years | 4% |
| After 15 years | 6% |
| <u>After 20 years</u> | <u>8%</u> |

7.3 Educational Incentive Pay: Educational incentive pay shall be awarded to qualified employees who have obtained an Associates (AA) or Bachelor's (BA) degree in accordance with the schedule below. Educational incentive pay shall not be cumulative. It shall be the responsibility of the employee requesting educational incentive pay to provide documentation through official transcripts from accredited colleges or universities. Educational incentive pay shall be paid to the employee beginning the next pay period following receipt of proper documentation by Human Resources and shall not be retroactive. All employees will receive monthly Education Pay. Educational incentive pay will be applied to an employee's ~~in addition to their monthly base rates~~ of pay for education achievement in approved fields of job-related studies as follows:

| College Credits | Monthly Amount |
|------------------------|------------------|
| 45 Credits | \$50 |
| AA Degree | <u>\$100 2%</u> |
| 135 Credits | \$150 |
| BA/BS Degree | <u>\$200 4%</u> |

The following are recognized to be job related studies and are therefore recognized as approved fields of study:

- Police Science
- Political Science/Global Studies
- Sociology
- Psychology
- Community Service
- Business Administration
- Public Administration
- Communications (added but not Retroactive)
- General Studies (added but not Retroactive)

~~7.3.1 Transcripts of coursework and degree(s) completed shall be provided by the employee from a regionally accredited college or university in the United States.~~

7.4 Acting Sergeants, Officers in Charge, and FTO. When management assigns duties as an acting Sergeant, Officer in Charge or while training an employee as an FTO (Field Training Officer), the employee shall receive one (1) hour of overtime per shift worked.

7.5 Specialty Pay: Employees assigned to the following specialties shall receive the listed specialty pay while assigned. Employees assigned to more than one specialty may combine the specialty pays to a maximum of 3%. Specialty pay assignments shall be made at the discretion of the Chief of Police.

- Firearms Instructor 1.5%
- Defensive Tactics Instructor 1.5%
- EVOC Instructor 1.5%
- Taser Instructor 1.5%
- Radar/Lidar Instructor 1.5%

ARTICLE ~~VIII~~8 HOLIDAYS

8.1 Police Officers and Sergeants working the days and hours of work specified in Art. IV Section 4.1 shall not be entitled to holiday pay or time off. Hours worked in excess of those identified in Article IV, Section 4.1 shall be paid at twice the employee's regular straight-time hourly rate of pay. Time worked on a holiday which falls on a regularly schedule workday shall be paid as straight time. Time worked on a holiday which falls on a scheduled day off shall be paid at twice the employee's regular straight-time hourly rate of pay. There shall be no other compensation paid for work performed on a holiday.

Effective January 1, 2025 (or an earlier date if identified by the Employer for implementation of 12-hour shifts), Article 8.1 shall read as follows:

Employees who are required to work a regular shift that begins on a designated holiday listed below in Article 8.2 shall be paid at time and one-half for their entire shift. Employees who are required to work a shift that begins on a designated holiday listed below in Article 8.2 on their regular day off shall be paid at double time for their entire shift. There shall be no other compensation paid for work performed on a holiday. Floating holidays are not designated holidays for purposes of this section.

8.2 The City recognizes the following holidays:

New Year's Day

Martin Luther King, Jr. Day

(3rd Monday of January)

President's Day (3rd Monday of February)
 Memorial Day
 Juneteenth
 Independence Day
 Labor Day
 Veteran's Day
 Thanksgiving Day
 Day after Thanksgiving Day
 Christmas Day
 Two (2) "Floating Holidays" designated by the employee.

- 8.3 Detectives receive paid time off on each holiday listed above, for a total of not more than 130 hours of holiday time off per year. If a holiday falls on a Detective's regular day off, the Detective will take the holiday on another day that week. If the Employer requires a Detective to work on a holiday listed above, the Detective shall be paid at twice the employee's regular straight time hourly rate of pay for time worked on the holiday. ~~[From existing MOU].~~
- 8.4 School Resource Officers will be entitled to holiday leave on the recognized holidays detailed in section 8.2 falling within the regular school year. A police officer assigned to serve as an SRO that is required to work on a recognized holiday falling within the regular school year will receive one and one-half times their regular rate of pay in lieu of holiday pay. There shall be no banking of holidays. The SRO when assigned to work patrol on a holiday will be paid the same as officers normally assigned to patrol duty on a holiday.

ARTICLE ~~IX~~9 VACATIONS

- 9.1 Regular fulltime employees shall accrue paid vacation leave in accordance with the following schedule. Accrual of vacation leave shall begin upon the date of employment for each employee and thereafter on the employee's anniversary date.

UPON COMPLETION OF SERVICE HOURS/YEAR HOURS/MONTHPAY PERIOD

| Upon Completion of Service | Hours/Year | Hours/ Month Pay Period |
|----------------------------|--------------------------|------------------------------------|
| 1 through 3 years | 80. 16 Hours | 6.67 3.34 Hours |
| 4 through 8 years | 120 Hours | 10.00 5 Hours |
| 9 through 14 years | 160. 08 Hours | 13.34 6.67 Hours |
| 15 years | 168 Hours | 14.00 7 Hours |
| 16 years | 176. 16 Hours | 14.67 7.34 Hours |
| 17 years | 184. 08 Hours | 15.34 7.67 Hours |
| 18 years | 192 Hours | 16.00 8 Hours |
| 19+ years | 200. 16 Hours | 16.67 8.34 Hours |

- 9.2 Vacations shall be scheduled at the employee's request, subject to the needs of the Department. In the event scheduling conflicts occur, the employee with the most rank and then seniority shall be given preference in the selection of vacation time; provided the request is submitted and received by the Employer prior to March 1st of each year. After March 1st of each year, vacation shall be approved on a first come first served basis.
- 9.3 A. An employee shall not carry over from year to year accrued vacation in excess of three hundred twenty (320) hours. Accrued vacation leave in excess of 320 hours shall be

forfeited on the employee's anniversary date. For this section "year to year" means "anniversary date to anniversary date."

- B. An employee may be granted an extension of this provision if the employer denies vacation leave, or the employee is unable to take vacation leave due to circumstances beyond the employee's control. The employee's request for extension shall be submitted in writing to the Police Chief 60 days prior to the employee's anniversary date. A decision will be communicated to the employee 45 days prior to the employee's anniversary date. An employee who is granted an extension of this provision shall be required to reduce the excess to 320 hours or less within six months immediately following the approved extension. If the employee cannot reduce accumulated vacation below 320 hours during the period of extension because of operational needs of the Department, the employee shall be paid for carried over vacation after six months.

- 9.4 Upon termination of employment, employees shall be paid for all accrued vacation at their regular straight time rate of pay.

ARTICLE ~~X~~10 SICK LEAVE

- 10.1 Employees shall accumulate sick leave, relevant to their shift and hours worked per day. An eight (8) hour workday accrues eight (8) hours per month and a ten (10) hour ~~or twelve (12) hour workday~~ ~~accrued-accrues~~ ten (10) hours per month; provided, however, no employee shall be accredited with an accumulate greater than seven hundred twenty (720) hours. No employee may carry over more than 720 hours of sick leave from one calendar year to the next.

- 10.2 Sick Leave Buy Back. Should an employee's sick leave ~~accrual-carryover~~ exceed the maximum ~~accrual~~ set forth within section 10.1, the employee shall receive compensation equal to thirty-three percent (33%) of the sick leave hour which exceed the afore-referenced maximum ~~accrual~~ at the employee's regular straight- time hourly rate of pay. The calculation of available sick leave buy back shall be made by the employer during the month of November and shall be paid to the Employee on December 31 of each year.

~~10.3 Sick Leave shall not be charged against an employee on a regularly scheduled day off.~~

- 10.43 Usage: ~~Such sick leave shall be granted upon application before or within a reasonable time after the absence, depending on the circumstances of each case.~~ Each employee shall use sick leave solely for a permitted reason ~~the purpose of bona fide illness or injury~~ and dishonesty in relation to utilization of sick leave for any other purpose shall be cause for disciplinary action.

Sick leave is permitted for the following reasons:

- a. The employee's own illness, injury or health condition; to accommodate the need for medical diagnosis, care or treatment of a health condition; or preventive medical care.
- b. The employee's care for a family member with an illness, injury or health condition; care for a family member who needs medical diagnosis, care or treatment; or care for a family member who needs preventive medical care.
- c. An absence due to closure of the Employer by order of public official for any health-related reason, or where the employee's child's school or daycare is closed for such a reason.
- d. Absences covered by the Domestic Violence/Sexual Assault/Stalking leave law.

e. For a Family Medical Leave Act (FMLA) or Washington Family Care Act (WFCA) qualifying event.

The Employer may require that the employee, after more than three (3) consecutive days of ~~concurrent illness~~ sick leave, furnish ~~a physician's proof of illness~~ medical verification that leave was taken for a permitted purpose. ~~Physical illness or injury of the employee or an employee's immediate dependents, doctor, dental appointments as well as forced quarantine of the employee in accordance with the State or Community Health Regulations shall be approved grounds for sick leave.~~

10.54 ~~Under Washington State Law~~ For purposes of sick leave, ~~immediate~~ family member is defined as:

1. A child including: a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.
2. A parent including: a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
3. A spouse
4. A registered domestic partner
5. A grandparent
6. A grandchild
7. A sibling

10.65 Bereavement Leave: In the event of a death or critical illness in the employee's "immediate family," ~~he the employee~~ may be granted leave of absence not to exceed three (3) working days. The term "immediate family" shall be defined as spouse and children of the employee and/or grandmother, grandfather, mother, father, brother, sister, father-in-law, mother-in-law, or other relative living in the employee's household.

10.76 An employee may be excused by ~~his~~ their department head to attend funeral services of a deceased City employee without loss of pay.

10.87 FMLA. Notwithstanding any provision to the contrary that may be contained elsewhere within this Agreement, and on approval of the Police Chief, employees will be entitled to the entitlement under the Family and Medical Leave Act of 1993. During such leave, the employer will continue the employee's health insurance benefits on the same basis as active employees.

10.98 Light Duty In the event a LEOFF II employee suffers a short-term disability or illness that prevents the employee from performing their full range of duties for a period of two (2) weeks or more, the Employer shall consider an employee's request for light duty work when available. Short term shall mean ninety (90) days or less. The Light Duty provisions of this Agreement shall not amend or modify the requirements for physical and/or mental fitness by the Civil Service Rules and Regulations, as amended, and will not interfere with the application of Civil Service Rules requiring fitness for duty. The Chief shall determine the employee's light duty schedule.

10.409 Light duty assignments, when granted, shall only be for work that does not require the physical and/or mental standard for "on duty Police Officers." The availability and content of

work that does not require full "on duty" physical and/or mental fitness shall be determined by the Police Chief. Employees granted Light Duty assignments, and who accept same, shall be compensated at their normal rate of pay and may be required to work a modified schedule while on light duty status.

- 10.4110 Whenever any member of the Association is disabled, whether temporarily or permanently, by injury or illness arising out of and in the course of ~~his~~ their or her duties, he or she shall become entitled to, regardless of ~~his~~ their or her period of service with the City of Snoqualmie, a leave of absence while so disabled for the period of disability, not to exceed six months or until a disability retirement under LEOFF is granted, if earlier. During the disability period, the member will continue to receive all contracted benefits.

ARTICLE ~~XII~~ 11 HEALTH AND WELFARE INSURANCE BENEFITS

Medical Insurance: The employer shall provide such medical insurance coverage, for those employees to whom it applies, as is mandated by RCW 41.26, the Law Enforcement Officers and Fire Fighters Retirement System Laws of 1969, as revised.

- 11.1 ~~Starting January 2022, the~~ The Employer will offer the AWC Regence HealthFirst 500 Plan, with annual HRA of \$3,500 (employee only) and \$7,000 (employee and family). HRA contributions are made on a monthly basis.
- 11.2 ~~The Employer also offers The-the~~ AWC HDHP/HSA Plan ~~will be added as an option starting January, 2020.~~
- ~~11.2.1 For those choosing the AWC HDHP/HSA Plan, the City will add a one time \$1500 signing bonus to go into the HSA account for those bargaining unit members in the new Section 11.2.1 above. The annual HAS HSA contribution for the HDHP Plan is will then be \$1500 (employee only) for those employees and \$3000 (employee and family) for those employees with dependents, with annual carry-over. HSA contributions are made on a A-monthly basis contribution for the payments into the HSA will be made by the Employer. If an employee should leave during any given year that they are participating in the HDHP/HSA Plan, this will alleviate any overpayment into the HSA.~~
- ~~Effective January 1, 2019, t~~ The City will continue to pay 100% of the medical insurance premiums for each employee and eligible dependents for the applicable AWC Regence Plan for the term of this Agreement.
- 11.3 Dental: The Employer shall pay one hundred percent (100%) of those premiums necessary for the purchase of employees and dependent coverage under the Association of Washington Cities, Washington Dental Service, Plan F, which shall include Plan V Orthodontia benefits.
- 11.4 Vision: The Employer shall pay one hundred percent (100%) of the premium necessary for the purchase of employee and dependent coverage under the Association of Washington Cities Western Vision Service Plan (\$10.00 deductible).
- 11.5 Life Insurance: The Employer shall pay one hundred percent (100%) of those premiums necessary to purchase and maintain Group Basic Term Life Insurance coverage for each

employee in the amount of three hundred thousand dollars (\$300,000.00) payable to the beneficiary designated by the employee.

~~11.6 During the life of this agreement, the Employer shall continue to pay those premiums necessary to maintain the currently existing level of benefits set forth within this Article.~~

11.76 Deferred Compensation: ~~Effective upon ratification~~ The Employer shall match an employee's contribution to the Employer provided Deferred Compensation Plan ~~on a one (1) for one (1) basis (one (1) Employer dollar for every employee dollar), up to the maximum Employer contribution of one hundred dollars (\$100.00) per month.~~

11.76.1 ~~Effective July 1, 2019~~ Separate from the matching contribution in Article 11.6, the Employer shall contribute one hundred dollars (\$100.00) per month to the Deferred Compensation Plan of each employee who is represented under this Agreement. This one hundred-dollar (\$100.00) contribution does not require a match by the employee. ~~There shall be no change to the intent of Section 11.7 as Section 11.7.1 is separate.~~

11.76.1.1 It is the employee's responsibility to enroll in the Deferred Compensation Plan. The \$100 per month contribution cited in Section 11.76.1 shall begin at the employee's enrollment date for new accounts being established. For those employees with existing accounts, it is the responsibility of the employee to complete the necessary form(s) to increase the \$100 monthly amount being contributed by the Employer.

11.87 Preventative Care: The Employer shall pay the cost for all preventative vaccinations as needed by employees for occupational related diseases, Hepatitis B, Tetanus and flu vaccinations.

11.98 Shared Leave Policy per City Resolution.

ARTICLE ~~XH~~12 UNIFORMS AND EQUIPMENT

12.1 The Employer shall provide each new hire with all department issued and required equipment ~~employee with the following listed uniform equipment: pistol, patrol rifle, ammo magazines, handcuffs, asp baton, pepper spray, flashlight, taser and all related leather or nylon gear required to carry these items. In addition to this equipment, the Employer will provide the equipment items found in Appendix B and provide replacements as necessary to properly maintain the employees uniform in a presentable manner, subject to Department procedures for replacement of uniforms and equipment on a fair wear and tear basis. Ballistic Vest/Outer carrier vest (body armor) shall be replaced every five (5) years or when necessary due to damage or manufactures recommendation.~~

12.1.1 Detective Clothing Allowance. In addition to 12.1, Detectives shall receive an annual clothing allowance of \$800. The allowance will be paid on the initial date of the detective assignment, and annually thereafter. It shall be the responsibility of the Association Member assigned to the position to request the annual allowance on or after their anniversary in the position. In the event the Association Member voluntarily assumes a different position within Department a monthly pro rata share of the allowance shall be returned to the City.

12.2 Employees shall be held accountable for all protective clothing or protective devices assigned to the employee by the Employer. Loss or destruction of items of clothing or protective devices shall be replaced by the Employer where said loss was incurred as a direct result in the performance of the employee's job duties not due to the employee's intentional act or negligence. Accountable items of clothing or protective devices assigned

to an employee which are lost or mutilated as a direct result of the employee's negligence shall be replaced by the employee.

12.3 All uniforms and equipment issued by the Employer to each employee shall remain the property of the Employer.

12.4 Dry Cleaning: The Employer shall provide a contract cleaning service which shall provide for the dry cleaning of any uniform worn that requires dry cleaning.

ARTICLE ~~XIII~~13 MISCELLANEOUS

13.1 Training: Training which an employee is required to attend by the Employer which is not part of the employee's regular or modified schedule shall be paid pursuant to Article V Overtime the overtime rate. An employee shall not be eligible for any overtime resulting from attendance at any training school or session in lieu of a scheduled workday (maximum regularly scheduled number of shift hours). The Chief will provide at least seven (7) calendar days' notice of changes to the employee's regular schedule for training the employee is required to attend.

13.2 Employees who attend Employer-authorized training that requires overnight accommodations shall be paid at the straight-time rate for all travel ~~and lodging time associated with required for the training, excluding any commute time between the employee's home and the Police Station with a maximum of eight (8) hours per day; provided that they are traveling during a regularly scheduled workday, or if on a day off, the training was specifically required by the Employer. For employees on a day off where training was voluntary, no compensation will be paid for travel and lodging time.~~

~~13.3 Bill of Rights: Employees shall be entitled to those rights specified in the Police Officer's Bill of Rights as set forth in Article 19 of this agreement which by this reference shall be incorporated herein as if set forth in full.~~

13.~~42~~43 Seniority: Seniority in the Police Department shall be defined as continuous active commissioned service within the Department, beginning on the most recent date of hire. If two (2) or more employees are hired on the same day, their seniority shall be determined by the employee's ranking on the Civil Service list.

Seniority in Civil Service classifications above police officer shall be determined by length of continuous active service within the classification. Employees promoted on the same day shall have their seniority determined by the ranking established by the Civil Service promotional process.

13.~~54~~ Unless required under the Uniformed Services Employment and Reemployment Act (USERRA), seniority will not accrue during any unpaid leave of absence greater than thirty (30) consecutive calendar days, for the period the officer is inactive from employment with City of Snoqualmie. Seniority will continue to accrue for employees unless the employee takes an unpaid leave of absence greater than thirty (30) days. (OK 12/04/18)

13.~~65~~ Reduction in Force (Layoff)
~~Subject to~~In accordance with City of Snoqualmie Civil Service Rules and Regulations, the following procedure shall be followed in layoff(s).

1. In the case of a reduction in force (layoff), the least senior bargaining unit employee shall be laid off. In the case of reduction in rank, the least senior employee within that rank shall be reduced.
2. If the reduction in rank results in the need for reduction in force, the employee reducing in rank shall bump the least senior bargaining union employee. It is understood that staffing levels may be reduced as a result of a reduction in department commissioned personnel.
3. In the case of a layoff, the employee shall be placed on a re-hire list for one (1) year. The employee is responsible to ensure the City has their current phone number and address. Employees laid off last will be the first to be recalled. All recalled employees must prove they are medically and physically fit to return to work.
4. It is understood that if there is a reduction in force, there may also be a reduction in staffing levels.

ARTICLE ~~XIV~~14 DISCIPLINE

- 14.1 The Employer shall not discipline a permanent employee without just cause.
- 14.2 A written warning shall be given prior to discipline being imposed for performance or conduct issues the employer determines to be minor. Such written warning letter shall state the nature of the performance or conduct improvement required and the time period in which improvement is expected to occur.

ARTICLE ~~XV~~15 GRIEVANCE PROCEDURE

- 15.1 A. Grievance is defined as a dispute involving the interpretation or application of the express provisions of this Agreement that arise during the term of this Agreement. It is the intent of the parties that the following procedure is the exclusive remedy for resolving disputes as defined herein. The employee shall have the right to Association representation in all steps of grievance procedure. When the term "days" is used, it shall refer to calendar days. The employee, the Association or the Employer can file a grievance.
- B. At the option of the Employee, the employee may choose to process any alleged grievance through this Article XV or through the Civil Service laws and rules of the City of Snoqualmie.
- 15.2 Step One: The employee or Association, as the case may be, shall first reduce to writing a statement of the grievance containing the following: a) the facts on which the grievance is based; b) a reference to the provision in this agreement; c) the remedy sought. The grievant shall submit the written statement of grievance to the Police Chief within fifteen (15) days. In the event the grievant does not present such grievance within fifteen (15) days of its occurrence or reasonable knowledge of the occurrence, the grievance shall be invalid and subject to no further processing. The Chief or designee shall have fifteen (15) days from submission of the written statement of the grievance to resolve the matter or deny the grievance. If resolved, the disposition shall be indicated on the written statement and signed by the Chief or designee and the Association.
- 15.3 Step Two: If the grievance is denied at Step 1, a written statement of grievance shall be submitted within fifteen (15) days of the date of the denial to the City Administrator. The City Administrator, or designee, shall have thirty (30) days from the submission of the written statement to resolve or deny the grievance. If any agreeable disposition is made, the City Administrator or designee and the Association shall sign it.

- 15.4 **Step Three:** If the grievance is denied at Step 2, the Association may request arbitration within twenty (20) days of the denial. Arbitration is the exclusive right and remedy of the Association, which in its sole discretion to determine which matters will be moved forward to Arbitration. This request must be submitted in writing. For a disciplinary grievance as defined by RCW 41.58.070, the arbitrator shall be assigned by PERC in accordance with state law. For other grievances, Arbitration of a grievance involving a matter other than a dispute or disagreement regarding any disciplinary action, discharge, or termination of an Association member shall be governed by the provisions of Articles 15.4—15.11 of this Agreement. Representatives from the Employer and the Association shall consult within seven (7) days of the date written request for arbitration is submitted to attempt to agree on an arbitrator. If the parties cannot agree within three (3) days, the parties shall jointly request the Public Employment Relations Commission (PERC) to provide a list of nine (9) arbitrators. The Employer and the Association shall alternatively strike one name from the list until only one name remains. The order of striking shall be determined by the toss of the coin, the loser striking the first name. The one name remaining shall be the arbitrator.
- 15.5 The arbitrator shall hold a hearing at which the parties may submit their case concerning the grievance. The arbitrator shall have no power to render a decision that shall add to, subtract from, alter, change or modify the terms of this agreement. The arbitrator's power shall be limited to interpretation and application of the express terms of this Agreement. The decision of the arbitrator shall be final and binding on the Association, the Employer and the employees involved.
- 15.6 The expense of the Arbitrator, the cost of the hearing room and the cost of a shorthand reporter, unless such one is paid by the State of Washington, shall be borne equally by the Employer and the Association. Each party shall be responsible for their own representation costs, including attorneys' fees.
- 15.7 There may be some instance where an outside agency or party may be used for arbitration ~~in lieu of PERC~~, if both the Employer and Association agree.
- 15.8 The arbitrator shall have no right to amend, modify, nullify, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Association and shall have no authority to make a decision on any other issue so submitted.
- 15.9 The arbitrator shall be without power to make decisions contrary to, or inconsistent with or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the Employer and Association and shall be based solely on the arbitrator's interpretation or application of the express terms of the Agreement and to the facts of the grievance presented.
- 15.10 The parties may mutually agree in writing to extend any deadline contained in this grievance procedure. Absent such agreement, a grievance shall be considered resolved against the party that fails to meet any deadline contained in this grievance procedure and the grievance shall not be subject to any further processing, including arbitration.

~~15.11 Arbitration of a grievance arising out of a dispute or disagreement regarding any disciplinary action, discharge, or termination decision shall be governed by RCW 41.58.070, applicable law and Articles 15.6, 15.8 and 15.9 of this Agreement.~~

ARTICLE ~~XVI~~16 MANAGEMENT RIGHTS AND RESPONSIBILITIES

16.1 The Union recognizes any and all rights, powers and authorities, which are not modified by this agreement, as being retained by the Employer. These rights include but are not limited to the following:

1. To maintain efficiency and to make, alter, and enforce reasonable policies and procedures to be observed by the employees. This shall include, but not be limited to, the following topics:
2. To direct, hire, evaluate, promote and lay off employees as covered by the Civil Service promotional and layoff processes, transfer, and for just cause, suspend, discipline or dismiss employees. Probationary employees may not use the grievance procedure to contest any disciplinary/discharge decision of the Employer.
3. To evaluate jobs and positions, classify positions, establish performance standards, qualification requirements of employees and specify the employee's duties and work hours.
4. To manage and operate the services in all respects and without restrictions.
5. To establish the location and number of police precincts and services to be rendered, the methods, the work procedures, the type of equipment to be used; to select, control and direct the use of all materials required in the operation of the services provided and performed.
6. To schedule work, to make, alter and enforce policies and regulations governing the use of material, equipment and services that may be deemed necessary.

The above is not intended to be exclusive and shall not exclude any historical or normal rights of management. The Union may raise issues of binding past practice through the grievance procedures.

ARTICLE ~~XVII~~17 SAVINGS CLAUSE

17.1 It is the intention of the parties hereto to comply with all applicable law and they believe that each and every party to this Agreement is lawful. All provision of this Agreement shall be complied with unless any of such provision shall be declared invalid or inoperative by a Court of final jurisdiction.

17.2 Should any provision of this Agreement and/or any attachments hereto be held invalid by operation of Law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provision should be restrained by such tribunal, the remainder of this Agreement and/or any attachments hereto shall not be affected thereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement of such provisions and/or any attachment hereto.

ARTICLE ~~XVIII~~18 DURATION

18.1 This Agreement shall be effective ~~on the first date of the month of May, 2022 following the signing of the Agreement by both parties~~ January 1, 2024 and shall remain in full

force and effect through December 31, ~~2023-2026~~ unless otherwise provided for herein and shall remain in effect during the course of negotiations on a new Agreement.

- 18.2 Within six (6) months prior to the termination date of this Agreement, the Association or the Employer shall open this Agreement for the purpose of negotiating a successor Agreement to this Agreement.

ARTICLE ~~XIX~~19 BILL OF RIGHTS

- 19.1 Bill of Rights: All employees shall be entitled to the protection of what shall hereinafter be termed as the "-Bill of Rights" which shall be added to the present Rules and Regulations of the City of Snoqualmie Police Department. The wide-ranging powers and duties given to the department and its members involve them in all manner of contacts and relationships with the public. Of these contacts come many questions concerning the actions of members of the department. These questions often require immediate investigations by supervising officers designated by the Police Chief. In an effort to ensure that these investigations are conducted in a manner which is conducive to good order and discipline, the following guidelines are put forth:
- 19.2 In criminal matters an employee shall be afforded those constitutional rights available to any citizen. In non-criminal matters relating to job performance, the following guidelines shall be followed.
- 19.3 "Interview" of a subject employee" as used herein shall mean any questioning by an agent of the City who is conducting an investigation (as opposed to a routine inquiry) of the employee being interviewed, when the agent knows (or reasonably should know) that the questioning could result in employee discipline. This section shall not apply to an investigation concerned solely and directly with alleged criminal activities.
- 19.4 Before an interview of a subject employee, the employee shall be informed of the matter in sufficient detail to reasonably apprise them of the factual basis of the matter. This shall not operate as a waiver of the Association's right to request bargaining information from the City. Nor shall anything in this Article prohibit the Employer from disciplining, including discharge, an officer convicted of a crime.
- 19.5 Any interview of an employee shall be at a reasonable hour, preferably when the employee is on duty unless the exigencies of the investigations dictate otherwise. If the employee is required to be interviewed off duty, the employee shall be compensated.
- 19.6 The interview shall not violate the individual's constitutional rights, which are afforded any citizen, regardless of occupational position and shall take place at the Police Department facility, except when impractical. The employee shall be afforded an opportunity and facilities to contact and consult privately with an attorney of ~~his~~their own choosing and/or a representative of the Association before being interviewed. An attorney of ~~his~~their own choosing and/or a representative of the Association may be present during the interview but may not participate in the interview except to counsel the employee.
- 19.7 The questioning shall not be overly long, and the employee shall be entitled to such reasonable intermissions as ~~he~~they shall request for personal necessities, meals, telephone calls and rest periods. No more than two interviewers may ask questions of an accused employee. Any employee refusing to answer questions directly related to the investigation

may be ordered to answer questions administratively or be subject to discipline for insubordination. Nothing ordered may be provided or used in a criminal investigation.

- 19.8 The employee shall not be subjected to any offensive language, nor shall ~~he~~they be threatened with dismissal, transfer or other disciplinary punishment as a guise to attempt to obtain ~~his-~~their resignation, nor shall be intimidated in any other manner. Neither promises nor rewards shall be made as an inducement to answer questions.
- 19.9 The Employer shall not require any employee covered by this Agreement to take or be subjected to a lie detector test as a condition of continued employment, nor shall such evidence be offered at any disciplinary hearing without stipulation of the parties.
- 19.10 The Department will audio record any interview. Upon request, a copy of the recording/transcript (if made) will be provided to the officer.
- 19.11 Any ~~final disciplinary decision~~Loudermill/pre-disciplinary meeting invitation shall be ~~announced-issued~~ within six (6) months of the time that the Employer undertakes the investigation, unless an extension is reasonably necessary. The Association will not unreasonably deny requests for additional time.
- 19.12 An employee shall be permitted to read any adverse material affecting their employment before it is placed in the Employer's official personnel file. The Employee will be able to respond in writing and have it attached to the adverse material.
- 19.13 No officer shall be disciplined solely for being placed on a prosecutor's Brady list. This section does not prohibit the Department from taking disciplinary or other adverse action based on the underlying acts or omissions for which the officer's name was placed on the Brady list or is otherwise connected with a disclosure to a prosecutor pursuant to Brady. Any such action will be consistent with the terms of this Agreement including any just cause requirement.
- 19.14 An Employee using deadly force while exercising authority as a Police Officer shall be allowed to consult with a Union representative or attorney upon request prior to being required to give an oral or written statement about the use of deadly force, except that immediately following the incident the employee shall verbally report to the appropriate authority a brief public safety statement relating any information necessary to preserve the immediate safety of the public and fellow officers. Such right to consult shall be based on the nature of the incident but shall not delay the giving of the statement more than 72 hours. Deadly force is defined as any use of force that creates a substantial risk of causing death or serious bodily injury.

ARTICLE ~~XX~~20 PERSONNEL POLICIES

- 20.1 In addition to the Employer's personnel records policy as set forth in the city of Snoqualmie Personnel Policies, all members of the bargaining unit shall have the additional right to:
- 20.2 Review their personnel file with a minimum of two (2) City business days' notice given to Human Resources.
- 20.3 May receive copies upon request of items in their personnel file.
- 20.4 Pursuant to RCW 40.14.070(4), personnel records for any peace officer must be retained for the duration of the officer's employment and a minimum of 10 years thereafter. Such records include all misconduct and equal employment opportunity complaints, progressive discipline

imposed including written reprimands, supervisor coaching, suspensions, involuntary transfers, other disciplinary appeals and litigation records, and any other records needed to comply with the requirements set forth in RCW 43.101.095 and 43.101.135.

- 20.5 In the event the Snoqualmie Police Department convenes a Review Board(s) (Use of Force or Accidents), there shall be an Association representative, appointed by the Association, as a voting member on the Review Board.

ARTICLE ~~XXI~~21 ~~WFML~~PFML PROGRAM

Eligible employees are covered by Washington's Paid Family Medical Leave Program (PFML)~~Program~~ per RCW 50A.~~04~~et seq. Eligibility for leave and benefits, ~~which take effect January 1, 2020,~~ is established by Washington law and is therefore independent of this Agreement. Premiums for benefits are established by law ~~and total 0.4% of employees' wages (unless otherwise limited by action of the State).~~ Employees will pay, through payroll deduction, the maximum allowable charge for both family leave and medical leave premiums, as stated by RCW 50A.10.030 and updated annually by the Employment Security Department.~~the full cost of the premiums associated with family leave benefits and 45% of the cost of premiums associated with the medical leave benefits, as determined under RCW 50A.04.115.~~ The employer will pay the remaining premium amounts as required by law. ~~Following finalization of regulations implementing RCW 50A.04 either party may reopen this agreement for the purpose of bargaining over issues related to the interrelation between leaves available under this Agreement and benefits provided by statute.~~

SNOQUALMIE POLICE ASSOCIATION

CITY OF SNOQUALMIE

Chase Smith, President

Katherine Ross, Mayor

Date

Date

ATTEST:

Clerk

~~Deborah A. Estrada~~Deana Dean, City

APPROVED AS TO FORM:

~~Bob C. Sterbank~~, City Attorney

APPENDIX "A"

to the AGREEMENT by and between

CITY OF SNOQUALMIE, WASHINGTON

And

SNOQUALMIE POLICE ASSOCIATION

~~2022-2023~~2024-2026

- A.1 2024 CLASSIFICATION RATES. Effective January 1, 2024, the hourly rates of pay for each classification covered by this Agreement shall be as follows (adjusted with an 8% increase):

| 2022-3.7% | A | B | C | D | E | F |
|--|------------------------------------|------------------------------------|------------------------------------|------------------------------------|---|---|
| P Officer | \$6,100 <u>39.52800</u> | \$6,710 <u>43.48080</u> | \$7,045 <u>45.65160</u> | \$7,395 <u>47.91960</u> | \$7,764 <u>\$50.31072</u> | \$8,154 <u>\$52.83792</u> |
| P Sergeant | \$8,564 <u>55.49472</u> | \$8,988 <u>58.24224</u> | \$9,437 <u>61.15176</u> | \$9,909 <u>64.21032</u> | | |
| | | | | | | |
| 2023: Wages for 2023 shall be adjusted in accordance with the CPI-W Seattle-Tacoma-Bellevue from June 2021 to June 2022 and with a minimum of 2% and a maximum of 4%. | | | | | | |

- A.2 The STEPS set forth within Section A.1 are automatic progression pay STEPS each being twelve (12) months in duration.
- A.3 New employees may be given credit for prior law enforcement experience in computing Entry salary. Such experiences may qualify the employee to start at any step as recommended by Police Chief and approved by the Mayor.
- A.4 Active members of the Snoqualmie Police Association, at the time of ratification, will be eligible to receive retroactive pay to January 1, ~~2022~~2024.
- A.5 For years ~~2022~~2025, and ~~2023~~2026, each year shall be increased over the previous year by the following percentages:
~~2022—Three point seven percent increase (3.7%)~~
~~2023~~2025 Equal to the CPI-W Seattle-Tacoma-Bellevue from June ~~2021-2023~~ to June ~~2022~~
~~2024~~ and with a minimum of ~~2%~~1% and a maximum of ~~4%~~3.5%, plus 1%.
~~2026—Three and one-half percent (3.5%)~~
- A.6 Detective Premium: Employees assigned to Detectives shall receive a premium of 4% above their current step Police Officer base wage while assigned to detectives, as set forth in Appendix

A. If a Detective is required to work patrol to cover shifts or due to an emergency, the Detective will continue to receive Detective premium pay.

A.7 School Resource Officer (SRO) Premium: Employees assigned to SRO shall receive a premium of 4% above their current step Police Officer base wage while assigned to SRO, as set forth in Appendix A. If an SRO is required to work patrol to cover shifts or due to an emergency, the SRO will continue to receive SRO premium pay. While the school district is not in session for regular scheduled mid-winter, spring, or summer breaks, the SRO will continue to receive SRO premium pay. School Resource Officer assignments will typically be be for three (3) years, with one-year extensions if approved by the Chief.

A.8 Officers promoted to Sergeant will start at the first step above their current Officer base pay.

A.9 An employee assigned as the Administrative Sergeant shall receive a premium of 5% of their current step Sergeant base wage while assigned as the Administrative Sergeant.

- The Administrative Sergeant will be permitted to take home an unmarked Department vehicle with emergency response equipment in order to respond to after-hour emergencies.
- The Administrative Sergeant will receive holidays on the same terms as Detectives as stated in Article 8.3.
- The Administrative Sergeant assignment is at the discretion of the Chief of Police. The Chief of Police may remove a Sergeant from the assignment with cause, or to meet operational need. The Police Chief's re-assignment of a Sergeant to meet operational needs is an exercise of management rights pursuant to Article 16. Administrative Sergeant assignments will typically be three (3) years, with one-year extension if approved by the Chief.
- The work cycle for the Administrative Sergeant shall consist of a 40-hour workweek comprised of four (4) consecutive 10-hour days worked followed by three (3) consecutive days off. This shall be commonly referred to as the 28-day cycle. The Chief or designee will assign the days of the week. When mutually agreed the Chief of Police can adjust the Administrative Sergeant's shift to a shift schedule to meet the Operational needs of the Department.

APPENDIX "B"

SNOQUALMIE POLICE DEPARTMENT PROPERTY AND EQUIPMENT

As Approved by the Police Chief

- Snoqualmie Police Department Badge (Uniform and Flat)
 - Snoqualmie Police Department Identification (Commission) card
 - ~~Snoqualmie Police Department Cap Piece~~
 - Snoqualmie Police Department patches and insignia
1. Ammunition and magazines
 2. Ballistic Vest ~~/ and Outer-outer~~ carrier ~~vest~~
 3. Baseball ~~cap~~ hat
 4. ~~Baton and ring~~ Asp and asp holder
 5. ~~Belt~~ Duty belt and keepersinner belt
 6. ~~Belt~~ Inner
 7. ~~Belt light with light holder~~
 8. ~~Boots~~ (1 pair of boots per year)
 9. ~~Business Cards~~
 10. ~~Dress shoes~~
 11. ~~Flashlight~~ and holder
 12. ~~Patrol Gloves~~ gloves
 13. ~~2 sets of Handcuffs~~ handcuffs and ease with handcuff pouch
 14. ~~Handgun with laser~~ gun light
 15. ~~Handgun Holster~~ holster
 16. ~~Shell rain Jacket~~ jacket —duty (upon completion of FTO)
 17. ~~Quarter zip Jacket~~ jacket —softshell (upon completion of FTO)
 18. ~~Jumpsuit (1 every 2 years and upon completion of probation)~~
 19. ~~Key holder (silent carrier) Magazine case~~
 20. ~~1 Class A Pants~~ pant —Two Class A Pants—Two Class B Polo Shirt
 21. ~~1 Class A shirt~~
 22. ~~1 Class B shirt~~
 23. ~~Portable radio and holder~~ Rifleradio pouch
 24. ~~Raincoat~~
 25. ~~Safety (reflective) vest~~
 26. ~~1 training Polo Shirts—Two long sleeve Shirts—two short sleeve Training Pants~~
 27. ~~1 Training pant~~
 28. ~~1 nylon training belt~~
 29. ~~Taser and holster~~
 30. ~~1 Pistol magazine pouch~~
 31. ~~Three magazines~~ 1 rifle magazine pouch
 32. ~~1 tourniquet with tourniquet pouch~~
 33. ~~1 miscellaneous pouch~~
 34. ~~Rifle with light and sling~~
 35. ~~Winter beanie~~

Each employee shall be provided a new ballistic vest at least once every **five (5)** years or whenever the vest has expired.

All equipment issued by the Snoqualmie Police Department shall remain the property of the department and shall be returned upon request.

~~As approved by the Police Chief and updated 04/24/19~~

Collective Bargaining Agreement
Between the City of Snoqualmie
and
Snoqualmie Police Association
2022-2023

A G R E E M E N T

by and between

CITY OF SNOQUALMIE, WASHINGTON
and
SNOQUALMIE POLICE ASSOCIATION

2022 - 2023

TABLE OF CONTENTS

| | | |
|----------------------|--|----|
| <u>ARTICLE I</u> | RECOGNITION, ASSOCIATION MEMBERSHIP, PAYROLL DEDUCTION | 3 |
| <u>ARTICLE II</u> | NON-DISCRIMINATION | 4 |
| <u>ARTICLE III</u> | ASSOCIATION RIGHTS | 4 |
| <u>ARTICLE IV</u> | HOURS OF WORK | 4 |
| <u>ARTICLE V</u> | OVERTIME | 6 |
| <u>ARTICLE VI</u> | CALLBACK, COURT TIME AND STANDBY PAY | 6 |
| <u>ARTICLE VII</u> | WAGES | 7 |
| <u>ARTICLE VIII</u> | HOLIDAYS | 8 |
| <u>ARTICLE IX</u> | VACATIONS | 9 |
| <u>ARTICLE X</u> | SICK LEAVE | 10 |
| <u>ARTICLE XI</u> | HEALTH AND WELFARE INSURANCE BENEFITS | 12 |
| <u>ARTICLE XII</u> | UNIFORMS AND EQUIPMENT | 13 |
| <u>ARTICLE XIII</u> | MISCELLANEOUS (Training, Bill of Rights, Seniority, Layoffs) | 13 |
| <u>ARTICLE XIV</u> | DISCIPLINE..... | 15 |
| <u>ARTICLE XV</u> | GRIEVANCE PROCEDURE..... | 15 |
| <u>ARTICLE XVI</u> | MANAGEMENT RIGHTS AND RESPONSIBILITIES | 16 |
| <u>ARTICLE XVII</u> | SAVINGS CLAUSE..... | 17 |
| <u>ARTICLE XVIII</u> | DURATION..... | 17 |
| <u>ARTICLE XIX</u> | POLICE OFFICER'S BILL OF RIGHTS | 17 |
| <u>ARTICLE XX</u> | PERSONNEL POLICIES | 19 |
| <u>ARTICLE XXI</u> | WFML PROGRAM | 19 |
| <u>APPENDIX A</u> | WAGES | 21 |
| <u>APPENDIX B</u> | PROPERTY AND EQUIPMENT LIST | 23 |

AGREEMENT

by and between

CITY OF SNOQUALMIE, WASHINGTON

and

SNOQUALMIE POLICE ASSOCIATION

2022 - 2023

This agreement is by and between the City of Snoqualmie, Washington, hereinafter referred to as the Employer, and the Snoqualmie Police Association, hereinafter referred to as the Association.

ARTICLE I RECOGNITION, ASSOCIATION MEMBERSHIP AND PAYROLL DEDUCTION

- 1.1 Recognition: The Employer recognizes the Association as the exclusive bargaining representative for all Employees in the bargaining unit, which shall include all full time Law Enforcement Officers, excluding all officers above the rank of Sergeant, who choose to be members of the bargaining unit.

- 1.2 Union membership or non-membership is at the option of the employee.

- 1.3 Payroll Deduction: Upon the receipt of notice from the Association of the employees' authorization, the Employer shall deduct from the pay of all employees who are members of the Association and are covered by this Agreement, the dues and fees of the Association, and shall remit to the treasurer of said Association all such deductions on the last business day of each month. Where laws require written authorization by the employee, the same shall be furnished by the employee to the Association in the form required. The Association will provide written notice of said authorization to the Employer. The Employer will begin withholding dues no later than the second payroll period following notice from the Union Association that an employee has authorized dues withholding. No deduction shall be made which is prohibited by applicable law. The employee's authorization remains in effect until expressly revoked by the employee in accordance with the terms and conditions of the authorization. An employee's request to revoke authorization for payroll deductions must be in writing and submitted by the employee to the Association representative in accordance with the terms and conditions of the authorization. The Association shall provide notice to the Employer of an employee's written request to revoke authorization for payroll deductions for Association dues and fees. Upon receipt of such notice of revocation from the Association, the Employer shall end the deduction no later than the second payroll after receipt of the revocation notice. Unless otherwise provided herein, the Employer shall rely on information provided by the Association regarding the authorization and revocation of authorization for deductions.

- 1.4 The Association will indemnify, defend, and hold harmless the Employer against any claims made against the Employer on account of any deduction of dues for the Association, provided that the Association shall have no obligation to defend and indemnify the Employer if the result of the liability is a result of the City's own negligence. The Association agrees to refund the Employer any amounts paid to it in

error on account of dues deduction provisions upon presentation of proper evidence thereof.

ARTICLE II NON-DISCRIMINATION

- 2.1 No employee shall be discriminated against for upholding Association principles or serving on a committee. The Employer and the Association shall not unlawfully discriminate against any individual with respect to hiring, compensation, terms or conditions of employment because of such individual's race, color, religion, sex, national origin, Association activities, marital status or the presence of any physical, mental or sensory disability or age; nor shall they limit, segregate or classify employees in any way to deprive any individual employee of employment opportunities, except as such may be a bona fide occupational qualification.
- 2.2 The Association agrees to not request arbitration of any grievance only alleging a violation of this article unless the grievant agrees in writing to accept the arbitrator's decision as final and binding in lieu of any other procedure or remedy that might be available to grievant.

ARTICLE III ASSOCIATION RIGHTS

- 3.1 Association Official's Time Off: An Association Official who is an employee in the bargaining unit, shall be granted reasonable time-off without loss of pay for grievance processing/investigation and contract negotiation activities. Such activities shall not interfere with the normal routine functions of the Department.
- 3.2 Bulletin Boards: The Employer shall provide suitable space for an Association Bulletin Board on its premises, in an area which is frequented by all employees within the bargaining unit.
- 3.3 Probationary Period: All new employees, shall be required to serve a twelve (12) month probationary period after successful certification of the Washington State Basic Law Enforcement Academy. Laterally hired officers requiring Washington State certification, shall serve a twelve (12) month probationary period after successful certification of the Washington State Basic Law Enforcement Equivalency Academy. Laterally hired officers with Washington State Certification, shall serve a twelve (12) month probationary period from the date of hire
- 3.4 Termination During Probation: During the probationary period an employee may be terminated without cause.

ARTICLE IV HOURS OF WORK

- 4.1 Regular Work Cycle: The work cycle for Police Officers and Sergeants shall consist of five (5) consecutive days worked followed by four (4) consecutive days off, followed by five (5) consecutive days worked followed by five (5) consecutive days off This shall be commonly referred to as the 19-day cycle. Each workday shall consist of ten and one sixth (10 1/6) consecutive hours. Regular work schedule is considered to be when the employee is working their current assignment without any restrictions.
- 4.1.1 When mutually agreed the Chief of Police can adjust an Officer or Sergeant's shift to a shift schedule to meet the Operational needs of the Department. An Officer or Sergeant assigned to this shift would be eligible for Holiday pay under Article VIII, Section 8.1.

- 4.1.2 Detectives: The work cycle for Detectives shall consist of a 40-hour workweek comprised of four (4) consecutive 10-hour days worked followed by three (3) consecutive days off. This shall be commonly referred to as the 28-day cycle. There will be two detective schedules: one shift working Monday through Thursday and a second shift working Tuesday through Friday. When more than one Detective shift is vacant, Detectives will select their shift based on seniority.

Detective schedules can be modified by the Employer when the Detective is performing an alternative assignment, provided that the Detective premium will continue during the modified assignment. Detectives receive holidays as provided in Article VIII.

Detective assignments are at the discretion of the Chief of Police. The Chief of Police may remove a police officer from a detective assignment with cause, or to meet operational needs. The police chief's re-assignment of a police officer from detective to meet operational needs is an exercise of management rights pursuant to Article XVI. Detective assignments will typically be for three (3) years, with one-year extensions if approved by the Chief.

- 4.1.3 School Resource Officer: Any Police Officer assigned as a school resource officer (SRO) will work a shift consisting of four (4) consecutive workdays of ten (10) hour shifts, followed by three (3) consecutive days off, referred to as a 4/10 schedule. The SRO will work a day shift that will allow them to be on duty while school is typically in session. The department may modify the hours of work for the SRO shift based on the needs of the department and the school district, or, during significant lengths of time when school is not in session, such as summer or winter break, based on the needs of the department.

- 4.2 Make-up Time: The 19-day cycle results in 1952 hours worked per year, exclusive of vacations and other leave time. The Association and the City of Snoqualmie agree that the lesser number of hours worked is in lieu of compensation for all holidays (120 hours), either as days off or holiday pay or holiday premium. All Officers and Sergeants shall also work an additional 8 hours per year. These 8 hours will not be paid time and will be reasonably scheduled by the Employer to facilitate training or other departmental needs. These 8 hours, along with the forfeited holiday premium and holidays (120 hours) are intended to equal 2080 hours worked for the purpose calculating the member's annual salary. Should the employer fail to schedule these 8 hours, the employee will not be required to make them up the following year and there will be no reduction in pay.

- 4.3 Meal and Rest Periods: A workday shift shall include a thirty (30) minute meal period and two (2) fifteen (15) minute rest periods, taken at the employee's discretion, which shall be paid time. Employees may at time be required to respond to emergency situations during meal and/or rest periods.

- 4.4 During the contract term, management and labor will convene for the purpose of evaluating the cost-benefits of current work schedules vs. other options, best practices and alternatives in the interest of employee recruitment, retention, police officer safety and community service needs. City reserves the right to open the issue of FLSA 7k exemption as part of the 4.4 evaluation.

- 4.5 Shift Exchange: Shift exchanges and standby will be administered by the Chief in the best interests of public safety. Shift exchanges can only occur between employees of the same rank, unless an exception is granted by the Chief, or designee.

- 4.6 Shift Supervision: There shall be shift supervision on duty at all times. Compensation shall be one hour of overtime when assigned to act as Shift Supervisor for four (4) or more hours of the employee's shift, consistent with Section 7.4. Qualifications shall be established by departmental policy. In order to accommodate training, personal time off, and other unforeseen circumstances, employees who have been approved by the Captain to act as an 'officer in charge' (OIC) may be used as a field supervisor to cover for a Field Sergeant.

ARTICLE V OVERTIME

- 5.1 Unless otherwise provided by this Agreement, all work which has been authorized by the Employer in excess of the regularly scheduled shift, excluding 8 hours of make-up time, shall be paid at one and one-half (1-1/2) times the employee's regular straight time hourly rate of pay or accrued as compensatory time at one and one-half (1-1/2) times the hours worked.
- 5.2 All non-emergency overtime, such as overtime for special events or shift coverage, shall be offered to employees on a rotating basis. No employee covered by this agreement shall be required or permitted to volunteer for any police related function. Attendance at police funerals or memorials in uniform shall not be compensated unless such attendance is required by the Police Chief.
- 5.3 Overtime shall be paid in increments of thirty (30) minutes, with the major portion of thirty (30) minutes paid as thirty (30) minutes.
- 5.4 The Employer may make reasonable adjustments to shifts to accommodate operational needs. No regularly scheduled shift will start after 2100 hours or before 0500 hours. A tentative schedule will be posted in the squad room detailing the shift requirements for the upcoming three (3) months. Notice of a schedule change will be made within 72 hours and notification will be by text message or phone call to personal phone.
- 5.5 Compensatory time off will be accrued at one and one-half (1-1/2) times the overtime hours worked at the discretion of the employee. An employee may at any time elect to be paid for some or all the employees accrued compensatory time at the employee's regular straight time rate of pay. No employee shall accrue more than forty (40) hours of compensatory time. No more than twenty-four (24) hours of compensatory time shall be carried over from year to year. All overtime in excess of forty (40) hours will be paid as overtime pay. All accrued compensatory time over twenty-four (24) hours shall be paid at the employee's regular straight time rate of pay at the end of each year.
- 5.6 Mandatory overtime will be used when a shift adjustment cannot be made by voluntary acceptance to fill the shift. Employees with the lowest overtime score / overtime worked will be required to work the mandatory overtime shift.

ARTICLE VI CALLBACK, COURT TIME AND STANDBY PAY

- 6.1 Callback: An employee who is called back to work after having completed his normal shift and having left the premises, shall receive callback pay of a minimum of three (3) hours at the overtime rate of pay; provided however, if the call back can be handled by telephone or Virtual Private Network from the employee's home or otherwise remotely, and lasts thirty (30) minutes or less, the employee shall be paid for a minimum of one (1) hour at the overtime rate, and further provided, an employee who is required to report to work prior to his normal shift and is compensated for all time prior to the commencement of his regular shift, shall be

compensated for such pre-shift hours at one and one-half (1 1/2) times the employee's regular straight-time rate of pay.

A Detective who is called back to duty less than three hours prior to the start of the employee's regular shift shall be paid only for the actual time worked at the rate of one and one-half (1 1/2) times the employee's regular rate of pay up to the time the employee's regularly scheduled shift begins and shall not be entitled to a 3-hour minimum payment under this section.

If the call back can be handled by telephone or Virtual Private Network from the employee's home or otherwise remotely, the employee shall be paid for a minimum of one (1) hour at the rate of one and one-half (1 1/2) times the employee's regular rate of pay.

6.2 Court Appearances: An off-duty employee required to testify under oath on behalf of the Employer in a criminal or civil case arising out of the employee's performance of duties as a police officer shall be compensated for at the overtime rate of pay, with a minimum of four (4) hours at one and one-half (1 1/2) times the employee's regular straight-time rate of pay. Officers not given a minimum of forty-eight (48) hours' notice of cancellation of the need to appear will be compensated for the minimum four (4) hour period.

6.3 Standby: An employee who is placed on Standby by the Employer shall receive ten percent (10%) of his regular straight-time hourly rate of pay for all hours assigned.

6.3.1 (From MOU on Standby)

Standby Duty for Detectives shall be assigned by the Chief of Police and will generally rotate on a weekly basis among those employees assigned as a Detective, with each Detective assigned to approximately two weeks per month. Detectives will be allowed to trade their rotation schedule with each other, with the Chief's approval. Employees on Standby must make sure that they are able to respond to the Snoqualmie Police Department within one hour. If they are unable to respond within one hour, they will notify dispatch. Employees on Standby shall be obligated to respond when called in to perform their regular duties. Employees shall not report to work while on Standby in a condition that would violate the Drug Free Workplace Policy. Employees assigned to Standby Duty will receive ten (10) hours at their straight time hourly rate of pay for each full week on Standby Duty, prorated in the event of a partial week. The Chief has sole discretion to decide whether to assign a take home vehicle to a Detective on Standby Duty and the Chief's decision cannot be grieved.

ARTICLE VII WAGES

7.1 Employees covered by this Agreement shall receive the rates of pay as set forth in Appendix "A" to this Agreement for 2022, and 2023 which by this reference shall be incorporated herein as if set forth in full.

7.2 Longevity Pay All employees employed as of May 1, 2010, shall continue to receive a monthly Longevity Pay in addition to their monthly rates of pay as follows:

| Service Time | Monthly Amount |
|----------------|----------------|
| After 5 years | 4% |
| After 10 years | 6% |
| After 15 years | 8% |

All Employees employed after May 1, 2010 shall receive monthly Longevity Pay in addition to their monthly rates of pay as follows:

| Service Time | Monthly Amount |
|---------------------|-----------------------|
| After 5 years | 2% |
| After 10 years | 4% |
| After 15 years | 6% |

7.3 Education Pay: All employees will receive monthly Education Pay in addition to their monthly rates of pay for education achievement in approved fields of job-related studies as follows:

| College Credits | Monthly Amount |
|------------------------|-----------------------|
| 45 Credits | \$50 |
| AA Degree | \$100 |
| 135 Credits | \$150 |
| BA/BS Degree | \$200 |

The following are recognized to be job related studies and are therefore recognized as approved fields of study:

- Police Science
- Political Science/Global Studies
- Sociology
- Psychology
- Community Service
- Business Administration
- Public Administration
- Communications (added but not Retroactive)
- General Studies (added but not Retroactive)

7.3.1 Transcripts of coursework and degree(s) completed shall be provided by the employee from a regionally accredited college or university in the United States.

7.4 When management assigns duties as an acting Sergeant, Officer in Charge or while training an employee as an FTO (Field Training Officer), the employee shall receive one (1) hour of overtime per shift worked.

7.5 Specialty Pay: Employees assigned to the following specialties shall receive the listed specialty pay while assigned. Employees assigned to more than one specialty may combine the specialty pays to a maximum of 3%. Specialty pay assignments shall be made at the discretion of the Chief of Police.

- Firearms Instructor 1.5%
- Defensive Tactics Instructor 1.5%
- EVOC Instructor 1.5%
- Taser Instructor 1.5%

ARTICLE VIII HOLIDAYS

8.1 Police Officers and Sergeants working the days and hours of work specified in Art. IV Section 4.1 shall not be entitled to holiday pay or time off. Hours worked in excess of those identified in Article IV, Section 4.1 shall be paid at twice the employee's regular straight-time hourly rate of pay. Time worked on a holiday which falls on a regularly schedule workday

shall be paid as straight time. Time worked on a holiday which falls on a scheduled day off shall be paid at twice the employee's regular straight-time hourly rate of pay. There shall be no other compensation paid for work performed on a holiday.

8.2 The City recognizes the following holidays:

New Year's Day
 Martin Luther King, Jr. Day (3rd Monday of January)
 President's Day (3rd Monday of February)
 Memorial Day
 Juneteenth
 Independence Day Labor Day
 Veteran's Day
 Thanksgiving Day
 Day after Thanksgiving Day
 Christmas Day
 Two (2) "Floating Holidays" designated by the employee.

8.3 Detectives receive paid time off on each holiday listed above, for a total of not more than 120 hours of holiday time off per year. If a holiday falls on a Detective's regular day off, the Detective will take the holiday on another day that week. If the Employer requires a Detective to work on a holiday listed above, the Detective shall be paid at twice the employee's regular straight time hourly rate of pay for time worked on the holiday. [From existing MOU].

8.4 School Resource Officers will be entitled to holiday leave on the recognized holidays detailed in section 8.2 falling within the regular school year. A police officer assigned to serve as an SRO that is required to work on a recognized holiday falling within the regular school year will receive one and one-half times their regular rate of pay in lieu of holiday pay. There shall be no banking of holidays. The SRO when assigned to work patrol on a holiday will be paid the same as officers normally assigned to patrol duty on a holiday.

ARTICLE IX VACATIONS

9.1 Regular fulltime employees shall accrue paid vacation leave in accordance with the following schedule. Accrual of vacation leave shall begin upon the date of employment for each employee and thereafter on the employee's anniversary date.

UPON COMPLETION OF SERVICE HOURS/YEAR HOURS/MONTH

| Upon Completion of Service | Hours/Year | Hours/Month |
|----------------------------|------------|-------------|
| 1 through 3 years | 80 Hours | 6.67 Hours |
| 4 through 8 years | 120 Hours | 10.00 Hours |
| 9 through 14 years | 160 Hours | 13.34 Hours |
| 15 years | 168 Hours | 14.00 Hours |
| 16 years | 176 Hours | 14.67 Hours |
| 17 years | 184 Hours | 15.34 Hours |
| 18 years | 192 Hours | 16.00 Hours |
| 19+ years | 200 Hours | 16.67 Hours |

9.2 Vacations shall be scheduled at the employee's request, subject to the needs of the Department. In the event scheduling conflicts occur, the employee with the most rank and then

seniority shall be given preference in the selection of vacation time; provided the request is submitted and received by the Employer prior to March 1st of each year. After March 1st of each year, vacation shall be approved on a first come first served basis.

- 9.3 A. An employee shall not carry over from year to year accrued vacation in excess of three hundred twenty (320) hours. Accrued vacation leave in excess of 320 hours shall be forfeited on the employee's anniversary date. For this section "year to year" means "anniversary date to anniversary date."
- B. An employee may be granted an extension of this provision if the employer denies vacation leave, or the employee is unable to take vacation leave due to circumstances beyond the employee's control. The employee's request for extension shall be submitted in writing to the Police Chief 60 days prior to the employee's anniversary date. A decision will be communicated to the employee 45 days prior to the employee's anniversary date. An employee who is granted an extension of this provision shall be required to reduce the excess to 320 hours or less within six months immediately following the approved extension. If the employee cannot reduce accumulated vacation below 320 hours during the period of extension because of operational needs of the Department, the employee shall be paid for carried over vacation after six months.
- 9.4 Upon termination of employment, employees shall be paid for all accrued vacation at their regular straight time rate of pay.

ARTICLE X SICK LEAVE

- 10.1 Employees shall accumulate sick leave, relevant to their shift and hours worked per day. An eight (8) hour workday accrues eight (8) hours per month and a ten (10) hour workday accrues ten (10) hours per month; provided, however, no employee shall be accredited with an accumulate greater than seven hundred twenty (720) hours.
- 10.2 Sick Leave Buy Back. Should an employee's sick leave accrual exceed the maximum accrual set forth within section 10.1, the employee shall receive compensation equal to thirty-three percent (33%) of the sick leave hour which exceed the afore-referenced maximum accrual at the employee's regular straight- time hourly rate of pay. The calculation of available sick leave buy back shall be made by the employer during the month of November and shall be paid to the Employee on December 31 of each year.
- 10.3 Sick Leave shall not be charged against an employee on a regularly scheduled day off.
- 10.4 Usage: Such sick leave shall be granted upon application before or within a reasonable time after the absence, depending on the circumstances of each case. Each employee shall use sick leave solely for the purpose of bona fide illness or injury and utilization of sick leave for any other purpose shall be cause for disciplinary action. The Employer may require that the employee, after three (3) days of concurrent illness, furnish a physician's proof of illness. Physical illness or injury of the employee or an employee's immediate dependents, doctor, dental appointments as well as forced quarantine of the employee in accordance with the State or Community Health Regulations shall be approved grounds for sick leave.

- 10.5 Under Washington State Law, immediate family member is defined as:
1. A child including: a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.
 2. A parent including: a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
 3. A spouse
 4. A registered domestic partner
 5. A grandparent
 6. A grandchild
 7. A sibling
- 10.6 Bereavement Leave: In the event of a death or critical illness in the employee's "immediate family," he may be granted leave of absence not to exceed three (3) working days. The term "immediate family" shall be defined as spouse and children of the employee and/or grandmother, grandfather, mother, father, brother, sister, father-in-law, mother-in-law, or other relative living in the employee's household.
- 10.7 An employee may be excused by his department head to attend funeral services of a deceased City employee without loss of pay.
- 10.8 Notwithstanding any provision to the contrary that may be contained elsewhere within this Agreement, and on approval of the Police Chief, employees will be entitled to the entitlement under the Family and Medical Leave Act of 1993. During such leave, the employer will continue the employee's health insurance benefits on the same basis as active employees.
- 10.9 Light Duty In the event a LEOFF II employee suffers a short-term disability or illness that prevents the employee from performing their full range of duties for a period of two (2) weeks or more, the Employer shall consider an employee's request for light duty work when available. Short term shall mean ninety (90) days or less. The Light Duty provisions of this Agreement shall not amend or modify the requirements for physical and/or mental fitness by the Civil Service Rules and Regulations, as amended, and will not interfere with the application of Civil Service Rules requiring fitness for duty. The Chief shall determine the employee's light duty schedule.
- 10.10 Light duty assignments, when granted, shall only be for work that does not require the physical and/or mental standard for "on duty Police Officers." The availability and content of work that does not require full "on duty" physical and/or mental fitness shall be determined by the Police Chief. Employees granted Light Duty assignments, and who accept same, shall be compensated at their normal rate of pay and may be required to work a modified schedule while on light duty status.
- 10.11 Whenever any member of the Association is disabled, whether temporarily or permanently, by injury or illness arising out of and in the course of his or her duties, he or she shall become entitled to, regardless of his or her period of service with the City of Snoqualmie, a leave of absence while so disabled for the period of disability, not to exceed six months or

until a disability retirement under LEOFF is granted. During the disability period, the member will continue to receive all contracted benefits.

ARTICLE XI HEALTH AND WELFARE INSURANCE BENEFITS

Medical Insurance: The employer shall provide such medical insurance coverage, for those employees to whom it applies, as is mandated by RCW 41.26, the Law Enforcement Officers and Fire Fighters Retirement System Laws of 1969, as revised.

- 11.1 Starting January 2022, the AWC Regence HealthFirst 500 Plan, with HRA of \$3,500 (employee only) and \$7,000 (employee and family).
- 11.2 The AWC HDHP/HSA Plan will be added as an option starting January, 2020.
- 11.2.1 For those choosing the AWC HDHP/HSA Plan, the City will add a one-time \$1500 signing bonus to go into the HSA account for those bargaining unit members in the new Section 11.2.1 above. The annual HAS contribution will then be \$1500 for those employees and \$3000 for those employees with dependents, with annual carry-over. A monthly contribution for the payments into the HSA will be made by the Employer. If an employee should leave during any given year that they are participating in the HDHP/HSA Plan, this will alleviate any overpayment into the HSA.

Effective January 1, 2019, the City will continue to pay 100% of the medical insurance premiums for each employee and eligible dependents for the applicable AWC Regence Plan for the term of this Agreement.

- 11.3 **Dental:** The Employer shall pay one hundred percent (100%) of those premiums necessary for the purchase of employees and dependent coverage under the Association of Washington Cities, Washington Dental Service, Plan F, which shall include Plan V Orthodontia benefits.
- 11.4 **Vision:** The Employer shall pay one hundred percent (100%) of the premium necessary for the purchase of employee and dependent coverage under the Association of Washington Cities Western Vision Service Plan (\$10.00 deductible).
- 11.5 **Life Insurance:** The Employer shall pay one hundred percent (100%) of those premiums necessary to purchase and maintain Group Basic Term Life Insurance coverage for each employee in the amount of three hundred thousand dollars (\$300,000.00) payable to the beneficiary designated by the employee.
- 11.6 During the life of this agreement, the Employer shall continue to pay those premiums necessary to maintain the currently existing level of benefits set forth within this Article.
- 11.7 **Deferred Compensation:** Effective upon ratification the Employer shall match an employee's contribution to the Employer provided Deferred Compensation Plan on a one (1) for one (1) basis (one (1) Employer dollar for every employee dollar), up to the maximum Employer contribution of one hundred dollars (\$100.00).
- 11.7.1 Effective July 1, 2019, the Employer shall contribute one hundred dollars (\$100.00) per month to the Deferred Compensation Plan of each employee who is represented under this Agreement. This one

hundred-dollar (\$100.00) contribution does not require a match by the employee. There shall be no change to the intent of Section 11.7 as Section 11.7.1 is separate.

- 11.7.1.1 It is the employee's responsibility to enroll in the Deferred Compensation Plan. The \$100 per month contribution cited in Section 11.7.1 shall begin at the employee's enrollment date for new accounts being established. For those employees with existing accounts, it is the responsibility of the employee to complete the necessary form(s) to increase the \$100 monthly amount being contributed by the Employer.
- 11.8 Preventative Care: The Employer shall pay the cost for all preventative vaccinations as needed by employees for occupational related diseases, Hepatitis B, Tetanus and flu vaccinations.
- 11.9 Shared Leave Policy per City Resolution.

ARTICLE XII UNIFORMS AND EQUIPMENT

12.1 The Employer shall provide each employee with the following listed uniform equipment: pistol, patrol rifle, ammo magazines, handcuffs, asp-baton, pepper spray, flashlight, taser and all related leather or nylon gear required to carry these items. In addition to this equipment, the Employer will provide the equipment items found in Appendix B and provide replacements as necessary to properly maintain the employees uniform in a presentable manner, subject to Department procedures for replacement of uniforms and equipment on a fair wear and tear basis. Ballistic Vest/Outer carrier vest (body armor) shall be replaced every five (5) years or when necessary due to damage or manufactures recommendation.

- 12.1.1 In addition to 12.1, Detectives shall receive an annual clothing allowance of \$800. The allowance will be paid on the initial date of the detective assignment, and annually thereafter. It shall be the responsibility of the Association Member assigned to the position to request the annual allowance on or after their anniversary in the position. In the event the Association Member voluntarily assumes a different position within Department a monthly pro rata share of the allowance shall be returned to the City.
- 12.2 Employees shall be held accountable for all protective clothing or protective devices assigned to the employee by the Employer. Loss or destruction of items of clothing or protective devices shall be replaced by the Employer where said loss was incurred as a direct result in the performance of the employee's job duties not due to the employee's intentional act or negligence. Accountable items of clothing or protective devices assigned to an employee which are lost or mutilated as a direct result of the employee's negligence shall be replaced by the employee.
- 12.3 All uniforms and equipment issued by the Employer to each employee shall remain the property of the Employer.
- 12.4 Cleaning: The Employer shall provide a contract cleaning service which shall provide for the dry cleaning of any uniform worn that requires dry cleaning.

ARTICLE XIII MISCELLANEOUS

- 13.1 Training: Training which an employee is required to attend by the Employer which is not part of the employee's regular or modified schedule shall be paid pursuant to Article V Overtime the overtime rate. An employee shall not be eligible for any overtime resulting from attendance at any training school or session in lieu of a scheduled workday (maximum regularly scheduled number of shift hours). The Chief will provide at least seven (7) calendar

days' notice of changes to the employee's regular schedule for training the employee is required to attend.

- 13.2 Employees who attend training that requires overnight accommodations shall be paid at the straight-time rate for all travel and lodging time associated with the training with a maximum of eight (8) hours per day; provided that they are traveling during a regularly scheduled workday, or if on a day off, the training was specifically required by the Employer. For employees on a day off where training was voluntary, no compensation will be paid for travel and lodging time.

- 13.3 Bill of Rights: Employees shall be entitled to those rights specified in the Police Officer's Bill of Rights as set forth in Article 19 of this agreement which by this reference shall be incorporated herein as if set forth in full.

- 13.4 Seniority: Seniority in the Police Department shall be defined as continuous active service within the Department. If two (2) or more employees are hired on the same day, their seniority shall be determined by the employee's ranking on the Civil Service list.

Seniority in Civil Service classifications above police officer shall be determined by length of continuous active service within the classification. Employees promoted on the same day shall have their seniority determined by the ranking established by the Civil Service promotional process.

- 13.5 Unless required under the Uniformed Services Employment and Reemployment Act (USERRA), seniority will not accrue for the period the officer is inactive from employment with City of Snoqualmie. Seniority will continue to accrue for employees unless the employee takes an unpaid leave of absence greater than thirty (30) days. (OK – 12/04/18)

- 13.6 Reduction in Force (Layoff)
Subject to City of Snoqualmie Civil Service Rules and Regulations, the following procedure shall be followed in layoff(s).
1. In the case of a reduction in force (layoff), the least senior bargaining unit employee shall be laid off. In the case of reduction in rank, the least senior employee within that rank shall be reduced.
 2. If the reduction in rank results in the need for reduction in force, the employee reducing in rank shall bump the least senior bargaining union employee. It is understood that staffing levels may be reduced as a result of a reduction in department commissioned personnel.
 3. In the case of a layoff, the employee shall be placed on a re-hire list for one (1) year. The employee is responsible to ensure the City has their current phone number and address. Employees laid off last will be the first to be recalled. All recalled employees must prove they are medically and physically fit to return to work.
 4. It is understood that if there is a reduction in force, there may also be a reduction in staffing levels.

ARTICLE XIV DISCIPLINE

- 14.1 The Employer shall not discipline a permanent employee without just cause.
- 14.2 A written warning shall be given prior to discipline being imposed for performance or conduct issues the employer determines to be minor. Such written warning letter shall state the nature of the performance or conduct improvement required and the time period in which improvement is expected to occur.

ARTICLE XV GRIEVANCE PROCEDURE

- 15.1 A. Grievance is defined as a dispute involving the interpretation or application of the express provisions of this Agreement that arise during the term of this Agreement. It is the intent of the parties that the following procedure is the exclusive remedy for resolving disputes as defined herein. The employee shall have the right to Association representation in all steps of grievance procedure. When the term "days" is used, it shall refer to calendar days. The employee, the Association or the Employer can file a grievance.
- B. At the option of the Employee, the employee may choose to process any alleged grievance through this Article XV or through the Civil Service laws and rules of the City of Snoqualmie.
- 15.2 Step One: The employee or Association, as the case may be, shall first reduce to writing a statement of the grievance containing the following: a) the facts on which the grievance is based; b) a reference to the provision in this agreement; c) the remedy sought. The grievant shall submit the written statement of grievance to the Police Chief within fifteen (15) days. In the event the grievant does not present such grievance within fifteen (15) days of its occurrence or reasonable knowledge of the occurrence, the grievance shall be invalid and subject to no further processing. The Chief or designee shall have fifteen (15) days from submission of the written statement of the grievance to resolve the matter or deny the grievance. If resolved, the disposition shall be indicated on the written statement and signed by the Chief or designee and the Association.
- 15.3 Step Two: If the grievance is denied at Step 1, a written statement of grievance shall be submitted within fifteen (15) days of the date of the denial to the City Administrator. The City Administrator, or designee, shall have thirty (30) days from the submission of the written statement to resolve or deny the grievance. If any agreeable disposition is made, the City Administrator or designee and the Association shall sign it.
- 15.4 Step Three: If the grievance is denied at Step 2, the Association may request arbitration within twenty (20) days of the denial. Arbitration is the exclusive right and remedy of the Association, which in its sole discretion to determine which matters will be moved forward to Arbitration. This request must be submitted in writing. Arbitration of a grievance involving a matter other than a dispute or disagreement regarding any disciplinary action, discharge, or termination of an Association member shall be governed by the provisions of Articles 15.4 – 15.11 of this Agreement. Representatives from the Employer and the Association shall consult within seven (7) days of the date written request for arbitration is submitted to attempt to agree on an arbitrator. If the parties cannot agree within three (3) days, the parties shall jointly request the Public Employment Relations Commission (PERC) to provide a list of nine (9) arbitrators. The Employer and the Association shall alternatively strike one name from the list until only one name remains. The order of striking shall be determined by the toss of the coin, the loser striking the first name. The one name remaining shall be the arbitrator.

- 15.5 The arbitrator shall hold a hearing at which the parties may submit their case concerning the grievance. The arbitrator shall have no power to render a decision that shall add to, subtract from, alter, change or modify the terms of this agreement. The arbitrator's power shall be limited to interpretation and application of the express terms of this Agreement. The decision of the arbitrator shall be final and binding on the Association, the Employer and the employees involved.
- 15.6 The expense of the Arbitrator, the cost of the hearing room and the cost of a shorthand reporter, unless such one is paid by the State of Washington, shall be borne equally by the Employer and the Association. Each party shall be responsible for their own representation costs, including attorneys' fees.
- 15.7 There may be some instance where an outside agency or party may be used for arbitration in lieu of PERC, if both the Employer and Association agree.
- 15.8 The arbitrator shall have no right to amend, modify, nullify, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Association and shall have no authority to make a decision on any other issue so submitted.
- 15.9 The arbitrator shall be without power to make decisions contrary to, or inconsistent with or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the Employer and Association and shall be based solely on the arbitrator's interpretation or application of the express terms of the Agreement and to the facts of the grievance presented.
- 15.10 The parties may mutually agree in writing to extend any deadline contained in this grievance procedure. Absent such agreement, a grievance shall be considered resolved against the party that fails to meet any deadline contained in this grievance procedure and the grievance shall not be subject to any further processing, including arbitration.
- 15.11 Arbitration of a grievance arising out of a dispute or disagreement regarding any disciplinary action, discharge, or termination decision shall be governed by RCW 41.58.070, applicable law and Articles 15.6, 15.8 and 15.9 of this Agreement.

ARTICLE XVI MANAGEMENT RIGHTS AND RESPONSIBILITIES

- 16.1 The Union recognizes any and all rights, powers and authorities, which are not modified by this agreement, as being retained by the Employer. These rights include but are not limited to the following:

To maintain efficiency and to make, alter, and enforce reasonable policies and procedures to be observed by the employees. This shall include, but not be limited to, the following topics:

To direct, hire, evaluate, promote and lay off employees as covered by the Civil Service promotional and layoff processes, transfer, and for just cause, suspend, discipline or dismiss employees. Probationary employees may not use the grievance procedure to contest any disciplinary/discharge decision of the Employer.

To evaluate jobs and positions, classify positions, establish performance standards, qualification requirements of employees and specify the employee's duties and work hours.

To manage and operate the services in all respects and without restrictions.

To establish the location and number of police precincts and services to be rendered, the methods, the work procedures, the type of equipment to be used; to select, control and direct the use of all materials required in the operation of the services provided and performed.

To schedule work, to make, alter and enforce policies and regulations governing the use of material, equipment and services that may be deemed necessary.

The above is not intended to be exclusive and shall not exclude any historical or normal rights of management. The Union may raise issues of binding past practice through the grievance procedures.

ARTICLE XVII SAVINGS CLAUSE

- 17.1 It is the intention of the parties hereto to comply with all applicable law and they believe that each and every party to this Agreement is lawful. All provision of this Agreement shall be complied with unless any of such provision shall be declared invalid or inoperative by a Court of final jurisdiction.
- 17.2 Should any provision of this Agreement and/or any attachments hereto beheld invalid by operation of Law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provision should be restrained by such tribunal, the remainder of this Agreement and/or any attachments hereto shall not be affected thereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement of such provisions and/or any attachment hereto.

ARTICLE XVIII DURATION

- 18.1 This Agreement shall be effective on the first date of the month of May, 2022 following the signing of the Agreement by both parties and shall remain in full force and effect through December 31, 2023 unless otherwise provided for herein and shall remain in effect during the course of negotiations on a new Agreement.
- 18.2 Within six (6) months prior to the termination date of this Agreement, the Association or the Employer shall open this Agreement for the purpose of negotiating a successor Agreement to this Agreement.

ARTICLE XIX BILL OF RIGHTS

- 19.1 Bill of Rights: All employees shall be entitled to the protection of what shall hereinafter be termed as the " Bill of Rights" which shall be added to the present Rules and Regulations of the City of Snoqualmie Police Department. The wide-ranging powers and duties given to the department and its members involve them in all manner of contacts and relationships with the public. Of these contacts come many questions concerning the actions of members of the department. These questions often require immediate investigations by supervising officers designated by the Police Chief. In an effort to ensure that these investigations are conducted in a manner which is conducive to good order and discipline, the following guidelines are put forth:

- 19.2 In criminal matters an employee shall be afforded those constitutional rights available to any citizen. In non-criminal matters relating to job performance, the following guidelines shall be followed.
- 19.3 “Interview” of a subject employee” as used herein shall mean any questioning by an agent of the City who is conducting an investigation (as opposed to a routine inquiry) of the employee being interviewed, when the agent knows (or reasonably should know) that the questioning could result in employee discipline. This section shall not apply to an investigation concerned solely and directly with alleged criminal activities.
- 19.4 Before an interview of a subject employee, the employee shall be informed of the matter in sufficient detail to reasonably apprise them of the factual basis of the matter. This shall not operate as a waiver of the Association’s right to request bargaining information from the City. Nor shall anything in this Article prohibit the Employer from disciplining, including discharge, an officer convicted of a crime.
- 19.5 Any interview of an employee shall be at a reasonable hour, preferably when the employee is on duty unless the exigencies of the investigations dictate otherwise. If the employee is required to be interviewed off duty, the employee shall be compensated.
- 19.6 The interview shall not violate the individual's constitutional rights, which are afforded any citizen, regardless of occupational position and shall take place at the Police Department facility, except when impractical. The employee shall be afforded an opportunity and facilities to contact and consult privately with an attorney of his own choosing and/or a representative of the Association before being interviewed. An attorney of his own choosing and/or a representative of the Association may be present during the interview but may not participate in the interview except to counsel the employee.
- 19.7 The questioning shall not be overly long, and the employee shall be entitled to such reasonable intermissions as he shall request for personal necessities, meals, telephone calls and rest periods. No more than two interviewers may ask questions of an accused employee. Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively or be subject to discipline for insubordination. Nothing ordered may be provided or used in a criminal investigation.
- 19.8 The employee shall not be subjected to any offensive language, nor shall he be threatened with dismissal, transfer or other disciplinary punishment as a guise to attempt to obtain his resignation, nor shall be intimidated in any other manner. Neither promises nor rewards shall be made as an inducement to answer questions.
- 19.9 The Employer shall not require any employee covered by this Agreement to take or be subjected to a lie detector test as a condition of continued employment, nor shall such evidence be offered at any disciplinary hearing without stipulation of the parties.
- 19.10 The Department will audio record any interview. Upon request, a copy of the recording/transcript (if made) will be provided to the officer.
- 19.11 Any final disciplinary decision shall be announced within six (6) months of the time that the Employer undertakes the investigation. The Association will not unreasonably deny requests for additional time.

- 19.12 An employee shall be permitted to read any adverse material affecting their employment before it is placed in the Employer's official personnel file. The Employee will be able to respond in writing and have it attached to the adverse material.
- 19.13 No officer shall be disciplined solely for being placed on a prosecutor's Brady list.
- 19.14 An Employee using deadly force while exercising authority as a Police Officer shall be allowed to consult with a Union representative or attorney upon request prior to being required to give an oral or written statement about the use of deadly force. Such right to consult shall be based on the nature of the incident but shall not delay the giving of the statement more than 72 hours. Deadly force is defined as any use of force that creates a substantial risk of causing death or serious bodily injury.

ARTICLE XX PERSONNEL POLICIES

- 20.1 In addition to the Employer's personnel records policy as set forth in the city of Snoqualmie Personnel Policies, all members of the bargaining unit shall have the additional right to:
 - 20.2 Review their personnel file with a minimum of two (2) City business days' notice given to Human Resources.
 - 20.3 May receive copies upon request of items in their personnel file.
 - 20.4 Pursuant to RCW 40.14.070(4), personnel records for any peace officer must be retained for the duration of the officer's employment and a minimum of 10 years thereafter. Such records include all misconduct and equal employment opportunity complaints, progressive discipline imposed including written reprimands, supervisor coaching, suspensions, involuntary transfers, other disciplinary appeals and litigation records, and any other records needed to comply with the requirements set forth in RCW 43.101.095 and 43.101.135.
 - 20.5 In the event the Snoqualmie Police Department convenes a Review Board(s) (Use of Force or Accidents), there shall be an Association representative, appointed by the Association, as a voting member on the Review Board.

ARTICLE XXI WFML PROGRAM

Eligible employees are covered by WFML Program per RCW 50A.04. Eligibility for leave and benefits, which take effect January 1, 2020, is established by Washington law and is therefore independent of this Agreement. Premiums for benefits are established by law and total 0.4% of employees' wages (unless otherwise limited by action of the State). Employees will pay, through payroll deduction, the full cost of the premiums associated with family leave benefits and 45% of the cost of premiums associated with the medical leave benefits, as determined under RCW 50A.04.115. The employer will pay the remaining premium amounts. Following finalization of regulations implementing RCW 50A.04 either party may reopen this agreement for the purpose of bargaining over issues related to the interrelation between leaves available under this Agreement and benefits provided by statute.

SNOQUALMIE POLICE ASSOCIATION

CITY OF SNOQUALMIE

Chase Smith, President

Katherine Ross, Mayor

Date

Date

ATTEST:

Deborah A. Estrada, City Clerk

APPROVED AS TO FORM:

Bob C. Sterbank, City Attorney

APPENDIX "A"

to the AGREEMENT by and between

CITY OF SNOQUALMIE, WASHINGTON

And

SNOQUALMIE POLICE ASSOCIATION

2022-2023

A.1 CLASSIFICATION RATES

| | | | | | | | |
|---|--|---------|---------|---------|---------|---------|---------|
| 2022 3.7% | | A | B | C | D | E | F |
| P Officer | | \$6,100 | \$6,710 | \$7,045 | \$7,395 | \$7,764 | \$8,154 |
| P Sergeant | | \$8,564 | \$8,988 | \$9,437 | \$9,909 | | |
| | | | | | | | |
| 2023: Wages for 2023 shall be adjusted in accordance with the CPI-W Seattle-Tacoma-Bellevue from June 2021 to June 2022 and with a minimum of 2% and a maximum of 4%. | | | | | | | |

A.2 The STEPS set forth within Section A.1 are automatic progression pay STEPS each being twelve (12) months in duration.

A.3 New employees may be given credit for prior law enforcement experience in computing Entry salary. Such experiences may qualify the employee to start at any step as recommended by Police Chief and approved by the Mayor.

A.4 Active members of the Snoqualmie Police Association, at the time of ratification, will be eligible to receive retroactive pay to January 1, 2022.

A.5 For years 2022, and 2023, each year shall be increased over the previous year by the following percentages:

| | |
|------|--|
| 2022 | Three-point seven percent increase (3.7%) |
| 2023 | Equal to the CPI-W Seattle-Tacoma-Bellevue from June 2021 to June 2022 and with a minimum of 2% and a maximum of 4%. |

A.6 Detective Premium: Employees assigned to Detectives shall receive a premium of 4% above their current step Police Officer base wage while assigned to detectives, as set forth in Appendix A. If a Detective is required to work patrol to cover shifts or due to an emergency, the Detective will continue to receive Detective premium pay.

A.7 School Resource Officer (SRO) Premium: Employees assigned to SRO shall receive a premium of 4% above their current step Police Officer base wage while assigned to SRO, as set forth in Appendix A. If an SRO is required to work patrol to cover shifts or due to an emergency, the

SRO will continue to receive SRO premium pay. While the school district is not in session for regular scheduled mid-winter, spring, or summer breaks, the SRO will continue to receive SRO premium pay. School Resource Officer assignments will typically b for three (3) years, with one-year extensions if approved by the Chief.

APPENDIX “B”

SNOQUALMIE POLICE DEPARTMENT PROPERTY AND EQUIPMENT

As Approved by the Police Chief

- Snoqualmie Police Department Badge (Uniform and Flat)
 - Snoqualmie Police Department Identification (Commission) card
 - Snoqualmie Police Department Cap Piece
 - Snoqualmie Police Department patches and insignia
1. Ammunition
 2. Ballistic Vest/Outer carrier vest
 3. Baseball cap
 4. Baton and ring
 5. Belt - Duty belt and keepers
 6. Belt - Inner
 7. Belt light with light holder
 8. Boots
 9. Business Cards
 10. Dress shoes
 11. Flashlight and holder
 12. Gloves
 13. Handcuffs and case
 14. Handgun with laser/light
 15. Holster
 16. Jacket – duty
 17. Jacket – softshell
 18. Jumpsuit (1 every 2 years)
 19. Key holder (silent carrier) Magazine case
 20. Pants – Two Class A Pants – Two Class B Polo Shirt
 21. Portable radio and holder Rifle
 22. Raincoat
 23. Safety (reflective) vest
 24. Shirts - Two long sleeve Shirts – two short sleeve Training Pants
 25. Taser and holster
 26. Three magazines
 27. Winter beanie

All equipment issued by the Snoqualmie Police Department shall remain the property of the department and shall be returned upon request.

As approved by the Police Chief and updated – 04/24/19