

1/1/17 - 12/31/19

**SPANAWAY WATER COMPANY, INC.**

**WAGE AND WORKING AGREEMENT**

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This Agreement is made and entered into by and between SPANAWAY WATER COMPANY, INC., hereinafter referred to as the EMPLOYER and the UFCW UNION LOCAL NO. 367, chartered by the United Food and Commercial Workers International Union, CLC, hereinafter referred to as the UNION.

**SECTION 1**  
**Recognition**

1.01 The Employer recognizes the Union as the collective bargaining agent herein established and described as follows: all employees employed by the Employer except the positions specifically identified in the Addendum Agreement.

**SECTION 2**  
**Union Security**

2.01 The Employer agrees that all employees covered under this Agreement shall, as a condition of employment, thirty-one (31) days from the effective date of this Agreement, become and remain members of the Union in good standing.

2.02 DEDUCTION OF UNION DUES

2.02.1 The Employer agrees to deduct from the wages of each employee upon proper authorization from the employee affected, union dues that are authorized by a regular and proper vote of the membership of the Union. The employee shall, within thirty (30) days after commencement of employment, provide the Employer with a signed authorization for such deductions.

2.02.2 Monies deducted at the end of each month for the following month shall be forwarded by the Employer to the Union not later than ten (10) days following the Employer's accounting period, accompanied by a written statement of the names of the employees from whom the deductions were made and the amount of these deductions.

2.02.3 In the event of a change in the Union dues, the Union will give the Employer notice of the effective date of the change or deduction as the case may be.

**SECTION 3**  
**Hiring and Termination**

3.01 It is further agreed that the Employer has the final choice as to whom he hires and shall

notify the Union within seventy-two (72) hours of hire of a new employee, Saturday, Sunday and Holidays excepted. No employee shall be disciplined or discharged except for just cause. The Employer shall be the judge of the competency and qualifications of his employees and shall make such judgment fairly, subject to review by an Arbitrator.

#### **SECTION 4** **Holidays**

4.01 The following days shall be designated as legal holidays and shall be granted with no deduction in salary: New Year's Day, Martin Luther King Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day and President's Day. Employees with six (6) months of continuous service with the Employer shall receive one (1) personal day as a paid holiday each year to be scheduled at the employee's option. In the event a holiday honored under this Agreement falls during an employee's vacation, such employee shall receive an additional day's vacation or pay in lieu thereof. Any holiday which falls on a Saturday shall be observed as a holiday on the preceding Friday. Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday.

4.01.1 The holidays set forth in Section 4.01 shall be observed as holidays on the date established for each by Federal legislation.

#### **SECTION 5** **Bereavement Leave**

5.01 Any regular employee suffering a death in the immediate family shall be allowed five (5) working days' leave from work with pay, at the regular rate. Members of the immediate family are defined as father, mother, sister, brother, wife, husband, son, daughter, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents and grandparents-in-law and same sex domestic partner.

#### **SECTION 6** **Sick Leave**

6.01 Sick leave shall accumulate on the basis of eight (8) hours per month. Sick leave up to the amount accumulated may be taken on the first day of illness or accident. Up to sixteen (16) hours of accumulated sick leave may be taken each year on an hour-by-hour basis for doctor and dentist appointments. Sick leave shall be coordinated with time loss to provide one-hundred percent (100%) salary protection until sick leave accumulation has been used. A doctor's certificate or other authoritative verification of illness may be required by the Employer and, if so, must be presented by the employee not more than forty-eight (48) hours after return to work. Upon termination of employment, employees shall be paid for all unused (accrued) sick leave to a maximum of one thousand forty hours (1040 hours, 130 days).

## **SECTION 7**

### **Vacations**

7.01 Vacation shall accrue at a yearly rate presented below. Such accruals shall be credited to the employee on a bi-weekly basis.

Commencing on:

Date of hire to third anniversary date	80 hours/two weeks
Third to ninth anniversary date	120 hours/three weeks
Ninth anniversary date	128 hours/three weeks and a day
Tenth anniversary date	144 hours/three weeks and three days
Eleventh to nineteenth anniversary date	160 hours/four weeks
Nineteenth anniversary date on	200 hours/five weeks

Up to 120 hours of accrued vacation may be carried over to the next year.

## **SECTION 8**

### **Health and Welfare/Dental**

8.01 The Employer and the Union agree to be bound by the terms of the Trust Agreements which created the Retail Clerks Welfare Trust, as initially executed on June 18, 1957, or the Trust Agreement which established the Retail Clerks Retiree Welfare Trust, initially adopted December 3, 1998, as applicable, by all subsequent revisions or amendments thereto, and by all policies and other conditions of participation and eligibility, which may be established from time to time by the Plan Document, the Trusts' Rules and Regulations, the Summary Plan Description, and other pertinent procedures, practices, and Trustee actions. The employer accepts the Employer Trustee members of the Board of Trustees, and their duly appointed successors, as its representatives for purposes of managing the Trust. The Union accepts the Labor Organization Trustee members of the Board of Trustees, and their duly appointed successors, as its representatives for purposes of managing the Trust.

8.02 The Employer and the Union agree to be bound by the Health and Welfare Labor Agreement, effective May 6, 2007, by and between Allied Employers, Inc., and UFCW Union Locals No 21, 44, 81, 367, 1439, UFCW International (AFL-CIO), and Teamsters Union Local 38, and by all subsequent revisions or amendments thereto.

8.03 Employers party to this Agreement shall continue to pay on a per compensable hour basis (maximum of one hundred and seventy-three (173) hours per calendar month per employee) into the Retail Clerks Welfare Trust for the purpose of providing the employees with hospital, medical, surgical, vision, group life, accidental death and dismemberment, weekly indemnity benefits and dental benefits in accordance with the contribution rates and related provisions established by the separate Health and Welfare Agreement between Allied Employers, Inc., and various Local Unions dated April 1, 1977, and as subsequently amended.

8.04 The details of the benefit programs including a description of exact benefits to be provided, and the rules under which employees and their dependents shall be eligible for such benefits, shall be determined by the Trustees of the Retail Clerks Welfare Trust in accordance with the terms and provisions of the Trust Agreement creating the Retail Clerks Welfare Trust, dated June 18, 1957, and as may be subsequently amended.

8.05 The term "compensable hour" shall mean any hour for which any employee receives any compensation required by this Agreement.

8.06 The contribution referred to shall be computed monthly and the total amount due for each calendar month shall be remitted in a lump sum not later than twenty (20) days after the last day of the month in which the contributions were earned.

8.06.1 Notwithstanding the foregoing Section, the Board of Trustees of the Retail Clerks Welfare Trust shall have the authority to establish and enforce a method for reporting contributions on an accounting period basis, rather than a calendar month basis. In such a case the one hundred and seventy-three (173) hour maximum shall be appropriately adjusted, as directed by the Trustees, provided that in no event shall the Employer's total obligation be different than what it would have been on a calendar basis. Further, the total contributions due for each approved accounting period shall be remitted in a lump sum not later than twenty (20) days after the end of the accounting period.

8.07 Effective June 2016 based on May 2016 hours, the Employer shall pay four dollars and seventy-cents (\$4.70) per compensable hour (plus the required increase to maintain all employees on Plan "A" a.k.a the Sound Plus Plan).

Effective June 2017 based on May 2017 hours, the Employer shall pay up to four dollars and eighty-four cents (\$4.84) per compensable hour (plus the required increase to maintain all employees on Plan "A" a.k.a. Sound Plus Plan).

Effective May 2019 based on April 2019 hours, the Employer shall pay up to five dollars and ten cents (\$5.10) per compensable hour, if needed (plus the required increase to maintain all employees on Plan "A" a.k.a. Sound Plus Plan).

The Employer agrees to pay the cost of maintaining the current health and welfare plans for the life of the agreement. In addition the Employer agrees to pay the weekly co-pays and any and all increases in the weekly co-pays for the duration of the Agreement.

Currently those weekly co-pays will increase as shown below effective May 2011 hours:

	Single	Employee & Spouse	Employee & Children	Family
PPO	\$9.00	\$21.00	\$15.00	\$23.00
HMO	\$5.00	\$15.00	\$9.00	\$19.00

**SECTION 9**  
**Retirement Program**

9.01 The Employer and the Union agree to be bound by the terms of the Trust Agreement which created the Retail Clerks Pension Trust as initially executed on January 13, 1966, by all subsequent revisions or amendments thereto, and by all policies and other conditions of participation and eligibility, which may be established from time to time by the Trust's Plan Document, Summary Plan Description, and other pertinent rules, regulations, and Trustee actions. The Employer accepts the Employer Trustee members of the Board of Trustees, and their duly appointed successors, as its representatives for purposes of managing the Trust. The Union accepts the Labor Organization Trustee members of the Board of Trustees, and their duly appointed successors, as its representatives for the purposes of managing the Trust.

9.02 All contributions shall be paid on compensable hours with a maximum of one hundred seventy-three (173) hours per calendar month per employee.

9.03 The term "compensable hour" shall mean any hour for which any employee receives any compensation required by this Agreement.

9.03.1 The contribution referred to shall be computed monthly and the total amount due for each calendar month shall be remitted in a lump sum not later than twenty (20) days after the last day of the month in which the contributions were earned.

9.04 Notwithstanding the foregoing Section, the Board of Trustees of the Retail Clerks Pension Trust shall have the authority to establish and enforce a method for reporting contributions on an accounting period basis, rather than a calendar month basis. In such a case, the one hundred and seventy-three (173) hour maximum shall be appropriately adjusted as directed by the Trustees, provided that in no event shall the Employer's total obligation be different than what it would have been on a calendar basis. Further, the total contributions due for each approved accounting period shall be remitted in a lump sum not later than twenty (20) days after the end of the accounting period.

9.05 The provisions of the Grievance Procedure language set forth in this Agreement shall, in no way, apply to or affect the Employer's obligation to pay contributions to this Trust Fund.

9.06 The Employer shall contribute two dollars and sixty-five cents (\$2.65) per compensable hour into the Retail Clerks Pension Trust on account of each member of the bargaining unit.

9.07 Effective February 2006 based on January 2006 hours, the Employer shall contribute an additional ten cents (10¢) per compensable hour supplemental contribution on behalf of all employees: Pension Contribution \$2.65 + 10¢ Supplemental = \$2.75.

9.08 Adopt Appendix A - Table 3 of the updated Rehabilitation Plan of the Sound Retirement Trust Preferred Schedule as adopted April 2013, and updated June 22, 2016, as outlined in the attached Letter of Understanding, "Exhibit A."

9.09 Employees may divert a portion of future wage increases to the Sound Retirement Trust. Such deferrals will be done by classifications.

9.10 Should any employee choose to participate in the Employer offered 401K program, the Employer will match the employee's contributions up to 1% of the employee's annual base salary not to include overtime, on-call time and on-call out time.

## **SECTION 10**

### **Separability**

10.01 In the event that any provision of this Agreement shall, at any time, be declared invalid by any court of competent jurisdiction or through government regulations or decrees, such decision shall not invalidate the entire Agreement, it being the express intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect. In such event, either party may request renegotiation of such invalid provisions for the purpose of adequate and lawful replacement thereof.

## **SECTION 11**

### **Grievance and Arbitration Procedure**

11.01 If an employee is given a directive by a supervisor which the employee believes to be in conflict with any of the provisions of this Agreement, the employee shall comply with the directive at the time given and thereafter, exercise his/her right to grieve the matter, except in cases where the employee is directed to commit an illegal act, or is directed to engage in an unsafe practice or act or in situations where it would be futile to file a grievance. The employee's compliance with such directive will not prejudice the employee's complaint with such grievance, and such compliance will not affect the resolution of the grievance.

11.02 Step One. Any grievance or dispute concerning the application or interpretation of this Agreement must be presented in writing by the aggrieved party to the other party within thirty (30) days from the date of the occurrence giving rise to such grievance or dispute, otherwise, such right of protest shall be deemed to have been waived. The General Manager or his designee shall

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provide a written response to the Union within twenty-one (21) working days from receipt of the grievance. In the event the Employer response to the grievance fails to resolve the issue, such grievance shall proceed to the next step of the procedure.

11.03 Step Two. If the grievance is not resolved at Step One, the matter shall be referred to a Labor Relations committee consisting of the General Manager (or his designee) and one additional employer representative and two representatives of the Union (at least one of which shall be an employee of Local 367). In the event the Labor Relations Committee fails to reach an agreement within twenty-one (21) working days from the date a grievance is considered by the Committee, the moving party must, within twenty-one (21) working days thereafter, refer the matter to Step Three, arbitration.

11.04 Step Three. The General Manager (or his designee) and a representative of the Union shall select a disinterested party to serve with them as a Board of Arbitration. Said Board shall meet and render a final and binding decision within seven (7) calendar days of such meeting. During such proceedings there shall be no cessation of work. In the event the committee cannot agree upon the selection of an arbitrator, the arbitrator shall be selected in the following manner: The Federal Mediation and Conciliation Service shall be jointly requested by the parties to name a panel of seven (7) arbitrators. The parties shall then choose the arbitrator by the Employer and the Union in that order, alternately striking a name from the list until one name remains as the arbitrator chosen by the parties and empowered to arbitrate the dispute.

11.05 The arbitrator shall be authorized to rule and issue a decision and award, in writing, on any issue presented for arbitration, including the question of the arbitrability of such issue. His decision and award shall be final and binding upon both parties to this Agreement. The fees of the arbitrator shall be borne one-half ( $\frac{1}{2}$ ) by the Union and one-half ( $\frac{1}{2}$ ) by the Employer party to the arbitration.

11.06 In the event either party fails to submit any question to arbitration within ninety-six (96) hours after receipt of a request from the other to submit such question to arbitration, such party shall, notwithstanding any other provisions of this Agreement, have the right to strike, take economic or other appropriate action. By exercising its rights under this Section, neither party shall be deemed to have waived its right to proceed in the courts to compel the other to submit to arbitration.

**SECTION 12**  
**Wages**

12.01 The following shall be the minimum wages paid to current employees. Written statements or check stubs shall be furnished to all employees, showing dates of pay period, straight time and overtime hours worked, hourly rate of pay, gross earnings, deductions and net earnings:

**FIELD STAFF**

<b>Leadperson</b>	<u>1/1/2017</u>	<u>1/1/2018</u>	<u>1/1/2019</u>
1 <sup>st</sup> Year	\$33.97	\$34.82	\$35.69
2 <sup>nd</sup> Year	\$35.32	\$36.20	\$37.11
3 <sup>rd</sup> Year	\$36.01	\$36.91	\$37.83
4 <sup>th</sup> Year	\$37.36	\$38.30	\$39.25
5 <sup>+</sup> Years	\$39.06	\$40.04	\$41.04

<b>Water Worker II</b>	<u>1/1/2017</u>	<u>1/1/2018</u>	<u>1/1/2019</u>
1 <sup>st</sup> Year	\$20.34	\$20.84	\$21.37
2 <sup>nd</sup> Year	\$23.74	\$24.33	\$24.94
3 <sup>rd</sup> Year	\$27.14	\$27.82	\$28.52
4 <sup>th</sup> Year	\$30.57	\$31.33	\$32.11
5 <sup>+</sup> Years	\$33.97	\$34.82	\$35.69

<b>Water Quality Tech</b>	<u>1/1/2017</u>	<u>1/1/2018</u>	<u>1/1/2019</u>
1 <sup>st</sup> Year	\$20.34	\$20.84	\$21.37
2 <sup>nd</sup> Year	\$23.74	\$24.33	\$24.94
3 <sup>rd</sup> Year	\$27.14	\$27.82	\$28.52
4 <sup>th</sup> Year	\$30.57	\$31.33	\$32.11
5 <sup>+</sup> Years	\$33.97	\$34.82	\$35.69

<b>Water Worker I</b>	<u>1/1/2017</u>	<u>1/1/2018</u>	<u>1/1/2019</u>
1 <sup>st</sup> 6 months	\$20.34	\$20.84	\$21.37
2 <sup>nd</sup> 6 months	\$22.05	\$22.60	\$23.16
2 <sup>nd</sup> Year	\$23.74	\$24.33	\$24.94
3 <sup>rd</sup> Year Requires WDS1	\$27.14	\$27.82	\$28.52
4 <sup>th</sup> Year	\$30.57	\$31.33	\$32.11
5 <sup>th</sup> Year	\$33.97	\$34.82	\$35.69

Water Worker I, 2<sup>nd</sup> year requires WDM1 or WTPO or CCS

Water Worker I, 3<sup>rd</sup> year requires WDM1 and WTOP or CCS

Water Worker I may advance to Water Worker II in fourth year based upon attainment of WDMI, BTO & CCS certifications and satisfactory performance of all Water Worker I job duties.



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<b>Facility Maintenance I</b>	<u>1/1/2017</u>	<u>1/1/2018</u>	<u>1/1/2019</u>
1 <sup>st</sup> 6 months	\$16.94	\$17.37	\$17.80
2 <sup>nd</sup> 6 months	\$18.62	\$19.09	\$19.57
2 <sup>nd</sup> Year	\$20.34	\$20.84	\$21.37
3 <sup>rd</sup> Year	\$22.05	\$22.60	\$23.16
4 <sup>th</sup> Year	\$23.74	\$24.33	\$24.94
5 <sup>th</sup> Year	\$27.14	\$27.82	\$28.52

**OFFICE STAFF**

<b>Utility Billing Specialist</b>	<u>1/1/2017</u>	<u>1/1/2018</u>	<u>1/1/2019</u>
1 <sup>st</sup> Year	\$20.34	\$20.84	\$21.37
2 <sup>nd</sup> Year	\$23.74	\$24.33	\$24.94
3 <sup>rd</sup> Year	\$27.14	\$27.82	\$28.52
4 <sup>th</sup> Year	\$30.57	\$31.33	\$32.11
5 <sup>+</sup> Years	\$33.97	\$34.82	\$35.69

<b>Receptionist/Billing Assistant</b>	<u>1/1/2017</u>	<u>1/1/2018</u>	<u>1/1/2019</u>
1 <sup>st</sup> 6 Months	\$16.94	\$17.37	\$17.80
2 <sup>nd</sup> 6 Months	\$18.62	\$19.09	\$19.57
2 <sup>nd</sup> Year	\$20.34	\$20.84	\$21.37
3 <sup>rd</sup> Year	\$22.05	\$22.60	\$23.16
4 <sup>th</sup> Year	\$23.74	\$24.33	\$24.94
5 <sup>+</sup> Years	\$27.14	\$27.82	\$28.52

<b>IT &amp; Billing Support Specialist</b>	<u>1/1/2017</u>	<u>1/1/2018</u>	<u>1/1/2019</u>
1 <sup>st</sup> 6 Months	\$33.97	\$34.82	\$35.69
2 <sup>nd</sup> 6 Months	\$37.37	\$38.31	\$39.26
2 <sup>nd</sup> Year	\$39.06	\$40.04	\$41.04

**MIXED FIELD/OFFICE STAFF**

<b>Customer Service Representative</b>	<u>1/1/2017</u>	<u>1/1/2018</u>	<u>1/1/2019</u>
1 <sup>st</sup> 6 Months	\$20.34	\$20.84	\$21.37
2 <sup>nd</sup> 6 Months	\$22.05	\$22.60	\$23.16
2 <sup>nd</sup> Year	\$23.74	\$24.33	\$24.94
3 <sup>rd</sup> Year	\$27.14	\$27.82	\$28.52
4 <sup>th</sup> Year	\$30.57	\$31.33	\$32.11
5 <sup>+</sup> Years	\$33.97	\$34.82	\$35.69

Wage rates do not reflect additional amounts diverted to pension.

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**SECTION 13**  
**No Strike No Lockout**

13.01 During the life of this Agreement, the Union agrees not to engage in any strike or stoppage of work and the Employer agrees to not engage in any lockout.

13.02 It shall not be a violation of this Agreement and it shall not be a cause for discipline or discharge for an employee to refuse to cross a labor union picket line provided such picket line is approved by Local 367.

**SECTION 14**  
**Termination and Renewal**

14.01 This Agreement shall become effective January 1, 2017, and shall remain in full force and effect until and including December 31, 2019. This Agreement shall continue in effect from year to year thereafter unless either party gives notice, in writing, at least sixty (60) days prior to the expiration date of its desire to terminate or modify such Agreement.

SPANAWAY WATER COMPANY, INC.  
18413 B Street E  
Spanaway, WA 98387

UFCW UNION LOCAL NO. 367  
6403 Lakewood Drive W  
Tacoma, WA 98467

By \_\_\_\_\_  
Detlef (Tip) Thibodeaux

By \_\_\_\_\_  
Denise Jagielo, President

Date \_\_\_\_\_

Date \_\_\_\_\_

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Letter of Understanding  
Work Wear Allowance

Employees shall receive an annual allowance of \$340.00 to be used for purchase of approved work wear. Any unused amounts may be carried over to the next year to a maximum of \$500.00 in any calendar year. It is understood work wear shall include pants, as discussed in negotiations for the 2011 through 2013 agreement.

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By \_\_\_\_\_  
Detlef (Tip) Thibodeaux

By \_\_\_\_\_  
Denise Jagielo, President

Date \_\_\_\_\_

Date \_\_\_\_\_

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Letter of Understanding  
“Availability for On-Call-Duties”

An employee on vacation, sick leave or leave without pay may be considered available for on-call duty provided they are capable of fulfilling the on-call responsibilities identified herein. An on-call employee who is also on vacation, sick leave, or using leave without pay must contact their acting supervisor prior to the close of business on the day missed to review current system status for the missed day. An employee who has transferred on-call responsibilities to another employee shall notify the on-call answering service and acting supervisor of the change and make the on-call vehicle available for the replacement on-call employee. Upon return to normal work, the employee shall again resume on-call duties until the normal Wednesday change in on-call personnel.

Once a Water Worker has, in the sole judgement of the management team, demonstrated the skills and necessary familiarity with the Spanaway Water system to complete the essential job function of an on-call employee, that employee may elect to be included in the on-call rotation. At all times Spanaway Water requires a minimum of four water workers in the on-call rotation. If four water workers have not volunteered for on-call duty, the Management Team will assign and require qualified water workers to serve on the on-call rotation to ensure availability for emergency response.

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Tacoma, WA 98467

By \_\_\_\_\_  
Detlef (Tip) Thibodeaux

By \_\_\_\_\_  
Denise Jagielo, President

Date \_\_\_\_\_

Date \_\_\_\_\_

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Letter of Understanding  
Maternity/Paternity Leave

Employees may use their earned sick leave, up to four (4) weeks maximum, for maternity/paternity leave, following the birth of a child. This time off shall be in addition to the time an employee may be medically disabled from work following the birth of a child.

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Tacoma, WA 98467

By \_\_\_\_\_  
Detlef (Tip) Thibodeaux

By \_\_\_\_\_  
Denise Jagielo, President

Date \_\_\_\_\_

Date \_\_\_\_\_

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Letter of Understanding  
By and Between  
Spanaway Water Company  
And  
UFCW Union Local No. 367  
Retirees Health & Welfare

Wind down and terminate the Retiree Health & Welfare Plan with assistance to current retirees, termination target date of December 31, 2018.

Effective May 2016 hours, defer \$0.02 per hour from the active health & welfare contribution for a total Retiree Health & Welfare contribution of \$0.03 per hour.

Upon termination, or sooner if practicable, redirect \$0.02 per hour back to the active plan contribution and redirect \$0.01 per hour and any remaining assets from the Retiree Health & Welfare plan to pension for funding purposes only.

SPANAWAY WATER COMPANY, INC.  
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Spanaway, WA 98387

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Tacoma, WA 98467

By \_\_\_\_\_  
Detlef (Tip) Thibodeaux

By \_\_\_\_\_  
Denise Jagielo, President

Date \_\_\_\_\_

Date \_\_\_\_\_

Letter of Understanding  
By and Between  
Spanaway Water Company  
and  
UFCW Union Local No. 367

Graphic Information System and Support Specialist

UFCW Union Local No. 367 agrees, on a non-precedent setting basis, to include this Letter of Understanding in the current Wage & Working Agreement between the Employer and the Union (dated through December 31, 2019). The substantive terms and conditions of employment for the Graphic Information System and Support Specialist position shall be reexamined and negotiated when the Employer and the Union meet to negotiate the next Wage & Working Agreement.

Under general supervision this position administers, implements, analyzes, maintains and manages the Company's graphic information systems (GIS). The position is responsible for the collection, in-put, analysis, accuracy, maintenance, and report production of data within the GIS including associated hardware and software. The position provides management team support and other assigned duties as required. This position reports directly to the Water Programs Manager. This is a new position and the position duties and salary may be adjusted over time.

**Primary duties and responsibilities of the position:**

1. The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.
  - a. Collects field data using electronic and other means for in-put into the graphic information system GIS).
  - b. Accurately inputs collected field data for incorporation into the GIS system.
  - c. Reviews and incorporates historic attribute data into the GIS system.
  - d. Ensures that data included in the GIS system is accurate and updated as changes or additions occur throughout the water system.
  - e. Installs, as needed, and configures computer software system GIS upgrades. Maintains and troubleshoots GIS system as needed and when required coordinates GIS improvements with outside entities including Pierce County, software, and engineering firms.
  - f. Develop, demonstrate and utilize knowledge and skill to provide reports derived from GIS system data.

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- g. Coordinate the updates and/or addition of information layers to the GIS system from outside sources including the Pierce County GIS system.
  - h. Provide technical instruction, general training, advice and support to other staff in the use of equipment, procedures and software related to input, update, and utilization of the GIS system. As needed, develop and implement training programs for other staff necessary for GIS support.
  - i. Review current GIS hardware and software for the purposes of identifying economical and feasible methods for automating workflow. Research, evaluate and recommend enhancements to the existing systems and new software products.
  - j. Actively participates in cross training for all office functions. May be assigned to participate on various internal committees and represent the Company at various external organizations.
  - k. Coordinate ongoing system map development and provide in-house coordination and data entry for GIS data. May operate AutoCAD workstation and peripherals.
  - l. Complete Spanaway utility locates as familiarity with the distribution system develops.
  - m. Perform other assigned or requested duties as needed.
2. Provide operations and maintenance as well as ongoing system management and staff support for the following Spanaway Water Company systems.
- a. Maintain the Company's GIS system, all hardware and software associated with the system, and coordinating the configuring and administration of network hardware as needed.
  - b. Work directly with the Company's GIS system vendor to maintain the hardware and software associated with the Company's GIS system.
  - c. Establish and maintain a working knowledge of the company's CUSI billing system, Harmony meter reading software, and Phone Tree customer contact system (provide support for office staff; assist management staff in using the system as needed)
3. Provide back-up office support consisting of customer service, taking and posting of payments, customer billing and general office help.
4. Perform other assigned or requested duties as needed.
5. Maintain a professional work ethic that reflects highly on the employee and the Company in accord with SWC policies and procedures.



- a. Become familiar with, follow, and actively support the vision, mission, values, and behavior standards of the Spanaway Water Company.

**Minimum Physical Requirements:**

1. Manipulation of typical business office machinery and equipment including but not limited to personal computer, laptop computers, printers, scanners, telephone, fax and copy machine.
2. Position duties require routine outdoor work in all weather conditions.
3. Position requires the ability to walk, stoop, bend, kneel, twist, a full range of motion, as work may require awkward and or uncomfortable positions at times. While performing the duties of this job, the employee will be required to use arms, hands and fingers to reach, handle, feel, or operate objects, materials, tools, equipment or controls. The employee is frequently required to sit, stand, walk, hear and talk normally with or without mechanical assistance. The employee will be required to stoop, kneel, crouch, crawl under desks and panels, and lift in excess of 30 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

**Education, Experience, Licenses and Certifications:**

1. Prefer training and experience equivalent to a bachelor's degree in graphic information systems or related computer science fields, and two years of progressively responsible experience. A combination of experience, education and training will qualify if it provides for the required knowledge and abilities.
2. High school diploma or equivalent.
3. Any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.
4. Valid Washington State Driver's license. Must be able to successfully pass the Company's pre-employment drug test, as well as background and driver's records check.
5. Experience in the following required: GIS and P.C. applications; MS Office Suite; Windows XX, preferably with a public utility.

6. Salary Range: Starting salary shall be established based on experience and qualifications and shall be no less than 50% of Water Worker II level progressing to 100% of Water Worker II level after completing five years of employment and subject to satisfactory employee evaluations.

<u>Period of Employment:</u>	<u>Salary Range:</u>	<u>2018</u>	<u>Certification/Approval Required</u>
1 <sup>st</sup> six months	50% of WWII level	\$17.41	probationary period
2 <sup>nd</sup> six months	55% of WWII level	\$19.15	probationary period
2 <sup>nd</sup> year	60% of WWII level	\$20.89	per annual employee evaluation
3 <sup>rd</sup> year	70% of WWII level	\$24.37	per annual employee evaluation
4 <sup>th</sup> year	80% of WWII level	\$27.86	per annual employee evaluation
5 <sup>th</sup> year	90% of WWII level	\$31.34	per annual employee evaluation
6 <sup>th</sup> year	100% of WWII level	\$34.82	per annual employee evaluation

SPANAWAY WATER COMPANY, INC.  
18413 B Street E  
Spanaway, WA 98387

UFCW UNION LOCAL NO. 367  
6403 Lakewood Drive W  
Tacoma, WA 98467

By \_\_\_\_\_  
Detlef (Tip) Thibodeaux

By \_\_\_\_\_  
Denise Jagielo, President

Date \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX**  
**EMPLOYER BARGAINING AGREEMENTS COVERING ONLY SOUND**  
**RETIREMENT TRUST – PREFERRED SCHEDULE**

Spanaway Water Company

This is the Preferred Schedule for Employers that have bargaining agreements with an obligation to contribute to the Sound Retirement Trust. This Appendix applied to stores in bargaining agreement areas (e.g., Pierce County) in which both the grocery and meat department employees (if any) have historically participated in the Sound Retirement Trust (that is bargaining agreements where the meat department employees were NOT covered under the former Washington Meat Industry Pension Trust).

This Preferred Schedule will apply to participating Employers and Unions that have adopted it as follows:

For bargaining agreements that expired on or after January 1, 2011, and prior to May 1, 2013, or which adopted this Schedule during that period, the Preferred Schedule requires the additional employer supplemental contribution rates set for in Table 1 below.

Table 1	
Effective:	
January Hours 2011	\$0.05
January Hours 2012	\$0.10
January Hours 2013	\$0.15
January Hours 2014	\$0.20
January Hours 2015	\$0.25
January Hours 2016	\$0.30
January Hours 2017	\$0.35
January Hours 2018	\$0.40
January Hours 2019	\$0.45
January Hours 2020	\$0.50
January Hours 2021	\$0.55
January Hours 2022	\$0.60
January Hours 2023	\$0.65

For bargaining agreements expiring on or after May 1, 2013, and prior to September 1, 2016, or which adopt this Schedule during this period, the Preferred Schedule requires the additional Employer supplemental contribution rates set forth in Table 2 below.

Table 2	
Effective:	
January Hours 2013	\$0.15
January Hours 2014	\$0.21
January Hours 2015	\$0.27
January Hours 2016	\$0.33
January Hours 2017	\$0.39
January Hours 2018	\$0.45
January Hours 2019	\$0.51
January Hours 2020	\$0.57
January Hours 2021	\$0.63
January Hours 2022	\$0.69
January Hours 2023	\$0.75

For bargaining agreements adopted on or after September 1, 2016, or which adopt this Table 3 before September 1, 2016, the Preferred Schedule requires the additional employer supplemental contribution rates set forth in Table 3 below.

Table 3	
Effective:	
January Hours 2016	\$0.330
January Hours 2017	\$0.436
January Hours 2018	\$0.542
January Hours 2019	\$0.648
January Hours 2020	\$0.754
January Hours 2021	\$0.860
January Hours 2022	\$0.966
January Hours 2023	\$1.072

With respect to bargaining agreements adopted on or after September 1, 2016, the contribution increases provided under this Table 3 are effective no later than for hours worked the first full month following the later of the effective date or ratification date of the new collective bargaining agreement, not to exceed 180 days following the expiration of such agreement.

The initial rate increase cannot be made retroactive unless the amount of the increase is greater than the surcharge it replaces.