

AGREEMENT BY AND BETWEEN

**SKAGIT COUNTY COMMISSIONERS  
AND  
SKAGIT COUNTY EMPLOYEES  
IN BARGAINING UNITS**

DEM, Public Health, Central Services Dept. - GIS, Planning and Development Services

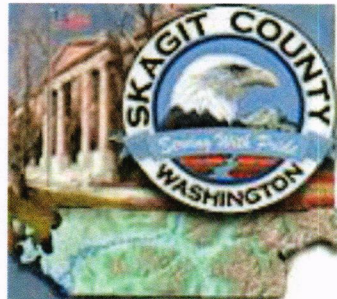
**REPRESENTED BY  
PROTEC17**

**Date of Adoption**

**THROUGH**

**December 31, 2026**

**PRO  
TEC17**



**SKAGIT COUNTY BOARD OF COMMISSIONERS  
AND  
SKAGIT COUNTY PROTEC17 UNIT EMPLOYEES**

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THIS MULTI-UNIT AGREEMENT (Agreement) entered into by the BOARD OF COUNTY COMMISSIONERS, SKAGIT COUNTY, Washington (County), and PROTEC17 (Union), has at its purpose, the promotion of harmonious relations between the County and the Union, establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment.

Having a single document for several distinct individual Bargaining Units **does not** join the units. It is for the parties' sole convenience in maintaining uniformity of common elements while retaining separate Bargaining Units and providing individual Bargaining Unit terms applicable to each unit as provided in the applicable Appendix.

## **PRODUCTIVITY**

It is mutually agreed that the County and the Union shall work together individually and collectively to provide the public with efficient service, to encourage good attendance of employees, and to promote a climate of labor relations that will aid in achieving a high level of efficiency within any Bargaining Units covered by this Multi-Unit Agreement.

## **ARTICLE 1 - RECOGNITION**

- 1.1 This single document, applicable to the multiple separate Bargaining Units, is to be applied as a separate labor agreement for each of the Bargaining Units named in their respective individualized Appendix attached hereto. The consolidation of the terms and conditions of employment created by the drafting of this single Agreement is for the convenience of the parties and does not consolidate or merge the individual Bargaining Units into a single unit.

- 1.1.1 The Parties agree to use this single Agreement for their convenience and recite the terms to be applied to each of the separate Bargaining Units, each of which is represented by the Union. Any interpretation, application, practice, or other administrative act by the Union or the County occurring within one Bargaining Unit **will not** be applicable to any other Bargaining Unit unless the Parties mutually agree to that multi-unit application in writing in a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA).

- 1.2 The County recognizes the Union as the sole and exclusive bargaining representative for all Regular Full-Time and Regular Part-Time eEmployees employed in each of the Bargaining Units classified in Appendices A through D of this single Agreement as they currently exist, are created per Section 1.2.1 or as amended in writing during the life of this Agreement.

- 1.2.1 Should a new classification within one of the Bargaining Units included in this single Agreement, excluding supervisors and confidential employees, be created within any one of the bargaining units, the County will notify the Union within five (5) working days and negotiations over appropriate wages for said classification which will begin within thirty (30) days of the notification.

- 1.2.2 The County and Union agree that PROTEC17 shall be recognized as the exclusive bargaining representative for all currently vacant positions listed in each Index of Job Title by Salary Range in the respective Appendices.
  - 1.2.3 The County and Union agree that PROTEC17 shall be recognized as the exclusive bargaining representative for all positions that the County has notified the Union of as being Bargaining Unit positions that may not be included in any of the Appendices.
- 1.3 The County and the Union recognize that the County participates in certain work and/or educational training programs which are funded by moneys other than from the County, and which provide work training or educational experience to individuals placed into County Departments.
  - 1.3.1 The County and the Union further recognize that such programs provide valuable work and/or educational training to the individual, and provide a benefit to the County, and the community in general.
  - 1.3.2 Therefore, it is the express intention of the parties that any Unit Employee assigned to such program is not covered by this Agreement for such time as they are in that program.
- 1.4 Volunteers may be utilized for non-essential peripheral functions and tasks.

## **ARTICLE 2 - UNION DUES and ACCESS**

- 2.1 Union Dues/Payroll Deduction. The County shall, for the duration of this Agreement, deduct regular periodic Union dues from the paycheck of each employee who has authorized the withholding of such dues in a form determined by the Union. The County will begin withholding dues no later than the second payroll period following its receipt of written notice from the Union and a copy of the employee's deduction authorization for the County's file. Funds deducted shall be remitted by the County to such officer or agent of the Union as the Union shall, in writing, reasonably designate.
- 2.2 Union Dues/Cancellation. Unit Employees may cancel their dues deduction by written notice to the Union under the terms and conditions of their dues deduction authorization. The Union will provide timely written notice to the County of the cancellation. Dues deduction will end not later than the second payroll period after the County receives a notice of cancellation from the Union.
  - 2.2.1 The Union and all Unit Employees agree to indemnify and hold harmless the County from any and all liability resulting from such deductions.
- 2.3 The County will provide written notice to the Union of new employees represented by the Union. Notice will be provided after the employee's completed addition to County employment.
  - 2.3.1 Within sixty (60) days of a new employee's start date, the County will provide the Union access to the employee's regular worksite, for at least



thirty (30) minutes during the employee's regular work hours, to present information about the Union and this Agreement. This presentation may occur during a new employee orientation provided by the County or at another time and location mutually agreed to by the parties.

- 2.4 The County will provide, at least monthly, a written report to the Union's Labor Representative and the Union Membership Administrator (whose contact information will be provided by the Union), to be transmitted with the deducted dues owed to the Union ("the transferred amount"). Such report shall indicate:

1) all Unit Employees who had dues withheld as part of the transferred amount and the amount withheld and transmitted on behalf of that individual.

2) the names and addresses of all Unit Employees.

### ARTICLE 3 - DEFINITIONS

- 3.1 **Bargaining Unit:** Each separate group of employees within Department of Emergency Management, Public Health, Central Services Department, or Planning and Development Services that the Union represents, except for Temporary Employees and Part-time Employees (as defined).
- 3.2 **Exempt Employee:** An elected, executive, administrative, or professional employee exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act.
- 3.3 **Steward:** A duly elected or appointed representative/shop steward of the employees in a Bargaining Unit covered by this Agreement.
- 3.4 **Non-Exempt Employee:** An employee eligible to receive overtime pay and the minimum wage as designated by the Fair Labor Standards Act.
- 3.5 **Overtime:** Time worked by non-exempt employees in excess of forty (40) hours per week excluding sick days, vacation days, holidays, bereavement time off, military leave, or jury duty.
- 3.6 **Part-time Employee:** An employee working a regular schedule of less than twenty (20) hours per week or on an on-call basis. Part-time Employees are not Unit Employees.
- 3.7 **Regular Full-time Employee:** An employee working a regular schedule of 40 hours per week.
- 3.8 **Regular Part-time Employee:** An employee working a regular schedule of at least 20 hours, but less than 40 hours per week.
- 3.9 **Temporary Employee:** An employee working a full-time or part-time schedule for a specified period of time, not to exceed five (5) months in a twelve (12) month period. Temporary Employees are not Unit Employees.

- 3.10 **Union Representative:** An authorized agent of the Union.
- 3.11 **Unit Employee:** Any Regular Full-time Employee or Regular Part-time Employee employed in a Bargaining Unit covered by this Agreement.
- 3.12 **Workweek:** A Workweek shall be forty (40) hours per week, and with modifications set forth in the appropriate Bargaining Unit Appendix.

#### **ARTICLE 4 - UNION MANAGEMENT RELATIONS**

- 4.1 All collective bargaining with respect to wages, hours and working conditions shall be conducted between the authorized representatives of the Union and County.
- 4.2 Agreements reached between the parties of this Agreement shall become effective only when signed by the Executive Director or designee of the Union, a representative of the bargaining unit, and the Board of County Commissioners.
- 4.3 The Union shall select from its membership up to one (1) Unit Employee from each Bargaining Unit to serve as the Union Representative in negotiating multiunit issues with the County. Negotiations shall be conducted at mutually agreed times and places. The Union shall select from its membership up to two (2) Unit Employees to serve with the Union Representative in negotiating single unit issues with the County.
- 4.4 Unit Employees on the negotiating team will be paid their usual wage. Meetings extending beyond normal work hours shall be uncompensated.
- 4.5 Stewards shall be allowed time away from their duty station without loss of pay when attending meetings with the County, or when processing Unit Employee grievances or complaints. Stewards shall obtain permission from their supervisor before leaving the job site. Supervisors shall cooperate with the Stewards or the Union representatives in order to expedite and resolve grievances or complaints. The County has the right to require that Stewards refrain from excessive activities that result in a neglect of work. The Union and the County agree to jointly correct situations where management believes a Steward is spending unreasonable amounts of time in this capacity.
- 4.6 On February 1st of each year, the Union shall submit to the County a written list of Union Officials, Stewards, and negotiating team members. The County shall be notified of any changes that occur during the year within two (2) weeks after such changes occur.
- 4.7 The County shall allow Stewards reasonable use of telephone, fax, computer, and photocopier equipment for the sole purpose of adjusting grievances or complaints. The Union shall be permitted to use County email for incidental personal use in accordance with County policy regarding email.
- 4.8 The County shall provide bulletin board space for the use of the Union in areas accessible to Unit Employees. The space shall not be used for: notices which are political in nature; posting documents pertaining to specific grievances; or unfair labor practices charges or related regulatory matters (unless required by an enforcement

agency, Court, or the PERC). All material posted shall be officially identified as PROTEC17.

- 4.9 The Union recognizes the County's right to operate and manage the County's affairs. The County shall retain all customary, usual, and exclusive rights, functions, prerogatives, and authority connected with or incident to its responsibility to manage the County's affairs. The County shall have the unqualified right to unilaterally modify any employment condition not covered by the terms of this Agreement without bargaining either the decision to do so or its impact on the Bargaining Unit. Provided, however, that the Union and the County shall meet during the term of the Agreement at the request of either party to discuss or attempt to resolve grievances or other problems, and to improve the relations between the parties.

Without limitation and by way of illustration, the County's exclusive prerogatives, functions, and rights shall include the following:

- 4.9.1 To determine the specific programs and services offered by the County, and the methods, means, and facilities by which they shall be effectuated.
  - 4.9.2 To determine the nature and qualifications of the work force, to introduce and assign the duties and equipment, to direct and evaluate the Unit Employees in the performance of their work assignments, and to determine schedules of work and time off.
  - 4.9.3 To hire, promote, train, retain, lay-off, and to discipline, suspend, demote and discharge Unit Employees for just cause, and to discharge initial probationary Unit Employees at will.
  - 4.9.4 To implement new, and to revise or discard whether in whole or in part, procedures, materials, equipment and facilities.
  - 4.9.5 To eliminate, reorganize or combine County's work.
  - 4.9.6 To sub-contract work beyond the Unit Employees' capacity, and/or scope of the Bargaining Unit to perform, or in situations where the County can demonstrate that it is more cost effective.
  - 4.9.7 To assign or remove duties and responsibilities, including the right to assign or re-assign Unit Employees within their classification.
- 4.10 The County shall not be limited, confined, or restricted by past practice, rule, custom, or regulation in making changes to policy, procedure, rules, or regulations to carry out the County's mission.
- 4.11 The Union and its members, as individuals or as a group, will not initiate, cause, permit, participate, or join in any strike, work stoppage, slow down, picketing, or any other restriction of work. The Union recognizes that the County is engaged in providing vital public services requiring continuous operation and recognizes its obligation, together with the County, to work toward continuous service to the County.

- 4.12 Union-Management Committee - The County and the Union agree to establish a joint Union/Management Committee which will meet periodically during the term of this Agreement to discuss matters of mutual concern. All discussions by the parties pursuant to this section of the Agreement shall be considered "off the record" and inadmissible as evidence in any tribunal.
- 4.12.1 The committee will meet on the request of either party when that party believes there are matters which merit discussion. Committee business will be conducted on County time.
- 4.12.2 The committee will include up to two (2) Unit Employees chosen by the Union and up to two (2) members chosen by Management. Either party may invite additional participants on an ad-hoc basis.
- 4.12.3 It is understood that any items discussed in the Union/Management Committee shall not add to or alter the terms of this Agreement unless ratified by Unit Employees and approved by the Board of County Commissioners. It is also understood that neither party to this Agreement waives its right to negotiate any bargainable subject.

## ARTICLE 5 - HEALTH AND WELFARE

- 5.1 Effective 1/1/2008 (or such later date as the County shall determine) all unit employees shall participate in the Standard Medical Plan, which includes the provisions of section 5.6, (SMP) and shall continue participating in such plan for the duration of their respective agreements with the additional agreement that such SMP may have its benefit levels adjusted from time to time in accordance with the procedures as set out in Sections 5.3, 5.4 or 5.5. The SMP shall be the Plan adopted by the County.
- 5.2 The County shall fund the SMP benefits, accumulation of reserves, and operation as herein provided:
- 5.2.1 The Parties have agreed that an appropriate division of the SMP "**Operating Cost Sharing**" (SMP-OCS) is to be 80% through County funding and 20% through beneficiaries' payments for services over a rolling three (3) year period.
- 5.2.2 The County shall provide funding of the SMP as follows:
- a) For 2022 and beyond the County shall fund the SMP to be consistent with Section 5.2.1.
- 5.2.3 In the event County funding provided in Subsections 5.2.2. should result in a SMP-OCS division where County funding is **less than** 80% of the SMP-OCS over a three (3) year period the County shall increase its funding such that the SMP-OCS is actuarially projected to maintain the County commitment to funding 80% of the SMP-OCS.

- 5.2.4 In the event a specific SMP employee benefit choice require an employee payment to the County in order to obtain such benefit coverage (i.e. employee per pay-period contribution or for spousal benefits) such employee payment is hereby authorized for payroll deduction by this Agreement. To the extent the County may be able to do so such payments shall be deducted on a “pre-tax” basis.
- 5.3 All funding set out in Section 5.2 shall exclusively be used for the SMP and no amount reverted to any other purpose regardless of such surplus amounts as may accumulate.
- 5.4 As provided in 5.3, or should the SMP accumulate “surplus reserves” (i.e. those amounts over-and-above a reasonable reserve required by prudent management of the SMP to provide funding of the SMP for actuarially predictable “bad years”) such surplus reserves shall be available for:
  - 5.4.1 Maintaining fund stability consistent with Section 5.2 and its subsections;
  - 5.4.2 Enhanced benefit design via the Benefits Committee which may recommend to the County such SMP benefit improvements as do not weaken the long term sustainability of the SMP at the current and future funding levels plus such increases as the County has agreed to. The County will not unduly withhold its agreement to such actuarially sound recommendations for benefit modifications by the Benefits Committee.
- 5.5 Should the SMP result in negative actuarial trend experience altering the division of SMP-OCS as provided in Section 5.2, the Benefits Committee, for the purpose of reducing/adjusting benefit levels such that the SMP will remain fully funded by the funds committed by the County to the exclusive funding of the SMP shall meet and make said possible recommendations for the following plan year within the division of SMP-OCS provided in Section 5.2.1. Reserves may be considered in such actuarial evaluation for maintenance of benefits but shall not be depleted for the purpose of maintaining benefit levels that would otherwise require reduction to maintain financial stability of the SMP within the available funding limits. The County will not unduly withhold its agreement to such actuarially sound recommendations for benefit modifications by the Benefits Committee.
  - 5.5.1 The Benefits Committee may have one representative from each Bargaining Unit, appointed by the Union, as well as a Union Representative. New Benefits Committee members will be afforded an educational/orientation once each year to be presented by the County’s Consultants and the HR Department.
- 5.6 It is understood that the Benefits Committee may recommend moving to an alternative form of medical coverage or structure as an option.
- 5.7 If any change(s) to the SMP is required by the program provider or federal or state law, the Employer shall be required to immediately notify the Union of the required change, bargain (as required by RCW 41.56) until the required dates of change before implementation, and if implemented, bargain the impact of the change.

- 5.8 The Parties agree that this Agreement shall not discontinue the ability of employees to continue participation in Optional Dental or HSA at the additional cost to be paid for by the employee. Participation in the Health Savings Account shall be in accordance with the adopted plan.

## **ARTICLE 6 - DRUG AND ALCOHOL**

- 6.1 Unit Employees will abide by the County's substance abuse policy, as provided in County's policies and procedures.

## **ARTICLE 7 - PAID HOLIDAYS**

- 7.1 Regular Full-Time and Regular Part-Time Employees shall be granted the following paid, observed legal holidays established by the Washington Legislature in R.C.W. 1.16.050 as hereafter amended.

New Year's Day	First day of January
Martin Luther King's Birthday	Third Monday of January
President's Day	Third Monday of February
Memorial Day	Last Monday of May
Juneteenth	Nineteenth of June
Independence Day	Fourth day of July
Labor Day	First Monday of September
Veteran's Day	Eleventh day of November
Thanksgiving Day	Fourth Thursday of November
The day after Thanksgiving Day	Day immediately following Thanksgiving
Christmas Day	Twenty-fifth day of December

- 7.1.1 Floating Holidays - Unit Employees shall be entitled to two (2) paid "floating" holidays per year after satisfactorily completing their probation period. Unit Employees may select the day on which they desire to take the additional holiday subject to their supervisor's approval.
- 7.1.2 Floating Holidays shall be eight (8) hours for a Full-time Employee equivalent (1.00) and may be used in units of one (1) hour.
- 7.1.3 If a Unit Employee is unable to take their floating holidays prior to the end of the calendar year due to office workload, the Unit Employee shall be paid for the unused floating holiday(s).
- 7.2 Part-time Employees and Temporary Employees are not Unit Employees and do not receive any holiday time off. Whenever a legal holiday falls on a Sunday, the next Monday shall be considered a legal holiday. Whenever a legal holiday falls on a Saturday, the previous Friday shall be considered a legal holiday.
- 7.3 Unit Employees scheduled to work the day an above-referenced holiday is observed shall be paid two and one-half (2½) times their regular rate of pay for all hours worked within the 24-hour period of the observed holiday.



- 7.4 In addition to holiday provisions covering observed holiday dates, Unit Employees scheduled to work the actual holiday (where the observed and actual holidays are not the same date) shall be paid two and one half (2½) times their regular rate for all hours worked within the 24-hour period of the actual holiday (in lieu of the observed) for the following holidays: New Years Day, Independence Day and Christmas Day. A Unit Employee shall receive holiday pay only for the actual day of the holiday OR the observed day of the holiday but not both.
- 7.5 Regular Part-Time Employees shall receive pro-rated holiday pay based on the total hours compensated for the month or a percentage of a full-time work month of 173.33 hours.
- 7.6 Holiday hours will be counted toward eligibility for sick leave and vacation benefits.
- 7.7 Holidays shall be an eight (8) hour day.
- 7.7.1 Unit Employees working an assigned shift in excess of eight (8) hours per day shall receive holiday compensation based on “No Gain and No Loss”. If a Unit Employee would not receive their entire schedule of straight-time hours ONLY because of an observed holiday in the Workweek the Unit Employee shall be “topped up” to their normal straight-time Workweek for the holiday week. Unit Employees being paid for holidays in cash that are not taken as time off during their straight-time Workweek shall always be paid at eight (8) hours for such paid for holiday.

## ARTICLE 8 - VACATION TIME

- 8.1 All Unit Employees shall be credited for paid vacation time at the end of each pay period as follows:

Current Year of Service (based on progression date from payroll system)	Annual Vacation Benefit (hours)	Corresponding Vacation Days (based on 8-hour days)	Pay Period Accrual (hours)	(Years of Completed Service)
1	104	13	4.33	0
2	112	14	4.67	1
3	120	15	5.00	2
4	128	16	5.33	3
5	144	18	6.00	4
6	144	18	6.00	5
7	144	18	6.00	6
8	144	18	6.00	7
9	152	19	6.33	8
10	168	21	7.00	9
11	168	21	7.00	10

12	176	22	7.33	11
13	176	22	7.33	12
14	176	22	7.33	13
15	192	24	8.00	14
16	200	25	8.33	15
17	200	25	8.33	16
18	200	25	8.33	17
19	208	26	8.67	18
20	208	26	8.67	19
21	216	27	9.00	20+

Unit Employees that are Regular Part-Time Employees shall accrue vacation time on a pro-rated basis, based on their percentage of their schedule versus a full time Workweek.

- 8.2 Part-time Employees and Temporary Employees are not Unit Employees and do not receive any vacation time. New Unit Employees shall accrue vacation benefits from their date of employment for use following satisfactory completion their probationary period.
- 8.3 Consistent with County needs and workload, Unit Employees may select their own vacation time with the approval of the Department Head/Elected Official. Paid vacation time off shall be calculated using the Unit Employee's normal assigned workday schedule (e.g., an 8-hour day is 8 vacation hours, and a 10-hour day is 10 vacation hours).
- 8.4 Vacation leave shall be computed exclusive of holidays and scheduled days off.
- 8.5 Previous continuous County service accrued in a position outside of a Bargaining Unit shall be used in determining the initial grant of vacation leave for County employees transferring into the bargaining unit.
- 8.6 Accrual of vacation time is based upon a Unit Employee's regular Workweek schedule including regular hours worked, paid holidays, vacations, sick time or bereavement time and excluding overtime hours and other unpaid leave of absence periods. Vacation leave may be accrued to a maximum of three hundred and twenty (320) hours. Employees who reach the maximum accrual allowable shall cease to accrue additional vacation hours until such time as the accrual falls below the cap.
- 8.7 In the event the Unit Employee's regular weekly work schedule changes, the Unit Employee's accrual of vacation benefits shall be adjusted accordingly. A temporary change in the Unit Employee's regular weekly work schedule shall not affect the Unit Employee's accrual of vacation benefits.
- 8.8 An eligible Unit Employee who has satisfactorily completed probationary period with at least one full year of continuous employment who resigns with a minimum of two weeks' notice will be paid accrued but unused vacation time up to the maximum

allowable based on years of service through the date of termination, not to exceed forty working days or 320 hours, whichever is less.

8.9 Unit Employees may apply to be paid for up to eighty (80) hours of accrued but unused vacation leave on an annual basis subject to the following conditions:

- 8.9.1 The respective Department has the funding available to convert vacation to cash.
- 8.9.2 The Unit Employee has been employed by the County for a minimum of four (4) consecutive years.
- 8.9.3 The Unit Employee must retain 80 hours of vacation leave after the conversion of vacation leave for cash.
- 8.9.4 The Unit Employee must have used a minimum of 80 hours of vacation leave for vacation purposes over the past twelve (12) months.
- 8.9.5 The Unit Employee must take a minimum of 80 hours of vacation over the ensuing twelve (12) months. A listing of the scheduled vacation days to be taken shall accompany the request for vacation time conversion.
- 8.9.6 If the County receives multiple requests, those Unit Employees with the most continuous service with the County since their last hire date shall be considered first.
- 8.9.7 The respective Department must absorb the vacation leave conversion cost in the Departmental budget without requiring a supplemental budget request.
- 8.9.8 Unit Employees must submit requests in writing to their Department Head/Director who must receive them by each July 1<sup>st</sup> to receive consideration. The request may be approved at the Department Head/Director's discretion.
- 8.9.9 Granting or denying a Unit Employee's request in a current year shall not be deemed a Departmental obligation in a subsequent year. All requests shall be considered annually on their then current merits.

## **ARTICLE 9 - SICK LEAVE**

9.1 Regular Full-Time Employees shall accrue cumulative sick time with pay at the rate of 8 hours of time off for each calendar month of service, and shall continue to accumulate while using sick or vacation time. Regular Part-Time Employees shall accrue sick time on a pro-rated basis. Total accumulation shall not exceed 1,200 hours at full pay. A Unit Employee shall be paid for accumulated sick time in accordance with this Agreement.

- 9.1 Previous continuous County service accrued employment as a Full-time Employee or Regular Part-Time Employees in a position outside of the Bargaining Unit shall be

allowed in determining the initial grant of sick leave for County employees transferring into the Bargaining Unit.

- 9.2 Sick leave shall be granted for the following reasons:
  - 9.2.1 Illness or injury which incapacitates the Unit Employee to the extent that they are unable to perform their work.
  - 9.2.2 Exposure to contagious disease such as would jeopardize the health of County employees or the public.
  - 9.2.3 Medical, dental, or optical appointments.
  - 9.2.4 Enforced quarantine in accordance with health regulations.
  - 9.2.5 Temporary disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom.
  - 9.2.6 Illness in the immediate family requiring the Unit Employee's attendance. An absence for such reason shall be limited as indicated in this Agreement or by law. "Immediate family" includes a Unit Employee's spouse, parent, grandparent, grandchild, brother, sister, child or child's spouse, or parent of the spouse, but not aunt, uncle, cousin, niece, or nephew unless they are living in the Unit Employee's household. An absence for each condition or period of illness shall not exceed three (3) days without the approval of the Unit Employee's supervisor.
  - 9.3.7 Any other reason allowed by the Washington Paid Sick Leave law (RCW 49.46.010 et seq.)
- 9.3 Sick leave shall be computed exclusive of holidays and days off. Unit Employee can take sick leave one hour at a time.
- 9.4 When a Unit Employee has exhausted available sick leave, the Unit Employee may thereafter utilize vacation time as a supplement to sick leave.
- 9.5 After three (3) working days, the Unit Employee shall furnish an attending physician's report if requested by the County.
- 9.6 Sick Leave Donation: Unit Employees may donate and receive donated sick leave according to the policy of the County as same established, amended or repealed by the County Commissioners for unrepresented employees.
- 9.7 Sick Leave Cash Out:
  - 9.7.1 Unit Employees employed by the County for five (5) or more years of service who separate from employment in good standing and a minimum of 240 hours of accrued sick leave in their bank may cash out 25% of their sick leave bank (not to exceed 60 hours).

- 9.7.1.1 Unit Employees must complete and submit the necessary form to the Human Resources Department at least two (2) weeks prior to separation.
- 9.7.2 Unit Employees employed by the County for five (5) or more years of service who separate from employment and are eligible to receive retirement benefits through the Washington Public Employees Retirement System (PERS) may cash out 50% of their sick leave bank (not to exceed 240 hours).
- 9.7.3 Unit Employees may donate any remaining sick leave hours post cash-out per Article 9.6 – Sick Leave Donation.
- 9.7.4 All other sick leave cash out provisions not contained herein shall be according to County policy as currently exists or as revised by the Commission for non-represented employees.
- 9.8 The County shall administer this Sick Leave benefit in compliance with the Washington Paid Sick Leave law (RCW 49.46.010 et seq.).

## **ARTICLE 10 - OTHER LEAVE TIME**

- 10.1 Bereavement Leave. It is hereby mutually agreed that in the event of a death in the immediate family of a Unit Employee, they shall be granted time off with full pay. “Immediate Family” and “Time Off” shall be defined as follows:
- 10.1.1 Immediate Family. Individuals considered to be members of the family are the Unit Employee’s spouse or same or opposite sex domestic partner, child, parent(s) of employees’ child(ren) parent, grandparent, grandchild, sister, or brother. It also includes individuals in the following relationships with the Unit Employee’s spouse or domestic partner: child, parent, sister, brother, and grandparent. “Child” also includes any child residing in the Unit Employee’s home through foster care, legal guardianship, or custody. Family members include those persons in a “step” relationship.
- 10.1.2 Time Off. In the event of a death in any Unit Employee’s immediate family, the Unit Employee shall be eligible for up to forty (40) working hours of leave with pay to attend to personal matters. Regular Part-time Employees shall receive bereavement time based on their percentage of full-time employment.
- a) A Unit Employee shall be granted not more than one-half (1/2) days absence with pay to attend the funeral of a fellow employee, or retired employee within the past five (5) years. Attendance of the funeral of a retired employee in excess of five (5) years must be approved by the Unit Employee’s immediate supervisor.
- b) Bereavement leave may be extended by using accrued vacation leave with approval of Human Resources or the appropriate Elected Official.



## 10.2 Jury Duty.

10.2.1 A Unit Employee who is called for municipal, district, superior, or federal court jury duty or subpoenaed as a witness in one of the above-named courts shall receive their regular rate of pay for the actual time they are required to be absent from work because of such jury duty or subpoena, less any amount paid for the civil duty. Any such absence shall not be counted as sick or vacation leave.

10.2.2 If a Unit Employee is called for jury duty within Skagit County and is dismissed from such duty or appearance prior to noon, they shall report to work.

## 10.3 Military Leave.

10.3.1 Compensation, benefits, and reemployment rights before, after and during military leave with pay shall be as outlined in state and federal law and USERRA. Annual military leave with pay will be for a period not exceeding fifteen (15) working days per year, beginning October 1, and ending the following September 30, unless revised by law.

10.3.2 Regardless of their status, any Unit Employee who voluntarily or upon demand leaves a position other than temporary to enter into active duty in the armed forces of the United States, or the Washington National Guard, shall be placed on military leave without pay and shall be entitled to be restored to their former position, or one of like seniority, status of pay, provided they apply for reemployment within the required timelines subsequent to their discharge or separation, and presents proof of honorable discharge or separation.

## 10.4 Unpaid Leave.

10.4.1 All requests for unpaid leaves of absence shall be submitted in writing to the Department Head/Elected Official. The Unit Employee's request shall state the reasons they are requesting the leave of absence and the approximate length of time off the Unit Employee desires. The County shall respond to a Unit Employee's request for leave of absence in writing within ten (10) working days. The length of leave of absence shall be at the discretion of the County and shall not be subject to the grievance procedure. Unit Employee's shall be reinstated to their current position if they have an approved leave request of six (6) months or less.

10.4.2 Realizing a Unit Employee's first obligation is to the County, the County will not grant a leave of absence without pay for personal financial gain or profit. A Unit Employee will not accrue vacation or sick leave benefits or any other fringe benefits while the Unit Employee is on leave of absence without pay, and the Unit Employee's pay progression and other paid time off progression dates will be adjusted accordingly.



- 10.5 Serious Health Conditions, FMLA and Family Care Leave. The County shall authorize leaves of absences to Unit Employees for qualifying circumstances, as specified in the Federal Family and Medical Leave Act (FMLA), the Washington Family Leave Law, the Family Care Act, this Agreement and in accordance with other relevant medical and family leave laws.
- 10.6 All “paid time off” shall be utilized in the amount equivalent to the employee’s regularly scheduled day (i.e. in 8 hour increment for 5/8 schedule or 10 hour increment for a 4/10 schedule). Unit Employees wishing additional time off may submit a request for the use of accrued vacation or other earned paid time off.

## **ARTICLE 11 - HOURS OF WORK AND OVERTIME**

### **11.1 Hours Of Labor**

- 11.2 The work week shall be forty (40) hours per week, as set out in the appropriate bargaining unit Attachment, or as agreed between both parties, for Regular Full-Time employees. (See also definition of “Workweek” above). The Workweek for Regular Part-Time Employees shall be based on a 40-hour Workweek, and shall be not less than 50% of the Workweek of a RegularFull-time Employee.

11.2.1 The normal Workweek begins at 00:00 am Saturday and ends at midnight the following Friday, unless the Unit Employee is working under an approved alternative work arrangement, in which case their Workweek will be adjusted accordingly.

- 11.3 The County may unilaterally establish and modify the workday or Workweek schedule of hours of any work group or individual employee. A minimum of seven (7) working days’ notice shall be provided prior to making schedule changes, except in emergency circumstances. The County shall solicit input from Unit Employees through the Steward(s) prior to making non-emergency schedule changes. Individual requests for alternative work arrangements will be allowed where appropriate and mutually agreed upon. The County may unilaterally modify the workday or Workweek schedule in emergency circumstances with less than seven (7) days’ notice.

### **11.4 Overtime**

11.4.1 Overtime for non-exempt Unit Employees shall be granted only upon approval of the supervisor in charge. Whenever a Unit Employee is specifically authorized or required by their supervisor to work overtime, they shall receive overtime pay for each hour worked.

11.4.2 Non-exempt Unit Employees shall earn overtime pay at the rate of one and one-half (1½) times the Unit Employee’s base pay rate for each hour worked in a Workweek (excluding sick days, vacation days, holidays, personal holidays, bereavement time and jury duty) which is in excess of forty (40) hours.

11.4.3 The hourly wage rate shall be determined by dividing the Unit Employee's monthly rate, including any pay considered as inclusive under the Fair Labor Standards Act, by 173.33 for those Unit Employees working a forty (40) hour Workweek.

11.4.4 Overtime will be reported in 15-minute increments only. Unit Employees working 7.5 minutes or more will receive overtime rounded to the next nearest 15 minutes. Unit Employees working less than 7.5 minutes will receive overtime rounded to the previous nearest 15 minutes.

#### 11.5 Agreement on Lunches and Breaks

11.5.1 Breaks shall be two (2) paid fifteen (15) minute rest breaks and a thirty (30) to sixty (60) minute lunch period on the employees' own time. Unit Employees not "required" to work by their supervisor during a rest or lunch break are deemed to have been "allowed" to take such lunch or rest break. Rest and lunch breaks may be intermittent. Breaks may not be accumulated or not taken in order to shorten the workday or Workweek.

#### 11.6 Call Back

11.6.1 A call back is when a Unit Employee performs work that **is not** part of the Unit Employee's scheduled work period and:

- 1) occurs during a Unit Employee's duty week; or
- 2) during an "incident"; or
- 3) during a "major disaster" where the Unit Employee is called to respond to a "scene"; or
- 4) where the Unit Employee reports to an "operation center."

11.6.2 The called back Unit Employee shall receive pay at the rate of time-and-one-half for such time actually engaged in such work in response to a call notwithstanding that the Unit Employee may work less than forty (40) straight-time hours in that individual Workweek.

11.6.3 The County may on 60 days' notice terminate this provision should an unintended consequence result from its inclusion in the CBA. Upon request of the Union the County will bargain regarding the discontinuance of this section with an interest in its retention with revisions agreeable to the County.

### **ARTICLE 12 - CLASSIFICATION AND PAY PLAN**

12.1 The County and Union agree to the following wage adjustments for all Unit Employees:

12.1.1 Effective January 1, 2025 there shall be a 3% increase in the 2024 wage table. Retroactive payments, if any, for current Unit Employees on the payroll at the date of adoption and for former Unit Employees who retired from County service in good standing prior to date of adoption, shall be

based upon the year-to-date earnings of the Unit Employee immediately preceding the increased wages as required by this subsection.

12.1.2 Effective January 1, 2026 there shall be a 2.5% increase in the 2025 wage table resulting in a 2026 wage table. However, if, as of June 2025 the known average general wage increase (as detailed below) of the County's chosen comparator counties' non-interest arbitration eligible employee bargaining units for that contract year exceeds 2.5%, then the total sum increase shall be adjusted to the average general wage increase.

12.1.4 The known average general wage increase shall be ascertained in June of the previous year by taking any publicly available general wage increase information from non-interest arbitration eligible units in the identified comparator counties, finding the average general wage increase for each comparator county and dividing by the number of counties. The comparator counties shall be, for the purpose of this contract only, Snohomish, Whatcom, Lewis, Island, Kitsap, Cowlitz, and Thurston.

12.2 Classifications and ranges associated with the classifications for particular Unit Employees are outlined in the appropriate Appendix.

12.3 Employees shall progress through steps of the range every twelve (12) months.

12.4 On Call Pay

12.4.1 A Unit Employee will receive on call pay when they are assigned to be on-call by their supervisor.

12.4.2 Unit Employees shall be compensated for "on call" duty at a rate of \$40 per day.

12.5 **Interpreter Services Pay**

12.5.1 Basic Premium: a premium of one hundred dollars (\$100.00) per month will be paid to each Unit Employee assigned to provide basic interpreter services to the public as a regular function of their position.

12.5.2 Advanced Premium: an Advanced premium of two hundred dollars (\$200.00) per month (\$100 basic plus \$100 advanced) will be paid to each Unit Employee who, as a regular function of their position, is assigned to provide both:

- 1) advanced interpreter services between staff and clients, and
- 2) document translation, as a regular function of their position.

12.5.3 A determination to award interpreter services pay under this Agreement shall be made at the discretion of the Department Head.

A Unit Employee will receive interpreter pay only so long as the Unit Employee is required by the Department to provide interpreting services to the public.

12.5.3 The premium pay shall be paid  $\frac{1}{2}$  in each of two pay periods per month and shall be prorated in the event of termination. Before receiving Basic and Advanced Interpreter pay, assigned Unit Employees must be able to pass a language competency test administered by the Department Head/Elected Official or designee. A determination to award interpreter premium pay shall be made at the discretion of the Department Head.

12.5.4 Interpreter premium pay shall be provided only so long as the employee is required to provide interpreting services to the public as a condition of employment. This shall not be in addition to any pay for State certification.

12.6 Temporary Assignment:

in the event a Unit Employee is temporarily reassigned to and will actually be performing the majority of responsibilities of a job of higher classification for three (3) working days or more, the Unit Employee shall be paid the first step of the salary range for the temporarily assigned job which represents a salary increase for the Unit Employee, for the duration of the temporary assignment. Absent an unexpected situation, such assignments shall not exceed one (1) year.

## **ARTICLE 13 - DISCIPLINE AND DISCHARGE**

13.1 The County's success is dependent upon providing the public with the highest possible level of service. The County's continued success to maintain this effort depends upon all Unit Employees working effectively and productively together. The County reserves full discretion to make any and all disciplinary decisions which it determines are necessary to ensure the highest level of service is provided.

13.2 Unit Employees are subject to disciplinary action for just cause when they engage in conduct which violates a County policy, rule, or regulation, for unsatisfactory work, or otherwise interferes with the safe and efficient operation of County business. Disciplinary actions may include oral warnings, written reprimands, suspensions, demotions, and discharges. The County will follow a program of progressive discipline unless individual circumstances merit otherwise, such as cases where the infraction is of such a serious nature that written reprimand, suspension, demotion, or discharge is justifiable, even on a first offense.

13.3 Unit Employees may examine their personnel files in the Human Resources Office in the presence of the Human Resources Director, Human Resources designee, or a designated supervisor. Unit Employees who challenge material included in their personnel files are permitted to insert material relating to the challenge.

## ARTICLE 14 - CAR ALLOWANCE

- 14.1 Each eligible Unit Employee that utilizes their car in the County's service with the permission of, or at the request of, their Supervisor, shall be compensated at the rate provided by County regulations.

## ARTICLE 15 - GRIEVANCE PROCEDURES

- 15.1 A grievance is defined as any dispute between the County and the Union or between the County and any Unit Employee involving the interpretation, application, or alleged violation of any provisions of this Agreement. For all grievances arising under this Agreement, the following procedures shall be followed:

15.1.1 **Step 1.** Within five (5) working days from its occurrence, or reasonable knowledge, the aggrieved Unit Employee shall give notice of their complaint to their immediate supervisor. Thereafter, on an agreed date, the Steward or Union Representative may be present or present the grievance, if the Unit Employee desires. This discussion shall be a verbal discussion and, if settled, no further action shall be taken. Any settlement shall not become a precedent for any subsequent grievance resolution.

15.1.2 **Step 2.** If the complaint is not resolved in Step 1, the complaint, if judged valid by the Union, shall be reduced to a written grievance, and submitted to the Department Head within ten (10) working days from the informal meeting in this Agreement. The written grievance shall include a statement of the issue, a chronological listing of the pertinent events that took place, the section of the agreement violated, and the remedy sought. Such information shall be submitted on an official grievance form, which shall be provided by the Union. The Department Head shall submit an answer back to the Union Representative and Unit Employee within ten (10) working days.

15.1.3 **Step 2.1. HR Review.** If the grievance is not settled in Step 2, the Union may submit the grievance to the County Human Resources Director or designee for review within ten (10) working days of the Step 2 reply. The Human Resources Director or designee shall respond within five (5) working days following the completion of a timely executed request for review. If the grievance is not resolved by the Human Resources Director or designee, it may, by agreement of the parties, be referred to the PERC for mediation. In the event that mediation is mutually agreed upon, the grievance shall be held in abeyance effective the date mediation is agreed upon. If the parties are unable to reach agreement in mediation, the timelines herein shall resume from the last date of mediation.

15.1.4 **Step 3.** If the grievance is not settled in Step 2 or 2.1 and the Union wishes to submit the grievance to Step 3, it shall be referred in writing to the County Board of Commissioners (Board) or its designee within ten (10) working days after the County's answer in Step 2 and/or Step 2.1. The Board or its designee shall discuss the grievance or conduct a hearing within thirty (30)

calendar days to provide the Union Representative and Unit Employee (s) an opportunity to present argument and evidence in support of the grievance at a time mutually agreeable to the parties. If the grievance is settled as a result of such meeting, the settlement shall be reduced in writing and signed by the Board or its designee, the Unit Employee, and the Union. If no settlement is reached, the Board or its designee shall give the Board's written answer to the Union within five (5) working days following their meeting. With the exception of grievances involving disciplinary terminations or disputes involving Article 17, subsections 17.2 through 17.8, the Board or its designee's decision shall be final and binding.

- 15.2 **Step 4.** If a grievance involving a disciplinary termination or dispute involving Article 17, subsections 17.2 through 17.8 is not settled in Step 3, the grievance as previously set forth in writing may be submitted by the Union for arbitration within ten (10) working days of receiving the County's written response.

15.2.1 The Union shall request the Public Employee Relations Commission to furnish a list of 11 Northwest arbitrators and one shall be mutually selected to hear the dispute. If the parties do not mutually agree to an arbitrator, the arbitrator shall be selected from the list by both the County representative and the Union representative by each alternately striking a name from the list until only one name remains. The party designated to strike the first name shall be determined by a coin toss.

15.2.2 In connection with any arbitration proceeding held pursuant to this Agreement, it is understood as follows:

- A. The arbitrator shall have no power to render a decision that will add to, subtract from, alter, change, or modify this Agreement's terms, and their power shall be limited to interpreting or applying the express terms of this Agreement, and all other matters shall be excluded from arbitration.
- B. The arbitrator's decision shall be final, conclusive, and binding upon the County, Union and Unit Employee(s) involved.
- C. The cost of the arbitrator shall be borne equally by the County and the Union, and each party shall bear the cost of presenting its own case.
- D. The arbitrator's decision shall be made in writing and shall be issued to the parties within thirty (30) days after the case is submitted to the arbitrator.
- E. Any arbitrator selected under Step 4 of this Article shall function pursuant to the voluntary labor arbitration regulations of the American Arbitration Association unless stipulated otherwise in writing by the parties to this Agreement.

- 15.3 **Other provisions.** An aggrieved Unit Employee shall be granted time off without loss of pay for the purpose of attending a hearing on the grievance.



- 15.3.1 A grievance may be reviewed in or advanced to any step in the grievance procedure if the parties so jointly agree.
- 15.3.2 The time limits within which the action must be taken or a decision made as specified in this procedure may be extended by mutual written consent of the parties involved. A statement of the duration of such extension of time must be signed by both parties or by exchange of email.
- 15.3.3 Any grievance shall be considered settled at the completion of any step if the grieving Unit Employee is satisfied, or deemed withdrawn if the matter is not appealed within the prescribed time.
- 15.3.4 Failure by the County to meet any of the timelines shall permit the grievance to be submitted to the next step.
- 15.3.5 At any time during the grievance process, the parties are encouraged to participate in mediation as an attempt to settle issues outside of the grievance process.

#### **ARTICLE 16 - SENIORITY, PROMOTIONS, PROBATION, TRANSFERS**

- 16.1 Seniority means the Unit Employee's length of continuous service since their last date of hire with the County. After completion of the probation period, the Unit Employee's seniority will begin from the date of hire for all benefits, wages, and conditions of employment.
- 16.2 The seniority list shall be brought up to date each year by the Human Resources Department by February 1 and shall be posted in a conspicuous place. The list shall include the Unit Employee's date of hire with the County, and the date of hire with the applicable Department.
- 16.3 Vacancies in Bargaining Unit positions shall be posted electronically on the County employment web page 10 days prior to closing date for applications. Each posting shall include the position title, job summary, qualifications, and rate of pay.
- 16.4 A Unit Employee receiving a promotion to a Bargaining Unit position shall serve a promotional probationary period in the new classification for a minimum period of ninety (90) days but not to exceed six (6) months, at the discretion of Management. Any Unit Employee who fails to successfully complete the promotional probation shall revert to their previous position.
- 16.5 Promotions to a higher job classification shall be according to qualifications and documented performance. When the qualifications and documented performance of two eligible Unit Employees is equal, the promotion shall be based on seniority.
- 16.6 Consideration for filling vacancies and new positions created during the life of this Agreement shall be given to Unit Employee having the necessary qualifications.
- 16.7 In the event a Unit Employee is passed over for promotion, an explanation of why they have not been promoted shall be furnished to this Unit Employee upon their

request with advice on what they need to do to enable them to become eligible for future promotional openings, e.g., skills, expertise, training, schooling, etc.

- 16.8 A Unit Employee may request a non-promotional transfer to a posted job opening by submitting a request to the Human Resources Director indicating the reason for the request. Non-promotional transfers on file shall be handled insofar as possible in accordance with seniority. Should a non-promotional transfer be denied, this Agreement's explanation provisions shall apply.
- 16.9 All new Unit Employees shall be deemed probationary for the first six (6) months of employment and the probation will end after the satisfactory completion of probation. Probation is an extension of the selection process and a Unit Employee failing the probationary period (as determined by the County) shall not make them eligible for appeal through the grievance procedure or otherwise.

#### **ARTICLE 17 - LAYOFFS AND REDUCTIONS IN FORCE**

- 17.1 The County may lay off Unit Employees for lack of work, budgetary restrictions, contracting or privatization of services, or good faith reorganization authorized by the County.
- 17.2 For the purposes of this Article, seniority is defined to be the length of employment with the County.
  - 17.2.1 If: 1) a Unit Employee's last two evaluations document poor performance through below-average ratings for three or more performance categories or major duties per evaluation; or 2) they have received disciplinary action in the form of suspension or demotion within the previous twenty-four (24) month period, they will not be afforded the protections of seniority conferred in this Agreement during a layoff. For lay-off purposes for such Unit Employees, the County will consider individual qualifications and documented performance, and when qualification and documented performance are deemed equal between one or more such Unit Employees, seniority shall be the determining factor.
- 17.3 No Unit Employee shall be laid off while another person in the same classification is employed on an initial probationary or temporary basis in a position for which the Unit Employee is qualified.
- 17.4 An approved leave of absence does not prevent a Unit Employee from being subject to lay-off.
- 17.5 Prior to laying off any Unit Employee, the County will provide at least fifteen (15) working days written notice to the Unit Employee affected and to the Union Representative. During such period the Union Representative may offer proposals regarding alternatives to such lay-off which will be duly considered by the County. If the Unit Employee to be laid-off is serving their initial probationary period, the following procedure will not apply and the County will be required to give the Unit Employee a minimum of fifteen (15) working days' advance notice.

- 17.6 In the event the County determines that no alternative other than a lay-off is feasible, the Unit Employee whose position is abolished may:
1. Transfer to a vacant position, if one exists, in the same classification.
  2. Bump the Unit Employee with the least seniority in the same classification.
  3. Bump the Unit Employee with the least seniority in progressively lower classifications within the same classification series.
  4. Bump the Unit Employee with the least seniority outside of their series but within their reduction-in-force (RIF) unit, provided they can meet the minimum qualifications for the job or has previously held that position (see below).
  5. For the purpose of number four (4) above, classifications will be grouped in the RIF units set out in the Appendix applicable to the Bargaining Unit affected.
- 17.7 No new Unit Employees shall be hired by the County until all available Unit Employees laid off have been offered reemployment, provided the lay-off period does not exceed one year (365 days), and that the Unit Employees keep the County advised of their current addresses. The County's offer of reemployment shall be in writing and sent by registered and regular mail to the Unit Employee. A Unit Employee so notified must indicate their acceptance of the reemployment offer within fourteen (14) days of mailing of the notice and shall return to the job within thirty (30) days of accepting an offer or they will forfeit all reemployment rights under this Article.
- 17.8 Unit Employees recalled from lay-off shall not lose previously accumulated seniority, time and service, accrued vacation, or sick time, provided all other provisions of this Article are complied with, including that the Unit Employee must be reemployed within one (1) year (365 days) to retain these call-back rights and that the Unit Employee has successfully completed their applicable probationary period, if they had not completed it before being laid off. However, Unit Employees shall not have vacation time reinstated where the Unit Employee has been compensated for that time by the County as a result of the lay-off.

## **ARTICLE 18 - MISCELLANEOUS PROVISIONS**

- 18.1 Cellular Phone Reimbursement: The County will reimburse Unit Employees for essential work-related airtime used on their personal cellular phones provided that the Unit Employee fully documents such costs.
- 18.2 Workers Compensation: The parties acknowledge that the County does not self-insure workers compensation insurance at this time. Accordingly, as set forth in RCW 51.16.140, the County shall deduct from the pay of each of the Unit Employees one-half of the amount they are required to pay for medical benefits within each risk classification. The County will deduct the amount determined by the Director of the Department of Labor & Industries from each Unit Employee's paycheck.

- 18.3 Licenses or Certification: Where Departments have by various means reimbursed or paid for a Unit Employee's licenses or certifications and such licenses or certification is required by the County for the Unit Employee to perform their assigned tasks, the County agrees that it shall continue to reimburse or pay for such licenses or certifications. All Unit Employees required to have a licenses or certificates to perform their assignments must obtain or retain such licenses or certificate.
- 18.4 Remote Work: Unit Employees may request that the County consider a telecommuting arrangement consistent with the County's existing policy.
- 18.5 Mass Transit: In the event the County should adopt any form of mass transit incentive, Unit Employees shall be included in such incentive.

#### **ARTICLE 19 - NON-DISCRIMINATION**

- 19.1 This Agreement shall be applied equally to all Unit Employees without discrimination as defined in RCW 49.60 and in Title VII of the Civil Rights Act of 1964 (Pub. L. 88-352) (Title VII), as amended, as well as union affiliation or political affiliation. The County will reasonably accommodate any qualified disabled Unit Employee to safely and properly perform their job duties.

#### **ARTICLE 20 - SEPARABILITY AND SAVINGS**

- 20.1 If any Agreement article or section should be held invalid by operation of law or by any tribunal of competent jurisdiction, the balance of this Agreement shall continue in full force and effect. The article or section held invalid shall be modified as required by law or the tribunal of competent jurisdiction or shall be re-negotiated for the purpose of adequate replacement.

#### **ARTICLE 21 - COMPLETE AGREEMENT CLAUSE**

- 21.1 This Agreement and all of its Articles and/or including Appendices constitutes the entire Agreement between the parties and no oral statement shall add to nor supersede any of its provisions. Each party to this Agreement agrees that it has had the unlimited right to make proposals that are proper subjects for collective bargaining and waives the right to oblige the other party to negotiate any matters to become effective until the expiration of this Agreement.

#### **ARTICLE 22 - TERM OF AGREEMENT**

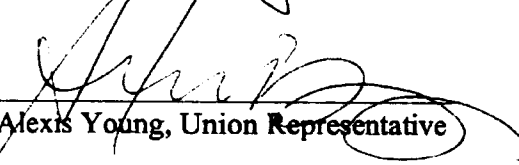
- 22.1 This Agreement shall become effective on the date adopted by the Board of Skagit County Commissioners and shall remain in full force and effect until and through December 31, 2026. Should either party desire to change, modify, or terminate the Agreement, written notice must be given to the other party at least sixty (60) days, but not more than ninety (90) days prior to December 31, 2026. In the event of written notice of a desire to change or modify the Agreement by either or both parties, negotiations shall commence without undue delay. Written notice by either party of a desire to change or modify the Agreement prior to ninety (90) days prior to December 31, 2026, are subject to negotiations by mutual agreement only.

- 22.2 Should the County or Union determine there is economic justification to meet in the interest of addressing potential reductions in force, the County or Union may open this Agreement by giving notice to and meeting with the Union or County. The County or Union shall provide the Union or County with the information supporting the County's or Union's determination. The County and Union shall then negotiate with the objective of preserving staffing levels and maintaining a balanced budget.
- 22.3 The Union reserves the right to open this agreement in the event the Union reasonably believes that the economic provisions granted to a non-interest arbitration eligible County bargaining unit, excluding the ferry employees and any other PROTEC17-represented unit, exceed the terms of this agreement. The County agrees to bargain with the Union in the event the Union effectuates this section.

EXECUTED THIS 16 day of June, 2025.

**PROTEC17**

  
\_\_\_\_\_  
Karen Esteyenin, Executive Director

  
\_\_\_\_\_  
Alexis Young, Union Representative

DATED this 23 day of June, 2025.

**BOARD OF COUNTY COMMISSIONERS  
SKAGIT COUNTY, WASHINGTON**


  
\_\_\_\_\_  
Lisa Janicki, Chair

  
\_\_\_\_\_  
Ron Wesen, Commissioner

**ABSENT**


\_\_\_\_\_  
Peter Browning, Commissioner

Attest:

  
\_\_\_\_\_  
Clerk of the Board

For contracts under \$5,000:  
Authorization per Resolution R20030146

Recommended:

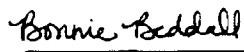
  
\_\_\_\_\_  
Department Head

\_\_\_\_\_  
County Administrator

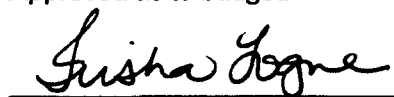
Approved as to form:

  
\_\_\_\_\_  
Civil Deputy Prosecuting Attorney

Approved as to indemnification:

  
\_\_\_\_\_  
Risk Manager

Approved as to budget:

  
\_\_\_\_\_  
Budget & Finance Director



## **APPENDIX A - DEPT. EMERGENCY MANAGEMENT (DEM)**

### **A.1 RECOGNITION:**

A.1.1 The County recognizes the Union as the sole and exclusive bargaining representative for all regular full-time and regular part-time employees employed in classifications listed in Section A.7 of this APPENDIX A - as they currently exist, are created per Section 1.2.1 or as amended during the life of this Agreement.

### **A.2 Hours of Work**

A.2.1 Notwithstanding any contrary provision in this Agreement, Unit Employees employed in the DEM may, upon 30 days' notice to Unit Employees by the Department Head, have their Workweek modified to a workweek matching the County Sheriff Support Staff group to facilitate compatible scheduling. The Department Head shall coordinate with Human Resources the date to begin any change in a Workweek.

### **A.3 WAGES:**

A.3.1 Unit Employees shall receive wages according to ARTICLE 12 - Classification and Pay Plan set forth in this Agreement.

A.4 Wage tables are set out below.

### **A.5 NON-EXEMPT EMPLOYEE COMPENSATORY TIME:**

A.5.1 Unit Employees may accrue compensatory time (comp time) at the rate of one-and-one-half (1½) hour of compensatory time for every hour of time worked after forty (40) hours per week. Time worked shall not include sick days, vacation days, holidays, personal holidays, bereavement time, and jury duty.

A.5.2 Unit Employees may use up to 80 hours of compensatory time per year, but at no time may the Unit Employee have a compensatory time bank greater than forty (40) hours. This eighty (80) hour compensatory time maximum may not be replenished throughout the year.

A.5.3 Unit Employees must provide at least three (3) days' notice to their supervisor before taking compensatory time and must have approval from their supervisor prior to taking compensatory time. A supervisor shall not unreasonably deny the use of compensatory time when the required notice is provided.

A.5.4 In the event a Unit Employee is required to work by their supervisor on a weekend (Saturday or Sunday) in the same Workweek as a holiday, and the Unit Employee is not otherwise eligible for overtime for the weekend work, then the Unit Employee shall be granted one-half (.5) hour of compensatory

time, in accordance with the compensatory time accrual limits set out above, for every hour of straight time worked on the weekend until such time as they become eligible for overtime.

**A.5.5 Conversion of Compensatory Time to Cash:**

- a) Non-exempt Unit Employees shall have compensatory time cashed out in the Unit Employee's December paycheck at the end of each calendar year.
- b) Exempt Unit Employees are not eligible for cash out of compensatory time banks, and compensatory time that is earned but not taken shall not be paid at the time an exempt Unit Employee separates from employment.

**A.6 LAYOFF AND RECALL:**

A.6.1 For the purpose of layoffs and recalls, classifications will be grouped in the following RIF units:

- a) Emergency Management Coordinator
- b) Emergency Management Volunteer Coordinator

**A.7 CLASSIFICATIONS:**

<b>Range</b>	<b>Job Classification</b>
	<b><i>NON-EXEMPT CLASSIFICATIONS</i></b>
13	Emergency Management Program Volunteer Coordinator
16	Emergency Management Coordinator

**A.8 WAGE TABLE 2025**

**A.9 WAGE TABLE 2026**

- A.10 Effective upon a date determined by the Department Head and the submission of the Department-required form, the listed Unit Employees who have been newly appointed or in the classification shall be eligible for a reimbursement up to \$250 boot/clothing allowance as follows:

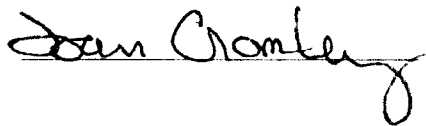
Classification	Annual or Biennial
Emergency Management Coordinator; Emergency Management Program Volunteer Coordinator	Annually

- A.10.1 Unit Employees eligible for boots must procure their boots prior to seeking reimbursement for other clothing.

**Subject to adoption by the Skagit County Board of Commissioners.**

**EXECUTED THIS** 10th day of June, 2025

**PROTEC17 Bargaining Unit Employee**  
Skagit County Department of Emergency Management



**EXECUTED THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2025

**Skagit County Human Resources**

\_\_\_\_\_  
Bonnie Beddall, HR Director

## **APPENDIX B - HEALTH DEPARTMENT**

### **B.1 RECOGNITION:**

- B.1.1 The County recognizes the Union as the sole and exclusive bargaining representative for all regular full-time and regular part-time employees employed in classifications listed in Section B.7 of this APPENDIX B - as they currently exist, are created per Section 1.2.1 or as amended during the life of this Agreement.

### **B.2 WAGES:**

- B.2.1 Unit Employees shall receive wages according to the Classification and Pay Plan set forth in this Agreement.
- B.2.2 Wage tables are set out below.

### **B.3 NON-EXEMPT EMPLOYEE COMPENSATORY TIME:**

- B.3.1 Unit Employees may accrue compensatory time (comp time) at the rate of one-and-one-half (1½) hour of compensatory time for every hour of time worked after forty (40) hours per week. Time worked shall not include sick days, vacation days, holidays, personal holidays, bereavement time and jury duty
- B.3.2 Unit Employees may use up to 80 hours of compensatory time per year, but at no time may the Unit Employee have a compensatory time bank greater than forty (40) hours. This eighty (80) hour compensatory time maximum may not be replenished throughout the year.
- B.3.3 Unit Employees must provide at least three (3) days' notice to their supervisor before taking compensatory time and must have approval from their supervisor prior to taking compensatory time. A supervisor shall not unreasonably deny the use of compensatory time when the required notice is provided.
- B.3.4 In the event a Unit Employee is required to work by their supervisor on a weekend (Saturday or Sunday) in the same Workweek as a holiday, and the Unit Employee is not otherwise eligible for overtime for the weekend work, then the Unit Employee shall be granted one-half (.5) hour of compensatory time, in accordance with the compensatory time accrual limits set out above, for every hour of straight time worked on the weekend until such time as they become eligible for overtime.
- B.3.5 Conversion of Compensatory Time to Cash:
  - a) Non-exempt Unit Employee shall have compensatory time cashed out in the Unit Employee's December paycheck at the end of each calendar year.
  - b) Exempt Unit Employee are not eligible for cash out of compensatory time banks, and compensatory time that is earned but not taken shall not be paid at the time an exempt Unit Employee separates from employment with the Health Department.



#### B.4 ADDITIONAL COMPENSATION

- a) Classification Progression for EHI and PHN I: The Environmental Health Specialist I and Public Health Nurse I position will be filled as a training and orientation position with the interest to move incumbents to an Environmental Health Specialist II and Public Health Nurse II position within two (2) years (budget permitting) provided incumbents demonstrate adequate performance, have satisfactory evaluations, and the supervisor/ Department Head provides a recommendation.
- b) Classification Progression for RN II: A Registered Nurse II may be increased to PHN I once they obtain a Bachelor's of Science in nursing, have current favorable job reviews on file, Department Head approval, and available budget.

- B.5 Effective upon a date determined by the Department Head and the submission of the Department-required form, the listed Unit Employee who have been newly appointed or in the classification shall be eligible for a reimbursement of up to \$250 clothing/boot allowance as follows:

Classification	Annual or Biennial
Environmental Health Specialist (I, II, & III)	Annually
Environmental Health Permit Tech	

- B.5.1 Unit Employees eligible for boots must procure their boots prior to seeking reimbursement for other clothing.

#### B.6 LAYOFF AND RECALL

For the purpose of layoffs and recalls, classifications will be grouped in the following RIF units:

##### Group A

Environmental Health Specialist III  
Environmental Health Specialist II  
Emergency Preparedness Coordinator  
Environmental Health Specialist I

##### Group B

Epidemiologist  
Communicable Disease Investigation Specialist II  
Communicable Disease Investigation Specialist I

##### Group C

Administrative Coordinator II  
Staff Assistant II  
Staff Assistant I  
Accounting Tech III  
Community Health Worker II  
Community Health Worker I

Promoter(a)  
 Environmental Health Permit Tech  
 Developmental Disabilities Transition Specialist  
 Senior Center Coordinator

Group D  
 Communicable Disease Nurse Clinical Supervisor  
 Nurse Family Partnership Supervisor  
 Public Health Nurse II  
 Public Health Nurse I  
 Public Health Nurse – LPN  
 Vaccine/Testing Site Nurse

Group E  
 Veterans Service Specialist  
 Community Health Specialist  
 Transitions Specialist

Group F  
 Lead Cook  
 Cook/Transportation Driver 35 or 40 hour  
 Nutrition Assistant I  
 COVID Site Assistant

**B.7 INDEX OF JOB TITLE BY SALARY RANGE – HEALTH DEPARTMENT**

Range	Classification
8	Cook/Transportation Driver (35or 40 hour)
	Nutrition Assistant I
10	Lead Cook
	Staff Assistant I
	COVID Site Assistant
12	Community Health Worker I
	Promotor(a)
	Accounting Tech II
13	Staff Assistant II
	Community Health Worker II
	Environmental Health Permit Tech
	Community Outreach Worker II
	Community Health Specialist
	Transitions Specialist
14	Senior Center Coordinator
	Environmental Health Specialist I

	Veterans Services Specialist
	Administrative Coordinator II
	Accounting Tech III
15	Public Health Nurse - LPN
	Developmental Disabilities Transition Specialist
	Community Health Specialist
	Transitions Specialist
16	Public Health Nurse I
	Vaccine/Testing Site Nurse
	Communicable Disease Inv. Specialist I
	Environmental Health Specialist II
	Emergency Preparedness Coordinator
17	Communicable Disease Inv. Specialist II
18	Public Health Nurse II
	Epidemiologist
	Environmental Health Specialist III
19	Communicable Disease Nurse Clinical Supervisor
	Nurse-Family Partnership Supervisor

**B.8 Senior Center Coordinator:**

B.8.1 Effective with the full adoption of this Agreement, Senior Center Coordinators shall become a part of the Bargaining Unit and Appendix E shall become VOID.

**B.9 Step Advancements**

Effective for step advancements occurring after Jan 1, 2020, Unit Employees in the classifications of Cook/Transportation Driver and Nutrition Assistant will advance salary steps based on calendar months of service i.e., after 12 months per the schedule, not based on the number of hours budgeted. Only a one step advancement shall occur within any 12-month period.

**B.9 WAGE TABLE 2025**

**B.10 WAGE TABLE 2026**

**Subject to adoption by the Skagit County Board of Commissioners;**

**EXECUTED THIS** 10 day of June, 2025

**Protec17 Bargaining Unit Employee**  
Skagit County Health Department



\_\_\_\_\_  
Danielle Lee, Public Health



\_\_\_\_\_  
Kristl Hobbs, Senior Center Coordinator

**EXECUTED THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2025

**Skagit County Human Resources**

\_\_\_\_\_  
Bonnie Beddall, Director



## **APPENDIX C - PLANNING and DEVELOPMENT SERVICES**

### **C.1 RECOGNITION:**

The County recognizes the Union as the sole and exclusive bargaining representative for all regular full-time and regular part-time employees employed in classifications listed in Section C.6 of this APPENDIX C - as they currently exist, are created per Section 1.2.1 or as amended during the life of this Agreement.

### **C.2 WAGES:**

C.2.1 Unit Employees shall receive wages according to the Classification and Pay Plan set forth in this Agreement.

C.2.2 Wage tables are set out below.

### **C.3 ADDITIONAL COMPENSATION:**

C.3.1 Progression for Planners is set forth below.

C.3.2 Effective upon a date determined by the Department Head and the submission of the Department-required form, the listed Unit Employees who have been newly appointed or in the classification shall be eligible for a reimbursement of up to \$250 clothing/boot allowance as follows:

Classification	Annual or Biennial
<ul style="list-style-type: none"><li>• Senior, Associate and Assistant Water Resource Planners;</li><li>• Senior, Associate and Assistant Natural Resource Planners; and</li><li>• Plans Examiner I &amp; II, Lead Plans Examiner</li><li>•</li></ul>	Biennial
<ul style="list-style-type: none"><li>• Building Inspectors I, II, and III;</li><li>• Code Compliance Officer I and II</li><li>• Deputy Fire Marshal I, II, and III; and</li><li>• Stormwater Review Technician</li></ul>	Annual

C.3.2.1 Unit Employees eligible for boots must procure their boots prior to seeking reimbursement for other clothing.

### **C.4 NON-EXEMPT EMPLOYEE COMPENSATORY TIME:**

C.4.1 Unit Employees may accrue compensatory time (comp time) at the rate of one-and-one-half (1½) hour of compensatory time for every hour of time worked after

forty (40) hours per week. Time worked shall not include sick days, vacation days, holidays, personal holidays, bereavement time and jury duty.

C.4.2 Unit Employees may use up to 80 hours of compensatory time per year, but at no time may the Unit Employee have a compensatory time bank greater than forty (40) hours. This eighty (80) hour compensatory time maximum may not be replenished throughout the year.

C.4.3 Unit Employees must provide at least three (3) days' notice to their supervisor before taking compensatory time and must have approval from their supervisor prior to taking compensatory time. A supervisor shall not unreasonably deny the use of compensatory time when the required notice is provided.

C.4.4 In the event a Unit Employee is required to work by their supervisor on a weekend (Saturday or Sunday) in the same Workweek as a holiday, and the Unit Employee is not otherwise eligible for overtime for the weekend work, then the Unit Employee shall be granted one-half (.5) hour of compensatory time, in accordance with the compensatory time accrual limits set out above, for every hour of straight time worked on the weekend until such time as they become eligible for overtime.

C.4.5 Conversion of Compensatory Time to Cash:

- a) Non-exempt Unit Employee shall have compensatory time cashed out in the Unit Employee's December paycheck at the end of each calendar year.
- b) Exempt Unit Employees are not eligible for cash out of compensatory time banks, and compensatory time that is earned but not taken shall not be paid at the time an exempt Unit Employee separates from employment.

## C.5 LAYOFF AND RECALL:

C.5.1 For the purpose of layoffs and recalls, classifications will be grouped in the following RIF units:

- a) Assistant Planner  
Associate Planner  
Senior Planner
- b) Assistant Water Resource Planner  
Associate Water Resource Planner  
Senior Water Resource Planner
- c) Hydrogeologist/Planner
- d) Code Compliance Officer I & II  
Plans Examiner I & II  
Plans Examiner Lead  
Building Inspector I, II & III  
Stormwater Tech
- e) Permit Tech I, & II  
Planning Coord
- f) Deputy Fire Marshal I, II & III

## C.6 CLASSIFICATIONS:

Range	Classification
12	Permit Tech I
13	Permit Tech II Planning Coordinator
14	Assistant Planner
16	Associate Planner Building Inspector I Stormwater Review Tech Code Compliance Officer I
17	Plans Examiner I Code Compliance Officer II Building Inspector II Deputy Fire Marshal I
18	Plans Examiner II Building Inspector III Hydrogeologist/Planner Deputy Fire Marshal II
19	Senior Planner Plans Examiner Lead Senior Water Resource Planner Deputy Fire Marshal III

## C.7 CLASSIFICATION SCHEME

### C.7.1 Assistant Planner

- 3 years professional planning experience, or
- Bachelor's degree

### C.7.2 Associate Planner

- 7 years professional planning experience, or
- 5 years County employment with professional planning experience, or
- 3 years professional planning experience and a Bachelor's degree, or
- 2 years County employment with professional planning experience and a Bachelor's degree, or
- 2 years professional planning experience and a Master's degree, or
- 1 year County employment with professional planning experience and a Master's degree

### C.7.3 Senior Planner

- 12 years County employment with professional planning experience, or
- 10 years professional planning experience and a Bachelor's degree, or
- 8 years County employment with professional planning experience and a Bachelor's degree, or
- 8 years professional planning experience and a Master's degree, or
- 6 years County employment with professional planning experience and a Master's degree, or
- American Institute of Certified Planners (AICP) certification (or comparable professional certification or license approved by the Department Head) and required level of education.

C.7.4 Progression requires the above criteria and that the Unit Employee demonstrate adequate performance, have satisfactory evaluations, and the supervisor/Department Head provides a recommendation.

## C.8 CLASSIFICATION SCHEME FOR FIRE MARSHAL

C.8.1 The Classification and Progression for Fire Marshal is in the County Job Description.

**C.9    WAGE TABLE 2025**

**C.10 WAGE TABLE 2026**



**Subject to adoption by the Skagit County Board of Commissioners;**

**EXECUTED THIS** 10th day of June, 2025

**Protec17 Unit Employee**  
Skagit County Planning Department Unit I



\_\_\_\_\_  
Leah Forbes, Planning and Development Services

**EXECUTED THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2025

**Skagit County Human Resources**

\_\_\_\_\_  
Bonnie Beddall - Director

## **APPENDIX D - GIS DIVISION in the Central Services Department**

### **D.1 RECOGNITION:**

- D.1.1 The County recognizes the Union as the sole and exclusive bargaining representative for all regular full-time and regular part-time employees employed in classifications listed in Section D.5 of this APPENDIX D - as they currently exist, are created per Section 1.2.1 or as amended during the life of this Agreement.

### **D.2 WAGES:**

- D.2.1 Unit Employees shall receive wages according to the Classification and Pay Plan set forth in this Agreement.
- D.2.2 Wage tables are set out below.

### **D.3 NON-EXEMPT EMPLOYEE COMPENSATORY TIME:**

- D.3.1 Unit Employees may accrue compensatory time (comp time) at the rate of one-and-one-half (1½) hour of compensatory time for every hour of time worked after forty (40) hours per week. Time worked shall not include sick days, vacation days, holidays, personal holidays, bereavement time and jury duty.
- D.3.2 Unit Employees may use up to 80 hours of compensatory time per year, but at no time may the Unit Employee have a compensatory time bank greater than forty (40) hours. This eighty (80) hour compensatory time maximum may not be replenished throughout the year.
- D.3.3 Unit Employees must provide at least three (3) days' notice to their supervisor before taking compensatory time and must have approval from their supervisor prior to taking compensatory time. A supervisor shall not unreasonably deny the use of compensatory time when the required notice is provided.
- D.3.4 In the event a Unit Employee is required to work by their supervisor on a weekend (Saturday or Sunday) in the same Workweek as a holiday, and the Unit Employee is not otherwise eligible for overtime for the weekend work, then the Unit Employee shall be granted one-half (.5) hour of compensatory time, in accordance with the compensatory accrual limits set out above, for every hour of straight time worked on the weekend until such time as they become eligible for overtime.
- D.3.5 Conversion of Compensatory Time to Cash:
  - a) Non-exempt Unit Employees shall have compensatory time cashed out in the Unit Employee's December paycheck at the end of each calendar year.

- b) Exempt Unit Employees are not eligible for cash out of compensatory time banks, and compensatory time that is earned but not taken shall not be paid at the time an exempt Unit Employee separates from employment.

#### D.4 LAYOFF AND RECALL:

D.4.1 For the purpose of layoffs and recall, classifications will be grouped in the following RIF units:

- a) Geographic Information Systems Analyst I & II and Address Coordinator  
Geographic Information Software Engineer I & II  
Geographic Information Systems Specialist I & II

#### D.5 CLASSIFICATIONS:

<b>Non-Exempt</b>	
Range	Classification
12	GIS Specialist I
13	GIS Specialist II
15	GIS Analyst I
	Address Coordinator
17	GIS Analyst II
18	GIS Software Engineer I
20	GIS Software Engineer II
<b>Exempt</b>	
30	GIS Technical Lead/Coordinator

# D.6 Wage Table 2025


SKAGIT COUNTY									
2025 SALARY STRUCTURE									
Non - Exempt									
PROTEC 17									
3% COLA									
DURATION (MONTHS)	12	12	12	12	12	12	12	12	
RANGE	PAY PERIOD	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
11	HOURLY	\$25.57	\$26.45	\$27.37	\$28.36	\$29.33	\$30.37	\$31.40	\$32.52
	MONTHLY	\$4,432.13	\$4,584.67	\$4,744.13	\$4,915.73	\$5,083.87	\$5,264.13	\$5,442.67	\$5,636.80
	ANNUAL (2080)	\$53,185.60	\$55,016.00	\$56,929.60	\$58,988.80	\$61,006.40	\$63,169.60	\$65,312.00	\$67,641.60
12	HOURLY	\$27.37	\$28.36	\$29.33	\$30.37	\$31.40	\$32.52	\$33.66	\$34.84
	MONTHLY	\$4,744.13	\$4,915.73	\$5,083.87	\$5,264.13	\$5,442.67	\$5,636.80	\$5,834.40	\$6,038.93
	ANNUAL (2080)	\$56,929.60	\$58,988.80	\$61,006.40	\$63,169.60	\$65,312.00	\$67,641.60	\$70,012.80	\$72,467.20
13	HOURLY	\$29.33	\$30.37	\$31.40	\$32.52	\$33.66	\$34.84	\$36.07	\$37.31
	MONTHLY	\$5,083.87	\$5,264.13	\$5,442.67	\$5,636.80	\$5,834.40	\$6,038.93	\$6,252.13	\$6,467.07
	ANNUAL (2080)	\$61,006.40	\$63,169.60	\$65,312.00	\$67,641.60	\$70,012.80	\$72,467.20	\$75,025.60	\$77,604.80
14	HOURLY	\$31.40	\$32.52	\$33.66	\$34.84	\$36.07	\$37.31	\$38.65	\$39.98
	MONTHLY	\$5,442.67	\$5,636.80	\$5,834.40	\$6,038.93	\$6,252.13	\$6,467.07	\$6,699.33	\$6,929.87
	ANNUAL (2080)	\$65,312.00	\$67,641.60	\$70,012.80	\$72,467.20	\$75,025.60	\$77,604.80	\$80,392.00	\$83,158.40
15	HOURLY	\$33.66	\$34.84	\$36.07	\$37.31	\$38.65	\$39.98	\$41.40	\$42.85
	MONTHLY	\$5,834.40	\$6,038.93	\$6,252.13	\$6,467.07	\$6,699.33	\$6,929.87	\$7,176.00	\$7,427.33
	ANNUAL (2080)	\$70,012.80	\$72,467.20	\$75,025.60	\$77,604.80	\$80,392.00	\$83,158.40	\$86,112.00	\$89,128.00
16	HOURLY	\$36.07	\$37.31	\$38.65	\$39.98	\$41.40	\$42.85	\$44.33	\$45.89
	MONTHLY	\$6,252.13	\$6,467.07	\$6,699.33	\$6,929.87	\$7,176.00	\$7,427.33	\$7,683.87	\$7,954.27
	ANNUAL (2080)	\$75,025.60	\$77,604.80	\$80,392.00	\$83,158.40	\$86,112.00	\$89,128.00	\$92,206.40	\$95,451.20
17	HOURLY	\$38.65	\$39.98	\$41.40	\$42.85	\$44.33	\$45.89	\$47.50	\$49.16
	MONTHLY	\$6,699.33	\$6,929.87	\$7,176.00	\$7,427.33	\$7,683.87	\$7,954.27	\$8,233.33	\$8,521.07
	ANNUAL (2080)	\$80,392.00	\$83,158.40	\$86,112.00	\$89,128.00	\$92,206.40	\$95,451.20	\$98,800.00	\$102,252.80
18	HOURLY	\$41.40	\$42.85	\$44.33	\$45.89	\$47.50	\$49.16	\$50.89	\$52.66
	MONTHLY	\$7,176.00	\$7,427.33	\$7,683.87	\$7,954.27	\$8,233.33	\$8,521.07	\$8,820.93	\$9,127.73
	ANNUAL (2080)	\$86,112.00	\$89,128.00	\$92,206.40	\$95,451.20	\$98,800.00	\$102,252.80	\$105,851.20	\$109,532.80
19	HOURLY	\$44.33	\$45.89	\$47.50	\$49.16	\$50.89	\$52.66	\$54.51	\$56.41
	MONTHLY	\$7,683.87	\$7,954.27	\$8,233.33	\$8,521.07	\$8,820.93	\$9,127.73	\$9,448.40	\$9,777.73
	ANNUAL (2080)	\$92,206.40	\$95,451.20	\$98,800.00	\$102,252.80	\$105,851.20	\$109,532.80	\$113,380.80	\$117,332.80
20	HOURLY	\$47.50	\$49.16	\$50.89	\$52.66	\$54.51	\$56.41	\$58.39	\$60.43
	MONTHLY	\$8,233.33	\$8,521.07	\$8,820.93	\$9,127.73	\$9,448.40	\$9,777.73	\$10,120.93	\$10,474.53
	ANNUAL (2080)	\$98,800.00	\$102,252.80	\$105,851.20	\$109,532.80	\$113,380.80	\$117,332.80	\$121,451.20	\$125,694.40
SKAGIT COUNTY									
2025 SALARY STRUCTURE									
Exempt									
PROTEC 17									
3% COLA									
DURATION (MONTHS)	12	12	12	12	12	12	12	12	
RANGE	PAY PERIOD	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
24	HOURLY	\$29.33	\$30.37	\$31.42	\$32.52	\$33.66	\$34.84	\$36.06	\$37.32
	1/2 MONTHLY	\$2,542.26	\$2,631.79	\$2,722.86	\$2,818.45	\$2,917.09	\$3,019.83	\$3,124.94	\$3,234.38
	MONTHLY	\$5,084.52	\$5,263.58	\$5,445.72	\$5,636.90	\$5,834.18	\$6,039.66	\$6,249.88	\$6,468.76
	ANNUAL	\$61,014.24	\$63,162.96	\$65,348.64	\$67,642.80	\$70,010.16	\$72,475.92	\$74,998.56	\$77,625.12
25	HOURLY	\$31.42	\$32.52	\$33.66	\$34.84	\$36.06	\$37.32	\$38.65	\$39.98
	1/2 MONTHLY	\$2,722.86	\$2,818.45	\$2,917.09	\$3,019.83	\$3,124.94	\$3,234.38	\$3,349.25	\$3,465.02
	MONTHLY	\$5,445.72	\$5,636.90	\$5,834.18	\$6,039.66	\$6,249.88	\$6,468.76	\$6,698.50	\$6,930.04
	ANNUAL	\$65,348.64	\$67,642.80	\$70,010.16	\$72,475.92	\$74,998.56	\$77,625.12	\$80,382.00	\$83,160.48
26	HOURLY	\$33.66	\$34.84	\$36.06	\$37.32	\$38.65	\$39.98	\$41.39	\$42.84
	1/2 MONTHLY	\$2,917.09	\$3,019.83	\$3,124.94	\$3,234.38	\$3,349.25	\$3,465.02	\$3,587.14	\$3,712.44
	MONTHLY	\$5,834.18	\$6,039.66	\$6,249.88	\$6,468.76	\$6,698.50	\$6,930.04	\$7,174.28	\$7,424.88
	ANNUAL	\$70,010.16	\$72,475.92	\$74,998.56	\$77,625.12	\$80,382.00	\$83,160.48	\$86,091.36	\$89,098.56
27	HOURLY	\$36.06	\$37.32	\$38.65	\$39.98	\$41.39	\$42.84	\$44.34	\$45.90
	1/2 MONTHLY	\$3,124.94	\$3,234.38	\$3,349.25	\$3,465.02	\$3,587.14	\$3,712.44	\$3,842.56	\$3,978.12
	MONTHLY	\$6,249.88	\$6,468.76	\$6,698.50	\$6,930.04	\$7,174.28	\$7,424.88	\$7,685.12	\$7,956.24
	ANNUAL	\$74,998.56	\$77,625.12	\$80,382.00	\$83,160.48	\$86,091.36	\$89,098.56	\$92,221.44	\$95,474.88
28	HOURLY	\$38.65	\$39.98	\$41.39	\$42.84	\$44.34	\$45.90	\$47.52	\$49.18
	1/2 MONTHLY	\$3,349.25	\$3,465.02	\$3,587.14	\$3,712.44	\$3,842.56	\$3,978.12	\$4,118.27	\$4,262.10
	MONTHLY	\$6,698.50	\$6,930.04	\$7,174.28	\$7,424.88	\$7,685.12	\$7,956.24	\$8,236.54	\$8,524.20
	ANNUAL	\$80,382.00	\$83,160.48	\$86,091.36	\$89,098.56	\$92,221.44	\$95,474.88	\$98,838.48	\$102,290.40
29	HOURLY	\$41.39	\$42.84	\$44.34	\$45.90	\$47.52	\$49.18	\$50.90	\$52.68
	1/2 MONTHLY	\$3,587.14	\$3,712.44	\$3,842.56	\$3,978.12	\$4,118.27	\$4,262.10	\$4,411.11	\$4,565.50
	MONTHLY	\$7,174.28	\$7,424.88	\$7,685.12	\$7,956.24	\$8,236.54	\$8,524.20	\$8,822.22	\$9,131.00
	ANNUAL	\$86,091.36	\$89,098.56	\$92,221.44	\$95,474.88	\$98,838.48	\$102,290.40	\$105,866.64	\$109,572.00

**D.7 WAGE TABLE 2026**

**Subject to adoption by the Skagit County Board of Commissioners;**

**EXECUTED THIS** 10<sup>th</sup> day of JUNE, 2025

**Protec17 Unit Employee**  
Skagit County GIS

  
\_\_\_\_\_  
Jessica Campbell, GIS

**EXECUTED THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2025

**Skagit County Human Resources**

\_\_\_\_\_  
Bonnie Beddall - Director