

**AGREEMENT BY AND BETWEEN THE TOWN OF WILKESON
AND
THE LABORERS' LOCAL #242**

PREAMBLE

This Agreement is made and entered into by and between the Town of Wilkeson (hereafter designated as the employer) and Laborers' Local 242 (hereinafter designated as the Union) for the purpose of governing Labor Relations pursuant to RCW 41.56 (Public Employees Collective Bargaining Act). The purpose of this Agreement is to establish terms and conditions of employment.

ARTICLE I. RECOGNITION

Section 1. For the purpose of this Agreement, the term employee, when not more specifically modified, shall include all full-time and regular part-time employees of the Town of Wilkeson doing the work of City Clerk, Court Clerk, Clerks, maintenance, building inspector, and Utilities Plant Operator(s). Excluding supervisors, confidential employees, elected officials, less than 80 hours a month employees and all other employees.

ARTICLE II. UNION SECURITY

Section 1. All full-time and regular part-time employees working **eighty** 80 hours **a month** or more will, as a condition of employment, on or before the 30th calendar day following the date of hire, or the effective date of this Agreement, whichever is later, make application for membership with the Union. Applicants accepted as members shall remain in good standing with the Union.

Section 2. If an employee fails to fulfill the Union Security obligations as specified in this Article, the Union shall provide intent to request discharge in fifteen (15) calendar days if compliance is not met by the employee. If compliance is still not achieved, the employer will terminate the employee upon written request by the Union.

Section 3. The Union agrees to indemnify and hold the Town of Wilkeson harmless against any and all claims, suits, orders or judgments, including all costs and attorney fees, involving the Employer as a result of any action taken by the Employer under the provisions of this Article.

ARTICLE III. HIRING PROCESS

Section 1. The Town of Wilkeson retains the right to hire and select its employees. The Employer will notify the Union of any new hires or rehires, in writing, within **thirty (30)** calendar days of their start date.

Section 2. New hires are subject to six (6) month probation.

ARTICLE IV. SAVINGS CLAUSE

Section 1. In the event any provision of this Agreement shall be declared invalid by any Court of competent jurisdiction or through government regulations or decree, such decisions shall not invalidate the entire Agreement, it being the express intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect.

Section 2. In the event that Section 1 of this Article is determined to apply to any provision of this Agreement, such provision shall be renegotiated. Negotiations will commence within 60 days of such determination.

ARTICLE V. NON-DISCRIMINATION

Section 1. The Union and the Town of Wilkeson agree that there shall be no discrimination against any applicant or employee by reason of race, creed, age, color, sex, national origin, religious belief, marital status, sexual orientation, or the presence of any sensory, mental or physical disability unless necessary to the operation of the Town of Wilkeson. Whenever words denoting a specific gender are used in this Agreement, they are intended and shall be construed so as to apply equally to either gender.

ARTICLE VI. ORDINANCE NO. 96.13. WORK WEEK/WORK HOURS

Section 1. Working hours: full-time employment shall consist of a forty (40) hour work week or one hundred thirty (130) or more hours per month. Those employees working less than a forty (40) hour work week shall be considered part-time employees. Normal work week of employees shall be five (5) consecutive work days, unless otherwise specified or authorized by the Town Council. The normal work hours shall be within the hours of **7:00 AM to 5:00 PM**. The Town Hall office shall be open for business **ten (10)** hours per day Monday through Thursday, except holidays or until council agrees by ordinance to change business hours.

Section 2. Part-time employees who normally work only on Saturday and Sunday performing testing or routine maintenance will be paid the straight time hourly rate. The Mayor will Assign weekend scheduled work.

Section 3. The Employer may designate a staggered shift for certain positions, i.e. Clerk/Treasurer or Assistant Clerk for Council meetings or Special meetings.

Section 4. All hours worked in excess of forty (40) hours in any one (1) week shall be compensated at the overtime rate of one and one half (1½) times the rate of the applicable salary schedule. Double time to be paid for work on holidays. All overtime must be approved in advance or in the case of an emergency as soon as possible by the Mayor.

Section 5. Employees called back to work after their **regularly scheduled** shift is over will receive two (2) hours report time at the applicable salary schedule.

Section 6. No full-time employee will suffer a loss of normal working hours due to working an excess of eight (8) hours during the normal work week.

Section 7. Employees shall receive \$10.00 per day for weekend call outs. Scheduled work not included.

Section 8. **In the event of a death in the immediate family, immediate family is defined as; spouse, children including adopted and step-children, brother, sister, mother, father, grandparents, mother in-law and father in-law, a regular employee shall be entitled to a maximum of three (3) days off with pay to attend the funeral. If the funeral is more than 250 miles from the employees' residence they will receive five (5) days off with pay. Compensable shall be the day of the funeral and the day immediately prior or subsequent thereto, and must fall on the employees' regularly scheduled workdays. This leave, will not be accumulative, and will not be deducted from annual leave, sick leave, or any other leave. Up to (4) four hours off with**

pay for regular or probationary employees will be granted to attend the funeral of another employee.

ARTICLE VII. TRAINING

Section 1. Any cost of required training or training seminars shall be the responsibility of the Town of Wilkerson, i.e. **customary expenses**, travel, cost of tuition, books or supplies. Meals will be reimbursed at **fifty dollars \$50.00** per day with receipts provided by the employee.

Section 2. Time spent in class or seminars during normal working hours shall be paid at the applicable salary schedule for the classification. Classes attended on the employee's time after working hours will not be paid.

Section 3. Any classes, approved by the Mayor, available for applicable training at the Local Union Halls will be made available to bargaining unit members at no cost to the town. Employees will be paid no more than eight (8) hours at regular pay. No over-time pay will be paid.

Section 4. All training that would require reimbursement either for time or materials shall be pre-approved by the Wilkeson Town Council budgetary item prior to said training.

ARTICLE VIII. SENIORITY

Section 1. Seniority shall begin six (6) months from the employee's date of hire retroactive to the first day of employment. Employees will continue to accrue seniority within their job title or classification.

Section 2. In the event of a reduction in force, the following factors will be considered for temporary or permanent layoff.

- a. Length of continuous service.
- b. Knowledge, training, skill and efficiency.

Section 3. Loss of seniority will occur when:

- a. After having been laid off for a period of six (6) months.
- b. Employees fail to inform the employer of their availability to return to work every sixty (60) days.
- c. Failure to return to work within three (3) days after return to work notification.
- d. Termination for just cause or resignation.
- e. Exceptions will be made for an industrial injury or illness first occurring while in the employ of the Town of Wilkeson. Seniority will continue to accrue, and will not be forfeited for a period of one (1) year.

ARTICLE IX. ORDINANCE 96.13. HOLIDAYS

Section 1. Recognized holidays shall be New Year's Day, Martin Luther King, (Jr). Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving day and the day after, Christmas Day, and one floating holiday.

Section 2. Full-time employees working a minimum of one hundred thirty (130) hours per month will be given holiday pay of eight hours for a 40 hour work schedule. When a holiday falls on an employees scheduled day off, the employer must provide that employee an in lieu of holiday **or** as follows: a) designate

the following work day as a holiday; b) provide the employee with equivalent paid time off; or c) allow the employee to request an alternate work day to observe the holiday providing that date is within the same pay period. Employees must work a regularly scheduled eight (8) hour shift before and a regularly scheduled eight (8) hour shift after a holiday.

No work shall be performed on a holiday unless reasonably required by the operations of the Town of Wilkeson. If employees are worked on a holiday, they shall be paid at the rate of two (2) times the straight hourly rate as set forth in their applicable salary schedule.

Section 3. When a legal holiday falls upon a Saturday the preceding Friday shall be the legal **observed** holiday. See RCW 1.16.050.

Section 4. Part-time employees covered under this agreement shall receive compensation for the above named holidays, provided the holiday is a regular scheduled work day and only for actual hours the employee would have worked, i.e. if the employee was normally scheduled to work four (4) hours, the employee would receive four (4) hours holiday pay.

ARTICLE X. ORDINANCE 96.13. VACATIONS

Section 1. All full-time employees who have been in continuous employment with the Town of Wilkeson for a period of one (1) **calendar year (December to January)** shall receive vacation according to the chart below. Vacation will be capped at four (4) weeks (160 hours). All current employees that have accrued vacation time will be grandfathered in for the time that they have earned. Up to two (2) weeks of vacation time may be carried over into the next year, but must be used in that following year or the time will be lost.

On completion of one (1) year	1 week (5) days
On completion of two (2) years	2 weeks (10) days
On completion of four (4) years	3 weeks (15) days
On completion of eleven (11) years	4 weeks (20) days

One day consists of eight (8) hours. One week consists of forty (40) hours

The scheduling of Annual; Leave days shall be at the discretion of the Mayor, and the employee, based on operational needs.

- a. In establishing vacation schedules, it is not possible to grant all employees the annual leave period requested. The Mayor must retain enough staff to cover anticipated operational needs as supporting Town needs is of prime importance. The Mayor will work with employees who are in a “use or lose it” situation.**
- b. An employee’s annual leave request will be provided to the Mayor in writing thirty (30) days in advance for leaves three (3) days or longer in duration. Leaves that are submitted less than twenty-one days (21) in advance may not be granted. Leave approval or denial will be made by the Mayor within five (5) working days. Vacation conflicts will initially be worked out between the employee and the Mayor. If an**

agreement cannot be reached, information will be reviewed by the Mayor, employee, and the Union to determine the schedule.

Section 2. An employee, who quits, resigns or is discharged, will receive pay for all days accrued provided they have first qualified in the first year of continuous employment.

ARTICLE XI. ORDINANCE 96.13, SICK LEAVE

Section 1. Sick leave shall be credited at the rate of 8 hours per month beginning with the first month of employment or effective date of this Agreement, whichever is later for full time employees only.

Section 2. Sick leave will be prorated using the following chart for employees that work 21-39 hours per week.

Hrs/wk	21	22	23	24	25	26	27	28	29	30
Comp.Hrs	4.2	4.4	4.6	4.8	5.0	5.2	5.4	5.6	5.8	6.0
Hrs/wk	31	32	33	34	35	36	37	38	39	
Comp.Hrs	6.2	6.4	6.6	6.8	7.0	7.2	7.4	7.6	7.8	

Section 3. Sick leave shall be capped at three hundred twenty (320) hours.

Section 4. A medical doctor's note may be requested for more than **five (5)** days of sick leave.

Section 5. Employees will be given the opportunity to buy back sick leave once a year at the rate of one (1) hour for four (4) hours. Employees' sick leave cannot drop below one hundred twenty (120) hours on the buy back. Employees must notify the payroll office by Nov. 1 if they intend to buy back any sick leave.

ARTICLE XII. INSURANCE BENEFITS

Section 1. **Health and Security.** For Health & Security Fund purposes, The Employer is participating in the "Flat Rate" program for health insurance provided through the Northwest Laborers'-Employers' Health and Security Trust Fund and when this Agreement takes effect (first day of the first payroll period after execution by both parties), shall contribute for each eligible employee (who received compensation for eighty (80) hours or more in the previous month) up to the sum of \$775.00 per month (with each covered employee paying the premium balance difference through payroll deduction) to continue the current health insurance program benefits. Said contributions shall be made in the manner as set forth in the Trust Agreement of said Trust Fund. The Trust Agreement, as amended, shall become a part of this Agreement. The details of the Health & Security Plan established by this Trust Fund shall continue to be controlled and administered by a joint Board of Trustees composed of equal representation from the Unions and the Chapters of the Associated General Contractors of America, Inc., who are signatories to the Trust Agreement of the aforesaid Trust Fund. The Union agrees that during the life of this Agreement it shall not request and there shall be no increase in benefits under these programs. Every May the Union shall report to the Employer on the status of the health insurance program, and the premium rates will be reassessed by July of each year. Contributions will be made on the same form as Health & Security payments.

Under this Agreement, The Employer and employee contribution ratio is and shall remain “75/25” [with the Employer paying seventy-five percent (75%) and each employee paying twenty-five percent (25%) of the total monthly contribution rate for each plan]. The Employer and each employee shall divide any future contribution rate increase(s) to maintain benefits, so that the ratio of payment by the Employer to the employee remains at “75/25” for that plan(s) [with the Employer paying seventy-five (75%) and each employee paying twenty-five percent (25%) of the monthly contribution rate for each plan].

ARTICLE XIII. PROTECTIVE CLOTHING

Section 1. The Town of Wilkeson will provide all protective clothing and equipment required by WISHA. Clothing provided besides WISHA includes rain gear, rubber boots and reflective vest.

ARTICLE XIV. NO STRIKE

Section 1. In recognition of the Town of Wilkesons’ status as a municipal corporation, there shall be no strikes, lockouts, picketing, work stoppage or similar activities. Any employee engaged in such activity shall be subject to discipline or discharge as determined by the Employer.

ARTICLE XV. GRIEVANCE PROCEDURE

Section 1. The purpose of this procedure is to provide a means for the orderly and expeditious adjustments of grievances.

Section 2. Any dispute between the Employer and an employee concerning the interpretation or violation of an express term of this Agreement shall be deemed a grievance.

Section 3. Failure to comply with any time limitations of the procedure in this Article shall constitute withdrawal and waiver of the grievance. Any time limits stipulated in the grievance procedure may be extended by mutual written agreement of the parties.

Section 4. Arbitration awards or grievance settlements shall not be made retroactive beyond the date of the occurrence or non-occurrence upon which the grievance is based; that date being ten (10) calendar days or less prior to the initial filing of the grievance.

Section 5. A grievance shall be processed in accordance with the following procedure:

Step 1. A grievance shall be presented in writing by the employee to his/her immediate supervisor within ten (10) calendar days of the alleged contract violation. The written grievance shall include each section(s) of the agreement allegedly violated, the specific details of the violation, including the dates of the violation and the remedy sought. The immediate supervisor shall answer the grievance within five (5) calendar days after receipt of the grievance. If there is no response within five (5) days, the grievance shall be deemed denied.

Step 2. If the grievance is not resolved in Step 1, the Union Representative shall then forward the written grievance as presented in Step 1 to the Mayor or his/her designee within ten (10) calendar days of the denial in Step 1. The Mayor or his/her designee shall investigate the grievance and shall respond in writing and deliver such response to the Union Representative within ten (10) calendar days of receipt of the written grievance. If there is no response within ten (10) calendar

days of the receipt by the Mayor or his/her designee of the written grievance, the grievance shall be deemed denied and may be advanced to the next step.

Step 3. If there is no response or satisfaction in Step 2, the Union Representative may seek arbitration through the Public Employment Relations Commission by mailing a request for arbitration and a list of arbitrators within ten (10) calendar days of the denial in Step 2, which request for arbitration shall be accompanied by the following information:

1. Identification of section(s) of the Agreement allegedly violated as presented in Step 1, or mutually amended;
2. Nature of the alleged violation as presented in Step 1, or mutually amended;
3. Question(s) which the arbitrator is being asked to decide; and
4. Remedy sought.

Section 6. In connection with any arbitration proceeding held pursuant to this Agreement, it is understood that:

- A. The arbitrator shall have no power to render a decision that will add to, subtract from or alter, change or modify the terms of this Agreement and his/her power shall be limited to interpretation or application of the express terms of this Agreement.
- B. The decision of the arbitrator shall be final, conclusive and binding on the Union, the Town of Wilkeson and the employee involved. The Town of Wilkeson, the Union and each party shall bear the cost of presenting its own case.
- C. 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.

ARTICLE XVI. TERMINATION/DUE PROCESS

Section 1. The Employer and the Union agree the primary emphasis on discipline is to correct and rehabilitate whenever possible. The Employer may only terminate or discipline employees, except probationary employees or appointed employees, for just cause.

Section 2. The Employer shall follow a progressive approach to resolve employees' inappropriate behavior, which shall normally consist of:

1. Oral reprimand
2. Written reprimand
3. Suspension
4. Discharge

Section 3. The employer may bypass any of the above listed steps in the event that the infraction is such a serious nature as to warrant an advanced step in the disciplinary procedure. Examples of discharge as a first step would be gross insubordination, intoxication on duty, or issues of parallel magnitude. Nothing provided for herein shall prohibit the Employer from implementing some other form of appropriate disciplinary action.

Section 4. If termination is contemplated, the Employer, upon thoroughly investigating and evaluating the facts, shall hold a pre-termination hearing. Prior to the pre-termination hearing, the Employer shall inform the employee of the accusation being made, who is making the accusation, and the relevant facts.

At the pre-termination hearing, the employee and/or a Union representative shall be allowed to present any relevant facts and mitigation circumstances.

Section 5. The employee may request an investigation of the discharge or suspension or any written warning notice. Any such appeal shall be presented to the Mayor in writing within ten (10) calendar days after the discharge, suspension, or warning notice; and if not presented within such period, the right to protest shall be waived.

Section 6. The provisions of this Article shall not apply to probationary employees.

Section 7. Incidents happening away from the work site and not during working hours cannot be used against an employee, unless the incident has a direct relationship to the employees work or hinders their ability to function at their employment.

Section 8. All current and future employees will be asked to review and sign the Work Rule Policy attached at Addendum #1.

ARTICLE XVII. RATES OF PAY – NEW HIRE SALARY SCALE

Other factors such as relevant experience and existing certification or upon obtaining certification needed to perform their jobs may increase their starting wages.

Section 1. Sewer and Water Operators must have and maintain required certification and/or licensing that are required to perform job.

Section 2. New hires may start at a higher or lower rate than their predecessor, depending on experience.

Section 3. New operators must have **or obtain** and maintain all required certification and/or licensing for the job within six (6) months of hiring.

RATES OF PAY FOR EXISTING EMPLOYEES:

Section 4. The rate of pay becomes effective January 1, 2018 for employees:

Section 5. The current Town Clerk/Treasurer position shall receive an hourly rate of **twenty-four dollars and fifty cents (\$24.50)** per hour plus a wage increase as stated below.

Section 6. The current WWTP Operator position shall receive an hourly rate of **twenty-six dollars and fifteen cents (\$26.15)** per hour plus a wage increase as stated below.

Section 7. The current Water Operator is to receive an hourly rate of twenty four dollars and seventy one (\$24.71) per hour plus wage increase as stated below.

Section 8. All Full-time Employees shall carry a Cell Phone which will be supplied by the Mayor and Town Council.

Section 9. All new hires will be paid using the “New Hire Salary Scale” and will be paid the hourly rate listed in Schedule “A.” per the chart at the end of their second year Employees shall receive stipend wage increases per Schedule “A”, provided they have obtained and kept current all Town required certifications needed to perform their jobs.

Section 9.10. Wage increases are as follows:

Wage increases for **2018** will be **3%** effective on January 1st of **2018** or time of hire.

Wage increase to be in effect January 1, **2019** – **3%** or in accordance to the wage scale, whichever is higher for all positions.

Wage increase to be in effect January 1, **2020** – **3%** or in accordance to the wage scale, whichever is higher for all positions.

ARTICLE XVIII. MANAGEMENT RIGHTS

Section 1. The Employer has the right to exercise all rights and functions of management and the prerogative of the Town to operate and manage its affairs in all respects in accordance with its lawful mandate. The power of authority which the Employer has not specifically abridged, delegated or modified by this Agreement are retained by the Town, including but not limited to the right to contract services of any and all types. The foregoing, as used herein, the term “management rights” includes:

- A. The right to assign working hours, including overtime;
- B. The right to, establish, modify or change work schedules, managing of facilities and equipment.
- C. The right to direct the employees, including the right to hire, evaluate skills and ability, promote, demote, suspend, layoff and discipline or discharge;
- D. The determination of the safety, health and property protection in accordance with applicable statues and regulations.
- E. The selection, promotion or transfer of employees to supervisory or other managerial or technical positions;
- F. The scheduling of operations and determination of the number and duration of hours of assigned duty per week;
- G. The transfer of work from position to another;
- H. The introduction of new, improved or different methods and techniques of operation or changes in existing methods and techniques;
- I. The placing of service, maintenance or other work with outside contractors or agencies of the City; and
- J. The determination of the amount of supervision necessary.
- K. However, the Town of Wilkeson shall not terminate or reduce the employment of any current employee for the purpose of subcontracting work and further, prior to implementation of changes not normally subcontracted, the Employer shall bargain over the effect of such contemplated changes with the Union.

ARTICLE XIX. TERM OF AGREEMENT

Section 1. This Collective Bargaining Agreement shall become effective **January 1, 2018** and shall remain in effect through **December 31, 2020** and shall be automatically renewed for consecutive period of one (1) year each January 1st. Thereafter unless either party shall notify the other in writing of its desire to terminate or amend the Agreement at least sixty (60) days prior to **January 1st 2021** or any subsequent anniversary date.

Section 2. Where notice is given at least sixty (60) days prior to the anniversary date, the parties agree to meet within the first thirty (30) days of the applicable sixty (60) day notice period for the purpose of negotiating a successor Agreement.

Dated and signed this _____ day of _____, **2018**.

LABORERS' UNION LOCAL 242

THE TOWN OF WILKESON

Laborers' Local 242

Mayor of the Town of Wilkeson

SCHEDULE "A"

CLASSIFICATIONS AND WAGES

Positions	1/1/2018	1/1/2019	1/1/2020
Town Clerk/Treasurer	3%	3%	3%
WWTP Operator	3%	3%	3%
Water Operator	3%	3%	3%

Section 1. Wage scales shall be recognized as applying to classifications and employees shall be paid at the rate of the classification for which their work calls for.

The Wage rates in the schedules below shall become effective January 1, **2018** and shall remain in effect until December 31, **2021**.

1. Town Clerk/Treasurer shall be paid a \$1.00 Deferred contribution in addition to the regular hourly rate.
2. WWTP Operator/Water Operator shall be paid a \$1.00 premium in addition to the regular hourly rate for required certifications for (FEMA Certification). Requires seven (7) individual certifications.
3. WWTP Operator/Water Operator shall be paid a \$1.00 premium in addition to the regular hourly rate for Group II certification.
4. WWTP Operator/Water Operator shall be paid a \$1.00 premium in addition to the regular hourly rate for Water Distribution Manager I and WDM II certifications.
5. WWTP Operator/Water Operator, who has current certification as a Cross Connection Specialist (CCS), and who is assigned cross connection duties shall be paid a \$1.00 premium in addition to the regular hourly rate.
6. Employees shall be paid a \$1.00 premium in addition to the regular hourly rate for required certifications for Confined Space Entry.
7. Employees shall be paid a \$1.00 premium in addition to their regular hourly rate for performing work outside the jurisdiction of the Town of Wilkeson.

Town of Wilkeson is required to have:

1. Certification I from the Dept. of Health (must have at least twelve (12) months experience and pass required test/s).
2. Certification II from the Dept. of Ecology (must have 12 months experience and pass required test/s for Cert. I).
3. Certification II from the Dept. of Ecology (must have 12 months experience and pass required test/s for Cert. I).
4. Certification II from the Dept. of Ecology (must have 36 months experience and pass required test/s for Cert. II).

NEW HIRE SALARY SCHEDULE

Blue is not actual to current staff, but as a projection for future staff.

3% step raise

Union Employees: Steps reflect wage rate increases above negotiated wage increases.

Town Clerk:													
6 MO. PROBATION PERIOD: STEP 1													
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
22.47	22.93	23.40	23.87	24.36	24.86	25.37	25.88	26.41	26.95	27.49	28.04	28.60	29.17
Utilities Operator:													
Non-certification wage: 26.16													
6 MO. PROBATION PERIOD: STEP 1													
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
27.24	27.80	28.37	28.94	29.53	30.14	30.75	31.38	32.01	32.65	33.30	33.97	34.65	35.34
Water Operator:													
Non-certification wage: 23.00													
6 MO. PROBATION PERIOD: STEP 1													
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
24.15	24.63	25.13	25.63	26.14	26.66	27.20	27.74	28.30	28.86	29.44	30.03	30.63	31.24
Sewer Operator:													
Non-certification wage: 24.00													
6 MO. PROBATION PERIOD: STEP 1													
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
25.20	25.70	26.22	26.74	27.28	27.82	28.38	28.95	29.53	30.12	30.72	31.33	31.96	32.60

NOTES: Future Employees may start at a different step than their predecessor depending on experience.

Operators /Clerk steps are based on having certification. Employees with no experience or certification may start lower than Step 1 until certification is in place.