

Requested by: Mayor Keller  
Meeting date: September 22, 2008  
Adopted: September 22, 2008  
Vote: Holler, Larson, Massie, Menard, Metiva and Woodruff in favor

**CITY OF WASILLA  
RESOLUTION SERIAL NO. 08-38**

**A RESOLUTION OF THE WASILLA CITY COUNCIL RATIFYING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF WASILLA AND THE LABORERS INTERNATIONAL UNION OF NORTH AMERICA, LOCAL 341 DATED JULY 1, 2008 THRU MARCH 31, 2011.**

---

WHEREAS, on October 2, 2007 the citizens of the City of Wasilla voted for the passage of Ordinance Serial No. 07-45 providing for collective bargaining of City employees; and

WHEREAS, the City desires to promote harmonious and cooperative relations between the City of Wasilla (Employer) and the Laborers International Union Of North America, Local 341 (Union); and

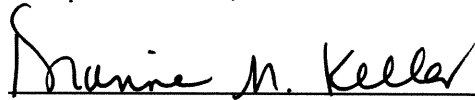
WHEREAS, the Employer has an interest to protect the public by assuring orderly and effective operation of government and to promote efficiency and economy in service to the citizens and business community of Wasilla; and

WHEREAS, both parties agree to formally record collective bargaining agreements between the Employer and the Union on matters of wages, hours and terms of employment.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Wasilla, Alaska by this resolution ratifies the agreement between the City (Employer) and the and the Laborers International Union Of North America, Local 341 (Union) for the period of July 1, 2008 – March 31, 2011 to maintain an environment that fosters good will and fair relations between the Employer and Union.

ADOPTED by the Wasilla City Council on September 22, 2008.

ATTEST:

  
\_\_\_\_\_  
DIANNE M. KELLER, Mayor

  
\_\_\_\_\_  
KRISTIE SMITHERS, MMC  
City Clerk

[SEAL]

# Agreement

By And Between

Alaska District Council of Laborers,

Laborers' Local 341

And

City of Wasilla,

Wasilla Multi-Use Sports Complex

July 1, 2008 – March 31, 2011



TABLE OF CONTENTS

ARTICLE 1 PURPOSE ..... 1

ARTICLE 2 RECOGNITION ..... 1

ARTICLE 3 NO STRIKE/NO LOCKOUT ..... 1

ARTICLE 4 UNION SECURITY AND DUES DEDUCTION..... 1

    Section 4.1 Membership or Service Fee Requirement..... 1

    Section 4.2 Discharge for Noncompliance..... 2

    Section 4.3 Indemnification ..... 2

    Section 4.4 Payroll Dues Deductions..... 2

    Section 4.5 Noninterference..... 2

    Section 4.6 Union Access ..... 2

ARTICLE 5 MANAGEMENT RIGHTS ..... 3

ARTICLE 6 LABOR MANAGEMENT COOPERATION..... 3

    Section 6.1 Positive Work Environment..... 3

    Section 6.2 Meet and Confer Meetings..... 3

ARTICLE 7 NONDISCRIMINATION ..... 4

ARTICLE 8 SAFETY ..... 4

    Section 8.1 Employee’s Responsibilities ..... 4

    Section 8.2 Employees Protected..... 4

    Section 8.3 Union’s Responsibilities ..... 5

    Section 8.4 City’s Responsibilities ..... 5

ARTICLE 9 DISCIPLINE AND DISCHARGE ..... 5

    Section 9.1 Just-Cause Defined..... 5

    Section 9.2 Progressive Discipline..... 5

    Section 9.3 Union Notification ..... 5

    Section 9.4 Disciplinary Appeals..... 6

ARTICLE 10 GRIEVANCE – ARBITRATION PROCEDURE.....	6
Section 10.1 Grievance Defined .....	6
Section 10.2 Grievance Procedure .....	6
Section 10.3 Time Frames.....	7
Section 10.4 Arbitration .....	7
Section 10.5 Authority of the Arbitrator .....	7
ARTICLE 11 HOURS OF WORK.....	7
Section 11.1 Work Week .....	7
Section 11.2 Relief Periods and Meal Breaks .....	8
ARTICLE 12 TIME OFF .....	8
Section 12.1 Paid Time Off.....	8
Section 12.2 Leave Accrual While Employee is on Paid Leave.....	8
Section 12.3 Use of Paid Time Off .....	9
Section 12.4 Donation .....	9
Section 12.5 Amount of Paid Time Off that must be Taken Annually.....	9
Section 12.6 Paid Time Off Cash-in .....	9
Section 12.7 Recognized Holiday during Paid Time Off Period .....	10
Section 12.8 Paid Time Off Payment upon Termination.....	10
Section 12.9 Leave without Pay.....	10
Section 12.10 Unauthorized Leave .....	10
Section 12.11 Military Leave.....	10
Section 12.12 Workers’ Compensation Leave.....	10
Section 12.13 Family and Medical Leave.....	11
Section 12.14 Bereavement Leave .....	11
ARTICLE 13 HOLIDAYS .....	11
Section 13.1 Recognized Holidays .....	11

Section 13.2 Day Off.....	11
Section 13.3 Holiday Pay When Working a Holiday .....	11
Section 13.4 Eligibility.....	12
Section 13.5 Holidays on Days Off.....	12
ARTICLE 14 BENEFITS .....	12
Section 14.1 Health Insurance.....	12
Section 14.2 State Retirement System .....	12
Section 14.3 Supplemental Benefits System.....	12
Section 14.4 Life Insurance.....	12
Section 14.5 Employee Assistance Program.....	12
Section 14.6 Union Notification .....	13
Section 14.7 Information Regarding Benefit Plans.....	13
ARTICLE 15 STAFF DEVELOPMENT .....	13
Section 15.1 Training Programs.....	13
Section 15.2 Tuition Reimbursement.....	13
ARTICLE 16 PROBATIONARY PERIODS.....	13
Section 16.1 Probationary Period Defined.....	13
Section 16.2 Promoted or Transferred Employees .....	14
Section 16.3 Probationary Period Extensions .....	14
ARTICLE 17 JOB CLASSIFICATIONS AND WAGE RATES .....	14
Section 17.1 Productivity .....	14
Section 17.2 Job Classifications and Wage Rates.....	14
Section 17.3 Wage Increases.....	14
Section 17.4 New Job Classifications and Wage Rates .....	15
Section 17.5 Step Placements for New Hires and Promotions or Transfers.....	15
Section 17.6 Cost-of-Living Adjustment .....	15

Section 17.7 Pay for Performance Incentive Pay.....	15
ARTICLE 18 OVERTIME AND PREMIUM PAY.....	15
Section 18.1 Overtime.....	15
Section 18.2 Shifts and Shift Differentials.....	16
Section 18.3 On-Call Pay.....	16
Section 18.4 Call-Back Guarantee .....	17
ARTICLE 19 PERSONNEL/PAYROLL FILES .....	17
Section 19.1 Employee Access .....	17
Section 19.2 Union and Third-Party Access .....	17
Section 19.3 Copies.....	17
Section 19.4 Confidentiality.....	17
Section 19.5 Employee Rebuttals .....	17
Section 19.6 No Secret Files .....	17
ARTICLE 20 TITLE 3 AND PERSONNEL POLICIES .....	18
Section 20.1 Prevailing Policies and Procedures .....	18
Section 20.2 Union Notice of Proposed Changes .....	18
ARTICLE 21 GENERAL PROVISIONS .....	18
Section 21.1 Separability and Saving Clause.....	18
Section 21.2 Entire Agreement .....	19
ARTICLE 22 TERM OF AGREEMENT.....	19
Section 22.1 Duration.....	19
Section 22.2 Notice of Re-negotiation.....	19
Section 22.3 Letters of Agreement.....	19
Section 22.4 Effective Date.....	20
Appendix A Job Classifications and Wage Rates.....	21

**ARTICLE 1**  
**PURPOSE**

The purposes of this Agreement are to promote the settlement of labor disagreement by conference, to prevent strikes and lockouts, to stabilize conditions in work in the area affected by this Agreement, to prevent avoidable delays and expense, and generally to encourage a spirit of helpful cooperation between the Employer and employee groups to their mutual advantage. This Agreement sets forth the negotiated wages, hours, and other terms and conditions of employment between the parties.

**ARTICLE 2**  
**RECOGNITION**

The term "Union" refers to Laborers' Local 341. The term "City" refers to the City of Wasilla. The term "MUSC" refers to the Wasilla Multi-Use Sports Complex.

The City hereby recognizes during the term of this Agreement the Union as the sole and exclusive representative for the employees performing work covered by the classifications set forth in Appendix A, unless the employee is working in a temporary position for less than six (6) months.

**ARTICLE 3**  
**NO STRIKE/NO LOCKOUT**

This Agreement is a guarantee by all parties that there will be no strikes, lockouts, work slowdowns or stoppages during the life of this Agreement.

**ARTICLE 4**  
**UNION SECURITY AND DUES DEDUCTION**

**Section 4.1 Membership or Service Fee Requirement**

It shall be a condition of employment that all employees covered by this Agreement who are members of the Union in good standing on the effective date of this Agreement shall remain members in good standing, and those who are not members on the effective date of this Agreement shall, within thirty (30) days following either the effective date of this Agreement or the first day of the employee's employment with the City, whichever is later, become and remain members or service fee payers in good standing.

#### Section 4.2 Discharge for Noncompliance

The City will, within fourteen (14) calendar days after receipt of written notice from the Union discharge an employee who is not in good standing. Upon written notice of such discharge, an employee may avoid discharge by contacting the Union to establish or re-establish good standing with it prior to the effective date of discharge.

#### Section 4.3 Indemnification

The Union agrees to save harmless from and indemnify the City for any liability that may arise from any acts of the City, which result from its adherence to the requirements for dismissal contained within this Article.

#### Section 4.4 Payroll Dues Deductions

Upon written authorization of an employee, the City shall deduct monthly from the payroll of the employee the amount of working dues and any other fees as certified by the Union in writing to the Mayor and deliver said amount by the 15th of the month following the month in which they were deducted to the designated agent of the Union.

#### Section 4.5 Noninterference

The Employer agrees that it shall not in any manner, directly, or indirectly, attempt to interfere between any of its employees and the Union: it will not in any manner restrain or attempt to restrain any employee from belonging to the Union or from taking an active part in Union affairs; and it will not discriminate against any employee because of Union membership or lawful Union activity. The parties agree that the Union has the right and obligation to fairly represent the employment interests of the employees of the bargaining unit.

#### Section 4.6 Union Access

Union Representatives who are not Employees shall be authorized to speak for the Union and the Employees covered by this Agreement in all matters governed by this Agreement. Union Representatives may visit work areas to discuss union business with prior notice to and approval by the Manager. It is agreed and understood that such visits will not be allowed if disruptive to the operations of the MUSC. The Union shall provide a list of names of the Union Representatives to the Employer.



**ARTICLE 5**  
**MANAGEMENT RIGHTS**

The Union recognizes the right of the City to operate and manage the MUSC and its employees, including but not limited to the following:

- right to establish and require standards of performance; direct employees and their work; maintain order and efficiency; determine job assignments and work schedules and overtime; establish qualifications of work to be performed by employees;
- assign bargaining unit work to supervisory and management personnel as needed by the City;
- assign bargaining unit work to non-union employees on a temporary basis;
- determine the material and equipment to be used; implement new and different operational methods and procedure; determine staffing levels and requirements; determine the kind, type, and location of facilities; extend, limit, contract out, or curtail the whole or any part of the operation;
- select, hire, classify, assign, promote, transfer, discipline, demote, or discharge employees for just cause, lay off and recall employees;
- regulate all activity conducted upon City premises and on City time;
- promote and enforce rules, regulations and personnel policies and procedures;

provided that such rights, which are vested solely and exclusively in the Employer, do not violate any specific provision of this Agreement.

**ARTICLE 6**  
**LABOR MANAGEMENT COOPERATION**

**Section 6.1 Positive Work Environment**

The Union and the City recognize that the ability of the City to effectively conduct the affairs of government and the establishment of a positive work environment for the employees depends upon mutual cooperation and effective communication among the parties.

**Section 6.2 Meet and Confer Meetings**

- A. The parties agree that they will meet and confer in good faith at reasonable times and places concerning this Agreement and its interpretation or any other matter of mutual concern to the Union and the City.
- B. The party requesting a meeting must do so in writing specifying the particular issue(s) to be addressed during the meeting. The meeting shall be scheduled

within thirty (30) calendar days of the request, unless agreed to otherwise in writing.

- C. No more than two (2) representatives from the Union and no more than two (2) management representatives from the City shall participate in the meeting under this Article.
- D. There shall be no obligation on the part of any party to reopen, modify, amend, or otherwise alter the terminology or interpretation of the Agreement, or to make any other agreement as a result of any such meeting, nor shall the requirement for meetings alter the rights or obligations of the parties under this Agreement, unless the parties mutually agree to do so in writing.
- E. Any modifications or amendments to the Agreement under this Article will be memorialized in writing in a Letter of Understanding signed by the Mayor, or Mayor's designee, and a designated agent of the Union and appended to this Agreement.

## **ARTICLE 7** **NONDISCRIMINATION**

Both the Employer and the Union agree to comply with all applicable federal, state, and local laws prohibiting discrimination. Neither the Employer nor the Union will discriminate against any employee on the basis of race, sex, religion, color, marital or parental status, age, national origin, mental or physical disability, sexual orientation, union activity, or any other status protected by federal, state or local law.

## **ARTICLE 8** **SAFETY**

### **Section 8.1 Employee's Responsibilities**

All employees shall be responsible for carrying out safety regulations, rules, and practices. Each employee is required to act with due care and regard for the employee's own safety and others. Applicable federal and state occupational safety laws and regulations shall serve as standards with which all employees and the City shall comply. Employees shall not expose or subject themselves or others to unsafe working conditions.

### **Section 8.2 Employees Protected**

No employee shall be subjected to any requirement to perform unsafe work, or be directed to do so by any other employee of the City. The City agrees to protect from retaliation, in any form, any employee who comes forward with information about having been directed to perform

illegal or unsafe work under conditions posing an immediate danger of death or serious bodily injury.

### Section 8.3 Union's Responsibilities

The Union agrees to cooperate fully with the City to identify and deal appropriately with any employee who violates safety regulations, rules, or practices.

### Section 8.4 City's Responsibilities

The City shall comply with applicable federal and state occupational safety laws and regulations and industry standards. The City shall make every effort to provide a safe and healthful work place. The City shall furnish such safety devices and first aid kits as may be needed for the safety and health of employees. Past practices will continue with regard to providing tools, equipment, and protective clothing required by the job and the City.

## **ARTICLE 9** **DISCIPLINE AND DISCHARGE**

### Section 9.1 Just-Cause Defined

The City retains the right to discipline and discharge an employee for just cause. Just cause shall include, but is not limited to, offenses such as drunkenness on the job, theft, fighting, verbal or physical assault of employee or supervisor, insubordination, gross disobedience, absence of an employee for three (3) consecutive working days without approval, and habitual absenteeism or tardiness.

### Section 9.2 Progressive Discipline

In administering discipline, up to and including discharge, the City reserves the right to issue the appropriate level of discipline depending on a variety of circumstances including but not limited to the nature and severity of the offense. However, when practicable in the discretion of the City, the following levels of progressive discipline may be utilized:

- |             |   |  |
|-------------|---|--|
| 1st Offense | - | Verbal reprimand (memorialized in writing) |
| 2nd Offense | - | Written reprimand                          |
| 3rd Offense | - | Suspension                                 |
| 4th Offense | - | Discharge                                  |

### Section 9.3 Union Notification

The City agrees to notify the Union of any disciplinary action taken upon any bargaining unit employee covered under this bargaining agreement within forty-eight (48) hours (Saturday, Sunday and recognized holidays excluded) of said violation.

## Section 9.4 Disciplinary Appeals

Disciplinary actions, up to and including discharge, may be appealed through the grievance procedures except that an employee in their initial probationary period of six-months may not use the grievance procedure to challenge a decision to discharge them.

# **ARTICLE 10** **GRIEVANCE – ARBITRATION PROCEDURE**

## Section 10.1 Grievance Defined

A grievance is defined as a disagreement between the City and the Union regarding the interpretation or application of this Agreement.

## Section 10.2 Grievance Procedure

- A. When a dispute arises which may become a basis for a grievance, the employee, the Union, and the City will make every effort possible to informally resolve the dispute before instituting a formal grievance.
- B. In the event the dispute cannot be resolved informally, the grievance shall be reduced to writing within fourteen (14) calendar days of the time the employee or the Union knew or should have known of the alleged violation and the following procedure will be used.
- C. The grievance shall be submitted on the approved grievance form and signed by a Union Representative.

Step One: The written grievance shall initially be submitted to the Recreational and Cultural Services Manager, who shall have fourteen (14) calendar days from receipt of the written grievance to respond in writing to the Union.

Step Two: In the event the grievance is not resolved at Step One, the Union shall have fourteen (14) calendar days after receipt of the Step One response to submit the grievance to the Mayor, or Mayor's designee, who shall respond to the grievance in writing in fourteen (14) calendar days from receipt of the written grievance. Upon request, the Union may meet to discuss the grievance with the Mayor, or Mayor's designee. Such a meeting is in the sole discretion of the Mayor and would be held before the Mayor, or Mayor's designee.

Step Three: In the event the grievance is not resolved at Step Two, the Union in its discretion may decide to request arbitration. If the Union decides to arbitrate the grievance, the Union shall within fourteen (14) calendar days after receipts of the Step Two response, submit a written request for arbitration to the Mayor, or Mayor's designee.

### Section 10.3 Time Frames

- A. Failure of the Union to file a grievance according to the time frames set forth above constitutes a forfeiture of the grievance and precludes arbitration on its merits.
- B. The time requirements in this Article may be extended by mutual agreement in writing.

### Section 10.4 Arbitration

If a timely request for arbitration is submitted, the Union shall request from the Federal Mediation and Conciliation Service ("FMCS") a list of eleven (11) names of arbitrators from Alaska, Washington, and Oregon. Within fourteen (14) calendar days after receipt of the list from the FMCS, the parties shall select an arbitrator by the striking method. The order for striking shall be determined by a toss of the coin. The Union Representative shall call out their choice. Arbitration shall be scheduled as soon as is reasonably possible following the appointment of the arbitrator, unless agreed to otherwise by the parties.

### Section 10.5 Authority of the Arbitrator

- A. The Arbitrator shall conduct a hearing according to generally accepted standard and procedures for grievance arbitration.
- B. The Arbitrator shall have no authority to add to, alter, delete, or modify any provision of this Agreement or issue any award on a matter not raised in the grievance filed by the Union.
- C. The decision of the Arbitrator shall be final and binding on the parties.
- D. The expenses of the Arbitrator shall be borne by the losing party. Each party shall bear its own costs of preparing for and participating in the arbitration.

## **ARTICLE 11** **HOURS OF WORK**

### Section 11.1 Work Week

- A. The regular workweek shall consist of five consecutive days of eight (8) hours a day and forty (40) hours. The standard payroll period shall consist of the period from midnight Sunday to the following midnight Sunday. The standard workday shall consist of the period from midnight to midnight. Unless otherwise provided,

management retains the right to establish the hours of work and assign employees to schedules.

- B. Flexible work schedules may be established at the request of the employee or the Manager. In the event a flexible work schedule is established for any employee covered by this Agreement, such as 4/10 schedule, the Union shall be notified in writing.

#### Section 11.2 Relief Periods and Meal Breaks

- A. Employee shall normally be allowed two fifteen (15) minute relief periods during the employee's shift as scheduled by the employee's immediate supervisor. The relief periods shall be taken approximately midway during the first half of their shift and the second half of their shift. The relief periods may not be combined nor used to shorten an employee's shift.
- B. The Employee's immediate supervisor shall designate an unpaid meal break approximately midway during the shift. The meal break shall be no more than one (1) hour in length and not less than thirty (30) minutes in length. If an employee is required to stay at the MUSC during their lunch period, the meal break shall be paid.

### ARTICLE 12 TIME OFF

#### Section 12.1 Paid Time Off

Employees shall accrue leave upon completion of each month of service and does not begin to accrue until the first day of the first full month following an employee's date of hire. Employees may use paid time off once it accrues. Probationary employees, however, cannot use paid time off until after satisfactory completion of the probationary period unless authorized otherwise by the Mayor, or Mayor's designee. Personal leave accrues at the following rates:

- Twelve (12) hours per month for employees with less than three (3) years of service.
- Sixteen (16) hours per month for employees with three (3) years and less than eight (8) years of service.
- Twenty (20) hours per month for employees with eight (8) years or more of service.

#### Section 12.2 Leave Accrual While Employee is on Paid Leave

Leave continues to accrue during the period of time an employee is on paid leave. Leave does not accrue during periods of leave without pay except as required by law.

### Section 12.3 Use of Paid Time Off

- A. Accrued personal leave may be used for vacation or other personal needs and illness, injury, medical and dental appointments, care for an employee's child, spouse, or parent due to illness or injury, bereavement; and maternity leave.
- B. Requests for time off for vacations or other personal needs must be made at least fourteen (14) days in advance. Such requests may be granted so long as the time off will not be detrimental to the MUSC operations and prior approval by the Manager has been obtained by the employee.
- C. Time off for other purposes, not vacation or personal needs, shall be granted so long as the employee contacts the Manager as soon as possible but not later than the start of the employee's next shift. Such time off may require a health care provider's medical certification for the absence at the discretion of the Manager.

### Section 12.4 Donation

An employee may voluntarily donate unused and accrued paid time off to another employee of the City who is seriously ill or injured requiring absence from work for more than ten (10) scheduled work days and who has exhausted all his paid time off and is under the care of a physician. Paid time off which is being donated under this Section shall be donated at the donating employee's current rate of pay and that sum of money shall be paid to the City employee to whom the personal leave is being donated. The donated paid time off shall be subject to all taxation and contributions required of all payroll compensation and shall be borne by the employee to whom the paid time off is being donated.

### Section 12.5 Amount of Paid Time Off that must be Taken Annually

At least sixty (60) hours of paid time off must be used after the first complete fiscal year worked and every fiscal year thereafter. However, when in the opinion of the Manager it is not feasible nor in the best interests of the City to grant leave to an employee, such employee shall not be penalized by loss of accrued leave, and the annual leave use requirement shall be temporarily suspended in such cases.

### Section 12.6 Paid Time Off Cash-in

- A. An employee may cash in paid time off two (2) times per fiscal year, provided that the employee shall retain at least eighty (80) hours of leave in his/her account.
- B. Cash in lieu of annual leave shall be subject to all taxation and contributions required of all payroll compensation. Cash in lieu of accumulated paid time off may be obtained, under emergency conditions outlined in writing and approved

by the Mayor or designee, so long as the employee will retain at least eighty (80) hours of paid time off in reserve following cash payment.

- C. The salary rate used in computing the cash payment to be made shall be that rate which is being received by the employee on the date the application for cash payment is approved by the Mayor or designee.

#### Section 12.7 Recognized Holiday during Paid Time Off Period

A recognized holiday occurring when an employee is on personal leave status shall be counted as a holiday.

#### Section 12.8 Paid Time Off Payment upon Termination

Upon termination, accrued paid time off shall be paid in a lump sum to the employee. The hourly rate to be used in computing the cash payment shall be the rate paid to the employee on the date that the separation notice is given to the employee or the effective date of the resignation notice. This cash-in of paid time off shall be subject to all taxation and contributions required of all payroll compensation.

#### Section 12.9 Leave without Pay

Leave without pay may be granted to an employee upon recommendation of the Mayor, or Mayor's designee. Each request for such pay shall be considered in light of the circumstances involved and the needs of the MUSC. Leave without pay shall not be requested nor granted until such time as all accrued paid time off has been exhausted, except when an employee is absent and drawing workers' compensation pay. Benefits do not accrue while on leave without pay, except insurance, which will continue through the first month of leave without pay beyond the end of the calendar month in which leave without pay status began.

#### Section 12.10 Unauthorized Leave

Any absence not authorized and approved in accordance with provisions of this Article shall be without pay for the period of absence and shall be grounds for disciplinary action up to and including discharge.

#### Section 12.11 Military Leave

Employees shall be granted military leave consistent with applicable federal and state law.

#### Section 12.12 Workers' Compensation Leave

Employees shall be granted workers' compensation leave to the extent required by the Alaska's Workers' Compensation Act.



Section 12.13 Family and Medical Leave

Employees shall be granted family and medical leave consistent with applicable federal and state law.

Section 12.14 Bereavement Leave

Paid time off may be used for bereavement leave for the death of a member of the immediate family of the employee. Immediate family member, for the purpose of this section, shall be defined as follows: the employee's spouse, child, father, mother, brother, sister, father-in-law, mother-in-law, and grandparents.

**ARTICLE 13**  
**HOLIDAYS**

Section 13.1 Recognized Holidays

The following days are holidays for employees covered by this Agreement.

New Years Day	Washington's Birthday
Seward's Day	Memorial Day
Fourth of July	Labor Day
Alaska Day	Veteran's Day
Thanksgiving Day	Friday after Thanksgiving
Christmas	

Section 13.2 Day Off

On each holiday designated above, the employee will normally be given the day off with pay based on the number of hours the employee would have been scheduled to work on that day. Such time does not count towards hours worked for overtime purposes.

Section 13.3 Holiday Pay When Working a Holiday

In the event that an employee is required to work on a holiday, the employee shall be paid time and one-half their regular hourly rate of pay in addition to the straight time rate of pay the employee would have been entitled to under Sections 13.2. An employee will be credited for all hours worked on a holiday for overtime purposes.

### Section 13.4 Eligibility

An employee must be in pay status the day before and the day after the holiday in order to receive the benefits under this Article.

### Section 13.5 Holidays on Days Off

If a holiday falls on an employee's regularly scheduled days off, the employee shall get a different day off with pay as designated by the Recreational and Cultural Services Manager.

## **ARTICLE 14** **BENEFITS**

### Section 14.1 Health Insurance

Full time regular Employees may enroll in the City's group health insurance plan. The City shall pay 100% of the employee's health insurance premium and 90% of the dependents' health insurance premium. The Employee shall pay the remaining 10% of the health insurance premium through payroll deduction.

### Section 14.2 State Retirement System

The City is a participant in the State of Alaska Public Employees Retirement System (PERS).

### Section 14.3 Supplemental Benefits System

The Employer is a participant in the Supplemental Benefits System. The Employer will match the Employee contribution up to the maximum limit required by law.

### Section 14.4 Life Insurance

The City may provide employees with a life insurance policy.

### Section 14.5 Employee Assistance Program

The City may provide employees with an Employee Assistance Program.

Section 14.6 Union Notification

Upon written request from the Union, the City shall provide information regarding each of the benefit programs offered by the City to its employees covered by this Agreement.

Section 14.7 Information Regarding Benefit Plans

Information and details regarding benefits provided by the City pursuant to this Agreement may be obtained from the Human Resources.

**ARTICLE 15**  
**STAFF DEVELOPMENT**

Section 15.1 Training Programs

The City may develop and conduct general training programs as well as training programs more specific to the special operational requirements of the MUSC. Training programs will include but not be limited to accident prevention, employee safety, and public relations.

Section 15.2 Tuition Reimbursement

When it is in the best interest of the City or it can be shown to be job-related, and the Mayor approves it in writing, the City will reimburse an employee for tuition for training or education. If the employee terminates employment with the City for any reason within one year after receipt of the reimbursement for such training or education, the employee will be required to repay the City the full amount of the tuition reimbursement received by the employee. Such reimbursement requirement may be waived by the Mayor in unusual or emergency situations.

**ARTICLE 16**  
**PROBATIONARY PERIODS**

Section 16.1 Probationary Period Defined

All newly hired employees covered by this Agreement shall serve a probationary period of six (6) months. An employee who initially is hired as a temporary, but who works for more than six (6) months, shall be credited with time served and will not have to serve a new probationary period.

### Section 16.2 Promoted or Transferred Employees

Promoted or transferred employees shall serve a probationary period of six (6) months. A promoted or transferred employee shall retain all rights under this Agreement during and after the probationary period under this Section unless.

### Section 16.3 Probationary Period Extensions

Probationary periods under Sections 16.1 or 16.2 above may be extended up to three (3) months upon mutual agreement with the Union.

## **ARTICLE 17** **JOB CLASSIFICATIONS AND WAGE RATES**

### Section 17.1 Productivity

The overriding consideration in the establishment of productivity standards is an honest day's work for an honest day's pay. The parties agree that it is in their best interest to provide efficient and fiscally responsible service to the community and taxpayers of the City. The Union recognizes that the establishment of such productivity standards and improvements is the right and obligation of management. It is further recognized that the Union has the right to be informed of the implementation of productivity standards. All employees agree to comply with any productivity standards implemented. Work procedures, schedules and assignments or any other means of increasing productivity may be established and/or revised from time to time at the discretion of the City so long as this Agreement is not violated.

### Section 17.2 Job Classifications and Wage Rates

Appendix A outlines the job classifications and wage rates effective July 1, 2008 for the employees covered by this Agreement.

### Section 17.3 Wage Increases

- A. Effective July 1, 2009 Appendix A will increase by the COLA formula in Section 17.6 below.
- B. Effective July 1, 2010 Appendix A will again increase by the COLA formula in Section 17.6 below.

- C. Each employee shall move one step on July 1 of each year of this Agreement until the employee reaches Step F. Once the employee reaches Step F, the employee shall only be eligible for COLA adjustments consistent with Section 17.6 below. Step F shall be the final step of the pay schedule for the duration of this Agreement.

#### Section 17.4 New Job Classifications and Wage Rates

The City may, during the term of this agreement, implement new classifications that will be covered under this agreement. The parties agree to meet and confer regarding the wage rate for a new job classification before its implementation.

#### Section 17.5 Step Placements for New Hires and Promotions or Transfers

In the efforts of recruitment and promotion, the City shall have the right to place an existing employee or new hire at any step as long as the placement results in an increase in wages to the employee.

#### Section 17.6 Cost-of-Living Adjustment

Effective July 1 of each year during the term of this agreement, the City agrees to increase the wage rates in an amount equal to an average of the total percentage increase in the Anchorage Consumer Price Index Urban (CPI-U) for the last three (3) years as is regularly published by the U.S. Bureau of Labor Statistics of at least two percent (2.0%) but not more than four percent (4.0%).

#### Section 17.7 Pay for Performance Incentive Pay

The City may reward employees for outstanding performance. Such incentive pay may be implemented on an individual or group basis at the City's discretion. Such incentive pay will be paid as an additional step at any time during the year at the discretion of the Department Director with the approval of the Mayor, and notification to the Union.

## **ARTICLE 18** **OVERTIME AND PREMIUM PAY**

#### Section 18.1 Overtime

- A. All hours worked after eight (8) hours or ten (10) hours per day depending on the employee's work schedule, or forty (40) hours per week, shall be paid at time and one half the employee's regular rate of pay.

- B. Except in an emergency, overtime must be pre-approved by the Manager. Working unauthorized overtime may result in disciplinary action up to and including discharge.

Section 18.2 Shifts and Shift Differentials

- A. Shifts shall be designated as follows:

7:00 a.m. to 3:00 p.m.	Day Shift
3:00 p.m. to 11:00 p.m.	Swing Shift
11:00 p.m. to 7:00 a.m.	Graveyard Shift

- B. Shift differential shall be paid as follows:

Swing Shift - 3%	Graveyard Shift - 6%
------------------	----------------------

- C. Shift differential for the swing shift shall be paid to all employees who start their shift on or after 3:00 p.m. and shift differential for the graveyard shift shall be paid to all employees who start their shift on or after 11 :00 p.m. Shift differential pay shall not apply during leave or holiday status.
- D. If an employee is assigned to the day shift but works four (4) or more hours into the swing shift, the employee shall be paid the applicable differential for all hours worked during that swing shift. If an employee is assigned to the swing shift but works four (4) or more hours into the grave shift, the employee shall be paid the applicable differential for all hours worked during the grave shift in addition to the swing shift differential for all hours worked on swing. If an employee on grave shift works into the day shift, the employee shall continue to receive the grave differential for all hours worked.

Section 18.3 On-Call Pay

- A. Employees who are in on-call status at the direction of the Department Director shall be paid two (2) hours of pay at the employee’s straight time rate of pay for each work day or portion thereof spent in on-call status.
- B. Employees who are in on-call status on their regular days off or a holiday at the direction of the Department Director shall be paid two (2) hours of pay at time and one-half rate for each work day or portion thereof spent in on-call status.

#### Section 18.4 Call-Back Guarantee

When an employee has completed their scheduled shift and returns by direction of the City to perform additional work, they shall receive time and one-half the employee's regular hourly rate of pay for the actual hours worked with a minimum guarantee of two (2) hours pay at the overtime rate.

### **ARTICLE 19** **PERSONNEL/PAYROLL FILES**

#### Section 19.1 Employee Access

With reasonable notice and at a reasonable time, an employee shall have the right to review their personnel/payroll file in the presence of the Human Resources Directors, or designee. The employee may request and obtain copies of their personnel/payroll file consistent with state law.

#### Section 19.2 Union and Third-Party Access

Employees may authorize in writing the release of their personnel/payroll file for review to a Union Representative or any other third-party. The only exception to this requirement is if the third-party is the federal or state government or the release of the file content is in response to a court order.

#### Section 19.3 Copies

If a copy of an employee's personnel/payroll file is requested by the employee, Union, or any third party, the City reserves the right to charge a reasonable rate for copying the documents requested.

#### Section 19.4 Confidentiality

Employee personnel/payroll files are confidential to the extent required by law.

#### Section 19.5 Employee Rebuttals

An employee who disagrees with any information contained in a document in the employees' personnel/payroll file has the right to prepare a written rebuttal to the document which is submitted to human resources for filing with an attachment to the challenged document.

#### Section 19.6 No Secret Files

The parties agree that there will be no secret files kept on employees and their employment with the City.

**ARTICLE 20**  
**TITLE 3 AND PERSONNEL POLICIES**

**Section 20.1 Prevailing Policies and Procedures**

Where a specific provision of the Title 3 or the City's Personnel Policies and Procedures addresses or conflicts with a specific provision contained in a section of this Agreement, the provisions of this Agreement shall prevail.

Where the Agreement does not address or is silent on the issue, but Title 3 or the City's Personnel Policies and Procedures address the issue, Title 3 or the City's Personnel Policies and Procedures apply to the employees covered by this Agreement.

**Section 20.2 Union Notice of Proposed Changes**

If the City recommends additions, deletions, or modifications to the Title 3 or the City's Personnel Policies and Procedures affecting employees covered by this Agreement after the effective date of this Agreement, the Union will be provided a copy of the proposed changes before submission to the Council. Upon request, the parties will meet to negotiate the proposed changes if such changes impact wages, hours, or terms and conditions of the employment as required by law.

**ARTICLE 21**  
**GENERAL PROVISIONS**

**Section 21.1 Separability and Saving Clause**

Should it be decided by a court of competent jurisdiction or by mutual agreement of the parties that any article or section of this Agreement is rendered invalid by any existing or subsequently enacted statute, ordinance or regulation, the invalidation of such article or section will not affect the remaining provision of this Agreements, which will remain in full force and effect. Once either party notifies the other party in writing that an article or section is invalid, the parties agree to meet and negotiate a resolution to the invalid article or section within thirty (30) calendar days; provided, however, that the parties may mutually agree in writing to extend the time for such negotiations.



### Section 21.2 Entire Agreement

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties are set forth in this Agreement. The parties further understand that they have agreed to meet and confer about any subjects relating to this Agreement and other matters of mutual concern during the term of the Agreements when requested. However, nothing in this Section obligates a party to reach agreement or to change this Agreement with respect to any subject or matter specifically referred to or covered by this Agreement. This Agreement replaces and supersedes all prior oral and written understandings, agreements, and policies otherwise referred to or covered by this Agreement and concludes all collective bargaining for the duration of the Agreement. Nothing in the Section relieves either party of their legal obligation to bargain in good faith with respect to mandatory subjects of bargaining.

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

### Section 22.1 Duration

This term of this Agreement shall be from July 1, 2008 to March 31, 2011, and thereafter from year to year, provided, however that either party may give the other party written notice of its desire to effect changes to the Agreement.

### Section 22.2 Notice of Re-negotiation

Such written notice shall specify the particular Articles in which changes are desired, and shall be served upon the other party not more than one hundred and fifty (150) days and not less than sixty (60) days prior to the end of the initial period of the agreement or any annual extension thereof. The parties agree to meet to schedule negotiations within thirty (30) days after receipt of such notice.

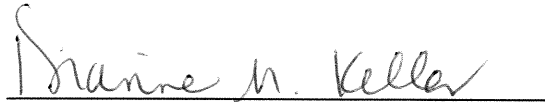
### Section 22.3 Letters of Agreement


Nothing herein will preclude the termination, modifications or amendment of this Agreement at any time by written mutual consent of the parties.


Section 22.4 Effective Date


This Agreement shall become effective on the date of signing unless otherwise specified in the Agreement or in writing by the parties.


This Agreement is entered into on this day of 15 day of October, 2008, by the duly authorized agents and representatives of the parties hereto. No previous written or oral agreements shall apply after the signing of the Agreement.


  
\_\_\_\_\_  
Diane M. Keller  
Mayor  
City of Wasilla

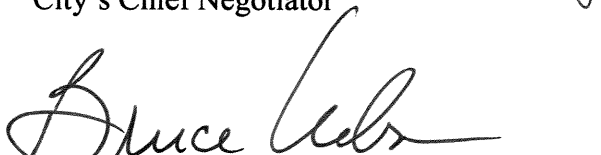
  
\_\_\_\_\_  
A.J. "Joey" Merrick II  
Business Manager/Secretary-Treasurer  
Laborers' Local 341

  
\_\_\_\_\_  
Marvin Yoder  
City Administrator

  
\_\_\_\_\_  
Ron McPheters  
President  
Laborers' Local 341

  
\_\_\_\_\_  
Kimberly Geariety  
City's Chief Negotiator

  
\_\_\_\_\_  
Stacy Allen, RNC  
Laborers' Local 341

  
\_\_\_\_\_  
Bruce Urban  
Recreational and Cultural Services Manager  
Wasilla Multi-Use Sports Complex

**Appendix A Job Classifications and Wage Rates**  
**July 1, 2008 – June 30, 2009**

	Grade	Annual Steps					
		A	B	C	D	E	F
<b>Maintenance Specialist</b>	4	\$21.69	\$22.14	\$22.59	\$23.05	\$23.52	\$24.00
<b>Bldg Supervisor</b>	3	\$20.11	\$20.52	\$20.94	\$21.37	\$21.81	\$22.25
<b>Secretary</b>	2	\$16.41	\$16.74	\$17.08	\$17.43	\$17.79	\$18.15
<b>Bldg Support II</b>	1	\$15.10	\$15.40	\$15.72	\$16.04	\$16.37	\$16.70