

Memorandum of Understanding

Change of Paydate

The purpose of this Memorandum of Understanding between the Washington State Council of County and City Employees Locals 3758 and 3758-S (the "Unions") and the Timberland Regional Library (the "Library") is to address impacts related to the implementation of updating pay dates from the 15th and last working day of the month, to the 10th and 25th of each month effective January 1, 2019, known here after as the pay date change.

Recitals

The Unions met to impact bargain the implementation of the pay date change. The parties met Thursday, September 20, 2018 to address impacts on wages, hours, and working conditions.

Agreement

Now, therefore, the parties agree as follows:

1. The provisions of this Memorandum will become effective January 1, 2019.
2. The Library and the Unions agree that the pay date change is necessary due to the implementation of the Incode software and State Auditor best practices for payroll.
3. The Library and Unions agree that all staff will be eligible to cash out current leave balances on December 31, 2018. Available types of leave for cash-out include: Compensatory Time leave (as defined by the CBAs), accrued vacation leave, 2018 Personal Holidays, and 2019 Personal Holidays. The total hours cashed out is capped at 86 hours of leave.
4. All employees must submit a Leave Cash-Out Form by December 15, 2018 to be eligible for December 31, 2018 cash-out. Any late submissions will not be processed. Employees must affirm the decision to cash-out or decline cashing out. If no form is received TRL will assume the employee is declining to cash-out. TRL will use Greenshades software to distribute and collect the forms from all staff.
5. Overtime Eligible part time staff will be authorized to work extra hours to accrue a bank of comp time up to the employees prorated FTE of 86 hours. 86 hours is the maximum amount of leave available to cashout.
6. Overtime eligible full time staff will be authorized to work meaningful overtime as determined by the employer on a case by case basis. Supervisors and Managers must receive the requests in writing and requests must be approved by the Appointing Authority on a case by case basis. The total overtime hours available to work is capped at 57 hours which equals approximately 86 hours for cashout leave balance.
7. Overtime exempt staff both part time and full time will be eligible for all forms of leave cashout available to them as overtime exempt staff. Both the Union and TRL have

identified and agreed the most impacted staff that are Overtime Exempt and will contact each person individually for next steps.

8. TRL and the Unions agree that a procedure will be distributed to building managers and supervisors to help determine which employees are eligible for which leave cashout process.
9. The Library and Unions agree that TRL will provide memos describing the pay date change to any staff member that requests one, to help support communications with financial institutions, landlords, and mortgage holders.
10. The Library and Unions agree that employees may use de minimus amounts of time to contact financial institutions, landlords, and mortgage holders on work time.
11. The Library will distribute a copy of this memorandum to all bargaining unit members.
12. The parties agree that although this dispute has been settled in the manner described herein, the resolution (or non-resolution) of any future dispute will depend on a multitude of factors specific to that situation and this Agreement shall not limit, restrict or require the Library or Unions to resolve any dispute, or to resolve any dispute in a particular fashion.

Signed and Dated this 8 ^{October (UB)} day of ~~MONTH~~ 2018.

Timberland Regional Library:

Cheryl Heywood

Washington State Council of County and City Employees, Local 3758 and Local 3758 S, Staff Representative:

[Signature]

Washington State Council of County and City Employees, Local 3758, President:

[Signature]

Washington State Council of County and City Employees, Local 3758-S, President:

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