

Summary of Changes in 2024-25 CBA

Table of Contents

- Article 2 Union Security 2
- Article 5 Health and Safety 2
- Article 7 Classification 3
- Article 9 Compensation 4
- Article 10 Health Insurance 5
- Article 12 Hours of Work and Overtime..... 6
- Article 15 Compensated Leave 7
- Article 20 Performance Feedback Reviews 8
- Article 21 Personnel Files 8
- Article 23 Negotiation Team 8
- Article 30 Person in Charge 8
- Article 31 Definitions 8

Article 2 Union Security

2.7 was moved from Memorandum of Understanding (MOU) of a prior contract and added into CBA.

Article 5 Health and Safety

5.2

- Safety in the workplace in regards to indoor/outdoor temperatures and air quality was updated.
- If the indoor temperature reaches 78F in any location of a building, the Employer will analyze the situation to determine if the building should be closed.

5.3 (new)

- Employer acknowledges obligation to prevention and preparedness for emergencies. They agree to provide monthly fire drills, 1 working AED per floor of each library building, and safety meeting topics each month.

5.11

- Boot stipend increased to 250

5.13 (new)

- Employees can return equipment used at a location away from their assigned work location on their next work day. They do not need to return it after hours.

5.14 (new)

- If a library visitor is being abusive, an Employees have the right to excuse themselves, leave the situation, and inform a supervisor/PIC of the incident. Employee will not be subject to discipline for doing so unless it is their job to ensure safety in the workplace and their departure causes undue danger to others. Upon request, Employee may request to ask for a Union Rep or Shop Steward to support them in navigating the situation.
- If the offending visitor is a patron, the Employee may recommend that the patron be excluded. If the offending visitor is not a patron, the Employer can seek accountability for the offense through other existing avenues.

Article 7 Classification

7.5 Bidding Process

- Broadened wording
 - Changed wording of first sentence to better reflect how Employees currently apply for positions and removed the outdated mention of paper bidding forms.
- New Language:
 - Employees with 30 days or fewer remaining on a PIP are eligible to apply for a position. They cannot move into the position until PIP is resolved. If PIP is not successfully completed, the employee is no longer eligible.

7.6 Lateral Transfer

- Added wording:
 - If there is a tie in seniority between two bidders, the successful candidate will be determined based on a coin toss and not by who applied first.

7.7 Promotions and Non-Lateral Movement

- Title changed from “Promotions” to “Promotions and Non-Lateral Movement”
- Wording change to include non-lateral movement
 - Any Employee for whom the opening would be defined as a promotion or movement within the same Pay Grade to a job classification not previously held, may submit a FVRL job application during the posting period.
- Formatting update – separated section into two paragraphs to separate the definitions and skill assessment paragraphs.
- Added the following for the case of a tie:
 - “In the event that there is a tie in seniority status, the successful candidate will be the candidate who achieved a higher assessment score. If there is a tie in both seniority status and the assessment score, the successful candidate will be determined based on a coin toss.”

7.8 Trial Service Period

- Trial service periods were changed from months to total hours. Part-time employees will have trial service periods that are prorated based on FTE. (see Definitions section for more details)

7.13 Classification Structure

- Job description updates promised.
- Worded as follows:
 - “The Employer will review and update all job descriptions for bargaining unit work at least once every four (4) years. The Employer will ensure that any WPEA position(s) reviewed as part of a market analysis will have a current job description.”

7.14 Classification Review – Duration of this Agreement (new)

- Employer will update each job description and create probationary plan/checklist for all Union-represented positions by end of this CBA
- Upon ratification, the Employee will begin updating the SLA job description.

7.18 Reallocation Trial Service Period

- Changed 6 month period to 520 hours in both A and B of this section to keep standard with using hours for probation/trial periods instead of months.

Article 9 Compensation

9.2 Classification and Pay Grade Structure

- Structure of the pay grade table is transferred from MOU from prior CBA. Sections were also elaborated on for clarity of structure.

9.3

- 10% Increase to whole table
- Will be effective the first day of the pay period following ratification by the Board

9.4

- 1750 in lieu of retractive wage increase and it's not prorated.
- Jan 1, 2025 both pay tables will receive a 1.5% increase
- July 1, 2025 both pay tables will receive a 1% increase

9.5

- Effective Jan 1, 2024: Union subs will receive a 5% wage increase

9.6

- Upon ratification, the Senior Collection Assistant position will move to Pay Grade F

9.7 Implementation of Steps in Pay Grade (previously 9.5)

- Removed B since the language was dated for prior CBA and establishment of Pay Grades
- HR will inform each regular employee of their SID

9.8 Establishment and Adjustments of Step Increase Date(s) (SID): (previously 9.6)

- Step Increase Date was formally known as Periodic Increment Date. This language was changed to improve understanding of what a SID is and because PIP and PID were easily confused when reading the contract.

9.16 Sunday Premium (moved to Article 9 from Article 12)

9.17 Bookmobile Driver Premium (new)

- Employees who drive the bookmobile will receive 12.5% premium pay for all hours when they are required to drive for any length of time.

9.18 Salary Review (previously 9.14)

- Removed requirement to conduct salary reviews every 4 years. It was felt that the job description reviews would already require salary reviews, and those are promised to be done every 4 years per 7.13 of this CBA.
- Added that all salary reviews must be done in advance of renegotiation of the CBA

9.20 Travel (previously 9.16)

- Added the caveat that employer-provided vehicles should be provided in a timely manner.

9.23 Multi-Lingual Testing (previously 9.18)

- Changed point B to say that the testing will take place during employee's normal work hours and the employer will provide adequate equipment for the test.
- Added wording to C
 - “The Employer agrees not to pressure any Employee to voluntarily withdraw from the dual language pay program.”

9.23 Multi-Lingual Program Structure (previously 9.21)

- Added wording to A
 - “The Employer will inform existing employees of the Multi-Lingual Program by work email, once per calendar year, as a reminder.”

Article 10 Health Insurance

10.7

- For employee only coverage, changed the employer coverage from 92.5% to 95%. This is reflective of the premium coverage offered to ASCME.

10.12 (new)

- Added “Me Too” language to keep our health coverage similar to ASCMEs.
- New section is as follows:
 - “If, for a specific year during the life of this Agreement, another FVRL bargaining unit receives any improvements in cost share for benefits in excess of any of the agreed-upon cost share as provided above, bargaining unit members will receive an equivalent cost share agreement. This section will only apply to medical or dental cost share agreements for identical medical or dental plans between bargaining units.”

Article 12 Hours of Work and Overtime

12.2 Substitute Reporting

- Removed from Article 12

12.3 Travel and Training (previously 12.4)

- Wording in B and D were changed.
- Employees should be compensated for all hours worked, including travel time.
 - This also includes compensation for time spent traveling from home until reaching their destination. It also suggests the Employer may provide a schedule change for the work week.
- Employees will be paid travel time if working at locations other than their regular duty station while using their personal vehicle (not including extra hour shifts).
 - It is worded as follows: “When working for FVRL at a location other than their regular duty station and using a personal vehicle, Employees will be paid mileage to and from the location (calculated from their regular duty station, even if the Employee travels to / from their home for this work). This does not apply to Employees voluntarily working extra hour shifts.”

12.4 Additional Work

- Management agreed to allow employees the option of a schedule change to allow for 2 consecutive days off if they are asked to work on a scheduled day off.

12.8 Remote Work (new)

- Added a section where remote work can be accommodated.
 - It is worded as follows: “Management will determine if Employees will be permitted to work remotely if their duties can be done remotely. Management will document in each bargaining unit position’s official job description which work duties they have determined can be done remotely. The Employer will provide the appropriate equipment for the worker to accomplish their work remotely, unless the Employee would prefer to use their own equipment. If an Employee chooses to use their own equipment, the Employer will provide appropriate information about the Employee’s responsibilities per the Washington State Public Records Act and will provide information about the Employee’s responsibilities for confidential patron information. “

Article 15 Compensated Leave

15.2

- **Two** Personal Holidays

15.8 Sick Leave Eligibility

- Subs earn sick leave at a rate of 1.25 hours instead of 1 hour per 40 worked.

15.11 Sick Leave Use

- B and C of prior CBA were combined into B.

15.14 Sick Leave Misuse

- Abuse was changed to Misuse
- Added a provision that if Misuse is suspected, the Employer must email a notice to the Union about the intended conversation with an employee at least 5 calendar days before conversation is initiated.
- Employer is also required to inform the member that they are not obligated to disclose any personal or medical information if pulled in for a conversation of misuse.

15.17 Vacation

- Probationary employees can now take vacation once it is accrued.

15.18 Vacation Accrual

- All regular employees shall be paid any earned but unused vacation leave at time of termination. This removed the stipulation of requiring 6 months completion of employment.

15.28 Administrative Leave (new)

- Employees may request administrative leave, especially in the case of a traumatic event.
- Wording is as follows: "Administrative leave may be approved by Management for any reason. Management agrees to consider providing immediate administrative leave for employees involved in traumatic situations encountered in the course of their work. "

15.29 Shared Leave Program (new)

- Explanation of the shared leave program was added to the contract
- Wording as follows: "The Shared Leave Program allows Employees to voluntarily donate vacation and/or sick leave hours into a "Shared Leave Pool" to provide additional paid leave for an eligible Employee or family member with a medical emergency that would otherwise result in the Employee being on leave without pay or terminating their employment."

Article 20 Performance Feedback Reviews

- 20.1
- Wording was changed to reflect current practice.
 - Employees will receive an annual written evaluation around their Step Increase Date and it only summarizes performance over preceding 12 months.
- 20.3
- Employees will be given a probationary period checklist or plan upon hire. These will be used in tandem with their feedback reviews during their probation/trial period.
 - Timing of feedback reviews were changed to better reflect the change of probationary periods to hours.
 - Employer will create checklists or plans for each WPEA job classification before Jan 1, 2026.
- 20.4 Performance Improvement Plan (new)
- Employees may be placed on a PIP to address performance challenges.

Article 21 Personnel Files

- 21.1 Personnel Files
- The sections of the personnel files were defined. There was wording added for keeping files as electronic documents, and a stated reassurance that electronic files were backed up in case of technology failure.

Article 23 Negotiation Team

This was moved over from a Memorandum of Understanding (MOU) in the last CBA.

Article 30 Person in Charge

- 30.4 Assignment
- Employees selected as PIC for the day may choose to opt out of being PIC for a day. The next person in seniority can then be offered to be PIC.

Article 31 Definitions

- Involuntary Demotion – new
- Non-Lateral Movement – new
- Probationary Period
 - Months were changed to hours and prorated based on FTE.
 - 960 hours is equal to full time hours for 6 months
 - This is prorated to 576 hours for 60% part timers.
 - Extra hours will count towards probationary period hours.
 - Employer can accelerate the probationary period if duties of position are demonstrated per the plan/checklist.
- Reallocation – new
- Step Increase Date – new
- Trial Service Period
 - Months were changed to hours to mirror Probationary Period