

AGREEMENT

Between

MASON TRANSIT AUTHORITY

of

SHELTON, WASHINGTON

and

INTERNATIONAL ASSOCIATION

of

MACHINISTS AND AEROSPACE WORKERS

DISTRICT LODGE 160

for the period

September 1, 2017 to August 31, 2020

for CBU Comm Center Employees

THIS PAGE INTENTIONALLY LEFT BLANK

TABLE OF CONTENTS

AGREEMENT		1
ARTICLE 1	RECOGNITION OF BARGAINING UNIT	1
ARTICLE 2	RIGHTS OF MANAGEMENT	1
ARTICLE 3	JOINT LABOR-MANAGEMENT COMMITTEE	2
ARTICLE 4	NON-BARGAINING UNIT EMPLOYEES	2
ARTICLE 5	EMPLOYEE EVALUATIONS	2
ARTICLE 6	STRIKES OR LOCKOUT	2
ARTICLE 7	UNION MEMBERSHIP AND DUES	3
	7.1 Union Membership – Condition of Employment	3
	7.2 Employee Fails to Tender Dues and Fees	3
	7.3 Union to be Provided Notice of Failure to Pay	3
	7.4 Monthly Dues	3
	7.5 Indemnification	3
ARTICLE 8	BUSINESS REPRESENTATIVES AND UNION ACTIVITY	4
	8.1 Business Representative Access to Work Site and/or Employees	4
	8.2 Union Steward	4
	8.3 Union Bulletin Boards	4
	8.4 Union Access to Electronic Equipment	4
	8.5 Union Activity	5
	8.6 Union Leave	5
ARTICLE 9	INFORMATION TO BE FURNISHED TO THE UNION	5
	9.1 Memo Posting	5
	9.2 Employment/Classification	5
ARTICLE 10	NON-DISCRIMINATION	5

ARTICLE 11	DISCHARGE AND DISCIPLINE		5
	11.1 Just and Sufficient Cause	5	
	11.2 Definitions	5	
	11.3 Performance Counseling	6	
	11.4 Last Chance Agreement	6	
	11.5 Notification of Disciplinary Action	6	
	11.6 Appealing Discipline	6	
	11.7 Reinstatement	7	
	11.8 Administrative Leave	7	
	11.9 Reviewing Disciplines on File	7	
	11.10 Discipline Copies to Union	7	
ARTICLE 12	GRIEVANCE PROCEDURE		7
	12.1 Purpose	7	
	12.2 Definition	7	
	12.3 Prior to Grievance	7	
	12.4 Grievance Steps	8	
	Step 1 Formal Grievance		
	- Department Manager	8	
	Step 2 - General Manager	8	
	Step 3 – Arbitration	9	
	12.5 Time Limits	9	
	12.6 Grievance Investigation/Witnesses	10	
	12.7 Access to Grievance Procedure	10	
	12.8 Outcome of Grievance	10	
	12.9 No Reprisals	10	
ARTICLE 13	ALTERATION OF AGREEMENT		10
ARTICLE 14	SAFETY		10
	14.1 Mutual Objective	10	
	14.2 Safety Committee	10	
	14.3 Safety Training and Equipment	11	
ARTICLE 15	REQUIREMENT OF MEDICAL EXAMINATION		11
	15.1 Cost of Exams	11	
	15.2 Employer-Required Exams	11	
	15.3 Return to Work Exam	11	
	15.4 Commercial Driver's License		
	Examination	11	
	Employer Physician	11	
	Employee Physician	12	
ARTICLE 16	HOURS OF WORK, OVERTIME, INCLEMENT WEATHER PAY AND OTHER WORK ASSIGNMENTS		12
	16.1 Work Week	12	
	16.2 Work Schedules	12	
	16.3 Group Meetings and Training	12	

	16.4	Meal and Rest Periods	12	
		16.4.1 Meal Periods	12	
		16.4.2 Rest Periods	13	
	16.5	Work on Scheduled Days Off	13	
	16.6	Overtime	13	
	16.7	Inclement Weather Pay	13	
	16.8	Language Fluency	14	
ARTICLE 17		RATES OF PAY AND CLASSIFICATIONS		14
	17.1	Wage Rate	14	
	17.2	New Classifications	14	
ARTICLE 18		PAID AND UNPAID LEAVES		14
	18.1	Leave Accruals	14	
	18.2	Weather Conditions	14	
	18.3	Observed Holidays	14	
		a. Dates of Holidays	14	
		b. Eligibility for Pay	15	
		c. Required to Work	15	
		d. Scheduled Day Off	15	
		e. Observance of Religious Holidays	15	
	18.4	Personal Leave	15	
	18.5	Vacation Leave	16	
		a. Vacation Leave Entitlement and Accrual	16	
		b. Scheduling Vacation Leave	16	
		c. Vacation Payout	17	
	18.6	Sick Leave	17	
	18.7	FMLA Leave	18	
	18.8	Jury/Court Duty	18	
	18.9	Military Leave	18	
	18.10	Other Non-Medical Leaves	19	
	18.11	Bereavement Leave	19	
	18.12	Shared Leave Policy	19	
ARTICLE 19		PERSONNEL BENEFITS		20
	19.1	Health Care & Insurance Benefits	20	
		19.1.1 Healthcare Benefits and Contributions Rates	20	
		19.1.2 Contribution Rates	20	
		19.1.3 Insurance Benefits	20	
		19.1.4 Eligibility	20	
		19.1.5 Self-Pay Due to Leave of Absence	20	
		19.1.6 COBRA Due to Separation of Service	20	
	19.2	State Pension (PERS)	20	
	19.3	Deferred Compensation Plan	21	

	19.4	Education Assistance Program	21	
	19.5	Employee Assistance Program	21	
	19.6	Transportation Passes	21	
	19.7	Employer Sponsored Events or Programs	21	
ARTICLE 20		PERSONAL TOOLS AND WORK CLOTHES		21
	20.1	Employer Provided Work Clothes	21	
	20.2	Employee Provided Work Clothes	22	
ARTICLE 21		SENIORITY		22
	21.1	Definition of Seniority	22	
	21.2	Effect of Probation on Seniority	22	
	21.3	Additional Accumulation	22	
	21.4	Loss of Seniority	22	
ARTICLE 22		LAYOFF, RECLASSIFICATION, DOWNGRADES AND RECALL		23
	22.1	Definitions	23	
	22.2	Notification of Layoff	23	
	22.3	Reduction in Force Procedures	23	
	22.4	Reclassification and Downgrade Rights	23	
	22.5	Recall Rights	23	
ARTICLE 23		PROBATION		24
	23.1	New Employees	24	
	23.2	Rejected Employees	24	
	23.3	Probationary Employees	24	
ARTICLE 24		PROMOTIONS AND TRANSFERS		24
	24.1	Job Openings and Posting	24	
	24.2	Right to Return to Former Position	25	
ARTICLE 25		SUBCONTRACTING		25
ARTICLE 26		SHIFT BIDDING		26
ARTICLE 27		SAVINGS CLAUSE		26
ARTICLE 28		DURATION OF AGREEMENT		27
APPENDIX A		WAGE SCHEDULES		A-1

AGREEMENT

This Agreement is made by and between Mason Transit Authority of Shelton, Washington, or any successors or assignees thereof, and the International Association of Machinists and Aerospace Workers, AFL-CIO, District Lodge No. 160, representing employees of the Employer as described in Article I of this Agreement.

The Employer and the Union agree that they will administer this Agreement in accordance with the true intent of its terms and provisions and will give each other fullest cooperation to the end that harmonious relations may be maintained in the interest of both the Employer and the Union. The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent for any further waiver of such breach or condition.

It is understood that the term "employee" as used in this Agreement includes both male and female employees covered by this Agreement. In addition, the term "days" as used in this Agreement shall be defined as calendar days.

ARTICLE 1 - RECOGNITION OF BARGAINING UNIT

Mason Transit Authority of Shelton, Washington (hereinafter referred to as the "Employer") recognizes the International Association of Machinists and Aerospace Workers, AFL-CIO, District Lodge No. 160 (hereinafter referred to as the "Union") as the exclusive collective bargaining agent for all regular full-time, regular part-time Dispatchers, Schedulers and Customer Service Representatives (Comm Center Employees), as certified by PERC.

ARTICLE 2 - RIGHTS OF MANAGEMENT

In accordance with Washington law and RCW 41.56, the Employer and the Union agree to a specific list of management rights. Most notably, the direction of the workforce is vested exclusively with the Employer. This shall include, but is not necessarily limited to, the right to:

1. Direct and manage employees;
2. Hire, promote, transfer, assign, re-assign, and retain employees;
3. Suspend, demote, discharge, or take other disciplinary action against employees;
4. Maintain the efficiency of the Employer's operations;
5. Determine the methods, means and personnel by which the Employer operates and conducts its business;
6. Develop, amend, and enforce reasonable written policies, procedures, rules, or regulations governing the workplace, including those described in the Employer's Handbook, providing that such policies, procedures, rules, and regulations do not conflict with the provisions of the Agreement; and that such policies, rules, and regulations are made available in writing to employees;
7. Take any actions reasonably necessary in conditions of emergency, regardless of prior commitments, to carry out the duties and mission of the Employer; and
8. Relieve employees from duty because of lack of work.

Provided, however, that items (1)-(8) above shall not conflict with any terms and conditions stated in this Agreement or other supplemental agreements with the Union.

ARTICLE 3 - JOINT LABOR-MANAGEMENT COMMITTEE

A labor-management committee shall be established, which shall meet every other month, or more frequently as mutually agreed, to communicate and resolve issues of mutual interest in areas including, but not necessarily limited to: general operational issues as raised by either party; health and welfare concerns; apprenticeship program; and safety.

The committee shall consist of the Business Representative, the shop steward, the Operations Manager, and the General Manager. By mutual agreement, other persons may be invited to participate from time to time in order to provide input on specific issues.

The Committee will meet at the request of either party. Meetings will occur no more often than every other month, unless mutually agreed. An agenda will be established in advance of each meeting. Time spent by bargaining unit members will be paid. Approval to attend will be subject to operational needs.

The Joint Labor-Management Committee may propose changes to the Union and the Employer, however, its recommendations are not binding and its actions are not a substitute for formal bargaining.

ARTICLE 4 - NON-BARGAINING UNIT EMPLOYEES

Non-bargaining unit employees shall not take the place of a bargaining unit employee, except:

- (1) for purposes of instruction; or
- (2) in cases of emergency or other unanticipated circumstances impacting shift or service coverage that are beyond the control of the Employer.

ARTICLE 5 - EMPLOYEE EVALUATIONS

Mason Transit Authority reserves the right to evaluate employees' work performance. Employees shall be presented a copy of their evaluation at a private conference with their immediate Supervisor. If an employee is dissatisfied with their evaluation, the employee may request and shall be granted a meeting to discuss the appraisal with the next level supervisor. The employee may attach a written response to the evaluation within seven (7) days of the evaluation or meeting, whichever is later.

ARTICLE 6 - STRIKES OR LOCKOUT

During the term of this Agreement, neither the Union nor any employee shall cause, engage in, sanction, encourage, direct, request or assist in a slowdown, work stoppage, interruption of work, strike of any kind, including a sympathy strike, against the Employer. The Union and its representatives will undertake every reasonable measure to prevent and/or terminate all such strikes, slowdowns or stoppage of work. The Employer may discipline or discharge any employee who violates this Article. Discipline or discharge for violation of this Article may be processed through the grievance and arbitration procedure. This remedy shall not be exclusive of any other remedy available to the Employer. During the term of this Agreement, the Employer shall not cause, permit or engage in any lockout of its employees.

ARTICLE 7 - UNION MEMBERSHIP AND DUES

Section 7.1 Union Membership – Condition of Employment: It shall be a condition of employment that all employees of the Employer covered by this Agreement and those employees hired on or after its execution date shall, on the thirtieth (30th) day following the beginning of such employment, become and remain members of the Union, provided that objections to joining the Union which are based on bona fide religious tenets or teachings of a church or religious body of which such employee is a member or any other objection to Union membership recognized by Washington or federal law, will be observed. Any such employee shall pay a service charge equivalent to regular Union dues and initiation fees to a non-religious charity or to another charitable organization mutually agreed upon by the employee affected and the bargaining representative for which such employee shall furnish written proof to the Union that such payment has been made. If the employee and the bargaining representative do not reach agreement on such matter, the Public Employment Relations Commission shall designate the charitable organization.

Section 7.2 Employee Fails to Tender Dues and Fees: The Union agrees that membership in the Union will not be denied or terminated for any reason other than the failure of an employee covered by this Agreement to tender the periodic dues and initiation fees uniformly required as a condition of acquiring membership in the Union. The parties also agree that when an employee fails to fulfill the above obligation, the Union shall provide the employee and the Employer with thirty (30) days notification of the Union's intent to initiate discharge action. During this period, the employee may make restitution in the amount which is overdue.

Section 7.3 Union to be Provided Notice of Failure to Pay: The Union agrees that the Employer shall not terminate the employment of any employee under the provisions of this Article until written notification is received from the Union that an employee has failed to pay the required dues or service charge or provide proof of an alternative payment based on religious tenets, or other objections recognized by Washington or federal law, as provided herein above.

Section 7.4 Monthly Dues: The Employer agrees to deduct from the paycheck of each employee who has so authorized it, the regular monthly dues. The amounts deducted shall be transmitted monthly to the Union on behalf of the employees involved. Authorization by the employee shall be on a standard form approved by the Employer and may be revoked by the employee upon request and the Union so notified.

Section 7.5 Indemnification: The Union shall indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

ARTICLE 8 - BUSINESS REPRESENTATIVES AND UNION ACTIVITY

Section 8.1 Business Representative Access to Work Site and/or Employees: The Business Representative or other full-time representatives of the Union shall be admitted to the facility by the Employer or allowed to talk to employees during working hours, provided advance notification is provided to the General Manager or designee and such visitation does

not interfere with normal operations. All such representatives shall comply with the security regulations as required of all other visitors.

Section 8.2 Union Steward: The Union shall designate one employee as Union Steward and one alternate to investigate complaints or claims of grievance on the part of the employees or the Union. The Union will inform the Employer in writing when a change in Union Steward or alternate takes place. Investigations will not interfere with the normal business of the Employer or any employee, except when approved by the Employer. Stewards will strive to minimize normal work time spent on complaints or grievances. Time spent by Union Stewards representing employees will be paid by the Employer when such time involves meetings with the Employer.

Section 8.3 Union Bulletin Boards: The Employer shall provide one bulletin board for the Union's exclusive use. The bulletin board is for the posting of rules, regulations, and notices of meetings and other business affairs of the Union. It shall be the responsibility of the Union and its representatives to assure that information posted on such board is "Union Business". Nothing posted on the bulletin board shall be derogatory in nature towards the Employer, its elected officials, its bargaining representatives, or other personnel.

Section 8.4 Union Access to Electronic Equipment: The Employer and Union agree the Employer's computer and telecommunication equipment shall be used primarily for conducting the Employer's business. However, employees and Union Stewards may make limited use of the Employer's computers, telephones, fax machines, photocopiers, and similar telecommunication equipment for tasks related to collective bargaining and contract administration. Such use must comply with the Employer's policies, must not interfere with the Employer's daily operations, and must have a *de minimus* cost. The Union and employees understand and accept there is no right to privacy for any communication taking place over the Employer's email and telecommunication equipment, and that any communication is subject to inspection and public disclosure.

Section 8.5 Union Activity: No employee shall be discharged or discriminated against in any way because of their membership or participation in sanctioned activities in behalf of the Union.

Section 8.6 Union Leave: Employees accepting full-time positions as elected or appointed representatives shall be granted leaves of absence without pay for the term of office or any renewal thereof; provided, however, that thirty (30) days' notice is given. Employees granted such leave may return to their former classification without loss of seniority rights, provided that they remain qualified, with or without reasonable accommodation, and there is a vacancy in that position.

Employees may also be granted short-term leaves of absence without pay for the purpose of attending Union conventions, meetings, contract negotiations and any other bona fide Union business. Requests for time off must be in writing, signed by the Business Representative, seven (7) days in advance of the time off and addressed to the Manager of Operations except in emergency situations, in which event such advance notice shall be given no less than forty-eight (48) hours in advance.

ARTICLE 9 - INFORMATION TO BE FURNISHED TO THE UNION

Section 9.1 Memo Posting: Copies of all memos posted will be provided to the designated shop steward at his/her request.

Section 9.2 Employment/Classification: The Employer agrees to make available to the Union the following information regarding bargaining unit employees:

- a. A list of members and any new members.
- b. Classification of employees.
- c. Rate of pay of employees.
- d. Seniority date.
- e. Employee's loss of seniority for any reason.
- f. Job descriptions (if new or revised).
- g. Employee Handbook and other agency written policies.

ARTICLE 10 - NON-DISCRIMINATION

It is mutually agreed that there shall be no discrimination because of race, color, religion, sex, sexual orientation, age, marital status, national origin or physical, mental or sensory disabilities, honorably discharged veteran or military status, discrimination pursuant to the Americans with Disabilities Act or other basis prohibited by local, State or Federal law. The Union and Employer representatives shall work cooperatively to assure the achievement of equal employment opportunity. Furthermore, employees who feel they have been discriminated against shall be encouraged to use the grievance procedure set up under this Agreement prior to seeking relief through other channels.

ARTICLE 11 - DISCHARGE AND DISCIPLINE

Section 11.1 Just and Sufficient Cause: No employee shall be discharged, suspended or otherwise disciplined without just cause.

Section 11.2 Definitions: For purposes of this Article "active for work" is defined as: All paid time being credited towards the specified period of time with the following exceptions:

1. Sick leave used to supplement a medical leave beyond **ten (10)** consecutive calendar days will **not** be considered active for work.
2. Sick leave used to supplement an on-the-job injury beyond **ten (10)** consecutive calendar days will **not** be considered active for work.
3. Leave of absence without pay beyond **ten (10)** consecutive calendar days will **not** be considered active for work.
4. Time off from work due to an on the job injury will **not** be considered active for work.

For purposes of this Article "active disciplines" are defined as: All disciplines that have not

expired.

Section 11.3 Performance Counseling: Performance issues will be administered through the performance counseling process set forth in the Employer's Performance Counseling Policy and made part of this agreement. The Performance Counseling Policy is designed to address performance issues through five levels depending on the severity of the issue:

- a. Counseling and Verbal Warning
- b. Written Warning
- c. Decision-Making Leave
- d. Suspension
- e. Discharge

However, there are some infractions which, by their severity or seriousness, would warrant more immediate and decisive action.

Section 11.4 Last Chance Agreement: In lieu of termination, the parties may agree to the terms of a Last Chance Agreement (LCA). The terms of an LCA are subject to the mutual agreement of the parties and unless otherwise agreed set no precedent for other disciplines.

Section 11.5 Notification of Disciplinary Action: In all cases of discharge, demotion or other discipline, the employee involved shall be notified, in writing, of the action and the reason for such action. Before imposition of discharge, demotion, or unpaid suspension, the Employer will provide advance notice of the intended disciplinary action.

An employee shall have the right to have a Union Steward present at a disciplinary interview, upon request. When a meeting with an employee has been requested by the Employer, and where discipline may result, it is agreed that it is the responsibility of the affected employee to request representation from their Shop Steward. If a Shop Steward is requested, the meeting will be scheduled for the next day, if necessary. If relief is required, it is the responsibility of the Shop Steward to request time-off.

Section 11.6 Appealing Discipline: Should there be any dispute between the Employer and the Union concerning the existence of just cause for discharge, suspension, demotion or discipline resulting in loss of compensation or benefits, such dispute shall be adjusted in accordance with Grievance and Arbitration provisions in this Agreement. Counseling and verbal warnings shall not be subject to the grievance procedure. Written warnings may be appealed through the first two (2) steps of the Grievance Procedure only. The findings of the General Manager shall be attached to the written warning. If the parties fail to agree, the written warning will stand. The Union may attach a statement of their position to the written warning.

An Employee may appeal his/her suspension or dismissal through the grievance procedure. For purposes of this Article, "Decision-Making Leave" is considered a form of suspension.

An employee serving in their initial probationary period may be dismissed within the probationary period with no appeal of the dismissal. It is understood however, that a probationary employee has all rights to the grievance procedure for all other actions. Probationary employees may request union representation at a dismissal hearing.

Section 11.7 Reinstatement: In the event it is found that an employee has been discharged without just cause, such employee shall be reinstated to the employee's former position. In no way shall the period of unjust discharge affect the employee's seniority rights or the employee's rights to the other benefits agreed to herein.

Section 11.8 Administrative Leave: The Employer may, at its discretion, place employees on paid administrative leave during an investigation. Employees on such paid administrative leave must remain available during their normal hours of work and are not permitted to accept outside employment. Placement on paid administrative leave is not subject to the grievance procedure and is not considered a part of discipline.

Section 11.9 Reviewing Disciplines on File: An employee has the right to review both the personnel file maintained by Administrative Services and the working file maintained by his/her Department.

Section 11.10 Discipline Copies to Union: The Employer will send copies of any written discipline placed in an employee's personnel file to the Union office.

ARTICLE 12 - GRIEVANCE PROCEDURE

Section 12.1 Purpose: The purpose of this procedure is to provide an orderly, effective, and expeditious method for resolving grievances. A determined effort shall be made to settle any such differences at the lowest possible level in the grievance procedure. However, it is understood that failure of the parties to come to an agreement shall not be looked at disparagingly nor should it have a negative impact on the effectiveness of this procedure. It is further understood that there shall be no suspension of work, slowdown or curtailment of services while any grievance is in the process of adjustment or arbitration pursuant to the terms of this Agreement.

Section 12.2 Definition: A "grievance", as used in this Agreement, shall be defined as a claim by an employee that the terms of this Agreement have been violated, or that a dispute exists concerning proper application or interpretation of this Agreement. Grievances shall be processed in accordance with the following procedures within the stated time limits.

Section 12.3 Prior to Grievance: Prior to filing a grievance an attempt should be made to settle the dispute by discussing the matter with the immediate supervisor or other appropriate management personnel.

Section 12.4 Grievance Steps: Steps in the grievance procedure for disputes involving contract interpretation or disciplinary action shall be handled in the following manner:

Step 1: Formal Grievance – Department Manager

Grievances must be filed within fourteen (14) days of the occurrence of the event which gives rise to the grievance, or within fourteen (14) days of when the employee is informed of the event, by the individual affected or through their Shop Steward, to the employee's department manager, or the manager's designee.

The employee's department manager, or the manager's designee, shall attempt to satisfactorily settle the grievance within fourteen (14) days from the date of receipt of the employee's Step 1 grievance. Step 1 will include the following:

- a. A statement of the grievance and the facts upon which it is based, including the date of the occurrence and any relevant witnesses.
- b. The Articles or Section in this Agreement claimed to have been violated.
- c. Remedy sought.
- d. The signature of the aggrieved employee(s) and the Union representative (if presenting the grievance).
- e. Date of signatures/presentation.

Step 2: General Manager

In the event the grievance cannot be settled at the Step 1 level as defined above, it shall be submitted in writing within seven (7) days from the date of the department manager's, or the manager's designee's, Step 1 reply, by the Shop Steward to the Employer's General Manager and the Business Representative of the Union.

The written submission of a Step 2 grievance shall include the reasons for dissatisfaction with the department manager's, or the manager's designee's, solution.

The Employer's General Manager shall meet with the grievant, the Shop Steward, and the Business Representative of the Union within fourteen (14) days from the date of receipt of the Step 2 grievance, to attempt to satisfactorily settle the grievance. The General Manager will give a written response within seven (7) days of the meeting. If the Union is not in agreement with the written decision of the General Manager, the General Manager and the Business Representative of the Union will decide whether to submit the grievance to mediation or normal arbitration.

In the event the grievance is submitted to mediation and the recommendations of the mediator are not acceptable to either party, either party may request arbitration in accordance with Step 3 as defined below.

Step 3: Arbitration

Within seven (7) days of the Step 2 response or the mediation decision, the Union may on behalf of the grievant serve a demand for arbitration upon the other party. Within seven (7) days of the demand, the parties shall jointly submit a request to the Federal Mediation and Conciliation Service for a list of seven (7) names from which the parties shall select their arbitrator. Within seven (7) days

after receiving such list, the parties shall each alternately strike one name from the list, with the first strike being determined by the toss of a coin, until one name remains. The person thereafter remaining on the list shall be and become the arbitrator.

The parties will strive to schedule the earliest available dates for the arbitration hearing. Prior to commencement of the hearing, both parties shall stipulate to the issue(s) that will be presented for the arbitrator's consideration.

The arbitrator shall not add to, subtract from or in any way modify or change any of the terms or provisions of this Agreement nor shall the arbitrator have jurisdiction or authority to consider or decide matters concerning or involving a new or different agreement or requested changes in this Agreement.

The decision of the arbitrator shall become final and binding on both parties when delivered to them in writing.

Each party shall be responsible for half the costs of the arbitrator's fees and any joint expenditures. Each party is responsible for any compensation and expenses relating to presentation of its own case, including any witness and attorney's fees.

Section 12.5 Time Limits: The time limits may be extended by mutual agreement of the parties. In the absence of an agreed upon extension of the time limits the following sanctions shall apply:

- a. If the Union fails to follow the time frame in progressing to the next step, the issue is forfeited. If the Employer fails to follow the time frame in responding to a grievance, the grievance will automatically advance to the next step.
- b. If the responding party fails to follow the time frame in responding to the moving party, the moving party has the option to move to the next step. "No response" shall be the same as "denying the grievance". Thus, the moving party must so notify the responding party of this action when taken and said notification must conform within the time limits set forth for progressing to the next step.

Section 12.6 Grievance Investigation/Witnesses: The aggrieved employee and/or the shop steward shall be given full opportunity to investigate the grievance. Should the grievance proceed to Step 3 (Arbitration), each party will bear the salary costs of their own witnesses as follows:

- a. Employees participating in the preparation and conduct of an arbitration at the request of the Union will be paid through MTA's regular payroll process for such attendance; IAM will reimburse MTA for wages, PERS Employer contributions, and the value of all other compensation and benefits related to such attendance.
- b. MTA will submit a monthly billing to IAM for reimbursements due to MTA; billing to be itemized based on hours in attendance, wages, and the value of benefits.

- c. The billing rate will be based on an employee's straight time wage rate. Hours spent by employees participating in the preparation and conduct of an arbitration on behalf of the Union will not count as hours worked for purposes of overtime eligibility.

Section 12.7 Access to the Grievance Procedure: Notwithstanding the above terminology, either an employee or management shall have the opportunity to access this grievance procedure.

Section 12.8 Outcome of Grievance: In all cases, the grievant shall receive notification of the outcome of the employee's grievance.

Section 12.9 No Reprisals: There will be no reprisals against the grievant, the Union, the Employer, or others as a result of their participation in the grievance or arbitration process.

ARTICLE 13 - ALTERATION OF AGREEMENT

No agreement, alteration, understanding, variation, waiver or modification of any of the terms, conditions or covenants contained herein shall be made by any employee or group of employees with the Employer, and in no case shall it be binding upon the parties hereto unless such agreement is made and executed in writing between the parties hereto.

The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all the terms and conditions herein.

ARTICLE 14 - SAFETY

Section 14.1 Mutual Objective: It is the mutual objective of both parties of this Agreement to maintain high standards of safety in order to eliminate as far as possible industrial accidents, illness and injuries. All employees are required to report observed safety hazards and concerns immediately to their supervisor.

Section 14.2 Safety Committee: A member of the bargaining unit will be elected to the Employer's Safety Committee. The Safety Committee shall meet once every month, or on another schedule mutually agreed upon by Committee members, and Safety Committee meetings shall be conducted on Employer's paid time. The duties of the Safety Committee will be to advise on matters relating to employee safety, review applicable safety laws and regulations, and make recommendations for maintenance of proper safety standards. Minutes of the meetings will be taken. Copies of the minutes will be posted on the Safety Board and on the shared directory

Section 14.3 Safety Training and Equipment: The Employer will provide safety training to all employees and furnish safety and personal protective equipment for all employees, as is appropriate to individual positions. It shall be mandatory for all employees to participate in any required safety training provided by the Employer and to use safety and personal protective equipment when the Employer determines they are necessary.

ARTICLE 15 - REQUIREMENT OF MEDICAL EXAMINATION

It is understood by the Employer and the Union that physical examinations or tests conducted

by the physician of the Employer's choice may be required during the term of this Agreement. Safety and health of the employees and customers of Mason Transit Authority necessitate these requirements.

Section 15.1 Cost of Exams: The Employer shall pay the full cost for these examinations by the physician of the Employer's choice, if required. Employees shall receive copies of all medical reports from such required examinations.

Section 15.2 Employer-Required Exams: Employer-required exams include drug and alcohol testing (random, post-accident, reasonable suspicion and return to work agreements) and medical exams required by the Employer to determine if an employee can safely fulfill their job duties. Examinations which are *not* considered to be Employer-required include any physician report that is required as a condition of returning to work after a medical leave. The Employer shall pay for any lost time associated with undergoing any Employer-required medical examination.

Section 15.3 Return to Work Exam: An employee returning to work following an injury or illness that causes an absence of three consecutive days or more, may be required to provide a doctor's certification to return to work. The Employer may require a further examination to determine if the employee can safely fulfill their job duties. The Employer will pay any lost time and the cost of any further examination required by the Employer.

Section 15.4 Commercial Driver's License Examination: All Commercial Driver License (CDL) holders are required to undergo and successfully pass a State of Washington Department of Licensing physical examination every two (2) years throughout their employment. The employee may choose to use an Employer selected physician or may choose to use a personal physician for the required examination. Examinations are scheduled on the employee's own time. The employee must carry the medical examiner's certificate on his/her person at all times while driving a commercial vehicle. It is the employee's responsibility to timely arrange for the exam to ensure no lapse in the CDL.

Employer Physician: If the employee chooses the Employer selected physician the cost of the examination will be billed directly to and paid by the Employer, up to one time per year. Employees using the Employer physician will provide the Operations Compliance Coordinator with a copy of the medical examiners certificate.

Employee Physician: If the employee chooses to use a personal physician, the employee must schedule his/her own examination. Employees using their own physician will provide Human Resources with an original copy of the completed physical examination, signed by their physician. The employee is eligible to receive reimbursement for the cost of the exam (to include any required co-pay for the office visit), up to one time per year, provided the employee submits satisfactory evidence of the costs he/she incurred. The maximum allowed reimbursement will be up to the same amount the Employer would have paid if the employee chose to use the Employer's physician.

ARTICLE 16 - HOURS OF WORK, OVERTIME, INCLEMENT WEATHER PAY AND OTHER WORK ASSIGNMENTS

Section 16.1 Work Week. The work week for pay purposes shall commence at 12:00 AM

Sunday and end at 11:59 PM the following Saturday.

Section 16.2 Work Schedules. The parties recognize that under normal working conditions forty (40) hours equals a normal workweek. The normal work hours for Comm Center employees will be as scheduling dictates. Due to the nature of their work, certain employees will have different schedules. Those schedules shall be determined by the Operations Manager or designee. The Employer retains the right to establish and alter work schedules in accordance with the public transportation needs and demand. The Employer's determination in such matters shall be conclusive.

Section 16.3 Group Meetings and Training. Full-time employees who are scheduled for mandatory training sessions or meetings in lieu of some of or their entire regularly scheduled block of work, such that they would have fewer hours than they would have normally worked, shall be paid as though they worked their regularly scheduled shift. Any mandatory training or meeting that exceeds forty (40) hours of work shall be paid in accordance with Overtime, Section 16.5

The Employer may require attendance at group meetings outside of regularly scheduled work shifts, so long as Employees are notified at least one week in advance. Time shall be counted as time worked and paid in accordance with the Fair Labor Standards Act. If an employee is on paid leave status, and chooses to attend a meeting, they will not be paid for more than their normal scheduled work day. Paid leave will be adjusted to complement time spent in the meeting to equal their normal work day.

Section 16.4 Meal and Rest Periods. Pursuant to RCW 49.12.187, the parties agree to vary and supersede the rules and policies adopted by the Department of Labor and Industries in WAC 296-126-192 under the Industrial Welfare Act with respect to meal and rest periods.

Section 16.4.1 Meal Periods. Each shift shall include an unpaid sixty (60) minute meal period. Upon approval of the Employer, variations of the shift to accommodate different lunch periods may be permitted. Employees must promptly notify the Operations Manager or designee if work demands impede their ability to take or complete a meal period, so that appropriate relief can be arranged.

Section 16.4.2 Rest Periods. Employees will receive a fifteen-minute paid rest break period for every four hours worked. In computing the four-hour period, any unpaid meal period is not included. An employee may take the rest break on an intermittent basis. An intermittent rest break is a period of less than the full 15-minute rest break period during which the employee has the opportunity to rest or relax during a break in work duties. An employee may take as many intermittent rest breaks as is necessary to total the 15-minute rest period. An employee on a rest break is subject to call to return to work as needed by the Employer. When an employee's rest break is interrupted, the employee's rest period will be deemed to be an intermittent rest break, and the employee will be allowed to complete the rest break period prior to the end of the four-hour period in which the rest break occurs by taking additional intermittent rest breaks.

Section 16.5 Work on Scheduled Days Off: In the event an employee works on their scheduled day off, a minimum of two (2) hours shall be paid.

Following shift-bidding, employees who are not regularly scheduled to work on Saturdays will

sign up by seniority for back-up Saturday coverage. Employees assigned to work will be paid a minimum of two (2) hours or for the actual hours worked, whichever is greater. Employees on-call are expected to be ready to work upon notice. An employee who is not assigned to work will be paid for two (2) hours of on-call pay. Such on-call pay will not be considered hours worked for purposes of overtime.

Section 16.6 Overtime: Employees are entitled to additional compensation in the form of overtime when they work more than forty (40) hours during the work week. Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond (40) hours during a work week. For purposes of this section, the use of any paid leave (when an employee is off duty with pay relating to vacation, sick leave, observed holidays, military duty, or jury duty) will not be calculated as hours worked for overtime purposes. The payment of an observed holiday, if it falls on an employee's regularly scheduled day off, shall not be counted as hours worked for overtime purposes.

Section 16.7 Inclement Weather Pay: When inclement weather conditions cause the Employer to curtail service, the employee shall receive their scheduled daily pay provided:

- a. The employee reports to work and remains on duty during the period of the scheduled regular work assignment (unless excused by the Employer); and
- b. The employee has not been notified eight (8) hours prior to their scheduled on-duty report time.

If the Employer has notified the employee eight (8), or more, hours prior to their scheduled on-duty report time, the employee shall not be entitled to inclement weather pay for the day or for any curtailed work days following the notice. However, the employee may use available vacation without prior notice. Any available work on curtailed service days will be assigned by seniority.

Section 16.8 Language Fluency. Any employee deemed to be fluent in a language other than English and such language is a benefit to the Employer in regards to conversing with customers shall be paid an additional premium of one dollar (\$1.00) per hour of their shift.

ARTICLE 17 - RATES OF PAY AND CLASSIFICATIONS

Section 17.1 Wage Rate: The classification and rates of pay of employees are set forth in Appendix A, attached hereto and made part of this Agreement.

Section 17.2 New Classifications: In the event that a new job classification is established or there is a substantial change in the duties or requirements of established job, the Employer shall develop an appropriate classification and rate of pay to apply to such job. The Employer shall furnish the Union with the new classification and the rate of pay to apply to such job. If the Union disagrees with the assigned rate of pay within ten (10) days from the date of such submission or within such additional time as may be mutually agreed upon, the Employer may place the new job classifications and rate in effect subject to continued negotiation for rate of pay.

ARTICLE 18 - PAID AND UNPAID LEAVES

Section 18.1 Leave Accruals: Employees are eligible to accrue paid leave benefits if they work (or are in paid leave status) one half (1/2) or more of a pay period. Employees who work (or are in paid leave status) less than one half (1/2) of a pay period shall receive prorated leave benefits; the proration will be based on the number of hours paid. Leave benefits accrued from the current pay period are available to the employee at the start of the following pay period (applies to all accrued leaves). An employee who exhausts their paid leave will be credited with any newly accumulated leave time upon their return to work, or at their separation of employment if the employee does not return to work. Leave benefits shall not accrue when an employee is on a leave of absence without pay for a full calendar month or more.

Section 18.2 Weather Conditions: Employees are expected to be at their jobs regardless of weather conditions. During extreme weather conditions, employees who are unavoidably absent due to weather conditions may request the use of paid vacation leave. In such event, an employee is expected to make contact with the Dispatcher as soon as reasonably possible, in accordance with the department's established call-in/reporting procedures.

Section 18.3 Observed Holidays: All eligible employees shall be granted ten (10) observed holidays. The following holidays shall be observed by Mason Transit: New Year's Day, Martin Luther King, Jr Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day (public service provided), Thanksgiving Day, Day after Thanksgiving Day (public service provided) and Christmas Day

- a. Dates of Holidays: The Holiday schedule with specific dates is posted each year on employee bulletin boards. When a Holiday falls on a Saturday, it will be observed on that day. When the Holiday falls on a Sunday, it will be observed on the following Monday.
- b. Eligibility for Pay: Regular full-time and probationary employees will receive holiday pay for their normally scheduled work hours on observed holidays, up to a maximum of eight (8) hours per holiday. An employee who works a work shift in excess of eight (8) hours may supplement additional accrued vacation leave up to their expected shift length. To be eligible for observed holiday pay, employees must be in a full paid status on the employee's regularly scheduled workday both prior to and following the holiday. If an employee takes a sick day on their scheduled workday before or after the holiday, the employer may require a doctor's certificate prior to paying the holiday pay.
- c. Required to Work: If an employee is required to work on the observed holiday, the employee shall receive eight (8) hours holiday pay as stated above, as well as pay for any hours worked during the holiday.
- d. Scheduled Day Off: When an observed holiday falls on an employee's regularly scheduled day off, a regular full-time employee will receive eight (8) hours holiday pay in addition to their regular pay for that week. Regular part-time employees receive four (4) hours holiday pay.
- e. Observance of Religious Holidays: If an employee's religious beliefs require observance of a holiday not included in the observed holiday schedule, or if the employee desires leave for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization, the employee may request the day off using paid leave or leave without pay. The employee is entitled to a

Over 1-2	5.5%
Over 2-5	5.9%
Over 5-10	7.6%
Over 10	10.2%

Employees are encouraged to use their vacation hours. As of December 31 of each year, an employee's total vacation leave balance may not exceed two hundred forty (240) hours.

b. Scheduling Vacation Leave: Use of vacation leave must be approved in advance by the Operations Manager or designee. Vacations initially shall be scheduled according to seniority, then on a first-come, first-served basis, as follows:

- i. The Employer shall have the right to establish a vacation schedule establishing the number of employees allowed vacation on given dates and/or shifts.
- ii. The vacation year shall be defined as a twelve (12) month period beginning January 1 and ending December 31.
- iii. A sign-up sheet will be posted in December of the preceding year for the purposes of seniority-based vacation bidding. Bidding will start the first Monday in December and will last a total of four (4) weeks. Vacation will be bid in continuous blocks beginning and ending on any day of the work week, or as individual days. The choice of vacation days shall be determined by seniority of each employee. When an employee selects a vacation week in which one of the fixed holidays fall (e.g., Christmas Day) the employee will receive four (4) days of vacation leave and one day of holiday pay.
- iv. Following the annual bidding, employees may request approval for vacation days following Department procedures.
- v. Vacation leave will only be granted if the employee making the request has a leave balance that, with projected accruals, would be sufficient to cover the entire leave request. The Employer reserves the right to cancel any approved leave request when there is insufficient leave balance to cover the total leave period. In such cases, the Employee will be given written notice of the cancellation.
- vi. If an employee takes a sick leave day on their scheduled work day before or after his/her vacation, the Employer may require a doctor's certificate prior to paying the vacation pay.
- vii. Pre-approved leave must be cancelled no later than two (2) p.m. on the workday prior to the approved day(s) off.

c. Vacation Payout: All accrued, unused vacation up to two hundred forty (240) hours will be paid upon resignation, termination or retirement, when an employee leaves MTA. Additionally, as of December 1 of each year, an employee who has not had a reasonable opportunity to use accrued vacation leave that would, therefore be lost, may request of the General Manager to cash out a maximum of forty (40) hours of such leave.

Section 18.6 Sick Leave: Sick leave is available if an employee misses work because of a personal or family illness, personal or family medical appointment, or to make up the difference between the amounts received for L&I time-loss.

After three consecutive days of sick leave, or upon reasonable suspicion by the Employer of sick leave abuse, a physician's statement may be required before returning to work, except for maternity/paternity leave and approved family-care leave. A physician's statement verifies the nature of the illness, injury or disability, the beginning and ending dates, and the employee's ability to return to work without endangering their safety or the safety of others.

Sick leave accrued during a pay period may not be taken until the following pay period.

Sick leave is accumulated at the rate of 3.69 hours per pay period for full-time employees, never to exceed a balance of nine hundred sixty (960) hours. For example, 3.69 hours per pay period x 26 pay periods = 95.94 hours of sick leave per year. Part-time employees accrue 5.1% of actual hours worked. For example, an employee works 50 hours in a pay period, 2.55 hours of sick leave would be earned. ($50 \times 5.1\% = 2.55$). Unused, accrued sick leave is not paid out upon termination of employment.

An employee who is absent from work without notifying the Operations Manager may be subject to the discipline process, up to and including termination.

Section 18.7 FMLA Leave: Eligible employees will be granted up to twelve (12) weeks of Family & Medical ("FMLA") leave in a twelve-month period, for any of the following reasons:

- the birth of a son or daughter and in order to care for such son or daughter (leave to be completed within one (1) year of the child's birth);
- the placement of a son or daughter for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one (1) year of the child's placement);
- to care for a spouse, son, daughter, or parent with a serious health condition;
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- a qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

Employees may take up to twenty six (26) weeks of FMLA in a single twelve (12) month period, beginning on the first day that you take FMLA leave to care for a spouse, son, daughter, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as "military caregiver leave").

FMLA leave may be paid, unpaid, or a combination of paid and unpaid, at the employee's

discretion. All other aspects of FMLA leave will be administered in accordance with MTA's FMLA policy.

Section 18.8 Jury/Court Duty: An employee summoned to jury duty during their scheduled shift shall submit their timecard showing work hours missed due to jury duty and actual work hours, so as to receive a normal workday's pay. A copy of the court notification for required jury duty must be provided to the Operations Manager fourteen (14) days prior to the commencement of the jury duty or as soon as is practicable.

MTA is not obligated to pay an employee for jury duty outside of an employee's scheduled work hours. Travel time to and from jury duty is not paid time. If an employee is scheduled to perform jury duty outside their normally scheduled shift, the employee may make arrangements to flex their shift, subject to approval by the Operations Manager.

Employees must keep the Operations Manager informed as to their status and availability for work. If an employee is able to work part of a shift before or after jury duty hours, the employee must report to work and perform normal work duties.

Section 18.9 Military Leave: Military Leave shall be provided in accordance with the Uniformed Services Employment and Reemployment rights Act (USERRA), RCW 38.40.060 and other applicable laws. Written verification supporting the request for Military Leave shall be submitted by the employee in a timely manner. Employees will receive regular pay for the first twenty one (21) days of military leave during the twelve (12) month period January 1 to December 31.

Section 18.10 Other Non-Medical Leaves: The Employer may, at its discretion, also grant leaves of absence with or without pay for other reasons the Employer considers valid such as for education purposes or personal non-medical related problems. Leaves will only be granted when they do not interfere with the operations of MTA. Requests for leaves must be made in writing to the Operations Manager, and must be approved by the General Manager. Non-medical leaves shall not exceed a period of six (6) months from the first day of the approved leave. Unpaid time off shall not be granted unless the employee has used all available and accrued paid leaves.

At termination of any leave of absence, the employee shall, upon application to the Operations Manager, be returned to their former classification. In the event the former classification has been abolished, then the employee shall be subject to the layoff provisions set forth in Article 22.

Section 18.11 Bereavement Leave: Employees are entitled to a maximum of three (3) days off with pay, when absent from scheduled workdays to attend the funeral of a member of the employee's immediate family or to attend to other necessary responsibilities resulting from the death of the family member. Immediate family includes spouse, domestic partner, parent, children, siblings, step-parents, step-children, step-siblings, grandparents, grandchildren, parents-in-law, and brothers or sisters-in-law. The employee may be asked to provide documentation, which may be a doctor's statement, newspaper article, death certificate, etc., prior to being granted the leave.

Section 18.12 Shared Leave Policy: MTA allows employees to transfer sick or vacation leave to a coworker who has exhausted his/her available paid leave if the receiving

employee:

- Has completed the probation period;
- Is unable to work due to a serious health condition, or need to care for a dependent with a serious health condition;
- Includes a Certification from a Health Care Provider with the request;
- And is not eligible to receive worker's compensation benefits, unemployment benefits, State retirement pension or long-term disability insurance.

This leave transfer is strictly voluntary and is based on the following criteria:

- Sick or vacation leave hours donated cannot reduce the leave balance to less than forty (40) hours;
- Hours donated are on an hour-for-hour basis in one hour increments;
- The hours are donated to a recipient who meets the eligibility requirements;
- The hours donated will be returned prorated if they are not used by the recipient.

All other aspects of the Shared Leave Policy will be administered in accordance with MTA's Shared Leave Policy.

The leave transfer is made using the "Shared Leave Donation" form, which can be obtained from the "NDrive_Update_Shared_Policies_Procedures_&_Forms", or from the Administrative Services or Finance Team. The Administrative Services Manager will approve requests on a case-by-case basis.

ARTICLE 19 - PERSONNEL BENEFITS

Section 19.1 Health Care & Insurance Benefits:

19.1.1 Healthcare Benefits and Contributions Rates: The Employer provides medical, dental, and vision benefits to all eligible employees and their dependents. The Employer may elect to change carriers during the term of this Agreement. The actual plan provider, as well as the coverage offered, may be revised at the discretion of the Employer. The Employer has authority to take any action necessary to avoid fee, charge, tax, premium increase, or other monetary penalty attributed to the Affordable Care Act's Excise Tax on High Cost Coverage (the "Cadillac Tax"). However, prior to any changes being instituted, the Employer agrees to convene a committee of a Management Representative, the Union Representative and two (2) employees; one (1) each of represented and non-represented to explore options.

19.1.2 Contribution Rates: The Employer will contribute an amount equal to ninety-five percent (95%) of the total health care premium for each bargaining unit employee eligible for healthcare benefits. Employees are required to pay, through payroll deduction, the employee share of the monthly contribution premium. If the amount of the monthly premium increases by more than 10% during any year, the employees and Employer will split the cost of premium increase.

19.1.3 Insurance Benefits: Employer pays the cost of Life Insurance and Long-term Disability Insurance for eligible employees.

19.1.4 Eligibility: Coverage begins on the first day of the month following start of employment. Specific types of coverage, employee/dependent eligibility definitions and benefit payment schedules are described in Employer's healthcare and insurance plan booklets available to eligible employees through Human Resources.

19.1.5 Self-Pay Due to Leave of Absence: Health care coverage is available to an employee on unpaid, non-medical leave of absence provided the employee continues to pay for the coverage on a self-pay basis. The coverage of employees on a medical leave of absence will be continued; however, employees are responsible for their percentage contribution to the monthly premium.

19.1.6 COBRA Due to Separation of Service: Upon separation from Mason Transit employment or other qualifying event, an employee and/or the employee's eligible dependents may elect to continue health benefits at their own expense to the extent provided by law.

Section 19.2 State Pension (PERS): The employee and Employer shall be participants of the Washington Public Employees Retirement System (PERS) and subject to the rules and regulations of Washington State Law. Retirement information shall be provided by the Employer at the request of the employees.

Section 19.3 Deferred Compensation Plan: As part of the retirement savings package, all regular employees may participate in the Washington State Deferred Compensation Plan or AIG/Valic as part of their retirement savings package. Annual limits on the deferred amount, as set by the federal government, will apply.

Section 19.4 Education Assistance Program: Regular, full-time employees with one or more years of employment are eligible for reimbursement for courses that employees take at a recognized institution. These courses must, in the opinion of Human Resources, realistically increase the employees' competence in their present jobs or prepare them for advancement in the agency.

Maximum reimbursement is \$750 per quarter and \$2,250 per employee per year, approved in one-year increments, with a life-time maximum of \$9,000 per employee. The employee must receive a "C" grade or better (or "Pass" grade in classes which can only be taken "Pass or Fail"). Reimbursement will be made upon completion of the course and submission of course grades. The employee must submit a copy of the record showing grade achieved with his/her request for reimbursement. Books and materials will be reimbursed. Meals and transportation costs will not be reimbursed. Time off from normal work hours to attend or travel to classes will be allowed with prior authorization from the Operations Manager.

Section 19.5 Employee Assistance Program: Employer provides access to the Employee Assistance Program at no charge to all employees and their dependents. The EAP provides confidential help to resolve a variety of issues, including physical or mental illness, substance use/abuse, legal, financial or other personal problems.

Section 19.6 Transportation Passes: MTA employee's immediate family shall be provided transportation passes during the employee's employment.

For purposes of this benefit, an employee's dependent is defined as a spouse as evidenced

by a marriage license, a domestic partner, or a dependent child of the employee between the ages of 7 and 19 residing with the employee, and a child older than 19 who resides with employee but qualifies as a dependent due to a disability.

Section 19.7 Employer Sponsored Events or Programs: Employees are eligible to receive prizes, awards, incentives and compensation as the Employer may deem appropriate for their participation in Employer sponsored events or programs.

ARTICLE 20 - PERSONAL TOOLS AND WORK CLOTHES

Section 20.1 Employer Provided Work Clothes: The Employer shall provide MTA-branded Uniform shirts and one coat or sweater at no cost to the employee.

The Employer shall ensure MTA-branded wear is available to the employee as follows:

Johns Prairie Staff: Three (3) shirts and one coat or sweater

T-CC CSR Staff: Seven (7) shirts and one coat or sweater.

Replacement of outdated, oversized, or worn out apparel may occur at any time. It is the Employer's responsibility to track employee clothing allowances and returns.

Section 20.2 Uniform and Dress Requirements: Customer Service Representatives at the T-CC will be required to wear MTA-branded shirts while on duty. Hawaiian shirts and Professional/College Sports Logo wear may be worn every Friday throughout the year.

ARTICLE 21 - SENIORITY

Section 21.1 Definition of Seniority: For purpose of this Article, seniority shall be used for determining retention of position (after completion of probation period), bidding and vacation scheduling. Seniority shall be defined as the length of continuous time of service with the Employer within classifications covered by this Agreement plus the provisions of Section 21.2 and 21.3 listed below. If two or more employees are hired on the same day, seniority preference will be assigned by date and time of application for that job opening.

Seniority as calculated herein shall not be used in determining benefit eligibility/accrual and step adjustments (see applicable articles).

Section 21.2 Effect of Probation on Seniority: If an employee is laid off during his probationary period and subsequently rehired, any seniority accumulated during the twelve (12) months immediately preceding the rehire date shall be counted toward the seniority.

Section 21.3 Additional Accumulation: Seniority shall include in addition to length of continuous time of service defined in Section 21.1 above:

- a. The time lost by reason of industrial injury, industrial illness or jury duty.
- b. The time spent on authorized medical leave of absences, parental and family leaves.
- c. The time spent on leave of absence granted for the purpose of serving in the Armed

Services of the United States.

- d. The time spent on authorized Union business or on leave of absence for Union business.
- e. The first thirty (30) days of any other authorized leave of absence.
- f. The time on layoff from the bargaining unit not to exceed in each instance a period of twelve (12) months.

Section 21.4 Loss of Seniority: An individual shall lose seniority rights for the following reasons:

- a. Voluntary resignation.
- b. Discharge for just cause.
- c. Retirement.

ARTICLE 22 - LAYOFF, RECLASSIFICATION, DOWNGRADES & RECALL

Section 22.1 Definitions: The meanings of certain terms used in this Article 22 and elsewhere in this Agreement are stated below:

- a. Reduction in Force (RIF) refers to reduction of the number of employees within a classification as listed in Appendix A of this Agreement.
- b. Reclassification refers to placement into a bargaining-unit classification of equal pay when a RIF occurs.
- c. Downgrade refers to placement into a bargaining-unit classification of lower pay when a RIF occurs.
- d. Recall refers to the process of reinstatement of employees to former jobs held which were lost by reason of a RIF.
- e. Layoff refers to the severance of employment of an employee due to a RIF.

Section 22.2 Notification of Layoff: The Employer shall inform the Union Stewards and the employees affected of date of layoff thirty (30) days or more in advance of such scheduled layoff.

Section 22.3 Reduction in Force Procedures: Reverse order of seniority within classification, shall determine which employee is affected by the RIF.

Section 22.4 Reclassification and Downgrade Rights: An employee affected by a RIF shall be granted rights of reclassification or downgrade to any previously held classifications if their seniority is greater than the seniority of another employee in such classification. The Employer shall offer the classification with highest rate of pay first to an employee with these rights, then if refused, shall offer the next lower paid classification held and so forth until all classifications previously held are exhausted. An employee may choose layoff rather than

exercise these rights.

Section 22.5 Recall Rights: If an opening occurs, employees laid off or downgraded shall be recalled to previously held classifications based on the reverse order of the RIF subject only to the terms listed hereafter in this Agreement:

- a. Employees shall retain recall rights for a period of twelve (12) months from date of the reduction in workforce.
- b. Notice of Recall shall be sent to a laid off employee at the employee's last known address by certified/registered mail. It shall be the responsibility of the employee to keep the Employer informed of their current address. Any employee who fails to report for work within ten (10) days from the date of mailing notice of recall shall be considered resigned and shall have their name removed from the Recall List, unless such laid off employee is temporarily incapacitated preventing the employee from reporting or is employed elsewhere, in which case the employee must notify the Employer in writing within five (5) days after the receipt of the notice to return for work as quickly as the employee's health will permit or to give adequate termination notice to the employee's present employer.
- c. An employee on layoff or downgrade who rejects a recall offer to a classification previously held shall lose recall rights to such classification only.
- d. Mason Transit employees with recall rights shall be notified in writing of recall seven (7) days in advance of such recall. The employee shall be allowed twenty-four (24) hours to accept or decline.

ARTICLE 23 - PROBATION

23.1 New Employees: All new employees shall serve a probationary period of six (6) months commencing on their date of employment with the Employer. The retention of such employees shall be strictly within the discretion of the employer. This probationary period shall be extended by any period of unpaid leave. Upon mutual agreement of the parties, an employee's probationary period may be extended.

23.2 Rejected Employees: Rejected employees shall be notified of such action in writing by the Department Manager or designee at any time during their probationary period. Upon the completion of the probationary period, the employee shall be considered as having satisfactorily demonstrated qualifications for the position and shall gain regular employee status. The employee shall be notified of successful completion by their supervisor.

23.3 Probationary Employees: Probationary employees shall not have recourse through the grievance procedure with regard to disciplinary actions, including discharge. On other contractual matters, except as noted below, the probationary employee shall be entitled to the same rights as other employees subject to the terms of this agreement.

Probationary employees are not eligible to receive vacation leave during their probationary period. Upon satisfactorily completing their probationary period, the employee will receive vacation leave retroactive to their date of hire into the bargaining unit.

ARTICLE 24 - PROMOTIONS AND TRANSFERS

Section 24.1 Job Openings and Posting: Promotion and transfer within the bargaining unit shall be made pursuant to the following procedures:

- a. The Employer shall post all vacancies, job openings and new classifications and it shall remain posted for five (5) days. The notice shall state the number of jobs to be filled, the rate of pay for each job to be filled and a job description including the work required and minimum qualifications.
- b. The notice shall be posted and applications received from employees prior to initiating public recruiting efforts, unless the vacant position is at the lowest classification level or, on the approval of the General Manager, it is in the best interests of the Employer to concurrently recruit internally and externally where, for example, there is a need to fill the position without delay or the position requires license or certificates, specialized qualifications not known to be possessed by employees.
- c. Human Resources shall be responsible for the initial screening of all employee applications for vacant positions for the purpose of determining which applicants possess the minimum qualifications. Human Resources shall refer the most qualified candidate(s) to the Operations Manager, or designee, for interviews and/or testing. If the Operations Manager is not satisfied with the candidate(s), additional recruiting may be requested.
- d. An employee who is not selected for the test and/or interview may request a meeting with the Operations Manager to learn the reasons why the employee was not selected.
- e. In the selection of an employee to fill a vacancy, the following factors may be considered:
 - Qualifications (experience, training, education, skill, ability and past performance);
 - Efficiency;
 - Disciplinary record;
 - Attendance record; and
 - Length of service.

The Operations Manager will have discretion in making the final decision on employee selection.

Section 24.2 Right to Return to Former Position: Bargaining unit employees who transfer or are promoted to a position with Mason Transit but not covered by this Collective Bargaining Agreement shall have the right to return to their former position for a period of two (2) complete shift bids.

Any employee exercising their right to return to their former position shall have the same seniority as of the time they transferred out, but in no case will they accumulate seniority while working outside of the Bargaining Unit.

ARTICLE 25 - SUBCONTRACTING

The Employer shall not contract out work performed as of the date of this contract by members of this bargaining unit if the contracting of such work eliminates or reduces the

normal workload of the bargaining unit. If a condition arises that necessitates contracting of work normally performed by the bargaining unit, the Union shall be offered an opportunity to be involved in the planning process; provided, however, the Employer shall have the right to make the final decision regarding subcontracting.

If, in order to secure funding for a specific project, the Employer is required to contract all or part of the work to be performed due to the limitations imposed by the funding agreement, such contracting shall not be considered a violation of the Agreement.

In the case of a circumstance which is beyond the control of the Employer at the time action is required and which could not reasonably have been foreseen, or the Employer is not reasonably able to provide the necessary tools, personnel or equipment to timely perform the work, the Employer shall be allowed to enter into subcontracting for this project and not be in violation of the Agreement.

ARTICLE 26 - SHIFT BIDDING

The Employer agrees to shift bidding three (3) times per year. A minimum of two (2) weeks prior to the shift bid, MTA will post all available shifts and the current seniority list. For purposes of shift bidding, seniority will determine on the basis of length of employment within classification.

The Employer has the right to control the work force in its entirety, including the shifts to be offered; however, any alteration from the shift bid will be submitted to the Union for review and input at least thirty (30) days before shift bidding begins. The Employer has the right to establish the number of positions by classification per shift.

New employees may have their shift assigned for up to three (3) months for the purposes of training, to include but not limited to, familiarization of scheduling, dispatching, policies and procedures.

Unanticipated vacancies that occur between bids as the result of a voluntary or involuntary termination, or an extended absence of greater than thirty (30) days (including for training or a light duty assignment), will be filled by the Employer offering the shift to the Comm Center employee who is next on the seniority list, and so on until all positions are filled. If newly created positions or new shifts will be offered in between bids, there will be a bid by seniority if the work will commence more than thirty (30) days before the next regular bid.

ARTICLE 27 - SAVINGS CLAUSE

It is the intention of the parties hereto to comply with all applicable provisions of the state and federal law, and they believe that each and every part of this Agreement is lawful. All provisions of this Agreement shall be complied with unless any of such provisions shall be declared invalid or inoperative by a court of final jurisdiction. Should any provision of this Agreement or the application of such provision be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation, the remaining portions of this Agreement shall remain in full force and effect. Either party may request re-negotiation of invalid provisions for the purpose of adequate and lawful replacement thereof.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

ARTICLE 28 - DURATION OF AGREEMENT

This Agreement, when adopted by the Mason Transit Authority and approved by the Union, shall become effective as of September 1, 2017 and shall remain in effect until August 31, 2020 subject to the following provisions:

Letters of Understanding. In recognition of the possibility that changes may be desired for the mutual benefit of the parties during the life of the Agreement, either party may initiate discussion of modifications by written communication to the other. The party receiving such communication shall arrange to meet with the other party within thirty (30) days of receipt. While neither party is obligated to negotiate changes to the Agreement during the contract term, should agreement be reached, the modification shall be attached as supplemental letter of understanding to this contract and shall remain in effect for the life of this Agreement.

AGREED TO THIS 15th DAY OF August, 2017.

MASON TRANSIT AUTHORITY

INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE WORKERS,
AFL-CIO, DISTRICT LODGE 160



THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX A - WAGE SCHEDULES

COMM CENTER LEAD

Year	% of Max	Current	1/1/2018	1/1/2019	1/1/2020
Probation	84%	\$24.05	\$24.29	\$24.53	\$24.78
6 mo-1 yr.	86%	\$24.62	\$24.87	\$25.12	\$25.37
Year 1	88%	\$25.19	\$25.45	\$25.70	\$25.96
Year 2	90%	\$25.77	\$26.02	\$26.28	\$26.55
Year 3	92%	\$26.34	\$26.60	\$26.87	\$27.14
Year 4	94%	\$26.91	\$27.18	\$27.45	\$27.73
Year 5	96%	\$27.48	\$27.76	\$28.04	\$28.32
Year 6	98%	\$28.06	\$28.34	\$28.62	\$28.91
Year 7	100%	\$28.63	\$28.92	\$29.21	\$29.50

DISPATCH/SCHEDULER

Year	% of Max	Current	1/1/2018	1/1/2019	1/1/2020
Probation	84%	\$19.43	\$19.62	\$19.82	\$20.02
6 mo-1 yr.	86%	\$19.89	\$20.09	\$20.29	\$20.49
Year 1	88%	\$20.35	\$20.56	\$20.76	\$20.97
Year 2	90%	\$20.82	\$21.03	\$21.24	\$21.45
Year 3	92%	\$21.28	\$21.49	\$21.71	\$21.92
Year 4	94%	\$21.74	\$21.96	\$22.18	\$22.40
Year 5	96%	\$22.20	\$22.43	\$22.65	\$22.88
Year 6	98%	\$22.67	\$22.89	\$23.12	\$23.35
Year 7	100%	\$23.13	\$23.36	\$23.59	\$23.83

CSR

Year	% of Max	Current	1/1/2018	1/1/2019	1/1/2020
Probation	84%	\$16.67	\$16.84	\$17.01	\$17.18
6 mo-1 yr.	86%	\$17.07	\$17.24	\$17.41	\$17.59
Year 1	88%	\$17.47	\$17.64	\$17.82	\$18.00
Year 2	90%	\$17.87	\$18.04	\$18.22	\$18.41
Year 3	92%	\$18.26	\$18.44	\$18.63	\$18.82
Year 4	94%	\$18.66	\$18.85	\$19.03	\$19.22
Year 5	96%	\$19.06	\$19.25	\$19.44	\$19.63
Year 6	98%	\$19.45	\$19.65	\$19.84	\$20.04
Year 7	100%	\$19.85	\$20.05	\$20.25	\$20.45

APPENDIX A - WAGE SCHEDULES *(continued)*

Step increase will be given on Step Anniversary date

Step Anniversary date is 6 months after hire date

Scale moves 1% on 1/1/18, 1/1/19 and 1/1/20.

Those above the scale will receive one (1%) percent GWI on 1/1/18, a half (.5%) percent GWI on 1/1/19 and 1/1/20.

Longevity		Per Hour
	7 Years	\$0.20
	10 Years	\$0.40
	15 Years	\$0.60
	20 Years	\$0.80
	25 Years	\$1.00