



Office and Professional Employees International Union
2900 Eastlake Avenue E. #220 • Seattle, WA 98102 • (206) 441-8880 • 1-800-600-2433

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

BARLOW COUGHRAN MORALES & JOSEPHSON, P.S.

AND

**OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION
LOCAL NO. 8, AFL-CIO**

FOR THE PERIOD OF

AUGUST 1, 2021 THROUGH JULY 31, 2024

COLLECTIVE BARGAINING AGREEMENT
OPEIU LOCAL 8 – BARLOW COUGHRAN MORALES & JOSEPHSON, P.S.

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COLLECTIVE BARGAINING AGREEMENT

BARLOW COUGHRAN MORALES & JOSEPHSON, P.S.

THIS AGREEMENT is made and entered into at Seattle, Washington, this 1st day of August 2021, by and between BARLOW COUGHRAN MORALES & JOSEPHSON, P.S., hereinafter referred to as the "EMPLOYER," and OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL NO. 8, AFL-CIO, hereinafter referred to as the "UNION."

ARTICLE 1

BARGAINING UNIT

Section 1.1 This Agreement shall relate exclusively to those regular full-time and regular part-time employees of the Employer whose work falls within one of the classifications set out in Exhibit "A," attached hereto and made a part of this Agreement and any new classification established during the term of this Agreement. This Agreement shall not apply to vacation replacements, the position of File Clerk or to casual full-time employees (if they do not work over thirty [30] days) or to casual part-time employees (if they do not work over ninety [90] days).

Section 1.2 The first ninety (90) days of employment shall be considered a trial period for all new employees. No full-time employee shall be considered a regular full-time employee until after the completion of ninety (90) days of continuous employment with the Employer. No part-time employee shall be considered a regular employee until after the completion of ninety (90) days of continuous employment with the Employer (see Article 6, Section 6.2). This trial period may be extended up to an additional ninety (90) days by mutual agreement between the Employer and the Union.

ARTICLE 2

UNION RECOGNITION

The Employer recognizes the Union as the sole collective bargaining agency for those employees covered by this Agreement, and will deal with the Union representatives with respect to wages, hours, working conditions and adjustments of grievances for such employees during the term of this Agreement.

ARTICLE 3

UNION SECURITY

Section 3.1 All regular full-time employees shall join the Union within thirty (30) days following the date of execution of this Agreement or the beginning of their regular full-time employment whichever is later, and shall maintain membership in the Union for the life of this Agreement, as

a condition of employment. Regular part-time employees shall join the Union when they have reached that status (i.e., after ninety [90] days of part-time employment) and shall maintain membership in the Union for the life of this Agreement, as a condition of employment.

Section 3.2 The Employer shall furnish the Union with a list of all new non-attorney hires, their home address, job title, beginning salary, date of hire and social security number.

Section 3.3 When hiring new employees, the Employer may call the Union the same as it would any other agency to request applicants to be referred to it for interviews.

ARTICLE 4

MANAGEMENT FUNCTIONS

Section 4.1 The Employer shall have the right to assign all work and make reasonable rules and regulations governing the conduct of employees, not in conflict with this Agreement, and to require their observance. The Employer shall furnish the Union with a copy of these rules and regulations, prior to implementation.

Section 4.2 The rights of the Union and its members shall be those rights set forth in this Agreement.

ARTICLE 5

UNION BUSINESS

Section 5.1 Collection of dues, solicitation of membership and other Union business (except as stated in Section 5.2 below) shall not be carried on during working hours.

Section 5.2 The Business Agent of the Union shall be allowed admission to the Employer's place of business at any reasonable time for the purpose of investigating conditions existing on the job. He/she shall first make known his presence to the Employer and shall confine his/her activities during such investigation to matters relating to this Agreement.

Section 5.3 The Employer will deduct an amount equal to the Union's initiation fee and uniform monthly dues from the pay of each member of the bargaining unit who voluntarily executes a wage assignment authorization form. When filed with the Employer, the authorization form will be honored in accordance with its terms. A copy of the authorization form to be used by employees is set forth in Exhibit "B" of this Agreement. Dues deductions will be transmitted to the Union by check payable to its order on the tenth (10th) day of the month following the deduction.

Section 5.4 POLITICAL ACTION DEDUCTIONS. The Employer agrees to check-off voluntary contributions for the Union's Voice of the Electorate (VOTE) program for each covered person who voluntarily executes a check-off designating such deduction and the amounts.

Section 5.4(a) Deductions shall begin on the first pay period of the first month following receipt of check-off authorization and shall continue in a like manner until the check-off authorization is revoked in writing.

Section 5.4(b) All monies collected under this Agreement shall be transmitted to the Secretary-Treasurer of VOTE within fifteen (15) days along with a list of employees from whom such deductions have been made and the amount deducted for each such employee.

Section 5.4(c) POLITICAL ACTION FUND DEDUCTION. The Employer shall deduct the sum specified from the pay of each member of the Union who voluntarily executes a political action authorization form. The amount deducted and a roster of employees using this voluntary deduction will be transmitted to the Political Action Fund on a semi-annual basis in January and July. The Union and each employee authorizing the assignment of wages for the payment of voluntary political action contributions hereby agrees to indemnify and hold the Employer harmless from all claims, demands, suits and other liability that may arise against the Employer for or on account of any PAC deductions made from the employee's wages.

Section 5.5 HARDSHIP FUND CHECK-OFF. The Employer agrees to check-off voluntary contributions for the Union's Hardship Fund for each covered person who voluntarily executes a check-off authorization designating such deduction and the amount. Such employee contribution shall be remitted to the Union monthly.

ARTICLE 6

WORKWEEK

Section 6.1 The regular workday shall be eight (8) hours per day to be worked within nine (9) consecutive hours (upon mutual agreement) beginning at 8:00 or 8:30 am and ending at 5:00 or 5:30 pm. The regular workweek shall be five (5) days a week, Monday through Friday. With the exceptions noted below, overtime shall be paid at time and one-half (1 ½) the employee's straight-time rate; provided that, the employee has worked more than forty (40) hours in a workweek, or more than eighty (80) hours in a two (2) week pay period, or any work performed on a Saturday shall be paid for at the rate of time and one-half (1 ½) the employee's straight-time hourly rate. All overtime shall be subject to the Employers prior approval. Any work performed on a Sunday shall be paid for at the rate of two (2) times the employee's straight-time hourly rate.

- a) After completion of the probationary period, an employee may request a different starting and ending times or regular workweek schedule. Such requests shall be reviewed by the Employer and approved or denied at the Employer's discretion. It is also understood that if the press of business is such that there are clients in the office at 5:00 p.m., or incoming or outgoing telephone calls being placed, or important letters and documents to finish or mail, or other important work to be done, the employee may work as needed to complete such work as long as it does not exceed forty (40) hours in a workweek. Additionally, it is understood that absent illness or unforeseen circumstances, two

employees shall be present during the regular workday and workweek.

- b) If due to unplanned transportation or childcare issues an employee arrives late or leaves early, the employee may make up the missed time by arriving early or leaving late during the same pay period, provided that the time at issue is no more than one (1) hour per day and no more than three (3) cumulative hours per pay period. Lunches may not be shorted to make up the lost time. Employees must use paid leave (vacation or sick leave) or unpaid leave (if no vacation or sick leave hours are available) upon Employers approval. Approval shall not be arbitrarily or capriciously denied.

Section 6.2 Part-time employees are those employees who work less than seven (7) hours per day or thirty-five (35) hours per week. If such employees are employed more than ninety (90) days, they shall be regarded as regular part-time employees and shall be entitled to the minimum straight-time hourly wages set forth in this Agreement, and to all the fringe benefits of this Agreement, on a pro rata basis. The fringe benefits which shall be provided shall include vacation as provided in Article 13 and parking or transit allowance as provided in Article 23. Employees will be eligible for an Employer contribution to the retirement plan if they have worked sufficient hours to meet the initial eligibility requirements. Employees working less than 80 hours a month shall not receive paid holidays but will receive one (1) paid vacation day annually. The fringe benefits provided under this provision shall include a bus, ferry and or light rail pass.

Section 6.3 Employees shall have the right to take time off on an hour-for-hour basis in lieu of overtime pay, subject, however, to the Employer's work requirements.

Section 6.4 Telecommuting may be allowed with mutual agreement by the Employer, employee and the Union up to three days a week; provided that the employee works a set schedule and there are at least two employees in the office at all times during the regular work week. Telecommuting employees shall enter their time in the Employer's timekeeping system (TABs) to document the work performed. Either the Employer or employee may terminate the telecommuting agreement with two (2) weeks' notice and return to regular working hours. The Employer may also terminate an employee's telecommuting agreement due to the employee's job performance.

ARTICLE 7

LUNCH AND RELIEF PERIODS

Each employee shall receive an hour lunch period approximately half way through the workday. Each employee shall receive a relief period not to exceed fifteen (15) minutes approximately half way through the morning and afternoon shifts of each workday. The Employer shall have the right to require strict observance by the employees of the lunch and relief periods as scheduled.

ARTICLE 8

HOLIDAYS

Section 8.1

New Year's Day	Thanksgiving Day
Martin Luther King, Jr's Birthday	Day after Thanksgiving
Presidents Day	Christmas Eve Day
Memorial Day	Christmas Day
Juneteenth	Day after Christmas
Independence Day	Employee's Birthday
Labor Day	

Section 8.2 An employee required by the Employer to work on any of said holidays shall be paid twice the employee's straight-time hourly rate. Payment of double time shall not apply to an individual working on his or her birthday.

ARTICLE 9

PAY DATES

Pay periods shall be two (2) weeks in duration.

ARTICLE 10

EMPLOYEE CLASSIFICATION AND PAY SCHEDULE

Section 10.1 Employees shall be paid no less than the wage rates set forth in the schedule marked Exhibit "A," which is attached hereto and made a part of this Agreement. The Employer shall have the right in its discretion, to compensate employees above the minimum rate.

Section 10.2 Should new jobs be created within the bargaining unit or present bargaining unit jobs substantially changed, the Employer and the Union, by mutual agreement, shall determine the minimum rate for the newly established job.

ARTICLE 11

LAYOFF AND TERMINATIONS

Section 11.1 No employee shall be disciplined or discharged except for just cause.

Section 11.1(a) No employee shall disclose any confidential information relating to the Employer's business or its clients, or obtained while working for the Employer, and a violation of this provision shall be deemed sufficient cause for discharge.

Section 11.2 No employee shall be terminated while on paid or unpaid sick leave or vacation.

Section 11.3 An employee with one or more years of service being laid off shall receive at least two (2) week's written notice prior to the layoff date or one (1) week's pay in lieu of notice. An employee with one or more years of service will provide the Law Firm with one (1) week's notice of intent to terminate prior to the termination date.

ARTICLE 12

SICK LEAVE AND LEAVES OF ABSENCE

Section 12.1 Employees shall accrue one (1) day of sick leave per month up to a maximum of thirty-five (35) days. Sick leave shall be used for the purposes allowed under all State mandated leave provisions including the Family Leave Act and any regulations regarding pregnancy and childbirth related conditions. The Employer will abide by all applicable City, State, or Federal mandated leave law. Sick leave accrual may also be used for appointments. The Employer, at its sole discretion, may also grant thirty (30) days unpaid leave and such leave shall not be arbitrarily or capriciously denied. The Employer will pay the employees' share of the Washington Paid Family and Medical Leave premium.

Section 12.2 Employees who must be absent shall promptly notify the Employer of their inability to report for work so that necessary adjustments in work assignments can be made to assure orderly continuity of the Employer's business. Employees who are absent and who neglect to promptly notify the Employer of their inability to report for work shall be automatically considered absent without pay unless such failure of prior notification is subsequently excused by the Employer. If abuse of sick leave is suspected after three (3) days, the Employer reserves the right to require a doctor's certificate or other comparable satisfactory proof of the employee's incapacity before payment of sick leave will be made.

Section 12.3 Employees shall take paid sick leave or unpaid leave when absent without notice due to illness. Sick leave may be used:

- (1) to cover an absence resulting from an Employee's mental or physical illness, injury, or health condition; to accommodate the Employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;
- (2) to allow the Employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care;
- (3) when the Employee's place of business has been closed by order of a public official for any health-related reason, or when an Employee's child's school or place of care has been closed for such a reason;

(4) to cover an absence that qualifies for leave under the domestic violence leave act, chapter 49.76 RCW; and

(5) dental and optical examination and/or treatment for each employee, spouse/partner and dependent children.

Any employee who is off work for more than three (3) days shall provide a Doctor's note. This provision shall not apply to employees on leave pursuant to Section 12.8. When the maximum allowable credit of sick leave has been accumulated no further credit will thereafter be allowed to an employee until such times as the maximum has been reduced by legitimate claim against the same. Effective August 1, 2009, employee's sick leave credit will, again, be earned and shall, again, accrue at the rate of one (1) day per each full calendar month's work, cumulative to the maximum each employee is entitled to under Section 12.1. Nothing herein is intended to reduce the accumulated sick leave credit employees possess as of August 1, 2009 or the employee's entitlement to sick leave credit under Section 12.1. Employees shall not be compensated for unused sick leave upon termination of employment. Employees who are unable to work because of an injury shall be paid their regular rate of pay beginning with the first working day on which they are disabled and continuing for the period of the disability up to a maximum of the employees accumulated sick leave.

Section 12.4 Employees will receive a bonus for unused sick leave upon their annual employment anniversary dates by the formula:

If during the previous twelve (12) month period of employment, the employee used no paid sick leave or unpaid leave monetary bonus equivalent to six (6) days wages; no more than two (2) days paid sick leave or unpaid leave: monetary bonus equivalent to three (3) days wages.

Section 12.5 WASHINGTON PAID FAMILY & MEDICAL LEAVE. Employees shall be granted up to twelve (12) weeks of paid family leave to care and bond within twelve (12) months of the birth, adoption or placement of a child younger than eighteen (18) years of age, and to care for oneself, a dependent, spouse, domestic partner or parent with a serious illness or injury. An additional two (2) weeks of leave will be available when the leave is a result of pregnancy complications. Employees are eligible for up to sixteen (16) weeks of leave when family and medical leave are used in combination. For example, an expecting mother could use eight (8) weeks of medical leave for bed rest. The mother could then use an additional eight (8) weeks of family leave after giving birth to care and bond with the new child. Health and welfare benefits shall remain in full force and affect during such leave but employees shall not accrue vacation or sick leave while out on unpaid leave.

Employees shall receive compensation while out on this leave from the Washington State Employment Security Department. An employee may choose to use their accrued sick leave to supplement the state's compensation when taking Washington Paid Family & Medical Leave.

Employees with one (1) or more years of service will be granted extended leaves of absence,

without pay, not to exceed one (1) year beyond the accumulation of paid sick leave for illness, accident or pregnancy.

If the employee's unpaid leave of absence extends beyond three (3) months, the employee may return to the first available job for which the employee is qualified to perform at no less than his or her former rate of pay, including all intervening contractual increases, upon approval by the Employer. Such decision by the Employer shall not be subject to the grievance procedure.

Section 12.6 Nothing in this Article shall be construed to reduce the amount of sick leave currently accrued by an employee below the amount currently accrued.

Section 12.7 Employees may use up to thirty (30) working days of accumulated sick leave and any unused vacation to care for a newborn or newly adopted child.

Section 12.8 After the first calendar year of employment, employees who are regularly employed who are called for service on a District Court, Superior Court or Federal District Court jury shall be excused from work for no more than one (1) month, for the days on which they serve, and shall be paid the difference between the fee they receive for such service and the amount of their salary; provided, however, an employee called for jury duty who is temporarily excused from attendance at court must report to work if sufficient time remains after such excuse, to permit him or her to report to their place of work. The employee must furnish a written statement from the appropriate public official showing the date and time served.

Section 12.9 Absence due to an employee's inability to report for scheduled work because of severe inclement weather or conditions caused by severe inclement weather shall be charged, at the employee's option, to the following:

- (a) Any accrued vacation leave.
- (b) Leave without pay.

If an employee reports to work and the Employer closes the office because of inclement weather, the employee shall be paid for all regularly scheduled hours for the workday, as if he/she reported to work.

ARTICLE 13

VACATION

Section 13.1 Vacation with pay shall be granted on the following basis:

<u>Length of Employment</u>	<u>Vacation</u>
After six (6) months	Five (5) days
After one (1) year	Five (5) days additional
After two (2) years	Ten (10) days
After three (3) years	Fifteen (15) days
After seven (7) years	Seventeen (17) days
After twelve (12) years	Twenty (20) days per year

Section 13.2 Vacations shall be taken at such times as are mutually satisfactory. The employees with the longest service shall be given preference with respect to the selection of vacation periods unless another employee has already had vacation approved for the same day.

Section 13.3 Except upon special arrangements with the Employer, vacation credit cannot be cumulated for more than one (1) year. Unused vacation shall be paid to the employee on the employee's anniversary date. Only employees who have one (1) year or more service with the Employer shall be compensated for unused accumulated vacation credit upon termination of employment on a pro rata basis.

Section 13.4 Any employee suffering a death in the immediate family shall be allowed three (3) working days from work with pay at the regular rate. Employees will be granted two (2) additional days off with pay in the event a death in the immediate family occurs outside a radius of fifty (50) miles from the employee's place of residence. Member of the immediate family is defined as father, mother, wife, husband, domestic partner, son, daughter, sister, brother, mother-in-law, father-in-law. An employee shall be allowed two (2) working days from work with pay at the regular rate if there is a death of a grandparent. If the employee is notified of the death while he or she is working, they shall be excused from work and be paid the balance of the working shift and that time shall not be charged against the three (3) or two (2) working days of leave as is appropriate.

ARTICLE 14

HEALTH AND WELFARE

Section 14.1 Effective May 1, 2018, for employees working eighty (80) hours or more per month, the Employer agrees to provide the same health insurance coverage that is offered to the attorneys. The Employer will pay the coverage for the employee and any children. The Employer will not pay for spousal coverage if the spouse has other coverage available through employment. If, the spouse does not have employment coverage available, the Employer will pay fifty percent (50%) of the rate for the employees spouse.

Section 14.2 Effective January 1, 2022, the Employer agrees to provide each eligible bargaining unit employee up to \$2,400.00 (non-taxable) for any out of pocket Health and Welfare expenses for themselves or their dependents. This amount will be available for the employee's use for the period of fifteen (15) months.

Effective January 1, 2023, an additional \$2,400.00 (non-taxable) will be made available for out of pocket Health and Welfare expenses for the proceeding fifteen (15) months.

Effective January 1, 2024, an additional \$2,400.00 (non-taxable) will be made available for out of pocket Health and Welfare expenses for the proceeding fifteen (15) months.

On April 1st of each of these years, any unused portion of amount made available fifteen (15)

months prior, will no longer be available to the employee. This reimbursement is intended to cover any previously covered Health and Welfare procedure that is not covered or is not fully reimbursed under the Medical Plan or the Puget Sound Benefit Trust Dental Plan. Up to \$500 of the reimbursement monies described above may be used annually for any out-of-pocket expenses related to vision exams, hardware and/or contacts.

Section 14.2(a) Should the attorneys increase this reimbursement amount for themselves it will be increased to match for all bargaining members.

Section 14.3 Effective August 1, 2015, the Employer will provide Group Basic Dental Care, Vision Care. Effective September 1, 2018, \$150.00 Short-term Disability and Long-term Disability by paying into the Puget Sound Benefits Trust the current monthly premium for each regular full-time employee and each regular part-time employee covered by this Agreement who received compensation for eighty (80) hours or more in the preceding month. If, during the term of this Agreement, increased contribution or premium rate is necessary to maintain the present benefit schedule, the Employer will pay the increased contribution rate. During the term of this Agreement, either party may submit to the other party a written request to bargain regarding the dental and ancillary benefits provided under Section 14.3. The parties agree that within 30-days of receipt of such written request the parties shall meet and confer in good faith at reasonable times and locations until an agreement or impasse is reached.

Section 14.4 All employees shall be covered under the Washington State Industrial Insurance Act.

ARTICLE 15

RETIREMENT

Section 15.1 The Employer has established and will maintain during the term of this Agreement a retirement plan in which all employees with one or more years of service and who meet the initial eligibility requirements will participate. The Employer will contribute ten percent (10%) of eligible employees wages into such plan for 2021 – July 31, 2024.

Section 15.2 The Employer agrees that its life insurance and disability insurance program for its employees will be continued for the life of this Agreement.

ARTICLE 16

NO STRIKES OR LOCKOUTS

Section 16.1 During the term of this Agreement, the Union and its members will not cause, sanction, condone, take part in, or in any way directly or indirectly aid any strike, walk out, picketing, boycott, slowdown or stoppage of work, or any other interference whatever with the efficient operation and conduct of Employer's business, or take any action whatever to prevent access of employees to the Employer's place of business.

Section 16.2 The Employer agrees that there shall be no lockouts during the term of this Agreement.

ARTICLE 17

GRIEVANCE PROCEDURE

Section 17.1 Disputes arising out of the application or interpretation of this Agreement shall be taken up for settlement by the individual employee and the Employer and, if that fails, by the employee, Union and the Employer.

Section 17.2 The Union and the Employer shall endeavor to mutually agree upon an arbitrator. If a mutually acceptable arbitrator cannot be determined, the party requesting arbitration shall request a list of seven (7) qualified neutrals (or as many as are available) from the Federal Mediation and Conciliation Service (FMCS) who shall reside in Oregon and Washington and be members of the National Academy of Arbitrators. Each party shall have the right to reject one panel in its entirety and request that a new panel be submitted. Within ten (10) working days after receipt of the list, the parties shall alternately strike the names on the list, and the remaining name shall be the arbitrator. The first strike shall be made by the party requesting arbitration.

Section 17.3 The decision of the arbitrator shall be limited to the interpretation of this Agreement and shall be final and binding upon the parties to this Agreement. The parties shall bear the cost of any such arbitration equally between them.

ARTICLE 18

SENIORITY

For employees with one or more years employment, seniority shall be calculated from last date of hire. Where job skills and ability is equal, seniority shall be observed in layoffs, rehire, transfers, vacation preference, and floating holiday. For rehire, the employee must contact the Employer's office, in writing, once a month, to indicate their ability to return to work. This recall right shall continue for six (6) months from the date of actual layoff.

ARTICLE 19

NON-DISCRIMINATION

Section 19.1 The Employer agrees that he/she will not discriminate against an employee because of his/her activity as a member of the Office and Professional Employees International Union Local No. 8.

Section 19.2 The Employer agrees to the principle of equal pay for equal work and agrees that there shall be no discrimination exercised in this respect. In all cases where women are performing work of a comparable quantity and quality as that performed by men, the same rate

of pay shall prevail.

ARTICLE 20

AUTOMATION

In cases where positions are abolished because of automation or system changes, all possible reasonable consideration will be given to transferring employees to comparable jobs in employment. Also every reasonable consideration will be given to training present employees to operate any new equipment installed as a result of these changes. The Employer shall be held financially responsible for the reasonable cost of retraining office personnel for any new positions so created.

In cases where positions are abolished because of automation or system changes, all possible reasonable consideration will be given to transferring employees to comparable jobs in employment. Also every reasonable consideration will be given to training present employees to operate any new equipment installed as a result of these changes. The Employer shall be held financially responsible for the reasonable cost of retraining office personnel for any new positions so created.

ARTICLE 21

SEPARABILITY

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

ARTICLE 22

SUCCESSORS

In the event the Employer shall by merger, consolidation, sale of assets, lease, franchise or by any other means enter into an agreement with another firm or individual which, in whole or in part, affects the existing appropriate collective bargaining unit, then such successor firm or individual shall be bound by each and every provision of this Agreement to the extent provided by governing law. The Employer shall have an affirmative duty to call this provision of the Agreement to the attention of any firm or individual within which it seeks to make such an agreement as aforementioned.

ARTICLE 23

PARKING/FERRY, BUS PASS

The Employer agrees to reimburse each regular full-time employee the actual cost of a pass for

the Washington State Ferry System, Metro Bus System, or Light Rail used in commuting to work. The Employer will not reimburse for any lost passes. If employee prefers to drive, the Employer will not reimburse for the cost of a transit pass, but will reimburse the employee for two days of parking costs at the early bird special rate for downtown Seattle per week.

ARTICLE 24

DURATION

This Agreement shall become effective August 1, 2021, and shall remain in effect until July 31, 2024, and thereafter from year to year unless changed by mutual consent, or unless reopened by written notice by either party to the other at least sixty (60) days prior to July 31, 2024, the termination date, or a subsequent annual termination date.


EXECUTED at Seattle, Washington on this 2nd day November 2021.

**OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION LOCAL 8, AFL-CIO**

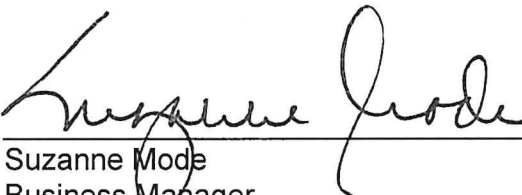
**BARLOW COUGHRAN MORALES
& JOSEPHSON, P.S.**

By 

Patrick Pedersen
Union Representative

By 

Frank Morales

By 

Suzanne Mode
Business Manager

By 

Renee Willis
Bargaining Committee

EXHIBIT “A”

The following hourly rates of pay shall be the minimum rate of pay for new hires:

<u>JOB TITLE</u>	<u>ENTRY</u>
Legal Assistant/Paralegal	\$30.40
Legal Secretary	\$29.90
Receptionist/Word Processor	\$23.75

Notwithstanding other employees who have completed their probationary period by the dates set forth below, all employees shall receive the following increases to their regular rate of pay:

<u>JANUARY 1, 2022</u>	<u>JANUARY 1, 2023</u>	<u>JANUARY 1, 2024</u>
\$1.45	\$1.45	\$1.25

Employees who start employment on or after August 1, 2018 shall receive a fifty cent (\$0.50) increase to their hourly wage after six (6) months and shall receive a fifty cent (\$0.50) increase to their hourly wage after twenty-four (24) months.

EXHIBIT “B”



**Office and Professional
 Employees International Union
 Local 8
 AFL-CIO**

2900 Eastlake Ave E Ste 220
 Seattle, WA 98102

1-800-600-2433
 1-206-441-8880
 Fax: 206-441-0207

www.opeiub.org



Find us on Facebook
 www.facebook.com/OPEIUlocal8

Please print clearly (Por favor imprima claramente)

OPEIU Local 8 Membership Application

I, the undersigned, designate Office and Professional Employees International Union, Local 8, as my chosen and authorized collective bargaining representative on matters relating to wages, hours, and other conditions of my employment. Yo, el abajo firmante, designo a la Unión Internacional de Empleados Profesionales y de Oficina (OPEIU), Local 8, como mi elegido y representante autorizado de negociación colectiva en materia de salarios, horas y otras condiciones de mi trabajo.

Last Name (Apellido) First Name (Nombre) Initial (Inicial)

Date Employed / /
 (Fecha de comienzo de empleo)

Street Name and Number (Nombre de calle y número)

Employment Status:
 (Estatus de empleo)

City (Ciudad) State (Estado) Zip (Codigo postal)

- Full Time (Tiempo completo)
- Part Time (Medio tiempo)
- On Call (de guardia)

Home Phone (Teléfono casa) *Cell Phone (Teléfono celular)

Home Email Address (Dirección de correo electrónico doméstica)

Birthdate [month/day/year] (Fecha de nacimiento [mes/día/año])

Employer (Empleador)

* By providing my cell phone number, I understand that OPEIU and its affiliates may use automated calling technologies and/or text message me on my cell phone on a periodic basis. Carrier message and data rates may apply to such texts.
 *El proporcionar mi número de teléfono celular yo entiendo que OPEIU y sus afiliados pueden usar tecnología automatizada para llamar y/o mandarme mensajes de texto a mi teléfono celular en base periódica. Cargos de mensajes y datos pueden aplicar.

WELCOME

Welcome to Office and Professional Employees International Union Local No. 8, the labor union that represents bargaining unit employees at your place of work. Bienvenido a Office and Professional Employees International Union Local 8, la unión obrera que representa a los empleados en su lugar de trabajo.

The wages and benefits you receive are the result of your Union's efforts in contract negotiations throughout the years. We urge you to review your Union Contract and contact Local 8's office, 206-441-8880 or 800-600-2433 or opeiub@opeiub.org if you have any questions. Your Contract is also available online at www.opeiub.org. It contains many important written protections of your job, your wages and your benefits.

Los salarios y beneficios que recibe son el resultado de los esfuerzos de su Unión en las negociaciones del contrato a lo largo de los años. Les instamos a revisar su contrato sindical y en contactar con la Oficina Local 8, 206-441-8880 or 800-600-2433 o opeiub@opeiub.org, si usted tiene alguna pregunta. Su contrato también está disponible al www.opeiub.org. Contiene muchas importantes protecciones sobre su trabajo, su salario y sus beneficios por escrito.

**PAYROLL DEDUCTION AUTHORIZATION
 (Autorización de Deducción de Nómina)**

Upon receipt of this authorization, I hereby request and authorize my Employer to deduct from my wages or salary and to transmit to OPEIU Local 8, AFL-CIO the authorized initiation fees and monthly dues or fees as certified in writing by the Union. If, for any reason, a deduction is omitted, authorization is hereby requested and granted for an additional deduction to be remitted the following month to: **OPEIU LOCAL 8, AFL-CIO, 2900 EASTLAKE AVE E STE 220, SEATTLE, WA 98102-3012**

Al recibo de la presente autorización, yo solicito y autorizo a mi empleador para deducir de mi sueldo y remitir a OPEIU Local 8, AFL-CIO la iniciación autorizada y cuotas mensuales como dicho por escrito por la Unión. Si, por cualquier razón, una deducción se omite, esta autorización se extiende para que la cuota sea deducida y remitida el mes siguiente a: **OPEIU LOCAL 8, AFL-CIO, 2900 EASTLAKE AVE E STE 220, SEATTLE, WA 98102-3012**

Union dues are not deductible as charitable contributions for federal income tax purposes. Las cuotas de la unión no son deducibles como contribuciones caritativas para propósitos de impuesto federales.

Signature:
 (Firma)

Date:
 (Fecha)

Print Name:
 (Imprima su nombre)



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