

Memorandum of Understanding (MOU) between the
 Town of Friday Harbor and the
 Guild of Pacific Northwest Employees, Local 1909
 to Implement New Wage Scale

A. T-Scale Placement

Positions shall be assigned to the following pay ranges on the new wage scale (T-scale) as depicted in Figure 1 of the 2023-2024 Collective Bargaining Agreement between the parties to this MOU, and shall be effective the pay period following the date the CBA and this MOU are fully executed:

Position	Page Range	Current Employees
Clerk I	T-1	Shelby Ness
Custodian	T-1	James Henrie
Clerk II	T-2	Kira Sable Reid Ledgerwood Leslie Rognas Matt Pranger
Utility Worker I	T-2	Joe Nicholson Lucas Mirabella Donnie Logsdon Rich Wesserling Patrick Minney Nate Hertel Josh Compton Will Blackmon Sarena Schumacher
Planner I	T-3	
Administrative Coordinator	T-4	Paula Bey
Utility Worker II	T-4	Andrew Teasdale Toby Frasier Rob Penwell Justin Nibler Chuck Berry
Planner II	T-5	Carol Holman
Streets & Parks Supervisor	T-6	Mike Goff
Refuse Supervisor	T-6	Dave Smith
Asst Finance Director	T-7	
Planner III	T-7	
Building Inspector	T-7	
Utility Worker III	T-7	Pat Sandwith Frank Byrne-temporary*
Water Treatment Plant Supervisor	T-8	Shane Mason-temporary*
Water Distr. Supervisor	T-8	Kasey Anderson-temporary*
Wastewater Plant Supervisor	T-9	Don Reitan

The position of System Administrator has been removed from the bargaining unit.

***Water Department restructuring:**

The Town of Friday Harbor is required by state law to have a Water Treatment Plant Operator 3 on staff. No staff currently hold this credential. In lieu of hiring someone with this credential, the Town agrees as follows:

- Prior to execution of the 2023-2024 CBA and this MOU, Frank Byrne was a permanent Certified Lead. The Certified Lead position no longer exists and has been replaced by the creation of the Utility III position and the Water Treatment Plant Supervisor position. Frank has agreed to obtain his WTPO3 on or before March 30, 2023. Until that date, because Frank is not interested in the Water Treatment Plant Supervisor position, Frank will be made a temporary Utility Worker III. If Frank obtains a WTPO3 on or before March 31, 2023, he will be made a permanent Utility Worker III. If Frank does not obtain his WTPO3 on or before March 31, 2023, Frank will be placed in the Utility Worker position for which he holds the certifications required at that time.*
- Prior to execution of the 2023-2024 CBA and this MOU, Shane Mason was a temporary Certified Lead and has a contract with the Town to obtain a WTPO2, a WDM2, and a CCS on or before March 25, 2023, in order to qualify to be a permanent Certified Lead. The Certified Lead position no longer exists and has been replaced by the creation of the Utility III position and the Water Treatment Plant Supervisor position. Until he fulfills his contract, Shane will be a temporary Water Treatment Plant Supervisor. Shane has already obtained a WTPO2 and holds a WDM1. If Shane obtains a CCS on or before March 25, 2023, he will be the interim Water Treatment Plant Supervisor. This position will be permanent upon Shane obtaining a WDM2 on or before March 25, 2024, and a WTPO3 on or before March 31, 2025. If Shane does not obtain a WDM2 on or before March 25, 2024, or if Shane does not obtain a WTPO3 on or before March 31, 2025, Shane will be placed in the Utility Worker position for which he holds the certifications required at that time.*
- Prior to execution of the 2023-2024 CBA and this MOU, Kasey Anderson was a temporary Certified Lead and has a contract with the Town to obtain a WDM2 and a CCS on or before March 25, 2023, and a WTPO2 on or before March 25, 2024, in order to qualify to be a permanent Certified Lead. The Certified Lead position no longer exists and has been replaced by the creation of the Utility III position and the Water Distribution Supervisor position. Until he fulfills his contract, Kasey will be a temporary Water Distribution Supervisor. Kasey has already obtained a WDM2 and a CCS. If Kasey obtains a WTPO2 on or before March 25, 2024, he will be the Water Distribution Supervisor. If Kasey does not obtain a WTPO2 on or before March 25, 2024, Kasey will be placed in the Utility Worker position for which he holds the certifications required at that time.

***HOWEVER**, the Town's willingness to allow each of these three employees to serve in these positions rather than hiring someone with the required state certifications is contingent on approval by the Washington State Department of Health (DOH). If the DOH requires a level of certification

we cannot fulfill with current staff, the Town has the right to hire someone with the required certifications, and upon their hire current staff who hold temporary or interim positions will be placed in the Utility Worker position for which they hold the certifications required at that time.

B. Step Placement

All employees will be placed at the step that is at least equal to or higher than their current wage.

C. Progression

In accordance with Collective Bargaining Agreement Section 4.2.6, the Town retains the right to establish, change, or combine jobs, positions, job qualifications, job classifications, and descriptions. However, the Town voluntarily provides the following general guidance on how employees might progress within the Planner positions and the Utility Worker positions, any of which may change in the future at the Town's sole discretion:

Planner progression – credentials required:

- I. Planner I: 0-2 years of experience in planning with a 4-year degree in planning or a closely related field
- II. Planner II: 2-5 years of experience in planning with at least 2 years as a Planner I
- III. Planner III: 5+ years of experience in planning with at least 3 years as a Planner II

Utility Worker progression – credentials required:

- I. Utility Worker I (all departments): no experience or certifications required
- II. Utility Worker II:
 - Streets: CDL, Mechanic's certification or 6 years as a mechanic, or 6 years as a heavy equipment operator
 - Refuse: CDL
 - Water Treatment Plant: WTPO1
 - Water Distribution: WDM1
 - Wastewater: WWTP1
- III. Utility Worker III:
 - Water Treatment Plant: WTPO2, WDM2, and CCS are all required, or in the alternative WTPO3 and CCS are required, plus 6 years as a Utility Worker II at the Water Treatment Plant and the ability and experience required to run the Water Treatment Plant in the absence of the Supervisor
 - Water Distribution: WDM2, WTPO2, and CCS are all required plus 6 years as a Utility Worker II in Water Distribution and the ability and experience required to run the Water Distribution system in the absence of the Supervisor

- Wastewater: WWTP2 plus 6 years as a Utility Worker II in Wastewater and the ability and experience required to run the Wastewater plant in the absence of the Supervisor

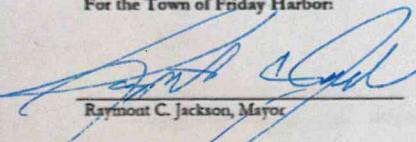
IV. Supervisors:

- Streets: no additional certifications required
- Refuse: no additional certifications required
- Water Treatment Plant: highest level of water treatment plant operator certification required by the state (currently WTPO3), plus WDM2 and CCS
- Water Distribution: WDM2, plus second highest level of water treatment plant operator certification required by the state (currently WTPO2) and CCS
- Wastewater: highest level of operator certification required by the state (currently WWTP2)

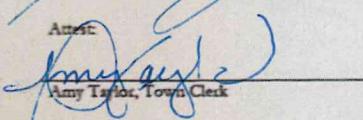
Executed this 9th day of MARCH, 2023, for the Town of Friday Harbor.

Executed this 17 day of MARCH, 2023, for the Guild, Local 1909.

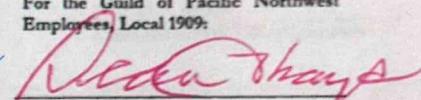
For the Town of Friday Harbor:

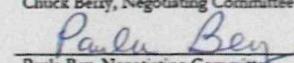
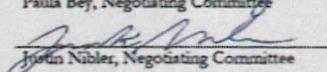

Raymond C. Jackson, Mayor

Attest:


Amy Taylor, Town Clerk

For the Guild of Pacific Northwest
Employees, Local 1909:


Dean Tharp, Staff Representative

Chuck Berry, Negotiating Committee

Paula Bey, Negotiating Committee

Justin Nibler, Negotiating Committee