

**Letter of Agreement  
By and Between  
CITY OF TACOMA  
And  
PROFESSIONAL AND TECHNICAL EMPLOYEES LOCAL 17 (PROTEC17)  
Implementation Date: \_\_\_\_\_**

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**Subject: Shift Incentive Pay – TPU Power Division**

The City of Tacoma (“City”) and the Professional and Technical Employees Local 17 (PROTEC17) (“PROTEC17”) (collectively, the “Parties”) enter into this Letter of Agreement (“LOA”).

**Background**

This LOA results from Tacoma Public Utilities (“TPU”) Power Division’s business need to schedule certain employees in the PROTEC17 Union to either a swing shift or graveyard shift. The Union is interested in employees who work these shifts receiving shift incentive pay. The current P17 2023-2026 Collective Bargaining Agreement (“CBA”) contains language regarding shift incentive pay for employees working swing or graveyard shifts, but the language only applies to the Public Works Department and Environmental Services Department. The Parties enter into this LOA to: (1) revise the current CBA shift incentive pay language so that it also applies to the TPU Power Division; and (2) to provide the shift incentive pay to two employees in the TPU Power Division who have worked swing shift since May 1, 2023.

**Agreement**

The Parties agree to the following terms and conditions:

1. The "Implementation Date" of this LOA will occur at the end of the pay period following signature of all the signatories below.
2. The CBA Section 11.8 will be revised to also apply to the TPU Power Division as follows:

Section 11.8 - Shift Incentive Pay (Public Works ~~Department, and~~ Environmental Services Department, and TPU Power Division only)

The following three criteria must be met for shift incentives to apply:

1. The shift must have been formally established.
2. The employee is assigned the shift as their regular, ongoing work schedule.
3. The employee must actually work the shift.

An employee assigned to work the swing shift and who meets the defined criteria shall receive shift incentive pay, which is an application of rate of three percent (3%) above their regular rate of pay. An employee assigned to work the graveyard shift shall receive an application of rate of five percent (5%). Employees will receive shift differential only for actual hours worked on that shift. The City and the Union agree that an employee assigned to any shift that begins:

1. On or after 3:00 p.m. but before 10:00 p.m. will receive the swing shift application of rate.
2. On or after 10:00 p.m. but before 3:00 a.m., will receive the graveyard application of rate.

