

**Letter of Agreement
Between
City of Tacoma
and
City of Tacoma Washington, City and Pierce County Employees
Local 120, AFSCME, AFL-CIO
General Unit**

Subject: Accretion of PDS Classifications – PERC Decision 13956

This Letter of Agreement (LOA) is entered into between the City of Tacoma (“City”) and the AFSCME Local 120, General Unit (“Union”) (collectively “the Parties”).

Background

In accordance with Section 3.2 of the current collective bargaining agreement between the City and Local 120, and as determined by PERC Decision 13956 issued September 18, 2024, the City hereby acknowledges Local 120 as the exclusive bargaining representative for the following classifications when performing work in the Land Use and Long Range Planning divisions of the Planning and Development Services (PDS) Department:

Classification Title in PERC Decision 13956	Amended Classification Title Hereafter
Historic Preservation Analyst (P0860)	(Consolidated into Senior Planner)
Planner, Associate (P1240)	Planner, Associate (2209)
Planner, Senior (P1260)	Planner, Senior (2203)
Planner, Principal (P1250)	Planner, Principal (2221)
Regulatory Compliance Analyst (P1570)	Critical Areas Biologist (2312)
Regulatory Compliance Analyst, Senior (P1600)	Critical Areas Biologist, Senior (2313)
Regulatory Compliance Analyst, Principal (P1590)	Critical Areas Biologist, Principal (2314)
Skilled Occupational Intern (S0020)	Planner Intern (4613)

For convenience, throughout this LOA, these classifications may be referenced as “Local 120 PDS classifications.” These classifications are hereby covered by the applicable terms and conditions of the 2023 – 2025 Local 120 Collective Bargaining Agreement (CBA), the Tacoma Joint Labor Agreement, and all applicable associated Letters of Agreement and Memorandums of Understanding currently in effect, except as provided for below. Further, the City and the Union agree to the following terms:

Agreement

1. There shall be no change to overtime eligibility. Those classifications remaining in overtime category “D” pursuant to TMC Section 1.12.080, will be exempt from overtime provisions of the FLSA and shall not be eligible for compensatory time or overtime compensation. For classifications currently under overtime category “A”, overtime compensation shall be paid consistent with Section 10.3 of the Local 120 CBA. For convenience, applicable overtime codes are listed in Exhibit A, attached to this LOA.
2. Personal Time Off (PTO) for overtime exempt (category “D”) classifications:
 - a. Employees currently under the Personal Time Off (PTO) plan will remain on the PTO plan.
 - b. Employees currently under the Vacation/Sick Leave plan will remain on the Vacation/Sick Leave plan and may voluntarily convert to the PTO plan during applicable open enrollment periods pursuant to Tacoma Municipal Code (TMC) Section 1.12.248.

- c. Employees hired into overtime exempt (category "D") classifications in the future will be placed in the Personal Time Off (PTO) plan. Employees promoted into such classifications may elect to voluntarily convert to the PTO plan, consistent with TMC Section 1.12.248.
 - d. Employees hired into the Planner Intern classification (CSC #4613) will be covered by the paid leave provisions in the Tacoma Municipal Code and Tacoma Joint Labor Agreement applicable to temporary employment
- 3. The Local 120 PDS classifications shall be added to Appendix A of the current CBA, in accordance with Exhibit A, attached to this LOA. Local 120 PDS classifications are not eligible for Longevity Pay as per Ordinance 20938 and Appendix A of the CBA.
- 4. Setups for Local 120 PDS classifications: A setup is defined as temporarily assuming the duties of a higher classification. In order to be compensated at the rate of the higher classification, an employee temporarily reassigned to the higher classification shall meet the minimum qualifications of such classification and substantially assume the duties of such classification. The temporary assignment shall result in the relinquishing of the employee's regular duties to a substantial degree. An employee in a setup status will be placed at a pay step in the higher classification that is at least 5% above the employee's permanent classification, if such a pay step exists.
 - a. Setups for overtime exempt (category "D") employees will be paid when an employee temporarily reassigned to the higher classification shall meet the minimum qualifications of such classification and substantially assume the duties of such classification for a period in excess of a complete fourteen (14) calendar day payroll cycle.
 - b. Setups for overtime eligible (category "A") employees will be governed by Section 12.5 of the Local 120 CBA.
 - c. Section 12.11.F shall not apply to Local 120 PDS classifications.
- 5. Those classifications remaining unclassified (aka: "appointive") are listed with an "A" in the salary table attached as Exhibit A to this LOA. Classifications converted to classified status are listed without an "A" in the salary table attached as Exhibit A to this LOA.

Pursuant to Article VI of the Tacoma City Charter and TMC Section 1.24.290, unclassified employees serve at will, and may be dismissed from their position at any time with or without cause. Civil Service provisions of the TMC and the CBA do not apply to unclassified classifications. Sections 12.10 (Seniority, Layoff and Bumping) and 12.11 (Filling of Vacancies) do not apply to unclassified classifications.

Consistent with City Layoff Policy #3.01, an unclassified employee, who was promoted to the unclassified position directly from a classified position, may have rights to demote or "bump" into a position in the next lower classification from which he or she was appointed, in lieu of layoff. In order to clarify the bumping rights of unclassified incumbents, and in recognition of past changes to classification titles and classification codes, the bumping rights of specific incumbents are attached as Exhibit B to this LOA.

- 6. The classification of Historic Preservation Analyst (CSC #P0860) will be consolidated into the classification of Senior Planner (CSC #2203) consistent with TMC section 1.24.370.
- 7. Local 120 PDS employees in the Critical Areas Biologist classification series will receive an allowance of \$300 per year for safety footwear and field work clothing. The allowance will be paid in a pay period in January of each year.

8. Through December 31, 2025, the City will continue to deposit into a VEBA Account a sum equivalent to 50% percent of the Personal Time Off ("PTO") accruals for retiring Local 120 PDS employees who otherwise meet the requirements of TMC section 1.12.229.E.

Effective January 1, 2026, Local 120 PDS classifications will be covered by the VEBA provisions of Article 17 of the CBA. PTO payouts at the time of retirement will not be eligible for the VEBA program unless otherwise agreed in writing between the City and Union.

Except as expressly described herein, this LOA shall not establish precedent for the parties hereto, nor for any other collective bargaining units or departments of the City. It is the intent of the parties to incorporate this LOA into the successor CBA. This LOA will be effective following City Council ratification.

EXECUTED THIS DAY OF , 2025.

For City of Tacoma:

Hyun Kim
Interim City Manager

Date

Kari Louie Date
Interim Human Resources Director

Peter Huffman
Planning & Development Services Director

Dylan Carlson
Labor Relations Division Manager

Approved as to form:

Mike Smith
Deputy City Attorney

Date

For AFSCME, Local 120:

Chuck Speece
Staff Representative

Date

Exhibit A – Salary Tables – Local 120 PDS Classifications

The following salary table will be effective retroactive to the date of execution of a Christie Agreement. Upon implementation, employees will be placed into the salary step closest to, but not less than 2.75% above, their current rate of pay. Employees shall remain eligible for salary steps based on their normal step progression. Employees hired or promoted into any Local 120 PDS Classification in the future shall be eligible for their first step increase six (6) months after appointment, consistent with TMC Section 1.12.030

Code	A	Status Quo Job Title	New Job Title	1	2	3	4	5	6	OT	Longevity
2314	A	Regulatory Compliance Analyst, Principal	Critical Areas Biologist, Principal	58.49	61.41	64.48	67.70	71.09	74.64	D	No Longevity
2313		Regulatory Compliance Analyst, Senior	Critical Areas Biologist, Senior	50.61	53.14	55.80	58.59	61.52	64.60	D	No Longevity
2312		Regulatory Compliance Analyst	Critical Areas Biologist	47.08	49.43	51.90	54.50	57.22	60.08	D	No Longevity
2221	A	Planner, Principal	Planner, Principal	54.39	57.11	59.97	62.97	66.12	69.43	D	No Longevity
2203		Planner, Senior	Planner, Senior	47.08	49.43	51.90	54.50	57.22	60.08	D	No Longevity
2209		Planner, Associate	Planner, Associate	39.79	41.78	43.87	46.06	48.36		D	No Longevity
P0860		Historic Preservation Analyst	(Consolidated with Senior Planner)								
4613		Skilled Occupational Intern	Planner Intern	27.85						A	No Longevity

Employees in Local 120 PDS classifications on the date of City Council approval of this LOA will receive a one-time lump sum payment of two thousand dollars (\$2,000).

Exhibit B – Bumping Rights of Unclassified Incumbents Pursuant to Policy #3.01 – Local 120 PDS Classifications

Consistent with City Layoff Policy #3.01, an unclassified employee, who was promoted to the unclassified position directly from a classified position, may have rights to demote or "bump" into a position in the next lower classification from which he or she was appointed, in lieu of layoff. In order to clarify the bumping rights of unclassified incumbents, and in recognition of past changes to classification titles and classification codes, the bumping rights of specific incumbents are attached as Exhibit B to this LOA. No employee so demoted shall displace a permanent or probationary employee except in order of seniority as determined in the Personnel Rules. (TMC 1.24.920)

In all cases, the bumping employee must be qualified to perform the duties of the new classification, and subject to the three to six month trial service specified in Section 12.10 of the Local 120 CBA.

Employee	Current Unclassified Title	Classified Title Promoted From (Historic Name)	Classified Title Promoted From (Current Equivalent)
Atkinson, Steve	Principal Planner	Senior Planner	Senior Planner
Harala, Larry	Principal Planner	Senior Planner	Senior Planner
Hoogkamer, Lauren	Principal Planner	Historic Preservation Coordinator	Senior Planner
McKnight, Reuben	Principal Planner	Senior Planner	Senior Planner
Schultz, Shirley	Principal Planner	Land Use Admin Planner	Associate Planner
Spadoni, Lisa	Critical Areas Biologist, Principal	Promoted from Unclassified position	Promoted from Unclassified position