

LETTER OF AGREEMENT

BY AND BETWEEN

CITY OF TACOMA

AND

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL 483
CLERICAL UNIT

Subject: Overtime Pay for Clerical Employees in Public Works Street Operations Division During a Snow and/or Ice Event

The City of Tacoma (the "City") and IBEW Local 483 Clerical Unit (the "Union"), hereby enter into this Letter of Agreement ("LOA").

At certain times during the year due to snow and/or ice conditions, the City's Public Works Street Operations Division ("Street Operations") may declare a Snow and/or Ice Emergency Event ("Event"), and institute shifts of up to twelve and a half (12 ½) hours for employees, including Financial Assistants (CSC 0504) and Office Assistants (CSC 0060) who work in Street Operations ("Clerical Staff"), to provide necessary services to the City and its population. The City and the Union recognize the unpredictability of such weather Events.

Given the impact of this change in work schedules on Street Operations employees and Clerical Staff, the City and the Union agree to overtime compensation and related matters during Events as stated below.

1. During an Event, Street Operations Management may determine to change the hours of the shifts for Clerical Staff, outside of Section 14.5.2. When this occurs, all telework agreements will be suspended, and they will report to the office during the Event.
2. When possible, Street Operations will endeavor to provide advance notice of a declared Event to Clerical Staff before commencing their first shift.
3. Shift assignments resulting in overtime opportunities for Clerical Staff will be offered in the following sequence:
 - 1) Office Assistants, by seniority
 - 2) Financial Assistants, by seniority
4. If the first Event shift coincides with their regular shift, the first eight (8) hours will be paid at the straight time rate. Clerical Staff who are assigned to Event shifts outside of their regularly scheduled shift will be compensated at the appropriate overtime rate for all hours worked for the first shift of the declared Event. If required, additional shifts during the normal work week will be paid at the regular rate of pay for the first eight (8) hours, and at the appropriate overtime rate for the balance of the shift. Shifts worked on a holiday, or outside of the normal work week will be paid at the appropriate overtime rate.
5. When assigned, Clerical Staff are expected to work their entire shift up to twelve and a half (12 ½) hours. An employee is not obligated to work more than twelve and a half (12 ½) hours in a twenty-four (24) hour period so long as the employee has performed twelve and a half (12 ½)

