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**To:** Elizabeth Pauli, City Manager  
**From:** Katie Johnston, Budget Officer  
**Date:** July 7, 2023  
**Subject:** Fiscal Impact of 483 Clerical PW Street Ops Snow and Ice Event LOA (TA)

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**Overview**

The City of Tacoma and the Local 483 Clerical bargaining unit have reached a tentative agreement for a Letter of Agreement (LOA).

Given the impacts of changes in work schedules on Street Operations employees and Clerical Staff during certain times of the year due to snow and/or ice conditions the City and the Union agree to overtime compensation and related matters as stated below.

- 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
  
- 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.
  
- 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) hours of work on an Event or a combination of an Event and their regular shift schedule in a twenty-four (24) hour period. Dependent on weather and operational considerations during Events, shifts may be canceled and/or end earlier than twelve and a half (12 ½) hours.
  
- If Clerical Staff do not work a full forty (40) regular hour week due to working snow/ice events, the appropriate payroll code\* will be used so that no pensionable time is lost during the workweek.

**Financial Impact**

The financial impact shown includes overtime and double-time rates for Office Assistants and Financial Assistants after having been adjusted for wage increases and market/compression adjustments that became effective on January 1, 2023.



Fund/ Department	FTE	2023 Incremental Expense	Total Expense
General Fund Supported	1.8	\$9,600	\$9,600
All Other General Government	1.2	\$6,100	\$6,100
<b>Total</b>	<b>3.0</b>	<b>\$15,700</b>	<b>\$15,700</b>

**Funding for 2023**

The cost of the proposed wage increase is not budgeted in the Adopted 2023-2024 Budget. Departments will be responsible for adhering to their overall level of appropriation.

CC: Dylan Carlson, Labor Relations Division Manager  
Karen Short, Senior Human Resources Consultant  
Mayra Wheelock, Management and Budget Analyst