



SKAGIT 911

Respect, Protection & Safety
For all in our Community

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Earnings & Benefits Statement

Effective: January 1, 2024

In addition to benefits granted by agency policies, the following economic benefits will be provided by Skagit 911 (The Employer) to the Exempt Employees and Non-Exempt, Non-Supervisor Employees employed on the effective date and/or on a prorated basis (where applicable) to employees hired or promoted after the effective date.

1. Compensation:

1.1 Will be applied according to the respective pay schedule (Attachment A "2024 Payscale").

2. Annual Leave: There are no changes to the annual leave.

2.1 Will be proportionately credited each pay period based on number of months of full-time employment with Skagit 911:

0 – 36 months	128 hours
37 – 72 months	144 hours
73 – 108 months	160 hours
109 – 144 months	176 hours
145 – 215 months	192 hours
216 - plus months	208 hours

2.2 Annual leave accumulation shall be limited to two-hundred and eight (208) hours accrual at the employee's anniversary date. Any unused annual leave exceeding the maximum allowed accumulation shall be forfeited unless approved in advance by the Director. Annual leave may be carried over from one year to another based on these limits.

3. Sick Leave: There are no changes to the sick leave.

3.1 Sick leave shall accrue at the rate of eight (8) hours per each completed calendar month of service. Total accumulation shall not exceed one thousand two hundred and fifty (1250) hours.

3.2 Sick Leave Cash Out at Separation. Upon separation from employment, retirement or death and upon meeting the years of service requirement, an employee shall convert accumulated, unused sick leave hours to monetary compensation at the percentage rate of the total value specified in the table below:

Years of Service	-	Percentage of Cash-Out
15 years completed	-	10%
20 years completed	-	15%
25 years completed	-	20%

The Skagit 911 Team values Accountability, Compassion, Ethics & Service

4. **Holiday Bank:** There are no changes to the Holiday Bank.
 - 4.1 **One hundred four (104)** hours will be provided to the employee's holiday bank within the year, consisting of eleven (11) recognized holidays (as listed in Attachment B "2024 Legal Holidays") and two (2) personal holidays.
 - 4.1.1. Recognized holidays (as listed in Attachment B "2024 Legal Holidays") shall be earned as they occur.
 - 4.1.2. Two (2) personal floating holidays will be credited at the beginning of the year.
 - 4.1.3. Holidays are measured and defined as eight (8) hour days.
 - 4.2 Up to forty-eight (48) holiday hours earned, but not utilized by the last payroll period of the calendar year may be carried over to the next year. Unused holiday hours in excess of forty-eight (48) hours shall be forfeited unless approved in advance of December 31st, by the Director.
 - 4.3 Holiday hours earned, but not utilized in the given year may be cashed out at the employee's straight time rate of pay. ~~on a quarterly basis.~~
 - 4.4 For Non-Exempt Employees: Premium pay in the amount of 1 ½ times the regular rate of pay will be paid for all hours worked during the twenty four (24) period of the agency defined holiday. Premium pay in the amount of two (2) times the regular rate of pay will be paid for all extra hours worked during the twenty four (24) hour period of the agency defined holiday. Employees may not use holiday bank hours to compound overtime on the holiday.
5. **Overtime Compensation for Non-Exempt Employees:** There are no changes to Overtime Compensation.
 - 5.1 All work in excess of forty (40) hours per week shall be paid at the rate of one and one half (1½) times the employee's regular rate of pay. Time worked shall be considered all compensated time, including vacation, sick leave, bereavement leave and holidays. The Director or his/her designee must authorize all overtime.
 - 5.2 Overtime will be calculated at a daily rate for any hours logged over eight (8) or ten (10) that are considered hours with the anticipation that the employee will log forty (40) hours in the workweek without deference to the pay cycle. If the employee is not anticipated to log time as hours worked to equal forty (40) hours in the defined workweek, the overtime will be calculated at an hourly rate until forty (40) hours is reached without deference to the pay cycle.
6. **Call Back Pay for Non-Exempt Employees:** There are no changes to Call Back Pay.
 - 6.1 A minimum of two (2) hours of pay at the overtime rate shall be paid to any employee called in to work, or to appear on behalf of the Center in court or a required meeting on their day off. If work extends beyond two (2) hours, the employee shall be paid at the regular rate of pay until they work beyond forty (40) hours in the workweek.
 - 6.2 A minimum of one (1) hour of pay at the overtime rate shall be paid to any employee called in to work early. If the call-in extends beyond one (1) hour, the employee shall be paid the actual hours worked at the overtime rate until their regular shift begins.

- 6.3 Employees shall not be called in to work with less than eight (8) hours between shifts, except in case of emergency (i.e.: emergencies such as floods, earthquakes, etc. where the agency needs all existing staff available immediately). Employees called in with less than ten (10) hours between shifts shall be compensated at the rate of two and one-half (2 ½) times their hourly rate for only those hours that are worked inside the period that is less than ten (10) hours between shifts. Time Trades and Shift changes are exempt from the ten (10) hour rate requirement.
- 6.4 Employees will be notified in advance whether or not they will be paid for attending voluntary meetings.
7. **Retention Bonus:** There are no Retention Bonus increases or changes.
- 7.1 Additional personal leave of ten (10) hours for every three (3) years of employment by Skagit 911, up to a maximum of thirty (30) hours. These hours will be credited at the beginning of the year that the employee becomes eligible for the leave and must be used in the year earned.
8. **Personal Leave:** There are no Personal Time increases or changes.
- 8.1 Twenty-four (24) hours will be added to the employee's Personal Time Off (PTO) bank to be used for personal appointments.
9. **Health Benefits:** There are no Health Benefits increases or changes.
- 9.1 The Employer shall pay the total premium cost of health insurance, including medical, Employee Assistance Plan (EAP), dental and vision for employees and eligible dependents.
- 9.2 The Employer shall pay the total premium cost to provide long term disability, basic life, and accidental death and dismemberment insurance for employees.
- 9.3 For each employee who is covered under the employer sponsored medical coverage, the employer shall make monthly contributions of \$120.00 to a Voluntary Employees' Beneficiary Association (VEBA) account.
- 9.4 For each employee that elects to waive employer sponsored medical coverage, the employer shall make monthly contributions of \$250.00 to a Voluntary Employees' Beneficiary Association (VEBA) account.
10. **Compensatory (Comp) Time:** There is no change to Compensatory (Comp) Time.
- 10.1 To the extent permitted by the Fair Labor Standards Act (FLSA), non-exempt employees may choose to receive overtime earned as compensatory time and may accumulate a total amount equal to two hundred forty (240) straight time hours (160 overtime hours) at any one time. Comp time may not be accrued for extra hours worked that are not compensated at 1 ½ times the hourly rate.
- 10.2 Use of Comp Time will be granted so long as the leave does not result in additional overtime. Any requests which are denied by the Employer will result in the pay out of the requested time to the employee in the next pay cycle as outlined in FLSA guidelines.

10.3 Comp Time not taken by the end of each calendar year (December 15) shall be converted to pay and included in the last pay period of that half calendar year, unless approved in advance by the Director.

10.4 Deferred Compensation Fund. Employees shall have the option of contributing the value of their annual compensatory time cash-out into their deferred compensation plan. Such contributions shall be fully compliant with the law and meet IRS guidelines.


11. **Exchange Time:** There is no change to accruals and usage of exchange time.

11.1 Exempt employees are eligible to accrue exchange time off as time worked on a revolving hour-for-hour basis. Accrual balances shall not exceed 240 hours. Accruals and usage shall be tracked in the agency's accounting system and accrual balances are not to show a negative balance at any time.

11.2 Any use of exchange time equaling a full work week must follow the standard approval process.

11.3 Upon separation from employment, exchange time hours are not eligible for any compensation.


Helen Rasmussen, Director
Skagit 911
09/13/23
Date


Board of Directors Chair
13 Sep 23
Date

Attachment A

2024 Pay Scale

1. Compensation:

1.1 The scale below represents a 4.15% cost of living adjustment from the prior year. This may change to match the cost-of-living adjustment in the final agreement between Skagit 911 and SEIU 925, but will remain within the spending authority previously approved by the Board.

2024 Skagit 911 Salary Structure, Non-Union

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Duration (months)	12	12	12	12	12	12	

HOURLY, NON-EXEMPT

COMPUTER SYSTEMS ANALYST AND ADMINISTRATOR

Hourly	\$37.46	\$38.77	\$40.13	\$41.54	\$42.99	\$44.49	\$46.05
Annual	\$77,923	\$80,650	\$83,473	\$86,394	\$89,418	\$92,548	\$95,787

SENIOR ELECTRONICS SERVICES TECHNICIAN

Hourly	\$43.66	\$45.19	\$46.77	\$48.41	\$50.10	\$51.86	\$53.67
Annual	\$90,815	\$93,994	\$97,283	\$100,688	\$104,212	\$107,860	\$111,635

SALARIED, EXEMPT

EXECUTIVE ASSISTANT

Hourly	\$32.75	\$33.89	\$35.08	\$36.31	\$37.58	\$38.89	\$40.25
Annual	\$68,114	\$70,498	\$72,966	\$75,519	\$78,162	\$80,898	\$83,730

ACCOUNTING ADMINISTRATOR

Hourly	\$38.21	\$39.54	\$40.93	\$42.36	\$43.84	\$45.38	\$46.96
Annual	\$79,466	\$82,248	\$85,126	\$88,106	\$91,190	\$94,381	\$97,685

INFORMATION TECHNOLOGY SPECIALIST

Hourly	\$44.75	\$46.32	\$47.94	\$49.62	\$51.36	\$53.15	\$55.01
Annual	\$93,089	\$96,347	\$99,720	\$103,210	\$106,822	\$110,561	\$114,430

HR COORDINATOR

Hourly	\$48.69	\$50.39	\$52.16	\$53.98	\$55.87	\$57.83	\$59.85
Annual	\$101,272	\$104,817	\$108,486	\$112,283	\$116,212	\$120,280	\$124,490

DEPUTY OPERATIONS MANAGER

Hourly	\$51.85	\$53.66	\$55.54	\$57.49	\$59.50	\$61.58	\$63.74
Annual	\$107,847	\$111,622	\$115,529	\$119,572	\$123,757	\$128,089	\$132,572

TECHNICAL SERVICES MANAGER

Hourly	\$56.22	\$58.18	\$60.22	\$62.33	\$64.51	\$66.77	\$69.10
Annual	\$116,929	\$121,022	\$125,257	\$129,641	\$134,179	\$138,875	\$143,736

OPERATIONS MANAGER

Hourly	\$56.22	\$58.18	\$60.22	\$62.33	\$64.51	\$66.77	\$69.10
Annual	\$116,929	\$121,022	\$125,257	\$129,641	\$134,179	\$138,875	\$143,736

 09/13/23

Helen Rasmussen, Director
Skagit 911

Date

 13 Oct 23

Board of Directors Chair

Date

Attachment B

2024 Legal Holidays

In accordance with R.C.W. 1.16.050 which directs that certain legal holidays be observed, the following will be paid holidays for all eligible Skagit 911 employees:

New Year's Day	Monday	Jan 1
Martin Luther King, Jr.'s Day	Monday	Jan 15
President's Day	Monday	Feb 19
Memorial Day	Monday	May 27
Juneteenth	Wednesday	June 19
Independence Day	Thursday	July 4
Labor Day	Monday	Sep 2
Veteran's Day	Monday	Nov 11
Thanksgiving Day	Thursday	Nov 28
Day After Thanksgiving	Friday	Nov 29
Christmas Day	Wednesday	Dec 25

**For exempt employees, holidays on the weekend will be observed the closest workday.*