

APPENDIX 102
Agreement between Lewis County and
Teamsters Union Local No. 252
Prosecutor's Office - Clerical

Contents

1.	INTRODUCTION.....	1
1.1	PREAMBLE	1
2.	RECOGNITION	1
2.1	SCOPE OF BARGAINING UNIT	1
3.	EMPLOYMENT POLICIES	1
3.1	HIRING AND APPOINTMENTS	1
4.	EMPLOYEE BENEFITS	2
4.1	VACATION	2
4.2	HEALTH AND WELFARE INSURANCE.....	2
5.	GRIEVANCE PROCEDURE	3
5.1	PROCESSING STEPS.....	3
6.	EMPLOYEE COMPENSATION.....	4
6.1.	CLASSIFICATIONS AND SALARY RANGES:.....	4
7.	LAYOFF/REDUCTION IN FORCE	4
8.	DURATION OF AGREEMENT	5

1. INTRODUCTION

1.1 Preamble

1.1.1 This agreement is entered into by and between the Prosecuting Attorney of Lewis County, referred to as the "Prosecuting Attorney", the Board of County Commissioners, referred to as the "County", and the Prosecuting Attorney and the County collectively referred to as the "Employer", and Teamsters Union Local No. 252, referred to as the "Union".

2. RECOGNITION

2.1 Scope of Bargaining Unit

2.1.1 The Employer recognizes the Union as the exclusive bargaining representative for the purpose of collective bargaining with respect to wages, hours and working conditions for all part-time and full-time employees of the Lewis County Prosecuting Attorney, excluding the Prosecuting Attorney, Chief Civil Deputy, Chief Criminal Deputy, Office Manager, Program Manager, Special Deputies, Deputy Prosecuting Attorneys, Legal Interns, volunteers, and casual employees.

3. EMPLOYMENT POLICIES

3.1 Hiring and Appointments

3.1.1 When the Employer intends to fill a vacant funded position within the bargaining unit, the Employer will follow these processes to fill the position with a qualified candidate.

3.1.2 First, the most senior candidate on the recall list who has the competencies, skills, and abilities required for the position will be offered the position. If no one is appointed from the recall list, the Employer will advertise the job opening for at least five (5) business days. The job opening may be posted to receive applications from external candidates simultaneously.

3.1.3 The Employer agrees to limit consideration to employees in the PAO Clerical bargaining unit who have completed their six (6) month probationary period.

3.1.4 All employees that have submitted a written application and meet the minimal requirement of the open position shall be given consideration, including an interview. The job shall be awarded to that person who, in the sole judgment of the Prosecuting Attorney, is the best qualified or best suited to hold the position.

3.1.5 It is understood that the Employer may assign, on a temporary basis an employee to work in a different work area to cover vacancies or to assist with special projects, temporarily appoint a qualified bargaining unit member to a vacant position while conducting a recruitment, or assign an employee to work out of classification with out-of-class pay.

3.1.6 The Employer may appoint an Extra-Help employee to a bargaining unit position without conducting a competitive recruitment process only by mutual agreement with the Union. The Employer may count time served in an Extra-Help position to satisfy the probationary period if desired, and only by mutual agreement with the Union.

3.1.7 The Employer and Union have a shared interest in a fair process that provides opportunities for career growth and development for Union members while placing candidates in positions who will add maximum value. As the County seeks to refine its recruitment processes, it is acknowledged that the Hiring and Appointments section of this agreement and/or appendices may be modified through a Memorandum of Understanding, if both parties agree.

3.1.8 Employees moving from a bargaining unit position to a non-union position within the Prosecutor's Office shall be allowed six (6) months to return to their bargaining unit position. Should an employee return within the aforementioned six (6) months they shall have their seniority date of hire adjusted by the time out of the bargaining unit. The employee shall maintain their anniversary date for all accrual purposes.

4. EMPLOYEE BENEFITS

4.1 Vacation

4.1.1 Vacation may be accrued to a maximum of three hundred twenty (320) hours. All hours accrued in excess of the maximum shall be forfeited on December 31 each year unless accrual of excess vacation is approved as set forth in Section 4.1.2 of this agreement. When an employee who has worked for the County in a regular position for at least six months separates from employment, they will be cashed out for any unused accrued vacation leave up to two hundred forty (240) hours.

4.1.2 In the event an employee is required to cancel a pre-approved vacation, or a vacation request is denied by the Employer by reason of operational requirements, and in the event such cancellation or denial impacts the maximum accrual limit, at the discretion of the Employer, the employee shall either be allowed to accrue above the maximum or will be paid for the excess accrual above the maximum at the employee's applicable rate of pay. The cancellation or denial of vacation shall be in writing. Employees must submit requests for the accrual ceiling to be exceeded before December 31, and include proposed dates in the new year to use the excess vacation leave. If the Employer does not approve the employee's requested vacation dates by March 31, the excess shall be paid in wages.

4.2 Health and Welfare Insurance

4.2.1 Effective January 1, 2026, based upon December 2025 hours the Employer shall remit, as outlined in 4.2.2 below, to the Washington Teamsters Welfare Trust, care of Northwest Administrators, on behalf of each employee who received compensation for eighty (80) or more hours in the previous calendar month, the sum required for the following plans:

Insurance Coverage	Effective 01-1-2026
Medical – Plan B	\$1,618.00
Time Loss Plan A	\$18.00
Dental – Plan A	\$120.50
Vision – Extended	\$17.10
Total Premiums	\$1773.60

Effective **April 1, 2026**, the Employer agrees to add Life AD&D Plan A, and 9-month Disability Waiver, to the employee's benefits package.

Insurance Coverage	Effective 04-1-2026
Medical – Plan B	\$1,618.00
Time Loss Plan A	\$18.00
Life AD&D Plan "A" (\$30,000)	\$8.60
9-Month Disability Waiver	\$11.40
Dental – Plan A	\$120.50
Vision – Extended	\$17.10
Total Premiums	\$1,793.60

4.2.2 Effective January 1, 2026, based on December 2025 hours the Employer shall pay **\$1,500** per month to the Washington Teamsters Welfare Trust, care of Northwest Administrators, on behalf of each employee who received compensation for eighty (80) or more hours in the previous calendar month, for insurance premiums set forth above. The additional employer contributions for the 2026 payroll shall be included on any 2025 payroll that includes the new 2026 rates.

For the 2027 calendar year, the Employer agrees to increase their portion of premium contributions to **\$1,550** per month. The additional employer contributions for the 2027 payroll shall be included on any 2026 payroll that includes the new 2027 rates.

For the 2028 calendar year, the Employer agrees to increase their portion of premium contributions to **\$1,600** per month. The additional employer contributions for the 2028 payroll shall be included on any 2027 payroll that includes the new 2028 rates.

4.2.3 Maintenance of Benefits. The trustees of the Washington Teamsters Welfare Trust may modify benefits or eligibility of any plan for purpose of cost containment, cost management, or changes in medical technology and treatment. In the event premiums are increased, the Employer's contribution shall at all times be equal to the amounts outlined in 7.4.2. Those premiums are allocated by agreement of the parties so that dental and vision insurance is fully paid through the Employer's contribution.

4.2.4 Payments. The Employer will be responsible for paying to Northwest Administrators its monthly contributions and those withheld from employees' wages on or before the tenth (10th) day of the month. Upon Union request, copies of all transmittals pertaining to benefits under this Section shall be posted on the Union bulletin board.

4.2.5 Delinquency. If the Employer is delinquent in payments, the Employer shall be liable for the payment of any claims incurred by employees or dependents during such delinquency.

4.2.6. Trust Agreement. The Washington Teamsters Welfare Trust Agreement shall be incorporated herein and deemed part of this Agreement as though fully set forth.

4.2.7 New Hires and Transferred Employees. Whenever an employee is transferred and/or promoted into a bargaining unit from another bargaining or from a non-represented position in which health care is not provided through the Washington Teamsters Welfare Trust, the Employer shall be required to make a double premium contribution for health care coverage to pay for the normal initial month.

- a) For the purposes of premium cost sharing, if any, the employee shall be responsible for their portion of the premium as set forth in this agreement if any exists, excluding the month in which double premium contribution is made. The Employer shall pay the entire premium of the second (2nd) contribution.
- b) Whenever a current Lewis County employee is transferred and/or promoted into a bargaining unit from another position in which health care is not provided through the Washington Teamsters Welfare Trust, the Employer shall be required (with its initial payment to the Washington Teamsters Welfare Trust only) to make a double premium contribution for health care coverage.

4.2.8 This agreement governs the employer's obligation to contribute on behalf of bargaining unit employees to the Washington Teamsters Welfare Trust. When coverage under the Trust starts and ends is governed by the terms of the respective Plan documents which is not part of this agreement.

5. GRIEVANCE PROCEDURE

5.1 Processing Steps

5.1.1 Step One: The Union, on behalf of the aggrieved employee, shall submit the grievance in writing to the Prosecuting Attorney within fourteen (14) calendar days of the events giving rise to the grievance. In

the case of an alleged underpayment or overpayment of wages, the complaining party shall submit the grievance to the other party within a reasonable period of time after discovery of the alleged discrepancy, not to exceed a period of time of three (3) years. At this step one of the process, alleged overpayments of wages shall be submitted by the Employer to the designated bargaining Union representative. The written statement shall include the facts giving rise to the grievance, the section(s) of the Agreement allegedly violated, and the remedy sought. The Prosecuting Attorney or Union representative, as applicable, shall respond to the grievance in writing within fourteen (14) calendar days of its receipt.

5.1.2 Step Two: Should Step One fail to resolve the grievance, the Union shall within fourteen (14) calendar days after the Union's receipt of the Prosecuting Attorney's or designee's decision give notice to the Employer of its intent to submit the grievance to arbitration. At this step two of the process, alleged overpayments of wages shall be submitted by the Employer to the President of the Local Union. Any disciplinary matter other than suspension, demotion or discharge shall not immediately proceed to arbitration but shall be held in abeyance and be subject to resolution by arbitration only if such prior discipline is being relied upon by the Employer in the case of a subsequent disciplinary action, in which case the grievance which was held in abeyance will be decided at the arbitration of the subsequent disciplinary matter.

6. EMPLOYEE COMPENSATION

6.1. Classifications and Salary Ranges:

6.1.1 The classifications and ranges for positions in the bargaining unit are listed below. Effective January 1, 2026, each employee in the bargaining unit will advance one step in their assigned salary grade, if they are not already at the top step. Their next step increase date will remain the same. Individual step placements and step advancement anniversary dates shall remain unaffected if a salary range adjustment occurs, unless otherwise agreed.

Classifications	01/01/26 Salary Ranges
Office Assistant	Grade 115
Legal Assistant	Grade 117
Paralegal	Grade 119
Senior Paralegal	Grade 121
Victim Witness Paralegal	Grade 119
Administrative Paralegal	Grade 123
Investigator	Grade 121

6.1.2 The Senior Paralegal may perform the duties of Superior Court Trial Calendars and Decline Letters for Chief Criminal and Chief Civil Deputy Prosecuting Attorneys. These duties are part of the Senior Paralegals pay and are not subject to Article 6.4 in the Master Labor Agreement, Out of Classification pay. In addition, the Superior Court Trial Calendars and Decline Letters will not acclimate into bargaining unit work.

7. LAYOFF/REDUCTION IN FORCE

The PAO Clerical Layoff Group contains the following job classifications and pay grades:

Administrative Paralegal – 123		
Senior Paralegal – 121	Victim Witness Paralegal Sr – 121	Victim Witness Investigator – 121
Victim Witness Paralegal – 119	Paralegal – 119	
Legal Assistant – 117		
Office Assistant - 115		

8. DURATION OF AGREEMENT

8.1 This Agreement shall be effective as of January 1, 2026 and shall remain in full force and effect to and through the 31st day of December, 2028.

8.2 Either party to this Agreement may inaugurate collective bargaining over any changes desired to be introduced into an extension term of this agreement by giving notice of the substance and instrumental language of the changes by mail to the other party by October 1st of the last year to the agreement.

Signed this 24th day of March, 2026.

TEAMSTERS UNION LOCAL NO. 252



Brian Blaisdell, Secretary-Treasurer



Heather Slusher, President/Business Agent

BOARD OF COUNTY COMMISSIONERS
Lewis County, Washington



Lindsey R. Pollock, DVM, Chair



Scott J. Brummer, Vice-Chair



Sean D. Swope, Commissioner

LEWIS COUNTY PROSECUTOR'S OFFICE



Jonathan Meyer, Prosecuting Attorney

Attest:



Rieva Lester, Clerk of the Board

