

## MEMORANDUM OF UNDERSTANDING

### Correcting Errors in 2025-2026 CBA

This Memorandum of Understanding ("MOU") is made between the City of Vancouver ("City") AFSCME Local 307VC ("Union").

#### **Background:**

The Collective bargaining agreement was ratified by both the AFSCME union membership and City Council. During the signing of the agreement it was discovered that there were two Scrivner errors made in the agreement.

The first error listed Customer Service Supervisor as exempt from the bargaining unit in Article 1 but should be listed with other supervisors in the article that are FLSA exempt with Recreation Supervisors and Aquatics Supervisors.

The second error excluded the agreed upon language in Article 8.3.4 that if there are less than two (2) internal applicants per opening in the City Attorney's Office and Parks, Recreation and Cultural Services at any point in the process the Employer may consider the internal and external applicants simultaneously.

WHEREBY the parties agree to

#### **Agreement:**

##### **1. Correct Article 1 as follows:**

##### **1. Recognition and Bargaining Unit**

1.1 The Employer hereby recognizes the union as the sole and exclusive bargaining agent for the purposes of establishing wages, hours, fringe benefits, and working conditions for employees of the City within this bargaining unit. The classifications currently covered by this agreement are set forth herein but are not limited to those included in Appendix A to this Agreement. City employees who are excluded from the bargaining unit are:

- A. Temporary, seasonal;
- B. Employees certified to another bargaining unit;
- ~~C.~~ **Customer Service Supervisors**
- ~~DC.~~ Supervisory and confidential employees;
- ~~DE.~~ Others as mutually determined by the parties;
- ~~EF.~~ Elected officials and their appointed staff  
Designated as unclassified service per  
RCW 41.50.030(2).

##### **Definitions**

Regular Full-Time Employee: Employees who hold a budgeted/Council approved position and who are normally scheduled to work at least 37.5 hours per week.

Regular Part-time Employee: Employees who hold a part-time budgeted/Council

approved position and who are normally scheduled to work a minimum of 20 hours and less than 37.5 hours per week. Part-time employees receive benefits and accrue seniority on a pro-rated basis, based on their budgeted or assigned FTE percentage. An example of this would be: an employee working half time (20 hours/week) for 10 years shall receive seniority credit for 5 years of service.

Exempt Employee: Employees designated under the Fair Labor Standards Act (FLSA) as exempt are not eligible for overtime. Recreation Supervisor, Customer Service Supervisors, and Aquatics Supervisors are FLSA exempt employees.

Non-Exempt Employee: Employees designated under the Fair Labor Standards Act (FLSA) as non-exempt are overtime eligible.

**2. Correct Article 8.3 as follows:**

8.3 Vacant positions may be posted on a simultaneous or Internal/external basis, based on the following guidelines:

8.3.1 All applications will be collected directly by the Human Resources Department.

8.3.2 The Employer shall first view internal applications.

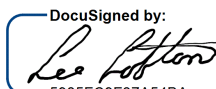
8.3.3 When the City receives three (3) or more internal applicants (per opening) who meet the qualifications and staffing needs based on the job announcement, the recruitment shall be restricted to internal candidates. For Law and Recreation departments, when the City receives two (2) or more internal applicants (per opening) who meet the qualifications and staffing needs based on the job announcement, the recruitment shall be restricted to internal candidates.

8.3.34 If the Employer determines that there are less than three (3) internal applicants per opening or less than two (2) in City Attorney's Office and Parks, Recreation and Cultural Services, at any point in the process, who meet the qualifications and staffing needs as stated on the job announcement, If the Employer determine that no internal candidates meet the qualifications or staffing needs as stated on the job announcement, the Employer may consider the internal and external applicants in its recruitment process simultaneously.

3. All other past practice, contract language, terms and conditions apply.

Dated this 8th day of August, 2025.

**Employer**

DocuSigned by:  
  
 5865FC9F37A34BA...  
 Lee Lofton, Deputy HR Director  
 City of Vancouver

**Union**

Signed by:  
  
 8A3EAE08E60342A...  
 Mike Boyer, Staff Representative  
 Council 2/AFSCME Local 307VC