

**Letter of Understanding  
By and Between  
The City of Tacoma and IFPTE, Local 17**

**Subject: Preservation of steps developed for salary survey process**

During contract negotiations for the 1998-2000 collective bargaining agreement, the bargaining team began creating a mutually agreeable process for conducting a “comprehensive salary survey” to provide data for selective adjustment requests. This process was not fully developed during negotiations but the desire of both parties is to preserve the steps agreed with the intent of not to have to “recreate the wheel” next contract negotiations.

The intent of both sides of the bargaining team is that if the City agrees to conduct a “comprehensive salary survey” during negotiations for a successor agreement, the bargaining team will include the steps negotiated by the 1998-2000 negotiating team, provided that any steps can be modified by mutual agreement between Union and City members of the successor negotiating team.

The Union and City acknowledge that some substantial parts of the survey process remain unresolved and that agreement on all survey issues is required in order for a comprehensive survey to go forward. Nothing in this letter commits the management bargaining team to conduct a survey. It’s intent is to identify and preserve the following items:

Jurisdictions: Cities of Auburn, Bellevue, Federal Way, Kent, Everett, Bremerton, Vancouver, Olympia, Puyallup, Renton, Sea Tac, Seattle and Portland; counties of Pierce, Clark, King, Thurston, Kitsap, and Multnomah; Port of Tacoma, Port of Seattle, Clark County PUD, Snohomish PUD, Puget Sound Energy, Portland General Electric, Seattle City Light, King County Metro and Lakehaven Utility District.

Process steps:

1. A subcommittee identifies primary functions of each classification
2. Primary functions go before full negotiating team for review
3. Develop survey asking for class matches and copies of comparable class specs, no compensation issues at this point
4. Survey is to be typed and goes to the lead Union and City negotiators for their approval
5. Pre-calls made to jurisdictions
6. Survey mailed to jurisdictions
7. Follow up call for no responders after two weeks. Responses will be accepted until tabulations are made
8. Results received at HR office
9. Send a spreadsheet ready for data to be entered and stack of specs to the lead Union and City negotiators
10. The Union and City negotiation teams separately review the class specifications and determine which ones they consider to be matches with City of Tacoma classifications. These separate sessions are not considered negotiation sessions.

11. Full negotiating team compares matches. Those we agree on are matches, for those we don't agree on we will either toss out or decide to get more information from the employer
12. Once matches are established, will contact employers again for compensation information on matches
13. Data will be tabulated
14. Tabulated data goes to full negotiating team.

**For the City of Tacoma:**

**For IFPTE, Local 17:**

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Human Resources Director

\_\_\_\_\_  
Union Representative

\_\_\_\_\_  
Date

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Date

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Director of Utilities

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Executive Director

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Date

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Date

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City Manager

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Date