

## **MEMORANDUM OF UNDERSTANDING**

**By and Between  
Thurston County and the Thurston County Sheriff's Office  
And the  
Thurston County Deputy Sheriff's Association  
Administrative Support Staff**

This Memorandum of Understanding (MOU) is in reference to provision (5.2.a Work Schedules) in the the Collective Bargaining Agreement (5.2.a Work Schedules)

The Thurston County Sheriff's Office (TCSO) and the Thurston County Deputy Sheriff's Association – Administrative Support (TCDSA) enter into an MOU for a trial change to the work schedule. The proposed change is as follows:

TCDSA Administrative support members will be allowed to work a 4/10 work schedule, see (attachment A) if their Bureau Chief authorizes.

Participation in the 4/10 work schedule is optional for TCDSA members. TCDSA members may choose (with supervisor approval) to work their currently approved 9/80 or 5/8 work schedules. The TCDSA member employee(s) will work with their supervisor to identify the work schedule appropriate for their assignment, and obtain approval from the Bureau Chief prior to its implementation.

The 4/10 work schedule change will be implemented on a trial basis, for those employees electing to work it, for a period of (6 ) six months. During this (6) six month trial, the 4/10 work schedule will be evaluated for coverage, effectiveness and need to provide the best service to the public we serve.

The 4/10 schedule is based on a twenty-eight (28) day FLSA cycle. Each workday will be (10) hours long with a cycle of four (4) consecutive ten (10) hour days with three (3) consecutive days off, each calendar week or an alternative arrangement with four (4) nonconsecutive ten (10) hour days with three (3) nonconsecutive days off, each calendar week. Hours of work will be determined by assignment, your supervisor, and division needs. Days off will be determined by seniority, assignment, and division needs.

Pursuant to previous agreed MOU, TCDSA members will continue to be given a thirty (30)-minute, paid meal period at approximately mid-point of each workday, during which time they will be available for emergent work. (This MOU does not impact the previous MOU – it is just referencing it as to application of lunch time).

TCSO Administration reserves the right, anytime during the evaluation period, if the administration deems the 4/10 work schedule is not meeting the needs of the office and/or the public, they may revert to the use of the previous approved work schedules of 9/80s or 5/8s, (which ever applies to the effected employees and/or bureaus).

This MOU does not chage the rate of accrual time for any of the leave/time banks as outlined in the current TCDSA Adminstrative Support Collective Bargaining Agreement..

If at the end of the trial period both parties agree that the work 4/10 work schedule is beneficial to both the employee(s) and the employer, then the parties may agree to continue the 4/10 work schedule as agreed.


The proposed start date for this trial period will be April 1<sup>st</sup>, 2023 and a decision on its continuation will be made by (TCSO and TCDSA Administrative Staff) on or prior to September 30<sup>th</sup>, 2023.

This MOU does not change or modify any provision of the Collective Bargaining Agreement between both parties.

Signed and Dated 23 day of March, 2023.


For the Sheriff's Office:

For the Association:



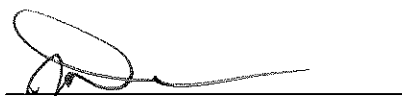
David Pearsall, Undersheriff

Thurston County Sheriff's Office



Knute Lehmann, Association President

Deputy Sheriff's Association



Jim David, Association Attorney

Washington Fraternal Order of Police

#### Attachment A

#### 4/10 Work Schedule

##### (1) Work Cycles:

The rotation and the staggering of employee's days-off will be determined by each division supervisor and approved by Bureau Chief.

The 4/10 schedule is based on a twenty-eight (28) day FLSA cycle. Each workday will be (10) hours long with a cycle of four (4) consecutive ten (10) hour days with three (3) consecutive days off, each calendar week or an alternative arrangement with four (4) nonconsecutive ten (10) hour days with three (3) nonconsecutive days off, each calendar

week.

**Typical work cycle will be:**

- **Friday-off Employees** – Will work four (4) 10-hour workdays, (Monday through Thursday) and have three (3) consecutive days off (Friday, Saturday, and Sunday) = 40.0 hours of work in a work week.
- **Monday-off Employees** – Will work four (4) 10-hour workdays, (Thursday through Friday) and have three (3) consecutive days off (Saturday, Sunday, and Monday) = 40.0 hours of work in a work week.
- **Employees with Tuesday, Wednesday, OR Thursday off** - Will work four (4) 10-hour nonconsecutive workdays during the period of Monday through Friday and have three (3) nonconsecutive days off during the calendar week, = 40.0 hours of work in a work week.

## (2) Work Hours

Work hours will be determined and implemented by each Bureau Chief based on each individual bureaus' needs.

- Hours of work will be determined by assignment, your supervisor, and division needs.
- Days off will be determined by seniority, assignment, and division needs.
- Pursuant to previous MOU, TSDSA members will be given a thirty (30)-minute, paid meal period at approximately mid-point of each workday, during which time they will be available for emergent work.

Example of work hours with a paid ½ hour lunch:

- **10 - hour day** – 0700 hours -- 1700 hours

## (3) Holiday/Sick/Vacation/Comp-time Use and Accrual Rate:

**USE** – When a holiday falls on a regularly scheduled day off, then the employee will receive an additional eight (8), eight and a half (8 ½), nine (9) or ten (10) hours of holiday leave accrual, depending on the number of hours in the employee's normal daily work schedule.

If your day-off falls on a holiday, you must take your day-off during that same work week.

**Example:**

Monday – Holiday	=	take Tuesday off.
Friday – Holiday	=	take Thursday off
(in case of Thanksgiving)	=	take Wednesday off

**Accrual Rate** – This MOU does not change the rate of accrual.

**(4) Who is Eligible to Work the for 4/10 Work Schedule:**

Full-time FTE's working the positions listed below are eligible for 4/10 schedule. It is up to the individual Bureau Chiefs to allow and/or approve the implementation of the Work Schedule for their employees.

- Legal Assistants
- Legal Assistant Supervisors
- Financial Operations Assistants
- Accounting Manager
- Bureau Staff Assistant
- Crime Analyst
- Systems Administrators

**(5) Bid for Schedule**

Work schedules will be specific to each bureau. Bidding for desired days-off will be determined by seniority and work assignments to ensure coverage and office needs.

**(6) Trial Basis:**

The 4/10 work schedule change will be implemented on a trial basis for a period of (6) six months. During this (6) six month trial the work schedule will be evaluated for effectiveness, coverage, and need by both parties.

If the 4/10 work schedule is deemed not effective the employer may resume use of the previous approved work schedule(s) of 5/8s or 9/80s whichever apply for the respective employees.