



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1100

January 13, 2021

TO: Appointing Authorities

FROM: Stephen Sinclair, Secretary

SUBJECT: Straight Pay for Employees in Designated Overtime Exempt Positions
(Teamsters)

In an agreement dated January 6, 2021, with the Teamsters Local 117, the Department is able to authorize compensation at a straight time rate, upon approval by the Secretary/designee, for employees in overtime-exempt Teamster Represented positions, who have been activated by the Departments Emergency Operations Center and who have accrued the maximum exchange time hours. If approved, the employee will be compensated at the straight time rate for excess hours worked over 45-hours within the employee's workweek.

This agreement is for work due to the COVID-19 response and begins on January 6, 2021. This will remain in effect for sixty (60) days from such date, unless extended by mutual parties (Attached). Labor Relations will be sending out the already approved specific staff information to the respective Appointing Authority to receive compensation, once they have met the criteria under this agreement. Any additional staff must submit through their chain of command for review and approval.

Positions included within the agreement include but aren't limited to the following job classes:

- Advanced Care Practitioners
- Clinical Nurse Specialists
- Correctional Specialist 2, 3, & 4
- Dentist
- Occupational Nurse Consultants
- Recreational Specialists
- Registered Nurses
- Religious Coordinators

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Only those preauthorized by either myself or Deputy Secretary Julie Martin, or the Assistant Secretary specific to the employees chain of command, are eligible to be compensated in addition to their normal base salary.

In order to request payment, employees shall submit [DOC Form 03-525](#), Overtime Exempt Additional Compensation Request/Approval Form, on a weekly basis to the Appointing Authority through their supervisor for review and approval.

If you have any questions regarding this matter, please contact Todd Dowler, Human Resource Director at (360) 338-5438.

Attachment

cc: Executive Strategy Team Members
Human Resource Managers
Payroll

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE STATE OF WASHINGTON
AND
DEPARTMENT OF CORRECTIONS
AND TEAMSTERS LOCAL 117**

COVID-19 Response – OT Exempt Employees

During the COVID-19 response, many overtime exempt employees have been activated by DOC's Emergency Operations Center, requiring them to work excessive and extraordinary hours. The COVID-19 pandemic has caused DOC to operate under emergency operations which has resulted in employees being redeployed from their regular duties to respond to the pandemic. This includes, but is not limited to, assignment to the Headquarters Emergency Operations Center, outbreak facilities, posts in their facility or other facility Incident Command Posts; Specialty Teams and Department Incident Management Teams deployments, critical level staffing coverage, contact mapping, staff serial testing, and temperature checking.

Because employees have been required to work excessive and extraordinary hours, many employees have accrued the maximum exchange time per the terms of the parties' Collective Bargaining Agreement (CBA).

During the COVID-19 response period, the parties agree to the following:

“Upon approval by the Secretary or designee, employees in overtime-exempt positions activated by the Department Emergency Operations Center who have accrued the maximum exchange time per the terms of the parties' CBA may be eligible for critical incident pay at the straight time rate for all hours worked in excess of forty-five (45) hours in a workweek.”

This agreement will become effective upon final signature of the parties and will remain in effect for sixty (60) days from the date of final signature. This MOU may only be extended by mutual agreement between the parties.

This MOU is non-precedent setting and does not establish a practice.

January 6, 2021

For the Employer:

For the Union:


Tanya Aho, Lead Negotiator 01/06/21 Date

 1.6.2021
Michelle Woodrow, President Date