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CITY OF SPOKANE EXECUTIVE ORDER	CITY CLERK'S OFFICE	EO 2024-00 <u>03</u>
TITLE: COLLECTIVE BARGAINING AGREEMENTS SIGNATURE AUTHORITY		
EFFECTIVE DATE: January <u>1</u> , 2024		
REVISION DATE IF APPLICABLE: N/A		

WHEREAS, most of the City of Spokane employees are represented by a collective bargaining representative through collective bargaining agreements; and

WHEREAS, these agreements need to be clarified, amended or have housekeeping changes during their term; and

WHEREAS, there has been some confusion over delegation of signature authority for these documents;

NOW, THEREFORE, I, LISA BROWN, Mayor of the City of Spokane, do hereby order and direct:

A. Collective Bargaining Agreements.

Application: Used to set forth the agreed upon terms and conditions for wages, hours and working conditions of employment for represented employees.

Signatures: Shall be signed by the Mayor and the Director of Human Resources on behalf of the City. Shall be approved as to form by the City Attorney's Office and attested by the City Clerk. In the absence of these persons, CBA's may be signed by the persons acting for these positions.

Effective: Shall not be binding on the City until all appropriate City approvals have been executed.

Processing: The original copy shall be filed with the City Clerk and given a new file number. The agreement shall be approved by the City Council. The City Clerk shall provide duplicate originals or copies to the department and bargaining representative.

B. Memorandum of Understanding:

Application: Used to clarify or interpret existing collective bargaining agreements. Has no cost. Examples are 9/80 agreements and summer work schedules.

Signatures: Shall be signed by appropriate department head and the Director of Human Resources on behalf of the City. In the absence of these persons, may be signed by the persons acting for these positions. The affected employee and supervisor may also be signatories as appropriate.

Effective: Shall not be binding on the City until all appropriate City approvals have been executed.

Processing: The original copy shall be filed with the Human Resources Department. The Human Resources Department shall provide duplicate originals or copies to the department and bargaining representative.

C. Supplemental Agreement - Up To Current Minor Contract Threshold:

Application: Change to terms or conditions of an existing collective bargaining agreement. May involve cost to the City up to the current minor contract threshold.

Signatures: Shall be signed by appropriate department head, the Director of Human Resources and the City Administrator on behalf of the City. Shall be approved as to form by the City Attorney's Office and attested by the City Clerk. In the absence of these persons, may be signed by the persons acting for these positions.

Effective: Shall not be binding on the City until all appropriate City approvals have been executed.

Processing: The original copy shall be filed with the City Clerk and given the same file number as the original contract. The original copy shall be accompanied by a minor contract summary form when filing with the Clerk. The City Clerk shall provide duplicate originals or copies to the department and bargaining representative.

D. Supplemental Agreement - Over the Current Minor Contract Threshold or Changes to Actual Written Terms/ Conditions:

Application: Change to terms or conditions of an existing collective bargaining agreement. May involve cost to the City over the current minor contract threshold. Example would include extension of existing agreement.

Signatures: Shall be signed by appropriate department head, the Director of Human Resources and the Mayor on behalf for the City. Shall be approved as to form by the City Attorney's Office and attested by the City Clerk. In the absence of these persons, may be signed by the persons acting for these positions.

Effective: Shall not be binding on the City until all appropriate City approvals have been executed.

Processing: The original copy shall be filed with the City Clerk and given the same file number as the original contract. The contract shall be approved by the City Council before signature by the Mayor, and attestation by City Clerk. The City Clerk shall provide duplicate originals or copies to the department and bargaining representative.



Mayor Lisa Brown

Date: January 11, 2024

Attest:



City Clerk

