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CITY OF SPOKANE
EXECUTIVE ORDER

CITY CLERK'S OFFICE

EO 2026-0001

TITLE: **COLLECTIVE BARGAINING AGREEMENTS SIGNATURE AUTHORITY**

EFFECTIVE DATE: April 1, 2026

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.

Signatures: Shall be signed on behalf of the City by the appropriate department head and the Director of Human Resources or their respective designee. The

affected employee and supervisor, as well as the involved Human Resource Analyst, 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.

Lisa Brown
Mayor Lisa Brown

Apr 2 2026
Date

Attest:

Leri Hyslop
City Clerk

