



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2012-8-22 (1)

**Date:** August 22, 2012  
**To:** THA Board of Commissioners  
**From:** Michael Mirra  
Executive Director  
**Re:** Approval of Collective Bargaining Agreement with Office & Professional Employees International Union, Local 23

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### Background

I am pleased to report that, on August 16, THA's staff who constitute the bargaining unit represented by the Office & Professional Employees International Union, Local 23 (OPEIU) voted to ratify a new collective bargaining agreement (CBA). They ratified the contract that this resolution now asks the Board to accept. I recommend that the Board do so.

The effort to bargain this agreement was constructive, respectful and collaborative. It leaves THA and OPEIU with a productive relationship that is always necessary to make the contract and the work environment meaningful and supportive.

The notable features of the new CBA are as follows:

### **THREE YEAR CONTRACT**

The contract would run for three years, until June 2015.

### **INCREASE IN SALARY RANGES AND CHANGE TO PAY GRADES**

In the spring, we concluded our salary range survey. The Board may recall the information staff provided about the survey. The survey canvassed other public housing authorities, the City of Tacoma, private nonprofit housers and private for-profit housing management companies. The survey results showed that our present ranges of the 19 positions surveyed were, on average, 20% below the market. We have brought our ranges up to market and implemented Pay Grades. Positions were placed within the Pay Grades based on the survey results, our own Pay Factor scores and other market factors based on the position.

### **SALARY INCREASES FOR 2012 AND 2013**

The new contract provides for some across the board salary increases. This increase further helps to close the gap our salary survey showed between THA's pay and the market. It also helps to offset recent years of no or little increases and increases in health coverage contributions we are

asking of staff. The new contract would grant OPEIU employees a 3% increase as of the first full pay period of July, plus a lump sum payment calculated on the value of that increase back to the initial expiration date of the prior contract. In addition, the new contract would create a methodology that places longer term employees higher in their range than employees who have been with THA a shorter time. This avoids "wage compression."

The contract also provides for a **potential** 3% increase in July 2013. It is contingent. The contract reserves to THA the right to decrease the size of this increase percentage should THA incur a significant revenue shortfall as a result of state or federal budget reductions. This is important because of the uncertainty over the 2013 federal budget. We are particularly anxious about the prospect of the across the board cuts that the "sequestration" process will impose should Congress fail to agree on an alternative budget deal by January 1, 2013.

#### **PERFORMANCE BASED PAY POOL**

We have agreed to work with OPEIU to establish a performance based pay pool of money to be used to recognize our top performers. THA and OPEIU will determine the details with a view to starting it in 2013.

#### **CONTRACT OPENER**

We have a contract opener to negotiate any salary range adjustments and/or salary increases in 2014.

#### **CHANGE IN OVERTIME CALCULATIONS**

The contract would amend the calculation of overtime pay. The contract's language for overtime pay applies to work over 40 hours per week for all OPEIU employees. That will remain the case, since state law requires it. The previous contract also awards overtime pay over 8 hours a day. State law does not require this. The new contract would eliminate it. The new contract would also calculate overtime using "hours worked" rather than hours "compensated".

#### **MEDICAL INSURANCE BENEFITS**

The new language is designed to allow OPEIU and THA to collaborate on the design of the health insurance plans that THA selects for its employees. The change allows THA the flexibility to change health insurance plans if needed to maintain benefit levels and contain costs. All OPEIU and non-represented employees will have the same two plan options.

#### **ENHANCED POST-SECONDARY EDUCATION ASSISTANCE**

THA is making a stronger commitment to employees who are pursuing post-secondary education programs. Tuition assistance remains at up to 75% of the tuition. The new contract would increase the maximum THA contribution up from \$1,500 per year to \$2,500 per year. THA will also reimburse the employee 100% for books and lab fees.

## **FLEXIBILITY FOR ALLOWING INJURED WORKERS TO DO OPEIU WORK**

The new contract would allow injured, light duty maintenance personal (who are not in the OPEIU bargaining unit) to perform some OPEIU tasks while on light duty.

## **NON-STANDARD WORK SCHEDULES**

The new contract would clarify what will be called “standard work schedules” and “non-standard work schedules”. The language clarifies the difference between a long-term, pre-approved, non-standard work schedule and occasional non-standard work schedule changes. This also allows more flexibility for other types of non-standard work schedule beyond 4x10's.

## **UPDATED JOB POSTING GUIDELINES**

Language will change the posting practices, allowing for greater flexibility while retaining commitment to internal opportunities and promotions.

## **UPDATED JOB DESCRIPTION TITLES**

The new contract would respond to employee requests for changes in some job titles. These changes better reflect practices in our industry and the actual work performed.

- The Clerk position will be re-titled to Office Assistant
- The Management Assistant position will be re-titled to Senior Office Assistant
- The Site Assistant will be re-titled to Property Management Assistant.

## **Recommendation**

I recommend that the Board approve Resolution 2012-8-22 (1) authorizing me to sign the new Office & Professional Employees International Union collective bargaining agreement.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2012-08-22(1)

### **Approval of Collective Bargaining Agreement with Office & Professional Employees International Union, Local 23**

**Whereas,** The collective bargaining agreement between the Tacoma Housing Authority (THA) and the Office & Professional Employees International Union, Local 23 (OPEIU) expired on June 30, 2012;

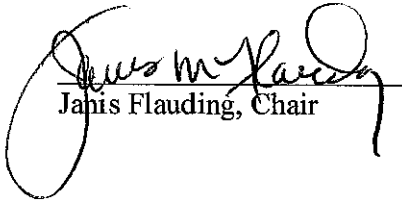
**Whereas,** on August 16, 2012, the THA staff in the OPEIU bargaining unit have voted to ratify the tentative contract; and,

**Whereas,** the Board of Commissioners finds that the collective bargaining agreement is fair and reasonable and that it would serve THA's interests;

***Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that:***

The Board authorizes the Executive Director to execute the collective bargaining agreement with the Office & Professional Employees International Union, Local 23.

Approved: August 22, 2012

  
Janis Flauding, Chair