

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE CITY OF SNOQUALMIE, WA**  
**AND THE**  
**PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS**  
**TEAMSTERS' LOCAL UNION NO. 763**

This Memorandum of Understanding is entered into between the City of Snoqualmie, WA, and the Teamsters Local 763, with the intent to allow proper communication between the parties listed above and pertaining to a Retention Incentive Pay Program.

**Purpose:**

The purpose of the Retention Incentive Pay program is to assist City of Snoqualmie with retaining highly competent, productive, and innovative employees for which the City of Snoqualmie has concerns of losing these employees to other organizations, and to convince these employees to remain in their current position for a specific amount of time.

In consideration of the terms and conditions set forth herein and the mutual benefits to be derived, the parties agree as follows:

1. In exchange for an agreement to retain employees through December 31<sup>st</sup>, 2024, the City shall offer an incentive bonus of \$3,500.00 to basic or \$7,500.00 to essential employees who meet the following qualifications:
  - a. Basic employees shall be defined as office-clerical, technical, professional positions.
  - b. Essential employees shall be defined as parks and public works maintenance positions.
  - c. The employee is employed by the City as of December 31, 2022
  - d. The employee did not receive a hiring bonus in 2021 or 2022.
2. Bonuses will be paid in three installments to current employees employed prior to March 1, 2020:
  - a. The first installment of \$875.00 or \$1,875.00 will be paid on the next paycheck and available pay period,
  - b. The second installment of \$875.00 or \$1,875.00 will be paid on the July 31<sup>st</sup>, 2023, paycheck,
  - c. The third and final installment of \$1,750.00 or \$3,750.00 will be paid on the December 31<sup>st</sup>, 2024, paycheck.
3. Bonuses will be paid in two installments to current employees employed after March 1, 2020, but before December 31<sup>st</sup>, 2022:
  - a. The first installment of \$875.00 or \$1,875.00 will be paid on the July 31<sup>st</sup>, 2023, paycheck,

- b. The second installment of \$2,625.00 or \$5,625.00 will be paid on the December 31<sup>st</sup>, 2024, paycheck.
4. If the employee leaves for any reason prior to any installment payment, they are not entitled to the remaining incentive payments, nor will they be required to pay back any portion of the incentive already received.

Be it further agreed that this Memorandum of Understanding shall be pursuant to the terms of Article 10/Grievance Procedure, should there be any dispute regarding the interpretation and/or application of this memorandum.

PUBLIC, PROFESSIONAL & OFFICE-  
CLERICAL EMPLOYEES AND DRIVERS  
LOCAL UNION NO. 763, affiliated with the  
International Brotherhood of Teamsters

CITY OF SNOQUALMIE, WASHINGTON

By



Chad L. Baker, Secretary-Treasurer

By

Katherine Ross, Mayor

Date

5/10/23

Date