

**OPEIU/SHA**  
**TENTATIVE AGREEMENT**  
**January 29, 2026**

THIS AGREEMENT, is made and entered into at Seattle, Washington effective this 1st day of January 2025 **2026**, by and between THE SEATTLE HOUSING AUTHORITY, hereinafter referred to as the EMPLOYER, and OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL NO. 8 hereinafter referred to as the UNION. The parties hereto mutually agreed as follows:

**TA 1/29/26**

**ARTICLE 4**  
**HOURS OF WORK**

**Section 4.7 - Assignments to Alternate Locations**

**When the Employer determines there is a business need for an employee to work at a location other than their primary office, the following process shall apply:**

- 1. Notice: The Employer shall provide affected employees with as much advanced notice as possible of the temporary assignment, but in no circumstance less than three (3) business days advanced notice, unless mutually agreed upon.**
- 2. Business Reason: The Employer shall provide a written explanation of the business reason necessitating the temporary assignment.**
- 3. Volunteers: The Employer shall first seek volunteers from employees within the affected job classification(s), whenever possible.**
- 4. Assignment: If there are an insufficient number of volunteers or if there is a specific business reason, the Employer may assign employees the temporary assignment, but will endeavor to rotate temporary assignments on an equitable basis by reverse seniority.**
- 5. Employees shall have use of either an SHA issued vehicle, if available, or the option to utilize a ride sharing program (i.e., Uber, Lyft, Zipcar) originating from their typical work location provided they arrive at the alternate work location at the requested time.**

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**ARTICLE 5**  
**OVERTIME**

**Section 5.2 – Compensatory Time** Scheduling compensatory time off shall be by mutual agreement of the employee and the Employer. Upon reasonable notice, the employee shall be paid cash in lieu of comp time, no later than at the end of the next pay period, at one and one-half (1 ½) times the regular rate of pay (at the time earned) for **available compensatory hours** worked. **Compensatory time is accrued at the rate of 1.5 hours for every (1) one hour of overtime worked.** The employee shall be

paid cash in lieu of comp time at one and one half (1 ½) times the regular rate of pay for unused compensatory hours worked earned prior to November 1 if the employee has not used the earned comp time within two (2) months prior to the end of the payroll year. Compensatory time earned on or after November 1 will not be automatically paid out at the end of the payroll year and will be carried over to the following payroll year. There shall be no pyramiding of overtime.

**TA 11/20/25**

## **ARTICLE 7 ANNUAL LEAVE**

**Section 7.4 - Annual Leave Cash Out** Once per calendar year on the first pay cycle in December of each year, an Employee may elect to cash out up to twenty-four (24) hours of annual leave provided that the employee will be left with a minimum of ~~one hundred and twenty (120)~~ **eighty (80)** hours of annual leave.

**TA 12/17/25**

## **ARTICLE 10 LEAVES OF ABSENCE**

### **Section 10.6 - Bereavement Leave**

- a. Three (3) days of Employer-paid leave shall be allowed after notification to the supervisor in the event of a death in the employee's family, which shall include the employee's spouse, or registered domestic partner, or a parent, in-laws, foster relations, sibling, child, grandchild and grandparent of either the employee or of the employee's spouse or registered domestic partner. **Child, means biological, adopted, or foster child, stepchild, or child who the parent stands in loco parentis, is a legal guardian of, is a de facto parent, regardless of age or dependency. Parent means a biological, adoptive, de facto, foster, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or person who stood in loco parentis when the employee was a minor child.**
- b. Sick leave shall be allowed to a maximum of ten (10) days after notification to the supervisor in the event of a death in the employee's family, which shall include the employee's spouse or domestic partner, or a parent, in-laws, foster relations, sibling, child, grandchild and grandparent of either the employee or of the employee's spouse or registered domestic partner.

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## **ARTICLE 11 HIRING**

### **Section 11.1 - Posting and Filling of Jobs**

- a. Except as provided below, all regular or project, new and open positions in the bargaining unit shall be posted to all bargaining unit employees covered under this

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Agreement for a period of seven (7) calendar days on SHA's Intranet "Ourhouse". The posting shall include job title, pay rate (as listed in the Appendix A) & pay grade, shift hours and a statement of minimum qualifications. Internal posting may be waived for entry level positions (AP-AR Clerk I, Customer Service Specialists I & II, Property Management Associate I, Property Management Associate Trainee, and Document Imaging Specialist and below). The OPEIU Union Representative shall receive a copy of all OPEIU postings. Positions may be posted internally and externally at the same time.

- b. Only after the seven (7) calendar day period of posting, the interview process may begin.
- c. All bargaining unit members who apply for a posted position and have the minimum qualifications for the posted position shall be offered an interview. The Employer shall hire the applicant who has the strongest combination of qualifications, experience, skills and abilities for the posted position. At the conclusion of the hiring process, if a bargaining unit member is one of the two highest-ranked applicants, and the Employer determines that they have substantially equal job performance, qualifications, experience, skills and abilities for that position, the most senior employee shall be offered the position.
- d. Residents from the Employer's low-income housing program shall receive first priority for entry level position openings as temporaries or regular positions up through Grade 21.
- e. An employee who applies for a position and is not selected for an interview or is selected for an interview but is not hired for the position may request and if requested will be informed by management why the employee was not selected and what skills the employee needs to be a successful applicant in the future. The Employer will notify all unsuccessful applicants within seven (7) calendar days of filling the vacancy.
- f. The Employer has discretion to offer an employee hired into a new position up to fifteen percent (15%) above the bottom of the salary range, based on documented relevant skills, education and experience (above and beyond what is stated as a minimum requirement for the position). The Employer will notify the Union when an **external** employee is hired above the minimum of the salary range and will conduct an equity review for all existing employees with a lower pay rate who hold the same job title within thirty (30) days of the date that the new employee is hired. If the Employer determines that an existing employee in the same job title has comparable skills, education and/or experience, the Employer will increase the hourly wage of that employee up to the same pay. If the equity review, which will ordinarily be complete within 30 days, indicates that some or all employees with the same job title should receive a salary increase, the increase will be retroactive to the date of hire of the new employee. The results of an equity will be grievable.
- g. If an individual is re-hired to the same position with less than a twelve (12) month break in service, they will return to the same wage they were at when they departed

(unless it is less than the then current minimum pay rate for the position). Returning employees may also be considered for a salary increase, (pursuant to Section 11.1(f)), above.

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**ARTICLE 14  
EVALUATIONS**

**Section 14.1**

- a. Performance evaluations will be completed for employees represented by the Union as follows: (1) after the first three months, but before the end of the sixth month of an employee's introductory period; (2) on or before the end of the first six months of an employee's provisional period (if any), and (3) annually thereafter. The review period will close on the last work day in March of each year.

All **employees who have completed the probationary/provisional period will receive an** annual evaluations **which** will be due on the second Friday of April of each year. A supervisor must present the annual evaluation to the employee for review and discussion on or before the thirtieth working day following that Friday.

Introductory and provisional employees will be trained and coached according to their training plan under Article 21, Section 21.2b. Employees will also have periodic documented written or verbal feedback from supervisors throughout the evaluation period, either on a quarterly check-in form or in scheduled meetings with supervisors.

**Following the date of the employee's performance evaluation, and retroactive to the date the evaluation was due, employees will be eligible for the following based on Performance Evaluation scores:**

| <b><u>Average Score</u></b> | <b><u>Addition to Base Pay</u></b> | <b><u>Or-Hours of Paid Merit Leave</u></b> |
|-----------------------------|------------------------------------|--|
| <b><u>3.8 or over</u></b>   | <b><u>2%</u></b>                   | <b><u>40</u></b>                           |
| <b><u>3.3-3.79</u></b>      | <b><u>1%</u></b>                   | <b><u>24</u></b>                           |
| <b><u>3.0-3.29</u></b>      | <b><u>Not eligible for pay</u></b> | <b><u>8</u></b>                            |

- b. Evaluations will be prepared and recorded in an electronic evaluation format, as agreed and approved in negotiations between the Employer and the Union. Evaluations will be reviewed by the employee's supervisor and upper management, as appropriate or necessary, before they are presented to the employee. If the employee has transferred from one supervisor to another within the last six months, the employee's immediate supervisor and the past immediate supervisor shall collaborate on the evaluation. In the case of disagreement between the supervisors about a rating, the immediate supervisor shall finalize the evaluation but only as the evaluation relates to work supervised by them.

- c. The employee shall have the opportunity to include comments and feedback electronically within ten (10) working days of presentation of the evaluation. The employee shall be required to electronically sign and date the evaluation signifying that it was discussed with the employee and that the employee received a copy. Once an evaluation has been discussed by the employee and the supervisor, any revision to the evaluation shall be discussed with the employee who shall electronically acknowledge and date the revised evaluation, signifying that it was discussed with the employee and that the employee received a copy. The employee shall have the opportunity to include comments and feedback electronically in the revised evaluation at that time or within ten (10) working days after presentation of the revised evaluation.
- d. Any employee who feels the evaluation needs further discussion may review it with the supervisor or the department head. The employee shall have the right to have their shop steward present at performance evaluation meetings with the supervisor or department head when discipline may be involved as provided in Subsection 1.10(b). Evaluations involving discipline are subject to the grievance procedure.
- e. The Employer will prepare “close out merit reviews” for employees subject to this Agreement who have been promoted or transferred to regular positions subject to a different collective bargaining agreement six (6) months or more after the start of the OPEIU evaluation period. The close out review must (1) be ~~made~~ **requested**, in writing, within thirty (30) calendar days of the date the promotion or transfer to a regular position becomes effective, and (2) include a detailed self-evaluation. If the employee does not complete a self-evaluation within twenty (20) calendar days of the move, the close out review will be waived. Close out merit reviews will be prorated from the date of the last annual evaluation. Close out merit reviews that result in additional compensation will be paid as a lump sum payment.
- f. **The Employer will prepare “close out merit reviews” for employees subject to this Agreement who have been promoted or transferred to regular positions subject to this collective bargaining agreement between October 1 and March 31 (e.g., six (6) months or more after the start of the OPEIU evaluation period. The close out review must (1) be requested, in writing, within thirty (30) calendar days of the date the promotion or transfer becomes effective, and (2) include a detailed self-evaluation. If the employee does not complete a self-evaluation within twenty (20) calendar days of the move, the close out review will be waived. Close out merit reviews will not be eligible for merit increases, but the employee will be eligible to receive merit leave in April on the same schedule as other employees.**
- g. **Merit leave must be used prior to March 31 of the year following it being awarded.**

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## **ARTICLE 16** **GRIEVANCE**

### **Section 16.7 - Step 4: Arbitration**

If the grievance is not settled on the basis of the foregoing grievance procedures, the matter may be referred to an arbitrator within fourteen (14) calendar days following receipt of the Human Resources Director's written decision. If the Employer and the Union are unable to agree on an arbitrator within five (5) calendar days after they first meet to determine such appointee, either party may request the Federal Mediation and Conciliation Service to provide a list of seven (7) names from which the parties may select one. The representatives of the Employer and the Union shall alternately eliminate the name of one person from the list until only one name remains. The right to strike first shall be determined by lot. The person whose name remains shall be the arbitrator.

**In the event FMCS is unresponsive to the parties' request for a panel, the parties agree to utilize the American Arbitration Association (AAA), or another mutually agreed upon comparable agency, that maintains a roster of labor arbitrators.**

The arbitrator shall hold a hearing on the grievance within sixty (60) calendar days of their selection. The parties shall be afforded an opportunity to present evidence and witnesses and to otherwise submit their positions concerning the grievance. The arbitrator shall render their decision within thirty (30) calendar days after the hearing. The decision shall be final and binding upon the parties to the grievance provided the decision does not involve action by the Arbitrator which is beyond their jurisdiction or authority. The arbitrator shall also determine who will bear the expenses of the arbitrator. Each party shall bear its own expenses for witnesses and representation.

The arbitrator shall not have authority to function outside of the terms of this Agreement or to decide any issue not submitted or to interpret or apply the Agreement so as to change the intent of the parties. The arbitrator shall not give any decision which modifies, revises, detracts from or adds to any of the terms or provisions of this Agreement. Where the language of this Agreement is not clear and unambiguous, past practice of the parties in interpreting or applying terms of the Agreement can be relevant evidence but may not be used to justify a modification (whether by addition or subtraction) of the written terms of this Agreement. The decision of the arbitrator shall be in writing and shall not be made until both parties have had reasonable opportunity to present their cases together with arguments and briefs as requested.

**TA 11/12/25**

## **ARTICLE 22** **LAYOFF**

### **Section 22.1 – Reduction in Force/Layoff**

- a. If a layoff, or a reduction of hours greater than .25 FTE of the employees subject to this Agreement becomes necessary, the Employer shall notify the Union of the extent and nature of the layoff no less than thirty (30) days prior to implementation unless documented business needs require otherwise. For layoffs due to subcontracting, the longer notice period of Subsection 22.3(a) shall apply. The Authority agrees to negotiate the effects of any reductions in the work

force at the time of notification.

- b. If a layoff, or a reduction of hours greater than .25 FTE becomes necessary, the Employer shall determine the classifications in which positions are to be reduced. The Employer will review qualifications, skill, ability and seniority as factors in determining which employees will be laid off. If two (2) or more employees in a job classification have the required job performance, qualifications, skills and abilities to perform the remaining bargaining unit work in the job classification, the employee with the least seniority in the lowest job classification shall be the first to be laid off. ~~A layoff out of the inverse order of seniority may be made if, for valid business reasons, retention of special skills is required. If the layoff of the least senior employee should cause a violation in the Equal Employment Opportunity Program of SHA, the next least senior employee in the classification will be the one laid off.~~ **Layoff will be in compliance with Article 3. If the layoff of the least senior employee would be counter to SHA's affirmative action obligations (i.e., government mandates or court orders), the next least senior employee in the classification will be the one laid off.**
- c. Employees who are permitted to take a voluntary layoff will have recall rights per Section 16.2 but will not be eligible to displace another employee per Section 22.1 (d) (e). Employees who elect to take a voluntary layoff will be required to sign an SHA form and will be unable to rescind their decision.
- d. The Employer shall determine and announce layoff action by department, identifying the specific classification and the number of employees affected in each classification. The Employer shall notify the individual employee(s) of the layoff in writing with a copy of the layoff notice given to the Union. Within ten (10) working days of such notification, the employee(s) notified of layoff may exercise their option to displace another employee by submitting a written request to the Employer's Human Resources Director.
- e. The employee who was notified of layoff may elect to displace a person with less seniority in the same grade or lower grade. In order to exercise this displacement option, the employee who was notified of layoff must show that they meet the minimum qualifications required for the position held by the employee being considered for displacement. If, for valid business reasons, retention of special skills is required, then the next senior employee shall be considered. The employee displaced under this provision shall not have an opportunity to displace another employee.
- f. The employee who was notified of layoff may be required to take a skills assessment to ensure skills are up to date and relevant to the position. If it is deemed by the Employer that additional skills are needed, training will be provided in accordance with Article 21.1 (b). If the employee is unable to complete the training satisfactorily or perform the duties in a satisfactory manner within six (6) months, the employee will be placed on the recall list. (Article 13.2 progressive discipline does not apply.) The employee will have a one-time

opportunity to complete this process. If the second time off the recall list the supervisor will apply Section 13.2 Progressive Discipline, if necessary.

- g. An employee who displaces another employee in a lower grade in accordance with Subsection 22.1(d) will be placed at the pay rate which is closest to the employee's pay in the eliminated position but will not be paid higher than the highest pay rate of the lower classification.
- h. An employee shall be given four (4) weeks' notice of layoff or paid four (4) weeks' pay in lieu of notice.
- i. Nothing in this section shall be construed to mean that the Union waives any statutory rights the Union may have to bargain over layoffs.

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## **ARTICLE 25 COMPENSATION**

**Section 25.1 – Rates of Pay** Pay grades for bargaining unit employees are established as listed in Appendix A:

**Effective the first day of payroll year 2026, the new pay grade and step structure for all bargaining unit positions will be implemented per Appendix A.**

- a. **Employees will be placed on the wage scale based on their job classification and years at SHA as a regular or project employee.**
- b. **No employee will be paid below the minimum of the pay grade for their job classification.**
- c. **Each year of continuous employment in the current job classification at SHA will result in an additional 2% above the minimum wage rate when determining the placement on the wage scale, up to the maximum for the pay grade.**
- d. **Each year of other employment at SHA will result in an additional 1% above the minimum wage rate when determining the placement on the wage scale, up to the maximum for the pay grade.**
- e. **No employee will receive more than a three dollar and fifty cent per hour (\$3.50/hr) increase when being placed on the new scale, whether that is from calculating length of time in current classification (c above), length of other employment at SHA (d above), or a combination of both c and d above**

- f. No employee will incur a reduction in pay as a result of placement on the new scale.

**Section 25.2 – Wage Adjustments and Pay Scale Mobility**

**25. For Fiscal Year 2025**

~~(25) Any employee whose hourly wage falls below the mid-point of their pay grade (see appendix A) will receive a 1.0% increase to their base wage effective on the first day of Payroll Year 2025; and~~

~~(2) Effective the first day of payroll year 2025, all employees will receive a wage increase of 5% applied to base wages. The pay increase will increase the minimum of the pay grades accordingly.~~

~~(3) Following the date of the employee’s performance evaluation, and retroactive to the date the evaluation was due, employees will be eligible for the following based on Performance Evaluation scores:~~

| Average Score          | Addition to Base Pay            | Or Hours of Paid Merit Leave |
|------------------------|---------------------------------|------------------------------|
| <del>3.8 or over</del> | <del>2%</del>                   | <del>40</del>                |
| <del>3.3-3.79</del>    | <del>1%</del>                   | <del>24</del>                |
| <del>3.0-3.29</del>    | <del>Not eligible for pay</del> | <del>8</del>                 |

~~(4) Regarding (a)(3) of this Section, an employee whose wage does not exceed the maximum pay rate in their grade may elect an increase to base wages or can choose an equivalent amount of merit leave for that year, e.g., in lieu of the additional 2% to base wages, 40 hours of merit leave; in lieu of the 1% addition to base wages, may elect 24 hours of merit leave. For employees who are paid at or near the top of their pay grade, any amount that exceeds the range maximum will be paid as a lump sum payment, or the employee can elect to take an equivalent number of hours of annual leave for that year, e.g., in lieu of the additional 2%, 40 hours of annual leave, in lieu of 1%, 24 hours of annual leave.~~

**For Fiscal Year 2026:**

- a. Immediately following the transition to the new pay grade and step structure, also retroactive to the first day of payroll year all employees base wages will be increased by 3.0%.
- b. Maximum. Employees who are above the maximum of the pay grade will receive a one-time lump sum payment equal to 3.0 %. For employees who are paid at or near the top of their pay grade, any amount that exceeds the range maximum will be paid as a one-time lump sum payment or the equivalent in annual leave, at the employee’s choice.

- c. Merit wage increases as described in Section 14.1.a will be suspended for Fiscal Year 2026, however employees will still be eligible for Merit leave awards based on their performance evaluation scores.

For Fiscal Year 2027:

- a. Wage increases will be determined based on the Employer's 2027 federal funding levels compared to the 2026 funding levels.
  - 1. If funding levels increase by six percent (6%) or greater:
    - a. Beginning on the first day of payroll year 2027, employees will receive a percentage pay increase equal to one hundred percent (100%) of the Seattle-Tacoma, Bellevue Area Consumer Price Index (W) increase from October 2025 through October 2026 with a minimum of two percent (2%) and a maximum of four percent (4%).
      - i. Maximum. Employees who are above the maximum of the pay grade will receive a one-time lump sum payment equal to the CPI-W increase. For employees who are paid at or near the top of their pay grade, any amount that exceeds the range maximum will be paid as a one-time lump sum payment.
      - ii. Employees will be eligible to receive merit wage increases as described in Section 14.1.a.
  - 2. If funding levels are flat or increase by less than six percent (6%):
    - a. Beginning on the first day of payroll year 2027, employees will receive a percentage pay increase equal to one hundred percent (100%) of the Seattle-Tacoma, Bellevue Area Consumer Price Index (W) increase from October 2025 through October 2026 with a minimum of one percent (1%) and a maximum of two and one quarter percent (2.25%).
      - i. Maximum. Employees who are above the maximum of the pay grade will receive a one-time lump sum payment equal to the CPI-W increase. For employees who are paid at or near the top of their pay grade, any amount that exceeds the range maximum will be paid as a one-time lump sum payment.
      - ii. Merit wage increases as described in Section 14.1.a will be suspended for Fiscal Year 2027, however,

employees will still be eligible for Merit Leave awards based on their performance evaluation score.

3. If funding levels decrease by less than six percent (6%):
  - a. Employees will receive a lump sum payment equivalent to three percent (3%).
    - i. Merit wage increases as described in Section 14.1.a will be suspended for Fiscal Year 2027, however, employees will still be eligible for Merit Leave awards based on their performance evaluation score.
4. If funding levels decrease by six percent (6%) or more:
  - a. The parties hereby agree to a limited reopener of this Agreement. The parties agree to meet and negotiate over 2028 wages beginning in October 2026. The CPI-W increase described above is null and void.
5. In the event that 2027 federal funding levels have not been determined by the first day of the 2027 payroll year, any wage increases will be determined once 2027 funding is finalized. All wage increases will be retroactive to the first day of the payroll year.

For Fiscal Year 2028:

- a. Wage increases will be determined based on the Employer's 2028 federal funding levels compared to the 2027 funding levels.
  1. If funding levels increase by six percent (6%) or greater:
    - a. Beginning on the first day of payroll year 2028 employees will receive a percentage pay increase equal to one hundred percent (100%) of the Seattle-Tacoma, Bellevue Area Consumer Price Index (W) increase from October 2026 through October 2027 with a minimum of two percent (2%) and a maximum of four percent (4%).
      - i. Maximum. Employees who are above the maximum of the pay grade will receive a one-time lump sum payment equal to the CPI-W increase. For employees who are paid at or near the top of their pay grade, any amount that exceeds the range maximum will be paid as a one-time lump sum payment.



year.

The parties agree that if, at any time during calendar years 2027 or 2028, the Employer provides exempt employees, excluding the Executive Director, with either an across-the-board general wage increase, average merit based increase, or market adjustments that impact 10% or more exempt staff, or a combination thereof, that exceeds the wage increase provided to bargaining unit employees for that year, the Employer shall apply the same higher total percentage increase to all bargaining unit employees inclusive of the average OPEIU merit increase, if applicable. This provision does not apply to equity adjustments.

Such adjustment shall be effective retroactive to the same date the increase was provided to exempt employees.

For purposes of this agreement, federal funding levels are based on the following Housing and Urban Development (HUD) sources: Capital Subsidy, Housing Choice Voucher Fund, and Public Housing Operating Fund.

Both parties agree that the use of funding levels to determine wage rates is limited to the duration of this agreement and will not be carried forward in future agreements except by mutual agreement.

Both parties agree that the use of exempt employee wage increases to determine bargaining unit wages is limited to the duration of this agreement and will not be carried forward in future agreements except by mutual agreement.

The above wage adjustments will not apply to the Property Management Associate Trainee (PMAT) series pay schedule. Each step in the PMAT pay schedule will be adjusted every year by the amount that the City of Seattle minimum wage rate increases.

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### **Section 25.3 – Work in Higher Classifications**

- a. Any employee in the bargaining unit who is expressly assigned responsibilities under a higher classification position in the bargaining unit for one (1) consecutive business days or more due to an absence of another employee shall be paid at the pay rate for the appropriate grade which is at least ~~2.5%~~ 5% greater than the employee's current pay. The increase will be retroactive to the first day the employee assumed the assigned duties.
- b. Such assignments shall be approved in advance by the employee's supervisor in writing, and the specifics of such assignment including the effective date and length of the assignment shall be expressly stated. If this is not practical, only the Department Director may approve such reassignment or "acting" assignment.

- c. The employee shall be returned to the employee's previous grade and pay rate immediately upon cessation of the "acting" assignment.

**Section 25.4 – Promotions** An employee promoted to a higher position shall receive an increase to their pay rate of **at least 2.5% 5% per step grade based on internal equity and qualifications.** (e.g. If an employee within pay grade A25 **50** accepts a position within pay grade A28 **52** they should receive no less than a 7.5% **10%** pay increase). **Provided, no pay increase will exceed 15% of the employee's base pay at the time of the promotion, or the lowest pay rate within the pay grade, whichever is greater.**

**Section 25.5 – Demotions** **An employee who moves to a lower position shall have their pay rate established using the following criteria.**

- a. **An employee who moves into the same job classification that they held prior to being promoted shall be paid at the grade and pay rate that was in place before the promotion took place, adjusted to include any across the board or COLA increases applied to the job classification since the promotion.**
- b. **An employee who moves into a lower classification that they have not previously held shall have their pay rate determined using the same criteria as an external applicant under Section 11.1.f., except that the maximum pay rate will not exceed the maximum of the new pay grade and will not be capped at 15% above the minimum.**

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## **ARTICLE 26** **TERMINATION AND RENEWAL**

This Agreement shall become effective January 1, 2025 **2026** and shall remain in effect until December 31, 2025 **2028**, and shall thereafter automatically be renewed until either party shall give sixty (60) days' written notice prior to the anniversary date of its desire to terminate, modify or change this contract.

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**Appendix A (2026)**

| <b>Job Classification</b>                            | <b>Grade</b> | <b>Minimum</b> | <b>Midpoint</b> | <b>Maximum</b> |
|--|--------------|----------------|-----------------|----------------|
| Customer Service Specialist I                        | 50           | \$25.91        | \$30.44         | \$34.98        |
| Property Management Associate I                      | 50           | \$25.91        | \$30.44         | \$34.98        |
| Administrative Specialist I                          | 51           | \$27.08        | \$31.81         | \$36.55        |
| Customer Service Specialist II                       | 51           | \$27.08        | \$31.81         | \$36.55        |
| Facility Reservations Support                        | 51           | \$27.08        | \$31.81         | \$36.55        |
| Accounting Clerk                                     | 52           | \$28.30        | \$33.25         | \$38.20        |
| Administrative Specialist II                         | 52           | \$28.30        | \$33.25         | \$38.20        |
| Customer Service Specialist, Senior                  | 52           | \$28.30        | \$33.25         | \$38.20        |
| Housing Specialist                                   | 53           | \$29.57        | \$34.74         | \$39.92        |
| Certification Specialist I                           | 53           | \$29.57        | \$34.74         | \$39.92        |
| Portability Coordinator                              | 54           | \$30.90        | \$36.31         | \$41.71        |
| Assistant Property Manager                           | 55           | \$32.29        | \$37.94         | \$43.59        |
| Accounting Technician I                              | 55           | \$32.29        | \$37.94         | \$43.59        |
| Administrative Assistant, Property Management        | 55           | \$32.29        | \$37.94         | \$43.59        |
| Inspector Coordinator                                | 55           | \$32.29        | \$37.94         | \$43.59        |
| Certification Specialist II                          | 55           | \$32.29        | \$37.94         | \$43.59        |
| Community Services Specialist                        | 56           | \$33.74        | \$39.65         | \$45.55        |
| Purchasing Technician/Buyer I                        | 56           | \$33.74        | \$39.65         | \$45.55        |
| Administrative Assistant, Senior                     | 56           | \$33.74        | \$39.65         | \$45.55        |
| Utility Billing Specialist II                        | 56           | \$33.74        | \$39.65         | \$45.55        |
| Coordinator I  | 56           | \$33.74        | \$39.65         | \$45.55        |
| Accounting Technician III                            | 56           | \$33.74        | \$39.65         | \$45.55        |
| Assistant Property Manager, Senior                   | 57           | \$35.43        | \$41.63         | \$47.83        |
| Career Coach   | 57           | \$35.43        | \$41.63         | \$47.83        |
| HCV Program Compliance Specialist                    | 57           | \$35.43        | \$41.63         | \$47.83        |
| HCV Special Programs Coordinator                     | 57           | \$35.43        | \$41.63         | \$47.83        |
| Housing Counselor                                    | 58           | \$37.02        | \$43.50         | \$49.98        |
| Owner Liaison  | 58           | \$37.02        | \$43.50         | \$49.98        |
| Housing Inspector                                    | 58           | \$37.02        | \$43.50         | \$49.98        |
| NSPIRE Inspector                                     | 58           | \$37.02        | \$43.50         | \$49.98        |
| Environmental Stewardship and Sustainability Analyst | 59           | \$38.69        | \$45.46         | \$52.23        |
| Contract Administrator/Buyer II                      | 59           | \$38.69        | \$45.46         | \$52.23        |
| Senior Contract Administrator/Buyer III              | 61           | \$45.13        | \$53.03         | \$60.92        |

The Property Management Associate Trainee (PMAT) series pay schedule is as follows:

| <b>Step</b> | <b>Hourly Rate</b> |
|-------------|--------------------|
| 1           | \$21.30            |
| 2           | \$21.98            |
| 3           | \$22.67            |
| 4           | \$23.36            |
| 5           | \$24.05            |
| 6           | \$24.74            |