

Memorandum of Understanding  
to the  
AGREEMENT  
by and between  
CITY OF LAKE STEVENS, WASHINGTON  
and  
THE LAKE STEVENS POLICE GUILD  
(Representing Limited/Non-Commissioned Employees)

January 01, 2018 through December 31, 2021

IT IS UNDERSTOOD AND AGREED by the parties, City of Lake Stevens, Washington (hereafter "City"), and The Lake Stevens Police Guild (hereafter "Guild"), to enter into this agreement as follows:

WHEREAS; the City and the Guild negotiated a collective bargaining agreement for the period of January 01, 2018 through December 31, 2021;

WHEREAS; this is the first collective bargaining agreement for this unit of employees;

WHEREAS; there was a proposal by the Records Specialists to create an opportunity for professional growth in their classification;

WHEREAS; the City sees value in creating an assignment for higher liability and complex records functions within the unit;

WHEREAS; the City and the Guild mutually agree to create a specialty assignment for the Police Records Unit, called a Senior Records Specialist;

WHEREAS; the eligibility for the Senior Records Specialist assignment will be:

- Current Records Specialist in good standing and having passed the probationary period
- Education: Associate of Arts degree; and
- Experience: Three (3) years of progressively responsible law enforcement records experience or other related law enforcement experience; or any combination of education and experience which provides the applicant with the desired skills, knowledge and ability required to perform the job duties as outlined in the assignment description.

WHEREAS; the Senior Records Specialist assignment will not be subject to the civil service application and selection process and will be made by the Police Chief pursuant to:

- An announcement of the assignment availability to the Records unit
- A selection process may include any combination of the following:
  - Letter of interest
  - Resume
  - Letter of recommendation
  - Written exercises
  - Interviews
  - Assessment exercises
  - Input from other employees

WHEREAS; the length of assignment of Senior Records Specialist is three (3) years with eligibility to apply for a second three-year term.

WHEREAS; the City and Guild mutually agree that compensation for Records Specialists and Senior Records Specialists will be based on hire date as described below:

- Records Specialists hired prior to April 1, 2019, will be paid in accordance with the current Records Specialists' pay range **PRC**, and subject to any increases as set forward in the current agreement and any subsequent agreement. The current pay range for 2019 is:

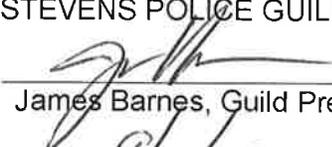
Job Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Records Specialist (Hired prior to 4/1/19)	PRC	4,142	4,307	4,479	4,659	4,845	5,039	5,240

- Records Specialists hired prior to April 1, 2019, and selected for the Senior Records Specialist assignment will receive an addition of three percent (3%) of the employee's existing Records Specialist pay range PRC for the duration of their assignment.
- Records Specialists hired after April 1, 2019, will be paid in accordance with a new Records Specialists' pay range **PRS**, and subject to any increases as set forward in the current agreement and any subsequent agreement. The pay range for 2019 is:

Job Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Records Specialist (Hired after 4/1/19)	PRS	4,021	4,182	4,349	4,523	4,704	4,892	5,087

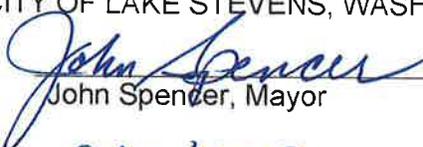
- Records Specialists hired after April 1, 2019, and selected for the Senior Records Specialist assignment will receive an addition of three percent (3%) of the employee's existing Records Specialist pay range PRS for the duration of their assignment.

LAKE STEVENS POLICE GUILD

By   
James Barnes, Guild President

Date: 9/7/19

CITY OF LAKE STEVENS, WASHINGTON

By   
John Spender, Mayor

Date: 9/4/2019