

LETTER of UNDERSTANDING

By and Between

The State of Washington

The Washington State Department of Licensing

and

The IFPTE Local 17

This Letter of Understanding (LOU) is hereby entered into by and between the State of Washington (Employer), the Washington State Department of Licensing (DOL), and the IFPTE Local 17, and is mutually agreed to as follows:

Applicability - This LOU applies only to DOL Licensing Service Representatives 1 and 2 (LSRs) impacted by the closure of the Auburn, Bellevue, Bothell, Greenwood, Kirkland, Olympia-HLB, Seattle East, University Place, Vancouver Express, and Yakima Express Licensing Service Offices.

Tentative Vacation Leave Scheduling – When participating in the tentative vacation leave scheduling process as referenced in the State of Washington/IFPTE, Local 17 collective bargaining agreement, Article 11.5.B, affected LSRs will retain the office seniority date he/she had before the office closure occurred. Should an affected employee elect to transfer to another office subsequent to his/her office closure, his/her office seniority date will be reset per Article 11.5.B.

Assignment of Work Shifts within a Supercenter – For employees moving to Supercenter offices as a result of the closures, the following applies:

- All Supercenters will begin extended customer service hours effective December 1, 2009. These extended hours will require each Supercenter to develop a master schedule of shifts and work schedules to cover the new office hours.
- Each Supercenter office will be provided with a set of Scheduling Guidelines (Guidelines) by the Driver Examining Administrator. The Guidelines will include the business requirements and parameters that all Supercenters must meet as they develop Supercenter master schedules.
- Each Supercenter supervisory team will work with their staff to propose a master schedule for their Supercenter. Master schedules must be approved by the Driver Examining Administrator to ensure compliance with the Guidelines.

- Alternate Workweek Schedules (e.g. 4-10s, 9-80s, etc.) are allowable within a Supercenter as long as the Guidelines are met. If there are more employees interested in working an Alternate Workweek Schedule than there are shifts available, the Alternate Workweek Schedule will first be granted to interested employees based on office seniority. These shifts will then be rotated amongst interested employees no more often than every three (3) months and no less often than every six (6) months.
- All other work schedule assignments within the Supercenter will be made through group consensus, including shift rotation. If agreement amongst the group cannot be reached, the office supervisory team will determine the outstanding work schedule assignments.
- Each Supercenter master schedule will be reviewed periodically to ensure operational efficacy. Master schedules may be adjusted as needed to ensure customer coverage.


This agreement will be in effect upon signature and continue through May 31, 2010, at which time it will be reviewed by parties and, by mutual agreement, will be either extended, modified, or abolished.

Except as provided for herein, this LOU does not change any provision of the CBA, nor does any party waive its rights as provided for by the CBA. The parties agree this LOU does not violate any provision of the CBA nor does this LOU establish any precedent or practice.

The terms and conditions of this LOU will become effective on the date as shown below.

Mutually agreed to and signed this 15th day of October, 2009.

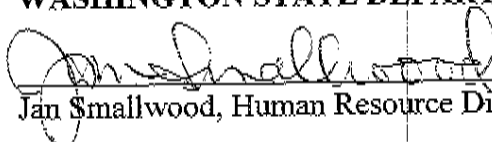
IFPTE Local 17


 Natalie Kaminski, Union Representative

STATE OF WASHINGTON


 Glenn Frye, Labor Negotiator

WASHINGTON STATE DEPARTMENT of LICENSING


 Jan Smallwood, Human Resource Director