

**MEMORANDUM OF UNDERSTANDING**  
**by and between the**  
**City of Sammamish, Washington**  
**and the**  
**Washington State Council of County and City Employees, AFSCME Local 1425**

This Memorandum of Understanding (“MOU”) is entered into by and between the City of Sammamish (the "City") and the Washington State Council of County and City Employees AFSCME Local 1425 (the “Union”) (collectively, the “Parties”), regarding changing the paydays and the transition plan for said change.

I. Background

- A. The Parties have executed a collective bargaining agreement ("CBA"), valid until December 31, 2026, or until a successor agreement is ratified and approved.
- B. Paydays for the City are specifically called out in the CBA.
- C. There are many manual calculations needed to accurately process payroll, and this takes a significant amount of time.
- D. To facilitate these calculations and provide adequate time to review and process payroll, the City wishes to adjust the timing of the two paydays each calendar month.
- E. The City and Union have agreed on the new paydays and a transition plan to implement the new paydays.
- F. To facilitate the payday change and set up the transition plan, this MOU offers some amendments to several provisions of the CBA.

II. Terms and Conditions

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

- A. Article 13 – Wages, Section 2. Pay Rates, subsection F. Pay Periods and Paydays, shall be amended as follows:

The City has two pay periods corresponding to two paydays each calendar month. The first pay period is for hours worked from the 1<sup>st</sup> – 15<sup>th</sup> of a given month and is paid on the 25<sup>th</sup> of each month. The second pay period is for hours worked from the 16<sup>th</sup> – 31<sup>st</sup> and is paid on the 10<sup>th</sup> of the following month.

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AFSCME Local 1425 Change in Pay Date MOU

- B. Transition Plan – The City shall provide six (6) months’ notice of the payday change. Once all staff are notified of the pending payday change, it will take effect on the pay period following the six (6) months’ notice period. The City shall communicate the payday change through an All Staff email, a presentation at an All City Staff Meeting, and provide monthly reminders as the six (6) month period counts down to the implementation of the payday change. The City shall assist staff where it can with deposit or other transactional changes due to the payday transition.
- C. The City shall make this payday change beginning the second pay period of October 2025. The pay dates for October will be October 3rd (the 5th is a Sunday) and October 25th. The six (6) months’ notice period shall begin on April 15, 2025
- D. Except as expressly set forth herein, the underlying CBA shall remain in full force and effect.

For the Union:

For the City:

Roger P. Moller  
Roger P. Moller (Apr 8, 2025 13:59 PDT)  
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Roger Moller  
Staff Representative WSCCCE

Dated: 04/08/2025  
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Scott MacColl  
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Scott MacColl  
City Manager

Dated: 04/17/2025  
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Darci Donovan  
Darci Donovan (Apr 7, 2025 14:28 PDT)  
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Darci Donovan  
President AFSCME Local 1425

Dated: 04/07/2025  
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