



15728 Main Street, Mill Creek, WA 98012
Administration 425-745-1891
Police 425-745-6175
All Other Departments 425-551-7254

June 13, 2017

Ms. Kim Mason-Hatt, President
City of Mill Creek AFSCME
15728 Main Street
Mill Creek, WA 98012

Re: Notice of Reorganization

Dear Kim:

This correspondence is provided to you in your dual role as President of the Mill Creek AFSCME Collective Bargaining Unit and as an employee.

On Friday, June 9, 2017, Ms. Sarah Steepy notified Director of Community & Economic Development Tom Rogers of her resignation. Ms. Steepy's last day of employment with the City of Mill Creek will be June 23, 2017. In the 5 short years that Ms. Steepy has been employed with the City, we are proud of her progress from part-time passport technician to full-time administrative assistant. Her training at the City has allowed her to successfully compete for and obtain a position as an associate planner with Snohomish County. While we regret we do not have a comparable position at the City of Mill Creek that will accommodate Ms. Steepy's career goals, we are extremely happy for her ability to advance her career at Snohomish County and wish her nothing but the best in her new position. However, her departure does present us with a vacant position to be filled.

After thoughtful review and discussion, management has determined that the needs of the City can best be met by transferring you from your current position as administrative assistant (police department) to administrative assistant (Public Works/Community & Economic Development). These positions are classified at the same pay grade so there will be no change in pay associated with this transfer. This transfer is in the best interests of the City for the following reasons:

- The Departments of Public Works/Community & Economic Development rely on this position for daily administrative support and thus time is of the essence in filling this position.
- Prior to your transfer to the Police Department, you served as the administrative assistant for the Department of Public Works and are thus already familiar with most of the work associated with this position.

For the foregoing reasons, management has determined the needs of the City can best be met by transferring you to the administrative assistant position being vacated by Ms. Steepy. In order to facilitate training before Ms. Steepy's departure, we would like for you to physically move today and begin training with Ms. Steepy tomorrow, June 14. Unfortunately, due to the nature of this position, an alternative work schedule (flex schedule) does not work and management must regretfully rescind your flex schedule effective Tuesday, June 27. Effective that date, you will work Monday through Friday 8:00 a.m. – 5:00 p.m. with one hour for lunch.

In your current role as administrative assistant in the Police Department, you have been providing support to the police records division personnel by performing the following tasks:

- Processing parking tickets;
- Sending courtesy letters for non-payment of civil infractions; and
- Processing pet licenses.

While management has determined that your transfer is necessary, we do not want the transfer to negatively impact records division personnel. Accordingly, in addition to your transfer, please accept this correspondence as notice of the transfer of employee Joanna Lee. Ms. Lee will be transferred from the Department of Finance & Administration to the Police Department and will resume her role as police records specialist. Ms. Lee is currently receiving a temporary 5% pay increase for the time she has been serving in the role of administrative assistant. With her transfer back to the Police Department, this pay increase will cease as she resumes her duties as police records specialist. An updated job description will be prepared and provided to the Union at the next mediation session scheduled for June 20, 2017.

Like you, Ms. Lee will physically move today and will begin training on Wednesday, June 14. We feel this transfer is the most logical and advantageous to the City for the following reasons:

- The bulk of Ms. Lee's current work involves responding to police public records requests.
- Ms. Lee has previously worked in the Police Department and is familiar with the operations of the records division and can quickly be brought up to speed.

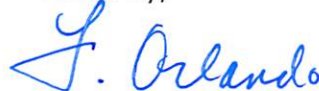
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Management believes the foregoing staffing transfers will allow the City to most efficiently, effectively and expediently meet its current staffing needs within the public works, community and economic development and police departments.

If you would like to discuss this matter in your role as Union President, please feel free to contact me and I will be happy to discuss the matter with you in further detail. If you have questions relative to your specific work assignments, or the logistics of the transfer, please speak with your immediate supervisor.

The City appreciates your flexibility and professionalism as we adapt to the changing circumstances brought about by Ms. Steepy's resignation.

Sincerely,



Laura Orlando,
Director of Human Resources

Cc: Matt Miller
Peter Altman
AFSCME Executive Board
Leadership Team