
2020-2022



AGREEMENT

between

Multnomah County, Oregon

and

Multnomah County Employees Union

Local 88, AFSCME AFL-CIO



AFSCME LOCAL 88 WELCOMES YOU TO OUR WORKPLACE

AFSCME Local 88 welcomes you to Multnomah County. This agreement has been negotiated between our union the American Federation of State County and Municipal Employees (AFSCME) Local 88 and Multnomah County Management and covers you while employed with the County. It is the result of diligent and hard work conducted during contract negotiations or bargaining with committees from both Multnomah County management and Local 88 members. This agreement has been ratified by a vote of the membership and approved by the Board of County Commissioners.

AFSCME Local 88, received its charter in 1937 and today represents six sub-locals of members in the metropolitan area, the largest being general employees of Multnomah County, (which are covered by this contract). The other sub-locals include physicians, dentists and juvenile custody support specialists in Multnomah County as well as workers at Central City Concern and Transitions Projects Inc. Our Local is about 3,600 members strong and is a proud affiliate of Oregon AFSCME Council 75, AFSCME International Union, and the AFL-CIO.

AFSCME Local 88 operations are based upon the principles of trade union democracy, where participation is the cornerstone of success. Membership begins immediately after submitting a completed membership card — you can access an electronic version of the card with your smart phone by scanning the QR code below. Local 88 leaders: Local 88 Executive Board Members, Chief Stewards, and Stewards are available to answer questions, support Local 88 members and maintain quality working conditions. Stewards are appointed and help advocate and represent other members in their work unit or department. Chief Stewards coordinate the efforts of stewards in one or more department(s). After being a member in good standing for one year, you may decide to become a Steward or run for the Local Union Executive Board. The Executive Board is composed of elected representatives and officers from each of the units and various sectors of the County and sub-locals. They meet monthly to conduct the business of the Local. Staff Representatives who work for Council 75 are assigned to work with our Local, which includes assisting Stewards with grievances, day-to-day issues, and supporting the mission and objectives of our union including internal organizing, leadership development, and collective bargaining. Join us at our monthly General Membership meeting where we debate, review and make decisions, and hear about current issues and events. We look forward to you becoming a member and to your participation in our Local. Together we are transforming the workplace.

Union Office

Oregon AFSCME Council 75
ATTN: AFSCME Local 88
6025 E Burnside St
Portland OR 97215-1267

Phone: 503-239-9858

Voice Mail: 503-567-2888

Toll Free: 800-792-0045

Fax No: 503-239-9441

Website: www.afscmelocal88.org

Email: cabi@afscmelocal88.org

Become a Member Today!

GO TO:

www.oregonafscme.org

Click "JOIN"

Meetings are held at the union office on East Burnside (6025 E. Burnside)

- E-Board Meeting: first Wednesday of the month at 6:15 PM
- Steward/General Membership Meeting: third Wednesday of the month at 6:00 PM

Steward:		Phone Number:
Lead Steward:		Phone Number:
Council Representative:		Phone Number:

July 1, 2020 – June 30, 2022

**AGREEMENT
BETWEEN
MULTNOMAH COUNTY, OREGON
AND
MULTNOMAH COUNTY EMPLOYEES
UNION LOCAL 88
AFSCME, AFL-CIO**



**LABOR RELATIONS
501 SE HAWTHORNE BLVD., SUITE 300
PORTLAND, OR 97214
PHONE: 503-988-5015
FAX: 503-988-3009**

This document is available in accessible format upon request

TABLE OF CONTENTS

ARTICLE 1 Preamble	1
ARTICLE 2 Definitions	2
I. Countywide Seniority	2
II. Days	2
III. Department	2
IV. Full-Time Employee	2
V. FTE, or Full-Time equivalency.....	2
VI. Job Class Seniority	2
VII. Job Sharing	3
VIII. Limited Duration Employee	3
IX. On-Call Employee.....	4
X. Part-Time Employee	5
XI. Initial Trial Service Employee	5
XII. Promotional Trial Service Employee	5
XIII. Regular Employee	6
XIV. Temporary Employee	6
ARTICLE 3 Recognition	7
I. Definition of the Bargaining Unit.....	7
II. Disputes Concerning Existing Classifications or Positions in Section I above	7
III. Disputes Concerning Newly Created Classifications or Positions	8
IV. Disputes Concerning Compensation for Classifications or Positions allocated to the bargaining unit pursuant to II or III above	8
V. Temporary List	8
VI. Certification of Union Officers.....	8
ARTICLE 4 Management Rights	9
ARTICLE 5 Union Security, Representation, and Business	10
I. Rights of Bargaining Unit Employees.....	10
II. Union Security and Check-off.....	10
A. Deduction of Union Dues	10

TABLE OF CONTENTS

B. AFSCME PEOPLE Deductions.....	11
C. Defense and Indemnification of the County	11
III. Union Representation	12
A. Contract Negotiations.....	12
B. Employee Relations Committee Meetings.....	12
C. Grievances and Contract Administration.....	12
D. Communication with Bargaining Unit Members	13
E. Union Business.....	14
F. Union Business Leave – Employment Status.....	16
G. Visits by Union Representatives.....	16
IV. Technology, the Union and the Work Place.....	16
ARTICLE 6 No Strike or Lock Out.....	17
I. No Strike.....	17
II. Crossing of Picket Lines	17
III. Employee Disciplinary Action	17
IV. No Lockout.....	17
V. Informational Picketing	17
ARTICLE 7 Holidays	19
I. Holidays.....	19
A. Recognized and Observed Holidays	19
B. Hours of Paid Leave on Observed Holidays	20
C. Saved Holidays	20
II. Holiday Observance.....	21
A. Full-Time Employees Working Five Consecutive Work Days per Week.....	21
B. Full-Time Employees Working Fewer Than Five (5) Work Days per Week.....	21
C. Part-Time Employees.....	21
D. Leave	21
III. Holiday Pay	21
IV. Holiday During Leave	22
ARTICLE 8 Vacation Leave.....	23

TABLE OF CONTENTS

I.	Accrual	23
II.	Table of Vacation Accrual Rates	23
III.	Charging.....	23
IV.	Payoff Upon Termination or Death.....	24
V.	Use and Scheduling of Accrued Vacation.....	24
VI.	Use of Accrued Vacation for Sick Leave and Other Purposes.....	24
VII.	Use of Accrued Vacation for Emergencies and Preventative Health Care.....	24
	A. Use of Emergency Leave and Preventative Health Care Leave	24
	B. Emergency Leave	24
	C. Preventative Care	24
	D. Misuse and Failure to Properly Report.....	24
	ARTICLE 9 Sick Leave, Fitness for Duty and Disability Insurance	26
I.	Paid Sick Leave	27
	A. Definition and Allowable Use	27
	B. Accrual	27
	C. Reporting of Sick Leave.....	27
	D. Use of Sick Leave During Leave	27
	E. Time Charging for Sick Leave.....	27
II.	Use and Misuse of Leave for Sick Leave Purposes	28
	A. Counting Against FMLA, OFLA Entitlements	28
	B. Legitimate Use.....	28
	C. Sequencing of Leaves.....	30
	D. Limitations on the Use of Leave Without Pay in Lieu of Sick Leave	30
	E. Use of Paid Leave in Counting FMLA/OFLA Eligibility	31
III.	Fitness for Duty	31
IV.	Disability Insurance and Catastrophic Leave.....	32
	A. Disability Insurance	32
	B. Catastrophic Leave Program	32
V.	Reinstatement of Sick Leave Accruals.....	32
	ARTICLE 10 Other Leaves	34
I.	Unpaid Leaves of Absence.....	34

TABLE OF CONTENTS

A.	Use of Leave	34
B.	Failure to Return from Leave	34
II.	Judicial Leave	34
A.	Jury Duty.....	35
B.	Subpoenas.....	35
C.	Merit System Council Hearings	35
III.	Military Leave	35
IV.	Bereavement Leave.....	35
V.	Personnel Examinations/Interviews	36
VI.	Immigration and Citizenship Leave	37
ARTICLE 11 Health and Welfare		38
I.	Medical and Dental Benefits.....	38
A.	Definitions and Contributions Toward Benefit Plan Premiums	38
B.	Health Care Plan Changes During the Term of Agreement	41
C.	Premium Calculations	42
D.	Employee Contribution.....	42
E.	Opt-Out of Medical Plan Benefits	42
F.	Successor Plans and Carriers.....	43
G.	Premium Reimbursement for Part-Time Employees	43
H.	Retirees	45
I.	Default Enrollment	45
J.	Eligible Dependents (Enrollment & Termination of Enrollment)	46
K.	When Benefits Coverage Begins and Ends	49
II.	Other Benefits	51
A.	Flexible Spending Accounts.....	51
B.	Life Insurance	51
C.	Emergency Treatment.....	52
D.	Disability Insurance	52
E.	Long-Term Care	52
ARTICLE 12 Workers' Compensation and Supplemental Benefits		53
I.	Coverage.....	53

TABLE OF CONTENTS

II.	Seniority	53
III.	Probationary Employees.....	53
IV.	Supplemental Benefits.....	53
V.	Denied Claims.....	54
VI.	Benefits	54
VII.	Borrowing of Sick Leave	55
ARTICLE 13 Work Schedules		56
I.	Posting of Work Schedules	56
II.	Right to Compensation for Regularly Scheduled Hours.....	56
	A. Regularly Scheduled Hours.....	56
	B. Inclement Weather and Disasters	56
III.	Work Days and Days Off	58
	A. Scheduling Requirements.....	58
	B. Changing Scheduled Days of Work and Days Off	59
IV.	Scheduling the Work Day	60
	A. Normal Work Day	60
	B. Breaks.....	61
	C. Meal Periods.....	61
	D. Clean Up Time	62
V.	Flexible Work Schedules	63
	A. Exceptions to the Requirements of This Article.....	63
	B. Employee Requests for Substitution of Hours Within a Work Week	63
	C. Changes in Work Schedules - Review and Approval of Schedule Requests	63
VI.	Job Sharing	63
VII.	Telework Agreements.....	64
VIII.	Uniform Time Charging Provisions.....	65
	A. Rounding Rule.....	65
	B. Applications	65
ARTICLE 14 Compensation		66
I.	Wage Adjustments.....	66
	A. July 1, 2020	66

TABLE OF CONTENTS

B.	July 1, 2021	66
C.	Market Adjustments for Selected Classifications	66
D.	Reopener Provisions for Market Adjustments.....	68
E.	Funding and Amount of Increase.....	68
F.	Compensation Plan	68
II.	Pay Periods.....	69
III.	Work Outside of Regularly Scheduled Hours/Days	69
	A. Reporting to Work After Hours/Scheduled Day Off	69
	B. Receiving Work Telephone Calls at Home.....	71
	C. Off Duty Telephone/Computer Work at Home	71
	D. Cancelled Court Appearance on Day Off.....	71
IV.	Overtime.....	71
	A. Regular Overtime	71
	B. Double Time	72
	C. Overtime Administration.....	72
V.	Shift Differential.....	74
	A. Payment of Shift Premiums.....	74
	B. Inclusion of Shift Differentials in Wages	76
VI.	Auto Allowance and Compensation	76
VII.	Deferred Compensation Plan	76
VIII.	Overpayments and Payments in Violation of Contract.....	76
	A. Unauthorized Overpayments	76
	B. Payments in Error.....	77
	C. Repayment to the County	77
	D. Repayment to the Employee	77
IX.	On-Call Pay.....	77
	A. Voluntary On-Call.....	77
	B. Involuntary On-Call (FLSA Exempt)	77
	C. Involuntary On-Call (FLSA Non-exempt).....	78
X.	Waiver of State Overtime Requirements.....	78
XI.	Bilingual Pay	78
XII.	Culturally-Specific Knowledge, Skills and Abilities Positions Compensation	79
XIII.	Inclement Weather Essential Assignment Compensation.....	79

TABLE OF CONTENTS

XIV.	Maintenance of Mandatory License/Certifications	79
ARTICLE 15 Classifications and Pay Ranges		80
I.	Wage Schedule.....	80
II.	Step Placement and Anniversary Dates	80
	A. New Employees and Rehires.....	80
	B. Step Increases.....	80
	C. Promotion	80
	D. Demotion	82
	E. Transfer.....	82
	F. Reclassification.....	83
	G. Reinstatement	84
	H. Special Pay Adjustments	84
III.	Temporary Work in a Higher Classification.....	84
	A. Work Out of Class	84
	B. Temporary Appointments.....	85
IV.	Reclassification	86
	A. Definition.....	86
	B. Procedure	87
	C. Resolution of Reclassification Disputes	87
V.	Pay Adjustments	87
VI.	Establishing Wage Rates for New Classifications	87
	A. Method of Determining Wage Rates.....	87
	B. Resolution of Disputes Concerning Wage Ranges Assigned to New Classifications	88
VII.	Market Adjustments	88
VIII.	Qualified Arbitrator	89
ARTICLE 16 Pensions		90
I.	PERS Membership	90
II.	Sick Leave in Application to Final Average Salary (PERS).....	90
III.	PERS Pick-Up.....	90
IV.	OPSRP Employer Pick-Up	90

TABLE OF CONTENTS

V.	Pension Stability Account Diversion Replacement	91
VI.	Retiree Medical Insurance.....	91
	A. Definitions	91
	B. Right to Participate	91
	C. Choice of Plan	92
	D. Retiree Responsibilities	92
	E. Eligibility for County Payment of One Half of Premium.....	92
	F. Eligibility for Medicare.....	93
	G. Part-Time Pro-rating	93
	H. Requirement to Continuously Participate	93
	I. State and Federal Tax Offset	93
	ARTICLE 17 Disciplinary Action	94
I.	Forms of Discipline for Cause and Notice Requirements.....	94
II.	Definition of Cause.....	94
III.	Appeal Rights.....	94
	A. Written Reprimand	94
	B. Reduction in Pay, Demotion, Suspension, or Dismissal	94
	C. Other	94
IV.	Manner of Accomplishing Reprimands	95
V.	No Abridgement of Rights	95
	ARTICLE 18 Settlement of Disputes.....	96
I.	Purpose	96
II.	Filing a Grievance	97
III.	The Steps of the Grievance Procedure.....	97
	A. Step 1. The Immediate Supervisor	98
	B. Step 2. The Department Director.....	98
	C. Step 3. Labor Relations	98
	D. Step 4. Arbitration	99
	E. Content of Grievances and Responses.....	99
IV.	Representation of Employees	99
	A. The Union as Exclusive Representative.....	99

TABLE OF CONTENTS

B. Stewards.....	100
V. Unfair Labor Practices	101
ARTICLE 19 Modification of Work Performed by the Bargaining Unit	102
I. Contracting.....	102
A. Limitations on Contracting.....	102
B. Meeting with the Union.....	102
C. No Interference with Contract	103
II. Intergovernmental Agreements	103
III. Rights and Benefits of Employees Involved in Consolidation, Merger, and Acquisition of Positions.....	103
IV. Volunteers	103
ARTICLE 20 Workload and Standards	104
I. Workloads and Standards	104
II. Employee Development and Training	104
III. Performance Evaluation	105
IV. Organizational Excellence	105
A. Joint Training	105
B. Employee Participation and Teams	105
ARTICLE 21 Seniority and Layoff	107
I. Definitions.....	107
A. Layoff	107
B. Continuous Service	107
C. Bumping	107
D. Equivalent Classification	107
E. Classification Previously Held.....	107
F. Regular Employee	10
G. Regular Position.....	108
H. Lateral Classification	108
I. Affected by Layoff	108
J. Regular Appointment	108

TABLE OF CONTENTS

II.	Seniority	108
	A. Seniority will be determined as follows.....	108
	B. In computing seniority for regular employees, the following factors will be taken into account	108
III.	Layoff Rules	109
	A. Reassignment of Regular Employees During a Layoff	109
	B. Voluntary Layoff, Bumping, or Reduction in Hours	110
	C. Non-Regular Employees during a Layoff	110
	D. Layoff Processing for Employees on a Leave of Absence Without Pay	111
	E. The Bumping Process.....	112
IV.	Notice and Recall List.....	115
V.	Recall.....	117
VI.	Seniority Application	117
VII.	Posting Process	118
	A. Seniority List Posting.....	118
	B. Seniority List Appeals.....	118
VIII.	Seniority of and Bumping by Non-Bargaining Unit Employees and Other Bargaining Units	119
IX.	Special Provisions to Save Employees From Layoff - Project Save	119
	ARTICLE 22 Shift and Work Assignment	120
I.	Vacancy.....	120
II.	Temporary and Short Term Work Assignments	120
	A. Ninety Days or Less (Short Term Assignments) and Employee Rotation Plans	120
	B. Six Months or Less (Temporary Assignments)	120
III.	Regular Shift/Work Assignment	121
IV.	Transfers	121
V.	Trial Service Periods.....	122
VI.	Training Positions	122
	A. Vacancies	122
	B. Recruitment of Trainees.....	123
	C. Eligibility.....	123
	D. Compensation During Training Program.....	123

TABLE OF CONTENTS

E. Completion of Training Program	123
F. Termination of the Training Program	124
VII. Hiring and Promotion Processes	124
VIII. Work Unit and Work Assignment Determination and Specification	125
A. Departmental Determination	125
B. Listing of Units	125
ARTICLE 23 Personnel Rules and Records	126
I. Personnel Rules	126
II. Personnel Records and Information	126
A. Definition	126
B. Access to Personnel File Materials	126
C. Removal of File Materials	126
ARTICLE 24 General Provisions	128
I. No Discrimination	128
A. Contractually Prohibited Discrimination	128
II. Legally Prohibited Discrimination	128
A. Prejudicial Acts Prohibited	128
B. Sexual Harassment Prohibited	128
III. County Complaint Procedure	128
V. Rules	129
V. Changes in Existing Conditions	128
VI. Uniforms and Protective Clothing	130
A. Application to Employees Generally	130
B. Coveralls and Boots	130
VII. Loss of Personal Property	130
A. Procedure for Advancing Claims	130
B. Exclusion of Personal Vehicles	131
C. Bed Bugs	131
VIII. Sustainability in the Workplace	131
ARTICLE 25 Savings Clause and Funding	132

TABLE OF CONTENTS

I. Savings Clause 132

II. Funding 132

ARTICLE 26 Entire Agreement..... 133

ARTICLE 27 Termination.....134

ADDENDUM A Classifications Included in the Bargaining Unit with Pay Ranges..... 136

I. Listing of Classifications 137

ADDENDUM B Lead Worker Assignment 145

I. Duties Defined..... 145

II. Assignment, Selection, Modification, and Termination..... 145

III. Pay 145

ADDENDUM C Premium Pay and Other Special Provisions 150

All Departments:..... 150

 I. Commercial Drivers License (CDL)..... 150

Health Department:..... 151

 I. Agreed Upon Variances 151

 II. Office of the Medical Examiner 152

Department of Community Services (DCS) and 152

Department of County Assets (DCA) 152

 I. Facilities and Property Management..... 152

 II. Transportation and Other Divisions..... 153

ADDENDUM D Emergency Conditions Provisions..... 156

I. Purpose 156

II. Agreement..... 156

ADDENDUM E Auto Reimbursements and Transit Subsidies 157

I. Auto Allowance 157

 A. Payment..... 157

TABLE OF CONTENTS

B. Incidental Use	157
C. Condition of Employment Use	157
D. Payment Rules for Alterations in Work Site	158
II. Incidental Parking	158
III. Tri-Met Pass.....	158
A. Statement of Purpose.....	158
B. Scope of Subsidy.....	158
C. Procedural Requirements	159
ADDENDUM F Department of Library Services Exceptions to General Contract	160
Article 7. Holidays	160
Article 13. Work Schedules.....	160
Article 14. Compensation.....	161
Article 15. Classification and Pay Ranges	161
Article 22, Shift and Work Assignment.....	162
Addendum B. Short Term Lead Worker Assignment and Pay	162
ADDENDUM G Department of Community Justice	163
I. Scheduling	163
II. Shift Bidding for 24-hour, Seven-Day Operations.....	163
A. Annual Bidding	163
B. Vacancies Following Annual Shift Bid	163
III. Vacation Requests for 24-hour, Seven-day Operations.....	164
IV. Holidays.....	164
V. Mixed Shifts.....	164
VI. Community Works Leader	164
VII. Recognizance Unit.....	165
ADDENDUM H Drug and Alcohol Policy	166
I. Drug Free Workplace Act	166
II. Holders of Commercial Drivers Licenses	166
III. Alcohol and Drug Policy Work Rules and Discipline	166
A. Conduct Warranting Discipline.....	166

TABLE OF CONTENTS

B. Work Rules	166
C. Levels of Discipline	169
D. Mandatory Assessment and Treatment	170
E. Return to Work Testing	170
IV. Testing.....	170
A. Basis for Testing.....	170
B. Establishing Reasonable Suspicion.....	171
C. Testing Methodology.....	172
V. Definitions.....	173
A. Alcohol	173
B. Controlled Substance.....	173
C. County	173
D. Drug Paraphernalia	173
E. Drug Test.....	173
F. Drugs.....	174
G. Medical Review Officer (MRO)	174
H. On Duty.....	174
I. Prescription Medication	174
J. Reasonable Suspicion of Being Under the Influence of Drugs or Alcohol.....	174
K. Substance Abuse Professional (SAP)	174
L. Under the Influence of Alcohol	174
M. Under the Influence of Drugs	174
VI. Sample Last Chance Agreement	174
ADDENDUM I Office of the Sheriff (MCSO)	178
I. Sign-Up	178
A. Vacation.....	178
B. Shift and Vacancy	178
II. Shift Trades (Time Exchanges).....	179
III. Uniforms.....	180
IV. Overtime and Double Time	180
ADDENDUM J School Based Employees	181

TABLE OF CONTENTS

ADDENDUM K Limited Duration Appointments	187
ADDENDUM L On-Call and Temporary Employees.....	191
INDEX.....	199

A G R E E M E N T

Between

MULTNOMAH COUNTY, OREGON

and

MULTNOMAH COUNTY EMPLOYEES UNION

LOCAL 88, AFSCME, AFL CIO

ARTICLE 1

PREAMBLE

This Agreement is entered into by Multnomah County, Oregon, hereinafter referred to as the County, and Local 88, of the American Federation of State, County and Municipal Employees, AFL CIO, hereinafter referred to as the Union.

The purpose of this Agreement is to set forth those matters pertaining to rates of pay, hours of work, fringe benefits, and other matters pertaining to employment consistent with the County's and Union's mutual objective of providing ever improved efficient, effective, and courteous services to the public of Multnomah County.

Except as otherwise required by law, regulation, or grant provisions, the parties agree as follows:

ARTICLE 2
DEFINITIONS

1

2

3

4 **I. Countywide Seniority**

5 Includes the continuous, cumulative time spent in all the represented positions an
6 employee has held and is used to determine layoff, bumping, and recall rights. Seniority is
7 calculated using the rules found in Article 21.II.b.

8 **II. Days**

9 For the purposes of this Agreement, "days" means "calendar days" unless otherwise
10 specified.

11 **III. Department**

12 A "Department" is any organization so deemed by the Board of County Commissioners.
13 The Office of the Sheriff and the Office of the District Attorney shall also be deemed
14 Departments for purposes of this Agreement. Non-departmental employees currently assigned
15 to the Office of the Chair shall be deemed in a department for purposes of this Agreement until
16 and if they are reorganized into a departmental structure. The Labor Relations Manager shall
17 be deemed "Department Director" for any functional purpose of this Agreement for such
18 employees.

19 The County shall notify the Union no later than thirty (30) days prior to the effective date
20 of creation of a new Department of the title of the new Department and, if available, the name
21 of the new Department Director or Acting Director.

22 **IV. Full-Time Employee**

23 An employee regularly scheduled to work thirty-two (32) or more hours per week if on
24 an eight (8) hour per day schedule; or an employee regularly scheduled to work thirty (30) or
25 more hours per week if on a ten (10) hour per day schedule.

26 **V. FTE, or Full-Time Equivalency**

27 The number of hours an employee is normally scheduled to work per week divided by
28 forty (40). For example, the FTE for a forty (40) hour employee is 1.0; for a twenty (20) hour
29 employee, .5.

30 **VI. Job Class Seniority**

31 The total length of accumulated service within the affected job classification and its
32 equivalent within the County for purposes of shift and vacation bidding, transfers within

1 classification, and anniversary dates. Seniority is calculated using the rules found in Article
2 21.II.B. Additional Job Class Seniority rules are as follows:

3 **A.** All continuous, contiguous service on a temporary promotion shall count toward
4 seniority in the immediately previous classification, except in cases in which the promotion
5 becomes permanent immediately following the temporary appointment; in these cases, the
6 time will be counted toward the classification to which the employee is promoted.

7 **B.** Time spent on a Promotional Trial Service period that is not completed will count
8 toward the employee's previous classification, if any, unless such Promotional Trial Service
9 period was in a classification outside the Local 88 bargaining unit, then such time will not count
10 if such period is in excess of six (6) months. Time spent on a Transfer Trial Service period after
11 lateral transfer that is not completed will be counted toward the previous classification.

12 **C.** Time spent in an abolished classification that has a current equivalent will count
13 toward seniority in the equivalent classification.

14 **VII. Job Sharing**

15 Job sharing position means a full-time position that is held by two (2) employees on a
16 shared basis, thus each employee works .5 FTE.

17 **VIII. Limited Duration Employee**

18 **A.** Limited Duration appointments may be made for assignments of uncertain or
19 limited duration. Such appointments shall be for a stated period not exceeding two (2) years
20 but may expire earlier.

21 **B.** An employee in a Limited Duration assignment can be either a new-hire or an
22 existing regular-status employee who is scheduled on a full-time or part-time basis, and who
23 receives benefits and union representation per this agreement. New-hire Limited Duration
24 employees are excluded from layoff rights since his/her appointment from the outset is
25 determined to be time, task and work unit limited. New employees appointed under this section
26 will only accrue seniority pursuant to Article 21.II.B.6.

27 **C.** New-hire Limited Duration employees who have been employed for at least twelve
28 (12) months of continuous service and are hired into a regular status position in the same
29 classification and department as their original LDA position will serve a six (6) month period of
30 Initial Trial Service upon hire to determine the employee's suitability for continued employment,
31 such period to begin on the date of the employee's appointment to a regular position from a
32 certified list of eligibles.

1 **D.** New-hire Limited Duration employees who have been employed less than twelve
2 (12) months, but at least six (6) months, and are hired in the same classification and department
3 as their original Limited Duration position will serve an Initial Trial Service that is equal to the
4 balance of time between their date of hire into a regular status position and eighteen (18)
5 months after their date of hire as a Limited Duration employee.

6 **E.** New-hire Limited Duration employees who have been employed by the County for
7 less than six (6) months, or Limited Duration employees who are hired into a regular status
8 position in a different classification and/or different department than the classification and/or
9 department of their original Limited Duration position, shall serve a one (1) year period of Initial
10 Trial Service to determine the employee's suitability for continued employment, such period to
11 begin on the date of the employee's appointment to a regular position from a certified list of
12 eligibles.

13 **F.** A regular status employee that is working in a Limited Duration position and who is
14 promoted into the same classification as the Limited Duration position will serve a Promotional
15 Trial Service as described in Subsection XII below.

16 **G.** A regular status employee appointed to a limited duration appointment shall be
17 reinstated to a position in their former classification, looking first at vacancies and bump options
18 within the department in which the employee worked prior to the Limited Duration appointment
19 and then Countywide, for purposes of layoff or when the limited duration appointment ends.
20 Regular status employees will continue to accrue seniority as if in their regular assignment and
21 will appear on the annual seniority list in their base classification. Limited duration appointments
22 shall be made only with the agreement between the Union and Labor Relations.

23 **H.** A regular status employee appointed to a Limited Duration appointment in a non-
24 bargaining unit classification will continue to be represented by the Union and will be treated
25 the same as an employee temporarily appointed to a non-bargaining unit classification under
26 Article 15.III.B.2 except that their right of return will be consistent with Article 2.VIII.G.

27 **IX. On-Call Employee**

28 An employee whose appointment is intermittent, irregular or is normally less than half-
29 time is an on-call appointment. On-call appointments have no time limit. On-call employees
30 may be terminated at any time and have no appeal rights within the County except as required
31 under Addendum L.

1 **X. Part-Time Employee**

2 An employee regularly scheduled to work forty (40) hours or more during two work
3 weeks, but less than full-time.

4 **XI. Initial Trial Service Employee**

5 **A.** An employee serving a one (1) year period of Initial Trial Service to determine the
6 employee's suitability for continued employment, such period to begin on the date of the
7 employee's appointment to a regular position from a certified list of eligibles. During the period
8 of Initial Trial Service, the employee may be dismissed without recourse to the grievance
9 procedure if, in the opinion of the employee's supervisor, the employee's continued service
10 would not be in the best interest of the County. The length of an employee's Initial Trial Service
11 period may not be extended by a Memorandum of Agreement under the terms of Article 26,
12 unless the employee was absent from work for a period of forty-five (45) days or more previous
13 to the extension.

14 **B.** A Trial Service employee who is terminated for performance deficiency related to
15 knowledge, skills, or abilities in the final six (6) months of their Initial Trial Service period, and
16 who has not received at least one Performance Review in their first six (6) months of regular
17 status employment and at least one additional Performance Review sixty (60) days or more
18 after the first Review, shall be granted severance pay in the amount of two (2) weeks of base
19 pay at their FTE and schedule.

20 **XII. Promotional Trial Service Employee**

21 **A.** A regular employee serving a six (6) month period of Promotional Trial Service
22 upon promotion to determine the employee's suitability for continued employment in the
23 classification to which they were promoted, such period to begin on the date of the employee's
24 appointment to a higher classification from a certified list of eligibles. During the period of
25 Promotional Trial Service, the employee shall be returned to the classification and department
26 from which they were promoted, without recourse to the grievance procedure, if, in the opinion
27 of the employee's supervisor, the employee's continued service in the classification to which
28 they were promoted would not be in the best interest of the County. Subject to management
29 approval, the employee may elect to return to their previous Department and classification.

30 **B.** If a newly appointed employee is promoted during the employee's initial twelve
31 (12) month Trial Service period (hereinafter "Initial Probationary Period"), the employee's Initial
32 Trial Service period shall terminate twelve (12) months from the date the employee began work
33 in the classification from which they were promoted. The promotion has no effect on the Initial

1 Trial Service period. The Promotional Trial Service period extends six (6) months from the date
2 of the promotion or until the end of the Initial Trial Service period, whichever is later. During the
3 Initial Trial Service period, an employee may be terminated without just cause or appeal
4 regardless of promotion. If an employee is terminated from their promotional position after
5 completing their Initial Trial Service period, they have return rights to the classification from
6 which they were promoted unless dismissed for just cause.

7 **XIII. Regular Employee**

8 An employee who has passed the Initial Trial Service period in effect at the time of the
9 employee's appointment, and has been employed by the County continuously since passing
10 the Trial Service period. In addition, the following are deemed to be regular employees:

11 **A.** An employee who passed the initial one (1) year Trial Service period, terminated
12 employment, and has been reinstated.

13 **B.** A post-Trial Service employee who has been transferred to the County by
14 intergovernmental agreement under ORS 236.610 through 236.650.

15 **XIV. Temporary Employee**

16 An employee whose appointment is uncertain due to an emergency workload, absence
17 of an employee or because of a short-term need for a skill or ability. A temporary appointment
18 may be made for a period of up to six (6) months or one-thousand and forty (1040) hours within
19 the preceding twelve (12) months. A temporary employee who has already worked one-
20 thousand and forty (1040) hours may be appointed within the same twelve (12) month period
21 to another position typically by a different Department, following a break in County service
22 lasting fifteen (15) days or longer. A temporary employee may be re-appointed to a different
23 position when an unforeseen circumstance requiring the employee's services arises shortly
24 after the termination of one appointment, even when the break in service is limited. Temporary
25 employees may be terminated at any time and have no appeal rights within the County except
26 as required under Addendum L.

ARTICLE 3
RECOGNITION

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33

I. Definition of the Bargaining Unit

The County recognizes Local 88, AFSCME, hereinafter referred to as the "Union", as the sole and exclusive bargaining representative for the purpose of establishing salaries, wages, hours, fringe benefits, and working conditions for all employees in the County classified service as set forth in MCC Chapter 7 except those specifically excluded In Section I.A through E of this Article. This unit includes on-call and temporary employees described in Addendum L and shall be referred to as the "General Employees Unit". County employees who are excluded from the bargaining unit are:

A. Temporary employees except as provided in Addendum L. On-call employees whose appointment is intermittent, irregular or is normally less than half-time, except as provided in Addendum L. Employees certified to another bargaining unit

B. Supervisory and confidential employees as defined by ORS 243.650, and such others as mutually determined by the parties

C. Professional employees, limited to physicians, dentists, pharmacists, attorneys (including law clerks), and chaplains, or as mutually determined by the parties

D. Managerial and administrative employees, including employees not excluded as professional, confidential or supervisory as defined above, but employees who were determined to constitute a community of interest distinct from the bargaining unit as mutually determined by the parties, including: HR Technicians, HR Analyst 1s and 2s in Risk Management/Benefits; 1 Finance Specialist 2 in the Payroll unit; the HR Technician in DCM HR; the HR Technician in DCHS HR; the HR Technician in the Health Department HR; and 1 HR Analyst 2 in Risk Management/Worker’s Compensation.

E. Elected officials and their directly appointed staff.

II. Disputes Concerning Existing Classifications or Positions in Section I above

Except for the special provision for reviewing newly created, modified or existing classifications or positions, any challenges regarding the inclusion or exclusion of such classifications or positions shall be referred to the Oregon Employment Relations Board for determination.

1 **III. Disputes Concerning Newly Created Classifications or Positions**

2 In the event of disagreement as to the status of newly created or modified classifications
3 or positions, determination of status shall be in accordance with unit clarification procedures as
4 provided by Oregon law. To minimize the possibility of such disputes, when a new non-
5 bargaining unit classification is created, or when a new position is exempted from a
6 classification otherwise represented by the Union, written notice will be sent to the Union to
7 include the reason for exemption.

8 **IV. Disputes Concerning Compensation for Classifications or Positions Allocated to**
9 **the Bargaining Unit Pursuant to II or III above**

10 Should a new classification be allocated to the bargaining unit, and the parties are
11 unable to mutually agree on the compensation for the classification such dispute shall be
12 resolved pursuant to the provisions of Article 15.

13 **V. Temporary List**

14 The County shall, on a monthly basis, provide the Union with a list of temporary and on-
15 call employees setting forth the job title, rate of pay, organization code, and date of hire and
16 such other relevant information as may be reasonably obtained from the County's personnel
17 database.

18 **VI. Certification of Union Officers**

19 The President of Local 88, or their designee, shall on a quarterly basis, provide the
20 County with a written list of the current Union officers and Stewards responsible for contract
21 administration.

ARTICLE 4

MANAGEMENT RIGHTS

1
2
3
4
5
6
7
8
9
10
11

The County shall retain the exclusive right to exercise the customary functions of management including, but not limited to, directing the activities of the departments, determining the levels of service and methods of operation and the introduction of new equipment; the right to hire, layoff, transfer and promote; to discipline or discharge for cause, the exclusive right to determine staffing, to establish work schedules and to assign work, and any other such rights not specifically referred to in this Agreement. Management rights, except where abridged by specific provisions of this Agreement or general law, are not subject to the grievance procedure.

ARTICLE 5**UNION SECURITY, REPRESENTATION AND BUSINESS****I. Rights of Bargaining Unit Employees**

Employees shall have the right to self-organize, to form, join or assist labor organizations or to refrain therefrom, to bargain collectively through representatives of their own choosing, and there shall be no discrimination exercised against any employee covered by this Agreement because of the employee's membership or Union activities.

II. Union Security and Check-off**A. Deduction of Union Dues****1. Amount deducted each payroll period:**

The County agrees to deduct each payroll period from the pay of employees covered by this Agreement in accordance with the terms of the contract between the employee and the Union, one half (.5) of the current monthly Union membership dues of those Union members who individually request such deductions in writing on the form provided by the Union.

3. Authorization and certification of dues:

Deduction of membership dues must be authorized in writing on the form provided by the Union. The amount to be deducted for dues and Fair Share Service Fees shall be certified in writing to the County by the Union President or their designee. The aggregate of all deductions shall be remitted, together with an itemized statement, to the Treasurer of the Union at an address certified to the County in writing by the Union President or their designee, within five (5) working days after it is withheld or by such time as the parties mutually agree in writing.

4. Appointment to excluded positions:

Deductions for Union dues shall cease beginning with the pay period following an employee's regular appointment to a position which is excluded from the bargaining unit.

5. Monthly listing of new and terminated employees:

The County agrees to furnish the Union by the 10th of each month a listing of the following:

a. All new bargaining unit employees hired during the previous month and of all employees who terminated during the previous month. Such listing shall contain the

1 names of the employees, along with their department, division and section, job classification,
 2 base pay, date of birth, full-time/part-time status, number of scheduled hours, County and
 3 Classification seniority dates, work phone number and email address, work location, and home
 4 mailing address.

5 **b.** All bargaining unit members. Such listing shall contain the names
 6 of the employees, along with their department, division and section, job classification, base
 7 pay, date of birth, fulltime/part-time status, number of scheduled hours, County and
 8 Classification seniority dates, work phone number and email address, work location and home
 9 mailing address.

10 **c.** All bargaining unit members who are fair share. Such listing shall
 11 contain the names of the employees, department, division and section, job classification,
 12 County and Classification seniority dates, work phone number and email address, and work
 13 location.

14 **d.** Listing of all other County employees. Such listing shall contain the
 15 names of the employees, department, division and section, and job classification.

16 **e.** The County shall provide a monthly report to the Union containing
 17 an accounting of the hours worked by each on-call employee for the month.

18 **6. Retiree Notice:**

19 The County agrees to provide a monthly report to the Union containing the
 20 names of former Local 88-position holding employees who have retired from the County in the
 21 previous month.

22 **B. AFSCME PEOPLE Deductions**

23 To the extent allowable by law, employees may authorize payroll deductions for
 24 the AFSCME PEOPLE (Public Employees Organized to Promote Legislative Equality) by
 25 submitting the form provided by the Union to Central Payroll. The County agrees to provide the
 26 Union by the tenth (10th) of each of month a listing of employees that are making PEOPLE
 27 contributions and amount deducted per employee.

28 **C. Defense and Indemnification of the County**

29 The Union agrees that it will indemnify, defend and hold the County harmless
 30 from all suits, actions, proceedings or claims against the County or persons acting on behalf of
 31 the County, whether for damages, compensation, reinstatement, or any combination thereof,
 32 arising out of application of "Section II" of this Article. In the event any decision is rendered by
 33 the highest court having jurisdiction that any portion of "Section II" is invalid and/or that

1 reimbursements must be made to any employees affected, the Union shall be solely
2 responsible for such reimbursements.

3 **III. Union Representation**

4 **A. Contract Negotiations**

5 1. The Union's Negotiating Team shall consist of not more than ten (10)
6 members, nine (9) of whom may be employees. County employees participating in such
7 negotiations will be allowed to do so without loss of pay. The Union and County may mutually
8 agree to a different number of negotiating team members, appointing an equal number of
9 representatives from labor and management.

10 2. Observers and/or working staff sponsored by the Union or County may be
11 in attendance with the negotiating teams. Such attendance for the Union by a bargaining unit
12 employee shall be on the employee's own time, unless otherwise mutually agreed.

13 3. Resource people may be called upon to make statements and answer
14 questions at the negotiating meetings, but will not be permitted to be present after their
15 statement and any questions are concluded. Such attendance for the Union by a bargaining
16 unit employee shall be on the employee's own time unless otherwise mutually agreed.

17 4. Prior to negotiations, representatives of the County's and the Union's
18 Negotiating Teams will jointly establish any other necessary general negotiating ground rules.

19 5. The County shall print enough copies of this Agreement for all employees
20 in the bargaining unit. The County shall provide an electronic copy of the Agreement to the
21 Union and post it to the County intranet and internet websites.

22 **B. Employee Relations Committee Meetings**

23 To promote harmonious relations and to provide internal communications, the
24 Union and the County will maintain an Employee Relations Committee consisting of a
25 bargaining unit and a management representative from each department, an AFSCME
26 representative, and representatives from the County Labor Relations Division. The Committee
27 will establish regular quarterly meetings during normal working hours and will so schedule such
28 meetings as far as practical to avoid disruptions and interruptions of work. Employees attending
29 such meetings shall do so without loss of pay. The Committee shall discuss any matters
30 pertinent to maintaining good employer employee relationships.

31 **C. Grievances and Contract Administration**

32 The Union is the exclusive representative of bargaining unit employees with
33 respect to conditions of employment governed by this Agreement under the State of Oregon

1 Public Employees Collective Bargaining Act. (See Article 18, "Section IV.A" on attorneys and
2 on the role of Stewards in processing grievances.)

3 **D. Communication with Bargaining Unit Members**

4 **1. Bulletin boards**

5 The County agrees to furnish and maintain suitable bulletin boards in
6 convenient places in each work area to be used by the Union. The Union shall limit its postings
7 of notices and bulletins to such bulletin boards. All postings of notices and bulletins by the
8 Union shall be factual in nature and shall be signed and dated by the individual doing the
9 posting.

10 **2. Use of county computers for E-Mail and internet connections related**
11 **to Union business**

12 **a.** County communication systems may be used for Union business
13 involving electronic communications or internet connections in the following circumstances, but
14 only when such use is also in conformance with the other requirements of this Agreement,
15 specifically to include the provisions of Article 18, "Section IV.B.2.a", which require that
16 Stewards make every effort to avoid disruptions and interruptions of work.

17 **i.** When such use is de minimis and incidental, such as
18 arranging a meeting with a fellow shop Steward or the Staff Representative, or for accessing
19 an electronic copy of the union contract.

20 **ii.** For the purpose of conducting an investigation of a
21 grievance, such as individual inquiries to co-workers.

22 **iii.** For the purpose of interacting with the County's
23 representatives concerning Union-County business, such as setting dates for County-Union
24 meetings, making inquiries regarding grievances, etc.

25 **iv.** On the employee's own time, for the purposes of utilizing a
26 link on the Commons, or its successor, to reach a Union internet site. Any use of such sites will
27 comply with County Personnel Rules and shall exclude blogging, use of chat rooms, instant
28 messaging or other live person-to-person electronic communication, and political activities as
29 prohibited by law.

30 **v.** For authorized Union officials only, and on such employee's
31 own time, for the purpose of posting messages on the internet site provided for in (4) above.

32 **vi.** The Local 88 President or designee may use the County's
33 electronic communication systems for the purpose of communicating with Local 88 members.

1 All such communications shall comply with County Personnel Rules. Communications that are
 2 sent to employees within a single Department shall be approved by the Department Director or
 3 designee prior to distribution. Communications that are distributed to employees in more than
 4 one Department shall be approved by the Director of Central Human Resources or Labor
 5 Relations prior to distribution. Examples of such communications may include, but are not
 6 limited to: meeting announcements; Union elections and ratification votes; Union appointments;
 7 bargaining updates prior to impasse; seniority lists; and miscellaneous surveys.

8 **b.** The uses cited in “Subsection a” above may continue only to the
 9 extent that they are at no additional cost to the County, and are contingent on the continued
 10 use of the cited computers, internet connection, intranet connection, etc. for other County
 11 purposes. The content of any and all communications using the County computer system is
 12 not privileged and may be subject to County review.

13 **c.** Access to Multco Commons by any individual outside the County
 14 raises major issues of policy related to privacy, security and cost. Therefore, the Union
 15 business agent may have such access only if:

16 **i.** Access is approved by the County’s Chief Information
 17 Officer, and subject to restrictions imposed by him or her; and

18 **ii.** All costs associated with making access available and with
 19 maintaining it are borne by the Union.

20 **E. Union Business**

21 There are three forms of time coding for Union Business.

22 **1. Union Business Time (County Paid Time):**

23 Union Business Time that is considered County Paid Time includes
 24 functions that are considered County/Union joint functions such as negotiations; committees
 25 that are joint County/Union committees such as labor/management committees, Benefits
 26 Committee, Compensation Committee; provide information regarding a collective bargaining
 27 agreement to newly hired employees at employee orientations or at any other meetings that
 28 may be arranged for new employees; testify in a legal proceeding in which they have been
 29 subpoenaed as a witness; duties as a Steward as defined in this agreement and such other
 30 Union Business Time (County Paid) that are mutually agreed between the parties. County
 31 employees participating in such activities will be allowed to do so without loss of compensation,
 32 seniority, leave accrual or any other benefits.

33 **2. Union Business Time (Union Reimbursable Time):**

1 **a.** Any bargaining unit member selected by the Union to participate in
2 a Union activity as defined below shall be considered in Union Business (Union Reimbursable
3 Time) status and shall be granted such paid time not to exceed twenty (20) working days per
4 fiscal year, per member. An additional sixteen (16) working days of paid Union Reimbursable
5 Time leave shall be granted upon request to any elected Union delegate selected to attend
6 official AFL-CIO or other certified AFSCME activities. Additional paid time may be granted by
7 mutual agreement of the parties. County employees on approved Union Business Time (Union
8 Reimbursable) will be allowed to do so without loss of compensation, seniority, leave accrual
9 or any other benefits.

10 **b.** Union Business (Union Reimbursable Time) addressed in this
11 section would pertain to such activities as contract administration – such as time to cover for
12 staff replacement, time to attend training conferences such as arbitration/grievance training;
13 and time off to prepare for negotiations; Officers/Delegates Duties – such as attending
14 AFSCME International Convention, Oregon AFSCME Council 75 convention, AFL-CIO
15 Convention; Conferences/Other – Women’s Convention, appointment to AFSCME or other
16 Union Board seat or committee; and other mutually agreed activities that would qualify for
17 Union Business (Union Reimbursable Time).

18 **c.** Written notice of such time away from work shall be given to the
19 affected employee’s immediate supervisor and to the County Labor Relations Manager five (5)
20 working days in advance. The Union will make every effort to avoid disruptions of work. The
21 Union shall reimburse the County for one hundred percent (100%) of the affected employees
22 salary and fringe benefits (including pro-rata cost of workers’ compensation premiums, but
23 excluding indirect administration or overhead charges) for straight time spent on Union
24 activities conducted during regularly scheduled working hours. The County shall submit a
25 monthly statement to the Union itemizing the amount of the Union’s reimbursement obligation,
26 and may directly withdraw the amount required from a fund maintained with the County. Funds
27 for this purpose shall be maintained in a separate interest-bearing account with an initial
28 balance of twenty-two thousand dollars (\$22,000) to be replenished within ten (10) days upon
29 notice from the County Labor Relations Manager whenever the amount falls below two
30 thousand five hundred dollars (\$2,500). If the County incurs liability arising from the activities
31 of a member engaged in Union Business during such reimbursed time, the Union further agrees
32 to reimburse the County for losses caused by such activities, to the extent that such losses are
33 attributable to the acts of the employee receiving continued compensation pursuant to this

1 section. In the event of a dispute over the causation or amount of loss attributable to the actions
2 of Union agents, the parties agree to arbitrate such dispute under Article 18.III step 4, unless
3 such arbitration is inconsistent with the provisions of any applicable third-party insurance
4 indemnification agreement, or unless binding arbitration might jeopardize the availability of
5 coverage by a third-party insurer. County employees participating in such activities will be
6 allowed to do so without loss of pay.

7 **3. Union Business (Unpaid) Leave:**

8 Employees selected by the Union for such activities that are considered
9 political activities including political training, conferences, committees, or appointments, and
10 time off to work on an election race are considered Union Business (Unpaid) Leave. Employees
11 requesting such time off under this section would be governed by the notice requirements and
12 time limits, unless mutually agreed otherwise, of Union Reimbursable Time.

13 **F. Union Business – Employment Status**

14 1. During Union Reimbursable Time, the employee shall not be eligible for
15 County Workers' Compensation benefits arising out of an injury or illness occurring during the
16 leave from the County.

17 **G. Visits by Union Representatives**

18 The County agrees that accredited representatives of the American Federation
19 of State, County and Municipal Employees, AFL CIO, whether local Union representatives,
20 Staff Representatives, or International representatives, upon reasonable and proper
21 introduction, shall have reasonable access to the premises of the County at any time during
22 working hours to conduct Union business. The Union agrees that such visits will cause no
23 disruptions or interruptions of work.

24 **IV. Technology, the Union and the Work Place**

25 The use of information technology in the work place will be consistent with federal and
26 state laws, County policies and rules for public records, ethics and conduct of employees, and
27 Multnomah County Personnel Rules, including but not limited to, rules 3-35 Use of Information
28 Technology, 3-36 Social Media, and 3-37 Cellular Devices.

ARTICLE 6

NO STRIKE OR LOCKOUT

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33

I. No Strike

No employee covered by this Agreement shall engage in any work stoppage, slowdown, picketing, or strike at any County facility or at any location where County services are performed during the life and duration of this Agreement. If any such work stoppage, slowdown, picketing, or strike shall take place, the Union will immediately notify such employees so engaging in such activities to cease and desist, and it shall publicly declare that such work stoppage, slowdown, picketing, or strike is in violation of this Agreement and is unauthorized.

II. Crossing of Picket Lines

Employees in the bargaining unit, while acting in the course of their employment, shall not refuse to cross any picket line established by any labor organization when called upon to cross such picket line in the line of duty. It is understood, however, that no employee shall be disciplined or discharged for refusal to cross a picket line:

A. when directed to perform work which does not properly fall within the scope and jurisdiction of this bargaining unit; or

B. when the employee has attempted to cross the picket line, contacted the supervisor requesting assistance in passage through the picket line, and such assistance was not provided.

III. Employee Disciplinary Action

Any employee engaging in any activity in violation of this Article shall be subject to disciplinary action, including discharge, by the County without application of the grievance procedure of this Agreement, unless "Section II.A." or "Section II.B." above is applicable.

IV. No Lockout

There will be no lockout of employees in the unit by the County as a consequence of any dispute arising during the life and duration of this Agreement.

V. Informational Picketing

A. Nothing in this Article shall be construed to prohibit informational picketing. Such informational picketing shall not stop and/or disrupt work of County employees and officials at any time, and picketing shall be prohibited in all County owned, rented or leased facilities and County meetings, including but not limited to Multnomah County Board Rooms/Meetings and County offices.

- 1 **B.** Employees engaged in informational picketing shall be subject to the work rules
- 2 of the County organization to which they are assigned.

ARTICLE 7

HOLIDAYS

I. Holidays

A. Recognized and Observed Holidays

The following days shall be recognized and observed as paid holidays (subject to "Section B" below):

1. Any day so declared by the Board of County Commissioners, the District Attorney, and the Sheriff.

2. New Year's Day (January 1st)

3. Dr. Rev. Martin Luther King Jr.'s Birthday (3rd Monday in January)

4. Presidents' Day (3rd Monday in February)

5. Memorial Day (last Monday in May)

6. Juneteenth (June 19th)

7. Independence Day (July 4th)

8. Labor Day (1st Monday in September)

9. Veterans' Day (November 11th), except for Library employees.

10. Thanksgiving Day (4th Thursday in November)

11. Christmas Eve Day - **Library employees only**. (See Addendum F for the dates on which the Christmas and New Year holidays will be observed by the Library Department.)

12. Christmas Day (December 25th) or, with approval of the supervisor, this day may be traded for any other holiday during the fiscal year, provided the employee uses paid leave for or works on December 25.

13. Eight (8) hours to be used for any religious or floating holiday during the fiscal year, provided the employee gives two (2) weeks notice and has the consent of the employee's supervisor. If the supervisor determines that holiday usage requested is impracticable, the employee shall be credited with eight (8) hours of Saved Holiday time. The eight (8) hours of leave shall be prorated for part-time employees based on their normal FTE.

To be eligible for pay on an observed holiday, an employee must be in pay status both on the employee's scheduled work day before and the employee's scheduled work day after the holiday.

B. Hours of Paid Leave on Observed Holidays

1 The provisions of this subsection do not apply to “the religious or floating holiday” leave.

2 **1. Full-Time Employees on a regular work schedule:**

3 Employees working five (5) eight (8)-hour shifts per week shall be entitled
4 to eight (8) hours of leave; employees working four (4) ten (10)-hour shifts per week shall be
5 entitled to ten (10) hours of leave. Employees working either nine-eighty’s (9-80s) shifts or four
6 (4) nine (9)-hour and one (1) four (4)-hour shift weekly (4-9-4s) shall be entitled to nine (9)
7 hours of leave.

8 **2. Part-Time Employees:**

9 **a.** Part-time employees shall be entitled to leave for the length of their
10 scheduled shift on the observed holiday; provided, however, that the amount of the leave shall
11 not exceed their FTE times eight (8) hours. (For example, a half time employee shall have no
12 more than four (4) hours of holiday leave). If the length of the employee's shift on the observed
13 holiday would be less than the amount of holiday leave to which the employee is entitled, then
14 the employee shall be credited with Saved Holiday time for the difference.

15 **b.** During the week of a holiday, the County shall permit part-time
16 employees an opportunity to modify their work schedule, during the FLSA workweek, in order
17 to receive a normal pay check, including pro-rated holiday pay, without having to use vacation
18 time or other earned leave, provided this does not conflict with a department’s operational
19 needs, including hours of operation. If part-time employees are unable to modify their work
20 schedule for the week of a holiday due to operational needs, including hours of operation, or
21 elect not to change from the normal work schedule, they may use vacation time or other earned
22 leave to supplement the pro-rated holiday pay in order to receive a normal check or receive a
23 short pay check based on pro-rated pay for the holiday.

24 **3. Full-Time Employees on an irregular work schedule:**

25 Full-time employees, who are regularly scheduled to work less than forty
26 (40) hours per week, or days of varying length, shall be treated as regular part-time employees
27 for purposes of this subsection. Prior to implementing a new schedule not described in
28 Art.7.B.1., the schedule must have first been agreed upon by the Union and Labor Relations in
29 accordance with Art. 13.V.A.

30 **C. Saved Holidays**

31 Saved Holidays may be accrued in lieu of observed holidays per the specific
32 provisions of this Article.

1 1. Saved Holiday time which is not used by the end of the fiscal year in which
2 it was accrued will be forfeited, with the exception an employee may carry over one (1) Saved
3 Holiday per year.

4 2. Saved Holiday time may be used at the discretion of the employee with
5 the consent of the employee's supervisor. Saved Holiday time will be charged in accordance
6 with the uniform time charging provisions of Article 13.

7 3. Upon separation from service employees will be paid for unused Saved
8 Holiday time at their regular rate of pay.

9 4. In the event of an employee's death, the employee's heirs will receive
10 payment for unused Saved Holiday time at the employee's regular rate of pay.

11 **II. Holiday Observance**

12 **A. Full-Time Employees Working Five Consecutive Work Days per Week**

13 1. If the holiday falls on an employee's first scheduled day off, the preceding
14 work day will be observed as that employee's holiday.

15 2. If the holiday falls on an employee's second scheduled day off, the
16 following day will be observed as that employee's holiday.

17 **B. Full-Time Employees Working Fewer Than Five (5) Work Days per Week**

18 1. If a holiday falls on an employee's first or second scheduled day off, the
19 preceding work day will be observed as that employee's holiday.

20 2. If a holiday falls on an employee's third or subsequent scheduled day off,
21 the following work day will be observed as that employee's holiday.

22 **C. Part-Time Employees**

23 The dates designated in "Section I.A" above shall be deemed the observed
24 holiday if the date falls on an employee's regular day of work. Otherwise, the employee shall
25 be credited with Saved Holiday time for the holiday leave to which the employee would have
26 been entitled.

27 **D. Leave**

28 If the employee works other than day shift, "Religious or Floating Holiday Leave"
29 holiday time shall be taken preceding or following the scheduled time off for the holiday at
30 employee's discretion with supervisor's consent; provided that if the supervisor determines that
31 holiday usage on either date is impracticable, the employee shall be credited with the entitled
32 number of hours of Saved Holiday time.

33 **III. Holiday Pay**

1 **A.** An employee required to work on an observed holiday will be compensated at
2 one and one half (1 ½) times the employee’s regular rate of pay for the hours worked during
3 the observed holiday for which the employee was eligible for holiday leave. Any additional
4 hours will be paid at the regular rate of pay. The employee will also be granted the number of
5 hours of leave to which they were eligible. The employee may elect to accumulate such leave
6 as Saved Holiday time subject to the provisions of “Section I” above, or be paid at the
7 employee's regular rate of pay. The election must be submitted by the employee in writing to
8 the employee’s immediate supervisor on the forms so provided.

9 **B.** Subject to supervisory approval, an employee whose regular day off falls on the
10 officially observed holiday and whose observed holiday, pursuant to Section II.A-C above, falls
11 on a regular work day, may voluntarily change the day of his/her observed holiday within the
12 pay period in which the holiday falls, or may elect to be credited with saved holiday time in lieu
13 of Section III.A above. All requests must be in writing and submitted to the employee’s
14 supervisor prior to the date on which the employee wishes to observe the holiday. Employees
15 who voluntarily change the date of their observed holiday or take saved holiday time will be
16 paid as if the holiday were taken on the observed day as provided for in Section II above and
17 shall not be entitled to the additional compensation provided for in “Section III.A.” above.

18 **C.** To be eligible for holiday pay as provided in “Section III.A” above, regular
19 employees must be in pay status both on the employee's scheduled work day before and on
20 the employee's scheduled work day after the observed holiday worked.

21 **IV. Holiday During Leave**

22 If an employee is on an authorized leave with pay when an observed holiday occurs,
23 such holiday shall not be charged against such leave.

ARTICLE 8
VACATION LEAVE

I. Accrual

Each regular employee shall accrue vacation leave from the first day of regular employment. Vacation leave shall be accrued in accordance with the accrual rates shown in Column 2 of the "Table of Vacation Accrual Rates" in "Section II" below, and accrual balances shall be shown on the employee's check stub.

II. Table of Vacation Accrual Rates

1. Years of Service	2. Hours Accrued Per Pay Period	3. Hours (Weeks) Accrued Per Year by Forty Hour Employees	4. Maximum Hours Accruable
Less than 2	4.67	112 (2.8 wks.)	224
2 to 5	5.0	120 (3.0 wks.)	248
5 to 10	6.0	144 (3.6 wks.)	280
10 to 15	7.33	176 (4.4 wks.)	352
15 or more	9.0	216 (5.4 wks.)	432

A. Accrual rates in Column 2 apply only to straight time hours worked or hours of paid leave. Employees who are not in pay status do not accrue vacation leave. Vacation accrual rates for employees who are not classified as full-time employees and work fewer than forty (40) hours during the week will be pro-rated on an hourly accrual basis for hours worked during the pay period.

B. Years of service indicated in Column 1 are continuous County service years as defined in Article 21, Section II.

C. The figures in Columns 2 and 4 are approximations based on the accrual rates shown in Column 2.

D. Accrual rates shown in Column(s) 2 and 4 incorporate two days (sixteen (16) hours) of leave which in previous contracts were allotted to employees as personal holidays.

III. Charging

1 Vacation leave shall be charged in increments in accordance with the uniform time
2 charging provisions of Article 13.

3 **IV. Payoff Upon Termination or Death**

4 Unused vacation leave shall be paid to the employee at the employee's regular rate of
5 pay at the time of separation from service. In the event of an employee's death, unused
6 vacation leave shall be paid to the employee's heirs at the employee's regular rate of pay.

7 **V. Use and Scheduling of Accrued Vacation**

8 Employees will be given reasonable opportunities to use their vacation time; however,
9 employees' use of accrued vacation leave shall be subject to the needs and requirements of
10 the County. Employees shall be permitted to select one or more vacation times. The method
11 of vacation selection shall be in accordance with Memoranda of Agreement negotiated
12 between the Union, Labor Relations and each Department and is incorporated herein by
13 reference.

14 **VI. Use of Accrued Vacation for Sick Leave and Other Purposes**

15 The requirements for using accrued vacation for sick leave and other purposes and the
16 sequencing of such leave use, is specified in Article 9, "Section II.C".

17 **VII. Use of Accrued Vacation for Emergencies and Preventative Health Care**

18 **A. Use of Emergency Leave and Preventative Health Care Leave**

19 Employees may use up to twenty-four (24) hours of vacation leave each calendar
20 year for personal emergencies and preventative health care appointments.

21 **B. Emergency Leave**

22 1. Emergency Leave may be used without prior supervisor approval, but
23 management reserves the right to require verification that the employee has experienced an
24 emergency situation.

25 2. Employees using Emergency Leave shall follow the reporting of leave
26 provisions found in Article 9.I.C. unless the onset of the emergency is within one (1) hour of the
27 employee's scheduled reporting time, in which case the employee must call in as soon as
28 possible.

29 **C. Preventative Care**

30 Employees must provide their supervisor a minimum of two (2) weeks advance
31 notice of an appointment qualifying as Preventative Care Leave.

32
33

1 **D. Misuse and Failure to Properly Report**

2 Misuse of Emergency and Preventative Care Leave is cause for disciplinary action, and
3 failure to follow the reporting provisions may result in loss of pay for the day(s) involved.

ARTICLE 9

SICK LEAVE, FITNESS FOR DUTY, AND DISABILITY INSURANCE

I. Paid Sick Leave

A. Definition and Allowable Use

Sick leave is a leave of absence with pay which may only be used when the employee is directly affected by any of the health conditions listed below, or when specified others are affected by the conditions listed, and require the employee's care. As used in this Article, "protected sick time" refers to sick leave protected under the Oregon state Sick Time Law, ORS 653.601(6), *et seq.* The first forty (40) hours per year of "paid sick time," as defined under ORS 653.601(6), are protected under Oregon's state sick leave law. Accrued sick leave taken in excess of forty (40) hours per year is not covered or protected under the state sick leave law, but may be considered protected leave under other state and federal laws.

1. Specified others

- a.** Members of the employee's immediate household; or
- b.** The employee's spouse, parents, or children as defined in the Federal Family and Medical Leave Act (hereafter referred to as the "FMLA"); or
- c.** The employee's grandparents, grandchildren or parents-in-law as defined in the Oregon Family Leave Act (hereafter referred to as "OFLA"); or
- d.** The employee's domestic partner as designated in an Affidavit of Domestic Partnership submitted to Employee Benefits; or
- e.** The children and parents of such domestic partner, defined as if the domestic partner was the employee's spouse.
- f.** Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship..

2. Covered health conditions

- a.** Mental or physical illness, injury, or health condition; need for medical diagnosis, care or treatment of a mental or physical illness injury or health condition; or time off needed for preventative care; or
- b.** Any qualified condition covered by FMLA or OFLA, regardless of whether the employee meets statutory eligibility requirements or

- 1 c. Medical, dental, and employee assistance program appointments;
 2 or
- 3 d. Any qualified purpose allowed under Oregon’s domestic violence,
 4 harassment, sexual assault or stalking law; or
- 5 e. Any other illness, injury, or quarantine based on exposure to
 6 contagious disease; or
- 7 f. In the event of public health emergency as defined by Oregon Sick
 8 Time Law.

9 **3. Parental leave**

10 Sick leave may be used by employees during Parental Leave as defined
 11 by FMLA and/or OFLA, except that the amount of leave taken by the other parent of the
 12 employee's child will not affect the amount of Parental Leave available to the employee.

13 **4. Occupationally related conditions**

14 Use of sick leave for occupationally related conditions is limited to the
 15 provisions of Article 12, Workers’ Compensation.

16 **B. Accrual**

17 Employees shall accrue sick leave at the rate of .0461 hours for each straight
 18 time hour worked. Sick leave may be accrued on an unlimited basis.

19 **C. Reporting of Sick Leave**

20 An employee who has a position which requires a replacement during illness
 21 must notify the supervisor on duty in sufficient time (at least one (1) hour) before the beginning
 22 of the employee’s shift so that a replacement may be obtained. Other employees must notify
 23 their immediate supervisor, if available, or work site no later than fifteen (15) minutes before
 24 their scheduled starting time. Failure to so report may result in loss of pay for the day involved.

25 **D. Use of Sick Leave during Leave**

26 Sick leave may not be used during the term of any unpaid leave of absence. Sick
 27 leave may not be used during vacation except when the employee notifies the supervisor of
 28 the interruption of the employee’s scheduled vacation and presents reasonable evidence of a
 29 bona fide illness or injury upon returning to work.

30 **E. Time Charging for Sick Leave**

31 Sick leave shall be charged in accordance with the uniform time charging
 32 provisions of Article 13.

1 **II. Use and Misuse of Leave for Sick Leave Purposes**

2 **A. Counting Against FMLA, OFLA Entitlements**

3 Sick leave and any other forms of paid or unpaid leave used for FMLA and/or
4 OFLA qualifying conditions, or absence due to a deferred or approved Workers' Compensation
5 claim based on such conditions, will be counted against an employee's annual FMLA and/or
6 OFLA leave entitlements subject to the provisions of the law.

7 **B. Legitimate Use**

8 **1.** Protected sick time under the Oregon Sick Time Law (ORS 653.601 to
9 .661) is limited to the first forty (40) hours of sick time taken by an employee each calendar
10 year.

11 **2. Verification of use:**

12 **a.** Pursuant to Multnomah County policy, Management must require
13 the completion of a certification form by the employee's health care provider and any other
14 verification required for under the provisions of the FMLA, OFLA, or their successors.

15 **b.** The County may require an employee to submit written medical
16 verification from a health care provider to receive sick leave benefit for any non-FMLA or non-
17 OFLA condition under any of the following circumstances:

18 **i.** the employee has missed work due to illness for more than
19 three (3) consecutive work days; or

20 **ii.** the employee has requested leave that is scheduled to last
21 more than three (3) scheduled work days; or

22 **iii.** the employee has exhausted all sick leave;

23 **iv.** whenever the County can articulate reasonable cause to
24 believe that a misuse or abuse of sick leave has occurred, including questionable usage,
25 questionable patterns of usage or calling in sick on a previously denied day off, provided the
26 employee has been previously notified by a supervisor or Human Resources representative
27 that, due to such concerns, future verification may be required. After an employee has
28 exceeded the amount of sick leave protected under the Oregon Sick Time Law, employees
29 notified of such reasonable cause described in this paragraph may be required to furnish
30 certification as referenced above for each use of sick leave for a period not to exceed six (6)
31 months following the notice;

32 **v.** when the employee has exceeded the amount of sick leave
33 protected under the Oregon Sick Time Law and has called in sick five (5) or more times for

1 separate events in any six (6) month period, regardless of how the time is charged and the
 2 employee has been notified by a supervisor or Human Resources representative that such
 3 verification will be required for a period up to six (6) months following the notice.

4 **3. Discipline:**

5 Subject to the limitations of law, including but not limited to those of the
 6 FMLA, discipline may be imposed under the following conditions:

7 **a. Abuse of sick leave**

8 Misuse of leave, violation of orders, directives, or contractual
 9 requirements concerning the use of sick leave and other forms of leave used in lieu of sick
 10 leave are cause for disciplinary action.

11 **b. Use of accrued sick leave**

12 **i.** Use of accrued sick leave, without abuse of such leave, will
 13 not be cause for discipline.

14 **ii.** When the intermittent use of accrued sick leave or other paid
 15 or unpaid leave used in lieu of sick leave interferes significantly with an employee's ability to
 16 perform the duties of the employee's job, management may do the following (subject to the
 17 requirements of law, including, but not limited to, the FMLA and the Oregon Sick Time Law):

18 **(a)** Require the employee to take continuous
 19 leave; or

20 **(b)** Change the employee's work assignment for
 21 six (6) months or until use of intermittent leave ends, whichever comes sooner; in such cases
 22 the provisions of Article 22 will not apply.

23 **c. Excessive absenteeism**

24 The parties recognize that every employee has a duty to be reliably
 25 present at work, and that failure to confine sick leave usage to accrued and available sick leave
 26 raises the possibility of discipline for excessive absenteeism. Such cases, however, are subject
 27 to just cause review and require systematic examination of relevant factors, including but not
 28 limited to:

29 **i.** Any legal requirements, including, but not limited to
 30 those of the FMLA, Oregon Sick Time Law or the ADA;

31 **ii.** The tenure and work history of the employee,
 32 specifically to include whether there have been previous instances of this pattern of
 33 absenteeism;

- 1 iii. Whether there is a likelihood of improvement within
2 a reasonable period of time based on credible medical evidence;
3 iv. The particular attendance requirements of the
4 employee's job;
5 v. The pattern of use, and whether the absences are
6 clearly for bona fide sick leave purposes.

7 **C. Sequencing of Leaves**

8 The use of vacation leave, saved holiday time, compensatory time, and leave
9 without pay is subject to approval by management according to the requirements of Articles 8,
10 7, 14, and 10, respectively. However, unless otherwise required by law, forms of leave shall be
11 used and exhausted in the following sequences:

- 12 1. Leave for illness or injury, that does not qualify for FMLA will be taken in
13 the following order:
14 a. Sick leave until it is exhausted;
15 b. Vacation leave, saved holiday time, or compensatory time,
16 sequenced at the employee's option, until they are exhausted;
17 c. Leave without pay.
18 2. Leave that qualifies under FMLA will be taken in the following order:
19 Paid leave until it is exhausted; employees will determine what order paid leave is used;
20 3. Leave for other purposes will be taken in the following order:
21 a. Vacation leave, saved holiday time, or compensatory time,
22 sequenced at the employee's option (to the extent allowed by vacation sign-up provisions) until
23 they are exhausted;
24 b. Leave without pay

25 **D. Limitations on the Use of Leave Without Pay in Lieu of Sick Leave**

26 Use of leave without pay in lieu of sick leave for non-FMLA and non-OFLA
27 qualifying conditions is subject to the approval of management and further subject to the
28 following provisions:

29 1. **Continuous leave**

30 In the event of a continuous leave of absence without pay in excess of any
31 legal requirement of the FMLA or OFLA, the County may require from the employee's
32 physician, and/or arrange for the employee to see a physician selected by the County to
33 examine the employee and provide a statement of the disability, current condition, and the

1 anticipated length of current absence. If the County requires the employee to see a physician
 2 it has selected, it will pay the costs. If deemed necessary by the County, such an examination
 3 shall be repeated every thirty (30) days. If management determines that continued leave would
 4 not be in the best interest of the County, then any resulting termination would be subject to
 5 review under the just cause standard as to the reasonableness of this determination. Following
 6 six (6) months of leave without pay, to include time spent on unpaid FMLA and/or OFLA leave,
 7 any extension of the leave shall be deemed permissive on the part of the County and if the
 8 employee's leave is not extended, and the employee does not return to work, the employee
 9 will be deemed to have resigned.

10 **2. Intermittent leave**

11 Intermittent leave without pay used in lieu of sick leave is not subject to
 12 the six (6) month entitlement provided for above. When such leave significantly affects an
 13 employee's job performance and is not subject to the requirements of law (including but not
 14 limited to the FMLA), management may evaluate the employee's use of leave according to the
 15 criteria of "Section B.2.c" above. Medical information as provided for in "Section D.1" above
 16 may be required for the evaluation. After completing the evaluation management may do one
 17 of the following:

- 18 **a.** Approve a similar pattern of intermittent use of unpaid leave for a
 19 specified period followed by another evaluation; or
- 20 **b.** Put the employee on a work plan to manage the use of leave
 21 without pay, followed by disciplinary action if the plan is not successfully completed; or
- 22 **c.** Proceed with the disciplinary process.

23 **E. Use of Paid Leave in Counting FMLA/OFLA Eligibility**

24 Only actual hours worked will be counted when reviewing the number of hours
 25 worked to determine if an employee meets the minimum hours worked eligibility requirements
 26 to be covered under FMLA and/or OFLA. Paid time off (such as vacation leave, sick leave, and
 27 comp-time taken) does not count toward FMLA and OFLA eligibility requirements.

28 **F.** When an employee has been certified for continuous FMLA and/or OFLA leave
 29 of three (3) months or less, the employee's position will only be filled on a temporary basis
 30 during that period.

31 **III. Fitness for Duty**

32 The parties recognize that employees have the responsibility to report to work fit for
 33 duty. To ensure such fitness, management may send employees for medical or psychological

1 examination when the supervisor reasonably believes that the employee is not fit for duty or
2 may be a danger to themselves or others. Any such examinations will be at County expense.

3 **IV. Disability Insurance and Catastrophic Leave**

4 **A. Disability Insurance**

5 **1. Short term disability:**

6 Any full-time employee covered by this Agreement may participate in the
7 short term disability insurance program developed by the Union and the County (consistent
8 with carrier contract(s)), the monthly premium to be paid individually through payroll deduction.
9

Benefit Level	60% of base salary to \$1500/week
---------------	-----------------------------------

10
11 **2. Long term disability:**

12 **a.** All bargaining unit employees will be covered by a County paid
13 group long term disability insurance policy, the provisions of which will be specific to Local 88
14 in the County group policy available to Multnomah County employees.

15 **b.** The County will pay for COBRA medical and dental insurance
16 coverage for a period of up to six months beyond the month in which benefits would normally
17 terminate for an employee with an approved long term disability claim. Members must complete
18 and return the COBRA enrollment form as required by law in order to receive premium
19 payments by the County. However, employees who "opt out" of benefits coverage under the
20 provisions of Article 11, "Section I.D" of this Agreement will not be eligible for continued County
21 paid coverage under this subsection.

22 **c.** If proposed by management and approved by the Union, changes
23 in short term and long term disability insurance coverage will be put into effect.

24 **B. Catastrophic Leave Program**

25 The Parties recognize that a Catastrophic Leave Program has been implemented
26 which allows the donation of vacation leave, compensatory time, and holiday time to ill or
27 injured employees who have exhausted all paid leave. This program may be terminated only
28 subject to the terms and conditions of the implementing Ordinance.

29 **V. Reinstatement of Sick Leave Accruals**

30 **1.** Any employee who separates from County employment for any reason other than
31 layoff or PERS retirement, who is subsequently re-employed as a regular status, limited

1 duration, on-call or temporary employee within one hundred eighty (180) days, is entitled to
2 credit for all sick leave accrued up to the last day of prior employment. Sick leave shall not
3 accrue during the period between separation from employment and re-employment.

4 **2.** Employees who were laid off from County employment or are serving in a
5 temporary or on-call position following layoff will have their sick leave balance restored when
6 they are recalled from layoff.

ARTICLE 10
OTHER LEAVES

I. Unpaid Leaves of Absence

A. Use of Leave

Leaves of absence without pay for a period of up to six (6) months may be granted by an employee's supervisor for any reasonable purpose. The sequencing of the use of all leaves, to include leaves of absence without pay, is specified in Article 9, "Section II.C". A separate standard for granting any leave of absence for sick leave purposes is specified in Article 9, "Section II.D". Any time spent on unpaid FMLA or OFLA leave shall be deducted from the six (6) month period specified above. Extensions of such leaves may be granted solely at the discretion of the supervisor.

B. Failure to Return from Leave

Except where otherwise provided by law, any employee who has been granted a leave of absence and fails to return to work within five (5) days after the expiration of said leave, shall be considered to have voluntarily resigned from their position. However, if an employee provides evidence that the employee unable to contact the County to request a leave extension on the date of, or subsequent to, the last day of the leave, the County shall rescind the employee's resignation. Nothing in this section is intended to prohibit application of Article 17, Disciplinary Action, in cases of absence without leave of less than five (5) days.

II. Judicial Leave

A. Jury Duty

1. An employee shall be granted leave with full pay in lieu of jury fees on any scheduled day of work the employee is required to report for jury duty, if upon receipt the employee submits jury fees to Payroll. (Employees do not have to submit mileage and parking reimbursements.)

2. Except during an emergency or due to operational requirements, the County will not require employees to report to work after completing a full day on jury duty, provided that if an employee is required to work over, any time spent on jury duty shall not be considered time worked for calculating overtime liability.

3. An employee who is excused or dismissed from jury duty before the end of the day will report back to work if practicable.

1 **4.** An employee may be scheduled to work Monday through Friday, eight (8)
 2 hours per day, on day shift, for the duration of jury duty with less than ten (10) days' notice. An
 3 employee may also be returned to their pre-jury duty schedule with less than ten (10) days'
 4 notice after jury duty ends. There shall be no additional cost to the County or days off for an
 5 employee as a result of any such schedule change.

6 **B. Subpoenas**

7 **1.** Time spent serving as a witness in State or Federal Court will be treated
 8 as time worked for pay purposes under the following conditions:

9 **a.** The time served occurs during regularly scheduled working hours;
 10 and

11 **b.** The employee is subpoenaed to testify; and

12 **c.** The employee submits witness fees to Payroll upon receipt.

13 **2.** Under no circumstances will employees be paid for time spent in a judicial
 14 proceeding or hearing in which they or their union is the plaintiff or the defendant, unless they
 15 are being defended and indemnified by the County for conduct occurring during the course of
 16 employment.

17 **3.** An employee will be compensated for time worked when they have been
 18 subpoenaed to provide testimony in a legal proceeding initiated by either the County or the
 19 Union.

20 **C. Merit System Council Hearings**

21 Time spent as a plaintiff or witness at a Merit System Council hearing will be
 22 treated as time worked to the extent that it occurs during regularly scheduled working hours.

23 **III. Military Leave**

24 The County acknowledges its obligation under state and federal law to grant paid and
 25 unpaid leave for military training and service. Information about legally mandated military leave
 26 will be made available to employees upon request from the Department Human Resources
 27 unit. Members of the National Disaster Medical System (NDMS) service of the U.S. Office of
 28 Preparedness and Emergency Operations shall be treated as qualifying for paid leave under
 29 ORS 408.290 for and during deployments in response to public health emergencies.

30 **IV. Bereavement Leave**

31 An employee shall be granted not more than three (3) days leave of absence with full
 32 pay in event of death in the immediate family or immediate household of the employee to make
 33 household adjustments or to attend funeral services. If such funeral is beyond three-hundred

1 and fifty (350) miles, the employee shall be granted additional time for travel not to exceed
 2 three (3) additional days with pay. The amount of additional leave shall be at the discretion of
 3 the employee's supervisor on the basis of the employee's travel and personal needs. With
 4 sufficient advance notice, bereavement leave days may be taken non-consecutively provided
 5 they are taken within thirteen (13) months from the date of first use.

6 For purposes of Bereavement Leave, an employee's immediate family shall be defined
 7 as the employee's spouse or domestic partner or the employee's, spouse's or domestic
 8 partner's:

- 9 **A.** parents
- 10 **B.** step-parents
- 11 **C.** children
- 12 **D.** step-children
- 13 **E.** siblings
- 14 **F.** step-siblings
- 15 **G.** grandchildren
- 16 **H.** grandparents
- 17 **I.** brothers-in-law
- 18 **J.** sisters-in-law

19 Immediate household shall be defined as any person residing at the employee's
 20 residence on a regular basis.

21 For any individual related by blood or affinity whose close association with the employee
 22 is the equivalent of a family relationship, such leave of absence shall be granted by the
 23 employee's supervisor. In the event that the supervisor denies such a request for bereavement
 24 leave, the employee may request review of the decision by the Department director, Sheriff, or
 25 District Attorney, or their designee(s).

26 Employees may request additional bereavement leave in accordance with "Section I" of
 27 this article.

28 **V. Personnel Examinations/Interviews**

29 Employees shall be given paid time off for participating in County examinations and
 30 interviews for promotion, demotion, or transfer which occur during their regularly scheduled
 31 shift. However, paid time off will be restricted to examinations and interviews for five (5)
 32 positions per fiscal year.

1 **VI. Immigration and Citizenship Leave**

2 **A.** An employee may use up to forty (40) hours of accrued paid sick leave per fiscal
3 year to address immigration or citizenship matters for themselves or members of their family
4 as defined by Article 9.I.A.1. This includes, but is not limited to, attending meetings with
5 immigration or criminal defense attorneys, state or federal criminal court proceedings,
6 deportation hearings, or other events bearing on the subject individual's legal resident,
7 immigration, or citizenship status.

8 **B.** An employee who has used forty (40) hours of sick leave under Section A and has
9 exhausted all other vacation, Compensatory Time, and Saved Holiday, but who needs
10 additional leave for the purposes described in Section A to address immigration and citizenship
11 matters, shall be granted unpaid leave of absence under Article 10.I. above, to the extent
12 allowed by law.

13 **C.** The County may request written documentation corroborating the dates of
14 requested Immigration and Citizenship Leave.

ARTICLE 11
HEALTH AND WELFARE

I. Medical and Dental Benefits

A. Definitions and Contributions Toward Benefit Plan Premiums

1. Definitions:

a. Full-Time Employees

Employees who are regularly scheduled to work at least thirty-two (32) hours per week, or regularly scheduled to work at least thirty (30) hours per week on a ten (10) hour per day schedule.

b. Part-Time Employees

The following definitions will apply to part-time employees related only to Article 11, Section I Medical and Dental Insurance. These definitions do not apply to other sections or articles of the contract.

i. Three-Quarter Time Employees

Employees who are regularly scheduled to work at least thirty (30) hours but less than thirty-two (32) hours per week (however, not scheduled for three (3), ten (10) hours per day) are hereinafter referred to as Three-Quarter Time employees.

ii. Half-Time Employees

Employees who are regularly scheduled to work at least twenty (20) hours but less than thirty (30) hours per week are hereinafter referred to as Half-Time employees.

2. Medical Benefit Plan Contributions:

a. Full-Time Employees

Each eligible full-time active, enrolled employee's monthly contribution for the purchase of medical benefit plan coverage (which includes vision and prescription coverage) will be calculated as a percentage of the total monthly premium by tier as follows:

Full-Time Employees		
Medical Plan	County Contribution	Employee Contribution
Moda PPO 400 Plan	93.25%	6.75%
Kaiser 10/20 Medical Plan	95%	5%

1
2
3
4
5
6
7
8
9
10
11
12
20
21
22
23
24
25

b. Three-Quarter Time Employees

Each eligible three-quarter time active, enrolled employee’s monthly contribution for medical benefit plan coverage (which includes vision and prescription coverage) will be calculated as a percentage of the total monthly premium by tier as follows:

Three-Quarter Time Employees		
Medical Plan	County Contribution	Employee Contribution
Moda PPO 400 Plan	75%	25%
Moda Major Medical Plan (no vision)	100%	0%
Kaiser 10/20 Medical Plan	75%	25%
Kaiser Maintenance Medical Plan	90%	10%

c. Half-Time Employees

Each eligible half-time active, enrolled employee’s monthly contribution for medical benefit plan coverage (which includes vision and prescription coverage) will be calculated as a percentage of the total monthly premium by tier as follows:

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24

Half-Time Employees		
Medical Plan	County Contribution	Employee Contribution
Moda PPO 400 Plan	50%	50%
Moda Major Medical Plan	100%	0%
Kaiser 10/20 Medical Plan	50%	50%
Kaiser Maintenance Medical Plan	90%	10%

d. Half-time employees who enroll in the Kaiser Medical Plan will receive an additional fifty dollar (\$50) monthly premium subsidy provided by the County. This monthly premium subsidy will continue for the duration of the contract.

3. Dental Benefit Plan Contributions:

a. Each eligible full-time active, enrolled employee’s monthly contribution for dental benefit plan coverage will be calculated as a percentage of the total monthly premium by tier as follows:

Full-Time Employees		
Dental Plan	County Contribution	Employee Contribution
Delta Dental 50 Plan	93%	7%
Willamette Dental Group Plan	93%	7%
Kaiser Dental 15 Plan	93%	7%

b. Each eligible Three-Quarter Time active, enrolled employee’s monthly contribution for dental benefit plan coverage will be calculated as a percentage of the total monthly premium by tier as follows:

Three-Quarter Time Employees		
Dental Plan	County Contribution	Employee Contribution
Moda Dental 50 Plan	75%	25%
Willamette Dental Group Plan	75%	25%
Kaiser Dental 15 Plan	75%	25%

1

2

3

4

5

c. Each eligible half-time active, enrolled employee's monthly contribution for dental benefit plan coverage will be calculated as a percentage of the total monthly premium by tier as follows:

Half-Time Employees		
Dental Plan	County Contribution	Employee Contribution
Delta Dental 50 Plan	50%	50%
Willamette Dental Group	50%	50%
Kaiser Dental 15 Plan	50%	50%

6

7

B. Health Care Plan Changes During the Term of Agreement

8

9

10

11

12

1. The Union and the County have shared interest in addressing increasing health insurance costs. In an effort to collaborate together over quality health plans, design changes and cost management, the parties agree to participate on an Employee Benefits Advisory Team (EBAT) with such other County employee bargaining units as agree to participate, to review and consider health plans, design changes and cost sharing features.

13

14

15

2. The Union will be entitled to five (5) representative bargaining unit members on the EBAT, and all AFSCME Council Representatives for Local 88 will also be allowed to participate.

16

17

18

19

3. The County agrees to notify the Union any time there is a proposed change in plan design or optional changes proposed by the carriers that would impact plan design cost or plan designs, and to meet with the Union upon request. Objections to plan or plan design changes mandated by a carrier that cannot be resolved by meeting shall be subject to impact

1 bargaining. Mandated coverage changes due to Federal or State laws, rules, or regulations
2 shall be presented to the Union but will be implemented by the County as required by law.

3 **C. Premium Calculations**

4 1. For Kaiser Plans, the premium charges shall be the amount charged by
5 Kaiser to the County. For the Moda plans, the premium charges shall be calculated, using
6 sound actuarial principles, and include projected claim costs based on plan experience as
7 required by state regulations, IBNR expenses, federal and state Insurance Pool assessments,
8 pharmaceutical claim expenses, stop-loss premiums, third-party benefit plan administration
9 costs, and an appropriate trend factor selected to limit County contributions and employee cost
10 shares while providing adequate funding for plan operations.

11 2. If a government agency or other taxing authority imposes or increases a
12 tax or other charge upon the County's Medical and/or Dental benefit plans(s) or any activity of
13 the plan(s), the County may increase the appropriate premium(s) to include the new or
14 increased tax or charge.

15 **D. Employee Contribution**

16 Employee's contributions will be made through payroll deductions. Enrollment in
17 a County sponsored medical benefit plan coverage and associated employee contribution is
18 mandatory for employees who do not "Opt Out" of medical benefit plan coverage.

19 **E. Opt-Out of Medical Plan Benefits**

20 1. Employees may elect to Opt Out of the County's medical benefit plan
21 coverage by making that election on their Benefit Enrollment form. Employees making such
22 election must provide an affidavit or other qualifying proof of other group medical benefit plan
23 coverage cover all tax dependents annually, in order to make the Opt Out election.
24 Employees will not be eligible to change their election until the County's official annual open
25 enrollment period, unless the employee experiences an IRS recognized family status change
26 event that would allow a mid-year health plan election change or qualifies for Special
27 Enrollment under HIPAA.

28 **2. Full-Time Employees Who Opt Out:**

29 Full-time employees who Opt Out of medical benefit plan coverage will
30 receive a reimbursement paid by the County of two-hundred and fifty dollars (\$250) (gross) per
31 month.

32 **3. Three-Quarter Time Employees who Opt Out:**

1 Three-Quarter Time employees who Opt Out of medical benefit plan coverage will receive a
 2 reimbursement paid by the County of one-hundred-eighty-seven dollars and fifty cents
 3 (\$187.50) (gross) per month.

4 **4. Half-Time Employees who Opt Out:**

5 Half-time employees who Opt Out of medical benefit plan coverage will
 6 receive a reimbursement paid by the County of one-hundred-twenty-five dollars (\$125) (gross)
 7 per month.

8 **5.** Employees may also elect to decline dental plan coverage through the
 9 County. However, there is no reimbursement associated with declining dental coverage and
 10 no proof of other dental coverage is required. Employees will not be eligible to change this
 11 election until the County's official annual open enrollment period unless the employee
 12 experiences an IRS-recognized family status change event that would allow a mid-year health
 13 plan election change or qualifies for Special Enrollment under HIPAA.

14 **F. Successor Plans and Carriers**

15 In the event that any of the current benefit plans become unavailable, the County
 16 agrees to provide to affected employees a substitute plan for the same service delivery type, if
 17 available, at substantially the same or better benefit levels. If a plan or carrier is discontinued
 18 and no substitute plan is available of the same service delivery type, the employee will be
 19 offered the option to enroll in an alternative service delivery plan.

20 If the County chooses to change from a plan or carrier which is still available, the County
 21 agrees that the overall existing level of benefits for each plan will not be reduced.

22 **G. Premium Reimbursement for Part-Time Employees**

23 **1. Reimbursement Eligibility:**

24 Three-Quarter Time and Half-Time employees shall be eligible for
 25 premium reimbursement if they work the minimum required number of hours for each of at least
 26 four (4), but not more than twelve (12) consecutive pay periods. The four (4) or more pay
 27 periods used for calculation are considered a single qualifying block of time. The four (4) or
 28 more consecutive pay period block shall only be applied to one reimbursement request.
 29 Changes to a submitted reimbursement request will be considered only if a submitted payroll
 30 period is determined to be ineligible.

31 **2. Hours Required for Reimbursement:**

1 **a.** For purposes of this calculation, full-time is defined as the total
 2 number of regular hours in a pay period for an employee scheduled to work Monday through
 3 Friday, eight (8) hours per day.

4 **b.** “Work” for purposes of this section is defined as regular hours
 5 worked, and any paid time such as holiday, vacation or sick time. It is recognized that an
 6 employee may occasionally and inadvertently work overtime hours while working additional
 7 shifts to qualify for a reimbursement. Therefore, a maximum of three (3) overtime hours in any
 8 pay period will be considered time worked for purposes of reimbursement calculations.

9 **c.** Hours required for three-quarter time reimbursements and Full-
 10 Time reimbursements per pay period will be calculated according to the chart below.

Per Pay Period		
Total Regular Hours	Minimum Qualifying Hours	
Full-Time	Full-Time Reimbursements (Rounded to closest 15 minute increments)	Three-Quarter Time Reimbursements
72	57.5	54
80	64	60
88	70.5	66
98	76.75	72

12
 13 **3. Reimbursement Options:**

14 **a. Full-Time Reimbursement**

15 Three-Quarter Time employees and Half-Time employees may be
 16 eligible for Full-Time reimbursements. To qualify, time worked in each pay period must meet
 17 the minimum qualifying hours for Full-Time reimbursements for all four (4) or more consecutive
 18 pay periods. Any such premium reimbursements made to the employee will be adjusted for
 19 appropriate taxes.

20 **b. Three-Quarter Time Reimbursement**

21 Half-Time employees may be eligible for Three-Quarter Time
 22 reimbursements. To qualify, time worked in each pay period must meet the minimum qualifying
 23 hours for Three-Quarter Time reimbursements for all four (4) or more consecutive pay periods.
 24 Any such premium reimbursements made to the employee will be adjusted for appropriate
 25 taxes.

1 **c. Example**

2 A Half-Time employee works four (4) or more consecutive pay
3 periods, two (2) pay periods at Three-Quarter Time and two (2) pay periods at Full-Time (see
4 chart). The employee would be eligible to apply for a Three-Quarter reimbursement using these
5 four (4) consecutive pay periods. The employee would not be eligible for a Full-Time
6 reimbursement using these four (4) consecutive pay periods.

7 **d.** Employees who elect the Kaiser Maintenance Plan will not be
8 eligible for medical plan premium reimbursements.

9 **e.** Employees who elect the Major Medical Plan will not be eligible for
10 medical plan premium reimbursements.

11 **f.** Employees who elect to “Opt-out” and/or decline dental plan
12 enrollment will not be eligible for premium reimbursement.

13 **g.** Reimbursement payments will be made only upon written request
14 submitted by the employee to the Employee Benefits Office within ninety (90) days of the last
15 payroll period of eligible Full-Time or Three-Quarter Time work.

16 **4. Part-Time Employee Benefit Committee:**

17 The parties agree that a ‘forward looking’ calculation resulting in pre-tax
18 benefit contribution for employees working more than their scheduled hours may be beneficial
19 for both parties. Therefore it is agreed that the County and the Union will continue to study and
20 discuss the feasibility of this benefit.

21 **H. Retirees**

22 Provisions governing retiree participation in County medical and dental plans are
23 in Article 16, “Section V”.

24 **I. Default Enrollment**

25 **1.** New Full-time employees who fail to submit timely to Opt Out or enroll into
26 the medical and dental benefit plans described in Section A will be enrolled by default in the
27 County’s PPO 400 plan and Delta Dental 50 plan, with employee only coverage. Eligible
28 dependents of such employees may be enrolled in the default plans if the employee submits
29 application requesting dependent enrollment within fifteen (15) days of date default enrollment
30 is issued.

31 **2.** New Three-Quarter-Time and Half-Time employees who fail to submit a
32 timely application to Opt Out or enroll into the medical and dental benefit plans described in
33 Section A above will be enrolled by default in the County’s Major Medical plan, with employee

1 only coverage. Eligible dependents of such employees may be enrolled in the default plan if
 2 the employee submits application requesting dependent enrollment within fifteen (15) days of
 3 date default enrollment is issued.

4 **J. Eligible Dependents (Enrollment & Termination of Enrollment)**

5 **1. Spouses and domestic partners:**

6 **a. Definitions**

7 **i.** A “spouse” is a person to whom the employee is married
 8 under Oregon law.

9 **ii.** A “domestic partner” is a person with whom the employee:

10 **(a)** Jointly shares the same permanent residence for at
 11 least six (6) months immediately preceding the date of signing an Affidavit of Marriage or
 12 Domestic Partnership; and intends to continue to do so indefinitely, or if registered with the
 13 Multnomah County partnership registry or State of Oregon Domestic Partner registry, the six
 14 (6) month waiting period is waived; and

15 **(b)** Has a close personal relationship; and

16 **(c)** In addition, the employee and the other person must
 17 share the following characteristics:

18 **(1)** Are not legally married to anyone;

19 **(2)** Are each eighteen years of age or older;

20 **(3)** Are not related to each other by blood in a
 21 degree of kinship closer than would bar marriage in the State of Oregon;

22 **(4)** Were mentally competent to contract when the
 23 domestic partnership began;

24 **(5)** Are each other’s sole domestic partner;

25 **(6)** Are jointly responsible for each other’s
 26 common welfare including “basic living expenses” as defined in the Affidavit of Marriage or
 27 Domestic Partnership.

28 **b. Enrollment of Spouse/Domestic Partner**

29 Employee may enroll spouse or domestic partner in County medical
 30 and dental plans upon completion of the County’s Affidavit of Marriage or Domestic Partnership
 31 and applicable enrollment forms. Enrollment times and other procedures for administration of
 32 the medical and dental benefit plans shall be applied to employees with domestic partners in

1 the same manner as to married employees to the extent allowed by the law. Spouse or
2 domestic partner must be enrolled in the same plan as the employee.

3 **2. Children:**

4 **a. Definition**

5 **“Eligible children” includes:**

6 **i.** any biological or adoptive child of the employee or
7 employee’s spouse/domestic partner, who is under the age of twenty-six (26); or

8 **ii.** a court appointed ward of the employee or employee’s
9 spouse/domestic partner to the age of majority [most commonly age eighteen (18)] or to the
10 age stipulated in the court documents but not to exceed age twenty-six (26); or

11 **iii.** anyone under the age of twenty-six (26) for whom the
12 employee is required by court order to provide coverage, or

13 **iv.** the newborn children of an enrolled, unmarried, eligible child
14 of the employee or employee’s spouse/domestic partner (grandchild of employee) if:

15 **(a)** the parent child is under age twenty-three (23) at the
16 time of the grandchild’s birthday, and

17 **(b)** both parent and grandchild reside with the County
18 employee

19 Grandchild’s eligibility for coverage ends upon the parent
20 child’s twenty-third (23rd) birthday or marriage date, whichever occurs first, unless the County
21 employee has legal custody of the grandchild.

22 **v.** An eligible dependent enrolled under employee’s County
23 sponsored health plan, who becomes permanently disabled prior to their twenty-sixth (26th)
24 birth date, may be eligible for continued health plan coverage after reaching the usual maximum
25 dependent age of twenty-six (26). Employees with a dependent child in this situation should
26 contact the County Employee Benefits Office three (3) months prior to child’s twenty-sixth
27 (26th) birth date to initiate the eligibility review process.

28 **b. Enrollment of Dependent Children**

29 Employee may enroll eligible children in County medical and dental
30 benefit plans upon completion of the County’s applicable enrollment forms. Children must be
31 enrolled in the same plans as the employee.

32 **c. Taxability of Dependent Health Plan Coverage**

Health plan coverage provided to domestic partners, children of domestic partner, and/or other dependents who do not meet IRS Child, Qualified Child, or IRS Qualified Relative requirements is subject to imputed income tax on the value of the coverage in accordance with IRS regulations.

3. Termination of Dependent Health Plan Coverage

Written notice from the employee upon termination of marriage or domestic partnership or any other change in dependent eligibility is required. Employees are responsible for timely reporting of any change in the eligibility status of enrolled dependent family members to the County Employee Benefits Office.

a. To protect COBRA rights, employees must notify Employee Benefits Office of the dependent’s status change within sixty (60) days of the qualifying event. Federal law shall govern COBRA eligibility for disqualified dependents.

b. Employees whose marriage or domestic partnership ends must complete, sign, and file with the Employee Benefits Office a copy of the statement of Termination of Marriage/Domestic Partnership and a Benefit change form to report the event.

c. Employees must remove from coverage a child who has become ineligible by completing a Benefit Change form and submitting the completed form to the Employee Benefits Office.

d. Employees who fail to remove an ineligible spouse, domestic partner, or child within sixty (60) days of the qualifying event and have not elected to purchase COBRA coverage for the terminated dependent will be required, retroactive to the coverage end date, to reimburse the County sponsored health plan for claims incurred and paid while the former spouse, partner, or child remained enrolled for coverage but was no longer an eligible dependent.

e. Dependent health plan coverage ends on the last day of the calendar month in which the termination event occurs. Examples:

Terminating Event	Coverage End Date
Divorce	End of month divorce became final
Dissolution of Oregon State registered domestic partnership	End of month dissolution of partnership became final
Dissolution of domestic partnership initiated by Affidavit or Multnomah County registry	End of month that partner moved out of shared residence
Child reaches maximum dependent age	End of month that maximum age birth date occurs

K. When Benefits Coverage Begins and Ends

1. Coverage for new employees:

a. Medical and Dental Benefits

The employee and eligible dependents will be covered by medical and dental benefits the first (1st) day of the month following hire, provided the employee has submitted completed enrollment form and other required documents to the Employee Benefits office prior to that date. Employees who submit an enrollment form after the first (1st) day of the month following hire, but within thirty-one (31) days of hire, will be covered the first (1st) day of the month following date completed enrollment forms are received by Employee Benefits Office. Employees who do not submit an enrollment form within thirty-one (31) days of hire will be enrolled based on the default enrollment procedure. Coverage under the default plan(s) will begin on the first (1st) day of the month following thirty-one (31) days of employment.

2. Benefits coverage for terminating employees:

a. Retirees

i. County-subsidized coverage

Benefits options for retirees are provided for in Article 16, “Section VI”.

ii. Continuation of coverage through COBRA

Retirees may continue to participate in County medical and dental benefits plans on a self-pay basis as mandated by law.

b. Other terminating employees

i. County sponsored coverage

County sponsored medical and dental benefit plan coverage ends based on the employees last regularly scheduled working day in pay status:

Last Day in Paid Status	Coverage Ends
1st - 15th of month	End of the month
16th - 31st of month	End of the following month

Example: Employee A’s last working day in paid status is July 15. Employee A’s County sponsored health plan coverage will end July 31. Employee B’s last working day in paid status is July 16. Employee B’s County sponsored health plan coverage will end August 31. Employee

1 B will have additional cost shares deducted from final paychecks to cover the cost shares for
2 August coverage.

3 **ii. Continuation of coverage through COBRA**

4 Terminating employees may purchase continued coverage
5 under County medical and dental benefits plans on a self-pay basis as mandated by law.

6 **3. Employees on unpaid leaves of absence:**

7 **a. Leaves of less than thirty (30) days**

8 Employees' benefit plan coverage will not be affected by unpaid
9 leaves of absence of less than thirty (30) days duration. Unpaid cost shares will be recovered
10 from employee when employee returns to paid status.

11 **b. FMLA and OFLA Leaves**

12 **i.** The County will contribute toward medical and dental benefit
13 plan coverage during unpaid approved FMLA leave as required by law. Unpaid cost shares will
14 be recovered from employee when employee returns to paid status.

15 **ii.** If the employee remains on unpaid leave for more than thirty
16 (30) days after FMLA leave is exhausted, the leave will be treated as an unpaid leave of
17 absence per "Subsection c.i." below, except that the last day of FMLA leave will be deemed the
18 employee's last day in pay status.

19 **c. Non-FMLA Unpaid Leaves**

20 **i. Lapsing of County-subsidized coverage**

21 Lapsing of County-subsidized coverage occurs after
22 passage of thirty (30) day leave period. Thirty-first (31st) day of leave with unpaid status triggers
23 loss of health plan coverage. If thirty-first (31st) day of unpaid non-FMLA leave occurs:

31st Day of Unpaid Non-FMLA Leave	Coverage Ends
1st - 15th of month	End of the month
16th - 31st of month	End of the following month

24
25 **Example:** Employee A goes on non-FMLA unpaid leave effective July 15. Leave period
26 exceeds thirty (30) days. Thirty-first (31st) day of unpaid leave is August 14. Employee A's
27 County sponsored health plan coverage will end August 31. Employee B goes on non-FMLA
28 unpaid leave July 18. Unpaid leave period exceeds thirty (30) days. Thirty-first (31st) day of
29 unpaid leave is August 17th. Employee B's County sponsored health plan coverage will end
30 September 30.

1 **ii. Continuation of Coverage through COBRA**

2 Employees may continue to purchase coverage under
3 County medical and dental benefits plans on a self-pay basis as mandated by law.

4 **iii. Benefits Coverage upon return from a leave**

5 **(a)** Employees returning from a leave of absence without
6 pay during the same plan year will be reinstated to the same medical and dental benefit plans
7 (or successor plans) they had when they left County employment. If they return from leave the
8 first (1st) day of the month, coverage will be in effect upon their return from leave; otherwise,
9 coverage will be in effect the first (1st) day of the month following their return from leave.

10 **(b)** Employees returning from unpaid non-FMLA leave in
11 a new plan year may enroll in different plans within thirty-one (31) days of their return. Such
12 employees must complete a health plan enrollment form upon their return to work. If enrollment
13 forms are received on the first (1st) day of the month, the changed coverage will be effective
14 that day; otherwise, coverage will be in effect the first (1st) day of the month following receipt
15 of the completed enrollment forms by the County Employee Benefits Office.

16 **II. Other Benefits**

17 **A. Flexible Spending Accounts**

18 **1. Medical expenses:**

19 To the extent permitted by law, Medical Expense Reimbursement Plan
20 (MERP) accounts, which allow employees to pay for deductibles and un-reimbursed medical,
21 dental, and vision expenses with pretax wages, will be available according to the terms of the
22 Multnomah County Medical Expense Reimbursement Plan number 504.

23 **2. Dependent care expenses:**

24 To the extent permitted by law, Dependent Care Assistance Plan (DCAP)
25 accounts, which allow employees to pay for dependent care with pre-tax wages, will be
26 available according to the terms of the Multnomah County Dependent Care Assistance Plan
27 number 502.

28 **3. Transportation expenses:**

29 To the extent permitted by law, Transportation Assistance Plan (TRP)
30 accounts, which allow employees to pay for Transit and parking with pre-tax wages, will be
31 available according to the terms of the Multnomah County Transportation Expense Plan, as
32 may be modified from time to time.

33 **B. Life Insurance**

1 1. The County agrees to provide each employee covered by this Agreement
2 with term life insurance in the amount of thirty-thousand dollars (\$30,000). Any increases to the
3 County provided coverage are subject to the terms of the insurance contract.

4 2. Employees may purchase supplemental term life insurance coverage for
5 themselves, their spouse or their domestic partner consistent with carrier contract(s) by payroll
6 deduction. Premiums will vary according to age of the insured.

7 3. Retirees of Multnomah County who have at least ten (10) years of County
8 service will be provided with two thousand dollars (\$2,000) term life insurance by the County
9 during the period of time they receive pension benefits.

10 **C. Emergency Treatment**

11 Employees will be provided with emergency treatment for on the job injuries, at
12 no cost to the employees, and employees as a condition of receipt of emergency treatment, do
13 agree to hold the County harmless for injuries or damage sustained as a result thereof, if any.
14 Employees further will promptly sign an appropriate Workers' Compensation claim form when
15 presented by the employer.

16 **D. Disability Insurance**

17 Disability insurance benefits are provided for under Article 9. Sick Leave, "Section
18 IV".

19 **E. Long-Term Care**

20 Any bargaining unit employee covered by this agreement may participate in a
21 long-term care insurance program developed by the Union and the County (consistent with
22 carrier contracts), the monthly premiums to be paid individually through payroll deduction.

ARTICLE 12

WORKERS' COMPENSATION AND SUPPLEMENTAL BENEFITS

I. Coverage

All members of the bargaining unit will be provided full coverage as required by the Oregon Workers' Compensation Act.

II. Seniority

A. The period of time that an employee is off the job and unable to work by reason of a disability compensable under the Workers' Compensation Law shall not interrupt the employee's continued period of employment with reference to accrual of seniority unless the employee's approved Workers Compensation type attending physician, the State Workers' Compensation Department or Board certifies to the County in writing that the employee will be permanently disabled to such an extent that the employee will be unable to return to the County and fully perform the duties of the position they last occupied.

B. If an employee is transferred to another classification because of a compensable injury, the employee's seniority shall be governed in accordance with Article 21, Seniority and Layoff. In such event the employee's status shall be governed exclusively by applicable state statutes related to re-employment and non-discrimination.

C. If an injured employee has been released by the employee's attending physician to return to the job at injury, the employee will be reinstated to that position if eligible under the provisions of ORS 659.043, or its successor; provided that such reinstatement shall not violate the seniority rights, as contained elsewhere in this Agreement, of any other employee.

III. Probationary Employees

In accordance with the terms of Article 2, "Section XI," if an employee sustains an injury during their probationary period, it may be extended by written agreement of the Union, the employee, and the County.

IV. Supplemental Benefits

The County shall supplement the amount of Workers' Compensation benefits received by the employee for temporary disability due to occupational injury, illness or disease by an amount which, coupled with Workers' Compensation payments, will insure the disabled employee the equivalent of one hundred percent (100%) of the employee's semi-monthly net take home pay (as calculated in accordance with Workers' Compensation regulations) subject to the following conditions:

1 **A.** Supplemental benefits shall only be payable for those days an employee is
 2 receiving time loss benefits pursuant to Oregon Workers' Compensation Law. Supplemental
 3 benefits shall be paid for no more than three-hundred-twenty (320) hours of the employee's
 4 regular working hours or for a period equal to the amount of accrued sick leave hours at the
 5 time of injury, whichever is greater. Such payments shall not be chargeable to accrued sick
 6 leave.

7 **B.** To the extent not compensated by Workers' Compensation benefits, the hours
 8 missed on the first day of occupational disability shall be compensated as time worked.

9 **C.** To the extent not compensated by Workers' Compensation benefits, the day
 10 following the first day of occupational disability and the next succeeding day shall be
 11 compensated subject to the provisions of Article 9, Sick Leave.

12 **V. Denied Claims**

13 **A.** If a Workers' Compensation claim is denied, the employee's absence from work
 14 due to illness or injury shall, to the extent not compensated as Workers' Compensation time
 15 loss, be subject to the provisions of Article 9, Sick Leave.

16 **B.** If a Workers' Compensation claim which has been denied is later held
 17 compensable upon appeal, any compensation disbursed for paid leave taken in lieu of
 18 compensable time loss any shall be reimbursed by the employee to the County and the
 19 employee's sick leave account shall be credited with an equivalent number of days.

20 **C.** If an employee's Workers' Compensation claim is under appeal, and the
 21 employee is no longer entitled to medical/dental coverage under Article 11, Health and Welfare,
 22 the employee will be entitled to continued coverage under federal COBRA law. The duration of
 23 such coverage will be for six (6) months or the legally mandated period, whichever is greater,
 24 provided that the employee continues to be eligible and pays the premiums as required.

25 **D.** If a denied claim is later held compensable upon appeal, the employee will be
 26 entitled to:

27 1. Reimbursement of any premiums paid to the County for medical/dental
 28 benefits, and

29 2. Any supplemental benefits not paid in accordance with "Section IV" of this
 30 Article.

31 **VI. Benefits**

32 **A.** The County shall continue to provide medical and dental benefits for an employee
 33 with a compensable claim and the employee's dependent(s) from the first day of occupational

1 disability, subject to the limitations of Article 11, Health and Welfare, if any, for a period of one
2 (1) year or such longer period as may be required by law.

3 **B.** The County shall continue to make retirement contributions, based upon the
4 appropriate percentage of the gross dollar amount of supplemental benefits paid, throughout
5 the period that the employee receives such benefits.

6 **VII. Borrowing of Sick Leave**

7 Nothing in this Article may be construed to permit borrowing of sick leave not accrued
8 by and available to the employee.

ARTICLE 13
WORK SCHEDULES

I. Posting of Work Schedules

A. Work schedules showing work days and hours of work will be posted on bulletin boards or otherwise made accessible to employees at all times. Management may change work schedules with ten (10) days' notice to affected employees, and with less notice in the following circumstances:

1. Such notice is voluntarily waived in writing by the employee(s); or
2. For the duration of an emergency.

B. Should management determine that it needs to reduce hours for one (1) or more positions, management will first, in order of job class seniority, look for qualified volunteers within the work unit. If there are no volunteers, then such reduction shall be in reverse order of job class seniority of qualified employees. Exceptions to job class seniority preference assignment may be made in the following situations:

1. When an employee with less job class seniority is substantially more qualified for the reduced position;
2. Where bona fide job-related requirements for a balance of experienced and non-experienced personnel exist between shifts or assignments in a work unit.

II. Right to Compensation for Assigned, Scheduled, and Worked Hours

A. Regularly Scheduled Hours

An employee who reports to work as scheduled and is excused from duty for lack of work, or is specifically directed by the employee's supervisor or manager not to report to work, will be paid at the employee's regular rate for the hours the employee was scheduled to work.

B. Inclement Weather and Disasters

1. General:

a. All employees are expected to make every effort to attend work and serve the public during inclement weather, natural disaster, or community emergency unless released from reporting by their supervisor or other authorized management representative.

b. The County Chair, Chair's Chief-Of-Staff, Chief Operations Officer, or other Chair designee may make Countywide facility closure or operations curtailment

1 decisions. Those executives, and Department Directors and their designees, may make
2 Department facility closure or operations curtailment decisions.

3 c. The County reserves the right to maintain and revise policy
4 regarding inclement weather, a natural disaster, or an acute community emergency, as relates
5 to facility closure and operations curtailment, attendance at work, and reassignment of staff to
6 other temporary work locations. The County further reserves the right to determine whether or
7 not a specific event qualifies under the terms of such policy.

8 **2. Inclement Weather – Short Term (<48 Hours):**

9 **a. Operationally Essential Employees**

10 i. Employees who have been designated as operationally essential
11 (“Essential”) are required to report for duty regardless of facility closure or curtailment of some
12 or all County operations. An essential employee who does not report to work or who reports
13 late shall time-code the absence as leave without pay, or may charge it to compensatory time
14 off, personal or saved holiday, or vacation leave.

15 ii. The County shall annually provide a list of Local 88-represented
16 positions and/or classifications from each Department that have been designated Essential by
17 October 1 each year; the County reserves the right to revise the list as necessary. The County
18 shall also provide description of the rationale or criteria for determining what positions or duties
19 are essential during inclement weather.

20 iii. Essential employees may work remotely, if that arrangement has
21 been pre-approved by their supervisor.

22 **b. Employees Not Designated Operationally Essential (“Non-
23 Essential”)**

24 i. An employee who is directed by an appropriately authorized
25 management representative to not report for work due to facility or operations delayed opening,
26 early closure, or full curtailment shall be compensated for regularly scheduled hours until such
27 time as the facility or operation reopens or the employee is reassigned to another work location.

28 ii. An employee who is regularly scheduled to telework or
29 otherwise work remotely under a telework agreement is still expected to do so unless released
30 from working by their supervisor.

31 iii. Employees who were already scheduled for paid leave
32 remain in that leave status. An exception will be made by a Department where 1) an employee
33 leaves early due to impending inclement weather, and the County subsequently closes or

1 curtails that employee's facility or program during the balance of their shift, or 2) the school
 2 district in which an employee lives closes operations, the employee takes vacation leave, and
 3 the County subsequently closes or curtails that employee's facility or program during the
 4 balance of their shift. In each of these instances, the employee will be credited administrative
 5 leave for the shift time that was closed or curtailed.

6 **iv.** If an employee's site and operations are open, and the
 7 employee is unable to report to work due to the weather conditions, the employee must use
 8 unpaid leave, compensatory time off, personal or saved holiday, or vacation, or may request
 9 an ad hoc flex of their schedule from their supervisor.

10 **3. Inclement Weather – Long Term (>48 Hours):**

11 If inclement weather results in facility closures or operations curtailment
 12 cumulatively of four (4) days of disrupted operations in a seven (7) day period, or lasting two
 13 (2) consecutive days or more, or occurs on a date and time that would disrupt a critical County
 14 function that must be executed during the time frame of the closure/operations curtailment, the
 15 County may notify specific employees and the Union that they will need to report to work. All
 16 provisions of Art. 13. II.B.2. above shall remain in effect.

17 **III. Work Days and Days Off**

18 **A. Scheduling Requirements**

19 **1. Employees working 40 hours per week:**

20 **a.** Employees working five (5) eight (8)-hour days a week will be
 21 scheduled to work five (5) consecutive days with two (2) consecutive days off. Employees
 22 working four (4) ten (10)-hour days a week may be scheduled to work four (4) consecutive days
 23 or may be assigned to a split work week but will be scheduled with two (2) consecutive and
 24 one (1) non-consecutive day off.

25 **b. Alternate Work Week Schedules**

26 Alternate work week schedules are defined as seven (7)
 27 consecutive calendar days beginning four (4) hours after the employee's start time on Monday
 28 and ending four (4) hours after the employee's start time on the following Monday, or beginning
 29 four (4) hours after the employee's start time on Friday and ending four (4) hours after the
 30 employee's start time on the following Friday; or a work schedule which may vary the number
 31 of hours worked on a daily basis, but not necessarily each day, and is four (4) or five (5)
 32 consecutive days beginning at 12:01 a.m. Monday and ending on the following Sunday at 12:00

1 midnight. Nine-Eighty's (9-80s) would be considered an alternate work week schedule. Article
2 7 governing holiday observance will apply.

3 **2. Employees working less than 40 hours per week:**

4 Employees working less than forty (40) hours per week will be scheduled
5 to work no more than five (5) days a week, and at least two (2) of their days off must be
6 consecutive.

7 **B. Changing Scheduled Days of Work and Days Off**

8 **1. Voluntary changes:**

9 **a.** Changes of work days and days off will be considered voluntary if
10 they occur at the employee's request or as a result of shift bidding. During the fourteen (14)
11 day period following the transition from one schedule of work days and days off to another, the
12 provisions of "Section III.A " above will not apply, and, for example, the employee may have
13 split days off.

14 **b. Shift Trading**

15 Shift trading within Departments defined as trading time, hour, for
16 hour, shall be allowed provided that:

17 **i.** Exchanges do not conflict with a department's operational
18 needs;

19 **ii.** Exchanges do not require involuntary scheduling changes
20 on the part of other employees;

21 **iii.** Exchanges do not make the County liable for OT under the
22 FLSA.

23 Departments will develop procedures for requesting, approving,
24 and tracking shift trades, subject to approval of the County HR Director.

25 **2. Involuntary changes:**

26 Changes of work days and days off will be considered involuntary if they
27 occur at the discretion of management. In addition to the provisions which apply to voluntary
28 changes, the following will apply during the fourteen (14) day transition period:

29 **a.** Employees who are scheduled to work more than five (5) days in a
30 row without a day off will be paid at the time-and-a-half rate for all hours worked on the sixth
31 (6th) and subsequent days until their next scheduled day off. Days worked immediately prior
32 to the transition period will be included in the five (5) day requirement of this subsection.

1 **b.** No employee normally scheduled to work forty (40) hours per week
2 shall be paid for less than eighty (80) hours in a semimonthly pay period as a result of the
3 application of the provisions of this subsection, except that in the second pay period in February
4 this minimum shall be seventy (70) hours.

5 **IV. Scheduling the Work Day**

6 **A. Normal Work Day**

7 **1. Employees working forty hours a week:**

8 **a.** Employees working forty (40) hours per week on a five (5) day per
9 week work schedule shall work eight (8) consecutive hours per day excluding the meal period.
10 Employees on a continuous duty schedule per “Section C.3” below shall work eight (8)
11 consecutive hours per day including the meal period.

12 **b.** Employees working forty (40) hours per week on a four (4) day per
13 week work schedule shall work ten (10) consecutive hours per day excluding the meal period.
14 Employees on a continuous duty schedule per “Section C.3” below shall work ten (10)
15 consecutive hours per day including the meal period.

16 **c.** Employees working forty (40) hours per week on an alternate work
17 schedule shall work consecutive hours as scheduled per day excluding the meal period.
18 Employees on a continuous duty schedule per “Section C.3” below shall work consecutive
19 hours as scheduled per day including the meal period.

20 **2. Employees working less than forty hours a week:**

21 Employees working less than forty (40) hours a week will be scheduled to
22 work four (4) or more consecutive hours a day. Any meal periods to which the employee is
23 entitled will be on unpaid time, unless the employee is on a continuous duty schedule per
24 “Section C.3” below.

25 **B. Breaks**

26 Breaks provided for in this section will be on paid time.

27 **1. During the normal work day:**

28 **a. Employees working six or more hours a day**

29 Employees scheduled to work six (6) or more hours a day are
30 entitled to a fifteen (15) minute break during the first half of the work day, and another during
31 the second half, provided that the break in the second half of the work day is required only if
32 the employee is scheduled to work more than two (2) hours after the previous break or meal

1 period. Breaks for employees scheduled to work eight (8) or ten (10) hours in a day will be
2 scheduled at the middle of each half of the work day whenever practicable.

3 **b. Employees working fewer than six hours a day**

4 Employees scheduled to work fewer than six (6) hours a day are
5 entitled to one fifteen (15) minute break to be scheduled by management.

6 **2. While working overtime:**

7 Employees scheduled to work eight (8) or more hours who are expected
8 to work one and a half (1 ½) or more hours after their scheduled quitting time are entitled to a
9 fifteen (15) minute break at the end of their regularly scheduled work day.

10 **3. While on a continuous duty schedule:**

11 Breaks for employees on a continuous duty schedule are covered in
12 “Section C.3” below.

13 **C. Meal Periods**

14 **1. Entitlement to a meal period:**

15 The work schedules of employees working more than six (6) hours in a
16 work day will include a meal period. An employee who has worked eight (8) or more hours in a
17 work day and who works two (2) hours beyond the employee’s regular quitting time is entitled
18 to a second meal period.

19 **2. Unpaid meal periods:**

20 Meal periods are on unpaid time unless the provisions of “Subsection 3”
21 below apply.

22 **a. Length of the meal period**

23 Employees will be scheduled for a thirty (30) minute meal period
24 unless they request and management approves a one (1) hour meal period. Management may
25 rescind approval for a one (1) hour meal period, subject to the provisions for changing work
26 schedules in “Section I” above.

27 **b. Scheduling**

28 **i.** The meal period for employees working eight (8) or more
29 hours will be scheduled in the middle of the work day whenever practicable.

30 **ii.** When a one (1) hour meal period is requested and approved,
31 management will make adjustments to the employee’s starting and/or quitting time, subject to
32 the provisions for changing work schedules in “Section I” above.

33 **3. Paid meal periods:**

1 **a. Continuous duty schedules**

2 Management may assign employees performing duties which do
3 not lend themselves to duty free breaks and meal periods to a continuous duty schedule. Any
4 such assignment shall be in writing with a copy provided to the Union and the Labor Relations
5 Manager. Meal periods for such employees will be on paid time. The scheduling of meal periods
6 and breaks for affected employees will be based solely on management's judgment of the need
7 for supervision of clients or involvement in other continuous duty, or may be on an "as time is
8 available" basis. Continuous duty employees may not be relieved of duty during their work day,
9 and may have to take their meals and their breaks while supervising clients or attending to
10 other duties. Any meal periods or breaks may be interrupted or missed without additional
11 compensation.

12 **b. Temporary assignment**

13 If an employee who normally works a non-continuous schedule is
14 assigned to provide relief for a continuous duty post and that assignment includes the time of
15 the relief employee's normally scheduled meal period, it will be treated as a paid period
16 following the conditions of "Section IV.C.3.a" above.

17 **D. Clean Up Time**

18 Employees occupying labor, trades or craft positions, or whenever it is essential
19 for other employees to clean up or change clothes before being presentable upon leaving work,
20 shall be granted not more than a fifteen (15) minute personal clean up time prior to the end of
21 each shift. The County shall provide the required facilities for the employee's clean up time.
22 Neither party to this Agreement shall construe "clean up time" to mean "quit early time" or
23 "leave early time."

24 **V. Flexible Work Schedules**

25 **A. Exceptions to the Requirements of This Article**

26 Greater flexibility in work scheduling than is otherwise provided for in this article,
27 which benefits employees and the County, may be implemented, provided that such schedules
28 are in writing, and are agreed upon by the Union and the Labor Relations Manager. A copy of
29 any such agreed upon schedules shall be provided to all directly affected employees.

30 **B. Employee Requests for Substitution of Hours within a Work Week**

31 Employees may request to work fewer hours than scheduled on one (1) day in
32 an FLSA work week and make up for those hours by working an equivalent number of
33 additional hours on another day or days in the same FLSA work week. Such scheduling is

1 subject to the approval of management, and regardless of any other provisions of this
2 Agreement, will not result in overtime pay.

3 **C. Changes in Work Schedules - Review and Approval of Schedule Requests**

4 **1. Assessment of Alternative Schedule Options:**

5 The Union and the County recognize that flexible or alternative schedule
6 arrangements are of interest to both parties. In an effort to expand access to flexible schedule
7 options, while still meeting County business needs.

8 **2. Review and Approval of Schedule Requests:**

9 To be considered for an alternative schedule option, an employee shall
10 submit a written request to their supervisor; the employee's otherwise-assigned schedule shall
11 be the default unless an alternative is requested and approved. An employee's request for an
12 alternative schedule option shall be approved unless the supervisor explains in writing the
13 specific reasons that it would interfere with County business needs; County's business needs
14 include but are not limited to, work requirements, employee performance or misconduct
15 concerns, and employee satisfaction. To be considered a business needs criteria including
16 rescinding an alternative work schedule, the employee must have been given prior notice and
17 opportunity to correct a performance issue. Denial shall not be for arbitrary or capricious
18 reasons. Denials and rescissions of alternative work schedules may be appealed to the
19 Department Director; determination of the County's business needs shall be at the Director's
20 sole discretion.

21 **VI. Job Sharing**

22 **A.** The intent of a job share position is that two (2) employees voluntarily share the
23 duties and responsibilities of one full-time position in a single classification. Employees may
24 request to share a position. Approval of job sharing is at the discretion of management. Each
25 employee in the job share position must sign a job share agreement outlining the terms of the
26 job share and be scheduled for forty (40) hours during two (2) work weeks.

27 **B.** The County will develop a personnel rule and model agreement on job sharing in
28 consultation with the Union.

29 **C. Leave and Holiday Pay**

30 Job sharing employees will be treated as part-time employees for purposes of
31 holiday, leaves, pay, and health and welfare.

32 **D. Job Share Vacancy**

1 If one (1) job share employee vacates the position, the County determines
2 whether the position should continue as a job share. The remaining employee has the right to
3 assume the position on a full-time basis. If the position continues as a job share, the vacant
4 half of the position will be filled using the department procedure.

5 **E.** If the position does not continue as a job share, and the remaining employee
6 does not assume the position full-time, then the remaining employee may elect to transfer to a
7 vacant position in the same classification or to voluntarily demote to a vacant position for which
8 he/she is qualified. If the above conditions are not available or not acceptable, the employee
9 would be subject to layoff.

10 **VII. Telework Agreements**

11 **A.** The County encourages the use of telework in situations where it will be to the
12 mutual benefit of employees, the County, and the public. Teleworking is a tool that may be
13 used to increase productivity and employee morale, boost efficiency in the use of space, reduce
14 operational costs, lessen the environmental impact of vehicle travel and accommodate special
15 needs of employees. The County maintains a Personnel Rule 3-65 regarding telework and with
16 the exceptions described below, that Personnel Rule shall control the terms related to
17 teleworking.

18 **B.** Each telework assignment should be reviewed for costs and benefits, such as
19 the nature of the job, equipment requirements, and expected results. The telework assignment
20 should not create additional costs, risk or hardship to the County. The employee's supervisor
21 will provide a written response to an employee's written request for a telework agreement,
22 including the reason(s) for a denial, within a reasonable period of time. If an employee's
23 telework agreement is rescinded, the supervisor will provide a written explanation including the
24 reasons why the agreement is being rescinded.

25 **C.** A telework assignment may be denied or rescinded due to business needs
26 and/or performance issues. To be considered in rescinding a telework assignment, the
27 employee must have been given prior notice and opportunity to correct a performance issue.
28 Denials and rescissions of telework agreements may be appealed to the Department Director.
29 The approval of telework agreements shall be at the Director's sole discretion.

30 **VIII. Uniform Time Charging Provisions**

31 **A. Rounding Rule**

1 Time charged for all leaves and compensation for time worked under the terms
2 of this Agreement shall be subject to rounding to the nearest quarter of an hour in accordance
3 with the following rules:

4 0 - 7 minutes rounds to 0 hours

5 8 - 15 minutes rounds to 1/4 hour

6 **B. Applications**

7 **1. Lateness:**

8 Employees who are less than eight (8) minutes late are not required to
9 make up the missed minutes and shall be paid for a full shift without charge to a leave account.
10 Employees who are more than eight (8) minutes late may be charged paid leave for time late
11 or may be allowed to flex time at the manager's discretion. An employee who starts work after
12 their start time is considered to be late. Being late to work can be grounds for discipline up to
13 and including dismissal.

14 **2. Working over:**

15 An employee who works over less than eight (8) minutes shall not be
16 compensated. An employee who works eight (8) to fifteen (15) minutes over shall be
17 compensated one quarter (1/4) of an hour at the appropriate rate of pay in accordance with
18 Article 14, Compensation.

19 **3. Leaves:**

20 Late and early return from leaves shall be subject to the same rounding
21 practice as specified above.

22 **4. Work Day:**

23 The above provisions shall not be construed as a right for management to
24 extend the end of the working day beyond the normally scheduled ending time.

ARTICLE 14
COMPENSATION

I. Wage Adjustments

A. July 1, 2020

Effective July 1, 2020 the rates and ranges of employees covered by this Agreement shall be increased two and two-ninths (2.9%).

B. July 1, 2021

Effective July 1, 2021 the rates and ranges of employees covered by this Agreement shall be increased one and six-tenths percent (1.6%).

C. Market Adjustments for Selected Classifications

There is a joint understanding by the parties that market forces continue to have a variable effect on the relative market standing of many of the classifications in the bargaining unit. The County and the Union recognize the need for a fair and equitable compensation system and therefore agree to review market data and negotiate compensation for selected classifications every two (2) years, as began in calendar year 2010, using the process outlined below:

1. The parties shall each appoint a negotiating team of up to five (5) representatives no later than April 1 of each even-numbered year. No later than July 1, the teams shall agree to a list of classifications to be reviewed for possible market adjustments. The parties will review a minimum of ten (10) classifications and a maximum of thirty (30) classifications, provided that the number of employees covered by the selected classifications shall not exceed fifteen percent (15%) of the total number of regular employees in the bargaining unit. Any classifications agreed to which are part of a series shall include all classifications in the series and each classification within the series shall count towards the total number of classifications to be reviewed.

2. If the parties are unable to reach agreement on the list of selected classifications by close of business July 1, and the total number of classifications proposed by the parties exceeds (30) or the number of employees covered by the proposed classifications exceeds fifteen percent (15%) of the total number of regular employees in the bargaining unit, the parties shall meet on the next regularly scheduled business day following July 1 and alternately strike classifications until the number has been reduced to the specified limitations.

1 Any strike of a classification that is part of a series shall constitute a strike of the entire series.
2 The party having the first strike shall be determined by a coin toss.

3 **3.** Between July 1 and October 1 of each even-numbered year, the County
4 will update the official class specifications for each job classification selected for study. The
5 County will provide Local 88 with the final, updated class specifications no later than October
6 1. No changes will be made to the class specifications for jobs selected for study between
7 October 1 of each even-numbered year and June 30 of the following odd-numbered year.

8 **4.** Between October 1 of each even-numbered year and February 15 of the
9 following odd-numbered year, the Union and Management will conduct separate wage surveys
10 of the classifications identified. Wage surveys shall be conducted by comparing wage
11 midpoints of the agreed upon job classifications with other jurisdictions' job classifications'
12 wage midpoints. Classifications will be deemed "comparable" when the focus and purpose of
13 work are similar in nature; minimum qualifications require similar education, training and
14 experience; and the majority of duties are similar to the duties described in the selected job
15 classifications. Wage comparisons will be made with the same or other comparable job
16 classifications of employers/jurisdictions in comparable communities. "Comparable" is
17 generally limited to public sector jurisdictions within the Pacific Northwest region, but may also
18 include other public sector jurisdictions in comparable communities outside the region. Any
19 comparables from jurisdictions outside the Portland metropolitan area shall be adjusted for
20 differences in cost of labor, using accepted compensation tools or practices. Any cost of living
21 adjustments in comparable jurisdictions that are effective on or after January 1 of each odd-
22 numbered year shall not be factored into the wage rates.

23 **5.** No later than March 1 of each odd-numbered year, the parties will meet
24 and negotiate wages for the agreed upon classifications, using the information obtained from
25 wage surveys. Negotiations will be subject to the provisions of ORS 243.712.

26 **6. Negotiated Wage Changes**

27 **a.** All negotiated wage changes will go into effect July 1 of each odd-
28 numbered year.

29 **b. Wage Increases**

30 **i.** In classifications that are adjusted to a higher pay range as
31 a result of a study, employees who would not otherwise receive an immediate step increase
32 under the provisions outlined in Article 15.V. Pay Adjustments, shall receive the equivalent of
33 a one-half (1/2) step increase, equivalent to a one and one-half percent (1.5%) increase in base

1 wages, effective on the date of the study implementation. The one and one-half percent (1.5%)
2 increase provided for in this section will not be considered part of base wages for purposes of
3 calculating any wage adjustment or wage premiums, including but not limited to lead pay,
4 bilingual pay, or shift differential, except overtime pay as required by law.

5 ii. Eligible employees shall receive the remaining one-half (1/2)
6 step increase at the time of their individual anniversary date, and the combined increases shall
7 be considered the employee's step increase for that fiscal year. Beginning on the effective date
8 of the step increase, the full step increase shall be treated as base wages for all purposes
9 provided for in this contract, including wage premiums and wage adjustments.

10 iii. All other wage adjustments shall be implemented in
11 accordance with the provisions of Article 15.V. Pay Adjustments.

12 c. In the event the employee's rate of pay exceeds the new
13 recommended maximum pay rate as a result of market adjustment, the employee shall be paid
14 in accordance with Article 15.VI.A.3.

15 **D. Reopener Provisions for Market Adjustments**

16 It is the intent of the parties to negotiate market adjustments for selected
17 classifications every two (2) years, with negotiations to begin no later than March 1 of each
18 odd-numbered year. Any agreed upon wage adjustments shall be effective on July 1 of that
19 odd-numbered year. In any such odd-numbered year in which contract negotiations would not
20 otherwise be open, the parties agree to a limited wage reopener for the purpose of determining
21 market adjustments for selected classifications using the process outlined above.

22 **E. Funding and Amount of Increase**

23 The County shall cover the full costs of implementation of any wage increases
24 resulting from the negotiations provided for in Article 14.I.E.

25 **F. Compensation Plan**

26 1. The compensation plan for Local 88 classifications utilizes eight (8) steps,
27 with a difference of three percent (3%) between each step in a pay grade, and a difference of
28 three percent (3%) between each pay grade. This is commonly referred to as the "3X3" Comp
29 Plan. Cost of Living Adjustments (COLAs) shall be implemented by adjusting each step in each
30 pay grade by the agreed upon COLA percentage or minimum hourly rate increase. If the result
31 of applying the COLA for any step(s) in the pay plan yields a result that does not align with the
32 3X3 plan, then, subject to the mutual agreement of the parties, an additional adjustment may
33 be made to maintain the uniformity and integrity of the 3X3 plan. The County may implement

1 any upward adjustments presented during bargaining by the Union regarding mitigating the
2 impact of the \$0.60 minimum on the 3X3 schedule.

3 **2.** Notwithstanding the Compensation Plan structure described above, no
4 bargaining unit members shall be paid at a rate of less than Fifteen Dollars per hour (\$15.00/hr).
5 Bargaining unit members shall be maintained on the range and step corresponding to their
6 respective classification and scheduled step advancement, and minimum pay rates manually
7 applied to the Compensation Plan schedule on an annual basis.

8 **II. Pay Periods**

9 Employees shall be paid on a twice a month basis. The pay periods shall be the first
10 (1st) through the fifteenth (15th) of each month and the sixteenth (16th) through the end of
11 each month. Employees will be paid on the fifteenth (15th) of each month for hours worked
12 during the second pay period of the preceding month, and on the last business day of each
13 month for hours worked during the first pay period of that month; provided, however, that if
14 either date falls on a Saturday, Sunday, or Holiday, the pay date will be the preceding business
15 day.

16 **III. Work Outside of Regularly Scheduled Hours/Days**

17 **A. Reporting to Work after Hours/Scheduled Day Off**

18 From time to time, it may be necessary to have employees work outside their
19 regularly scheduled working hours or on a scheduled day off. In order to be respectful of an
20 employee's schedules and activities outside of work, and to keep County costs down, every
21 effort will be made to (a) give as much advance written notice as possible, (b) limit the
22 employee's uncompensated break between the end of employee's shift and the callback
23 assignment or between the callback assignment and the beginning of the employee's shift by
24 scheduling as close to their regularly scheduled shifts as possible, and (c) allow for a
25 continuous break of ten (10) or more hours between the end of one shift and the beginning of
26 the next shift. None of the provisions in this section shall violate the provisions of "Article 14.IV"
27 as they apply to part-time employees.

28 **1. "Call Back" - Less Than Twenty-four (24) Hours Advance Notice**

29 **a. Minimum Compensation**

30 Any employee who returns to work at the direction of management
31 outside their regularly scheduled working hours or on a scheduled day off—and there is less
32 than twenty-four (24) hours advance verbal or written notice—shall be compensated for a
33 minimum of four (4) hours—or time worked, whichever is greater—at the appropriate rate

1 according to the provisions of “Article 14.IV”. If applicable, the employee shall have the option
 2 of receiving overtime or compensatory time, or they may flex their time at a time approved by
 3 their supervisor. This minimum does not apply if (a) an employee elects to accept an overtime
 4 assignment prior to the end of their scheduled shift, or (b) the employee was on “Involuntary
 5 On-Call” status according to the provisions of “Article 14, Section IX”.

6 **b. Start of Period and Immediate Callback**

7 If all of these conditions apply: (a) the employee's regularly
 8 scheduled shift has already ended and (b) they are required to report back to work immediately
 9 (as soon as they can get there) and (c) they report to the work location within one (1) hour, the
 10 four (4) hour minimum period commences with the acceptance of the assignment and ends
 11 four (4) hours later; otherwise the four (4) hour minimum period commences at the time of
 12 reporting to the work location. (For example, if an employee’s regularly scheduled shift ends at
 13 five (5:00) p.m. and they are contacted at midnight (12:00) a.m. that night and required to report
 14 back to work immediately and they report to the work location within the hour—before one
 15 (1:00) a.m.—the four (4) hour minimum period commences at midnight—with the acceptance
 16 of the assignment. If an employee’s regularly scheduled shift ends at five (5:00) p.m. and they
 17 are required to report back to work the next morning at six (6:00) a.m., then the four (4) hour
 18 minimum period commences at six (6:00) a.m.—at the time of reporting to the work location).

19 **2. “Schedule Change” or “Mandatory Meeting” - Greater Than or Equal**
 20 **to Twenty-four (24) Hours Advance Written Notice**

21 **a. Compensation**

22 Any employee who is required to report to work at the direction of
 23 management outside of their regularly scheduled working hours or on a scheduled day off and
 24 there is greater than or equal to twenty-four (24) hours and less than ten (10) calendar days
 25 advance written notice shall be compensated for time worked at the appropriate rate according
 26 to the provisions of “Article 14.IV”. If there is greater than or equal to ten (10) calendar days
 27 advance notice, the employee shall be (a) compensated as above; or (b) notified in writing of
 28 the change to their regularly scheduled working hours.

29 **b. Length of Break between Shifts**

30 In the event an employee is required to work additional hours
 31 between the end of their regularly scheduled shift and the beginning of their next regularly
 32 scheduled shift and the break is less than ten (10) hours, the County shall:

1 1. allow the employee to flex the beginning time of his/her
2 regularly scheduled shift to allow for a ten (10) hour break, County needs permitting; or

3 2. compensate the employee at his/her regular scheduled rate
4 of pay for the difference between ten (10) hours and the actual hours he/she is off between the
5 end of work and the start of his/her shift. For example, if an employee's regular shift normally
6 ends at ten (10:00) p.m., works until midnight (12:00 a.m.) and then is scheduled to begin work
7 at eight (8:00) a.m., the break is only eight (8) hours, they would be compensated for an
8 additional two (2) hours.

9 This compensation shall be in addition to his/her rate of pay for actual hours worked.
10 This additional compensation only applies when there is greater than or equal to twenty-four
11 (24) hours advance written notice.

12 **B. Receiving Work Telephone Calls at Home**

13 Any employee who is called at home or a location other than their job site for
14 work related business during their off-duty time, and is not required to report to a work site,
15 shall receive one (1) hour pay at the appropriate rate according to the provision of Section IV
16 below. Multiple calls with less than twenty (20) minutes between the end of the first (1st) and
17 beginning of the second (2nd) (or more) calls will be considered one (1) call. This provision
18 does not apply to telephone calls regarding work scheduling, messages left on voicemail or
19 answering machines and/or worksite directions.

20 **C. Off Duty Telephone/Computer Work at Home**

21 Any employee directed to perform work from home outside of their regular
22 scheduled hours, will receive one (1) hour pay or the length of work whichever is greater, at
23 the appropriate rate according to the provision of Section IV below.

24 **D. Cancelled Court Appearance on Day Off**

25 When an employee is required to make a court appearance as a result of their
26 job on his/her regularly scheduled day off, and such court appearance is cancelled and the
27 employee is not notified of the cancellation by or on the employee's last scheduled work day
28 prior to the scheduled court appearance, then the employee shall receive two (2) hours pay
29 according to the provisions of Section IV below even though the court appearance was
30 cancelled.

31 **IV. Overtime**

32 **A. Regular Overtime**

1 Employees will be compensated at the rate of one and one half (1 ½) times their
2 normal hourly rate of pay for additional time worked as follows:

3 1. In excess of eight (8) hours in any work day for a five (5)-day, forty (40)-
4 hour a week employee; or

5 2. In excess of ten (10) hours in any work day for a four (4) day, forty (40)-
6 hour a week employee; or

7 3. In excess of forty (40) hours in any FLSA work week.

8 **B. Double Time**

9 1. All work performed beyond regular overtime on a full-time employee's
10 scheduled second (2nd) or third (3rd), or fourth (4th) day of rest will be paid at the rate of two (2)
11 times the employee's regular rate of pay, provided that an employee who has refused to work
12 a full shift on the employee's first (1st) scheduled day of rest will be paid at the rate of one-and-
13 one-half (1 ½) times their normal rate.

14 2. The first (1st) day of rest shall be the employee's first (1st) day off following
15 their final continuous day of rest. For example:

16 a. If an employee has three (3) continuous days of rest from Saturday
17 through Monday, then Sunday and Monday will be their second (2nd) and third (3rd) days of
18 rest.

19 b. If an employee has three (3) non-continuous days of rest on
20 Wednesday, Sunday, and Monday, then Sunday and Monday will be their second (2nd) and
21 third (3rd) days of rest.

22 3. The applicable day of rest will be determined by the calendar day the
23 person begins work and will remain in effect until (a) they leave work, or (b) their next regularly
24 scheduled shift begins, whichever happens first. For example, if an employee starts work at
25 ten (10:00) p.m. on their first (1st) day of rest and works until two (2:00) a.m. on the second
26 (2nd) day of rest (and their next regularly scheduled shift has not begun during that entire time
27 period), all the hours will be computed at one-and-one-half (1 ½) time. Work begun during the
28 second or third day of rest will be computed at double time according to the provisions above.

29 4. Part-time employees who work in excess of forty-eight (48) hours in an
30 employee's FLSA work week shall be compensated at the double rate for all such hours in
31 excess of forty-eight (48) hours.

32 **C. Overtime Administration**

33 1. **Computation of overtime - holidays and leaves:**

1 When computing overtime, paid holidays and leaves with pay taken during
2 the work week shall be considered as time worked.

3 **2. Premium Pay in the Computation of Pay Rates:**

4 When computing the overtime rate or vacation or sick leave pay due an
5 employee receiving premium pay, such premium pay must be included when the employee is
6 regularly assigned to premium work.

7 **3. Equal distribution of overtime work:**

8 Overtime work shall be distributed as equally as practicable among
9 employees working within the same job classification within each work unit providing they have
10 indicated in writing a desire to work overtime to their supervisor. The County will endeavor to
11 post rules related to overtime distribution in all work units in which overtime is assigned, and
12 shall post such rules or procedures in each work unit with twenty-four (24) hour or seven (7)
13 day-per-week operations.

14 **4. No discrimination:**

15 There shall be no discrimination against any employee who declines to
16 work overtime. Overtime work shall normally be voluntary except in cases where the County
17 Chair or designee, Department Director, Sheriff, or District Attorney has notified impacted
18 employees that they believe the public health, safety and welfare, or critical public interest may
19 be at risk.

20 **5. Discipline for unauthorized overtime:**

21 Employees working unauthorized overtime may be subject to discipline.

22 **6. No suspending work to avoid overtime:**

23 Employees shall not be required to suspend work during regular hours to
24 avoid overtime.

25 **7. Compensatory time:**

26 Compensatory time may be accrued by agreement between the County
27 and the employee with the following limitations. Specifically, in lieu of overtime pay, an
28 employee may with supervisory approval elect to accrue compensatory time off equal to the
29 applicable overtime rate for each hour of overtime worked, provided:

30 **a.** The maximum allowable accumulation of compensatory time off
31 shall be eighty (80) hours.

32 **b.** Accrued compensatory time off may be used at the discretion of the
33 employee with the supervisor's consent.

1 c. In the event the employee terminates for any reason, accrued
2 compensatory time shall be paid off in cash to the employee or their heirs.

3 d. Flexibility during the work week made at the employee's request is
4 not subject to this section and is solely governed by Article 13, "Section V.B"

5 **V. Shift Differential**

6 **A. Payment of Shift Premiums**

7 **1. Hours and amounts:**

8 The County and the Union recognize that a work week may contain three
9 (3) different shifts: day, swing, and graveyard. The County agrees to pay the following shift
10 premium pay in addition to the established wage rate to employees who are scheduled to work
11 eight (8) or more hours in a work day:

12 **a. Swing shift premium**

13 An hourly premium of one dollar (\$1.00) to employees for all hours
14 worked on shifts beginning between the hours of twelve noon (12:00 p.m.) and six-fifty-nine
15 (6:59) p.m.; or

16 **b. Graveyard shift premium**

17 An hourly premium of one dollar and twenty-five cents (\$1.25) to
18 employees for all hours worked on shifts beginning between the hours of seven (7:00) p.m.
19 and five-fifty-nine (5:59) a.m., provided that the employee was not called in early to a shift
20 normally scheduled to begin at or after six (6:00) a.m.; or

21 **c. Relief shift premium**

22 An hourly premium of one dollar and twenty-five cents (\$1.25) to
23 employees for all hours worked in the work week while assigned to a relief shift.

24 **2. Definition of relief shift:**

25 A relief shift occurs when an employee's work week does not contain four
26 (4) like shifts, i.e., four (4) day shifts; four (4) swing shifts; or four (4) graveyard shifts.
27 Employees assigned to a relief shift schedule are exempt from the provisions of Article 13,
28 "Section I"; however, such employees must be given at least a twenty-four (24) hour notice of
29 shift assignment.

30 **3. Application to Hours Outside of Regularly Scheduled Shift:**

31 **a.** Day shift employees who work at least twelve (12) hours
32 continuously on a day they are regularly scheduled to work shall receive the applicable shift

1 differential for all hours worked that fall outside of their shift in the window for Swing or
2 Graveyard Differential.

3 **b.** Swing shift employees who work at least twelve (12) hours
4 continuously on a day they are regularly scheduled to work shall receive Swing Differential for
5 all hours worked that fall outside of their regular schedule in the window of Day shift. Swing
6 shift employees shall also receive Graveyard Differential for all hours worked that fall outside
7 of their regular shift in the window of Graveyard shift.

8 **c.** Graveyard shift employees who work at least twelve (12) hours
9 continuously on a day they are regularly scheduled to work shall receive Graveyard Differential
10 for all hours worked that fall outside if their regular shift. The employee receives the differential
11 regardless of whether they were called in early to a shift normally scheduled to begin at or after
12 six (6:00) am as long as they work twelve (12) continuous hours.

13 **d. Application of Hours on Days of Rest (<12 Hours)**

14 If an employee does not work at least twelve (12) hours
15 continuously on a day they are not regularly scheduled to work, they shall receive the applicable
16 shift differential for hours worked in the Swing or Graveyard Differential. For example:

17 **i.** An employee regularly scheduled to work swing shift
18 accepts an extra shift on their day of rest starting at 7:00 a.m. and ending at 3:30 p.m. The
19 employee works an additional two hours to 5:30 p.m. They are considered Day Shift and do
20 not receive any shift differential.

21 **ii.** An employee regularly scheduled to work day shift accepts
22 a shift on their day of rest beginning at noon (12:00 p.m.) and ending at 8:30 p.m. They will
23 receive Swing Differential for this entire shift.

24 **e. Application to Hours on Days of Rest (>12 Hours)**

25 If an employee works at least twelve (12) hours continuously on a
26 day they are not regularly scheduled to work, they shall receive the applicable shift differential
27 for hours worked in the Swing or Graveyard Differential. For example:

28 **i.** An employee regularly scheduled to work Swing shift
29 accepts an extra shift on their day of rest starting at 7:00 a.m. and ending at 7:30 p.m. They
30 will receive the Swing Differential from noon (12:00 p.m.) to 6:59 p.m. and Graveyard
31 Differential from 7:00 p.m. to 7:30 p.m.

32 **ii.** An employee regularly scheduled to work Graveyard shift
33 accepts an extra shift on their day of rest starting at 1:00 p.m. to 1:30 a.m. They will receive

1 the Swing Differential from (1:00 p.m.) to 6:59 p.m. and Graveyard Differential from 7:00 p.m.
2 to 1:30 a.m.

3 f. An employee must work twelve (12) continuous hours in order for
4 Article 14.V.A.3. to apply. An unpaid lunch break is not considered a break in continuous hours
5 nor is it considered towards the twelve (12) continuous hours worked.

6 **B. Inclusion of Shift Differentials in Wages**

7 **1. Inclusion in overtime rate:**

8 When computing the overtime rate due an employee receiving shift
9 differential pay, such pay must be included in the overtime rate.

10 **2. Inclusion in sick and vacation pay:**

11 Shift differentials shall continue to apply to all hours paid including sick
12 leave or vacation hours if they occur during the employee's normally scheduled shift.

13 **3. Shift pay disallowed for voluntary single shift change:**

14 Employees are not entitled to shift differential pay for a single shift change
15 that is done at the request of and for the benefit of the employee.

16 **VI. Auto Allowance and Compensation**

17 Auto allowance and compensation shall be paid pursuant to Addendum E.

18 **VII. Deferred Compensation Plan**

19 Subject to applicable federal regulations, the County agrees to provide a deferred
20 compensation plan that provides for payment at a future date for services currently rendered
21 by the eligible employee. Each new employee will be automatically enrolled in the County's
22 Deferred Compensation program, at the rate of one percent (1%) of their pre-tax wages, unless
23 the employee chooses to opt out. Specific terms and conditions of the deferred compensation
24 program are controlled by the plan document.

25 **VIII. Overpayments and Payments in Violation of Contract**

26 Any employee receiving unauthorized payments has the obligation to call such error to
27 the attention of their supervisor.

28 **A. Unauthorized Overpayments**

29 Any employee who receives payments to which they are not entitled, including
30 but not limited to premium pay, shift differential, overtime pay, step increases, or any other
31 salary, wage, or reimbursement which is not authorized by this contract or County Personnel
32 Rules, and which the employee knew or reasonably should have known they were not entitled
33 to receive, shall reimburse the County for the full amount of the overpayment.

1 **B. Payments in Error**

2 When an employee receives payments due to a clerical, technical, or computer
3 error, through no fault of the employee and where the employee did not and could not
4 reasonably have known that the error occurred, the employee will only be liable for and the
5 County shall only recover the overpayment for a period of one-hundred and eighty (180) days
6 preceding the date of discovery of the error.

7 **C. Repayment to the County**

8 As soon as the overpayment is known, the County will make every effort to
9 recover overpayments as specified in subsections A or B above, by payroll deduction over a
10 reasonable period of time as determined by the County Human Resources Director.

11 **D. Repayment to the Employee**

12 When an error occurs which results in a negative impact on the employee, upon
13 notification by the employee, and verification by the payroll division, payment in correction of
14 the error shall be made in the employee's paycheck for the current pay period.

15 **IX. On-Call Pay**

16 **A. Voluntary On-Call**

17 Employees on a regular work schedule may volunteer to be placed on on-call
18 duty beyond their regularly scheduled work day or work week and may be assigned an
19 answering device for on-call purposes to avail themselves of the opportunity to receive
20 additional pay. Any such employee on voluntary on-call status may refuse to report if called.

21 **B. Involuntary On-Call (FLSA Exempt)**

22 1. Any employee determined by the Department Human Resources Manager
23 to be FLSA exempt may be placed on involuntary on-call status. Any such employee shall be
24 allowed compensatory time off at the rate of one (1) hour for each eight (8) hour period they
25 are on on-call status. Employees who are assigned on-call duty for less than eight (8) hours
26 shall be allowed compensatory time off on a pro-rated basis at full hour increments.

27 2. An employee shall be assigned on-call duty when specifically required to
28 be available for work outside his/her working hours and not subject to restrictions which would
29 prevent the employee from using the time while on-call effectively for the employee's own
30 purposes.

31 3. No employee is eligible for any premium pay compensation while on on-
32 call duty except as expressly stated in this article. On-call duty time shall not be counted as
33 time worked in the computation of overtime hours. An employee shall not be on on-call duty

1 once he/she actually commences performing assigned duties and receives the appropriate rate
2 of pay for time worked.

3 **C. Involuntary On-Call (FLSA Non-exempt)**

4 **1.** Employees shall be paid one (1) hour of pay or compensatory time off
5 subject to Section IV.C.7 at the regular straight time rate for each eight (8) hours of assigned
6 on-call duty. Employees who are assigned on-call duty for less than eight (8) hours shall be
7 paid on a pro-rated basis at full hour increments.

8 **2.** An employee shall be assigned on-call duty when specifically required to
9 be available for work outside his/her working hours and not subject to restrictions which would
10 prevent the employee from using the time while on-call effectively for the employee's own
11 purposes.

12 **3.** No employee is eligible for any premium pay compensation while on on-
13 call duty except as expressly stated in this article. On-call duty time shall not be counted as
14 time worked in the computation of overtime hours. An employee shall not be on on-call duty
15 once he/she actually commences performing assigned duties and receives the appropriate rate
16 of pay for time worked.

17 **X. Waiver of State Overtime Requirements**

18 To the extent allowable by law, the provisions of this Article and other provisions of this
19 Agreement constitute an express waiver of ORS 653.268as provided by ORS653.269.

20 **XI. Bilingual Pay**

21 **A.** A differential of four percent (4%) over base rate will be paid to employees who
22 have been directed to translate to and from English to another language (including the use of
23 sign language), as a condition of employment. Direction to translate may be continuous by
24 adoption of a language KSA for the position, in which case the premium shall be paid on all
25 hours worked, or may be given on an ad hoc basis, in which case the premium shall be paid
26 on hours worked conducting translation.

27 **B.** An employee who believes their work assignment requires routine translation
28 services (i.e., implicit direction of translation), but who has been denied bilingual pay, may
29 request that their department Human Resources Manager review the assignment and make a
30 determination of eligibility. The department determination shall be subject to review by the
31 County's Chief Human Resource Officer.

32 **C.** The proficiency level for interpretation and translation skills will be assigned by
33 management and contained in an employee's individual position description.

1 **XII. Culturally-Specific Knowledge, Skills, and Abilities Positions Compensation**

2 A differential of four percent (4%) over base rate will be paid to employees in positions
3 that have an additional Culturally-Specific Knowledge, Skills, and Abilities minimum
4 qualification attached to them (e.g., such as those referenced in Article 21.III.E.10.). An
5 employee may not simultaneously receive multiple premiums for related KSAs (e.g., premiums
6 for a Vietnamese Culturally-Specific KSA and Bilingual pay for speaking Vietnamese).

7 **XIII. Inclement Weather Essential Assignment Compensation**

8 **A.** Employees in positions that have been designated as Inclement Weather Essential
9 Assignments shall receive two (2) saved holidays, at the number of hours described in Article
10 7.I.B.1., on October 16 of each year. An employee who transfers into an Inclement Weather
11 Essential Assignment after October 16 but before January 1 of the same fiscal year will receive
12 two (2) saved holidays effective to the date of their transfer. An employee who transfers into
13 an Inclement Weather Essential Assignment on or after January 1 but before March 15 of the
14 same fiscal year will receive one (1) saved holiday effective to the date of their transfer. An
15 employee who transfers into an Inclement Weather Essential Assignment after March 15 will
16 receive no saved holidays for the fiscal year.

17 **B.** An employee who transfers out of an Inclement Weather Essential Assignment after
18 October 16, but before January 1 of the same fiscal year shall have one (1) saved holiday
19 deducted from their accrued leave; if the employee has already used both saved holidays, they
20 will have one (1) vacation day deducted from their accrued leave.

21 **C.** An employee that is not eligible to receive saved holidays under Article 14.XIII.A.,
22 but who is directed to report to work under Article 13.II.B.3. shall be paid an hourly premium of
23 twenty percent (20%) of base pay for all hours worked during qualifying inclement weather.

24 **XIV. Maintenance of Mandatory Licenses/Certifications**

25 An employee who is required by the County to maintain a license or certification as a
26 condition of employment in their classification shall be reimbursed for licensure/certification
27 fees to the issuing body, and/or fees for continuing education units if required for maintenance
28 of licensure/certification, up to five hundred dollars (\$500.00) biennially, prorated based on the
29 employee's FTE. Continuing education units must have supervisor prior approval to be eligible
30 for reimbursement.

ARTICLE 15**CLASSIFICATIONS AND PAY RANGES****I. Wage Schedule**

Employees covered by this Agreement shall be compensated in accordance with the Wage Schedule attached to this Agreement as Addendum A, which by this reference is incorporated herein, and as modified by Article 14.

II. Step Placement and Anniversary Dates**A. New Employees and Rehires**

1. A rehire is an employee who has terminated regular employment with the County, and is subsequently selected to occupy a regular position from a civil service list. (Former employees who return to regular County employment without being selected from a list are not rehired, but reinstated. See "Section II.G.1" below.)

2. New employees and rehires will be paid at the minimum rate in the range for their classification unless a higher rate is approved by the Central Human Resources Manager or their designee.

3. The anniversary date for wage increases for new employees will be the date of regular appointment, and the date for rehires will be the most recent date of regular appointment. However, the anniversary date for new employees and rehires will be adjusted to reflect any additional job class seniority credit, such as credit for temporary service in the classification, which they receive under the provisions of Article 21.

B. Step Increases

A regular status, trial service status, or limited duration appointment status employee not at the maximum of their pay range shall receive an anniversary step increase upon the completion of one year of service within the job class at the current step. Service within the job class is measured in accordance with Article 2.

C. Promotion**1. Definition:**

A promotion is an appointment to a classification with a higher top step than in the preceding classification.

2. Pay adjustments upon promotion:

1 **a.** The base pay of a newly promoted employee will be at least one
2 step higher than their base pay in the lower classification, unless such an increase puts him or
3 her beyond the top of the higher range.

4 **b.** If the employee's base pay in the lower range plus one step
5 increase is lower than the first step in the higher range, the employee will be paid at the first
6 step rate.

7 **c.** If the employee's base pay in the lower range plus one step
8 increase is higher than the top step in the higher range, the employee will be paid at the top
9 step rate.

10 **d.** If the employee's base pay in the lower range plus one step
11 increase falls within the higher range, the employee will be paid at the step rate which
12 represents at least a one step increase, but less than a two step increase in base pay.

13 **e.** The rate of pay upon promotion for lead workers who have received
14 lead pay continuously for a year or more immediately prior to the promotion will be calculated
15 as if the lead pay were part of the base rate.

16 **f.** Notwithstanding the provisions of this section II.C., a higher rate of
17 pay may be approved at the discretion of the Central Human Resources Manager or their
18 designee. Such approval must be within the pay range for the employee's classification and
19 will be based on the factors listed in MCPR 2-40-050 including market rates for similar jobs in
20 the community; additional relevant experience and/or training of the employee; pay
21 relationships within the unit or department; previous salary; available funds to finance the
22 salary; and the action must appear prudent to the public.

23 **3. Anniversary date upon promotion:**

24 The employee's anniversary date for wage increases will be the date of a
25 regular appointment to the higher classification, unless the employee receives additional
26 seniority credit, such as credit for continuous, contiguous temporary service in the higher
27 classification.

28 **4. Failure to complete Promotional Trial Service:**

29 **a.** When a regular employee is promoted and does not complete the
30 Promotional Trial Service period for that classification, they shall be reinstated to a position in
31 the classification and department from which the employee was promoted. Reference to
32 Promotional Trial Service period in this section applies to any Local 88 or non-Local 88
33 Promotional Trial Service period in Multnomah County. Employees who do not complete

1 Promotional Trial Service period within the first six (6) months, in a Local 88 position and return
 2 within the Trial Service period to their previous position shall treat such time in the higher class
 3 as seniority accrual in the lower class. Employees who do not successfully complete
 4 Promotional Trial Service period in a non-Local 88 bargaining unit position shall have their time
 5 count towards their total length of continuous service within the County.

6 **b.** The employee will be placed at the same step in the old range that
 7 they would have been on but for the promotion.

8 **c.** The anniversary date for wage increases will revert to the
 9 anniversary date in effect prior to the promotion.

10 **D. Demotion**

11 **1. Definition:**

12 A demotion is the voluntary or involuntary movement of an employee from
 13 a position in a higher class who has attained regular status in that position, to a position in a
 14 lower class having a lower maximum pay rate. Reinstatement to a previously held position after
 15 failure to complete the probationary period is not a demotion.

16 **2. Pay adjustments upon demotion:**

17 **a.** Employees demoted for other than disciplinary reasons will receive
 18 the rate of pay in the lower pay range that causes the least reduction in base pay. No demoted
 19 employee shall receive an increase in base pay.

20 **b.** Employees demoted for disciplinary reasons will receive the rate of
 21 pay in the lower pay range specified as a part of the disciplinary action. If no rate of pay is
 22 specified, they will receive the rate provided for in "Subsection a" above.

23 **3. Anniversary dates upon demotion:**

24 A demoted employee's anniversary date for wage increases will be the
 25 date of demotion.

26 **E. Transfer**

27 **1. Definition:**

28 A transfer, for purposes of payroll administration, is an appointment to
 29 another position within the classification held, or to a position in another classification with the
 30 same top step. The same rules for step placement and establishing anniversary dates apply
 31 whether the transfer occurs within the bargaining unit or from outside the unit.

32 **2. Pay adjustments upon transfer:**

1 a. If an employee transfers to another position in the same
2 classification, or to another classification with the same pay range and steps, there will be no
3 change in the employee's rate of pay.

4 b. If an employee transfers to another classification with the same top
5 step, but with different lower steps, the employee will be paid at the step in the new range which
6 is nearest to their former rate without causing a reduction in pay.

7 **3. Anniversary dates upon transfer:**

8 The employee's anniversary date will remain unchanged.

9 **F. Reclassification**

10 Wage adjustments and anniversary dates upon reclassification are covered in
11 "Section V" below.

12 **G. Reinstatement**

13 **1. Step placement upon reinstatement:**

14 a. If an employee is recalled from a recall list, after voluntary
15 demotion, or after a leave of absence, the employee will be placed at the same step they were
16 on when they left the classification.

17 b. A former County employee who is not on a recall list may also be
18 reinstated at the discretion of the Human Resources Manager or designee. If reinstated to the
19 classification most recently held, the employee will be placed at the same step they were on
20 when they left the classification.

21 **2. Anniversary dates upon reinstatement:**

22 The anniversary dates of reinstated employees will be adjusted so that if
23 the time spent away from the classification exceeds thirty (30) days in duration, none of the
24 time away will count.

25 **3. Trial Service Period:**

26 a. Reinstated employees who have not previously attained regular
27 status must serve the remainder of their new hire Initial Trial Service period. If an employee
28 who has not previously attained regular status is reinstated to a different department, their new
29 hire Initial Trial Service period may be extended sixty (60) additional days by mutual agreement
30 of both parties.

31 b. If an employee who has previously attained regular status is
32 reinstated to a different department, the employee may be required to serve a sixty (60) day
33 Trial Service period by mutual agreement of both parties. Employees who have been recalled,

1 although not subject to an additional Trial Service period, are subject to the provisions of Article
2 21, "Section V.A.(Recall)".

3 **H. Special Pay Adjustments**

4 Notwithstanding the provisions of this section II, a special pay adjustment may
5 be authorized to an employee's pay rate subject to the discretion and final approval of the
6 Central Human Resources Director or their designee. Such pay adjustments must be within
7 the pay range for the employee's classification and will be based on pay relationships within
8 the unit or department; available funds to finance the salary; and the action must appear
9 prudent to the public. The Union will be provided advance notice of approvals or denials of
10 special pay adjustment requests, by the Central Human Resources Director, with the rationale
11 for approval or denial. If a special pay adjustment is granted to the same classification within a
12 work unit more than once in a twelve (12) month period, management shall initiate a market
13 study for that classification.

14 **III. Temporary Work in a Higher Classification**

15 **A. Work Out of Class**

16 **1. Definition:**

17 An employee works out of class when they are assigned in writing by a
18 supervisor to assume the major distinguishing duties of a position in a higher classification
19 and/or to replace another employee in a higher classification, and to perform a majority of the
20 principal duties of that classification, for thirty (30) days or less. Upon request, on a case-by-
21 case basis, the County will provide the Union with the rationale for use of a temporary hire
22 instead of a work out of class assignment.

23 **2. Compensation for work out of class:**

24 An employee working out of class will be compensated according to the
25 promotional policy above. (See "Section II.C") Note that if the employee's pay range and the
26 higher range overlap, the policy provides for an increase of approximately one step; if the
27 ranges do not overlap, the policy generally provides for an increase to the first step of the higher
28 range.

29 **3. Paid leave and work out of class:**

30 **a.** When an employee works in a higher classification during all hours
31 worked in an FLSA work week or longer period of time, the employee will be paid the out of
32 class rate for all hours in pay status on days in which the employee was on leave for less than
33 half (½) a shift.

1 **b.** An employee using leave while working out of class will be paid at
2 their regular rate of pay for all hours in pay status on days in which they worked half (½) or less
3 of their scheduled hours.

4 **B. Temporary Appointments**

5 When management anticipates that an employee will be performing the principal
6 duties of a higher classification for a period of more than thirty (30) days, the employee may be
7 given a temporary appointment to a position in the higher classification. Management will make
8 an effort to use temporary appointments to cover temporary needs of more than ninety (90)
9 days but not longer than six (6) months as defined by Article 22 Section II.B. Upon request on
10 a case-by-case basis, the County will provide the Union with the rationale for use of a temporary
11 hire instead of a temporary appointment of a current employee.

12 **1. Appointment to a higher classification in the bargaining unit:**

13 When the appointment is to a classification within the bargaining unit,
14 written verification of the temporary appointment will be placed in the employee's personnel
15 file, and the following provisions will apply:

16 **a.** The employee's rate of base pay will be set according to the
17 promotional policy above;

18 **b.** The higher base rate will apply to all hours the employee is in pay
19 status; and

20 **c.** The employee has the right to return to their regular position at the
21 end of the appointment without loss of seniority.

22 **2. Appointment to a non-bargaining unit classification:**

23 **a.** When the appointment is to a non-bargaining unit classification,
24 written verification of the temporary appointment will be provided to the employee and placed
25 in the employee's personnel file.

26 **b.** The employee's salary in the temporary appointment will be set
27 according to the Personnel Rules governing promotions to non-bargaining unit positions.

28 **c.** The following provisions will also apply to employee salary
29 increases in the temporary appointment if the increase does not exceed the maximum of the
30 pay range in the temporary appointment classification:

31 **i.** The employee's salary will be increased by the percentage
32 or fixed dollar amount of any COLA given to management employees.

1 ii. The employee shall receive a three percent (3%) increase in
2 pay on the employee's anniversary date for their base classification to recognize the step
3 increase the employee would have received if they were not in the temporary appointment.

4 d. While in the temporary appointment:

5 i. The employee is not eligible to receive overtime pay, shift
6 differential, or other forms of pay not available to regular employees in a non-bargaining unit
7 classification;

8 ii. The employee's health and welfare benefits plan will not
9 change;

10 iii. The employee's accrual and use of paid leave will be
11 governed by the rules applying to regular employees in a non-bargaining unit classification;

12 iv. The employee has the right to return to their bargaining unit
13 position at the end of the appointment without loss of seniority and shall be placed at the same
14 base hourly rate the employee would have received but for the temporary appointment; and

15 v. The employee will pay Union dues or such alternatives as
16 are provided by Article 5, and will continue to be represented by the Union in accordance with
17 Article 3.

18 **IV. Reclassification**

19 **A. Definition**

20 A reclassification review is an analysis of an employee's duties and
21 responsibilities to determine whether the employee is in the correct classification. Individual
22 employees or management may initiate a reclassification review by completing a request form
23 and submitting it to Central Human Resources. Central Human Resources may also initiate
24 studies of positions or groups of positions.

25 **B. Procedure**

26 1. Copies of completed request forms will be forwarded to the Union by the
27 Central Human Resources within fifteen (15) days of receipt.

28 2. Central Human Resources will notify the Union when it initiates a study.

29 3. Central Human Resources will render a decision to affected employees
30 with a copy to the Union within sixty (60) days of receiving a request or initiating a study.

31 4. If the employee is placed in a new classification, the wage range for that
32 classification will be established by the procedures described in "Section V.A" below.

1 **5.** Wage increases resulting from an upward reclassification will be effective
2 retroactively to the date of the reclassification request. However, the Human Resources
3 Manager or their designee may authorize retroactivity up to six (6) months prior to the date of
4 the request.

5 **C. Resolution of Reclassification Disputes**

6 **1.** The outcome of a reclassification request may be appealed under Article
7 18 at Step 3 of the grievance procedure within thirty (30) days of the date on which notice of
8 the decision from Central Human Resources is received.

9 **2.** If the grievance is advanced to Step 4, the arbitrator will fashion their
10 award within the following parameters:

11 **a.** The arbitrator shall be limited to deciding if the employee's principal
12 duties fall within the classification to which their position is allocated by the County;

13 **b.** If the arbitrator determines that the position is improperly allocated,
14 the arbitrator shall direct the County to allocate the position to another existing classification. If
15 no appropriate classification exists, the arbitrator shall direct the County to establish such a
16 classification;

17 **c.** The arbitrator shall have no authority to modify a classification or
18 establish a new classification.

19 **V. Pay Adjustments**

20 **A.** If an employee's rate of pay is below the minimum for a new salary range, their
21 pay will be raised to the minimum rate.

22 **B.** If an employee's rate of pay is within the new salary range but does not match a
23 step in that range, their wage will be raised to the closest step. If the employee's rate of pay
24 matches a step of the new range, there will be no change in their hourly rate.

25 **C.** If an employee's rate of pay is above the maximum of the new salary range, the
26 rate will not change but will be frozen, and the employee will not receive any increases in base
27 pay, specifically to include general wage increases. However, when the top step of the new
28 range has risen to exceed the frozen rate of pay, the employee will be paid at the top step rate.

29 **D.** When an employee is reclassified, their anniversary date for a wage increase will
30 not be changed.

31 **VI. Establishing Wage Rates for New Classifications**

32 **A. Method of Determining Wage Rates**

1 Wage rates for new and substantially revised classifications will be established
2 by Central Human Resources in the following manner:

3 1. Assign a range which is reasonably related to the average mid-point of
4 wage ranges collected for comparable classifications within the agreed upon labor market or
5 reasonable comparables.

6 2. In the event sufficient market comparable data are not available, Central
7 Human Resources may, at its discretion, use point factor evaluation or internal equity to
8 determine a new wage range for a classification based on comparable levels of complexity
9 found within the County's structure.

10 3. Central Human Resources may, at its discretion, assign rates higher than
11 those indicated in "Subsection 2" above if such rates are indicated by conditions in comparable
12 labor markets for workers in comparable classifications.

13 4. Central Human Resources shall notify the Union of the range and its
14 effective date.

15 **B. Resolution of Disputes Concerning Wage Ranges Assigned to New**
16 **Classifications**

17 1. Within ten (10) working days of receiving notice from Central Human
18 Resources, the Union may notify the County's designee for labor relations of its desire to
19 discuss the appropriateness of the pay range assigned.

20 2. If the parties are unable to reach agreement on a wage range, the matter
21 will be resolved under Article 18 at Step 4 of the grievance procedure.

22 a. At Step 4 the arbitrator may either affirm that the pay range
23 assigned by the County satisfies the requirements of "Section A" above, or specify the
24 parameters within which a range would satisfy the criteria.

25 b. The arbitrator's decision will be final and binding and will be
26 retroactive to the effective date established in the County's notice, per "Section VI.A.4" above.

27 **VII. Market Adjustments**

28 The Central Human Resources Manager, or their designee for classification and
29 compensation administration, may notify the Union in writing that market based adjustments to
30 the rates and ranges of certain classifications are warranted. Such adjustments may be
31 implemented upon written approval of the Union.

1 **VIII. Qualified Arbitrator**

2 Recognizing the technical expertise required to adjudicate disputes relating to
3 classification allocations and the establishment of pay rates, the parties agree to use an
4 arbitrator with such technical expertise during the life of this Agreement.

ARTICLE 16**PENSIONS****I. PERS Membership**

Employees shall be eligible for participation in the Oregon Public Employees' Retirement System (PERS) and the Oregon Public Service Retirement Plan (OPSRP) pursuant to ORS 238 and 238A subject to the terms and conditions of the Agreement, dated January 22, 1982, integrating the Multnomah County Employees' Retirement System and PERS, such Agreement having been entered into between the Public Employees' Retirement Board and Multnomah County pursuant to the provisions of ORS 238.680.

II. Sick Leave in Application to Final Average Salary (PERS)

In accordance with the terms and limitations of ORS 238.350 one half (½) of the accumulated unused sick leave with pay will be applied to final average salary for the purpose of pension benefit determination.

III. PERS Pick-Up

The County shall "pick up" the employee contribution to PERS as permitted by ORS 238.205. Should for any reason the ORS 238.205 "employer pick-up" no longer be legally available the County shall on the last payroll period of this Agreement increase employee wages by six percent (6%) and return to the limited "pick up" provided for prior to September 1, 1998, including but not limited to the terms of compensation for non-PERS members. Pursuant to ORS 238.205(5) and (6), the parties agree and acknowledge that employee compensation was reduced in order to generate the funds needed to make these employee contributions to the employee accounts; the employer will file any required notices with the Public Employees Retirement Board.

IV. OPSRP Employer Pick-Up

The County shall "pick up" the employee contribution to OPSRP as permitted by ORS 238A.335(1). Should for any reason the ORS 238A.335(1) "employer pick-up" no longer be legally available the County shall on the last payroll period of this Agreement increase employee wages by six percent (6%) and return to the limited "pick up" provided for prior to September 1, 1998, including but not limited to the terms of compensation for non-OPSRP members. Pursuant to ORS 238A.335(2)(a) and (3), the parties agree and acknowledge that employee compensation was reduced in order to generate the funds needed to make these

1 employee contributions to the employee accounts; the employer will file any required notices
2 with the Public Employees Retirement Board.

3 **V. Pension Stability Account Diversion Replacement**

4 **A.** If any contributions made under Section III. and IV. of this Article are credited to
5 the employee pension stability accounts under ORS 238A.330, the County shall upon
6 discovery or notification from PERB in turn notify each affected employee of their right to make
7 additional contributions to the individual account program in the amount credited to the
8 employee pension stability account.

9 **B.** If an employee elects to make an additional contribution, the County shall certify
10 to the employee that the contribution has been remitted to the PERB for that Board to credit
11 the employee's contribution to the account established for them under ORS 2328A.350(2).

12 **VII. Retiree Medical Insurance**

13 **A. Definitions**

14 For purposes of this section, a "retiree" refers to a person who retired from the
15 County on or after the execution date of this Agreement and, at the time of retirement, occupied
16 a position covered by this bargaining unit. For purposes of this section, a "member" refers to
17 an active employee(s) in a position covered by this Agreement.

18 **B. Right to Participate**

19 Except as otherwise provided by this section, retirees may continue to participate
20 in the County medical plan available to members. Coverage of eligible dependents uniformly
21 terminates when coverage of the retiree terminates, except as otherwise required by applicable
22 state or federal law.

23 **C. Choice of Plan**

24 To the extent members are permitted to choose from among two (2) or more
25 medical insurance plans, retirees shall be permitted to choose between the same plans under
26 the same conditions and at the same times as apply to members. Retirees participating in the
27 members' medical insurance plan shall be subject to the application of any change or
28 elimination of benefits, carrier, administrator or administrative procedure to the same extent
29 and at the same time as members.

30 **D. Retiree Responsibilities**

31 The retiree shall be responsible for promptly notifying the Benefits Administrator
32 in writing, of any changes in the retiree's current address and of any changes in retiree or
33 dependent eligibility for coverage.

1 **E. Eligibility for County Payment of One Half of Premium**

2 The following terms related to benefit payments, service, and age requirements
3 shall also apply:

4 **1. Payment at Fifty-eight (58):**

5 The County shall pay one half (½) of the monthly medical insurance
6 premium on behalf of a retiree and the employee's eligible dependents from the retiree's fifty-
7 eighth (58th) birthday or date of retirement, whichever is later, until the retiree's sixty-fifth (65th)
8 birthday, death, or eligibility for Medicare, whichever is earlier, if the retiree had:

9 a. five (5) years of continuous County service immediately preceding
10 retirement at or after age fifty-eight (58) years, or

11 b. ten (10) years of continuous County service immediately preceding
12 retirement prior to age fifty-eight (58) years.

13 **2. Payment at Fifty-five (55) or earlier:**

14 The County shall pay one half (½) of the monthly medical insurance
15 premium on behalf of a retiree and the employee's eligible dependents from the retiree's fifty-
16 fifth (55th) birthday or date of retirement, whichever is later, until the retiree's sixty-fifth (65th)
17 birthday, death, or eligibility for Medicare, whichever is earlier, if the employee had:

18 a. Thirty (30) years of continuous service with employers who are
19 members of the Oregon Public Employee Retirement System and twenty (20) or more years
20 of continuous County service immediately preceding retirement; provided, however that
21 employees employed on or before July 1, 1992, who are eligible for PERS regular retirement
22 with thirty (30) years of PERS service and twenty (20) years of County service shall be eligible
23 for County payment of half the medical premium without waiting until age fifty-five (55), or

24 b. Ten (10) years of continuous County service immediately preceding
25 retirement in the event of disability retirement.

26 **F. Eligibility for Medicare**

27 Actual application for Medicare shall not be required for a finding that a retiree is
28 "eligible for Medicare" under "Subsection E" of this section.

29 **G. Part-Time Pro-rating**

30 Part-time service in a regular budgeted position shall be pro-rated as half for
31 purposes of the service requirements under "Subsection E" of this section. (For example, part-
32 time service for two (2) months would equal one (1) month toward the applicable service
33 requirement.)

H. Requirement to Continuously Participate

1 **1.** In addition to the other requirements of this section, continued medical
2 plan participation or benefit of County contributions is conditioned on the retiree's continuous
3 participation in a County sponsored medical and/or dental insurance plan from the time of
4 retirement, and upon the retiree's timely payment of the applicable retiree portion (i.e., fifty
5 percent (50%) or one hundred percent (100%) as applicable) of the monthly premium. Except
6 as described below in subsection 2. Failure to continuously participate or make timely and
7 sufficient payment of the applicable retiree portion of the monthly premium shall terminate the
8 retiree's rights under this section.
9

10 **2.** A retiree who retires on or after ratification of this Agreement will be allowed to
11 leave County coverage, and then opt back on to a County plan, as a one-time opportunity. To
12 receive this benefit, however, the retiree must demonstrate continuous coverage under a plan
13 that meets the minimum value requirements set forth under the Affordable Care Act (ACA),
14 e.g., an employer-sponsored group medical plan. The retiree must enroll within sixty (60)
15 calendar days of loss of coverage under the non-County group medical plan. The effective
16 date of coverage will be the first day of the month on or after receipt of all enrollment forms.

17 **3.** The County shall inform the retiree of the identity and mailing address of the
18 County's collection agent and acceptable forms of payment at the time the retiree signs up for
19 continued post-employment medical and/or dental insurance coverage and shall inform the
20 retiree of changes in collection agent not less than forty-five (45) days in advance of the
21 effective date of such change.

I. State and Federal Tax Offset

22 In the event County medical insurance premium payments on behalf of retirees
23 or their dependents are made subject to state or federal taxation, any additional costs to the
24 County shall be directly offset against such payments required under this section. (For
25 example, if the effect on the County of the additional tax is to increase the County's outlay by
26 an amount equivalent to ten percent (10%) of aggregate monthly retiree premium, the County's
27 contribution shall be reduced to forty percent (40%) of premium so that net County costs will
28 remain unchanged.)
29

ARTICLE 17
DISCIPLINARY ACTION

I. Forms of Discipline for Cause and Notice Requirements

Employees may, in good faith for cause, be subject to disciplinary action by oral or written reprimand, demotion, reduction in pay, suspension, dismissal, or any combination of the above; provided, however, that such action shall take effect only after the supervisor gives written notice of the action and cause to the employee and mails written notice to the Union. Oral or written reprimands do not require prior written notice.

II. Definition of Cause

A. Cause shall include misconduct, inefficiency, incompetence, insubordination, indolence, malfeasance, or failing to fulfill responsibilities as an employee.

B. If an employee fails to report or communicate their absence to the County for seven (7) calendar days, the County shall send a certified letter to the employee's address of record and personal email if known notifying them that they will be deemed voluntarily terminated if they do not contact their supervisor and report to work within seven (7) calendar days from the date of the letter. However, if an employee provides evidence that they were unable to contact the County due to medical reasons or other good cause, the County shall rescind the employee's resignation. Nothing in this section is intended to prohibit application of disciplinary action in cases of absence without approval.

III. Appeal Rights

A. Written Reprimand

Any regular, non-initial trial service employee who is reprimanded in writing shall have the right to appeal the reprimand through Steps 1 and 2 only of the grievance procedure set out in Article 18.

B. Reduction in Pay, Demotion, Suspension, or Dismissal

Any regular, non-initial trial service employee who is reduced in pay, demoted, suspended, or dismissed shall have the right to formally grieve within thirty (30) days of receipt of the letter imposing disciplinary action. The employee shall submit the grievance to the supervisor or manager who imposed the discipline. For example, if the discipline was imposed by a department director, the matter would be submitted directly to the department director at Step 2.

C. Other

1 Written documents (excluding performance evaluations) given to an employee
2 that addresses deficient work performance/conduct and is not discipline may be appealed to
3 the department director. Such documents will not be placed in the employee's personnel file.

4 **IV. Manner of Accomplishing Reprimands**

5 If the County has reason to reprimand an employee, every reasonable effort will be
6 made to accomplish the reprimand in a manner that will not embarrass the employee before
7 other employees or the public.

8 **V. No Abridgement of Rights**

9 Nothing in this contract shall be construed to abridge any employee's constitutional or
10 civil rights. Employees have the right to Union representation. If the employee so desires, they
11 shall be afforded Union representation.

ARTICLE 18
SETTLEMENT OF DISPUTES

I. Purpose

Any grievance or dispute involving the application, meaning or interpretation of this Agreement shall be settled under the provisions of this article.

II. Filing a Grievance

A. Before filing a grievance concerning a non-disciplinary matter, the aggrieved employee and/or the Union will attempt to resolve the issue informally.

B. A grievance is filed when the grievant or their union representative submits a written statement of the grievance at the appropriate step of the grievance procedure. The grievant may use a grievance form provided by the Union or submit a memorandum containing the following information:

1. Name of the grievant(s)

2. The date of filing

3. A description of the relevant facts upon which the grievance is based and explanation of the grievance

4. A list of the articles and sections of the contract allegedly violated

5. An explanation of how the alleged facts violate the articles/sections

6. A description of remedy sought

C. In order to be timely, grievances must be filed as follows:

1. Disciplinary grievances must be filed within thirty (30) days after receipt of the letter imposing disciplinary action.

2. Non-disciplinary grievances must be filed within thirty (30) days of the alleged violation of the contract, or within thirty (30) days of the date on which either the grievant or the employee's representative became aware, or should have become aware, of its occurrence. Whether or not the grievant or the union was aware of the alleged violation, no grievance may be filed more than sixty (60) days from the date of its occurrence. However, the sixty (60) day limitation cited above is not intended to affect the pursuit of grievances regarding alleged ongoing violations of the contract.

3. Grievances regarding the calculation of seniority will be timely, filed according to the provisions of Article 21, Seniority and Layoff, "Section VII.B.1".

1 **4.** For the purposes of this article, as in the rest of this Agreement, "days"
 2 means "calendar days," unless otherwise specified. However, if the 15th and/or final day,
 3 whichever is applicable, falls on a weekend or holiday, as defined in Article 7.A. except for
 4 floating holiday time, the 15th and/or final day will be considered the next business day
 5 immediately following the weekend or holiday.

6 **5.** Submissions at each step of the grievance procedure will be considered
 7 timely if they are mailed or delivered by eleven-fifty-nine (11:59) p.m. of the last day. Failure on
 8 the part of the moving party to process grievances within the time limits at any step in
 9 accordance with the provisions of this Article shall constitute a waiver of the grievance.
 10 Timelines at any stage of the grievance procedure may be extended by mutual agreement
 11 between the County and the Union. The parties agree that the timelines for filing and
 12 responding to a grievance at any step will be held in abeyance from the last business day prior
 13 to the observed Christmas Day holiday to the first business day after the observed New Year's
 14 Day holiday.

15 **D.** Grievances will be filed at Step 1 of the grievance procedure (see "Subsection 3"
 16 below) with the following exceptions:

17 **1.** The County and the Union mutually agree to filing at a higher step.

18 **2.** Disciplinary grievances will be filed with the manager or supervisor who
 19 imposed the discipline. If they are the department director, the grievance will be filed at Step 2.

20 **3.** The following types of grievances will be filed at Step 3:

21 **a.** Grievances regarding the calculation of seniority per Article 21,
 22 Seniority and Layoff, "Section VII.B.1".

23 **b.** Grievances regarding reclassifications per Article 15,
 24 Classifications and Pay Ranges, "Section IV.C".

25 **c.** Grievances regarding changes in existing conditions per Article 24,
 26 General Provisions, "Section V.C";

27 **d.** Grievances regarding work rules per Article 24, General Provisions,
 28 "Section IV.D".

29 **III. The Steps of the Grievance Procedure**

30 **A. Step 1. The Immediate Supervisor**

31 **1.** Grievances submitted at Step 1 will be filed with the grievant's immediate
 32 supervisor. The grievant's supervisor, or other manager or supervisor appointed by the

1 department, will respond in writing to the grievant or the employee's Union representative within
2 fifteen (15) days of receipt.

3 **2.** There will be a mandatory meeting either at Step 1 or at Step 2 of the
4 grievance procedure to formally discuss the grievance. Unless an exception is agreed upon by
5 the Union and the County, the meeting will be attended by the grievant, the manager and/or
6 supervisor designated by the County, and the Steward and/or other Union representative. If
7 the grievance is a class grievance, a representative employee shall be deemed the grievant
8 for the purposes of the mandatory meeting.

9 **B. Step 2. The Department Director**

10 Grievances submitted at Step 2 and grievances unresolved at Step 1 may be
11 presented by the grievant or the employee's Union representative to the department director
12 or their designee. Unresolved grievances must be submitted within fifteen (15) days after the
13 response is due at Step 1. The department director will respond in writing to the grievant or the
14 employee's Union representative within fifteen (15) days of receipt.

15 **C. Step 3. Labor Relations**

16 Grievances submitted at Step 3 and grievances unresolved at Step 2 may be
17 presented by the grievant or the employee's Union representative to the Labor Relations
18 Manager or their designee. Unresolved grievances must be submitted within fifteen (15) days
19 after the response is due at Step 2. Labor Relations will respond in writing to the grievant or
20 the employee's Union representative within fifteen (15) days of receipt.

21 **D. Step 4. Arbitration**

22 **1.** If the grievance has not been answered or resolved at Step 3, the Union
23 may, within fifteen (15) days after the expiration of the time limit specified in Step 3, request
24 arbitration by written notice to the County.

25 **2.** The Union shall request a list of the names of seven (7) arbitrators from
26 the State of Oregon Employment Relations Board. The Union and the County shall select an
27 arbitrator from the list by mutual agreement. If they are unable to agree on a method, the
28 arbitrator will be chosen by the method of alternate striking of names, the order of striking to
29 be determined by lot. One day shall be allowed for the striking of each name. The final name
30 left on the list shall be the arbitrator. Nothing in this section shall prohibit the Union and the
31 County from agreeing upon a permanent arbitrator or permanent list.

32 **3.** The Union and the County agree that no less than five (5) days prior to
33 any scheduled arbitration hearing, they will mutually exchange copies of all exhibits and names

1 of witnesses intended to be offered at the hearing, except the work product of any attorney or
2 authorized representative involved.

3 **4.** No less than five (5) days prior to the scheduled arbitration, the Union and
4 the County shall submit to the designated arbitrator a signed stipulation of the issue before the
5 arbitrator. In the event they are unable to stipulate the issue in dispute, each party shall, not
6 later than four (4) days prior to the scheduled arbitration, submit to the arbitrator and the other
7 party a signed statement of the issue that party asserts is in dispute.

8 **5.** The arbitrator shall be requested to begin taking evidence and testimony
9 within twenty-five (25) days after submission of the request for arbitration; and the arbitrator
10 shall be requested to issue their decision within thirty (30) days after the conclusion of testimony
11 and argument. The Union and the County hereby vest the arbitrator with authority to compel
12 the attendance of witnesses on behalf of either party by issuance of a subpoena, the cost of
13 which shall be borne by the party requesting the subpoena.

14 **6.** The arbitrator's decision shall be final and binding, but they shall have no
15 power to alter, modify, amend, add to, or detract from the terms of this Agreement. The
16 arbitrator's decision shall be within the scope and terms of the Agreement and in writing. Any
17 decision of the arbitrator may provide for retroactivity not exceeding sixty (60) days prior to the
18 date the grievance was first filed, and it shall state the effective date of the award.

19 **7.** Expenses for the arbitration shall be borne by the losing party. Each party
20 shall be responsible for compensating its own representatives and witnesses. If either party
21 desires a verbatim recording of the proceedings, it may cause such record to be made, on the
22 condition that it pays for the record and makes copies available without charge to the other
23 party and/or the arbitrator.

24 **8.** Any time limits specified in the grievance procedure may be waived by
25 mutual consent of the parties. A grievance may be terminated at any time upon receipt of a
26 signed statement from the aggrieved party that the matter has been resolved.

27 **E. Content of Grievances and Responses**

28 The parties agree that it is mutually beneficial if grievances and responses
29 contain adequate explanations of the position of the parties at each step of the process. Failure
30 to do so will not be subject to grievance.

31 **IV. Representation of Employees**

32 **A. The Union as Exclusive Representative**

1 1. The Union is the exclusive representative of bargaining unit employees
2 with respect to conditions of employment governed by this Agreement under the State of
3 Oregon Public Employees Collective Bargaining Act.

4 2. Attorneys who do not represent the Union or the County may appear at
5 grievance meetings and hearings only at the mutual consent of the Union and the County.

6 3. An employee may file a grievance through Step 3 of the grievance
7 procedure without the assistance of the Union; however, departure from the grievance
8 procedure described herein shall automatically nullify the Union's obligation to process the
9 grievance. Also, whether or not the employee seeks Union assistance, the Union must be given
10 the opportunity to be present when a settlement offer is made, and any settlement must be
11 consistent with the terms of this Agreement.

12 **B. Stewards**

13 1. Definition and designation:

14 Employees selected by the Union as employee representatives shall be
15 known as "Stewards". The names of the Stewards and the names of other union officers and
16 Staff Representatives, who may represent employees, shall be certified in writing to the County
17 by the Union. A steward's role includes but is not limited to; attending investigatory meetings,
18 grievances, (investigating and presenting) and providing a new employee orientation to the
19 Union.

20 2. Processing of grievances by Stewards:

21 a. Upon notification to the grievant's supervisor of the name of the
22 grievant and the tentative cause of the grievance, or the name of the subject of a disciplinary
23 investigatory interview, a Steward(s) responsible for the grievant's work area may investigate
24 and process grievance(s) at the work site during working hours without loss of pay, or in the
25 case of an investigatory interview, participate in such interview without loss of pay. All efforts
26 will be made to avoid disruptions and interruptions of work.

27 b. Employees meeting with their Steward to process a grievance will
28 also be permitted to do so without loss of pay during working hours.

29 c. A Steward may not process a grievance in any other work area than
30 the one to which they are assigned by the Union unless mutually agreed by the Department
31 and the Union.

32 3. Lead Stewards:

1 The number of Chief Stewards shall be one (1) per department or up to a
2 maximum of ten (10) for the County, whichever is greater. When there is no Steward assigned
3 to the grievant's work area, the regular Steward is unavailable, or by mutual agreement
4 between the Union and the Department, the assigned chief Steward may process a grievance
5 in accordance with "Section IV.B" above. When a Chief Steward is unavailable or by mutual
6 agreement between the Union and the Department, the Union may designate a Union officer
7 to act as Chief Steward. A chief steward's role includes but is not limited to; All the duties of a
8 steward and attendance at countywide ERC meetings.

9 **4. Notification:**

10 The Union will designate its Steward structure and notify the County on a
11 quarterly basis. The Union shall immediately notify the County of the names of Steward and
12 Chief Steward appointments upon their selection.

13 **V. Unfair Labor Practices**

14 If the County or the Union intends to file an unfair labor practice charge against the other
15 party, it shall give that party advance written notice of such intent and a reasonable opportunity
16 to meet to discuss the basis of such charge and possible resolution prior to the filing of the
17 charge, unless the delay needed for such a discussion would cause prejudice to the claim; in
18 the latter event, the notice and meeting is not excused, but may occur after the filing of the
19 charge.

ARTICLE 19**MODIFICATION OF WORK PERFORMED BY THE BARGAINING UNIT:
CONTRACTING, INTERGOVERNMENTAL AGREEMENTS, AND USE OF VOLUNTEERS****I. Contracting****A. Limitations on Contracting**

The County may contract or subcontract out work performed by employees in this bargaining unit regardless of impact on employees, including but not limited to layoff. In any instance in which such contracting or subcontracting would result in layoff, however, and the County is unable to find suitable or comparable alternative employment for the employees, this contracting or subcontracting will occur only if it was anticipated and considered as a part of the budgeting process and the Union Business Representative and/or President has been notified of the specific plan and its probable impact at least thirty (30) days prior to adoption of the annual budget, referred to as the "Adopted Budget", or formal Board consideration of budget modifications.

B. Meeting with the Union**1. Layoffs:**

The County agrees to meet with the Union to discuss the effect of proposed contracting out or subcontracting which would result in layoff prior to the presentation of the proposal to the Board for adoption. The County further agrees to meet with the Union, at its request, to explore the alternative of work force reduction by attrition.

2. Contract Reviews:

Parties agree to meet during the term of this agreement for the purpose of reviewing work that is contracted out, such as custodial work and the feasibility of such work being performed by bargaining unit employees.

3. Contracting In:

The County and the Union also agree to allow the Union the opportunity to bid on work which is being considered for contracting out in accordance with a procedure that is mutually agreed upon by the County and the Union.

C. No Interference with Contract

Any contracting out of bargaining unit work under the terms of this article shall be bound exclusively by the exercise of the discretion of the Board of County Commissioners, and any appropriate elected executive, subject only to the limitations of this article and laws in effect

1 at the time of execution of this Agreement, including but not limited to ORS 279B.030 to
2 279B.040. This exercise of discretion shall specifically not be bound by the requirements of
3 any Initiative Petition, or law promulgated thereto, which becomes effective subsequent to the
4 execution of this Agreement.

5 **II. Intergovernmental Agreements**

6 The County agrees to notify the Local 88 Council Representative and/or President when
7 an Intergovernmental agreement which would affect the transfer of employees to or from the
8 County is placed on the Board agenda. The County also agrees to provide the Union with a
9 specific plan and its probable impact relative to Intergovernmental Agreements involving
10 employee transfer, when such Agreements are anticipated, at least thirty (30) days prior to
11 formal Board consideration of budget modifications or the Board's adoption of the annual
12 budget related to such a transfer.

13 **III. Rights and Benefits of Employees Involved in Consolidation, Merger, and**
14 **Acquisition of Positions**

15 **A.** The County and the Union recognize the provisions of ORS 236.610 through
16 236.650 in the event an employee of the County is transferred to another public employer as
17 defined under ORS 236.610(2) for reason of merger, consolidation or cooperation agreement.

18 **B.** All employees acquired by the County as a result of merger, consolidation,
19 cooperation agreement, or acquisition of a facility, shall be entitled to all rights and benefits
20 granted employees under this Agreement and ORS 236.610 through 236.650.

21 **IV. Volunteers**

22 The County shall have the right to use volunteers at any time for any purpose. If a
23 volunteer program is instituted which the Union reasonably believes may lead to employee
24 layoffs, the County shall at the Union request meet and confer concerning alternatives which
25 would eliminate or mitigate adverse impact on employees.

ARTICLE 20**WORKLOAD AND STANDARDS, TRAINING, PERFORMANCE
EVALUATION, AND ORGANIZATIONAL EXCELLENCE****I. Workloads and Standards**

A. It is the County's right to establish the workload for employees. In addressing the assigned workload, the employee's supervisor may establish reasonable job performance standards, and may, from time to time, revise them. Such standards shall be posted or individually stated to each affected employee, in order to assure advance comprehension and understanding of performance requirements. No employee shall be subject to disciplinary action for failure to meet standards of performance unless such employee has been fully advised of such expected performance standards, in advance of the work period in question.

B. When changes in functions, size, organization, mission, technology or equipment result in changes to the duties assigned to positions or the classification of positions, and employees occupying those positions do not meet the new required knowledge, skills and abilities, such changes will be brought forward by management or the union to the Employee Relations Committee (ERC). The ERC will review the matter for alternatives that meet the needs of the County with the least amount of impact on the bargaining unit members. This review does not apply to employees who would be subject to layoff based position elimination and/or budget reductions.

II. Employee Development and Training

A. Any time an employee is specifically required by management to participate in any development and training program shall be considered time worked for pay purposes, and all tuition, texts, training materials, and other expenses incident to such employee's participation shall be assumed by the County.

B. The County may subsidize employee participation in non-mandatory training or education based on relevance to the employee's job, budgetary limitations, and managerial priorities. Each department's labor-management committee will create a subcommittee of equal representation to develop a process for distribution of training opportunities. The subcommittee will also develop guidelines for employees to use when requesting training and for supervisors to use when determining appropriate training authorization.

1. The subsidy may be made in the form of a partial or total reimbursement for expenses and/or time off with pay for part or all of the time required to attend.

1 **2.** Employees may obtain information on how to apply for training or
2 educational subsidies from their Departmental Human Resource Office.

3 **3.** If approved prior to enrollment, reimbursements will be made within thirty
4 (30) days of successful completion of the training or coursework, provided the employee has
5 submitted verification as required under department policy.

6 **III. Performance Evaluation**

7 **A.** The County may implement and maintain performance evaluation processes
8 involving members of the bargaining unit. It is the desired goal of the County and Local 88 for
9 all employees to have their work performance evaluated annually.

10 **B.** Employees will have the right to attach a response to any evaluations in their
11 personnel files.

12 **C.** No evaluations or employee responses will be admissible in any disciplinary or
13 arbitration hearing.

14 **D.** All performance evaluations shall be signed by the employee's supervisor, who
15 shall bear ultimate responsibility for the content of the evaluation.

16 **E.** County performance evaluation forms will include a section on individual training
17 and career development.

18 **IV. Organizational Excellence**

19 The parties are committed to the continuation of Labor Management cooperation as
20 represented by the ERC process. To further support this process:

21 **A. Joint Training**

22 Joint training shall be provided on an annual basis to all shop Stewards and
23 representative managers and supervisors on matters related to contract administration and the
24 management of problem employees and teams. The purpose of this training will be to develop
25 mutual understanding of basic processes and roles. Additionally, to support team development
26 and quality initiatives, such training will involve appropriate group process and quality
27 components.

28 **B. Employee Participation and Teams**

29 It is understood that many of the terms of this Agreement are based on an
30 individual rights and obligation model. The parties recognize that employees are increasingly
31 involved in employee participation processes and working in teams. In such instances as issues
32 arise from these processes, which may involve the terms of this Agreement, the parties will
33 meet upon the request of either party to discuss any appropriate action. Mutually agreeable

- 1 terms of any needed exceptions and understandings shall be in conformance with Article 26,
- 2 Entire Agreement.

ARTICLE 21
SENIORITY AND LAYOFF

I. Definitions

A. Layoff

A reduction in force in classification for reasons of lack of funds, lack of work, efficiency or reorganization. Reductions in force are identified by classification within the affected department. Reductions in force include both the elimination of positions and changes in a position's status from full-time to 3-10 time or part-time.

B. Continuous Service

Means uninterrupted employment with Multnomah County subject to the following provisions:

1. Continuous service shall include uninterrupted employment with another governmental agency accomplished in accordance with and subject to ORS 236.610 through 236.650.

2. Continuous service is terminated by voluntary termination, involuntary termination due to expiration of a recall list, removal from a recall list after layoff pursuant to "Section IV.F" of this article, or discharge for cause.

C. Bumping

The displacement of the least senior regular employee in the affected classification by another regular employee within the department with more seniority or if there is not a less senior employee in the classification in the department, then the displacement of the least senior regular employee in the classification in the County.

D. Equivalent Classification

Refers to matching by the County HR Director or his/her designee of an abolished classification with a current classification that has substantially the same duties, authority, and responsibility.

E. Classification Previously Held

Refers to a classification or its equivalent in which the employee gained regular status and for which they continue to qualify.

F. Regular Employee

Refers to the status a classified employee acquires after successful completion of the Trial Service for the classification to which the employee was appointed.

1 **G. Regular Position**

2 Refers to a county service position budgeted for each fiscal year.

3 **H. Lateral Classification**

4 Refers to a classification or its equivalent which has the same top step as the
5 employee's current classification.

6 **I. Affected by Layoff**

7 Refers to an employee who was demoted, laid off, or reassigned as a result of a
8 layoff process under the provisions of this article.

9 **J. Regular Appointment**

10 Refers to the appointment of an employee to a regular position from a certified
11 list of eligibles.

12 **II. Seniority**

13 **A. Seniority will be determined as follows:**

14 1. The total length of continuous service with the County; if a tie occurs, then

15 2. Test score on the Civil Service Examination, if available, for the
16 classification; if a tie occurs or if the test scores are not available, then

17 3. It shall be broken by random selection using a computerized logarithm with
18 a member of Central Human Resources and the Union present when the order is selected.

19 **B. In computing seniority for regular employees, the following factors will be**
20 **taken into account:**

21 1. Part-time work will count on a full-time basis.

22 2. Time on authorized leave taken with pay will count.

23 3. When an authorized leave without pay exceeds thirty (30) days, no time
24 spent on that leave will count except in the following circumstances.

25 a. An unpaid leave is protected by FMLA/OFLA or the Uniformed
26 Service Employment and Reemployment Rights Act (USERRA) shall count.

27 b. An unpaid leave of up to one-hundred and eighty (180) days
28 protected by the Americans with Disabilities Act, ORS 659A.040 to ORS 659A.069 (injured
29 worker's right to reinstatement), and ORS 659A.270 to ORS 659A.290 (leave for victims of
30 domestic violence) shall count.

31 4. Time spent in unclassified or management service appointment status will
32 not count, except for purposes of vacation accrual.

1 **5.** When an On-Call employee that moves to regular status, their seniority
2 shall include all time from January 1, 2019 in on0call status on an hour for hour basis.

3 **6.** Prior to regular appointment, all continuous, contiguous service,
4 performing duties consistent with work done by members of a bargaining unit, in temporary
5 status, limited duration or work out of class shall count. The term continuous service shall allow
6 for an unpaid leave or break in-service not to exceed thirty (30) days.

7 **7.** When a layoff exceeds thirty (30) days, no time spent on layoff will count.

8 **8.** Time spent in a trainee capacity, e.g., in state or federal trainee programs,
9 will not count.

10 **9.** Time spent working for another government will count if the employee was
11 transferred to a bargaining unit position in Multnomah County pursuant to ORS 236.610
12 through 236.650.

13 **10.** Seniority shall be forfeited by discharge for cause, voluntary termination,
14 or, after layoff, by removal from all recall lists pursuant to "Section IV" of this article.

15 **11.** Current rules for calculation of seniority as contained in this article do not
16 alter seniority determinations under prior Local 88 contracts.

17 **III. Layoff Rules**

18 The County will notify regular employees affected by layoff of the reason for the action
19 and of their reassignment or layoff, according to the provisions of this section.

20 **A. Reassignment of Regular Employees during a Layoff**

21 Layoffs will be identified by classification within the affected department and
22 County. Employees holding positions that perform functions to be discontinued will be subject
23 to the following in order of seniority:

24 **1.** Reassignment to a regular position in the same classification and within
25 the employee's current department, or if the employee does not have enough seniority, then

26 **2.** Reassignment to a regular position County wide, in the following order:

27 **a.** Reassignment to a position in the same classification; or, if the
28 employee does not have enough seniority, then

29 **b.** Reassignment to a position in a lower or equivalent classification
30 previously held, or if the employee does not have enough seniority, then

31 **c.** Change of status between full-time, 3-10 and part-time, or if the
32 employee does not have enough seniority, then

1 3. Reassignment to a limited duration position, in the same order as in Article
2 21.III.2, above, provided the Union and the County mutually agree to the placement.

3 4. Layoff.

4 **B. Voluntary layoff, bumping, or reduction in hours**

5 1. Lower Bumping Options:

6 An employee may voluntarily choose to take a lower bumping option
7 provided such option is available and does not adversely affect another regular employee who
8 would not have been impacted had the employee bumped in the order specified above, and
9 will not result in increased costs to the County. Such election will be made in writing within
10 three (3) working days and submitted to Central Human Resources. Where more than one
11 option exists, the employee shall list their preference(s) in rank order.

12 2. Reduction in Hours:

13 Any employee in a classification affected by layoff may request to be
14 reassigned to a vacant position with fewer assigned hours per week if such reassignment would
15 mitigate the impact of the layoff on other employees and does not result in increased costs to
16 the County.

17 3. Voluntary Layoff:

18 Any employee in a classification affected by layoff may request voluntary
19 layoff if such action does not result in increased costs to the County. When management
20 identifies classifications to be laid off, management will first in order of seniority, look for
21 volunteers to be laid off. Employees who agree to a voluntary layoff out of seniority order will
22 have no bumping rights and such employee will be placed on a recall list in accordance with
23 this Article.

24 **C. Non-Regular Employees during a Layoff**

25 1. Within an affected classification and department, temporary, non-regular
26 Initial Trial Service, and other employees who do not have classified status and who are
27 occupying budgeted positions will be terminated before employees with classified status are
28 affected by layoff. Employees without status who are terminated will not be placed on recall
29 lists and do not have bumping rights.

30 2. An employee who has not completed a Promotional Trial Service period
31 following promotion to a classified position and is affected by layoff shall be returned to the
32 position previously held.

1 3. Trial Service employees terminated or demoted in accordance with
 2 “Subsection 1” and “Subsection 2” above will be placed on reinstatement lists for one (1) year
 3 from the date of their termination or demotion. They may, at the County’s discretion, be
 4 reinstated to their former classification if there are no regular employees who are on a recall
 5 list for that classification. Trial Service employees who are reinstated will be treated as if they
 6 have been on a leave of absence for purposes of computing seniority and length of Trial Service
 7 period.

8 **D. Layoff Processing for Employees on a Leave of Absence without Pay**

9 1. **Employee Notification:**

10 Employees who are on a leave of absence without pay which is scheduled
 11 to continue after the layoff effective date and whose classifications are expected by the County
 12 to be affected by an upcoming layoff process will be notified in writing and given an option to
 13 return from leave.

14 2. **Use of Positions During the Layoff Process:**

15 If no response is received by the County within five (5) days of written
 16 notification, or if the employee declines to return from leave of absence, or if the employee is
 17 unable to return from leave of absence, the position from which the employee is on leave of
 18 absence will be treated as a vacant position during the layoff process and will be available to
 19 be filled by another employee who is affected by the layoff process, according to the provisions
 20 of this article.

21 3. **Return from Family Medical Leave Without Pay:**

22 After a layoff process affecting the employee’s classification has occurred,
 23 employees who are on Family Medical Leave without pay immediately prior to returning to work
 24 will return to the position formerly held, and the employee occupying that position will be
 25 reassigned according to seniority pursuant to this article.

26 4. **Return from other Leave Without Pay:**

27 After a layoff process affecting the employee’s classification has occurred,
 28 employees not on Family Medical Leave without pay immediately prior to returning to work will
 29 be reassigned according to seniority pursuant to this article.

30 5. **Recalculation of Seniority after Leave of Absence Without Pay:**

31 All employees on leave of absence without pay that exceeds thirty (30)
 32 days will have their seniority recalculated upon their return from leave so that none of the time
 33 on the leave of absence without pay counts toward seniority per “Section II.B.3” of this article.

1 **E. The Bumping Process**

2 Regular status employees who are affected by layoff are reassigned using the
3 rules listed in Article 21.III.A. In addition, the bumping process is administered with the following
4 considerations:

5 **1. Budgeted Positions:**

6 Vacancies that are created and approved by the Board of County
7 Commissioners to be effective the day following the layoff date shall be treated as vacancies
8 available during a layoff process.

9 **2. Reassignment to Vacancies and Employee Preferences:**

10 Reassignment of employees to vacant positions within the employee's
11 current department, if available, will always take precedence over their bumping another
12 employee; where multiple vacancies are available within the employee's current department,
13 the County will take into account the employee's preferences for shift assignment, part-time, 3-
14 10 time, or full-time status, work location, and work assignment to the extent practical prior to
15 reassignment of the employee to a vacancy. An employee who is offered options must indicate
16 a preference within three (3) working days of receipt of notice of the options in order to exercise
17 that option.

18 **3. Bumping Less Senior Employees:**

19 If bumping is necessary, the least senior employee in the affected
20 classification in the department will be bumped. If there is no employee with less seniority in
21 the classification in the department, then assignment to a vacant position in the County in the
22 affected classification, if no vacant position, then the least senior employee in the affected
23 classification in the County will be bumped.

24 **4. Previously Held Classifications:**

25 If there is no employee in the classification in the County with less seniority
26 then the employee will be bumped to a classification previously held. If the employee held more
27 than one previous classification, order shall be to the previous class held and so forth.
28 Employee bumping rights includes right to bump into a previous classification with a higher
29 maximum salary only if the higher salary rate of the previously held class is due to a salary
30 adjustment for that class resulting from a classification /compensation study and the employee
31 moved from the class as a result of a lateral transfer, promotion or reclass. If an employee
32 bumps to a classification previously held and did not complete the initial trial service period in

1 the classification the employee will be required to complete an initial trial service period
2 according to the terms of Article 2, Section XII.

3 **5. Change of Full-Time and Part-Time Status:**

4 **a.** Full-time employees will be reassigned only to full-time positions,
5 3-10 time employees will be reassigned only to 3-10 time positions, and part-time employees
6 will be reassigned only to part-time positions, unless reassignment to the other status is the
7 only available option other than layoff.

8 **b.** In the event that reassignment to a full-time position is unavailable
9 to a full-time employee, that employee will utilize their reassignment options to 3-10 status
10 positions, and then if unavailable to part-time status positions.

11 **c.** In the event the reassignment to a 3-10 time position is unavailable
12 to a 3-10 time employee, that employee will utilize their reassignment options to full-time status
13 positions, and then if unavailable to part-time status positions. Full-time employees who
14 bumped to 3-10 time positions during the 2017-2018 layoff cycles will have recall rights to a
15 full-time position as described in Article 21.V and V for twenty-eight (28) months commencing
16 on March 1, 2019.

17 **d.** In the event that reassignment to a part-time position is unavailable
18 to a part-time employee, that employee will utilize their reassignment options to 3-10 status
19 positions, and then if unavailable to full-time status positions.

20 **6. Library Specific Classifications:**

21 **a.** An employee being laid off from a Library specific classification and
22 demoting into a previously held Library specific classification as a result of a layoff may request
23 to exercise layoff options based on the FTE:

24 **i.** The employee holds at the time of the layoff; or

25 **ii.** The employee held immediately prior to promoting into
26 his/her current classification.

27 **b.** The employee must notify the Library Layoff Coordinator within
28 three (3) business days (Monday-Friday) of receipt of notice of the FTE they choose, otherwise
29 the employee will be laid off or reassigned based on part or full-time status in the classification
30 held at the time of receipt of the layoff notice.

31 **7. Job Share Agreements:**

1 a. Employees who are participating in job share agreements at the
2 time the layoff process is being administered will be treated like part-time employees for the
3 purposes of bumping and reassignment.

4 b. If a part-time employee bumps into a position that has an existing
5 job share agreement, the employee must agree to the terms of the existing job share
6 agreement.

7 **8. Shift Assignment:**

8 Shift assignment will not have an effect on the layoff process.

9 **9. Failure to Accept a Reassignment:**

10 Employees who are reassigned to a position pursuant to these provisions
11 and do not accept that position will be deemed to have resigned.

12 **10. Qualified to Perform the Duties of the Position:**

13 a. Employees may not be reassigned to positions under this article
14 unless qualified to perform the duties of that position. An accurate job description, including
15 any approved special knowledge, skills, or abilities required for the position, must be on file
16 with Central Human Resources prior to issuance of layoff notices. If layoffs are effective at the
17 end of a fiscal year, the County must provide notification of any KSA prior to March 1, except
18 the County may add cultural knowledge KSAs, bilingual KSAs, and a KSA to a position when
19 the position is vacant or there has been a substantial change in job duties necessitating a
20 change in the minimum qualifications for the position. Employees may be denied rights
21 otherwise available under these provisions only if they lack knowledge, skills or abilities
22 required for the position that are not easily learned on the job within ninety (90) days. If an
23 employee is on paid or unpaid leave for more than fourteen (14) consecutive calendar days
24 during the ninety (90) day new period, the orientation period will be extended by the amount of
25 the leave. Employees may be required to take and pass qualifying examinations in order to
26 establish their rights to specific positions.

27 b. In order to facilitate placement and allow management adequate
28 time to determine if an employee is qualified to perform the duties of the new assignment, the
29 parties agree that an employee that elects to use their bumping rights to a position in either the
30 Program Specialist or Program Specialist Senior classification may be subject to an orientation
31 period of up to six (6) months. In the event that management determines that a six (6) month
32 orientation period is appropriate for a particular position in either of these classification, it will
33 notify the Union and the employee contemplating reassignment to that position as soon as

1 possible but no later than the official fifteen (15) day notice to the employee described in Article
2 21.IV.A.

3 **c.** When the County determines that knowledge, skills or abilities
4 (KSAs) in addition to minimum qualifications are required for a position, the Union may appoint
5 a Steward or officer familiar with that job classification to participate in discussions about the
6 required KSAs and the content of any qualifying examination used as part of the bumping
7 process. Nothing requires the County to develop an examination at the time the KSAs are
8 approved nor prevents it from modifying an examination at a later date provided the Union is
9 provided an opportunity to participate in discussions regarding the new or revised exam used
10 during bumping.

11 **11. Request for Leave:**

12 Employees who are reassigned or demoted pursuant to these provisions
13 may request up to three (3) days of leave without pay prior to reporting to their new work
14 assignment, consistent with the County's voluntary furlough program, and subject to approval
15 of the appropriate manager.

16 **12. Freezing of Personnel Actions:**

17 To ensure that data about vacancies and employee work assignments are
18 reliable and that bumping options are accurate, the County HR Director may freeze all
19 personnel transactions as determined appropriate beginning four (4) weeks prior to the date a
20 layoff is implemented and ending the day immediately following the effective date of the layoff.

21 **13. Evaluation of Layoff Activities:**

22 The County will regularly evaluate layoff and bumping activities, including
23 giving affected employees an opportunity to provide feedback to improve layoff and bumping
24 processes.

25 **IV. Notice and Recall List**

26 **A.** Employees who are subject to reassignment, demotion, or layoff pursuant to the
27 provisions of this article shall receive a notice in writing at least fifteen (15) days prior to such
28 action. The notice shall state the reason for the action and shall further state that the action
29 does not reflect discredit on the employee. The Union will be provided a copy of the notice.

30 **B.** Employees in limited duration assignments will be placed on recall lists only for
31 classifications in which they have previously achieved regular status. Limited duration
32 employees who have not previously achieved regular status do not have recall rights.

1 **C.** Employees who are laid off, demoted, or reassigned to a lateral classification,
2 including Project Save placement as defined in Article 21.IX and/or reassigned between full-
3 time, 3-10 time, and part-time status will be placed on the recall lists, according to seniority.
4 Employees will be placed on all the recall lists that meet the criteria below. (For example,
5 employees who are demoted and reassigned from full-time to part-time will be placed on the
6 recall lists for full-time appointment in the current classification, for part-time appointment in the
7 higher classification, and for full-time appointment in the higher classification):

8 **1.** Employees who are laid off will be placed on the recall list for the
9 classification held by the employee at the beginning of the layoff process.

10 **2.** Employees who are demoted will be placed on the recall list for all the
11 classifications held by the employee at the beginning of the layoff process to, but not including,
12 the one the employee demoted to.

13 **3.** Employees who are reassigned to a lateral classification or to a
14 classification previously held will be placed on the recall list for the classification held by the
15 employee at the beginning of the layoff process.

16 **4.** Employees who are reassigned from full-time to 3-10 or part-time will be
17 placed on the list for recall to full-time assignment.

18 **5.** Employees who are reassigned from 3-10 time to full-time or part-time will
19 be placed on the recall list to a 3-10 time assignment.

20 **6.** Employees who are reassigned from part-time to full-time will be placed
21 on the list for recall to part-time assignment.

22 **D.** Employees who are placed on a recall list pursuant to these provisions will be
23 provided with appropriate information concerning the rights after layoff, and their
24 responsibilities. Information will include, but not be limited to, information concerning the
25 County's rules on reinstatement, and will offer employees the opportunity to provide alternate
26 contact information for recall notice.

27 **E.** Prior to issuing an open competitive recruitment for a vacancy, hiring managers
28 should review any active recall lists and determine if the vacancy should be announced for
29 internal applications first, in order to allow employees on recall lists in other classifications to
30 have the opportunity to be considered.

31 **F.** Employees who are reassigned to positions in the same classification, resign, or
32 elect to retire will not be placed on recall lists.

33 **G. Removal from Recall List**

1 Employees will remain on a recall list for twenty-four (24) months from the date
 2 of placement on the list. Within that time period, employees will be removed from the recall list
 3 only under the following circumstances:

- 4 1. Upon written request of the employee; or
- 5 2. Upon their retirement; or
- 6 3. Upon acceptance of recall from the list; or
- 7 4. Upon declining an offer of recall (unless the offer is for a limited duration
 8 appointment); or
- 9 5. Upon the employee's failure to respond to a certified letter or electronic
 10 notice sent to the employee's last known address within seven (7) days of mailing; or
- 11 6. Disciplinary termination for cause.

12 **H. Effect of Recall on Seniority**

13 Employees who are laid off and are on recall list(s) and return to regular County
 14 employment for any reason will be treated as if they have been on a leave of absence without
 15 pay for the purpose of computing seniority.

16 **V. Recall**

17 **A.** Employees on a recall list will be certified in order of seniority, before applicants
 18 who qualify through examination, provided they are qualified to perform the duties of the
 19 position. Employees on a recall list shall be offered appointment to vacancies, in order of
 20 seniority, except when they lack knowledge, skills or abilities required for the position that are
 21 not easily learned on the job within ninety (90) days.

22 **B.** Employees may be required to take and pass qualifying examinations in order to
 23 establish their rights to specific positions. The hiring manager is required to state in writing what
 24 qualification(s) the employee lacks that the position requires. The employee will remain on the
 25 recall list for certification to other vacancies during their term of eligibility.

26 **C.** Failure to recall an employee, except as provided above, will be deemed a
 27 dismissal of that employee for cause, and will be reviewed and processed according to the
 28 provisions of Article 17, Disciplinary Action.

29 **VI. Seniority Application**

30 **A.** The above terms for determination of seniority shall apply not only to the layoff
 31 process, but also to other situations in which seniority is applied, including total service for the
 32 purpose of vacation accrual rates.

33 **B.** Seniority determinations shall have no application to retirement matters.

1 **C.** The County agrees to make available to the Union upon request copies of any
2 personnel list the County maintains regarding seniority or classification changes.

3 **VII. Posting Process**

4 **A. Seniority List Posting**

5 Lists showing seniority within the County and seniority within classification shall
6 be provided to the Union, posted electronically, and posted on Union bulletin boards in work
7 units where employees do not have readily available computer access, on or about March 1st
8 of each year or anytime an employee or employees are notified that their position(s) is being
9 eliminated. Employees may request a copy of the seniority list from their department human
10 resources unit at any time.

11 **B. Seniority List Appeals**

12 **1.** Employees who have concerns about the calculation of their seniority shall
13 notify Central Human Resources with a copy to the Union. If an employee's concerns remain
14 unresolved, the Union may file a formal written grievance at Step 3 of the grievance procedure
15 within thirty (30) days of the employee's initial consultation with Central Human Resources. If
16 no grievance is filed within the thirty (30) days, the seniority calculation is deemed correct and
17 no grievances may be filed on that issue at a later date. If a Step 3 grievance is filed, and
18 Central Human Resources denies the grievance by upholding the seniority calculation, the
19 Union may exercise its' right to move the issue to arbitration in accordance with Article 18,
20 Section III. If the Union chooses to not move the issue to arbitration by making such a request
21 within fifteen (15) days of the Step 3 response, the seniority calculation will be deemed correct
22 and no grievances may be filed on the issue again in the future.

23 **2.** Employees may only file grievances over seniority calculations that have
24 been accrued since the effective date of the previous contract. (For example, in the 2017-2020
25 contract, employees may only file grievances over seniority that has been accrued since the
26 July 1, 2014, which is the effective date of the 2014-2017 contract.)

27 **3.** Seniority dates will be frozen during the bumping/layoff process consistent
28 with the release of the Chair's Executive Budget.

29 **4.** When a seniority date is changed due to a grievance, the affected
30 employees and the Union shall receive written notification of the new seniority ranking for the
31 affected classification.

32

1 **VIII. Seniority of and Bumping by Non-Bargaining Unit Employees and Other**
2 **Bargaining Units**

3 Except as returning to a previously held classification failing a Promotional Trial Service
4 period, non-bargaining unit employees (non-represented or a member of another bargaining
5 unit) may not bump or deny a bump option to current regular status Local 88 bargaining unit
6 members even if the non-bargaining unit employee has greater length of County employment
7 or greater length of service in the bargaining unit.

8 **IX. Special Provisions to Save Employees from Layoff - Project Save**

9 It is recognized by the parties that employees who are to be laid off or involuntarily
10 demoted because of their seniority within a classification within a department face difficult
11 circumstances in being placed in alternative employment within the County. Any such
12 employee who is placed in a classification not previously held shall be subject to a trial service
13 period of ninety (90) days to demonstrate the employee's ability to perform or fulfill the
14 requirements of the new classification. Employees who refuse an offer to be placed in
15 alternative employment will not be deemed to have waived their bumping rights or right to
16 placement on the recall list. Employees who, in the opinion of the County, are unsuccessful
17 during this ninety (90) day trial service period will be removed from their new classification and
18 placed on the appropriate recall list. Such employees shall continue to be eligible for placement
19 under the provisions of this section as long as alternative employment opportunities are being
20 explored by management for affected employees. An employee reassigned to another position
21 via Project Save, shall have recall rights in accordance with Article 21.IV and V.

ARTICLE 22**SHIFT AND WORK ASSIGNMENT****I. Vacancy**

A vacancy shall exist when:

A. The employee assigned to a budgeted position abandons such position because of transfer, promotion, or demotion to another position or County agency; or upon voluntary or involuntary termination of County employment;

B. Additional budgeted positions are allocated;

C. Workload requirements necessitate reallocation of duties for a period in excess of ninety (90) days, as, for example, a training assignment or assignment to another unit with a workload issue;

D. When an employee is on unpaid leave that will exceed ninety (90) days.

II. Temporary and Short Term Work Assignments**A. Ninety Days or Less (Short Term Assignments) and Employee Rotation****Plans**

Work assignments and employee rotation plans of ninety (90) days or less shall be solely at the discretion of management. Following such a short term assignment, the employee will be returned to their regular assignment.

To further employee development or motivation, the County may rotate employees in the same classification between job assignments within a work unit or between work units, subject to the following limitations:

1. Any such rotation plan shall be posted ten (10) days in advance with a copy provided to the Union.

2. The terms and criteria of the rotation plan shall apply to all employees in the affected job classification within a work unit or work units.

B. Six Months or Less (Temporary Assignments)

If the work assignment is for more than ninety (90) days, but no longer than six (6) months, it shall be deemed a temporary assignment, and shall be filled in the following manner:

1. Management will provide employees a notice of the assignment, the person to contact, and the deadline for consideration.

1 **2.** The assignment may be made on the basis of seniority, expressions of
2 preference or by other job related criteria established by management.

3 **3.** Following such a temporary assignment, the employee will be returned to
4 their regular assignment.

5 **III. Regular Shift/Work Assignment**

6 A regular vacancy is a vacancy determined by management to be for a duration of over
7 six (6) months. Whenever there is more than one (1) shift or work assignment within the same
8 job classification within a work unit, regular vacancies shall be filled in the following manner:

9 **A.** Management will provide employees a notice of such vacancy for at least seven
10 (7) days, the person to contact, and the deadline for consideration.

11 **B.** The vacancy shall be filled on the basis of Job Class Seniority (as defined in
12 Article 2.VI) for the job classification in which the vacancy exists, provided the employee is able
13 to perform the work in question and has indicated their preference in writing.

14 **C.** Exceptions to seniority preference assignment may be made in the following
15 situations:

16 **1.** In regard to work assignment only, when a less senior employee is
17 substantially more qualified for the position in question.

18 **2.** In regard to work assignment only, when a less senior employee is
19 assigned a job for reasons other than in "Section III.C.1" above, such reasons shall be put in
20 writing by the manager making the assignment. Such assignment shall not be for arbitrary or
21 capricious reasons.

22 **3.** In regard to both shift and work assignment, where bona fide job related
23 requirements for a balance of experienced and non-experienced personnel exists between
24 shifts or work assignments in a work unit, management may temporarily delay the senior
25 employee's shift or work assignment for up to six (6) months to allow new or less senior
26 employees to obtain necessary experience.

27 **D.** In the event no expression of preference exists for a shift or work assignment,
28 management may fill a vacancy with the qualified employee with the least seniority in the job
29 class in the work unit. Involuntary changes in shift assignment shall require ten (10) days
30 advance written notice to the affected employee.

31 **E.** When a new work assignment with substantially different duties is created, it shall
32 be posted for ten (10) days to permit employees to indicate their preference for the assignment.

33 **IV. Transfers**

1 **A.** Following the work unit assignment process described in Section III of this Article,
2 if the classification is utilized elsewhere in the Department and/or County, the five (5)
3 employees who are currently assigned to and have the most seniority in the job classification,
4 who are qualified for and interested in the specific position, shall be interviewed for the vacancy,
5 provided they have requested consideration for a transfer as required under Multnomah County
6 Personnel Rule (MCPR) 5-40. Those on the applicable Class Transfer List shall be notified of
7 the opening.

8 **B.** Departments are not obligated to interview the five (5) most senior employees on
9 the transfer list prior to considering other applicants and/or employees requesting transfer.

10 **C.** If a Department elects to consider Department employees from outside the work
11 unit for lateral transfer prior to announcing the job, the Department must also interview the five
12 (5) most senior employees on the countywide transfer list who are qualified for and interested
13 in the position at the same time.

14 **D.** If a Department elects to fill vacancies through an internal or external recruitment,
15 the five (5) most senior employees on the transfer list who are qualified and interested will be
16 interviewed, with consideration given to other qualified applicants on the certified eligibles list,
17 and qualified employees on either the County or Department transfer list.

18 **E.** Prior to issuing an open competitive recruitment for a vacancy, the hiring
19 manager will review any active recall lists and determine if the vacancy should be announced
20 for internal applications first, in order to provide employees on recall lists the opportunity to be
21 considered.

22 **V. Trial Service Periods**

23 A trial service period applies when a regular employee begins a new work assignment,
24 including lateral transfers, equivalent transfers, and demotion to another classification. The
25 employee will serve a trial service period of one-hundred and twenty (120) days to demonstrate
26 their ability to fulfill the requirements of the assignment. At any time during a trial service period,
27 an employee who does not satisfactorily fulfill the requirements of the assignment shall be
28 returned to their previous work assignment. Such determination of satisfactory performance
29 within the one-hundred and twenty (120) day trial service period will be made by management.

30 **VI. Training Positions**

31 **A. Vacancies**

32 Training Programs may be established when a position or specialty is difficult to
33 fill; to develop knowledge, skills or abilities for existing or new employees; or to aid in workforce

1 succession planning. The County may fill a vacancy with a trainee for up to twelve (12) months
 2 to develop knowledge, skills, or abilities for existing or new employees. When required to meet
 3 the minimum qualifications for a position, trainee appointments may be made for up to twenty-
 4 four (24) months. Training appointments in excess of twenty-four (24) months require written
 5 consent of the Union prior to the appointment. Training positions will be governed by MC
 6 Personnel Rule 5-30-030, Training Programs.

7 **B. Recruitment of Trainees**

8 Applications for training positions will be considered in the following order within
 9 a recruitment process:

- 10 1. Regular employees within a Department.
- 11 2. Regular employees Countywide.
- 12 3. Open Competitive.

13 **C. Eligibility**

14 Employees who have completed an initial probationary period in accordance with
 15 Article 2.XI are eligible for training positions. Employees are not eligible for training positions if
 16 they have:

- 17 1. A performance appraisal issued within the previous twelve (12) months
 18 which includes ratings at not meeting expectations/needs improvement.
- 19 2. There is discipline at or above the written reprimand level within the last
 20 twenty-four (24) months.

21 **D. Compensation during Training Program**

- 22 1. The wage rate for a trainee in a training program will be the equivalent of
 23 one (1) step or three percent (3%) below the minimum of the pay range for the budgeted
 24 position. Regular employees whose pay is at or above the minimum of the pay range for the
 25 budgeted position's classification will not have their pay reduced, but shall not receive a pay
 26 increase at time of appointment.
- 27 2. Employees in a training program shall receive a one (1) step increase on
 28 the anniversary date of appointment to their training program in accordance with Article 15.II.B.
- 29 3. On successful completion of the training program, the employee is eligible
 30 for a promotional increase as stated in subsection E.2.

31 **E. Completion of Training Program**

- 32 1. Upon successful completion of the training program and attainment of
 33 minimum qualifications, the employee will be promoted non-competitively as authorized by

1 MCC 9.150 into the budgeted position's classification. The lateral transfer provisions outlined
2 in Sections III and IV above will not apply in such cases.

3 **2.** Upon promotion to the budgeted position, the employee's pay will be
4 governed by the promotional policy in Article 15.II.C. The trainee classification will be
5 considered the base classification for purposes of determining the employee's pay rate
6 following promotion.

7 **3.** Employees who are promoted after the completion of a training program
8 will be subject to a promotional probationary period in accordance with the provisions in Article
9 2.XII.

10 **4.** If the promotional probationary period is not successfully completed, the
11 employee will not have rights to return to the trainee classification. A regular employee will be
12 returned to the classification held immediately prior to the training program as described in
13 subsection F.

14 **5.** On successful completion of a training program, an employee will be
15 credited class seniority for the time in the training program. Regular employees who do not
16 successfully complete a training program will have class seniority credited to their prior
17 classification.

18 **F. Termination of the Training Program**

19 The Department or employee may end the training assignment at any time with
20 ten (10) day written notice to the other party and to the department from which the employee
21 came. The decision to end the training assignment is not subject to the grievance procedure.
22 A regular employee will be returned to their classification and salary held immediately prior to
23 the training position. If there is no vacancy for which the employee is qualified in the
24 classification held by the employee immediately prior to the training program, the employee will
25 be laid off in accordance with Article 21.

26 **VII. Hiring and Promotion Processes**

27 The participation of individuals from diverse backgrounds and demographic groups in the
28 hiring and promotion process is ideal for recruiting and retaining a diverse workforce that
29 reflects the community Multnomah County serves. At the same time, hiring and promotion
30 processes are statutorily and contractually reserved management rights.

31 In furtherance of County diversity and equity goals in balance with County rights and
32 responsibilities regarding hiring and promotion processes, the parties agree:

1 **A.** The County will allow paid release time for employees that it selects to participate
2 on hiring panels;

3 **B.** The County will publicize to employees and managers its encouragement of
4 inclusion of employees from diverse backgrounds and demographic groups in hiring panels,
5 and direct managers to consider employees who have expressed an interest in participation
6 when establishing a hiring panel;

7 **C.** The County will continue developing implicit bias interruption strategies for inclusion
8 in the panel training toolbox; and

9 **D.** The parties will participate in good faith in Workforce Equity Committee engagement
10 to identify additional mutual hiring and promotion process agreements.

11 **VIII. Work Unit and Work Assignment Determination and Specification**

12 **A. Departmental Determination**

13 **1.** Each Department, either directly at the Departmental level, or by
14 delegation, shall determine the work units and work assignment structure of its organization
15 and may change this determination from time to time to reflect changes in the organization's
16 structure and/or needs. For example, a Department which has defined its service delivery sites
17 as work units, and major functions within those sites as work unit assignments, may choose to
18 treat the entire Department as a work unit with the site locations as work assignments.
19 Whenever practicable, to ensure communication with employees and discussion of the
20 implementation process and/or of alternatives, the Department will notify the Union thirty (30)
21 days in advance of any planned change in the determination of work units.

22 **2.** When changes in the Department structure and/or needs result in the need
23 to make changes to employees geographic work locations, shift or days, management will seek
24 qualified volunteers from the affected shift, schedule or geographic work location. Assignments
25 will be made on the basis of seniority, unless the provisions of "Section III" of this article apply.
26 If there are no qualified volunteers for the change, the qualified employee with the least
27 seniority in the job class at that location shall be moved with no less than a fifteen (15) working
28 day notice period.

29 **B. Listing of Units**

30 In order to assist the Union in enforcing the terms of the Agreement both in this
31 article as well as in others, the County will provide on or about April first (1st) of each year a
32 comprehensive listing of all work units within the County by Department.

ARTICLE 23**PERSONNEL RULES AND RECORDS****I. Personnel Rules**

Changes to the Personnel Rules will be submitted to the Union for review and recommendation prior to their adoption.

II. Personnel Records and Information**A. Definition**

For purposes of this section, "personnel file" refers to the formal file of personnel documents maintained by Central Human Resources and/or by the employee's department or division.

B. Access to Personnel File Materials

1. An employee or their representative, with the written consent of the employee, may inspect that employee's personnel file. Upon written request, an employee or their authorized representative will be given a copy of any materials in the employee's personnel file.

2. An employee will be given a copy of any statement written for inclusion in the employee's personnel file concerning the employee's conduct or work performance.

C. Removal of File Materials**1. Letters of reprimand:**

a. An employee may request and have removed from their personnel file any letter of reprimand which is more than two (2) years old. Letters of reprimand which are eligible for removal under this provision but have not yet been removed will not be considered in any subsequent disciplinary action.

b. Oral reprimands will not be memorialized in writing and will not be placed in the employee personnel file. If there has been no subsequent discipline issued since the oral reprimand was given, oral reprimands which are more than two (2) years old will not be considered in any subsequent discipline.

2. Letters imposing other discipline:**a. Single disciplinary acts**

A single letter imposing discipline more severe than a letter of reprimand, which is more than five (5) years old, will be removed from an employee's personnel file upon their request.

1 **b. Multiple disciplinary acts**

2 If there is more than one (1) letter imposing discipline which is more
3 severe than a letter of reprimand on file, none of the letters may be removed until the most
4 recent letter is more than five (5) years old. At that time it and all previous disciplinary letters
5 will be removed from the employee's personnel file upon request. For the purposes of this
6 subsection "letter" includes all attachments. Disciplinary actions which are eligible for removal
7 under this provision but have not yet been removed will not be considered in any subsequent
8 disciplinary action.

ARTICLE 24
GENERAL PROVISIONS

I. No Discrimination

A. Contractually Prohibited Discrimination

1. The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, marital status, race, color, sex, creed, religion, national origin, sexual orientation, political affiliation, gender identity, whistleblower status, source of income or family status. It is further agreed that there will be no discrimination against a person with a disability unless bona fide job related reasons exist as provided by the Americans with Disabilities Act and rules promulgated under its terms.

2. The Union shall share equally with the County the responsibility for applying the provisions of the Agreement; provided that this responsibility shall be limited to those matters under the Union's influence or control, including but not limited to the behavior of shop Stewards and the contents of Union bulletin boards.

II. Legally Prohibited Discrimination

A. Prejudicial Acts Prohibited

1. The County and the Union shall not condone and/or tolerate prejudicial remarks, actions, slurs, and jokes directed at, or expressed, or any other form of micro-aggression, that are offensive to persons with disabilities, racial minority persons, persons having certain religious preferences or sexual orientation, or gender identity, or persons of a certain national origin or certain familial status or source of income.

2. Micro-aggressions are defined as commonplace and casual verbal, behavioral, or environmental indignities and denigration, often unintentional or unconscious that repeat or reaffirm stereotypes and convey negative or derogatory messages based on the recipient's status in a racial minority or other non-dominant culture group.

B. Sexual Harassment Prohibited

No employee(s) shall be subjected to unwelcome sexual advances, requests for sexual favors, or any form of verbal or physical conduct of a sexual nature that is offensive, hostile or intimidating that interferes with the work performance of such employee(s).

III. County Complaint Procedure

The County will maintain a complaint procedure for allegations of discrimination in violation of law.

1 **1.** The County shall make an individual trained in mediation or restorative justice
 2 available to any employee wishing to address the relationship between themselves and the
 3 individual alleged to have engaged in the prohibited conduct, whether or not that behavior
 4 resulted in discipline. Participation requires the consent of both parties.

5 **2.** A retaliation complaint under this subsection will be treated as a Protected Class
 6 Complaint

7 **3.** The County will report all complaints within thirty (30) days of the notification
 8 raised by Local 88 represented employees alleging a violation of Article 24.I and II to the Union
 9 at the email address cabi@afscmelocal88.org.

10 **IV. Rules**

11 **A.** All work rules shall be subject to discussion with the Union before becoming
 12 effective. All new rules and proposed changes to rules, which involve mandatory subjects of
 13 bargaining or which impact mandatory subjects of bargaining, shall be sent to the Union at the
 14 e-mail address cabi@afscmelocal88.org. This applies to both County and Department rules.

15 **B.** The County will provide new employees a copy of the Agreement and applicable
 16 rules at time of hire.

17 **C.** The County agrees to furnish each affected employee in the bargaining unit with
 18 a copy of all changes to work rules within thirty (30) days after they become effective.

19 **D.** Any dispute as to the reasonableness of any new rule, or any dispute involving
 20 discrimination in the application of new or existing rules may be resolved through the grievance
 21 procedure beginning at Step 3.

22 **E.** Except in emergencies, all work rules shall be posted on bulletin boards for a
 23 period of ten (10) consecutive work days prior to becoming effective.

24 **V. Changes in Existing Conditions**

25 **A.** For the purpose of this Agreement, the term, "existing working conditions," means
 26 practices which have been:

27 **1.** Consistent;

28 **2.** Clearly acted upon; and

29 **3.** Readily ascertainable over a reasonable period of time as mutually
 30 accepted by the parties.

31 **B.** Existing working conditions shall be changed only after the Union has been
 32 afforded opportunity to make suggestions and shall not be for arbitrary or capricious reasons.

1 The County shall post changes in existing working conditions prominently on all bulletin boards
2 for a period of not less than fourteen (14) days before the changes are to be effective.

3 **C.** Disputes regarding the change of existing working conditions shall be resolved
4 through the grievance procedure beginning at Step 3.

5 **D.** No payment of monies made in error, or not authorized by proper authority, shall
6 be considered an existing condition. Such payments shall be governed by Article 14, "Section
7 VIII".

8 **E.** Conditions relative to and governing working conditions of a particular nature are
9 contained in Addenda B through K to this Agreement, which are attached and by this reference
10 made a part hereof as though fully set forth herein.

11 **VI. Uniforms and Protective Equipment**

12 **A. Application to Employees Generally**

13 **1.** If an employee is required to wear a uniform, protective clothing, or any
14 type of protective device, such uniform, protective clothing, protective device, or equipment
15 shall be furnished by the County; the cost of initial tailoring and repair of the uniform or
16 protective clothing, or device shall be paid by the County, in accordance with the current
17 practice.

18 **2.** The County is not obligated to purchase or supply non-specialty safety
19 eyewear and other items as identified in OAR 437-002-0134 Subsections (4)(b)-(e), however,
20 upon an employee's request and subject to prior supervisor approval, the County may in its
21 discretion reimburse an employee up to one-hundred fifty dollars (\$150) for prescription safety
22 glasses that meets the ANSI Z87.1 standard.

23 **B. Coveralls and Boots**

24 All Heavy Equipment Operators, when required to service heavy equipment on
25 the job shall be provided coveralls, laundered as needed, by the County. Employees who are
26 working under such conditions as to make protective rubber boots necessary shall be provided
27 with those boots by the County. Coveralls or smocks will be provided in other jobs in
28 accordance with existing practices.

29 **VII. Loss of Personal Property**

30 **A. Procedure for Advancing Claims**

31 Employees who suffer a loss of personal property on County premises shall be
32 provided a claims form by the Risk Management Division upon request. Premises, for this
33 purpose, are defined as County facilities and vehicles. The Risk Management Division shall

1 provide the requesting employee with a determination in writing by the County of the legal
2 liability the County may have in the matter. The County will pay claims for which it determines
3 it has legal liability.

4 **B. Exclusion of Personal Vehicles**

5 Personal vehicles are expressly excluded from this provision. Loss or damage to
6 employees' personal vehicles is the sole responsibility of the employee.

7 **C. Bed Bugs**

8 The County will reimburse an employee up to five hundred (\$500) for the cost of
9 eradicating bed bugs from their home and personal property as well as up to three (3) paid
10 leave days to deal with the problem. To be eligible for both the reimbursement for eradication
11 and paid leave time, it must be documented including verification from a secondary source that
12 the employee came into contact with bed bugs in the line of duty.

13 **VIII. Sustainability in the Workplace**

14 The Employer and the Union agree to work toward workplace policies and practices that
15 are in alignment with the Multnomah County Board adopted sustainability principles. Therefore
16 the parties affirm, according to their respective responsibilities, their shared commitment to
17 integrating sustainability in the workplace, use of alternative modes of transportation, and
18 supporting these values in the community. Nothing in this section creates a right of grievance
19 by AFSCME Local 88.

ARTICLE 25**SAVINGS CLAUSE AND FUNDING****I. Savings Clause**

Should any article, section, or portion thereof, of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, or any administrative agency having jurisdiction over the subject matter, such decision shall apply only to the specific article, section, or portion thereof directly specified in the decision. Upon the issuance of any such decision, the parties agree immediately to negotiate a substitute, if possible, for the invalidated article, section, or portion thereof. All other portions of this Agreement, and the Agreement as a whole, shall continue without interruption for the term hereof.

II. Funding

A. The parties recognize that revenue needed to fund the wages and benefits and budget related existing conditions provided by the Agreement must be approved annually by established budget procedures. All such wages, benefits, and budget related conditions are, therefore, contingent upon sources of revenue and annual budget certification by the Tax Supervising and Conservation Committee. The County has no intention of cutting the wages, benefits, or budget related existing conditions specified in this Agreement because of budgetary limitations, but cannot and does not guarantee any level of employment in the bargaining unit covered by this Agreement.

B. The Board of County Commissioners agrees to include in its annual budget amounts sufficient to fund the wages, benefits, and budget related existing conditions provided by this Agreement, but makes no guarantee as to the certification of such budget pursuant to established budget procedures under Oregon law.

C. In the event of a delay in such certification, the County will make every reasonable effort to correct whatever budget deficiencies that exist, if any, in order to obtain certification. Retroactive monetary adjustment shall be made if any scheduled economic improvement is delayed due to a delay in certification, unless otherwise precluded by State or Federal law or administrative regulation.

ARTICLE 26
ENTIRE AGREEMENT

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

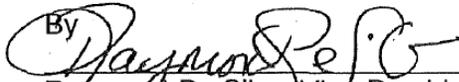
The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. This Agreement constitutes the sole and entire existing Agreement between the parties. Except as specifically modified by or treated in this Agreement, all policies, matters, questions and terms affecting unit employees in their employment relationship with the County shall be governed by Article 4, Management Rights, unless such rights are specifically limited by the Multnomah County Code Chapter 9 or its successor and the Personnel Rules. The County and the Union, for the life of the Agreement, each voluntarily and unqualifiedly waives the right, and agrees that the other shall not be obliged, to bargain collectively with respect to any subject or matter referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either party or both parties at the time that they negotiated and signed this Agreement.

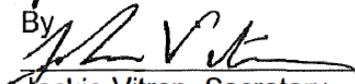
Nothing in this article shall preclude the parties during the term of this Agreement from voluntarily entering into amendments to the Agreement; nor shall the Union and the County Chair or their designee(s) for labor relations be precluded from voluntarily entering into Memoranda of Understanding, Interpretation, or Exception concerning matters of contract administration.

IN WITNESS WHEREOF, The Parties hereto have set their hands this 15 day of April, 2021

MULTNOMAH COUNTY
EMPLOYEES UNION, LOCAL 88,
AFSCME, AFL-CIO:

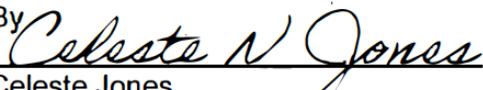
By 
Percy Winters Jr., President

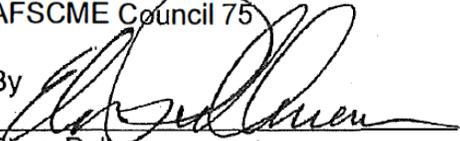
By 
Raymond De Silva, Vice President

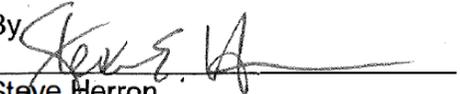
By 
Jackie Vitron, Secretary

By 
Matthew Davis, Treasurer

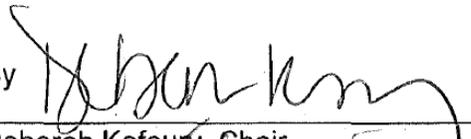
NEGOTIATED BY:

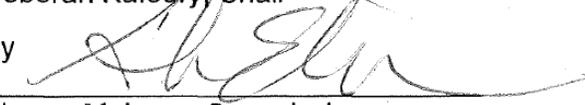
By 
Celeste Jones
Council Representative
AFSCME Council 75

By 
Eben Pullman
Council Representative
AFSCME Council 75

By 
Steve Herron
Labor Relations Director
Multnomah County, Oregon

MULTNOMAH COUNTY, OREGON

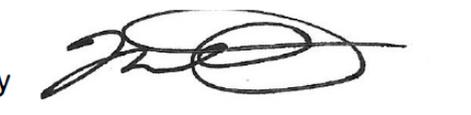
By 
Deborah Kafoury, Chair

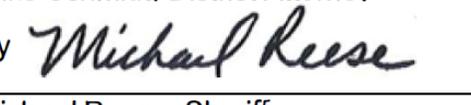
By 
Sharon Meieran, Commissioner

By 
Susheela Jayapal, Commissioner

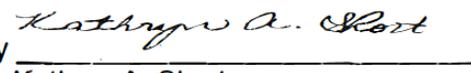
By 
Jessica Vega Pederson, Commissioner

By 
Lori Stegmann, Commissioner

By 
Mike Schmidt, District Attorney

By 
Michael Reese, Sheriff

REVIEWED:
Jenny Madkour, County Attorney
For Multnomah County, Oregon

By 
Kathryn A. Short
Assistant County Attorney

ADDENDUM A
CLASSIFICATIONS INCLUDED IN THE
BARGAINING UNIT WITH PAY RANGES

1
2
3
4

5 **I. Listing of Classifications**

6 Classifications included in the bargaining unit are listed by title in Table I. Bargaining
7 Unit Classifications and Wage Ranges, July 1, 2021.

8 It is understood between the parties that the attached listings of bargaining unit
9 classifications and pay ranges are a good faith effort at a comprehensive listing of all
10 classifications and salary ranges in effect on July 1, 2021. These listings are subject to
11 correction if errors in inclusion, exclusion or calculation are discovered.

ADDENEDUM A ; Classifications, Rates & Ranges
Rates shown represent a 1.6% COLA effective July 1, 2021

Job Code	Job Title	Pay Scale								
		Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
6291	Addictions Specialist	21	26.47	27.25	28.05	28.85	29.72	30.56	31.50	32.41
6033	Administrative Analyst	26	30.56	31.50	32.41	33.37	34.34	35.35	36.45	37.50
6035	Alarm Ordinance Coordinator	19	25.00	25.70	26.47	27.25	28.05	28.85	29.72	30.56
6072	Animal Control Dispatcher	14	21.60	22.25	22.90	23.57	24.28	25.00	25.70	26.47
6069	Animal Control Officer 1	14	21.60	22.25	22.90	23.57	24.28	25.00	25.70	26.47
6067	Animal Control Officer 2	19	25.00	25.70	26.47	27.25	28.05	28.85	29.72	30.56
6061	Animal Control Officer 3	22	27.25	28.05	28.85	29.72	30.56	31.50	32.41	33.37
6062	Animal Technician 1	8	18.23	18.76	19.29	19.83	20.40	20.99	21.60	22.25
6065	Animal Technician 2	13	20.99	21.60	22.25	22.90	23.57	24.28	25.00	25.70
6105	Arborist/Vegetation Specialist	23	28.05	28.85	29.72	30.56	31.50	32.41	33.37	34.34
6025	Assessment & Taxation Collection Specialist	19	25.00	25.70	26.47	27.25	28.05	28.85	29.72	30.56
6450	Assessment & Taxation Technician 1	15	22.25	22.90	23.57	24.28	25.00	25.70	26.47	27.25
6451	Assessment & Taxation Technician 2	18	24.28	25.00	25.70	26.47	27.25	28.05	28.85	29.72
6248	Background Investigator	28	32.41	33.37	34.34	35.35	36.45	37.50	38.62	39.80
6344	Basic Skills Educator	23	28.05	28.85	29.72	30.56	31.50	32.41	33.37	34.34
6181	Body and Fender Technician	25	29.72	30.56	31.50	32.41	33.37	34.34	35.35	36.45
6060	Bridge Maintenance Specialist	23	28.05	28.85	29.72	30.56	31.50	32.41	33.37	34.34
6059	Bridge Operator	10	19.29	19.83	20.40	20.99	21.60	22.25	22.90	23.57
6026	Budget Analyst	31	35.35	36.45	37.50	38.62	39.80	41.01	42.25	43.51
6501	Business Process Consultant	33	37.50	38.62	39.80	41.01	42.25	43.51	44.81	46.17
6064	Business Systems Analyst	39	44.81	46.17	47.54	49.01	50.43	51.97	53.51	55.14
6055	Business Systems Analyst Senior	42	49.01	50.43	51.97	53.51	55.14	56.79	58.51	60.24
6147	Carpenter	25	29.72	30.56	31.50	32.41	33.37	34.34	35.35	36.45
6299	Case Management Assistant	12	20.40	20.99	21.60	22.25	22.90	23.57	24.28	25.00
6298	Case Manager 1	16	22.90	23.57	24.28	25.00	25.70	26.47	27.25	28.05
6297	Case Manager 2	21	26.47	27.25	28.05	28.85	29.72	30.56	31.50	32.41

ADDENDUM A ; Classifications, Rates & Ranges
Rates shown represent a 1.6% COLA effective July 1, 2021

Job Code	Job Title	Pay Scale								
		Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
6296	Case Manager Senior	24	28.85	29.72	30.56	31.50	32.41	33.37	34.34	35.35
6003	Clerical Unit Coordinator	19	25.00	25.70	26.47	27.25	28.05	28.85	29.72	30.56
6318	Clinical Psychologist	35	39.80	41.01	42.25	43.51	44.81	46.17	47.54	49.01
6295	Clinical Services Specialist	28	32.41	33.37	34.34	35.35	36.45	37.50	38.62	39.80
6127	Commercial and Industrial Property Appraiser 2	30	34.34	35.35	36.45	37.50	38.62	39.80	41.01	42.25
6128	Commercial and Industrial Property Appraiser Senior	33	37.50	38.62	39.80	41.01	42.25	43.51	44.81	46.17
6046	Community Health Specialist 1	12	20.40	20.99	21.60	22.25	22.90	23.57	24.28	25.00
6047	Community Health Specialist 2	16	22.90	23.57	24.28	25.00	25.70	26.47	27.25	28.05
6013	Community Information Specialist	18	24.28	25.00	25.70	26.47	27.25	28.05	28.85	29.72
6267	Community Works Leader	19	25.00	25.70	26.47	27.25	28.05	28.85	29.72	30.56
6015	Contract Specialist	27	31.50	32.41	33.37	34.34	35.35	36.45	37.50	38.62
6031	Contract Specialist Senior	32	36.45	37.50	38.62	39.80	41.01	42.25	43.51	44.81
6011	Contract Technician	21	26.47	27.25	28.05	28.85	29.72	30.56	31.50	32.41
6260	Cook	12	20.40	20.99	21.60	22.25	22.90	23.57	24.28	25.00
6268	Corrections Counselor	26	30.56	31.50	32.41	33.37	34.34	35.35	36.45	37.50
6264	Corrections Hearings Officer	28	32.41	33.37	34.34	35.35	36.45	37.50	38.62	39.80
6266	Corrections Technician	18	24.28	25.00	25.70	26.47	27.25	28.05	28.85	29.72
7232	Creative Media Coordinator	25	29.72	30.56	31.50	32.41	33.37	34.34	35.35	36.45
6073	Data Analyst	26	30.56	31.50	32.41	33.37	34.34	35.35	36.45	37.50
6456	Data Analyst Senior	32	36.45	37.50	38.62	39.80	41.01	42.25	43.51	44.81
6074	Data Technician	18	24.28	25.00	25.70	26.47	27.25	28.05	28.85	29.72
6407	Database Administrator	37	42.25	43.51	44.81	46.17	47.54	49.01	50.43	51.97
6408	Database Administrator Senior	42	49.01	50.43	51.97	53.51	55.14	56.79	58.51	60.24
6346	Dental Assistant (EFDA)	14	21.60	22.25	22.90	23.57	24.28	25.00	25.70	26.47
6348	Dental Hygienist	34	38.62	39.80	41.01	42.25	43.51	44.81	46.17	47.54
6292	Deputy Public Guardian	27	31.50	32.41	33.37	34.34	35.35	36.45	37.50	38.62

ADDENEDUM A ; Classifications, Rates & Ranges
Rates shown represent a 1.6% COLA effective July 1, 2021

Job Code	Job Title	Pay Scale								
		Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
6405	Development Analyst	36	41.01	42.25	43.51	44.81	46.17	47.54	49.01	50.43
6406	Development Analyst Senior	42	49.01	50.43	51.97	53.51	55.14	56.79	58.51	60.24
6340	Dietitian (Nutritionist)	26	30.56	31.50	32.41	33.37	34.34	35.35	36.45	37.50
6278	Digital Forensics Examiner	28	32.41	33.37	34.34	35.35	36.45	37.50	38.62	39.80
6024	Disease Intervention Specialist	19	25.00	25.70	26.47	27.25	28.05	28.85	29.72	30.56
6249	District Attorney Investigator	30	34.34	35.35	36.45	37.50	38.62	39.80	41.01	42.25
6124	Driver	10	19.29	19.83	20.40	20.99	21.60	22.25	22.90	23.57
6052	Economic Development Analyst	34	38.62	39.80	41.01	42.25	43.51	44.81	46.17	47.54
6300	Eligibility Specialist	16	22.90	23.57	24.28	25.00	25.70	26.47	27.25	28.05
6373	Emergency Management Analyst	25	29.72	30.56	31.50	32.41	33.37	34.34	35.35	36.45
6374	Emergency Management Analyst Senior	31	35.35	36.45	37.50	38.62	39.80	41.01	42.25	43.51
6235	Engineer 1	33	37.50	38.62	39.80	41.01	42.25	43.51	44.81	46.17
6236	Engineer 2	37	42.25	43.51	44.81	46.17	47.54	49.01	50.43	51.97
6311	Engineer 3	41	47.54	49.01	50.43	51.97	53.51	55.14	56.79	58.51
6231	Engineering Technician 1	20	25.70	26.47	27.25	28.05	28.85	29.72	30.56	31.50
6232	Engineering Technician 2	24	28.85	29.72	30.56	31.50	32.41	33.37	34.34	35.35
6233	Engineering Technician 3	29	33.37	34.34	35.35	36.45	37.50	38.62	39.80	41.01
6356	Environmental Health Specialist	26	30.56	31.50	32.41	33.37	34.34	35.35	36.45	37.50
6358	Environmental Health Specialist Senior	31	35.35	36.45	37.50	38.62	39.80	41.01	42.25	43.51
6354	Environmental Health Specialist Trainee	22	27.25	28.05	28.85	29.72	30.56	31.50	32.41	33.37
6360	Epidemiologist	29	33.37	34.34	35.35	36.45	37.50	38.62	39.80	41.01
6361	Epidemiologist Senior	34	38.62	39.80	41.01	42.25	43.51	44.81	46.17	47.54
6107	Equipment/Property Technician	19	25.00	25.70	26.47	27.25	28.05	28.85	29.72	30.56
6005	Executive Specialist	20	25.70	26.47	27.25	28.05	28.85	29.72	30.56	31.50
6097	Facilities Maintenance Dispatch/Scheduler	23	28.05	28.85	29.72	30.56	31.50	32.41	33.37	34.34
6010	Facilities Specialist 1	22	27.25	28.05	28.85	29.72	30.56	31.50	32.41	33.37
6017	Facilities Specialist 2	29	33.37	34.34	35.35	36.45	37.50	38.62	39.80	41.01

ADDENDUM A ; Classifications, Rates & Ranges
Rates shown represent a 1.6% COLA effective July 1, 2021

Job Code	Job Title	Pay Scale								
		Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
6016	Facilities Specialist 3	32	36.45	37.50	38.62	39.80	41.01	42.25	43.51	44.81
6258	Facility Security Officer	18	24.28	25.00	25.70	26.47	27.25	28.05	28.85	29.72
6029	Finance Specialist 1	21	26.47	27.25	28.05	28.85	29.72	30.56	31.50	32.41
6030	Finance Specialist 2	26	30.56	31.50	32.41	33.37	34.34	35.35	36.45	37.50
6032	Finance Specialist Senior	32	36.45	37.50	38.62	39.80	41.01	42.25	43.51	44.81
6027	Finance Technician	15	22.25	22.90	23.57	24.28	25.00	25.70	26.47	27.25
6184	Fleet & Support Services Specialist	21	26.47	27.25	28.05	28.85	29.72	30.56	31.50	32.41
6179	Fleet Maintenance Technician 1	15	22.25	22.90	23.57	24.28	25.00	25.70	26.47	27.25
6180	Fleet Maintenance Technician 2	22	27.25	28.05	28.85	29.72	30.56	31.50	32.41	33.37
6182	Fleet Maintenance Technician 3	25	29.72	30.56	31.50	32.41	33.37	34.34	35.35	36.45
6261	Food Service Worker	2	15.49	15.91	16.37	16.82	17.26	17.75	18.23	18.76
6081	GIS Technician	22	27.25	28.05	28.85	29.72	30.56	31.50	32.41	33.37
6082	GIS Technician Senior	26	30.56	31.50	32.41	33.37	34.34	35.35	36.45	37.50
6293	Health Assistant 1	9	18.76	19.29	19.83	20.40	20.99	21.60	22.25	22.90
6294	Health Assistant 2	11	19.83	20.40	20.99	21.60	22.25	22.90	23.57	24.28
6352	Health Educator	23	28.05	28.85	29.72	30.56	31.50	32.41	33.37	34.34
6321	Health Information Technician	17	23.57	24.28	25.00	25.70	26.47	27.25	28.05	28.85
6322	Health Information Technician Senior	20	25.70	26.47	27.25	28.05	28.85	29.72	30.56	31.50
6510	Health Policy Analyst Senior	33	37.50	38.62	39.80	41.01	42.25	43.51	44.81	46.17
6320	Health Resident (Represented)	16	22.90	23.57	24.28	25.00	25.70	26.47	27.25	28.05
6103	Human Resources Analyst 2	29	33.37	34.34	35.35	36.45	37.50	38.62	39.80	41.01
6101	Human Resources Technician	19	25.00	25.70	26.47	27.25	28.05	28.85	29.72	30.56
6301	Human Services Investigator	25	29.72	30.56	31.50	32.41	33.37	34.34	35.35	36.45
6415	Information Specialist 1	21	26.47	27.25	28.05	28.85	29.72	30.56	31.50	32.41
6416	Information Specialist 2	27	31.50	32.41	33.37	34.34	35.35	36.45	37.50	38.62
6417	Information Specialist 3	31	35.35	36.45	37.50	38.62	39.80	41.01	42.25	43.51
6345	Interpreter	15	22.25	22.90	23.57	24.28	25.00	25.70	26.47	27.25

ADDENEDUM A ; Classifications, Rates & Ranges
Rates shown represent a 1.6% COLA effective July 1, 2021

Job Code	Job Title	Pay Scale								
		Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
6109	Inventory/Stores Specialist 1	13	20.99	21.60	22.25	22.90	23.57	24.28	25.00	25.70
6110	Inventory/Stores Specialist 2	18	24.28	25.00	25.70	26.47	27.25	28.05	28.85	29.72
6104	Inventory/Stores Specialist 3	20	25.70	26.47	27.25	28.05	28.85	29.72	30.56	31.50
6280	Investigative Support Specialist	18	24.28	25.00	25.70	26.47	27.25	28.05	28.85	29.72
6413	IT Architect	44	51.97	53.51	55.14	56.79	58.51	60.24	62.04	63.96
6285	Juvenile Counseling Assistant	22	27.25	28.05	28.85	29.72	30.56	31.50	32.41	33.37
6272	Juvenile Counselor	27	31.50	32.41	33.37	34.34	35.35	36.45	37.50	38.62
6095	Laborer	3	15.91	16.37	16.82	17.26	17.75	18.23	18.76	19.29
6243	Legal Assistant 1	15	22.25	22.90	23.57	24.28	25.00	25.70	26.47	27.25
6246	Legal Assistant 2	20	25.70	26.47	27.25	28.05	28.85	29.72	30.56	31.50
6241	Legal Assistant Senior	23	28.05	28.85	29.72	30.56	31.50	32.41	33.37	34.34
7222	Librarian	26	30.56	31.50	32.41	33.37	34.34	35.35	36.45	37.50
7212	Library Access Services Assistant	5	16.82	17.26	17.75	18.23	18.76	19.29	19.83	20.40
7211	Library Assistant	16	22.90	23.57	24.28	25.00	25.70	26.47	27.25	28.05
7202	Library Clerk	10	19.29	19.83	20.40	20.99	21.60	22.25	22.90	23.57
7223	Library Outreach Specialist	23	28.05	28.85	29.72	30.56	31.50	32.41	33.37	34.34
6117	Library Safety Liaison	15	22.25	22.90	23.57	24.28	25.00	25.70	26.47	27.25
6100	Lighting Technician	19	25.00	25.70	26.47	27.25	28.05	28.85	29.72	30.56
6149	Locksmith	21	26.47	27.25	28.05	28.85	29.72	30.56	31.50	32.41
6108	Logistics Evidence Technician	20	25.70	26.47	27.25	28.05	28.85	29.72	30.56	31.50
6176	Maintenance Specialist 1	18	24.28	25.00	25.70	26.47	27.25	28.05	28.85	29.72
6177	Maintenance Specialist 2	22	27.25	28.05	28.85	29.72	30.56	31.50	32.41	33.37
6175	Maintenance Specialist Apprentice	15	22.25	22.90	23.57	24.28	25.00	25.70	26.47	27.25
6096	Maintenance Specialist Senior	24	28.85	29.72	30.56	31.50	32.41	33.37	34.34	35.35
6092	Maintenance Worker	12	20.40	20.99	21.60	22.25	22.90	23.57	24.28	25.00
6369	Marriage and Family Counselor	30	34.34	35.35	36.45	37.50	38.62	39.80	41.01	42.25
6309	Marriage and Family Counselor Associate	26	30.56	31.50	32.41	33.37	34.34	35.35	36.45	37.50

ADDENDUM A ; Classifications, Rates & Ranges
Rates shown represent a 1.6% COLA effective July 1, 2021

Job Code	Job Title	Pay Scale								
		Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
6150	MCSO Records Technician	16	22.90	23.57	24.28	25.00	25.70	26.47	27.25	28.05
6012	Medical Assistant	14	21.60	22.25	22.90	23.57	24.28	25.00	25.70	26.47
6333	Medical Laboratory Technician	21	26.47	27.25	28.05	28.85	29.72	30.56	31.50	32.41
6335	Medical Technologist	22	27.25	28.05	28.85	29.72	30.56	31.50	32.41	33.37
6304	Medication Aide (CNA)	13	20.99	21.60	22.25	22.90	23.57	24.28	25.00	25.70
6282	Medicolegal Death Investigator	23	28.05	28.85	29.72	30.56	31.50	32.41	33.37	34.34
6365	Mental Health Consultant	28	32.41	33.37	34.34	35.35	36.45	37.50	38.62	39.80
6125	Motor Pool Attendant	9	18.76	19.29	19.83	20.40	20.99	21.60	22.25	22.90
6201	Multimedia/Video Production Specialist	28	32.41	33.37	34.34	35.35	36.45	37.50	38.62	39.80
6410	Network Administrator Senior	42	49.01	50.43	51.97	53.51	55.14	56.79	58.51	60.24
6359	Nuisance Enforcement Officer	25	29.72	30.56	31.50	32.41	33.37	34.34	35.35	36.45
6342	Nutrition Assistant	14	21.60	22.25	22.90	23.57	24.28	25.00	25.70	26.47
6000	Office Assistant 1	5	16.82	17.26	17.75	18.23	18.76	19.29	19.83	20.40
6001	Office Assistant 2	10	19.29	19.83	20.40	20.99	21.60	22.25	22.90	23.57
6002	Office Assistant Senior	15	22.25	22.90	23.57	24.28	25.00	25.70	26.47	27.25
6500	Operations Process Specialist	26	30.56	31.50	32.41	33.37	34.34	35.35	36.45	37.50
6286	Pathologist Assistant	21	26.47	27.25	28.05	28.85	29.72	30.56	31.50	32.41
6270	Peer Support Specialist	13	20.99	21.60	22.25	22.90	23.57	24.28	25.00	25.70
6119	Pharmacy Technician	14	21.60	22.25	22.90	23.57	24.28	25.00	25.70	26.47
6068	Planner 1	25	29.72	30.56	31.50	32.41	33.37	34.34	35.35	36.45
6075	Planner 2	29	33.37	34.34	35.35	36.45	37.50	38.62	39.80	41.01
6078	Planner Senior	33	37.50	38.62	39.80	41.01	42.25	43.51	44.81	46.17
6363	Pre-Commitment Investigator	30	34.34	35.35	36.45	37.50	38.62	39.80	41.01	42.25
7209	Printing Specialist	20	25.70	26.47	27.25	28.05	28.85	29.72	30.56	31.50
6112	Procurement Analyst	27	31.50	32.41	33.37	34.34	35.35	36.45	37.50	38.62
6111	Procurement Analyst Senior	32	36.45	37.50	38.62	39.80	41.01	42.25	43.51	44.81
6115	Procurement Associate	21	26.47	27.25	28.05	28.85	29.72	30.56	31.50	32.41
7230	Production Assistant	8	18.23	18.76	19.29	19.83	20.40	20.99	21.60	22.25

ADDENEDUM A ; Classifications, Rates & Ranges
Rates shown represent a 1.6% COLA effective July 1, 2021

Job Code	Job Title	Pay Scale								
		Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
6341	Program Aide	6	17.26	17.75	18.23	18.76	19.29	19.83	20.40	20.99
6200	Program Communications Coordinator	32	36.45	37.50	38.62	39.80	41.01	42.25	43.51	44.81
6178	Program Communications Specialist	25	29.72	30.56	31.50	32.41	33.37	34.34	35.35	36.45
6022	Program Coordinator	25	29.72	30.56	31.50	32.41	33.37	34.34	35.35	36.45
6021	Program Specialist	25	29.72	30.56	31.50	32.41	33.37	34.34	35.35	36.45
6088	Program Specialist Senior	31	35.35	36.45	37.50	38.62	39.80	41.01	42.25	43.51
6020	Program Technician	15	22.25	22.90	23.57	24.28	25.00	25.70	26.47	27.25
6063	Project Manager Represented	34	38.62	39.80	41.01	42.25	43.51	44.81	46.17	47.54
6051	Property Appraiser 1	22	27.25	28.05	28.85	29.72	30.56	31.50	32.41	33.37
6113	Property Management Specialist	27	31.50	32.41	33.37	34.34	35.35	36.45	37.50	38.62
6114	Property Management Specialist Senior	32	36.45	37.50	38.62	39.80	41.01	42.25	43.51	44.81
6089	Public Affairs Coordinator	34	38.62	39.80	41.01	42.25	43.51	44.81	46.17	47.54
6355	Public Health Ecologist	26	30.56	31.50	32.41	33.37	34.34	35.35	36.45	37.50
6093	Public Health Vector Specialist	21	26.47	27.25	28.05	28.85	29.72	30.56	31.50	32.41
6116	Records Administration Assistant	13	20.99	21.60	22.25	22.90	23.57	24.28	25.00	25.70
6151	Records Coordinator	22	27.25	28.05	28.85	29.72	30.56	31.50	32.41	33.37
6157	Records Technician	16	22.90	23.57	24.28	25.00	25.70	26.47	27.25	28.05
6085	Research Evaluation Analyst 1	18	24.28	25.00	25.70	26.47	27.25	28.05	28.85	29.72
6086	Research Evaluation Analyst 2	26	30.56	31.50	32.41	33.37	34.34	35.35	36.45	37.50
6087	Research Evaluation Analyst Senior	34	38.62	39.80	41.01	42.25	43.51	44.81	46.17	47.54
6042	Residential Property Appraiser 2	29	33.37	34.34	35.35	36.45	37.50	38.62	39.80	41.01
6044	Residential Property Appraiser Senior	32	36.45	37.50	38.62	39.80	41.01	42.25	43.51	44.81
6211	Right-Of-Way Permits Specialist	33	37.50	38.62	39.80	41.01	42.25	43.51	44.81	46.17
6245	Sewing Specialist	9	18.76	19.29	19.83	20.40	20.99	21.60	22.25	22.90
6098	Striper Operator	19	25.00	25.70	26.47	27.25	28.05	28.85	29.72	30.56
6250	Support Enforcement Agent	20	25.70	26.47	27.25	28.05	28.85	29.72	30.56	31.50
6091	Survey Specialist	33	37.50	38.62	39.80	41.01	42.25	43.51	44.81	46.17
6414	Systems Administrator	37	42.25	43.51	44.81	46.17	47.54	49.01	50.43	51.97

ADDENDUM A ; Classifications, Rates & Ranges
 Rates shown represent a 1.6% COLA effective July 1, 2021

Job Code	Job Title	Pay Scale								
		Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
6412	Systems Administrator Senior	42	49.01	50.43	51.97	53.51	55.14	56.79	58.51	60.24
6045	Tax Exemption Specialist	26	30.56	31.50	32.41	33.37	34.34	35.35	36.45	37.50
6076	Transportation Planning Specialist	32	36.45	37.50	38.62	39.80	41.01	42.25	43.51	44.81
6234	Transportation Project Specialist	34	38.62	39.80	41.01	42.25	43.51	44.81	46.17	47.54
6290	Veterans Services Officer	23	28.05	28.85	29.72	30.56	31.50	32.41	33.37	34.34
6066	Veterinary Technician	18	24.28	25.00	25.70	26.47	27.25	28.05	28.85	29.72
6247	Victim Advocate	21	26.47	27.25	28.05	28.85	29.72	30.56	31.50	32.41
6084	Weatherization Inspector	23	28.05	28.85	29.72	30.56	31.50	32.41	33.37	34.34
6336	X-Ray Technician	16	22.90	23.57	24.28	25.00	25.70	26.47	27.25	28.05

1

2

ADDENDUM B

LEAD WORKER ASSIGNMENT AND PAY

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33

I. Duties Defined

A Lead Worker assignment involves certain limited oversight and administrative duties which are deemed not to warrant a separate classification. These duties include, but are not limited to: laying out the work for other employees, balancing the work, directing the work, reviewing the work and employee conduct for adherence to standards and rules, and making such reports as may be required to supervisory employees. Lead Workers shall spend a substantial portion of their time (fifty percent (50%) or more) in performing the duties of the base classification. Normally, the employees directed by a Lead Worker are in the same classification, but additional classifications are sometimes involved. An employee assigned to be a Lead Worker will not impose or effectively recommend (as that term is intended in Oregon law) formal discipline, i.e. a letter of reprimand or above. Lead Workers shall not issue oral reprimands. Lead Workers shall not be present when discipline is issued. Lead Workers shall not prepare or issue performance evaluations and any involvement of Lead Workers in performance evaluation shall conform to the restrictions of Article 20, "Section III.D".

II. Assignment, Selection, Modification, and Termination

A. Assignment and selection of Lead Workers shall be at the sole discretion of the County. Lead worker assignments for over sixty (60) continuous days will be posted in the affected work unit for no less than five (5) work days. Lead Worker assignments shall be posted every three (3) years at a minimum. Employees in the work unit interested in the lead worker assignment shall submit a letter of interest to the unit manager and will be considered for the assignment.

B. An employee assigned as a Lead Worker for one (1) year or more shall be given ten (10) days notice prior to the termination of such an assignment. A copy of the termination notice will be simultaneously given to the Union. Significant modifications of Lead Worker duties deemed by the County to warrant a modification in the amount of compensation shall also be with ten (10) days notice, with notice to the union of such change. All lead worker assignments will be reviewed for continuation at least annually.

III. Pay

When in the judgment of the County:

A. A new Lead Worker assignment is necessary; or

1 **B.** A substantial modification of an existing Lead Worker assignment warrants a
2 change in compensation, Central Human Resources shall establish a lead pay rate for the new
3 or substantially modified assignment. The current pay rates for the classifications eligible for
4 the Lead Worker premium shall be calculated by increasing the base hourly pay rates by the
5 approved percentages.

Local 88 Authorized Lead Premiums – As of July 1, 2021

In conformance with Addendum B of the 2020-2022 Local 88, AFSCME Collective Bargaining Agreement, the following classifications are eligible for Lead Premiums:

JCN	TITLE	RATE
6065	Animal Technician 2	10.0%
6067	Animal Control Officer 2	5.0%
6248	Background Investigator	5.0%
6344	Basic Skills Educator	6.8%
6060	Bridge Maintenance Mechanic	6.0%
6059	Bridge Operator	5.0%
6055	Business Analyst/Senior	5.0%
6147	Carpenter	9.0%
6298	Case Manager 1	5.0%
6297	Case Manager 2	5.0%
6295	Clinical Services Specialist	5.0%
6047	Community Health Specialist 2	5.0%
6013	Community Information Specialist	5.0%
6267	Community Works Leader	6.8%
6260	Cook	5.0%
6268	Corrections Counselor	6.8%
6266	Corrections Technician	6.8%
6408	Database Administrator Senior	5.0%
6280	Deputy Medical Examiner	5.0%
6406	Development Analyst Senior	5.0%
6024	Disease Intervention Specialist	5.0%
6124	Driver	5.0%
6300	Eligibility Specialist	5.0%
6356	Environmental Health Specialist	5.0%
6107	Equipment/Property Technician	7.5%
6097	Facilities Maintenance Dispatch/Scheduler	5.0%

1	JCN	TITLE	RATE
2	6016	Facilities Specialist 3	9.0%
3	6258	Facility Security Officer	12.0%
4	6180	Fleet Maintenance Tech 2	5.0%
5	6182	Fleet Maintenance Tech 3	10.0%
6	6301	Human Services Investigator	5.0%
7	6416	Information Specialist 2	5.0%
8	6272	Juvenile Counselor	6.8%
9	7222	Librarian	7.0%
10	7212	Library Access Services Assistant	7.0%
11	7211	Library Assistant	7.0%
12	7202	Library Clerk	7.0%
13	7203	Library Page	7.0%
14	6117	Library Safety Officer	5.0%
15	6108	Logistics Evidence Technician	7.5%
16	6369	Marriage and Family Counselor	5.0%
17	6012	Medical Assistant	5.0%
18	6365	Mental Health Consultant	5.0%
19	6410	Network Administrator Senior	5.0%
20	6001	Office Assistant 2	7.0%
21	6002	Office Assistant Senior	5.0%
22	6119	Pharmacy Technician	5.0%
23	6363	Pre-Commitment Investigator	5.0%
24	6111	Procurement Analyst Senior	6.0%
25	6341	Program Aide	5.0%
26	6021	Program Specialist	5.0%
27	6088	Program Specialist Senior	5.0%
28	6020	Program Technician	5.0%
29	6114	Property Management Specialist Senior	6.0%
30	6093	Public Health Vector Specialist	5.0%
31	6157	Records Technician	5.0%
32	6250	Support Enforcement Agent	10.0%
33	6412	System Administrator Senior	5.0%

1	6234	Transportation Project Specialist	5.0%
2	6247	Victim Advocate	5.0%
3	6084	Weatherization Inspector	5.0%

ADDENDUM C**PREMIUM PAY AND OTHER SPECIAL PROVISIONS****All Departments:****I. Commercial Drivers License (CDL)**

New employees and employees who are not at the time of hire required to possess a CDL, but who are at any time thereafter required as a condition of employment in that classification (or in their regular assignment within that classification) to initially obtain a CDL, shall be subject to the following terms:

A. License Fees and Expiration

The employee shall be obligated to pay the cost of the required license and for renewals.

B. Written Examination

The employee shall be obligated to pay the cost of each written exam required to obtain the required license. However, the employee will be permitted during regularly scheduled work hours, without loss of pay, to take the first exam of each type needed to obtain the required license. The County will determine the specific date(s) and time(s) for any such exam(s) following consultation with the affected employee(s).

C. Skill (hands-on) Examination

The County will reimburse the employee for the cost of one (1) passed skill examination up to a maximum of one hundred dollars (\$100) if the employee submits proof of payment and the new license to their immediate supervisor for verification within ten (10) days following receipt of the license. At a date(s) and time(s) scheduled by the County, following consultation with the affected employee(s), the County or its representative will deliver to the Multnomah County, Oregon, or Clark County, Washington, site designated by the applicable state's Division of Motor Vehicles, equipment necessary for the taking of the skill examination for the required license.

D. Physical Exams

If the County selects the physicians giving the physical exam required for obtaining or maintaining the required license, the County will pay for the examination. The employee shall determine whether the employee or the County will select the physician and shall inform the immediate supervisor in advance of the exam of their decision.

1 **E. Drug and Alcohol Testing**

2 Employees who are hired or transferred to a position that requires a CDL must
3 submit to a drug or alcohol test prior to performing any safety-sensitive functions and on a
4 random basis thereafter. Only after a negative drug or alcohol test has been received may an
5 employee begin to perform safety-sensitive functions.

6 **F. Failure to Obtain or Maintain the Required License(s)**

7 Employees who fail to obtain or maintain in a current valid status the required
8 commercial driver's license shall be subject to disciplinary action or dismissal in accordance
9 with applicable provisions of the collective bargaining agreement.

10 **G. Status of License**

11 The employee shall make the immediate supervisor aware in writing of the
12 expiration of a driver's license(s) required by the County, and of any event actually or potentially
13 affecting the status of that license (e.g., traffic citation, drunken driving arrest, license
14 suspension or revocation, failure to pass the required medical examination, or expiration of the
15 required medical card, etc.). Such notice shall be given to the supervisor immediately upon
16 expiration of the license or occurrence of the event.

17 **H. Exemptions**

18 The Division Manager of employees in a classification in which one (1) or more
19 employees are required to possess a commercial driver's license of a particular class may
20 exempt one (1) or more subordinate employees from the requirement that the license be
21 obtained. However, such exemption may be rescinded if, in the employer's judgment, the
22 employee's acquisition and maintenance of such a license is or will be needed to meet
23 operational needs. An employee whose exemption is rescinded shall be given a reasonable
24 period of not less than ninety (90) days in which to obtain their license.

25
26 **Health Department:**

27
28 **I. Agreed Upon Variances**

29 **A.** Any employee who arrives at their assigned clinic and is reassigned to
30 another clinic for workload reasons may be required to work overtime on an involuntary basis
31 in order to deal with the difference in shift ending times for the position to which they are
32 assigned.

1 **B.** Any employee who works fewer than five (5) days per week may be
2 assigned a split work week, i.e., all days off need not be successive, provided that in no event
3 shall such a schedule not contain two (2) successive days off.

4 **II. Office of the Medical Examiner**

5 **A.** Deputy Medical Examiners may be assigned eight (8), ten (10), twelve (12), or
6 sixteen (16) hour shifts, or any combination thereof, and such shifts need not be consecutive.
7 Each shift shall have one (1) thirty (30) minute meal period which shall be considered as time
8 worked. Employees are considered on-call during both meal periods and breaks, and
9 operational requirements may result in such breaks or meal periods being interrupted or missed
10 without additional pay or such time being made up at a later date.

11 **B. Deputy Medical Examiners are:**

12 **1.** Eligible for shift premiums as defined in Article 14, Section V with the
13 addition that any Deputy Medical Examiner whose shifts begins between the hours of six (6)
14 p.m. and five-fifty-nine (5:59) a.m. shall be eligible for graveyard differential.

15 **2.** Only eligible for overtime at the rate of time and one half (1 ½) and only
16 for hours worked in excess of eight (8) for an eight (8) hour schedule, in excess of ten (10) for
17 a ten hour schedule, in excess of twelve (12) for a twelve hour schedule, in excess of sixteen
18 (16) for a sixteen (16) hour schedule, and for over forty (40) in a FLSA work week.

19 **C.** A Deputy Medical Examiner will be paid two and one half (2 ½) times their regular
20 rate of pay for all hours worked on the dates specified in Article 7, "Section I.A" midnight to
21 midnight, which shall be deemed the observed holiday for all Deputy Medical Examiners. Any
22 employee who is not scheduled to work on an observed holiday shall be paid eight (8) hours
23 of pay at their regular rate of pay in lieu of holiday leave.

24 **D.** Deputy Medical Examiners may trade shifts with the permission of the Lead
25 Deputy Medical Examiner or assigned designee.

26
27 **Department of Community Services (DCS) and Department of County Assets (DCA):**

28 **I. Facilities and Property Management**

29 **A.** Any member of the AFSCME bargaining unit in Facilities, within the
30 Department of County Assets, who requests and is granted a regular shift that begins prior to
31 six (6:00) am, will waive their right to receive the graveyard shift differential. Requests and
32 approvals shall be in writing and will be signed by both the member and the supervisor. Review

1 and approval of schedule requests are subject to the Article 13.V.C.2. criteria and
2 denial/recission appeal review process.

3 **B.** This provision shall not apply to any schedule change that is not requested
4 in writing by the employee. Schedule changes initiated by a supervisor or manager will be
5 handled in accordance with other applicable terms of this Agreement, included but not limited
6 to Article 13.

7 **II. Transportation and Other Divisions**

8 **A. CDL Drivers**

9 For provisions governing CDL licensure, see "Section I, All Departments," above.

10 **B. Emergency Conditions**

11 Special terms and conditions of employment during periods of emergency shall
12 be governed by the Emergency Conditions Provisions (Department of Community Services
13 and Department of County Assets), Addendum D.

14 **C. Clothing and Equipment**

15 **1. Tools**

16 The County agrees to replace all tools furnished by employees when such
17 tools become damaged beyond usability or stolen on the job. A "proof of loss by theft"
18 statement must be signed by the employee prior to recovery for theft. Management will provide
19 any new special tools required to perform special work.

20 **2. Coveralls and boots**

21 **a.** All Bridge Maintenance Mechanics, Striper Operators,
22 Maintenance Workers, Maintenance Specialist (MS) Apprentices, MS 1, MS 2, and MS
23 Seniors, in Land Use and Transportation will be issued, for County use, two pairs of coveralls
24 which may be exchanged for laundered pairs on a weekly basis.

25 **b.** The County will provide high visibility rain gear to field personnel
26 assigned to the Transportation Division who are required to work outdoors during inclement
27 weather.

28 **c.** For the purpose of reimbursing for tar, paint, epoxy and cement
29 damage, field personnel assigned to Land Use and Transportation Division and the Fleet
30 Services Section shall, on an annual basis, and upon presentation of a receipt, be eligible for
31 reimbursement up to an amount of three-hundred dollars (\$300) for work shoes or boots. These
32 employees will be required to wear work shoes or boots in compliance with the current
33 American National Standards Institute (ANSI) safety standard for work boots.

1 d. In addition to rain gear, shirts, and jackets currently provided to
2 Animal Care Technicians and Animal Care Aides, the County agrees to purchase waterproof
3 rubber boots for employees' individual use while at work. The County will reimburse Animal
4 Care Technicians and Animal Care Aides on an annual basis up to fifty dollars (\$50) for the
5 purchase of work pants that meet the current dress code requirements for Animal Services.

6 **D. Premium Pay**

7 **1. Chemical Application Right of Way**

8 Persons in a classification paid lower than a Chemical Applicator Operator
9 in the Road Maintenance Section who are properly licensed by the State of Oregon Department
10 of Agriculture for "Public Pesticide Application Right of Way" and who are assigned to utilize
11 this license to apply chemicals, will be paid a five percent (5%) premium for each hour worked
12 applying the license required chemicals.

13 **2. Enductor (Vactor) Truck**

14 The Maintenance Specialist 1 assigned as the designated operator of the
15 Enductor (Vactor) Truck will receive premium pay at the rate of Two and a Half Percent (2.5%)
16 of base pay.

17 **3. Heavy Equipment**

18 Persons in a lower classification in the Road Maintenance Section that are
19 assigned to operate a piece of heavy equipment normally operated by a Maintenance
20 Specialist 2 will be paid for work out of class in accordance with the provisions of Article 15,
21 "Section III.A.2" for all hours assigned to operate the heavy equipment. This premium will not
22 apply to any employee volunteered training time.

23 **4. Height Time Bonus Pay**

24 When employees in Land Use and Transportation and Facilities and
25 Property Management work on a structure ninety (90) feet or more above the ground, floor,
26 roadway, roof, or water, whichever surface is closest, and where scaffolding or special safety
27 devices are used, the wage rate for such work shall be double the straight time hourly rate.
28 Furthermore, when Bridge maintenance personnel perform routine maintenance to the
29 Hawthorne Bridge counterweight cables, all work done where a harness is used and workers
30 are working from a hanging basket, the wage rate for such work shall be double the straight
31 time hourly rate for the employees working from inside the basket.

32 When the aforementioned work is performed on an overtime basis or on a
33 holiday, the rate of pay shall be triple the straight time hourly rate.

1
2
3
4
5
6
7

5. Scoop

Maintenance Workers for hours assigned to operate small loaders (rubber tire loaders less than two (2) cubic yards) will receive premium pay at the rate of fifty cents (\$0.50) per hour.

6. Tractor Mounted Roadside Mower

Maintenance Workers assigned to operate a tractor mounted roadside mower will receive premium pay at the rate of fifty cents (\$0.50) per hour.

ADDENDUM D**EMERGENCY CONDITIONS PROVISIONS****(Department of Community Services and Department of County Assets)****I. Purpose**

The purpose of this addendum is to set forth past practice governing wage entitlements during periods of emergency for designated employees in Animal Services, Bridge Maintenance and Operations, Road Maintenance and Fleet Sections.

II. Agreement

A. An emergency is defined as inclement weather or other condition, which in the judgment of the Director of Community Services or Director of County Assets constitutes a present or imminent danger to the health, safety, or property of the people of Multnomah County.

B. During the term of such an emergency, the "work day" for pay purposes shall be the calendar day (midnight to midnight); however, the Department will not schedule shifts overlapping calendar days for the purpose of avoiding overtime pay.

C. An employee sent home during the work day, regardless of whether or not the employee is recalled, shall receive a minimum of eight (8) hours of pay for that work day.

D. The total number of hours worked during the work day, regardless of how divided, shall be added to determine the total number of hours worked for pay purposes during the work day.

E. All hours worked in excess of eight (8) hours during the work day shall be compensated at the overtime rate of pay. However, on the first (1st) day of the emergency, any employee sent home and called back within the same work day shall receive an additional two (2) hours of overtime pay in addition to the compensation as computed and paid as the paragraph above.

F. All hours worked during swing and graveyard shifts shall be paid at the contractually required shift differential.

G. Employees will not be required to perform an assignment for which they have not been adequately trained and which poses a hazard to the employee's safety and welfare.

ADDENDUM E

AUTO REIMBURSEMENTS AND TRANSIT SUBSIDIES

I. Auto Allowance

A. Payment

Payment for mileage under this addendum shall be made on a monthly basis, provided the employee has accumulated twenty dollars (\$20) of mileage. No commuting mileage shall be paid by the County under the terms of "Section B" through "Section D" below. In no event will payment be made later than the end of the fiscal year.

B. Incidental Use

An employee who does not drive an automobile as a condition of employment shall be reimbursed at the maximum rate per mile approved by the IRS as a nontaxable expense reimbursement without documentation (which will hereinafter be referred to as "the IRS rate") for miles driven at the requirement of the County.

C. Condition of Employment Use

1. Designation

The County reserves the right under Article 4, Management Rights, to determine the method of transportation for employees during working hours and may discontinue or add the requirement for employees occupying certain positions to utilize an automobile as a condition of employment provided the employees and Union are notified in writing ten (10) days in advance of the change.

2. Payment

Upon signing of this Agreement an employee who is required to use their personal automobile as a condition of employment shall be paid at the IRS rate and shall also receive a base reimbursement of fifty dollars (\$50.00) per month, twenty-five dollars (\$25.00) per month for part-time employees. To qualify for this reimbursement employees must be assigned to work in the field and to use their personal transportation. In no event, however, shall the aforementioned base payment be made in a month in which an employee drives no miles as a condition of employment.

D. Payment Rules for Alterations in Work Site

1. Temporary reporting place

Whenever an employee is temporarily required to report to work at any location more distant from their home than the employee's regular place of reporting, the

1 employee shall be paid for the use of their personal transportation at the rate provided in
2 "Section B" or "Section C" above as appropriate for additional miles traveled. This provision will
3 not apply when there is a regular change in reporting location as determined by management
4 with ten (10) days written notice to the affected employees and the Union. In instances in which
5 an employee has no regular reporting place, the County will designate one (1) work site as a
6 "regular place of reporting" for purposes of mileage reimbursement.

7 **2. Secondary reporting place**

8 Whenever an employee reports to their regular place of reporting and is
9 required to use their personal transportation to report for work at another location, the employee
10 shall be paid for the additional miles traveled to and from the secondary reporting place in
11 accordance with "Section B" or "Section C" above as appropriate. The time involved in traveling
12 from the regular reporting place to and from the secondary reporting place to the regular
13 reporting place shall be considered time worked for pay purposes.

14 **II. Incidental Parking**

15 Subject to procedural regulation or supervisory direction as to time, place and
16 circumstances of use, when employees on a non-commuter basis are required to use their
17 automobile for driving into downtown Portland or elsewhere where parking is charged,
18 employees shall be reimbursed for such parking charges.

19 **III. Tri-Met Pass**

20 **A. Statement of Purpose**

21 For the purposes of encouraging employees to use mass transit as part of the
22 County's ride reduction program under the Oregon Department of Environmental Quality
23 (DEQ)'s Employee Commute Options (ECO) mandate, as well as part of the County's
24 commitment to limiting traffic congestion and promoting clean air, effective October, 2001, each
25 employee shall be eligible to receive a Tri-Met pass entirely subsidized by the County for the
26 employee's personal use while employed by the County. Employees' pass will be inactivated
27 upon their termination of County employment.

28 **B. Scope of Subsidy**

29 **1.** The County will provide a 100% subsidy for employee bus passes.
30 However, the County may require that the employee pay a percentage if the County's subsidy
31 exceeds the IRS standard for a de minimis employee benefit. It will be the employee's
32 responsibility to obtain the necessary photo ID from Tri-Met. Instructions for obtaining the photo
33 ID will be available through Employee Benefits and will be included in new hire packets.

1 **2.** This program is offered only by Tri-Met. However C-Tran will honor the Tri-
2 Met all zone pass.

3 **C. Procedural Requirements**

4 The procedural requirements for obtaining the pass and verification that the pass
5 has been used solely by the employee shall be the same as apply to managerial employees.
6 Such requirements may change from time to time to ensure efficient and effective
7 implementation of the program.

ADDENDUM F**DEPARTMENT OF LIBRARY SERVICES**

The terms of the 2020 – 2022 Agreement shall apply except as indicated below:

Article 7. Holidays**I. Observed Christmas and New Year Holidays****A. In 2020-2021:**

1. The library branches (which includes Central) will observe the Christmas Eve holiday on, Thursday, December 24, 2020; the Christmas holiday on Friday, December 25, 2020; and the New Year holiday on Friday, January 1, 2021.

2. The Administration Building and Isom Building will observe the Christmas Eve holiday on, Thursday, December 24, 2020; the Christmas holiday on Friday, December 25, 2020; and the New Year holiday on Friday, January 1, 2021.

B. In 2021-2022:

1. The library branches (which includes Central), the Administration Building and the Isom Building will observe the Christmas Eve holiday on, Friday, December 24, 2021; the Christmas holiday on Saturday, December 25, 2021; and the New Year holiday on Saturday, January 1, 2022.

II. Other Holiday Exceptions

The terms of Article 7 shall apply except as noted above and as follows: During the week of a holiday, the County shall permit part-time employees an opportunity for modification of their work schedule in order to receive a normal pay check, including pro-rated holiday pay, without having to use vacation time or other earned leave.

Article 13. Work Schedules

The terms of this article shall apply except:

Section III.A.1.a. and b. Work Days and Days Off

The provisions of this section shall apply subject to management approval with the modification that employees working 40 hours per week 5/8, 4/10 or 9/80 schedules are not guaranteed two (2) consecutive days off per week but rather will have work schedules which are designed so that all employees shall have at least two (2) consecutive days off in each two

1 (2) week period. Employees may waive this right by written request to the supervisor with a
2 copy provided to the Union.

3 The provisions of Section III.A.2 shall not apply.

4 **Article 14. Compensation**

5 To the extent permitted by law, the provisions of Article 14.I.F.2 shall remain in effect for
6 the life of this contract term (2020-2022) in the event Library employees are transferred into an
7 independent Library District pursuant to intergovernmental agreement.

8 The terms of this article shall apply except:

9 **Shift Differential**

10 Payment of shift differential as provided by "Section V" shall not apply. However, the
11 Library acknowledges that work hours past six (6:00) p.m. may require sacrifice on the part of
12 employees. The Library will pay an hourly premium of one dollar (\$1.00) for all hours worked
13 after six (6:00) p.m. until close of business.

14 Shift differential shall be subject to rounding to the nearest quarter of an hour in
15 accordance with the rounding provisions of Article 13 Section VIII.A. Shift differential for time
16 worked after 6:00 p.m. will not be paid unless the employee works until 6:08 p.m., at which
17 point the employee will be paid shift differential for one quarter (1/4) hour. Similarly, an
18 employee whose shift normally ends at 8:05 p.m. will receive two hours of shift differential for
19 the time between 6:00 p.m. and 8:00 p.m. but will not receive shift differential pay for time
20 worked after 8:00 p.m. unless the employee works until 8:08 p.m., at which time the employee
21 will be paid an additional one quarter (1/4) hour of shift differential.

22 **Article 15. Classification and Pay Ranges**

23 The terms of this article shall apply except:

24 **Librarian or Library Assistant performing limited oversight duties**

25 It is recognized that in those branch libraries without both a supervisor and/or
26 administrator/manager a Librarian or Library Assistant may, in the absence of the supervisor,
27 perform such limited oversight tasks as approving leaves of absence and overtime, coaching
28 employees, documenting performance and handling worker's compensation incidents,
29 coordinating the recruiting process, responding to facility emergencies and serving as the
30 contact person for administrative staff. When the period of performance of such limited
31 oversight duties is forty (40) hours or more, an employee in the Librarian classification shall be
32 paid a five percent (5%) work out of class differential; an employee in the Library Assistant
33 classification shall be paid according to the provisions of Article 15, Section III A.

1 **Employees Substituting in Lower Classifications**

2 Employees who voluntarily substitute in a lower classification shall be paid for such time
3 at the top step of the lower salary range unless there is an overlap between the employee's
4 salary range and the lower salary range, in which case the employee would receive their regular
5 rate of pay.

6 **Article 22, Shift and Work Assignment**

7 The terms of this article shall apply except:

8 **Section III Permanent Shift/Work Assignment**

9 For the purposes of bidding on shift assignments, employees may only bid on shifts that
10 are the same number of hours as their current schedule (i.e. 20-hour employees may only bid
11 on 20-hour shifts, 30-hour employees may only bid on 30-hour shifts, and 40-hour employees
12 may only bid on 40-hour shifts). This restriction does not apply to vacancies/work assignments.
13 Employees may bid on vacancies/work assignments that have more or less hours than their
14 current schedule.

15 **Section V. Trial Service Periods**

16 For part-time employees, the one-hundred and twenty (120) day trial service period may
17 be extended sixty (60) additional days by mutual agreement of both parties.

18 **Addendum B. Short Term Lead Worker Assignment and Pay**

19 The terms of this addendum shall apply except:

20 It is recognized that the Library may have need for Lead Worker (PIC) assignments less
21 than sixty (60) consecutive days which are deemed not to warrant a separate classification or
22 work out of class pay. An employee trained to work in the Librarian, Librarian Assistant or
23 Program Coordinator classifications shall be paid a ten percent (10%) lead work differential for
24 one (1) or more consecutive hours worked as a short term lead worker.

25 **Access Services Assistant Implementation/Library Page Delimitation**

26 The parties further agree that no regular status bargaining unit member, who is in the
27 position of Library Clerk at the time of ratification of this agreement, shall be reclassified to a
28 lower classification during the term of this agreement (2017-2020) except by mutual agreement
29 of the parties.

ADDENDUM G

DEPARTMENT OF COMMUNITY JUSTICE

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33

I. Scheduling

A. Any employee of the Department of Community Justice, upon request and approval of their supervisors, shall establish a work schedule that is approved by his/her supervisors and that is responsive to the demands of their job. Such schedule shall be limited to a forty (40) hour work week.

If the work week is within the forty (40) hour cap, all hours worked shall be at the flat rate, on an hour for hour basis, regardless of the starting time, day worked, or length of the work day. Split work weeks, varied starting and ending time for shifts, and split shifts shall be permitted.

B. Variations of the established work schedule shall be approved by the supervisor.

C. Employees receiving "after hours work calls" may respond. If responding to after-hours calls, employees will "adjust" their work schedule, hour for hour, within the forty (40) hour work week with the approval of their supervisors.

II. Shift Bidding for 24-hour, Seven-Day Operations

A. Annual Bidding

Annual shift bidding shall take place in November of every year and the new schedule shall be implemented in the following January. All shifts will be open to bidding and posted as forty (40) hour shifts. The order of bidding shall be based on seniority within the job classification. If two employees are approved by management to job share, they may choose which of their respective positions they wish to split. The resulting vacant position shall then be available to be bid on by other employees.

B. Vacancies Following Annual Shift Bid

Any vacancy within the unit of more than ninety (90) days that occurs subsequent to the annual shift bid shall be posted in the unit. The vacant position shall be filled by the most senior employee of those who express interest. The position vacated by that employee will then be posted within the unit and the process will be repeated. This process will be repeated one (1) more time for a total of three (3) postings. The remaining vacant position will be filled by a lateral transfer or new hire for the remainder of the bid year.

1 **III. Vacation Requests for 24-hour, Seven-day Operations**

2 **A.** For work units that operate on a twenty-four (24)-hour, seven (7)-day schedule,
3 vacation requests for the upcoming calendar year may be submitted at the time of the
4 November shift bid. Management shall grant or deny these initial requests by December 31 of
5 the current year. If two (2) or more vacation requests are submitted for the same days and
6 times, the employee with the most seniority shall be granted the request. Each employee will
7 be allowed to exercise the right of seniority for one (1) of their vacation bid requests in a
8 calendar year. Pending supervisor approval, the remaining requests may be granted if
9 coverage can be found.

10 **B.** All subsequent requests shall be considered on a “first come, first served” basis;
11 if two (2) or more vacation requests are submitted for the same days and times, preference will
12 be given to the request that was submitted first, as verified by a date stamp. If two (2) or more
13 requests are submitted at the same date and time, the more senior employee’s vacation
14 request will be granted. Each employee will be allowed to exercise the right of seniority for one
15 (1) of their “first come, first served” vacation requests in a calendar year. Employees shall
16 submit requests as early as possible, and no later than two (2) weeks before the first (1st) day
17 of the requested leave. Both parties agree that minimal staffing of all shifts must be maintained.

18 **IV. Holidays**

19 Because of the complexity of scheduling, and the participatory scheduling process
20 involved for certain employees of the Department of Community Justice, any employee who is
21 offered a holiday off on an observed holiday but chooses to self-schedule himself on that day
22 shall be granted a personal holiday in lieu of any other holiday observance or pay. This personal
23 holiday shall be used within the fiscal year but in no event more than four (4) months from the
24 date of the holiday.

25 **V. Mixed Shifts**

26 **Day Reporting Center/Londer Learning Center:** When employees at the Day
27 Reporting Center/Londer Learning Center are regularly scheduled, in accordance with the
28 provisions of Article 13, to work a combination of day and swing shifts which does not contain
29 four (4) like shifts within the work week, they will not receive relief shift differential for all shifts
30 worked. They will receive swing shift-differential for each swing shift worked

31 **VI. Community Works Leader**

32 Employees assigned as Community Works Leaders shall be reimbursed up to three-
33 hundred and fifty dollars (\$350) annually for work boots, daypacks, and/or rain gear as follows:

1 **A.** Work boots must meet Forest Service standards. Employees may have their old
2 boots resoled instead of buying a new pair. The same maximum reimbursement standard
3 applies. Staff who choose to not purchase their own work boots may use client boots from the
4 Department of Community Justice.

5 **B.** Daypacks must be capable of carrying the necessary safety items for daily work
6 crews. Staff who choose not to purchase their daypacks may use one of the Department of
7 Community Justice's daypacks.

8 **C.** Staff who choose to not purchase their own rain gear may use County issued rain
9 gear from the Department of Community Justice.

10 **D.** In order to qualify for reimbursement, employees must average thirty percent
11 (30%) time in the field with crews. Reimbursed equipment shall be considered property of the
12 County. Employees leaving County employment may purchase their boots at a pro-rated cost.

13 **VII. Recognizance Unit**

14 Determining the first (1st), second (2nd) and third (3rd) days of rest for purposes of
15 overtime and double time shall be in conformance with the Memorandum of Exception
16 executed by the parties on September 20, 2012 and shall be incorporated herein by reference.

ADDENDUM H
DRUG AND ALCOHOL POLICY

I. Drug Free Workplace Act

Multnomah County, in keeping with the provisions of the federal Drug Free Workplace Act of 1988, is committed to establishing and maintaining a work place, which is free of alcohol and drugs and free of the effects of prohibited alcohol and drug use.

II. Holders of Commercial Drivers Licenses

While references to rules governing holders of Commercial Drivers Licenses (CDL's) are included below, they are not comprehensive. CDL holders are responsible for complying with all laws, work rules, or County procedures pertaining to them, in addition to the requirements of this addendum.

III. Alcohol and Drug Policy Work Rules and Discipline

A. Conduct Warranting Discipline

1. While on duty, on County premises, or operating County vehicles employees shall obey the work rules listed in "Section B" below. As with all work rules, violations may result in discipline per the provisions of Article 17, Disciplinary Action.

2. Employees will not be subject to discipline or removal from the On-call and/or Temporary employee lists for seeking treatment for alcohol or drug dependency. However, employees will be held fully accountable for their behavior. Seeking treatment will not mitigate discipline for rule violations or other unacceptable conduct caused by such dependency.

B. Work Rules

1. Possession, consumption, solicitation and distribution of alcohol and drugs while on duty:

Employees shall:

a. Not possess, consume, manufacture, solicit or distribute, cause to be brought, dispense, or sell alcohol or alcohol containers in or to the work place except when lawfully required as part of the job. An exception will be sealed alcohol containers for gift purposes; managers must be notified when such containers are brought to the work place. The "work place" includes vehicles parked on County property.

1 **b.** Not possess, consume, manufacture, solicit or distribute, cause to
2 be brought, dispense, or sell illegal drugs or drug paraphernalia, in or to the work place except
3 when lawfully required as part of the job.

4 **c.** Not solicit, distribute, dispense or sell prescription medications
5 except when lawfully required as part of the job.

6 **d.** Not possess or consume prescription medications without a valid
7 prescription.

8 **2. Possession, consumption, solicitation and distribution of alcohol**
9 **and drugs while off duty on County premises:**

10 Employees shall:

11 **a.** Not use, possess, solicit or distribute illegal drugs.

12 **b.** Not use or distribute alcohol without authorization.

13 **3. Fitness for duty:**

14 Employees shall:

15 **a.** Not report for duty while “under the influence” of alcohol or drugs.

16 An individual is considered to be “under the influence” of alcohol if a breathalyzer test indicates
17 the presence of alcohol at or above the .04% level. An individual is considered to be “under the
18 influence” of drugs when testing indicates the presence of controlled substances at or above
19 the levels applying to CDL holders.

20 **b.** Not render themselves unfit to fully perform work duties because of
21 the use of alcohol or illegal drugs, or because of the abuse of prescription or non-prescription
22 medications.

23 **c.** Comply with legally mandated occupational requirements, whether
24 or not they are specifically included in this policy. For example, by law, holders of CDL’s may
25 not perform safety sensitive functions, such as driving, at or above the .02% level.

26 **d.** Not be absent from work because of the use of alcohol or illegal
27 drugs, or because of the abuse of prescription or non-prescription medications, except when
28 absent to participate in a bona fide assessment and rehabilitation program while on FMLA
29 and/or OFLA leave.

30 **e.** Inform themselves of the effects of any prescription or non-
31 prescription medications by obtaining information from health care providers, pharmacists,
32 medication packages and brochures, or other authoritative sources in advance of performing
33 work duties.

1 f. Notify their manager in advance when their use of prescription or
2 non-prescription medications may impair the employee's ability to perform the essential
3 functions of their position that will result in a direct threat to others. Such employees include,
4 but are not limited to, sworn officers, holders of a CDL, and those handling hazardous
5 equipment or materials. Employees who drive a motor vehicle as part of their job, whether a
6 County vehicle or their personal vehicle, should report when they are taking any medication
7 that may impair their ability to drive.

8 **4. Cooperation with Policy Administration:**

9 Employees shall:

10 **a.** Not interfere with the administration of this Drug and Alcohol Policy.
11 Examples include, but are not limited to, the following: tainting, tampering, or substitution of
12 urine samples; falsifying information regarding the use of prescribed medications or controlled
13 substances; or failure to cooperate with any tests outlined in this policy to determine the
14 presence of drugs or alcohol.

15 **b.** Provide to Human Resources within twenty-four (24) hours of
16 request a current, valid prescription in the employee's name for any drug or medication which
17 the employee alleges gave rise to reasonable suspicion of being under the influence of alcohol
18 or drugs.

19 **c.** Respond fully and accurately to inquiries from the County's Medical
20 Review Officer (MRO); authorize MRO contact with treating health care providers upon
21 request.

22 **d.** Complete any assessments or treatment programs required under
23 this Policy.

24 **e.** Sign a waiver upon request authorizing treatment providers to
25 disclose confidential information necessary to verify successful completion of any assessment
26 or treatment program required under this Policy.

27 **f.** Disclose promptly (upon the next working day) and fully to their
28 manager:

29 **i.** All drug or alcohol related arrests, citations, convictions,
30 guilty pleas, no contest pleas or diversions which resulted from conduct which occurred while
31 the employee was on duty, on County property, or in a County vehicle; or

32 **ii.** Any other violation of laws regulating use of alcohol and
33 controlled substances which adversely affects an employee's ability to perform major job

1 functions, specifically to include loss or limitation of driving privileges when the employee's job
2 is identified as requiring a valid license.

3 **C. Levels of Discipline**

4 **1.** The level of discipline imposed on regular status employees for violation
5 of the Alcohol and Drug Policy Work Rules above or other violations resulting from the use of
6 alcohol or drugs will be according to the provisions of Article 17, Disciplinary Action.

7 **2.** Employees will be held fully accountable for their behavior. Use of alcohol
8 or drugs, or alcohol or drug dependency, will not mitigate the discipline imposed for rule
9 violations, misconduct, or poor performance except as specifically provided in the section on
10 last chance agreements below.

11 **3.** The Parties acknowledge that, all other things being equal, certain duties
12 imply a higher standard of accountability for compliance with the requirements of this policy
13 than others. These duties include, but are not limited to, the following:

- 14 **a.** carrying firearms
- 15 **b.** work in the criminal justice system
- 16 **c.** responsibility for public safety or the safety of co-workers
- 17 **d.** handling narcotics or other controlled substances
- 18 **e.** handling hazardous equipment or materials
- 19 **f.** influencing the behavior of minors
- 20 **g.** holding a CDL

21 **4.** In instances in which the County determines that an employee's conduct
22 warrants termination, the County may offer the employee continued employment under the
23 terms of a Last Chance Agreement if there are mitigating circumstances, such as a substance
24 abuse dependency or other good cause. An example of a Last Chance Agreement is included
25 as an attachment to this Addendum.

26 **a.** Any Last Chance Agreement will include but not be limited to, the
27 following:

28 **i.** the requirement that the employee enroll, participate in, and
29 successfully complete a treatment program as recommended by the Substance Abuse
30 Professional;

31 **ii.** the right for the County to administer any number of
32 unannounced follow up drug or alcohol tests at any time during the work day for a period of two
33 (2) years from completion of any required treatment or education program;

1 iii. the signatures of the employee's manager, the employee,
2 and the employee's Union representative.

3 b. The offer of a Last Chance Agreement will not set precedent for the
4 discipline of other employees in the future. Any discipline incorporated in a Last Chance
5 Agreement may not be grieved under the provisions of Article 18, Grievance Procedure.

6 **D. Mandatory Assessment and Treatment**

7 1. Employees who are disciplined for conduct which is related to the use of
8 alcohol or drugs may be required to undergo assessment and to complete a program of
9 education and/or treatment prescribed by a Substance Abuse Professional selected by the
10 County. Employees who test positive for alcohol or controlled substances may be required to
11 undergo assessment at management's discretion, regardless of whether disciplinary action has
12 been taken or a Last Chance Agreement entered into.

13 2. The County will verify employees' attendance, and that the assessment
14 and treatment have been completed. This verification and any other information concerning
15 alcohol and drug dependency will be treated as confidential medical information per applicable
16 state and federal law and County Administrative Procedures.

17 3. Policy on the use of leave for assessment and treatment will be the same
18 as for any other illness.

19 **E. Return to Work Testing**

20 Employees who test positive for being "under the influence" of drugs will be
21 required to test negative before returning to work. (Note that Federal law requires CDL holders
22 performing safety sensitive functions to undergo return to work testing after a positive alcohol
23 or drug test.)

24 **IV. Testing**

25 **A. Basis for Testing:**

26 1. All employees may be tested:
27 a. based on reasonable suspicion of being "under the influence" of
28 alcohol or prohibited drugs;
29 b. before returning to work after testing positive for being "under the
30 influence" of alcohol or drugs;
31 c. as part of a program of unannounced follow-up testing provided for
32 in a Last Chance Agreement.

1 **2.** An employee applying for a different County position will be subject to
2 testing on the same basis, and using the same procedures and methods, as outside applicants.

3 **3.** Consistent with Federal law, employees in safety sensitive positions,
4 including but not limited to holders of CDL's and Bridge Operators, shall be subject to the
5 testing requirements of federal law, in addition to the requirements herein which apply to all
6 employees. For example, unlike other employees, employees in safety sensitive positions will
7 be subject to legally required random testing and testing following certain kinds of accidents.

8 **B. Establishing Reasonable Suspicion**

9 **1. Definition:**

10 "Reasonable suspicion" is a set of objective and specific observations or
11 facts which lead a manager to suspect that an employee is under the influence of drugs,
12 controlled substances, or alcohol. Examples include, but are not limited to: slurred speech,
13 alcohol on the breath, loss of balance or coordination, dilated or constricted pupils, apparent
14 hallucinations, high absenteeism or a persistent pattern of unexplained absenteeism, erratic
15 work performance, persistent poor judgment, difficulty concentrating, theft from office or from
16 other persons, unexplained absences during office hours, or employee's admission of use of
17 prohibited substances.

18 **2. Manager training:**

19 The County will provide training to all managers on establishing
20 reasonable suspicion and the nature of alcohol and drug dependency. Managers who have not
21 been trained will not have the authority to direct employees to be tested on the basis of
22 reasonable suspicion of being under the influence.

23 **3. Lead Workers:**

24 When no manager is immediately present, lead workers who oversee day-
25 to-day work activities are "managers" for the purposes of establishing reasonable suspicion
26 and directing employees to be tested on that basis. This provision applies to lead workers who
27 supervise or act as lead workers as part of their job description, as well as to those who receive
28 premium pay under Addendum B, Lead Worker Assignment and Pay.

29 **4. Additional Precautions:**

30 Application of the "Reasonable Suspicion" standard to any employee in
31 this bargaining unit shall include the following additional precautions:

1 **a.** The manager shall articulate orally a summary of the specific facts
2 which form the basis for believing that the employee is under the influence of drugs or alcohol;
3 and

4 **b.** The manager shall provide upon request within forty-eight (48)
5 hours of the oral determination of "reasonable suspicion" a written specification of the grounds
6 for reasonable suspicion; and

7 **c.** Except in field or shift circumstances which render contact difficult,
8 no manager shall refer an employee for a drug or alcohol test based on "reasonable suspicion"
9 unless the manager has consulted with another manager or managerial person regarding the
10 grounds for the suspicion.

11 **C. Testing Methodology**

12 Testing procedures for all employees will be governed by the same standards as
13 apply to CDL drivers under federal law. These standards include, but are not limited to, those
14 governing sample acquisition, the chain of custody, laboratory selection, testing methods and
15 procedures, and verification of test results.

16 **1. Drug Testing**

17 **a.** Drug tests are conducted using urine specimens. In accordance
18 with CDL standards, the County will contract with a medical doctor trained in toxicology to act
19 as an MRO (Medical Review Officer). In the case of positive tests, the MRO will attempt to
20 contact employees to review preliminary positive test results with employees and any relevant
21 health care providers before the results are reported to the County. Based on the MRO's
22 professional judgment, they may change the preliminary test result to negative. The County will
23 not be able to distinguish a test result that is negative by MRO intervention from any other
24 negative result.

25 **b.** In addition to compliance with federal guidelines, the following
26 safeguards will also be applied:

27 **i.** Test results will be issued by the MRO or the testing
28 laboratory only to the County's Drug and Alcohol Policy Coordinator. The results will be sent
29 by certified mail or hand delivered to the employee within three (3) working days of receipt of
30 results by the County.

31 **ii.** Appeals. If an employee disagrees with the results of the
32 alcohol or drug test, the employee may request, in writing, within five (5) days of receipt of test
33 results, that the original sample be re-tested at the employee's expense by the testing

1 laboratory. The result of any such retest will be deemed final and binding and not subject to
 2 any further test. Failure to make a timely written request for a retest shall be deemed
 3 acceptance of the test results. If an employee requests a retest, any disciplinary action shall
 4 be stayed pending the results of the re-testing.

5 **2. Alcohol Testing**

6 **a.** Alcohol tests are conducted using a breathalyzer screening test.
 7 Employees who test 0.02 or higher will be required to submit to a confirmation test. Test results
 8 will be issued only to the County's Drug and Alcohol Policy Coordinator. The results will be sent
 9 by certified mail or hand-delivered to the employee within three (3) working days of receipt of
 10 the results by the County.

11 **b.** Alcohol confirmation tests are considered final, they may not be
 12 appealed.

13 **3.** Test reports are medical records, and will be handled according to
 14 applicable state and federal law and County Administrative Procedures which insure the
 15 confidentiality of such records.

16 **V. Definitions**

17 **A. Alcohol:**

18 Ethyl alcohol and all beverages or liquids containing ethyl alcohol. Levels of
 19 alcohol present in the body will be measured using a breathalyzer test.

20 **B. Controlled Substance:**

21 All forms of narcotics, depressants, stimulants, analgesics, hallucinogens, and
 22 cannabis, as classified in Schedules I V under the Federal Controlled Substances Act (21 USC
 23 § 811 812) as modified under ORS 475.035, whose sale, purchase, transfer, use, or
 24 possession is prohibited or restricted by law.

25 **C. County:**

26 Multnomah County, Oregon.

27 **D. Drug Paraphernalia:**

28 Drug paraphernalia means any and all equipment, products, and materials of any
 29 kind, as more particularly defined in ORS 475.525(2), which are or can be used in connection
 30 with the production, delivery, or use of a controlled substance as that term is defined by ORS
 31 475.005.

32 **E. Drug Test:**

1 A laboratory analysis of a urine sample to determine the presence of certain
2 prohibited drugs or their metabolites in the body.

3 **F. Drugs:**

4 Controlled substances, designer drugs (drug substances not approved for
5 medical or other use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug
6 Administration), and/or over the counter preparations available without a prescription from a
7 medical doctor that are capable of impairing an employee's mental or physical ability to safely,
8 efficiently, and accurately perform work duties.

9 **G. Medical Review Officer (MRO):**

10 A medical doctor trained in toxicology who contracts with employers primarily to
11 review positive preliminary drug test results with employees. The MRO determines whether or
12 not the results are likely to have been caused by factors other than drug abuse.

13 **H. On Duty:**

14 The period of time during which an employee is engaged in activities which are
15 compensable as work performed on behalf of the County, or the period of time before or after
16 work when an employee is wearing a uniform, badge, or other insignia provided by the County,
17 or operating a vehicle or equipment which identifies Multnomah County.

18 **I. Prescription Medication:**

19 A medication for which an employee is required by law to have a valid, current
20 prescription.

21 **J. Reasonable Suspicion of Being under the Influence of Drugs or Alcohol:**

22 See "Section IV. B. 1. a" above.

23 **K. Substance Abuse Professional (SAP):**

24 A licensed physician, or licensed or certified psychologist, social worker,
25 employee assistance professional, or addiction counselor with knowledge of and clinical
26 experience in the diagnosis and treatment of alcohol and controlled substance-related
27 disorders.

28 **L. Under the Influence of Alcohol:**

29 See "Section III. B. 3" above.

30 **M. Under the Influence of Drugs:**

31 See "Section II. B. 2" above.

32 **VI. Sample Last Chance Agreement**

1 **LAST CHANCE AGREEMENT**

2

3 The following agreement is entered into between Multnomah County and the Employee. Failure
4 on the part of the employee to meet the expectations below will result in the termination of their
5 employment with the County.

6

7 1. I agree to be evaluated by a qualified alcohol/substance abuse counselor, and if
8 required, I shall immediately enroll and continue in a bona fide alcohol/drug inpatient or
9 outpatient rehabilitation program approved by the County. I fully understand that should I fail
10 to complete either the inpatient or outpatient program or fail to stay in good standing with the
11 maintenance and/or aftercare program, my employment with the County will be terminated.

12 2. I agree to comply with and complete the conditions of my " Treatment Plan", which may
13 include participation in a maintenance or aftercare program as recommended by my treatment
14 counselor. If I must be absent from my aftercare or maintenance program, I must notify the
15 County. The County has my permission to verify my attendance at required meetings. If I do
16 not continue in the aftercare or maintenance program, I understand that my employment will
17 be terminated.

18 3. I understand that the signing of this agreement shall allow the County the right to
19 communicate with my physician and/or counselors regarding my status and progress of
20 rehabilitation and aftercare. I further agree to sign any authorization or release of information
21 necessary to allow for such communication.

22 4. I agree to submit to periodic, unannounced, unscheduled drug or alcohol testing
23 (urinalysis and breath test) by the County for a period of twenty-four (24) months from the date
24 I return to work. This time period will increase accordingly if I am absent from work, for any
25 reason, for a cumulative period of one (1) month or more. I understand that if I refuse to take a
26 drug and/or alcohol test or if a test is positive, my employment will be terminated.

27 5. I agree to return to work upon successful completion of an alcohol/drug rehabilitation
28 program if my substance abuse counselor requires inpatient treatment. If enrolled in outpatient
29 treatment, I may return when I am substance free and in good standing in my maintenance
30 program, at such time as recommended by my treatment counselor.

31 6. It is understood that this agreement constitutes a final warning.

1 7. I understand the Employee Assistance Program is available to me should personal
2 problems arise in the future that may have an effect on my ability to remain in compliance with
3 the drug and alcohol policy and/or this agreement.

4 8. I realize that violation of the drug and alcohol rules and/or policies at any time in the
5 future is cause for termination without a pre-termination hearing.

6 9. I realize that my employment will be terminated if I fail to meet the expectations outlined
7 in this Agreement and the letter attached.

8

9 **Disciplinary Action**

10 I understand that the disciplinary action imposed in the attached letter may not be grieved under
11 the grievance procedure in the Local 88 contract.

12

13 **Personal Commitment**

14 I pledge and agree to abide by the terms of this agreement. I understand that a violation of or
15 noncompliance with any of these terms will result in my being terminated without the right to a
16 pre-termination hearing. Further, I pledge to remain free of all illegal drugs and also not to
17 abuse legal drugs (including alcohol). I hereby consent to the County's contacting any
18 treatment or health care provider who may have information on my alcohol or drug dependency
19 condition and/or compliance with the terms of this agreement and authorize the provider to
20 furnish such information to the County.

21

22 I understand the terms and conditions of this letter. I also understand that, except as expressly
23 stated in this agreement, my terms and conditions of employment will be determined by the
24 County's policies and rules, and that this agreement does not guarantee me employment for
25 any set period of time. I have had sufficient time to study it away from the work place and to
26 consult anyone I desire about it. I sign it free of any duress or coercion. This letter will become
27 part of my personnel file.

28

29 _____

30 (Employee) (Date)

31

(Managerial Employee with (Date)
Disciplinary Authority**)

32 _____

33 (Labor Representative) (Date)

(Employee's Immediate Manager***) (Date)

1

2

3 _____
(Multnomah County (Date)

4 Labor Relations, if applicable*)

5

6 Footnotes:

7 * Necessary only if terms of the Labor Agreement are waived or excepted.

8 ** Always necessary.

9 *** Optional in cases in which immediate manager does not have termination authority

ADDENDUM I**OFFICE OF THE SHERIFF (MCSO)****I. Sign-Up****A. Vacation**

1. The method of vacation selection shall be in accordance with the provisions of Article 8 and employees shall choose their vacation dates in order of County Seniority. Vacation selection shall either be made at the time of the annual shift bid or at a later date in a timely manner. Each unit manager shall provide a written policy for determining how many employees may be scheduled for vacation on any given day or shift and notify staff before the vacation sign-up begins.

2. At their discretion, managers may make necessary modifications during the year to accommodate the needs of their individual units when circumstances beyond their control occur, such as budget cuts, layoffs or unexpected vacancies. Management will grant additional leave requests after the vacation sign-up is completed on a first come, first serve basis within their established written guidelines.

B. Shift and Vacancy**1. Programs Unit:**

a. Filling a vacancy that occurs as a result of a change in work assignment within the work unit, a change in shift, or as a result of a vacancy (as defined by Article 22.I.A-D) shall be based on job class seniority. Work Assignment is defined as work site location which is a MCSO facility (MCDCC, MCIJ). Work Unit is defined as the Programs Unit. Shift is defined by both the hours and the days worked either on or off (i.e. "C" shift Tuesday-Saturday or "C" shift Sunday/Monday off).

b. There shall be an annual sign-up for work location, shift and days off by job class seniority as defined by Article 2.VI, for all MCSO Corrections Counselors and separately for all MCSO Corrections Technicians for placement to occur at the beginning of the calendar year. If a vacancy occurs (as defined by Article 22.I) or a need arises to change shifts, days off or work location other than at the beginning of the calendar year, then the provisions of Article 22.VI.A apply so that management will seek qualified volunteers based on job class seniority. If there are no volunteers, the least senior qualified employee changes work location, shift or days off. Or if a ninety (90)-day or less vacancy occurs, Article 22.II.A applies so that

1 management can make a short term assignment (as defined in that Article) at their discretion.
 2 All other provisions of Article 22 shall apply.

3 **2. All 24/7 Units:**

4 **a.** All twenty-four (24) hour, seven (7) day a week units in the Sheriff's
 5 Office will bid annually for shifts and days off in the following manner unless otherwise
 6 indicated:

7 **i.** Annual shift bids and days off shall be posted two (2) weeks
 8 before the sign-up begins at each work location along with an updated list of staff members by
 9 their job classification seniority.

10 **ii.** The annual shift bid will begin no later than December 1st of
 11 every year. If the annual shift bid cannot begin by December 1st, the manager of that unit will
 12 notify the union in writing by November 30th.

13 **iii.** Each employee will have no more than two (2) complete
 14 shifts to make their selection of shift and days off. However, the bid shall be given to the next
 15 member as soon as possible after signing up to expedite the process. If a member is on their
 16 days off, the bid will stop and wait for their return.

17 **iv.** Employees who will be gone on a leave of absence, other
 18 leave or vacation of three (3) or more days will submit in writing to their manager three (3)
 19 choices for shift and days off, numbering them by one (1) being their first choice, two (2) being
 20 their second choice and three (3) being their third choice for available shifts and vacation days.
 21 Members shall be allowed to call or authorize their manager to call them at home to sign-up if
 22 they are gone for more than three (3) days during the shift bid process.

23 **v.** New shifts will be implemented no later than the following
 24 February 1st, annually.

25 **vi.** Employees in the Auxiliary Services Unit will additionally be
 26 afforded an opportunity to express a preference for work assignment and or location; provided
 27 however, that final determination in these matters is management's discretion.

28 **II. Shift Trades (Time Exchanges)**

29 Shift trades shall be allowable subject to the terms and conditions of Special Order 12-
 30 19 dated August 7, 2012.

31
 32
 33

1 **III. Uniforms**

2 Records Unit employees required to wear uniforms shall receive, upon hire into the unit,
3 a uniform allowance of one hundred dollars (\$100) and thereafter all requests for additional
4 uniforms shall be approved by MCSO Records Unit Manager(s) prior to ordering.

5 **IV. Overtime and Double Time**

6 Determining the first (1st), second (2nd) and third (3rd) days of rest for purposes of
7 overtime and double time shall be in conformance with the Memorandum of Exception
8 executed by the parties on September 20, 2012 and shall be incorporated herein by reference.

ADDENDUM J

SCHOOL BASED EMPLOYEES

1
2
3
4 **I.** The purpose of this Addendum is to set forth certain understandings between the parties
5 concerning terms applicable to the limited duration layoff, summer work and recall of
6 employees in the Health Department who work in School Based positions.

7 **A.** School based bargaining unit members who verify to the program manager a
8 combination of work and vacation by May 7 to be in a paid status equal to their budgeted FTE
9 throughout the summer, shall not be laid off.

10 **B.** Bargaining unit members who do not have work available in their ten (10) month
11 school based work site or who choose not to work outside of their school based site will be laid
12 off during school closure for the summer.

13 **C.** Bargaining unit members who are laid off may be called back as regular
14 employees as provided in Section H. Summer Work/Effect of Refusal. Effective July 1, 2011,
15 ten (10) month employees, upon recall, shall no longer realize a loss of countywide seniority
16 due to the two (2) months annual layoff. Effective July 1, 2012, ten (10) month employees,
17 upon recall, shall no longer realize a loss of countywide or class seniority due to the two (2)
18 months annual layoff.

19 **D. Limitation on Bumping and Recall from School Based**

20 **1.** Notwithstanding any other provision of this agreement, bumping by or
21 recall of bargaining unit members who, for administrative purposes, are inside the County's
22 school based program shall be limited to positions inside the school based program if the
23 County declares in writing at the time layoff notice is given to the affected employee that the
24 layoff is of limited duration due to summer school closure.

25 **2.** If business needs require the County to reduce a school based position
26 from twelve (12) months to ten (10) months, the County will first look for volunteers among the
27 twelve (12) month employees in the affected classification to determine whether there are any
28 employees willing to have a reduced schedule. If there are no volunteers willing to change to
29 ten (10) month schedule, the twelve (12) month school based employee with the lowest
30 Countywide seniority date in the affected classification will be reduced.

31 **E. Administrative Purposes Defined**

32 For purposes of this section "administrative purposes" means that the employee
33 ordinarily files their payroll time sheet with the school based program.

1 **F. Deviation from Seniority Order for Layoff or Recall/Effect on Seniority and**
2 **Insurance Benefits**

3 When implementing limited duration layoff or recall from such layoff the County
4 may deviate from the normal order of seniority layoff or recall otherwise required by the parties'
5 collective bargaining agreement. Such deviation shall not be for a period exceeding fourteen
6 (14) calendar days. A more senior employee who would have been retained or recalled but for
7 the departure from normal seniority order of layoff or recall may use vacation or leave without
8 pay for the period between the date the employee would have bumped or been recalled under
9 normal procedures and the effective date of the general school based health summer layoff or
10 recall as determined by the School Based Manager. In addition, such employees will accrue
11 seniority and be eligible for medical and dental insurance coverage as though they were laid
12 off or recalled in accordance with normal layoff or recall procedures.

13 **G. Probationary Employees**

14 The probationary period of an employee on probation when a limited duration
15 layoff takes effect shall be frozen over the summer and shall resume, if the employee is recalled
16 to work, at the commencement of the next school year. This shall not apply if the County notifies
17 the employee that their probationary service has been terminated.

18 **H. Summer Work/Effect of Refusal**

19 Bargaining unit members in School Based Program who perform bargaining unit
20 work for the County while on limited duration layoff during summer school closure shall be paid
21 at the same wage step they held when the limited duration layoff took effect. They shall also
22 be employed pursuant to the terms and conditions of the collective bargaining agreement and
23 receive all benefits/entitlements specified in the collective bargaining agreement as they do
24 during the regular school year with the exception of "Section IV" of Article 21 and Article 11
25 Health and Welfare Benefits (see "Section M" of this Addendum for health and welfare benefits
26 coverage). Employees on limited duration layoff who are working are not eligible for lead pay
27 unless working in a lead assignment in school based program. An employee may refuse to
28 accept work that is offered, with the understanding that such refusal may affect eligibility for
29 unemployment compensation.

30 **I. Carryover of Accumulated Vacation and Last Paycheck**

31 **1.** Notwithstanding any other provision of this agreement, an employee
32 subject to limited duration layoff in school based program may request payoff of some or all of
33 their accumulated vacation. Such request shall be made in writing to the School Based

1 Manager, the Department's Human Resource Manager and Payroll Manager of the
 2 Department of County Management within three (3) days after the employee receives notice
 3 of limited duration layoff. Payout of some or all of the employee's accrued vacation shall be
 4 made on the employee's regular bi-monthly paycheck received on June 30, and is subject to
 5 required/authorized tax withholdings and deductions. In the absence of such notice, vacation
 6 will be carried on the books over the summer unless the employee is subsequently terminated
 7 or resigns. In such case, normal provisions relating to vacation payoff shall apply.

8 **2.** Unpaid wages due when the school-break limited duration summer layoff
 9 begins shall be made in the ordinary course in the employee's bi-monthly paycheck, and is
 10 subject to required/authorized tax withholdings and deductions, as allowed under OAR 839-
 11 001-0420(6). (For example, school based employees that begin the limited duration summer
 12 layoff on or before June 15, will have the hours that they worked between June 1 and June 15
 13 paid on the June 30 paycheck.)

14 **J. Considerations in Use of Vacation**

15 Notwithstanding Subsection H or Article 8, "Section V" above, the parties
 16 acknowledge that although requests to take vacations during the school year may in some
 17 cases be granted, the risk that management will deny such a request is significantly greater
 18 than in other county operations, due to the need to provide services to students when schools
 19 are in session. For that reason, School Based Program Employees are encouraged to continue
 20 to select vacation times during Christmas and spring school vacations to the extent approved
 21 by management. Further, employees facing limited duration layoff should take into account the
 22 limited availability of time off when schools are in session, the vacation accumulation ceilings
 23 set forth in this agreement, and the risk of forfeiture of vacation (when accumulation ceilings
 24 are reached) when deciding whether to carry their accumulated balance forward.

25 **K. Alternative Compensation**

26 The Board of County Commissioners may adopt and implement a uniform policy
 27 whereby employees who transfer or are newly hired into the school based program are required
 28 as a condition of such transfer or hire to sign an agreement accepting the payment of County
 29 medical and dental insurance premiums in lieu of government unemployment insurance
 30 payments during the period of a limited duration layoff due to summer closure.

31 **L. Alternative Benefits**

32 If the State of Oregon adopts a law which uniformly disqualifies employees on a
 33 limited duration layoff from receiving unemployment insurance, even if they are available for

1 and actively seeking suitable interim employment, the County and Union agree to meet to
2 negotiate over the terms of possible alternative benefits or compensation to cover that period
3 of unemployment. This shall be construed only as contractual authorization for such a policy.
4 This shall not be construed as a purported waiver by the union of individual employee rights
5 under the Oregon unemployment compensation statute.

6 **M. Insurance Benefits during Limited Duration Summer Layoff**

7 The County agrees to continue the medical/vision and dental benefits, without
8 lapse in coverage, for school based employees who are subject to school-break limited duration
9 summer layoff. The employee's cost share for medical/vision and dental benefits that accrue
10 while they are on limited duration summer layoff will be collected from the employee's pay upon
11 their resumption of work following limited duration layoff. The County Payroll will deduct up to
12 ten percent (10%) of gross wages per pay period, until paid in full.

13 **N. Supplemental Life and Short Term Disability Insurance**

14 The County agrees to apply for the "teacher's waiver" so that employees laid off
15 as the result of limited duration layoff who are rehired within ninety (90) days will be reinstated
16 with supplemental life and short term disability insurance that was in force at the time of layoff.

17 **O. Grievances**

18 Any dispute over the meaning, interpretation or application of this Addendum
19 shall be resolved through the grievance procedure set forth in Article 18.

20 **P. Holidays**

21 Notwithstanding the provisions of Article 7, members of the bargaining unit
22 regularly assigned to the School Based Program/School Based Mental Health Program who
23 request and are granted time off for any scheduled school closure, including but not limited to
24 the school winter vacation closure, spring vacation closure, teacher in-service days, or any
25 other scheduled school closure, will be permitted, upon advance written request, to use leave
26 without pay without first exhausting paid vacation, Saved Holiday time and/or compensatory
27 time off. Employees who take such period as an authorized, unpaid leave of absence during
28 the winter vacation closure shall receive their Christmas and New Year's Holiday pay even
29 though they are not in pay status on the days before and after such holidays. Unscheduled
30 closures, such as those due to weather events, building safety issues, or any other
31 unscheduled closures are not covered by this provision and are subject to the contract
32 provisions and county personnel rules for building or office closures due to inclement weather
33 and natural disasters.

1 **Q. Lateral Transfers for Mental Health Consultants**

2 **1.** This subsection applies to all school-based positions that are classified as
3 Mental Health Consultants. The provisions of Article 22 shall apply except as follows:

4 **2.** Vacancies which occur during the school year may be filled by temporary
5 or regular new appointments without regard to the Work Assignment process in Article 22.
6 Such positions will be considered vacancies for purposes of the annual transfer process. New
7 employees assigned to those positions during the school year may be reassigned to other
8 positions for the following school year, pursuant to the provisions of this Addendum.

9 **3.** On an annual basis, a list of all vacancies, including those filled by new or
10 temporary appointments during the school year, as well as positions that will be substantially
11 changed the next school year, will be posted for ten (10) working days, with the first (1st) day
12 of posting occurring on or about May 20 of each year. The posting will include the name of the
13 person to contact, the deadline for consideration, and any other available, relevant information
14 about each vacant position, including school and school district sites served, specific school
15 needs as identified by school personnel, geographic locations of the assignment, etc. Eligibility
16 for consideration will be limited to employees in the classification of Mental Health Consultant
17 within the School Based Mental Health program.

18 **4.** A substantial change in a position is defined as one or more of the
19 following:

- 20 **a.** Site change outside of the current school district:
21 **b.** An increase or decrease in hours (FTE) unless waived by the
22 employee currently in the impacted position;
23 **c.** Change in scheduled work days unless waived by the employee
24 currently in the position.

25 **5.** Employees on the transfer list will also be considered for vacancies which
26 occur between the end of the May signup period but prior to August 1, provided they have given
27 their summer contact information (email or regular mailing address) to management and
28 respond to a notice of vacancy from management within five (5) working days of the date the
29 notice is sent.

30 **6.** Employees who wish to transfer from their current assignment must submit
31 their name and indicate which vacancies they wish to be considered for prior to the deadline
32 specified in the posting.

1 **7.** Employees who wish to be considered for other vacancies which will result
2 from this transfer process must also submit their names prior to the specified deadline, but are
3 not required to specify which vacancies they are applying for.

4 **8.** Following the sign-up period, all vacancies, including those that result from
5 the initial transfer of employees into posted vacancies, will be filled from the transfer list in
6 accordance with Article 22.III.B and C. Employees not on the transfer list will not be considered
7 for transfer.

8 **9.** Any vacancies not filled through the internal transfer process provided for
9 in this Addendum will be posted within the designated work unit for lateral transfer. Any
10 remaining vacancies at the conclusion of the process will be filled in accordance with the
11 personnel rules for appointments, including but not limited to open competitive announcement.

12 **10.** Whenever management determines a need to change the assignments of
13 a position in the School Based Mental Health Program, management will, whenever practical,
14 provide an opportunity for input from affected staff prior to a final decision.

ADDENDUM K

LIMITED DURATION APPOINTMENTS

1
2
3
4
5

The parties agree that the following tables shall be utilized to outline the rights of employees in Limited Duration Appointments.

Employee Rights While in an LDA Position:

Scenario	Serve a Probation	Transfer Rights	Job Class Seniority	Countywide Seniority	Bump/ Recall Rights	Vacation Bidding	Schedule Bidding
New hire LDA employee	No	No	No	No	No	No	No
Regular status employee assigned an LDA that is a promotion or demotion	No	In base class only	Accrue in base class only	Accrue in base class only	In base class only	Use time spent in LDA to determine rights	Use time spent in LDA to determine rights
Regular status employee assigned an LDA that is a lateral	No	Yes	Yes	Yes	Yes	Yes	Yes

Reinstated Employees and LDAs:

Treat employee as if they were a temporary employee on a long-term assignment.

Scenario	Serve a Probation	Transfer Rights	Job Class Seniority	Countywide Seniority	Bump/ Recall Rights	Schedule Bidding	Vacation Bidding
Regular status employee who is laid off from county w/break in service; accepts an LDA position. Vacation accrual at previous rate and pay at previous step.	No	No	None	None	Employee remains on the recall list for the original designated period of time while in LDA position.	No	No

1 **Employee Rights After an LDA Ends:**

2

Scenario	Serve a Probation	Transfer Rights	Job Class Seniority	Countywide Seniority	Bump/Recall Rights	Vacation Bidding	Schedule Bidding
New hire LDA employee; hired into regular status after LDA ends (same classification, promotion or demotion) without a break in service	Yes (no credit for LDA time)	Yes	Same as seniority for temps hired into regular status	Same as seniority for temps hired into regular status	Yes	Yes	Yes
Regular status employee assigned an LDA that is a promotion; at end of the LDA promoted into same classification as LDA	Yes	Yes	Same as seniority for temps hired into regular status	Same as seniority for temps hired into regular status	Yes	Yes	Yes

3

4 **Employee Reinstatement Rights at the End of an LDA:**

5

Type of Employee	Reinstatement Rights
New hire LDA employee	None; employee is separated from employment
Regular status employee working in an LDA	Employee is returned to base classification in home department; if there are no vacancies, then look for a vacancy countywide; if no vacancies, then normal bumping rules apply
Recalled to regular status after break in Service	Only if hired into regular status, in same classification, with no break from LDA to regular status.

1 **LDAs and Layoff:**
2

Scenario	Serve a Probation	Transfer Rights	Job Class Seniority	Countywide Seniority	Bump/Recall Rights	Vacation Bidding	Schedule Bidding
Regular status employee subject to layoff is offered an LDA (lateral or demotion to previously held classification) Note: An offer to employees to bump into an LDA is by mutual agreement of Local 88 and the County	No	No	Same as seniority for temps hired into regular status	Yes	Employees can decline an LDA and remain on recall list Failure of an employee in an LDA to accept a recall offer would result in removal from the recall list	Use time spent in LDA to determine rights	Use time spent in LDA to determine rights

- 3
4 **Notes:** 1. Vacation bidding rights are subject to the Memorandum of Agreements signed by each department, Local 88, and
5 Labor Relations.
6 2. "Home" department for the purpose of establishing limited duration rights is the department in which the employee held
7 a regular status position in prior to being placed in a limited duration assignment

ADDENDUM L

ON-CALL & TEMPORARY EMPLOYEES

I. Recognition Agreement

The following On-Call and Temporary employees are included in the bargaining unit under the terms of this Addendum:

A. All On-Call and Temporary County employees in classifications represented by the Union, excluding the following categories of employees:

1. Seasonal employees.
2. Employees without a reasonable expectation of continued employment.
3. Those expressly excluded as stated below.

B. Change in assignments

1. Employees who are in a represented On-Call or Temporary assignment will continue to be represented if they accept an On-Call or Temporary assignment in a classification listed in Addendum A of the CBA, but which would otherwise not satisfy the criteria for inclusion in the bargaining unit. An employee who moves from non-represented status to represented status will receive credit towards potential seniority calculation and step advancement from their initial date of hire.

2. An employee formerly in a represented On-Call or Temporary assignment who is reinstated within one (1) year of a break in service shall remain represented, whether reinstated into a represented assignment or classification listed in Addendum A, which otherwise does not satisfy the criteria for inclusion in the bargaining unit.

C. Seasonal employees

Employees who are hired during a specific time of year due to short-term increases in the need for work that is not present year-around. Seasonal work may not last more than six (6) months. As of the execution of this Agreement, the parties have identified Department of County Services employees in the classifications of Election Worker as noted in Addendum L.I.H and Laborer as Seasonal employees. If the County identifies other classifications or assignments as Seasonal, it will notify the Union.

D. Stipulated Assignments

The County designates the On-Call or Temporary employee as being in an assignment having a continuing employment relationship with the County. The County has

1 stipulated that the following job classifications and assignments have a continuing employment
2 relationship:

3 **1. Community Services:**

- 4 a. Animal Care Aide
- 5 b. Bridge Operator
- 6 c. Certified Veterinary Technician
- 7 d. Veterinarian

8 **2. DCA**

- 9 a. Facilities Maintenance Dispatch/Scheduler

10 **3. DCJ – ACS**

- 11 a. Community Works Leaders

12 **4. DCJ - ASD Recog:**

- 13 a. Corrections Technician

14 **5. DCJ - Juv. Serv. Div. Nutrition Services:**

- 15 a. Cook
- 16 b. Food Services Worker

17 **6. Health**

- 18 a. Community health Specialist I & II

19 **7. Health – Call Center Operations**

- 20 a. Interpreters

21 **8. Health - Corrections Health:**

- 22 a. Mental Health Consultant

23 **9. Health - Dental Clinics:**

- 24 a. Dental Assistant (EFDA)
- 25 b. Hygienist
- 26 c. Office Assistant 2

27 **10. Health - ICS Central Call Center (Patient Access Center):**

- 28 a. Office Assistant 2

29 **11. Health - ICS Primary Care Clinics:**

- 30 a. Certified Medical Assistant
- 31 b. Office Assistant 2

32 **12. Health – Involuntary Commitment**

- 33 a. Pre-Commitment Investigator

1 **13. Health - Medical Examiner's Office:**

- 2 a. Deputy Medical Examiner
3 b. Pathology Assistant

4 **14. Health - Mental Health Crisis Call Center:**

- 5 a. Case Manager 2
6 b. Mental Health Assistant

7 **15. Health – WIC**

- 8 a. Dietician (Nutritionist)
9 b. Nutrition Assistant

10 **16. Library:**

- 11 a. Access Services Assistant
12 b. Librarian
13 c. Library Assistant
14 d. Library Clerk
15 e. Library Driver

16 **17. Sheriff's Office:**

- 17 a. Background Investigators
18 b. Facility Security Officers

19 **18. Specific Employee List:** The County has agreed to a specific list of
20 employees in their current classifications and assignments as having a continuing employment
21 relationship with the County. That list is attached to the parties' Memorandum of Agreement
22 dated February 7, 2020.

23 **E. Reasonable Expectation of Employment:** An employee has a reasonable
24 expectation of continued employment if they meet any of the following criteria:

25 1. The County designated the On-Call or Temporary employee as being in
26 an assignment that will have a continuing employment relationship with the County.

27 2. The nature of their On-Call or Temporary assignment, which will be
28 determined by looking at all relevant facts and circumstances, including but not limited to the
29 following:

30 a. Whether the County has identified (and generally adhered to)
31 specific termination dates for the employment relationship.

1 **b.** The length of time that the employee has worked for the County in
2 the On-Call or Temporary assignment, in conjunction with the number of hours assigned per
3 month and the frequency, consistency, and continuity of the work.

4 **c.** The County's need for the continued work due to existing workload
5 demands and the employee's particular skills, institutional knowledge, or relationships with
6 stakeholders.

7 **d.** The County's expectation and projection for continued and
8 repetitive use of the assignment.

9 **e.** Other relevant facts that objectively demonstrate whether an
10 employee has a reasonable expectation of continued employment.

11 **F. No Reasonable Expectation of Employment:** An employee does not have a
12 reasonable expectation of continued employment if they are only hired for a finite period of
13 time, not-to-exceed one thousand forty (1040) hours in a specific assignment, due to one of
14 the following a specific needs: emergency workload, absence of an employee, or because of a
15 short-term need for a skill or ability. The County will identify Temporary employees, their start
16 dates in their present assignments, and the assignment's position number in a monthly report
17 to the Union.

18 **G. Extensions of Temporary Assignments**

19 **1.** If the County extends the employee's assignment beyond one thousand
20 forty (1040) hours the County shall either:

21 **a.** Place the employee in the bargaining unit as a represented
22 Temporary employee effective the first day beyond one thousand forty (1040) hours for up to
23 two thousand eighty (2080) hours, or

24 **b.** Place the employee in the bargaining unit as a Limited Duration
25 Appointment effective the first day beyond one thousand forty (1040) hours for a maximum of
26 two (2) years from the initial start date of the assignment.

27 **2.** If the County extends the length of the assignment beyond one thousand
28 forty (1040) hours as an extended Temporary assignment or conversion to a Limited Duration
29 Assignment, it will provide notice to the Union. If the Union does not object within thirty calendar
30 (30) days, then, in the case of a Temporary assignment extension, the action will not constitute
31 a violation of Article 2.XIV., and in the case of a Limited Duration Assignment, the parties agree
32 that, for placements in Limited Duration Assignments, any bilateral agreement required by
33 Article 2.VIII. is implied. Whether or not the Union objects to the extension of a Temporary

1 assignment or the creation of a Limited Duration assignment, the County shall issue a
2 disbursement to the employee of seven hundred fifty dollars (\$750).

3 **H. Expressly Excluded:** The following classifications and assignments are
4 expressly excluded from membership in the bargaining unit:

5 1. **Elections:** Election Worker, except those who have year-around outreach
6 assignments.

7 2. **District Attorney's Office:** Legal Intern.

8 3. **Health - Public Health Tobacco Prevention:** Program Aide.

9 **II. Applicable Terms**

10 The following terms and conditions shall apply to recognized On-Call and Temporary
11 employees:

12 **A. Job Security and Access to Internal Recruitments**

13 1. **Administrative Leave During Investigations:** If an employee is removed
14 from eligibility to take on-call or temporary shifts during the course of an investigation, they will
15 be entitled to daily Administrative Leave for up to thirty (30) calendar days in the amount of the
16 average number of hours they have worked per day over the previous three (3) months.

17 2. **Termination Appeals:** On-call and Temporary employees may be
18 terminated at any time. If the County terminates or stops utilizing an On-call or Temporary
19 employee, upon request the employee will be given a written explanation of the reason for
20 termination or why they are no longer being utilized. The County's decision to terminate or to
21 no longer utilize a temporary employee will not be subject to the grievance procedure but may
22 be appealed to the Department Director.

23 3. **Internal Recruitments:** On-call and Temporary employees are eligible to
24 participate in internal recruitments for jobs profiles they have either currently or previously been
25 hired for through a civil service process in their current department.

26 **B. Compensation**

27 1. **Wage Schedule:** On-call and Temporary employees will be on the same
28 wage schedule as Regular Status employees, and shall receive the same COLA as Regular
29 Status employees.

30 2. **Step Increases**

31 a. At the end of each fiscal quarter, the County will run a report to
32 determine which On-call and Temporary employees have cumulatively worked two thousand

1 eighty (2080) hours. Those employees will be advanced to the subsequent step of their
2 classification's regular Pay Scale. On-Call and Temporary employees shall advance to the
3 subsequent step in their base classification each time they work an additional two thousand
4 eighty (2080) hours until they achieve the maximum step of the pay scale. Any step increases
5 will be effective on the first day of the fiscal quarter and will not be retroactive to the date the
6 employee reached two thousand eighty (2080) hours. However, the employee will begin
7 accumulating hours towards the subsequent two thousand eighty (2080) hours prior to the end
8 of the fiscal quarter and the implementation of the step increase.

9 **b.** Time spent as a regular status employee will not count towards the
10 two thousand eighty (2080) hours. Hours are accrued from current hire date from On-Call and
11 Temporary status. Any hours prior to a separation from service will not carry over. A separation
12 of service is defined as removal from On-Call or Temporary employment or voluntary
13 resignation. However, reinstatement following a successful appeal under this Article shall not
14 constitute a separation from service.

15 **c.** Hours are accrued from current hire date from On-Call and
16 Temporary Status. Any hours prior to a separation from service may not carry over. A
17 separation of service is defined as removal from On-Call or Temporary employment or
18 voluntary resignation. However, reinstatement following a successful appeal under this Article
19 shall not constitute a separation from service.

20 **d.** A regular status employee who takes an On-Call or Temporary
21 assignment in their classification while on a recall list shall be entitled to pay at their regular
22 status step rate.

23 **e.** On-Call and Temporary employees who have completed 2080
24 hours or more will be adjusted to Step 2 of their classification's Pay Scale.

25 **3. Premiums:** Eligibility for premiums described in Article 14.IX to XIII:
26 Recognized employees will only be eligible for shift differential, ad hoc Bilingual premium pay,
27 ad hoc cultural Competency Premium pay, and ad hoc Inclement Weather premium pay.

28 **4. Overtime:** Employees who work more than forty (40) hours in an FLSA
29 workweek shall be compensated at the rate of one and one half (1-½) times their normal hourly
30 rate of pay. On-call and temporary employees are not eligible to accrue compensatory time.

31 **5. Step Placement in Promotions and Working Out of Class in Higher**
32 **Bargaining Unit Classifications:** Employees who work in or promoted to a higher
33 classification than their base classification will be paid in accordance with Article 15.II.2.C.

1
2 **C. Benefits**

3 1. **Sick Leave:** On-Call and Temporary employees will continue to accrue
4 sick leave at rate for regular status employees and be able to use it for scheduled shifts and
5 for the same covered reasons as regular employees.

6 2. **Differential In-Lieu of Benefits:**

7 In addition to their hourly rate of pay, recognized employees shall receive
8 a differential in-lieu of benefits of one dollar fifty cents (\$1.50) per hour.

9 3. **Holiday Pay:**

10 On-Call and Temporary employees will be paid at the time-and-a-half rate
11 for all hours worked on New Year's Day, MLK Holiday, Juneteenth Holiday, 4th of July, Labor
12 Day, Thanksgiving, and Christmas Day.

13 **III. Training**

14 On-Call and Temporary employees may be directed by the County, at its sole discretion,
15 to attend mandatory training for the purposes of maintaining their status as On-Call or
16 Temporary employees. On-Call and Temporary employees may also be offered optional
17 training opportunities by the County based on availability of training slots once those
18 opportunities have been offered to regular employees. On-call and Temporary employees shall
19 be paid for attending County training.

20 **IV. Drug and Alcohol Policy**

21 The provisions found in Addendum D, Drug and Alcohol Policy, shall apply to On-call
22 and Temporary employees.

23 **V. Settlement of Disputes**

24 On-Call and Temporary employees shall be covered under the terms of Article 18 –
25 Settlement of Disputes, strictly limited, however, to Addendum L – On-Call and Temporary
26 Employees, and where On-call and Temporary employees are otherwise referenced in this
27 agreement.

28 **VI. On-call Bridge Operator Stipends**

29 **A. Standby Operator**

30 On-Call Bridge Operators are eligible for a two hundred dollar (\$200) Standby
31 Operator stipend if they are available for shifts and call-outs for ten (10) or more days in a pay

1 period. Employees are eligible for the stipend regardless of any shifts assigned during the pay
2 period. Standby Operator may be assigned for an entire pay period.

3 **B. Call-Out Duty Operator**

4 1. On-Call Bridge Operators are eligible for a three hundred dollar (\$300)
5 stipend for serving as the Call-Out Duty Operator. This shift is assigned for a full pay period.

6 2. Call-Out Duty Operators must be available twenty-four (24) hours, seven
7 (7) days a week to come to work as directed for relief shifts and any bridge lift and respond to
8 a telephone voice message and/or text message left for a bridge lift within fifteen (15) minutes
9 of the message left. Call-Out Duty Operators must report to work one (1) hour prior to the
10 requested vessel transit time.

11 3. If the Call-Out Duty Operator fails to arrive or arrives late for a shift, after
12 another On-Call Duty Operator has been called for the same shift, the Call-Out Duty Operator
13 will forfeit the shift and associated pay. Failure to respond/arrive is grounds for removal from
14 the On-Call staff roster. Failure to respond to two (2) or more callouts by the Call-Out Duty
15 Operator during the rotating Call-Out Duty Operator shift will result in forfeiture of the higher
16 Call-Out Duty Operator stipend for the rotation period. Repeated failure to respond is also
17 grounds for removal from the On-Call staff roster.

18 **VII. Standing Committee Review**

19 The parties agree that their standing Employee Relations Committee shall, at least
20 annually: 1) review data regarding all On-Call and Temporary employee use for the prior
21 twelve-month period, 2) identify any work units, division, or departments where there is high
22 utilization of On-Call or Temporary employment, and 3) discuss the feasibility of alternative
23 arrangements such as expansion of recognition under this agreement, the creation of "float
24 pools" of Regular Status employees, and increasing the number of LDA positions. The parties
25 may jointly or separately make recommendations to the Chair regarding staffing level or staffing
26 status changes for the following fiscal year.

4/10 Schedule, 58-60, 160
 5/8 Schedule, 58-60, 160
 9/80 Schedule, 58-60, 160

-A-

Absenteeism, 29-30, 171
 Accrual
 Benefits, 19, 23, 27
 Paid Leave, 84
 Seniority, 2, 53, 107-108, 117-119
 Sick Leave, 24, 26-31
 Vacation, 2, 20, 23-24, 30, 32, 37,
 57, 73, 117-118, 160, 164
See: Domestic Partnership
 Affidavit of Marriage, 46
 AFSCME PEOPLE Deductions, 11
 Alcohol Policy. *See Drug and Alcohol*
 Alternate Work Schedules, *See: Flexible
 Work Schedules*
 Anniversary Date, 68, 80-83, 86-87, 123
 Arbitration, 15, 98-99, 105, 118
 Auto Allowance, 76, 157
 Auto Reimbursement, 157-158

-B-

Bargaining Unit, 3-4, 7-8, 10, 13, 103, 118,
 136-144
 Non-Bargaining Unit, 4, 8, 85-86,
 119
 Benefits, 3, 7, 14-15, 26, 32, 38-42, 49, 53,
 63, 103, 132, 158, 182-184
 Dental. *See Insurance: Dental*
 Fringe, 1, 7, 16

Medical. *See Insurance: Medical*
 Pension, 52, 90
 Supplemental, 53-55
 Time Loss, 54

Bereavement Leave, 35-36
 Bilingual Pay, 78-79
 Breaks, 61-62, 152
 Bulletin Boards, *See Union Bulletin Boards*
 Bumping, 2, 107, 110-115, 118-119, 181,
 189
 Bus Pass, 158-159

-C-

Callback, 69
 Catastrophic Leave. *See Leave*
 Classification, Job, 2, 11-12, 67, 73, 115,
 120-121, 163, 179
 Classifications, Listing of, 137
 Clean Up Time, 62
 COLA (Cost Of Living Adjustment), 67-68
 Commercial Drivers License (CDL), 150-
 152, 166-172
 Compensatory Time (Comp Time), 30, 32,
 37, 57, 70, 73, 77, 196
 Computers, Use of, 13-14
 Continuous Duty Schedule, 60-62
 Continuous Service, 3, 82, 92, 107-109
 Contract Length, 134
 Contract Negotiations, 12, 68
 Contracting, 102
 Countywide Seniority, 2, 181, 188-190

-D-

Days

Definition of, 2

Defense and Indemnification of the County,
11

Deferred Compensation Plan, 76

Definitions, 2

Demotion, 36, 82-83, 94, 111, 115, 120,
122, 188-190

Dental Benefits. *See Insurance: Dental*

Dental Insurance. *See Insurance: Dental*

Department

Definition, 2

of Community Justice, 163-165

of Community Services, 152-153,
155

of County Assets, 152-153, 156

of County Management, 183

of Health Department, 7, 151, 181

of Library Services, 160-162

Office of the Sheriff (MCSO), 178-
180

Dependent Care Assistance Plan, 51

Disability Insurance. *See Insurance:
Disability*

Disciplinary Action, 25, 29, 31, 34, 82, 94,
96, 104, 118, 126-127, 151, 168, 169, 173,
176

Discipline, 9, 17, 29, 65, 73, 94, 97,
123, 125-127, 129, 145, 166

Discrimination, 10, 53, 73, 128-29

Dismissal, 65, 94, 117, 151
for Cause, 94, 117

Oral Reprimand, 126, 145

Reduction in Pay, 94

Suspension, 94, 151

Termination, 31, 107, 109, 117

Written Reprimand, 94, 123

Disputes, 8, 86-88, 96, 129, 197

Domestic Partner, 26, 36, 46-48, 52

Double Time, 72, 165, 180

Drug and Alcohol

and CDL Holder, 166-167, 170

Discipline, 166, 169-170

Fitness for Duty, 167

Medical Review Officer (MRO), 169,
172, 174

Policy, 166

Prescriptions, 166-167, 174

Reasonable Suspicion, 168, 170-
172, 174

Substance Abuse Professional
(SAP), 169-170, 174

Testing, 151, 170, 172-174

Testing Appeals, 171

Dues. *See Union: Dues*

-E-

Emergency Conditions Provisions, 156

See Inclement Weather

Overtime, 156

Natural Disasters, 56-57, 184

Emergency Treatment, 52

Employee Benefits Advisory Team (EBAT),
41

Employee Relations Committee (ERC), 12,
105
Existing Conditions, 97, 129, 132

-F-

Federal Family and Medical Leave Act.

See Leave: FMLA

Fitness for Duty, 31, 167

Flexible Spending Accounts, 51

Flexible Work Schedules, 63

Holidays, 21

Library Schedules, 61

FMLA. See *Leave: FMLA*

Full-Time Employee

Definition, 2

Full-Time Equivalency (FTE), 2, 3, 5, 11,
20, 23, 38, 107, 116

Funeral. See *Leave: Bereavement*

-G-

Grievance, 5, 9, 12-13, 17, 87-88, 94, 96-
101, 118, 124, 129-130, 170, 176, 184

Steps and Procedure, 96-101

-H-

Harassment, 27, 128

Health and Welfare, 17, 38-52, 54-55, 64,
86, 182

Heavy Equipment Operators, 130

Height Time, 154

Holidays, 19-22, 23, 72, 29, 160, 164

and Leave, 20-22, 153

DCJ, 164

Floating, 19

Observed, 19

Pay, 21, 64

Saved, 20-21, 30, 57

School Based, 184

-I-

Illness, 17, 38-52, 54-55, 64

Inclement Weather, 56-58, 79, 153, 156,
184

Initial Trial Service Employee, 5

Insurance

COBRA, 32, 48, 50, 54

Default Enrollment, 45-46, 50, 54

Dental, 32, 38, 93, 182, 183

Disability, 32, 52, 184

Eligible Dependents, 46, 49, 91

Life, 51

Long Term Care, 52

Medical, 38, 43, 46, 49-51, 54-55

Opt-Out, 42

Premium Calculations, 42

Retiree, 45, 91, 93

School Based, 183-184

Intergovernmental Agreement, 6, 103, 161

-J-

Job Class Seniority. See *Seniority: Job
Class*

Job Sharing, 3, 63-64

Judicial Leave, 34-35

Just Cause, 6, 29, 31

-K-

Knowledge, Skills and Abilities (KSAs), 78-79, 114-115

-L-

Last Chance Agreement, 169-170

 Sample, 174-175

Lateness, 65

Lateral Classification, 108, 116

Layoff, 2-4, 9, 32-33, 53, 64, 96-97, 102-104, 107-119

 Project Save, 116

 School Based, 184

 Voluntary, 110

Lead Pay, 70, 84, 146, 182

Lead Worker, 68, 81, 146, 183

Leave

 and Holiday, 20, 153

 Bereavement, 35-36

 Catastrophic, 32

 Continuous, 30-32

 Emergency, 24

 Failure to Return From, 34

 FMLA, 26-31, 34, 50, 108, 167

 Immigration and Citizenship, 37

 Intermittent, 31

 Military, 35

 of Absence, Unpaid, 27, 37, 50, 184

 OFLA, 26-28, 31, 34, 50, 108, 167

 Parental, 27

 Personnel Examinations/Interviews, 36

 Sequencing, 30

Scheduling 24, 66, 163

Sick. *See Sick Leave*

Vacation. *See Vacation*

Without Pay, 27-29, 31, 34, 35, 37, 50, 58, 108, 109, 114, 120, 184

Limited Duration, 32-33, 80, 109-110, 115, 117, 181-184, 187-190

 Definition of, 3-4

Lockout, 17

Loss of Personal Property, 130-131

Lunch Break, *See Meal Period*

-M-

Management Rights, 9, 124, 133, 157

Market Adjustments, 66, 68, 88

Marriage, 46-48

Meal Period, 60-63, 152

Medical Benefits. *See Insurance: Medical*

Medical Insurance. *See Insurance: Medical*

Medical Verification/Certification, 28

Merit System Council, 35

Mileage Reimbursement, 158

-N-

See Inclement Weather: Natural Disasters

No Strike, 17

-O-

OFLA. *See Leave: OFLA*

On-Call, 4, 7-8, 11, 33, 70, 77-78, 109, 166, 191-198

 Employee, 4

 Pay, 77-78

Standing Committee Review, 198

Oral Reprimand. *See Discipline*

Oregon Family Leave Act. *See Leave:*

OFLA

Oregon Public Service Retirement Plan (OPSRP), 90

Overpayments, 76-77

Overtime, 34, 44, 61, 63, 68, 70-73, 76, 78, 86, 151-152, 154, 156, 161, 165, 180, 196

-P-

Parental Leave. *See Leave*

Parking, 34, 51, 158

Part-Time Employee

 Definition of, 4-5

Pay Adjustments, 67-68, 80, 82-84, 87

Pay Differential. *See Shift Differential*

Pay Periods, 43-45, 69

Pay Status, 19, 22-23, 49-50, 85, 184

Pensions, 89-93

Performance Evaluation, 105, 145

Personnel File/Records, 95, 105, 126-127, 176

 Rules, 126, 133, 184, 186

Picketing, 17

Preamble, 1

Premium Pay, 32, 73-74, 76-78, 93, 154-155, 171

Project Save, 116, 119

Promotion, 3-4, 36, 80-82

Promotional Trial Service Employee, 3-5, 81-82, 119

Protective Clothing, *See Uniform and Protective Clothing*

Public Employees' Retirement System (PERS), 90

-R-

Rate of Pay, 8, 21-22, 24, 65, 68, 71-72, 78, 81-83, 85, 87, 152, 156, 162

Recalculation of Seniority. *See Seniority*

Recall, 2, 33, 83, 107, 109-111, 113, 115-117, 119, 121, 156, 181, 188-190, 196

Reclassification, 83, 86-87, 98

Regular Employee, 5-6, 22-23, 66, 81, 86, 107-109, 122-123, 181

Reinstatement, 11, 32, 53, 82-83, 108, 111, 116, 189, 195-196

Relief Shift, 74, 164

Reprimand. *See Discipline*

Retirees, 45, 49, 52, 91-92

 Life Insurance, 52

 Medical Insurance, 91-93

-S-

Savings Clause, 132

School Based Employees, 181-186

Seniority,

 And Layoff, 107-112

 Countywide, 2, 181, 188-190

 Job Class, 2-3, 56, 80, 121, 178, 188-189

 Limited Duration, 4

 Recalculation, 111

 Workers' Compensation, 53

- Seniority List, 118
 - Sequencing of Leaves. *See Leave*
 - Sexual Harassment, 128
 - Shift Assignment, 75, 112, 114, 121, 162
 - Shift Bidding, 59, 163
 - Shift Differential, 74-75, 161, 164
 - Library, 161
 - Shift Trades, 59
 - MCSO, 179
 - Sick Leave, 24, 26-27, 30-33
 - Accrual, 32
 - Borrowing, 55
 - Paid, 26
 - Reporting, 27
 - Reinstatement, 32
 - Unpaid, 29
 - Use and Misuse Of, 29
 - Special Pay Adjustments, 84
 - Step Increases, 76, 80, 84, 195, 197
 - Stewards, 8, 13, 100-101, 105, 128
 - Lead, 101-102
 - Strike, 17, 66-67
- T-**
- Telephone Calls at Home, 71
 - Telework, 58, 64-65
 - Temporary
 - Appointments, 85
 - Assignment, 62, 120-121
 - Employee, 6, 191
 - List, 8
 - Termination, 6, 24, 31, 46, 48, 107, 109, 111, 117, 120, 124, 134, 145, 158, 169, 175-176
 - Training: Employee Development, 104
 - Training Positions, 122-123
 - Transfer, 2-3, 6, 9, 36, 53, 64, 79, 82-83, 103, 112, 120-122, 163, 183, 185-186
 - Lateral Transfer, 3, 112, 122-123, 163, 183, 185-186
 - School Based, 185-186
 - Trial Service Period, 3, 5-6, 81-84, 110-111, 119, 122, 162
- U-**
- Uniform Time Charging, 21, 24, 27, 65
 - Uniforms and Protective Clothing, 130
 - MCSO, 180
 - Union
 - Bulletin Boards, 13, 56, 118, 128-130
 - Business, 13-16, 102
 - Certification of Officers, 8
 - County Paid Time, 14
 - Dues, 10, 86
 - E-Mail, 13
 - Internet, 13-14
 - Monthly Report, 10
 - President, 10, 13, 102-103
 - Reimbursable Time, 14-16
 - Representation, 12, 95
 - Representatives, 16

See Leave: Without Pay

-V-

Vacancy, 64, 112, 116, 120-122, 124, 163, 178, 185, 189

Vacation, 23-25

- Accrual Rates Table, 23
- Emergency Leave, 24
- DCJ, 165
- MCSO, 178-179
- Payoff, 24
- Preventative Health Care Leave, 24
- School Based, 181-184
- Sequencing, 30

Vehicles, damaged, 131

Volunteers, 58, 56, 102-103, 110, 125

-W-

Wage

- Adjustments, 66, 68, 83
- Establishing Rates, 87-88
- Rates, 66, 87-88
- Schedule, 80

Work Assignment, 120-122, 125, 162, 178, 179, 185

Work Days and Days Off, 21, 58-59

- Library, 160

Work Out of Class, 84, 109, 154, 161-162

Work Outside of Regularly Scheduled Hours/Days, 69

Work Schedules, 9, 56, 61-63

- Alternate, 60-61
- Flexible, 63
- Posting, 56

Work Units, 73, 118, 120, 125, 160, 164

Workers' Compensation, 15-16, 27-28, 52-54

- and Health Benefits, 54
- Denied Claims, 54
- Probationary Employees, 53
- Supplemental Benefits, 53

Working Over, 65

Workloads and Standards, 104

Written Reprimand. *See Discipline*