

Memorandum of Agreement

I. Parties

The parties to this Memorandum of Agreement (MOA) are Multnomah County (County), Department of Health (Health Dept) and AFSMCE Local 88 (Union).

II. Background

Article 8 - Vacation, Section 5 – Use and Scheduling of Accrued Vacation, provides the means for use and scheduling of accrued vacation to be in accordance with Memorandum of Agreement. The County and the Union approved a Health Department Vacation Policy on July 24, 2001. The 2001 policy remained in effect until January 2006 when a new policy was created and updated in 2008.

In updating the vacation policy in 2006 and 2008 the parties failed to memorize the changes as required by Article 8, Section 5, therefore this MOA is created to capture the Health Departments current vacation policy.

III. Agreement

The Health Dept vacation policy is as follows:

Policy Statement:

The Health Department promotes vacation policies that provide equity and fairness for all team members and are able to meet the operational needs of the service team.

Procedure:

Each work team, including the manager and/or supervisor, shall create a vacation request plan for their work site which will include:

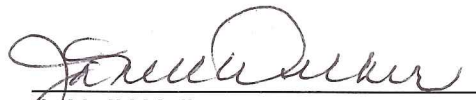
- submitting vacation request to their supervisor in writing
- timelines for granting requests for holidays and/or regular leave
- determining how requests will be granted: by rotation, seniority and/or first come/first served
- requests for leave in less than a two week time period shall receive consideration in a reasonable manner. Request in this circumstance will depend on the service needs of the organization


Supervisors shall respond to employee vacation requests within two weeks of receiving the request. If a supervisor has a request which they require more time for consideration regarding its impact on operations, the supervisor will let the employee know the reason for the delay and an approximate date by which they will be able to respond.

This Memorandum of Agreement is effective September 1, 2012 and will continue until superseded. It replaces the previous July 24, 2001 agreement with the Union.


Dated this 3 day of ^{January}~~December~~, 201¹³~~2~~.

For the Union:


JaNell Welker
Council Representative


Michael Hanna
President

For the County:


Jim Younger
Labor Relations Manager

For the Health Department


Kathleen Fuller-Poe
Human Resources Director