
2023-2026



AGREEMENT

between

Multnomah County, Oregon

and

Multnomah County Employees Union

Local 88-5, AFSCME AFL-CIO

(Dentists Unit)



2023 - 2026

**AGREEMENT
BETWEEN
MULTNOMAH COUNTY, OREGON
AND
MULTNOMAH COUNTY EMPLOYEES UNION
LOCAL 88-5, AFSCME, AFL-CIO
(Dentists Unit)**



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2023-2026
AGREEMENT
Between
MULTNOMAH COUNTY, OREGON
And
MULTNOMAH COUNTY EMPLOYEES UNION
LOCAL 88-5, AFSCME, AFL-CIO
(Dentists Unit)

ARTICLE 1
PREAMBLE

This Agreement is entered into by Multnomah County, Oregon, hereinafter referred to as the County, and Local 88-5 Dentists Classification, 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, fringe benefits and other matters pertaining to employment consistent with the requirements of ORS 243.650(7)(a - g) as is 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, regulations, or grant provisions, the parties agree as follows.

ARTICLE 2
RECOGNITION

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I. Definition of Unit

The County recognizes Local 88-5 (Dentist Classification), AFSCME, hereinafter referred to as the “Union”, as the sole and exclusive bargaining representative for the purpose of establishing salaries, hours and conditions of employment. The bargaining unit shall be defined as including all employees in the County’s Dentist classification employed in the Health Department, excluding supervisors, confidential employees, on-call employees and temporary employees.

II. Temporary List

The County shall, on a quarterly basis, provide the Union with a list of temporary Health Department Dentists setting forth their rate of pay duration of employment and such other relevant information as may be reasonably obtained from the County’s personnel database.

III. Certification of Union Officers

The President of Local 88, or their constitutional successor, shall provide the County with written certification of the current Union officers and staff responsible for contract administration.

IV. Certification of County Designee

The County Labor Relations Director or designee will provide to the President and/or Business Agent of Local 88 written certification of current designees responsible for Local 88-5 contract administration.

ARTICLE 3
DEFINITIONS

I. Full-Time Employee:

An employee regularly scheduled to work at least 32 hours per week or .8 FTE, or an employee regularly scheduled to work at least 30 or more hours per week or .75 FTE, if on a 10 hour per day schedule.

II. FTE, or Full-Time Equivalency:

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

III. Initial Trial Service Period:

An employee serving a one (1) year period of initial trial service to determine the employee's suitability for continued employment, such period to begin on the date of the employee's appointment to and commencement of a regular status position. During the initial trial service, the employee may be dismissed without recourse to the grievance procedure if, in the opinion of the employee's supervisor, the employee's continued service would not be in the best interest of the County.

IV. Part-Time Employee:

An employee regularly scheduled to work at least 20 hours per week or .5 FTE, but less than full-time.

V. Regular Employee:

The status an employee acquires after successful completion of the initial trial service period for the particular position to which the employee was appointed, and has been employed by the County continuously since passing the initial trial service period. In addition, the following are deemed to be regular employees:

- A.** An employee who passed the initial one (1) year trial service period, terminated employment, and has been reinstated.
- B.** A non-initial trial service employee who has been transferred to the County by intergovernmental agreement under ORS 236.610 through 236.650.

1 **VI. Temporary Employee:**

2 An appointment whose duration is uncertain due to an emergency workload,
3 absence of an employee or because of a short-term need for a skill or ability.

4 **VII. On-Call Employee:**

5 An appointment that is intermittent, irregular or is normally less than half time.

ARTICLE 4
MANAGEMENT RIGHTS

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The County shall retain the exclusive right to exercise the customary functions of management including, but not limited to, directing the activities of the department, determining the levels of service and methods of operation including the introduction of new equipment; the right to hire, layoff, transfer and promote; to discipline or discharge for cause as defined in Article 14 - Disciplinary Action, and to determine staffing, establish work schedules, and assign work; to establish standards for work performance expectations; 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, CHECK OFF, 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 their 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.

2. Authorization and Certification of Union Dues

Deduction of membership dues must be authorized in writing on the form provided by the Union; the union shall certify in writing the list of employees from whom they have received completed membership applications. The amount to be deducted for dues 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.

3. 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.

4. Monthly Listing of New and Terminated Employees

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

a. All new bargaining unit employees hired since the previous notice and of all employees who terminated since the previous notice. Such listing shall contain the names of the employees, base pay, date of birth, full-time/part-time status, number of scheduled hours, Classification seniority dates, work phone number and email address, work location, and home mailing address.

b. All bargaining unit members. Such listing shall contain the names of the employees, base pay, date of birth, full-time/part-time status, number of scheduled hours, hire dates, work phone number and email address, work location and home mailing address.

B. Other Deductions

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

C. Defense and Indemnification of the County

The Union agrees that it will indemnify, defend and hold the County harmless from all suits, actions, proceedings or claims against the County or persons acting on behalf of the County, whether for damages, compensation, reinstatement, or any combination thereof, arising out of application of "Section II" of this Article. In the event any decision is rendered by the highest court having jurisdiction that any portion of "Section II" is invalid and/or that reimbursements must be made to any employees affected, the Union shall be solely responsible for such reimbursements.

III. Union Representation

A. Contract Negotiations

1. The County will release from their regular duties up to ten percent (10%) of the dentist bargaining unit, but no less than three (3) Dentists, to participate on

1 the Union's bargaining team. County employees participating in such negotiations will be
2 allowed to do so without loss of pay. The Union and County may mutually agree to a
3 different number of negotiating team members, appointing an equal number of
4 representatives from labor and management.

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

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

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

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

20 **6.** Upon request, the County and the Union shall partner with the purpose
21 of ensuring that key information about the Collective Bargaining Agreement and the
22 Union's role in contract administration is available to all bargaining unit members in a
23 language(s) they are proficient.

24 **B. Grievances and Contract Administration**

25 The Union is the exclusive representative of bargaining unit employees with
26 respect to conditions of employment governed by this Agreement under the State of
27 Oregon Public Employees Collective Bargaining Act.

28 **C. Communication with Bargaining Unit Members**

29 **1. Bulletin boards**

30 The County agrees to furnish and maintain suitable bulletin boards in
31 convenient places in each work area to be used by the Union. The Union shall limit its

1 postings of notices and bulletins to such bulletin boards. All postings of notices and
2 bulletins by the Union shall be factual in nature and shall be signed and dated by the
3 individual doing the posting.

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

6 a. County communication systems may be used for Union business
7 involving electronic communications or Internet connections in the following
8 circumstances, but only when such use is also in conformance with the other
9 requirements of this Agreement.

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

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

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

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

23 v. For authorized Union officials only, and on such employee's
24 own time, for the purpose of posting messages on the internet site provided for in (iv)
25 above.

26 vi. The Local 88 President or designee may use the County's
27 electronic communication systems for the purpose of communicating with Local 88-5
28 members. All such communications shall comply with County Personnel Rules.

29 vii. Stewards will make every effort to avoid disruptions and
30 interruptions of work.

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

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

9 **i.** Access is approved by the County’s Chief Information Officer
 10 (CIO), and subject to restrictions imposed by the CIO; and

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

13 **D. Union Business**

14 There are three forms of Union Business Leave.

15 **1. Union Business Leave (County Paid Time):**

16 Union Business Leave that is considered County Paid Time includes
 17 functions that are considered County/Union joint functions such as negotiations;
 18 committees that are joint County/Union committees such as labor/management
 19 committees, Benefits Committee, Compensation Committee; duties as a Steward as
 20 defined in this agreement and such other Union Business (County Paid Time) that are
 21 mutually agreed between the parties. County employees participating in such activities
 22 will be allowed to do so without loss of pay.

23 **2. Union Business Leave (Union Reimbursable Time):**

24 Any bargaining unit member selected by the Union to participate in a
 25 Union activity as defined below shall be considered in Union Business Leave (Union
 26 Reimbursable Time) status and shall be granted such paid leave not to exceed forty (40)
 27 hours (pro-rated based on the employee’s FTE) per fiscal year, per member. An additional
 28 forty (40) hours (pro-rated based on the employee’s FTE) of paid Union Reimbursable
 29 Time leave shall be granted upon request to any elected Union delegate selected to
 30 attend official AFL-CIO or other certified AFSCME activities. Additional paid time may be
 31 granted by mutual agreement of the parties. No more than one (1) bargaining unit member

1 shall be permitted to be on Union Reimbursable time at the same time without express
2 written approval of the Dental Director.

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

11 Written notice of such time away from work shall be given to the affected employee’s
12 immediate supervisor and to the County Labor Relations Director six (6)
13 weeks in advance. The Union will make every effort to avoid disruptions of work. The
14 Union shall reimburse the County for one hundred percent (100%) of the affected
15 employee’s salary and fringe benefits (including pro-rata cost of workers compensation
16 premiums, but excluding indirect administration or overhead charges) for straight time
17 spent on Union activities conducted during regularly scheduled working hours. The
18 County shall submit a monthly statement to the Union itemizing the amount of the Union’s
19 reimbursement obligation, and may directly withdraw the amount required from a fund
20 maintained with the County. Funds for this purpose shall be drawn from the existing
21 interest-bearing account created under Article 5.III.E.2 of the County’s collective
22 bargaining agreement with the Local 88 general unit. If the County incurs liability arising
23 from the activities of a member engaged in Union Business during such reimbursed time,
24 the Union further agrees to reimburse the County for losses caused by such activities, to
25 the extent that such losses are attributable to the acts of the employee receiving continued
26 compensation pursuant to this section. In the event of a dispute over the causation or
27 amount of loss attributable to the actions of Union agents, the parties agree to arbitrate
28 such dispute under unless such arbitration is inconsistent with the provisions of any
29 applicable third-party insurance indemnification agreement, or unless binding arbitration
30 might jeopardize the availability of coverage by a third-party insurer. County employees
31 participating in such activities will be allowed to do so without loss of pay.

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

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

8 **E. Union Business Leave – Employment Status:**

9 Employees in Union Business Leave County Paid time and Union
10 Reimbursable time shall be treated as in paid leave status regarding accrual of benefits
11 such as vacation, sick leave, Health and Welfare, pension or any other benefit granted
12 employees in paid leave status.

13 During Union Reimbursable Time, the employee shall not be eligible for County
14 workers compensation benefits arising out of an injury or illness occurring during the leave
15 from the County.

16 **F. Visits by Union Representatives**

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

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

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

1 **ARTICLE 6**
2 **NO STRIKE OR LOCKOUT**

3
4 **I. No Strike**

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

12 **II. Crossing of Picket Lines**

13 Employees in the bargaining unit, while acting in the course of their employment,
14 shall not refuse to cross any picket line established by any labor organization when called
15 upon to cross such picket line in the line of duty as required by the County to fulfill the
16 personal functions of their office. It is understood, however, that no employee shall be
17 disciplined or discharged for refusal to cross a picket line when the employee has
18 attempted to cross the picket line, contacted the supervisor requesting assistance in
19 passage through the picket line, and such assistance was not provided.

20 **III. Employee Disciplinary Action**

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

24 **IV. No Lockout**

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

27 **V. Informational Picketing**

28 Nothing in this Article shall be construed to prohibit informational picketing. Such
29 informational picketing shall not stop and/or disrupt work of County employees and
30 officials at any time, and picketing shall be prohibited in all County owned, rented or

1 leased facilities and County meetings, including but not limited to Multnomah County
2 Board Rooms/Meetings and County offices.

3 Employees engaged in informational picketing shall be subject to the work rules of
4 the County organization to which they are assigned.

ARTICLE 7
COMPENSATION

I. Salary

A. Salary and Schedule

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

B. Salary Range for FY 2023-2024

1. Effective July 1, 2023, the salary and ranges of employees covered by this Agreement shall be increased by five percent (5%) in recognition of the Cost of Living.

2. Additionally, effective on July 1, 2023, regular status and limited duration employees covered by this agreement as of the date of County board ratification, will receive a one-time payment of four thousand five-hundred dollars (\$4,500), prorated by FTE as of July 1, 2023. This one-time payment is to address current job market conditions and employee retention.

C. Salary Range for FY 2024-2025

On July 1, 2024, an additional step of three percent (3%) will be added to the top of the salary range (Step 9). Effective July 1, 2024, the salary range shall be increased by the percentage increase in the West Size Class A Consumer Price Index for Urban Wage Earners and Clerical Workers for the second half of 2022 to the second half of 2023 as reported in February 2024. The minimum percentage increase shall be no less than one percent (1%) and the maximum percentage increase no more than four percent (4%).

D. Salary Range for FY 2025-2026

Effective July 1, 2025, the salary range shall be increased by the percentage increase in the West Size Class A Consumer Price Index for Urban Wage Earners and Clerical Workers for the second half of 2023 to the second half of 2024 as reported in February 2025. The minimum percentage increase shall be no less than one percent (1%) and the maximum percentage increase no more than four percent (4%).

1 **II. Salary Administration**

2 **A.** Employees shall be FLSA exempt, and paid on a salary basis.

3 **B.** Placement On Salary Schedule: New employees and rehires may be
4 credited for past work experience or clinical expertise, and placed in the range at a rate
5 approved by the Central Human Resources Director or their designee.

6 **C.** A rehire is an employee who has terminated employment with the County,
7 and is subsequently selected to occupy a position from a civil service list. Former
8 employees who return to County employment without being selected from a list are not
9 rehired, but reinstated.

10 **D.** An employee not at a maximum of their pay range shall receive an
11 anniversary step increase on July 1 of each year. Employees who are appointed to and
12 commence working in a position during the three (3) months prior to July 1 are not eligible
13 for a step increase until the following July 1.

14 **III. Work Schedules**

15 **A. Posting of Work Schedules**

16 Work schedules showing work days and hours of work are posted and
17 made accessible to employees at all times. Management may change work schedules
18 with twenty-one (21) days' notice to an affected employee, or with less notice if such
19 notice is voluntarily waived in writing by the employee; such notice may be made by email.
20 An employee's work schedule shall include at least two (2) consecutive days off per week.

21 **B.** Vacant shifts will be offered and assigned to Regular and On-Call Dentists.

22 **IV. Premiums**

23 **A.** A differential of five percent (5%) of base rate will be paid: (1) on all hours
24 to employees assigned at least .75 FTE in correctional facilities on an ongoing basis, (2)
25 on hours worked to employees assigned less than .75 FTE in the correctional facility, and
26 (3) on hours worked on regularly non-scheduled work days for employees assigned on
27 an intermittent *ad hoc* basis.

28 **B.** A differential of five percent (5%) of base rate will be paid to employees who
29 are designated Preferred Providers (one or more of the following: Pediatric, Oral Surgery,
30 or Endodontics).

1 **C.** A differential of two percent (2%) on hours worked will be paid to employees
 2 who are designated as eligible and directed by management on an ad hoc basis to
 3 translate to and from English to another language (including the use of sign language).
 4 Designation requires that the employee meet the proficiency level for interpretation and
 5 translation skills, as determined and established by the County.

6 **V. Deferred Compensation Plan**

7 Subject to applicable federal regulations, the County agrees to provide a deferred
 8 compensation plan that provides for payment at a future date for services currently
 9 rendered by the eligible employee.

10 **VI. Retirement**

11 **A.** Employees are eligible for participation in the Oregon Public Employees'
 12 Retirement System (PERS) or the Oregon Public Service Retirement Plan (OPSRP)
 13 pursuant to ORS 238 and 238A.

14 **B.** In accordance with the terms and limitations of ORS 238.350, one-half of
 15 the accumulated unused sick leave with pay will be applied to final average salary for the
 16 purpose of pension benefit determination for eligible employees.

17 **C.** The County will "pick up" the employee contribution to PERS and OPSRP
 18 as permitted by ORS 238.205 and ORS 238A.225.

19 **VII. Retiree Medical Benefits**

20 **A. Right to Participate**

21 An employee meeting the eligibility requirements specified in MCC 9.510
 22 through 9.530 at the time of separation from County employment is eligible to enroll in the
 23 Multnomah County Retiree Health Plan at separation and is eligible for a subsidy if terms
 24 in MCC 9.530 are met and may continue to participate until eligible for Medicare due to
 25 age or disability. Coverage of eligible dependents uniformly terminates when coverage of
 26 the retiree terminates, or the dependent becomes eligible for Medicare due to age or
 27 disability, except as otherwise required by applicable state or federal law.

28 **B. Choice of Plan**

29 To the extent members are permitted to choose from among two (2) or more
 30 medical insurance plans, retirees shall be permitted to choose between the same plans
 31 under the same conditions and at the same times as apply to members. Retirees

1 participating in the members' medical insurance plan shall be subject to the application of
2 any change or elimination of benefits, carrier, administrator or administrative procedure
3 to the same extent and at the same time as members.

4 **C. Requirement to Continuously Participate**

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

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

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

26 **VIII. Transportation Reimbursement**

27 **A. Automobile/Mileage**

28 Employees required to use their personal automobile as a condition of
29 employment shall be reimbursed in accordance with the same terms and conditions as
30 exempt employees.

31

1 **B. Bus Pass**

2 County shall provide Tri-met pass for employees who enroll in Bus Pass
3 universal bus pass program as set out in MCPR 4-20.

4 **IX. Professional Fees and Continuing Education**

5 **A.** The County shall pay bargaining unit members' Oregon Board of Dentistry
6 Licensure Fees including additional permits, endorsements and certification (required for
7 licensure and employment) obtained during the course of employment with the County.

8 **B.** The County will provide one thousand five hundred dollars (\$1,500) per
9 fiscal year per employee for employees assigned 0.75 FTE and above, and one thousand
10 dollars (\$1,000) for employees assigned less than 0.75 FTE, for fees and expenses
11 associated with Professional Association membership and/or attending Continuing Dental
12 Education training; unused funds will not be carried over from year to year. Proposed
13 Professional Association membership and CDE training must be pre-approved by the
14 employee's supervisor.

15 **C.** Full-time employees shall be given three (3) days paid release per fiscal
16 year to attend Continuing Dental Education training. Those employees assigned less than
17 0.75 FTE shall receive two days paid release per fiscal year.

18 **D.** Any time an employee is specifically required by management to participate
19 in any development and training program shall be considered time worked for pay
20 purposes, and all tuition, texts, training materials, and other expenses incident to such
21 employee's participation shall be assumed by the County.

22 **E.** If an employee is directed or elects to and is approved for a training of six
23 (6) hours or more, they will be released for the duration of their shift and not required to
24 report back to the clinic.

25 **X. Nitrous Oxide Certification**

26 Within twelve (12) months following the ratification of this Agreement, all Dentists
27 shall be required to hold a Nitrous Oxide Permit. A Dentist that currently holds a permit at
28 the time of ratification or obtains a permit within twelve (12) months of ratification, will
29 receive one (1) saved holiday (one-time allocation, expires December 31, 2024.). The
30 County shall cover the cost of education required for initial permit as outlined by the
31 Oregon Board of Dentistry. Use of Nitrous Oxide is at the professional discretion of each

1 Dentist. In the event that a Dentist elects to use Nitrous Oxide for a patient, the Dentist
2 may request to block Chair 2, in accordance with the standard process.

3 **XI. Temporary Appointments to a Non-Bargaining Unit Classification**

4 When an employee is temporarily appointed to a non-bargaining unit classification,
5 written verification of the temporary appointment will be placed in the employee's
6 personnel file and the employee will be notified of the appointment in writing. The following
7 provisions will apply:

8 **A.** The employee's salary will be set according to the Personnel Rules
9 governing promotions to exempt positions;

10 **B.** The employee's health and welfare benefits plan will not change;

11 **C.** The employee's accrual and use of paid leave will be governed by the rules
12 applying to permanent employees in the exempt classification;

13 **D.** The employee has the right to return to their bargaining unit position at the
14 end of the appointment without loss of seniority; and

15 **E.** The employee will pay Union dues and will continue to be represented by
16 the Union.

17 **XII. Additional Shifts**

18 Dentists who work additional clinical shifts in excess of their budgeted FTE are
19 eligible for "additional shift" compensation, subject to manager approval. Additional
20 clinical shift compensation will be calculated using the Dentist equivalent hourly rate
21 multiplied by the number of hours worked on their additional clinical shift. If the County
22 solicits Dentists for non-dental operations shifts, it will notify them that they will not receive
23 their regular rate of pay (plus 20% premium if applicable) but a lower rate of pay. Failure
24 to do so will require the County to pay Dentists at their regular rate plus 20%.

25

ARTICLE 8
HEALTH AND WELFARE

I. Medical and Dental Benefits

A. Definition and Contribution 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

Employees who are regularly scheduled to work at least 20 hours but less than thirty-two (32) hours per week however, not scheduled for three (3), ten (10) hours per day.

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	92.5%	7.5%
Kaiser 10/20 Medical Plan	95%	5%

b. Part-Time Employees

Each eligible part-time active enrolled employee's monthly contribution for medical benefit plan coverage (which includes prescription coverage, routine vision included with all plans except for Moda Major Medical) will be calculated as a percentage of the total monthly premium by tier as follows:

Part-Time Employees		
Medical Plan	County Contribution	Employee Contribution
Moda PPO 400	50%	50%
Moda Major Medical Plan (no vision)	100%	0%
Kaiser 10/20 Medical Plan	62%	38%
Kaiser Maintenance Medical Plan	90%	10%

1
2 **3. Dental Benefit Plan Contributions**

3 **a. Full-Time Employees**

4 Each eligible full-time active enrolled employee's monthly
5 contribution for dental benefit plan coverage will be calculated as a percentage of the
6 monthly premium by tier as follows:

7

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%

1 **b. Part-Time Employees**

2 Each eligible part-time enrolled employee's monthly
3 contribution for dental benefit plan coverage will be calculated as a percentage of the total
4 monthly premium by tier as follows:

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

5
6 **B. Health Care Plan Changes During the Term of Agreement**

7 The County agrees to notify the Union any time there is a proposed change in plan
8 design or optional changes proposed by vendors that would impact plan design cost or
9 plan designs, and to meet with the Union upon request. Objections to plan or plan design
10 changes mandated by a vendor that cannot be resolved by meeting shall be subject to
11 impact bargaining. Mandated coverage changes due to Federal or State laws, rules, or
12 regulations shall be presented to the Union but will be implemented by the County as
13 required by law.

14 The Union and the County have shared interest in addressing increasing health
15 insurance costs. In an effort to collaborate together over quality health plans, design
16 changes and cost management, the parties agree to participate on an Employee Benefits
17 Advisory Team (EBAT) with such other County employee bargaining units as agree to
18 participate, to review and consider health plans, design changes and cost sharing
19 features. The EBAT will be advisory only, and will report member recommendations to
20 the County Chair. EBAT does not preclude the parties from entering into any Memoranda
21 of agreement (MOA) authorizing mutually agreed-upon plan changes. The Union will be
22 entitled to one representative bargaining unit member on the EBAT; in addition, all
23 AFSCME-represented bargaining units shall collectively be entitled to an AFSCME
24 Council Representative participation on the EBAT.

1 **C. Employee Contribution**

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

6 **D. Major Medical Plan Rebates**

7 Full-time employees who elect coverage under the Major Medical Plan will
8 be paid fifty dollars (\$50) (gross) per month.

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

10 **1.** Employees may elect to Opt Out of the County's medical benefit plan
11 coverage by making that election on their Benefit Enrollment form. Employees making
12 such election must provide proof of other group medical benefit plan coverage in order to
13 make the Opt Out election. Employees will not be eligible to change their election until
14 the County's official annual open enrollment period, unless the employee experiences an
15 IRS recognized family status change event that would allow a mid-year health plan
16 election change or qualifies for Special Enrollment under HIPAA.

17 **2. Full-Time Employees Who Opt Out**

18 Full-time employees who Opt Out of benefit plan coverage will
19 receive a reimbursement paid by the County of two-hundred-fifty dollars (\$250) (gross)
20 per month into the employee's individual VEBA account.

21 **3. Part-Time Employees who Opt-Out**

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

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

31

1 **F. Successor Plans and Vendors**

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

7 If the County chooses to change from a plan or vendor which is still available, the
8 County agrees that the overall existing level of benefits for each plan will be duplicated
9 as closely as possible but will not be reduced.

10 Notwithstanding the other provisions of this subsection, in the event that the State
11 of Oregon establishes an insurance pool available to local governments, the County may
12 provide medical, dental, vision, and/or prescription insurance from the plans offered under
13 said insurance pool without further obligation than to bargain cost share of the plan(s)
14 available therein.

15 **II. Other Benefits**

16 **A. Life Insurance**

17 The County agrees to provide each employee covered by this agreement
18 with term life insurance in the amount of one times (1x) their annual salary up to a
19 maximum of two hundred and fifty thousand dollars (\$250,000). Retirees of Multnomah
20 County with at least ten (10) years of service with the County will be provided with two
21 thousand dollars (\$2,000) term life insurance coverage upon retirement. Employees will
22 designate their beneficiaries. Employees, at their option, may purchase supplemental
23 term life insurance coverage consistent with vendor contract(s) by payroll deduction.
24 Premiums will vary according to the age of the insured.

25 **B. Disability**

26 **1. Short-Term**

27 All bargaining unit employees will be covered by the County-paid
28 short-term disability insurance program, at the following coverage level: Sixty Percent
29 (60%) of base earning to one thousand five hundred dollars (\$1,500) per week.
30
31

1 **2. Long-Term**

2 **a.** The County will provide long-term disability insurance to all
3 members of the bargaining unit who are regularly scheduled to work at least half-time at
4 the following level: Sixty Percent (60%) of base earnings to six thousand dollars (\$6,000)
5 per month.

6 **b.** The County will pay for COBRA medical and dental insurance
7 coverage for a period of up to six months beyond the month in which benefits would
8 normally terminate for an employee with an approved long-term disability claim. Members
9 must complete and return the COBRA enrollment form as required by law in order to
10 receive premium payments by the County. However, employees who “opt out” of benefits
11 coverage under the provisions of Article 8, Section 1.E. of this Agreement will not be
12 eligible for continued County-paid coverage under this section.

13 **C. Long Term Care**

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

18 **D. VEBA**

19 **1.** The County will contribute an amount equal to one percent (1%) of
20 each Dentist’s semi-monthly salary (excluding any premium differentials) toward each
21 Dentist’s HRA VEBA account. The 1% is a fixed rate; however, the dollar amount of
22 contributions will be impacted by COLA and step increases. This HRA VEBA contribution
23 will remain in place until the County or the Union has given at least sixty (60) days’ notice
24 to the other party that it wishes to discontinue the contribution or change the contribution
25 amount.

26 **2.** If the request is to change the amount, such change can only be
27 made by mutual agreement of the parties with implementation of a new memorandum of
28 agreement reflecting the new amount.

29 **3.** If the contribution is discontinued, each step of the Dentists’ salary
30 schedule will be increased by an amount equal to one percent (1%), effective with the
31 first pay period after the date the contribution is discontinued. Individuals who have been

1 placed on the salary schedule will therefore experience an increase in their base salary.
2 Dentists who are paid at a rate higher than their assigned step (and are therefore not paid
3 according to the salary schedule) at the time of the salary schedule adjustment will have
4 their individual salary rate adjusted, effective with the first pay period after the date the
5 contribution is discontinued.

6 **4.** It is hereby agreed that the County will make an additional monthly
7 contribution to the HRA VEBA accounts of Dentists who opt-out of medical benefits per
8 Article 8.I.F. in the amount specified in that agreement. This HRA VEBA contribution will
9 remain in place until the County or the Union has given at least sixty (60) days' notice to
10 the other party that it wishes to discontinue the funding arrangement. If the funding
11 arrangement is discontinued, Dentists who opt-out of the County's medical benefits would
12 thereafter receive any monthly opt-out amount as a gross monthly payment on the second
13 paycheck of the month.

14 **E. Indemnification and Board of Dentistry Complaints**

15 **1.** The County shall defend and indemnify employees consistent with
16 applicable state law. Liability indemnification includes claims arising out of events
17 occurring during the course and scope of the unit member's employment, and extends
18 beyond the termination of employment with the County.

19 **2.** In the event that a County Dentist is served with a complaint by the
20 Oregon Board of Dentistry related to a patient seen at a Multnomah County Health Dental
21 Clinic during the course of the Dentist's County employment, the County will provide the
22 following support and assistance to the Dentist, so long as the complaint does not allege
23 malfeasance or willful or wanton neglect of duty, or create a conflict of interest for the
24 County as determined by the County Attorney's Office:

25 **a.** Dental Leadership will support and assist the Dentist in
26 understanding the Board complaint process, preparing a narrative response and clinical
27 evidence, and gathering Board-requested documents to furnish to the Oregon Board of
28 Dentistry;

29 **b.** Dental Leadership will allow the Dentist to use a reasonable
30 amount of paid work time, with supervisor approval, in order to prepare for the process.

1 This may include meeting with leadership, meeting with legal counsel, and sitting for the
2 Board of Dentistry inquiry;

3 **c.** The County Attorney's Office may, at the County Attorney's
4 discretion, hire outside legal counsel to defend the Dentist at the County's expense;

5 **d.** If Dental Leadership declines to provide support and
6 assistance on the grounds that the complaint alleges malfeasance or willful or wanton
7 neglect of duty, the Dentist shall have the right to appeal that decision for review by a
8 panel made up of the ICS Director, the Medical Director, a representative from Health
9 Department Human Resources, and a representative from the County Attorney's Office.

10 **e.** Even where Dental Leadership and/or the review panel
11 decline to provide general support and assistance due to malfeasance, willful or wanton
12 neglect of duty, or conflict of interest, the County will assist the Dentist by gathering Board-
13 requested documents to furnish to the Oregon Board of Dentistry.

ARTICLE 9
PAID LEAVES

I. Vacation Leave

A. Accrual

Each employee regularly scheduled to work 1.0 FTE accrues vacation credit based on years of employment based on the schedule below. An employee who separates from county service and returns will be given credit toward additional vacation accrual rates for service prior to separation. Vacation will accrue incrementally each pay period. For accrual purposes, "day" is defined as a unit of eight (8) hours.

B. Table of Vacation Accrual Rates

Years of Service	Hours Accrued Per Pay Period	Hours (Weeks) Accrued Per Year by Forty Hour Employees	Maximum Hours Accruable
Less than 2	5.0	120 (3.0 wks.)	224
2 up to 5	5.67	136 (3.4 wks.)	272
5 up to 8	7.33	176 (4.4 wks.)	352
8 up to 15	9.0	216 (5.4 wks.)	432
15 or more	9.0	216 (5.4 wks.)	500

C. Less than 1.0 FTE

Each employee regularly scheduled to work .5 FTE through .99 FTE accrues vacation credit on a pro rata basis.

D. Scheduling and Use of Accrued Vacation

1. Annual vacation must be requested in accordance with the block system; additional vacation may be requested on an *ad hoc* basis, and requires supervisor approval. Time will be charged to vacation leave only for full-day absences from work. Total vacation accrued must not exceed the maximum allowable accruals set forth section (B) above.

1 **2.** All practicable effort will be made to respond to *ad hoc* requests for
2 vacation within fourteen (14) calendar days of, and no later than twenty-one (21) days
3 after, the request being submitted. *Ad hoc* requests will be granted in order of receipt.

4 **3.** Scheduling of vacation leave will be consistent with policy
5 #ICS.01.20 with the following exceptions:

6 **a.** On-Call Dentists shall be included in the total number of
7 Dentists for the minimum staffing levels in each clinic identified in the policy, if the request
8 for vacation is made within six (6) weeks of the proposed vacation.

9 **b.** If multiple Dentists have made a request for the same vacation
10 dates and the matter can't be resolved voluntarily between the employees, the most
11 senior Dentist will have a once-per-calendar-year right of first refusal.

12 **c.** In the event that a Dentist cancels previously approved
13 vacation or saved holiday leave with notice of one (1) week or less, the County may
14 temporarily reassign them to another clinic, however, in no event will the Dentist's patients
15 be cancelled as a result of such a reassignment.

16 **E. Leave of Absence Accrual**

17 Vacation leave shall not accrue during leave of absence without pay.

18 **F. New Hires**

19 Full-time employees new to county service receive the equivalent of their
20 entire first year vacation leave accrual upon appointment and commencement of work in
21 lieu of accruing vacation leave during the first year of employment. Full-time employees
22 newly rehired to county service are also eligible to receive the same benefit during the
23 first year of return to county service as long as they have had at least a two (2) year break
24 in employment with the county. Thereafter, vacation earnings and reporting is as provided
25 in this section. Employees who separate from county service prior to the end of one (1)
26 full year of employment will be paid only for the vacation accumulation to which they would
27 be entitled if it had been accrued.

28 **G. Payoff**

29 After one year of County employment, unused accrued earned vacation
30 time shall be paid to the employee at their regular rate of pay at the time of separation for
31 service.

1 **II. Paid Sick Leave**

2 **A. Definition and Allowable Use**

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

12 **1. Specified others**

13 Sick leave may be used by an employee for the following non-
 14 occupational conditions involving the employee or conditions of a

- 15 **a.** Member of the employee's immediate household; or
 16 **b.** The employee's spouse, parent, or children as defined in the
 17 federal Family and Medical Leave Act (hereafter referred to as the "FMLA"); or
 18 **c.** The employee's parents-in-law, grandparents or
 19 grandchildren as defined in the Oregon Family Leave Act (hereafter referred to as
 20 "OFLA"); or
 21 **d.** The employee's domestic partner as designated in an
 22 Affidavit of Domestic Partnership submitted to the Employee Benefits; or
 23 **e.** The children and parents of such domestic partner defined as
 24 if the domestic partner was the employee's spouse; or
 25 **f.** Any individual related by blood or affinity whose close
 26 association with the employee is the equivalent of a family relationship. During
 27 negotiations for this Agreement, the parties had extensive discussion on clarifying this
 28 definition of family relationship. The parties agree to adopt the definition of family resulting
 29 from the discussion between Local 88 and County for the General Unit.

1 g. For employees eligible for Paid Leave Oregon (hereafter
2 referred to as PLO), any other family members covered under Paid Leave Oregon which
3 are not already included above.

4 **2. Covered health conditions**

5 a. Mental or physical illness, injury, or health condition; need for
6 medical diagnosis, care or treatment of a mental or physical illness injury or health
7 condition; or time off needed for preventative care; or

8 b. Any qualified condition covered by FMLA, OFLA, or PLO as
9 defined by state or federal law, regardless of whether the employee meets statutory
10 eligibility requirements or

11 c. Medical, dental, and employee assistance program
12 appointments; or

13 d. Any qualified purpose allowed under Oregon's domestic
14 violence, harassment, sexual assault or stalking law; or

15 e. Any other illness, injury, or quarantine based on exposure to
16 contagious disease; or

17 f. In the event of public health emergency as defined by Oregon
18 Sick Time Law.

19 **B. Accrual**

20 For accrual purposes, "day" is defined as a unit of eight (8) hours. Sick leave
21 will accrue each pay period on the following schedule:

22 1. Each employee regularly scheduled to work 1.0 FTE will accrue sick
23 leave at the rate of thirteen (13) days per year or one hundred and four (104) hours.

24 2. Employees regularly scheduled to work .5 through .99 FTE will
25 accrue sick leave on a pro rata basis.

26 **C. Use and Misuse of Leave for Sick Leave Purposes**

27 **1. Counting Against FMLA, OFLA Entitlements**

28 Sick leave and any other forms of paid or unpaid leave used for
29 FMLA and/or OFLA qualifying conditions, or absence due to a deferred or approved
30 Workers' Compensation claim based on such conditions, will be counted against an

1 employee's annual FMLA and/or OFLA leave entitlements subject to the provisions of the
2 law.

3 **2. Legitimate Use**

4 **a.** Protected sick time under the Oregon Sick Time Law (ORS
5 653.601 to .661) is limited to the first forty (40) hours of sick time taken by an employee
6 each calendar year. The Oregon Employment Department (OED) has authority over the
7 provisions of PLO. See Personnel Rule #2-60 Family and Medical Leave for details.

8 **b. Verification of use:**

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

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

16 **(a)** the employee has missed work due to illness for
17 more than three (3) consecutive work days; or

18 **(b)** the employee has requested leave that is
19 scheduled to last more than three (3) scheduled work days; or

20 **(c)** the employee has exhausted all sick leave; or

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

30 **(e)** when the employee has exceeded the amount
31 of sick leave protected under the Oregon Sick Time Law and has called in sick five (5) or

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

5 **c. Discipline:**

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

9 **i. Abuse of sick leave**

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

13 **ii. Use of accrued sick leave**

14 **(a)** Use of accrued sick leave, without abuse of
 15 such leave, will not be cause for discipline.

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

21 **(i)** Require the employee to take continuous
 22 leave; or

23 **(ii)** Change the employee's work
 24 assignment for six (6) months or until use of intermittent leave ends, whichever comes
 25 sooner; in such cases, restrictions otherwise set out in this Agreement will not apply.

26 **iii. Excessive absenteeism**

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

1 (a) Any legal requirements, including, but not
2 limited to those of the FMLA, OFLA, PLO, Oregon Sick Time Law or the ADA;

3 (b) The tenure and work history of the employee,
4 specifically to include whether there have been previous instances of this pattern of
5 absenteeism;

6 (c) Whether there is a likelihood of improvement
7 within a reasonable period of time based on credible medical evidence;

8 (d) The particular attendance requirements of the
9 employee's job;

10 (e) The pattern of use, and whether the absences
11 are clearly for bona fide sick leave purposes.

12 **C. New Hires**

13 Full-time employees new to county service will receive twelve (12) days sick
14 leave upon appointment and commencement of work in lieu of accruing sick leave during
15 the first year. Thereafter, sick leave will accrue as stated in the above section.

16 **D. Workers' Compensation**

17 Sick leave accruals may only be used for time that is not compensable
18 under Workers' Compensation.

19 **E. Maximum**

20 There is no maximum limit on the amount of sick leave that an employee
21 may accrue.

22 **F. Charging of Sick Leave**

23 Time will be charged to sick leave only in half- or full- day increments for
24 absences from work, to the extent allowed by state and federal law; however, an
25 employee's leave bank will not be charged for the first three (3) qualifying partial day
26 absences in the calendar year. For example:

27 **1.** An employee scheduled to work ten (10) hours who takes sick leave
28 after initially reporting to work will not have that leave charged to their sick leave bank
29 until after the third occurrence in the calendar year.

30 **2.** The same employee, after the third occurrence of a partial day
31 absence, who takes sick leave after initially reporting to work but before the beginning of

1 the sixth hour or work, will have a half-day (five (5) hours) of sick leave charged to their
2 sick leave bank.

3 **G. Separation from Employment**

4 At the time of separation from county service, the county does not
5 compensate employees for unused sick leave.

6 **I. Reinstatement of Sick Leave Accruals**

7 **1.** Any employee who separates from County employment for any
8 reason other than layoff or PERS retirement, who is subsequently re-employed as a
9 regular status employee within one hundred eighty (180) days, is entitled to credit for all
10 sick leave accrued up to the last day of prior employment. Sick leave shall not accrue
11 during the period between separation from employment and re-employment.

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

15 **III. Holidays**

16 **A. Recognized and Observed Holidays**

17 Each full-time employee is entitled to the following paid holidays:

- 18 **1.** Any day declared a holiday by the Board of County Commissioners
- 19 **2.** New Year's Day (January 1st)
- 20 **3.** Dr. Rev. Martin Luther King, Jr.'s birthday (3rd Monday in January)
- 21 **4.** President's Day (3rd Monday in February)
- 22 **5.** Memorial Day (last Monday in May)
- 23 **6.** Independence Day (July 4th)
- 24 **7.** Labor Day (1st Monday in September)
- 25 **8.** Veteran's Day (November 11th)
- 26 **9.** Thanksgiving Day (4th Thursday in November)
- 27 **10.** Three (3) days to be used as a floating holiday during the fiscal year

28 provided the employee gives two (2) weeks' notice and has the consent of the employee's
29 supervisor. If the supervisor determines the holiday usage requested is impracticable, the
30 employee shall be credited with the equivalent of Saved Holiday time, subject to
31 requirements of Section E below.

1 The three (3) days of leave shall be accrued and determined based on the
 2 employee's regularly assigned work schedule. Part-time employees will accrue the
 3 floating holiday prorated based on their normal FTE.

4 **11.** Christmas Day (December 25th) or, with approval of supervisors, this
 5 day may be traded for any other religious holiday during the fiscal year if employees use
 6 paid leave for or work on December 25th.

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

10 **B. Holiday Observance**

11 **1. Five (5) Day Work Week**

12 (a) If the holiday falls on an employee's first scheduled day off,
 13 the preceding workday will be observed as that employee's holiday.

14 (b) If the holiday falls on an employee's second scheduled day
 15 off, the following workday will be observed as that employee's holiday.

16 **2. Four (4) Day Work Week**

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

19 (b) If the holiday falls on an employee's third scheduled day off,
 20 the following workday will be observed as that employee's holiday.

21 **3. Part-time employees, and full-time employees on an irregular**
 22 **schedule.**

23 The holidays designated above are the observed holidays if they fall
 24 on an employee's regular workday. Employees will be credited with saved holiday time
 25 for the holiday leave to which they would have been entitled if the holiday does not fall on
 26 a regular workday.

27 **4.** Employees working five (5) eight (8)-hour shifts per week will be
 28 entitled to eight (8) hours of leave; employees working four (4) ten (10)-hour shifts per
 29 week will be entitled to ten (10) hours of leave; and employees working nine-eighty (9/80)
 30 work schedules will be entitled to nine (9) hours of leave, except as specified otherwise.

1 **C.** Part-time employees are entitled to paid leave on observed holidays on a
2 pro rata basis.

3 **D.** If an employee is on authorized leave with pay when a paid holiday occurs,
4 the holiday will be paid and will not be charged against the leave.

5 **E.** Any saved holiday time not used by the end of the fiscal year in which it was
6 accrued is forfeited, with the exception that an employee may carry over one (1) saved
7 holiday per year. The saved holiday time usage is subject to the same rules as vacation
8 leave, except that employees who separate from county employment will not be paid for
9 accumulated saved or personal holiday leave.

10 **IV. Recognition Leave**

11 Recognition leave may be granted as set forth in MCPR 4-30-040(A.4). Grant or
12 no-grant of recognition leave shall be entirely at the Director's or Director's designee's
13 discretion, and shall not be subject to grievance.

14 **V. Jury Duty**

15 **A.** An employee shall be granted leave with full pay in lieu of jury fees on any
16 scheduled day of work they are required to report for jury duty, if upon receipt the
17 employee submits jury fees or evidence of waiver of jury fees to Payroll. Employees may
18 retain reimbursement provided for by statute for mileage and other expenses incurred as
19 a result of jury service.

20 **B.** Except during an emergency or due to operational requirements, the county
21 will not require employees to report to work after completing a full day on jury duty. Any
22 employee who is excused or dismissed from jury duty before the end of the day will report
23 back to work if practical. Employees will not be allowed to flex their work schedule, in
24 order to receive compensation for jury duty on a normally scheduled day off, unless
25 specified in labor agreement.

26 **VI. Bereavement Leave**

27 An employee shall be granted not more than three (3) days leave of absence with
28 full pay in event of death in the immediate family or immediate household of the employee
29 to make household adjustments or to attend funeral services. If such funeral is beyond
30 three-hundred and fifty (350) miles, the employee shall be granted additional time for
31 travel not to exceed three (3) additional days with pay. The amount of additional leave

1 shall be at the discretion of their supervisor on the basis of the employee's travel and
 2 personal needs. With sufficient advance notice, bereavement leave days may be taken
 3 non-consecutively provided they are taken within thirteen (13) months from the date of
 4 first use.

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

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

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

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

25 **VII. Personnel Examinations/Interviews**

26 Employees shall be given paid time off for participating in County examinations and
 27 interviews for promotion, demotion, or transfer which occur during their regularly
 28 scheduled shift.

29 **VIII. Immigration and Citizenship Leave**

30 **A.** An employee may use up to forty (40) hours of accrued paid sick leave per
 31 fiscal year to address immigration or citizenship matters for themselves or members of

1 their family as defined by Article 9.I.A.1. This includes, but is not limited to, attending
2 meetings with immigration or criminal defense attorneys, state or federal criminal court
3 proceedings, deportation hearings, or other events bearing on the subject individual's
4 legal resident, immigration, or citizenship status.

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

10 C. The County may request written documentation corroborating the dates of
11 requested Immigration and Citizenship Leave.

ARTICLE 10
WORKERS' COMPENSATION AND
SUPPLEMENTAL BENEFITS

I. Coverage

All members of the bargaining unit are provided workers' compensation coverage as required by the Oregon Workers' Compensation Law.

II. Employee Status

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 continued employment for service credit for retirement vesting unless the employee's attending physician (as that term is defined under ORS 656.005(12)) or the Oregon Workers' Compensation Division certifies to the County in writing that the employee will be permanently disabled and unable to return to the County service and fully perform the duties of the position the employee occupied at the time of injury. In such event, the employee's status shall be governed exclusively by applicable state statutes related to re-employment and non-discrimination.

III. Supplemental Benefits

A. The County will supplement workers' compensation time loss benefits received by employees for temporary total disability due to occupational injury, illness or disease by an amount which, coupled with workers' compensation payments, will provide disabled employees with the equivalent of one hundred percent (100%) of their net take-home pay (as calculated under workers' compensation regulations).

B. The County will make retirement contributions, based upon the gross dollar amount of supplemental benefits paid, throughout the period that the employee receives time loss benefits.

C. Employees will continue to accrue sick and vacation leave at regular rates during the period employees receive supplemental time loss benefits.

D. Supplemental pay is payable while the injured worker is receiving temporary total disability time loss payments and will end when the worker has a light duty or limited duty release to return to work, and such duty work is available to the injured worker. Such

1 supplemental benefits will continue for six hundred forty (640) hours or for the number of
 2 hours of sick leave the employee has accrued, whichever is higher. An employee's sick
 3 leave accrual is not, however, used to pay for supplemental benefits provided by the
 4 County.

5 **E.** Supplemental benefits will be paid on "or about" the injured workers' regular
 6 payday.

7 **IV. Wages**

8 **A.** To the extent not compensated by workers' compensation benefits, the first
 9 day of occupational disability shall be compensated as time worked.

10 **B.** To the extent not compensated by workers' compensation benefits, the day
 11 following the first day of occupational disability and the next succeeding day shall be
 12 compensated as time worked if such days would have been work days.

13 **V. Denied Claims**

14 **A.** If a workers' compensation claim is denied and later found to be compensable
 15 or held compensable upon appeal and the employee has been utilizing sick, vacation, or
 16 holiday leave, the employee will reimburse the County for any accrual payments and the
 17 employee's sick, vacation, or holiday leave account will be credited with an equivalent
 18 number of hours.

19 **B.** If an employee's workers' compensation claim is denied before the employee
 20 returns to work, the employee is entitled to request continued medical and dental
 21 coverage at the employee's expense, under COBRA regulations.

22 **C.** If a denied claim is later held compensable upon appeal, the employee will be
 23 entitled to:

24 **1.** Reimbursement of any premiums paid to the County for medical/dental
 25 benefits, and

26 **2.** Any supplemental benefits that have not already been paid in
 27 accordance with "Section III" of this Article.

28 **VI. Benefits**

29 The County will continue contributions toward medical and dental benefits for the
 30 employee and the employee's dependent(s) from the first day of occupational disability,

1 subject to the provisions of Article 8, Health and Welfare for a period of one (1) year or
2 such longer period as may be required by law.

3 **VII. Borrowing of Sick Leave**

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

ARTICLE 11
SENIORITY AND LAYOFF

I. Definition of Seniority

Seniority will be determined as follows:

A. The total length of continuous service, including time employed as a temporary employee but not including time employed as an on-call employee, with the County in the Dentist classification; if a tie occurs, then

B. Total length of continuous service within the County; if a tie occurs, then

C. It shall be broken by lot in a manner to be determined by the Central Human Resources Division.

II. Computation of Seniority

Seniority shall be in accordance with the following rules:

1. Part-time work will count on a full-time basis.

2. Time on authorized leave taken with pay will count.

3. When an authorized non-FMLA/OFLA leave without pay exceeds thirty (30) days, no time spent on that leave will count.

4. When a layoff exceeds thirty (30) days, no time spent on layoff will count.

5. Time spent working for another government in an equivalent classification will count if the employee was transferred to Multnomah County pursuant to ORS 236.610 through 236.650.

6. Time spent in unclassified or management service appointment status shall not count, except for purposes of vacation accrual. Seniority accrued while in the bargaining unit shall not be forfeited due to promotion into management service.

7. Seniority shall be forfeited by discharge for cause, voluntary termination, or, after layoff, by removal from all recall lists pursuant to "Section IV" of this article, transfer or promotion out of the bargaining unit.

8. Service is broken for purposes of this Article by discharge; voluntary quit from employment with Multnomah County; or transfer out of the bargaining unit except employees who have not completed a probationary period following promotion will be returned to the position previously held; employees who do not complete an initial trial

1 service period; or, expiration of the layoff list.

2 **III. Layoff**

3 **A. Employees Affected**

4 1. Should the County find it necessary to reduce the number of Dentists
5 through layoff, the County will identify the clinic and provider category from which the
6 layoff shall be made and the Dentist at the clinic in the provider category of the position
7 being eliminated with the lowest length of service will be affected.

8 2. Provider categories shall be defined as: a) General Dentistry
9 (including Corrections Health) non-Preferred Providers; b) Pediatric Preferred Provider;
10 c) Oral Surgery Preferred Provider; and d) Endodontics Preferred Provider.

11 **B. Layoff Rules**

12 The County will notify employees affected by layoff of their reassignment or
13 layoff, according to the provisions of this section.

14 **C. Reassignment of Employees During a Layoff**

15 Employees holding positions to be discontinued will be subject to the
16 following order of seniority:

17 1. Reassignment to a position, or if the employee does not have enough
18 seniority, then

19 2. Layoff

20 **D. Non-Regular Employees During a Layoff**

21 1. Temporary, non-regular initial trial service, and other employees who
22 do not have regular status and who are occupying budgeted positions will be terminated
23 before employees with regular status are affected by layoff. Employees without status
24 that are terminated will not be placed on recall lists and do not have bumping rights.

25 2. Probationary employees laid off will be placed on reinstatement lists
26 for one year from the date of their layoff. They may, at the County's discretion, be
27 reinstated if there are no employees who are on a recall list. Probationary employees who
28 are reinstated will be treated as if they have been on a leave of absence for purposes of
29 computing seniority and length of probationary period.

1 **E. Layoff Processing for Employees on a Leave of Absence Without Pay**

2 **1. Employee notification**

3 Employees who are on a leave of absence without pay which is
4 scheduled to continue after the layoff effective date and are expected by the County to
5 be affected by an upcoming layoff process will be notified in writing and given an option
6 to return from leave.

7 **2. Use of positions during the layoff process**

8 If no response is received by the County within five (5) days of written
9 notification, or if the employee declines to return from leave of absence, or if the employee
10 is unable to return from leave of absence, the position from which the employee is on
11 leave of absence will be treated as a vacant position during the layoff process and will be
12 available to be filled by another employee who is affected by the layoff process, according
13 to the provisions of this article.

14 **3. Return from family medical leave without pay**

15 After a layoff process affecting the employee's classification has
16 occurred, employees who are on Family Medical Leave without pay immediately prior to
17 returning to work will return to the position formerly held, and the employee occupying
18 that position will be reassigned according to seniority pursuant to this article.

19 **4. Return from other leave without pay**

20 After a layoff process has occurred, employees not on Family
21 Medical Leave without pay immediately prior to returning to work will be reassigned
22 according to seniority pursuant to this article.

23 **5. Recalculation of seniority after leave of absence without pay**

24 All employees on leave of absence without pay that exceeds thirty
25 (30) days will have their seniority recalculated upon their return from leave so that none
26 of the time on the leave of absence without pay counts toward seniority per Section II.B.3
27 of this article.

28 **IV. Bumping**

29 **A. Bumping Definition**

30 The replacement of an employee with less seniority by an employee with
31 more seniority.

1 **B. The Bumping Process**

2 **1.** Vacancies that are created and approved by the Board of County
3 Commissioners to be effective the day following the layoff date shall be treated as
4 vacancies available during a layoff process.

5 **2.** Reassignment of employees to vacant positions within their provider
6 category and FTE, if available, will always take precedence over their bumping another
7 employee; where multiple vacancies within the Dentist's provider category are available,
8 the employee will be reassigned based on their preference.

9 **3.** If bumping is necessary, the least senior employee within the
10 provider category and FTE from which the layoff is being made will be bumped: a
11 Preferred Provider may bump into General Dentistry, if they are the least senior employee
12 in their Preferred Provider category but hold more seniority than the least senior General
13 Dentistry provider.

14 **4.** By mutual agreement between the County and the Union, an
15 employee in the General Dentistry category may take a vacant position in a preferred
16 provider category, but will serve a ninety (90) day trial service period. If an employee is
17 on paid leave or unpaid leave for more than fourteen (14) consecutive calendar days
18 during the ninety (90) day trial service period, the trial service period will be extended by
19 the length of the employee's absence. If during the trial service period the Dental Director
20 determines that the employee is not satisfactorily performing the duties of the assignment,
21 then the employee shall be removed from the assignment and, if no other bumping option
22 is available, shall be placed on the recall list in accordance with Article 11.V.

23 **5.** Employees who are reassigned to a position pursuant to these
24 provisions, and do not accept that position, will be deemed to have resigned.

25 **6.** Employees may not be reassigned to positions under this article
26 unless qualified to perform the duties of that position. Employees may be denied rights
27 otherwise available under these provisions only if they lack knowledge, skills, or abilities
28 required for the position or patient population, that are not easily learned on the job within
29 ninety (90) days. Employees may be required to take and pass qualifying examinations
30 in order to establish their rights to specific positions.

1 **V. Notice and Recall List**

2 **A.** Employees who are subject to reassignment or layoff pursuant to the
3 provisions of this article shall receive a notice in writing at least fifteen (15) days prior to
4 such action. The notice shall state the reason for the action and shall further state that
5 the action does not reflect discredit on the employee. The Union will be provided a copy
6 of the notice.

7 **B.** Employees who are laid off or reassigned between 1.0 FTE (forty
8 hours/week), 0.75 FTE (thirty hours/week), or 0.5 FTE (twenty hours/week) will be placed
9 on the recall lists within provider category, according to seniority. Employees will be
10 placed on all the recall lists that meet the criteria below. (For example, employees who
11 are reassigned from 1.0 FTE to 0.75 FTE will be placed on the recall lists for 1.0 FTE
12 appointment)

13 1. Employees who are laid off will be placed on the recall list.

14 2. Employees who are reassigned from 1.0 to 0.75 or 0.5 FTE will be
15 placed on the list for recall to 1.0 assignment.

16 3. Employees who are reassigned from 0.5 to 0.75 or 1.0 FTE will be
17 placed on the list for recall to 0.5 FTE assignment.

18 4. Employees who are reassigned from 0.75 to 1.0 or 0.5 FTE will be
19 placed on the list for recall to 0.75 FTE assignments.

20 **C.** Employees will remain on a recall list for twenty-four (24) months from the
21 date of placement on the list. Within that time period, employees will be removed from the
22 recall list only under the following circumstances:

23 1. Upon written request of the employee; or

24 2. Upon their retirement; or

25 3. Upon acceptance of permanent recall from the list; or

26 4. Upon declining an offer of permanent recall; or

27 5. Upon the employee's failure to respond to a certified letter sent to the
28 employee's last known address within fourteen (14) days of mailing;

29 6. Disciplinary termination for cause; or

30 7. Failure to maintain Oregon Board of Dentistry licensure.

31 **D.** Employees who are laid off and are on recall list(s) and return to permanent

1 County employment for any reason will be treated as if they have been on a leave of
2 absence without pay for the purpose of computing seniority.

3 **VI. Recall**

4 **A.** Employees on a recall list will be certified in order of seniority, before
5 applicants who qualify through examination, provided they are qualified to perform the
6 duties of the position. Employees on a recall list shall be offered appointment to
7 vacancies, in order of seniority, except when they lack knowledge, skills or abilities
8 required for the position that are not easily learned on the job within ninety (90) days.
9 Employees may be required to take and pass qualifying examinations in order to establish
10 their rights to specific positions. The hiring manager is required to state in writing what
11 qualification(s) the employee lacks that the position requires. The employee will remain
12 on the recall list for certification to other vacancies during their term of eligibility.

13 **B.** Failure to recall an employee, except as provided above, will be deemed a
14 dismissal of that employee for cause and will be reviewed and processed according to
15 the provisions of Article 14 - Disciplinary Action.

16 **VII. Seniority Application**

17 **A.** The above terms for determination of seniority shall apply not only to the
18 layoff process, but also to other situations in which seniority is applied, including total
19 service for the purpose of vacation accrual rates.

20 **B.** Seniority determinations shall have no application to retirement matters.

21 **C.** The County agrees to make available to the Union upon request copies of
22 any personnel list the County maintains regarding seniority or classification changes.

23 **VIII. Posting Process**

24 **A. Seniority List Posting**

25 County agrees to maintain up to date seniority list posted at all times.
26 Updated list will be mailed to the Union.

27 **B. Seniority List Appeal Process: Errors on new lists**

28 Employees who have concerns about the calculation of their seniority on
29 any new list shall consult with management and the Union. If an employee's concerns
30 remain unresolved, the Union may file a formal written grievance at Step 3 of the
31 grievance procedure.

1 **IX. Seniority of and Bumping by Exempt Employees**

2 **A.** The only exempt employees who may bump into the bargaining unit are
3 those who have previously been a member of the Dentist Bargaining Unit.

4 **B.** Only time served in the Dentist Bargaining Unit shall apply for bumping
5 purposes.

ARTICLE 12
PERSONNEL FILE

I. Definition

For the purposes of this article “personnel file” refers to the formal file of personnel documents maintained by Health Department Human Resources Office.

II. Access to Personnel File Materials

A. 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 material in the employee’s personnel file.

B. 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.

III. Written Response

An employee may respond in writing to any item placed in their official personnel file. Any written response will become a part of the file.

IV. Removal of File Materials

A. An employee may request to have removed from their personnel file any letter of reprimand which is more than two (2) years old. If the subject of the discipline is not demonstrably related to client care, the letter shall be removed and shall not be considered in any subsequent disciplinary action.

B. A single letter imposing discipline more severe than a letter of reprimand, which is more than five (5) years old, shall be removed from an employee’s personnel file upon their request if the subject of the discipline is not demonstrably related to client care. If removed, the letter shall not be considered in any subsequent disciplinary action.

C. If there is more than one (1) letter imposing discipline which is more severe than a letter of reprimand on file, none of the letters may be removed until the most recent letter is more than five (5) years old. At that time it and all previous disciplinary letters will be removed from the employee’s personnel file upon request if the subject of the discipline is not demonstrably related to client care.

1 **D.** For the purpose of this subsection “letter” includes all attachments.
2 Disciplinary actions which are eligible for removal under this provision but have not yet
3 been removed will not be considered in any subsequent disciplinary action.

4 **V. Performance Evaluation**

5 **A.** The parties jointly aspire that all bargaining unit members receive annual
6 performance evaluations. The County retains its Management Rights to develop, implement,
7 and revise performance evaluation processes, as it deems appropriate.

8 **B.** An employee has the right to attach a response to any evaluations in their
9 personnel file within thirty (30) days of the receipt.

10 **C.** Performance evaluations shall be signed (or otherwise electronically
11 acknowledged) by the employee’s supervisor, who shall bear ultimate responsibility for the
12 content of the evaluation.

13 **D.** Should a “360° Evaluation” be used, it shall not exclusively constitute the
14 evaluation process but rather may be a component of the performance evaluation.

15 **E.** County performance evaluation forms will include a section on individual training
16 and career development.

ARTICLE 13**EMPLOYMENT RELATIONS COMMITTEE**

1
2
3
4 To promote harmonious relations and aid internal communications, the parties
5 agree to establish a Dentists Employment Relations Committee (“DERC”) within thirty
6 (30) days following the signing of the contract. The County’s DERC members will be the
7 following or their designees: Health Department Director, Health Department Dental
8 Director, Health Department Human Resources Director and a representative from the
9 County’s Labor Relations Division. The Union’s DERC members will be the AFSCME
10 Council Representative and no more than one (1) bargaining unit member from each
11 clinic, who will be released from duty to serve on the DERC without loss of pay. In
12 selecting members, the Union shall take into account such other considerations as are
13 necessary to prevent disruption of operations.

14 The DERC will establish regular meetings at least every four (4) months that will
15 occur in conjunction with the corresponding Provider Meeting or at another mutually
16 agreeable time. These DERC meetings will fall during normal working hours and will be
17 scheduled insofar as practical to avoid disruptions and interruptions of work. The
18 committee may discuss any matter pertinent to maintaining good employer-employee
19 relations. Each party will attempt to give the other reasonable advance notice, insofar as
20 practical, of the agenda items it wishes to discuss at the next meeting. The parties’ first
21 meeting shall occur within sixty (60) days following signing of this agreement by both
22 parties.

ARTICLE 14
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, 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 provides written notice to the Union. Oral or written reprimands do not require prior written notice.

II. Definition of Cause

Cause shall include misconduct, inefficiency, incompetence, insubordination, indolence, malfeasance, or failing to fulfill responsibilities as an employee as determined by the Dental Director, but subject to review under Article 15. IV. This article does not adopt any other definition or test of cause, but does not preclude either party from arguing any particular standard of cause.

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 to the Integrated Clinical Services (ICS) Director or designee.

B. Reduction in Pay, Suspension, or Dismissal

Any regular, non-initial trial service employee for whom reduction in pay, suspension, or dismissal is imposed shall have the right to request review of the imposed discipline within thirty (30) days of receipt of the letter imposing disciplinary action as set out in Article 15 – Settlement of Disputes, IV. Disciplinary Review Process. The employee shall submit the request either to the supervisor who imposed the discipline or directly to the Dental Director.

C. Other

Written documents (excluding performance evaluations) given to an employee that address deficient work performance/conduct and are not discipline may be appealed to the Dental Director.

1 **IV. Manner of Accomplishing Reprimands**

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

5 **V. No Abridgement of Rights**

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

ARTICLE 15
SETTLEMENT OF DISPUTES

I. Grievance Procedure

Any grievance or dispute which may arise between the parties, involving the application, meaning or interpretation of this Agreement, shall be settled in the following manner:

II. Grievance Not Related To Discipline

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 the grievant's 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 the 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. 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 grievant'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.

2. For the purposes of this article, as in the rest of this Agreement, "days" means "calendar days," unless otherwise specified. However, if the 30th and/or

1 final day, whichever is applicable, falls on a weekend or holiday, as defined in Article 7,
2 Paid Leaves, Section III.B, except for floating holiday time, the 30th and/or final day will
3 be considered the next business day immediately following the weekend or holiday.

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

13 **D.** Grievances will be filed at Step 1 of the grievance procedure (see Section
14 III below) unless the County and the Union mutually agree to filing at a higher step.

15 **III. Steps of the Grievance-Not-Related-To-Discipline Procedure**

16 **A. Step 1. The Immediate Supervisor:**

17 Grievance submitted at Step 1 will be filed with the Dental Director or the
18 Dental Director's designee. The Dental Director or the Dental Director's designee will
19 respond in writing to the grievant or the grievant's Union representative within thirty (30)
20 days of receipt.

21 There will be a mandatory meeting either at Step 1 or at Step 2 of the grievance
22 procedure to formally discuss the grievance. Unless an exception is agreed upon by the
23 Union and the County, the meeting will be attended by the grievant, the Dental Director,
24 a Health HR Representative, and the steward and/or other Union representative. If the
25 grievance is a class grievance, a representative employee shall be deemed the grievant
26 for the purposes of the mandatory meeting.

27 **B. Step 2. The Department Director:**

28 Grievances submitted at Step 2 and grievances unresolved at Step 1 may
29 be presented by the grievant or the grievant's Union representative to the Department
30 Director or the Department Director's designee. Unresolved grievances must be
31 submitted within thirty (30) days after the response is due at Step 1. The Department

1 Director or the Department Director's designee will respond in writing to the grievant or
2 the grievant's Union representative within thirty (30) days of receipt.

3 **C. Step 3. Labor Relations:**

4 Grievances submitted at Step 3 and grievances unresolved at Step 2 may
5 be presented by the grievant or the grievant's Union representative to the Labor Relations
6 Manager or the Labor Relations Manager's designee. Unresolved grievances must be
7 submitted within thirty (30) days after the response is due at Step 2. The Labor Relations
8 Manager or the Labor Relations Manager's designee will respond in writing to the grievant
9 or the grievant's Union representative within thirty (30) days of receipt.

10 **D. Step 4. Arbitration:**

11 If the grievance has not been answered or resolved at Step 3, the Union
12 may, within thirty (30) days after the expiration of the time limit specified in Step 3, request
13 arbitration by written notice to the County.

14 Within thirty (30) days of submitting a grievance for arbitration, the Union shall
15 request a list of the names of seven (7) arbitrators from the State of Oregon Employment
16 Relations Board. The Union and the County shall select an arbitrator from the list by
17 mutual agreement. If they are unable to agree on a method, the arbitrator will be chosen
18 by the method of alternate striking of names, the order of striking to be determined by lot.
19 One day shall be allowed for the striking of each name. The final name left on the list shall
20 be the arbitrator. Nothing in this section shall prohibit the Union and the County from
21 agreeing upon a permanent arbitrator or permanent list.

22 The Union and the County agree that no less than five (5) days prior to any
23 scheduled arbitration hearing, they will mutually exchange copies of all exhibits and
24 names of witnesses intended to be offered at the hearing, except the work product of any
25 attorney or authorized representative involved.

26 No less than five (5) days prior to the scheduled arbitration, the Union and the
27 County shall submit to the designated arbitrator a signed stipulation of the issue before
28 the arbitrator. In the event they are unable to stipulate the issue in dispute, each party
29 shall, not later than four (4) days prior to the scheduled arbitration, submit to the arbitrator
30 and the other party a signed statement of the issue that party asserts is in dispute.

31 The arbitrator shall be requested to begin taking evidence and testimony within

1 twenty-five (25) days after submission of the request for arbitration; and the arbitrator
2 shall be requested to issue their decision within thirty (30) days after the conclusion of
3 testimony and argument. The Union and the County hereby vest the arbitrator with
4 authority to compel the attendance of witnesses on behalf of either party by issuance of
5 a subpoena, the cost of which shall be borne by the party requesting the subpoena.

6 The arbitrator's decision shall be final and binding, but the arbitrator shall have no
7 power to alter, modify, amend, add to, or detract from the terms of this Agreement. The
8 arbitrator's decision shall be within the scope and terms of the Agreement and in writing.
9 Any decision of the arbitrator may provide for retroactivity not exceeding sixty (60) days
10 prior to the date the grievance was first filed, and it shall state the effective date of the
11 award.

12 Expenses for the arbitration shall be borne by the losing party. Each party shall be
13 responsible for compensating its own representatives and witnesses. If either party
14 desires a verbatim recording of the proceedings, it may cause such record to be made,
15 on the condition that it pays for the record and makes copies available without charge to
16 the other party and/or the arbitrator.

17 Any time limits specified in the grievance procedure may be waived by mutual
18 consent of the parties. A grievance may be terminated at any time upon receipt of a signed
19 statement from the aggrieved party that the matter has been resolved.

20 **E. Content of Grievances and Responses**

21 The parties agree that it is mutually beneficial if grievances and responses
22 contain adequate explanations of the position of the parties at each step of the process.
23 Failure to do so, however, will not be subject to grievance.

24 **IV. Disciplinary Review Process**

25 **A. Notice of Proposed Discipline**

26 Before imposing discipline of suspension or termination, the County must
27 provide the Dentist with a written Notice of Proposed Discipline no less than ten (10) days
28 before the date of intended imposition, followed by an opportunity to be heard prior to
29 imposition.

30 **B. Disciplinary Review**

31 **1.** If suspended or terminated, a regular, non-initial trial service Dentist

1 or their Union Representative may appeal the discipline by making a request to the Dental
2 Director within thirty (30) days of the date of imposition of discipline. A regular, non-initial
3 trial service Dentist who is denied removal of discipline from the Dentist's personnel file
4 under Article 12 - Personnel File may appeal the denial by making a request to the Dental
5 Director within thirty (30) days of the date of notice of the denial. The Dentist appealing
6 the suspension or termination, or denial of removal of discipline, shall be entitled to
7 representation as set out in Section V. below.

8 **2.** Upon receipt of a request, the Dental Director will convene a
9 mandatory meeting to formally discuss the Disciplinary Action. Unless an exception is
10 agreed to by the Union and the County, the attendees shall include the employee who
11 was disciplined, their Union Representative, the Dental Director or their designee, a
12 representative from Health Human Resources, and a representative from Central Human
13 Resources Labor Relations. The Dental Director or their designee will respond to the
14 Disciplinary Appeal in writing within thirty (30) days of the mandatory meeting. The Union
15 may appeal the Dental Director's/designee's response by notice to Central Human
16 resources Labor Relations within thirty (30) days after receipt of the response.

17 **3.** Upon receipt of an Appeal of the Disciplinary Action, the Dental
18 Director will convene and impanel an *ad hoc* Discipline Review Committee. The
19 committee will have five (5) members:

20 **a.** Two (2) MCHD regular, non-initial trial service staff Dentists
21 (other than the individual subject to discipline) identified by the bargaining unit,

22 **b.** Two (2) currently or formerly Oregon licensed non-Local 88-5
23 unit member Dentists (which may include the Dental Director themselves), as selected by
24 the Dental Director, and

25 **c.** One (1) arbitrator, selected as set out in the second paragraph
26 of Subsection III.D. above.

27 **4.** The Dental Director will inform the panel of: 1) in the case of imposed
28 discipline, the identified concerns regarding the Dentist's performance, and the imposed
29 discipline and rationale for the imposed discipline; and 2) in the case of denial of a request
30 for removal, the demonstrable relationship to client care.

31 **5.** The Review Committee shall:

1 **a.** Convene an administrative hearing, Chaired by the arbitrator
 2 selected by the parties, to receive evidence for the purpose of: 1) in the case of imposed
 3 discipline, evaluating the Dentist's performance in an independent, neutral and objective
 4 manner. In doing so, the Review Committee will use the performance expectations set
 5 out by the Dental Director, relevant County, department, and program policies and
 6 procedures, and other clinical practice-related resources as are relevant and appropriate;
 7 and 2) in the case of denial of a request for removal, the relationship of the basis of
 8 discipline to client care.

9 **b.** Determine whether: 1) in the case of imposed discipline, the
 10 discipline should be upheld, modified, or vacated; and 2) in the case of denial of a request
 11 for removal, whether a meaningful relationship to client care has been demonstrated.

12 **c.** The Committee Chair shall articulate in writing the
 13 Committee's findings and the rationale for its recommendation.

14 **6.** The decision of the *ad hoc* Review Committee shall be final and
 15 binding on the parties. The fees of the arbitrator shall be borne by the losing party, similar
 16 to that described in Art. 15.III.D.

17 **V. Representation of Employees**

18 **A. The Union as Exclusive Representative**

19 **1.** The Union is the exclusive representative of bargaining unit
 20 employees with respect to conditions of employment governed by this Agreement under
 21 the State of Oregon Public Employees Collective Bargaining Act.

22 **2.** Attorneys who do not represent the Union or the County may appear
 23 at grievance and disciplinary review meetings and hearings only at the mutual consent of
 24 the Union and the County.

25 **3.** An employee may file a grievance through Step 3 of the grievance
 26 procedure without the assistance of the Union; however, departure from the grievance
 27 procedure described herein shall automatically nullify the Union's obligation to process
 28 the grievance. Also, whether or not the employee seeks Union assistance, the Union must
 29 be given the opportunity to be present when a settlement offer is made, and any
 30 settlement must be consistent with the terms of this Agreement.

31

1 **B. Stewards**

2 **1. Definition and designation**

3 Employees selected by the Union as employee representatives shall
4 be known as "Stewards." The names of the stewards and the names of other union
5 officers and Council 75 representatives, who may represent employees, shall be certified
6 in writing to the County by the Union.

7 **2. Processing of grievances by stewards**

8 **a.** Upon notification to the grievant's supervisor of the name of
9 the grievant and the tentative cause of the grievance, or the name of the subject of a
10 disciplinary investigatory interview, a steward(s) responsible for the grievant's work area
11 may investigate and process grievance(s) at the work site during working hours without
12 loss of pay, or in the case of an investigatory interview, participate in such interview
13 without loss of pay. All efforts will be made to avoid disruptions and interruptions of work.

14 **b.** Employees meeting with their steward to process a grievance
15 will also be permitted to do so without loss of pay during working hours.

16 **c.** A steward may not process a grievance in any other work area
17 than the one to which the steward is assigned by the Union unless mutually agreed by
18 the Department and the Union.

19 **3. Chief steward**

20 There shall be one (1) Chief Steward. When there is no steward
21 assigned to the grievant's work area, the regular steward is unavailable, or by mutual
22 agreement between the Union and the Department, the assigned Chief Steward may
23 process a grievance. When a Chief Steward is unavailable or by mutual agreement
24 between the Union and the Department, the Union may designate a Union officer to act
25 as Chief Steward.

26 **4. Notification**

27 The Union shall immediately notify the County of the names of
28 Steward and Chief Steward appointments upon their selection.

1 **ARTICLE 16**
2 **MODIFICATION OF WORK PERFORMED**
3 **BY THE BARGAINING UNIT:**
4 **CONTRACTING, INTERGOVERNMENTAL AGREEMENTS**
5

6 **I. Contracting**

7 The County may contract or subcontract out work performed by employees in this
8 bargaining unit regardless of impact on employees, including but not limited to layoff. In any
9 instance in which such contracting or subcontracting would result in layoff, however, and the
10 County is unable to find suitable or comparable alternative employment for the employees,
11 this contracting or subcontracting will occur only if it was anticipated and considered as a
12 part of the budgeting process and the Union Business Representative and/or President has
13 been notified of the specific plan and its probable impact at least thirty (30) days prior to
14 adoption of the annual budget, referred to as the "Adopted Budget", or formal Board
15 consideration of budget modifications.

16 Any contracting out of bargaining unit work under the terms of this article shall be
17 bound exclusively by the exercise of the discretion of the Board of County Commissioners,
18 and any appropriate elected executive, subject only to the limitations of this article and laws
19 in effect at the time of execution of this Agreement, including but not limited to ORS
20 279B.030 to 279B.040. This exercise of discretion shall specifically not be bound by the
21 requirements of any Initiative Petition, or law promulgated thereto, which becomes effective
22 subsequent to the execution of this Agreement.

23 **II. Intergovernmental Agreements**

24 The County agrees to notify the Local 88 Business Agent and/or President when
25 an Intergovernmental agreement which would affect the transfer of employees to or from
26 the County is placed on the Board agenda. The County also agrees to provide Union with
27 a specific plan and its probable impact relative to Intergovernmental Agreements involving
28 employee transfer, when such Agreements are anticipated, at least thirty (30) days prior
29 to formal Board consideration of budget modifications or the Board's adoption of the
30 annual budget related to such a transfer.

1 **III. Rights and Benefits of Employees Involved in Consolidation, Merger, and**
2 **Acquisition of Positions**

3 **A.** The County and the Union recognize the provisions of ORS 236.610
4 through 236.650 in the event an employee of the County is transferred to another public
5 employer as defined under ORS 236.610(2) for reason of merger, consolidation or
6 cooperation agreement.

7 **B.** All employees acquired by the County as a result of merger, consolidation,
8 cooperation agreement, or acquisition of a facility, shall be entitled to all rights and
9 benefits granted employees under this Agreement and ORS 236.610 through 236.650.

ARTICLE 17
SAFETY AND HEALTH

I. Policy Statement

It is agreed that occupational safety and health must be a priority of the County and its employees. Therefore, the County accepts its responsibility to provide safe workplaces, working conditions, appropriate safety training, tools, equipment, Personal Protective Equipment (PPE) per OAR 437-002-0134, and to establish safe working procedures for its employees. The employee(s) accepts the responsibility to follow all safety rules and participate in required job or task specific safety training provided by the County.

II. Reporting Unsafe Conditions and Employee Rights to Refuse Work

A. Employees are responsible for reporting recognized hazards, unsafe conditions or practices; the County is responsible for correcting unsafe conditions or practices. Employees are responsible for properly using and caring for facilities, vehicles, equipment, tools, and supplies provided by the County and the County is responsible for safe and proper care of the same. Administrative Procedure RSK-7 provides employees a reporting mechanism for reporting unsafe conditions or unsafe acts to the County as required by OAR 437-001-0765. The responsible manager shall timely investigate all reports of unsafe conditions or acts and ensure that reports with findings and corrections action are reported to the safety committee, Risk Management, and Workplace Security Director.

B. The County and the Union take note of Federal OSHA regulations related to an employee's rights and responsibilities if they are confronted with an assignment that places them in imminent danger.

III. Safety Records and Disclosure to Employees

Employee exposure records (environmental monitoring and Safety Data Sheets) and accident/incident reports, including but not limited to OSHA 300 Logs, shall be made available to the employee and their designated representative. A summary of the OSHA 300 Log will be posted prominently in the workplace per OAR 437-001-0700.

IV. Violence in the Workplace

The County is committed to providing its employees with a workplace free of

1 hostility, intimidation, harassment and other unacceptable violent behavior. This includes
2 a work environment supportive of employees who are victims of domestic violence.
3 Employees are expected to report to their managers any workplace violence they
4 experience or observe regardless of its origin. If an employee directly experiences
5 workplace violence, they are expected to also complete the RSK-2 form. The County is
6 responsible for investigating these reports, taking appropriate and necessary action to
7 maintain a safe work environment. If an employee reports a credible threat of violence to
8 their manager, the manager will immediately report it to the Workplace Security Director
9 and the County will take appropriate measures to ensure enhanced security measures
10 are considered that address safety of employees and the public including but not limited
11 to causing a Risk Assessment to be conducted for the situation. Any Risk Assessment
12 will include actionable loss prevention items and an implementation strategy. The County
13 will promptly report the findings of the Risk Assessment to the reporting employee and to
14 the Union. This may result in exclusions of the offending individuals from County facilities
15 when appropriate and lawful.

16 **V. Staffing**

17 Management has the right to determine staffing and establish any minimum staffing
18 requirements. The County will staff appropriately to provide for the safety of employees,
19 clients and members of the public.

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ARTICLE 18
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, gender expression, 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.

B. Legally Prohibited Discrimination and County Complaint Procedure

The County will maintain a complaint procedure for allegations of discrimination in violation of law.

II. No Prejudicial Harassment

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 microaggression 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. Microaggressions are defined as commonplace and casual verbal, behavioral, or environmental indignities and denigrations, 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.

1 **B. Sexual Harassment Prohibited**

2 No employee(s) shall be subjected to unwelcome sexual advances, requests
3 for sexual favors, or any form of verbal or physical conduct of a sexual nature that is
4 offensive, hostile or intimidating that interferes with the work performance of such
5 employee(s).

6 **III. Changes in Existing Conditions**

7 **A.** For the purpose of this Agreement, the term, "existing working conditions,"
8 means practices impacting mandatory subjects of bargaining which have been:

- 9 **1.** Clear and consistent;
10 **2.** Acted upon repetitively over a substantial period of time; and
11 **3.** Readily ascertainable as mutually accepted by the parties.

12 **B.** Existing working conditions shall be changed only after the Union has been
13 afforded opportunity to make suggestions and shall not be for arbitrary or capricious
14 reasons.

15 **C.** Disputes regarding the change of existing working conditions shall be
16 resolved through the grievance procedure beginning at Step 3.

17 **D.** No payment of monies made in error, or not authorized by proper authority,
18 shall be considered an existing condition.

19 **IV. Transfers**

20 **A.** Vacant bargaining unit positions will be posted internally for seven (7)
21 calendar days prior to external recruitment to allow regular status employees to exercise
22 the following transfer right.

23 **B.** Regular status employees shall be entitled to transfer within their current
24 provider category, as defined in Article 11.III.A.2. Additionally, Preferred Providers shall
25 be entitled to transfer into a General Dentistry vacancy.

26 **C.** In the event that two or more employees apply for transfer into the same
27 position, then the employee with the most seniority holds the right of first refusal to the
28 position.

29 **D.** If no regular status employee bids on the position, then an initial trial service
30 employee is eligible (but not entitled) to transfer, subject to their supervisor's review and
31 approval.

1 **E. Minimum Time Served In Position**

2 Dentist will serve a minimum of twelve (12) months in a position in which they
3 voluntarily moved, including initial trial service employees, prior to being considered
4 eligible for a transfer into another position. This will not include employees involuntarily
5 reassigned due to a budget reduction/layoff process.

6 **V. Loss of Personal Property**

7 **A. Procedure for Advancing Claims**

8 Employees who suffer a loss of personal property on County premises shall
9 be provided a claims form by the Risk Management Division upon request. Premises, for
10 this purpose, are defined as County facilities and vehicles. The Risk Management
11 Division shall provide the requesting employee with a determination in writing by the
12 County of the legal liability the County may have in the matter. The County will pay claims
13 for which it determines it has legal liability.

14 **B. Exclusion of Personal Vehicles**

15 Personal vehicles are expressly excluded from this provision. Loss or damage
16 to employees' personal vehicles is the sole responsibility of the employee.

17 **VI. Facility Closure or Curtailment of Operations**

18 **A. Operationally Essential "On Site" Employee Assignments and**
19 **Compensation**

20 1. Effective upon the implementation of the economic terms of this
21 Agreement as specified in Article 7.I.B.2 and then annually every September 1 thereafter,
22 the County will notify the Union in writing of the number of Operationally Essential
23 Employee assignments it requires. Thirty (30) days after receipt of that notice the County
24 will seek volunteers first to be designated as Operationally Essential "On-Site"
25 Employees. If there are no volunteers, then employees will be designated in inverse
26 seniority order as an Operationally Essential "On-Site" Employee. An employee who has
27 volunteered or was selected through inverse order of seniority shall not be required to
28 serve as operationally essential "On-Site" until all employees have rotated through
29 essential status in successive years.

30 2. In the event the County needs to assign an additional employee to
31 essential "On-Site" status after the initial designation process because a previously

1 designated employee has left employment with the County or is otherwise unable to
 2 perform their assignment, it will seek volunteers first and then if there are no volunteers,
 3 assign employees in accordance with Article 7.XII.B.1

4 **3.** In the event that a County-wide closure or curtailment lasts in excess of
 5 five (5) consecutive business days, then the County will reassign other Dentists in
 6 accordance with Article 18.VI.A.1 into operationally essential assignments and relieve
 7 current operationally essential Dentists.

8 **4.** Employees who have been designated as operationally essential are
 9 required to report for duty at the facility designated by the County only on days they are
 10 regularly scheduled to work regardless of facility closure or curtailment of some or all
 11 County operations.

12 **5.** Operationally essential employees may be directed to work remotely or
 13 in person during a County closure or curtailment, based upon management discretion
 14 and operational needs

15 **6.** Compensation:

16 Employees will receive a twenty percent (20%) premium during all hours
 17 worked on-site during a County Closure or Curtailment of non-essential services.

18 **C. Non-Operationally Essential “On Site” Employees**

19 **1.** Dentists who are not designated as Operationally Essential “On Site”
 20 Employees and are directed by an appropriately authorized management representative
 21 to not report onsite to work due to facility or operations delayed opening, early closure, or
 22 full curtailment may be reassigned to work from home with the necessary computer
 23 equipment to perform assigned duties, including but not limited to telehealth, until such
 24 time as the facility or operation reopens or the employee is reassigned to another work
 25 location. However, if an employee leaves early due to impending inclement weather,
 26 taking their banked leave and the County subsequently closes or curtails that employee’s
 27 facility or program during the balance of their shift, then the employee will be credited
 28 administrative leave for the shift time that was closed or curtailed or begin telework as
 29 directed by the County.

30 **2.** If management is unable to reassign the Dentists to another work
 31 location or there is not work available, the Dentists shall be compensated for regularly

1 scheduled work hours.

2 **D. Hardship Requests during Natural Disasters and Community**
3 **Emergencies**

4 The County recognizes the scope and intensity of potential natural disasters and
5 community emergencies that could be experienced by County employees. While
6 employees are expected to make reasonable efforts to perform the duties of their job
7 during an emergency, the County will also make reasonable efforts to accommodate
8 impacted employee requests for leave or alternative places to work during such
9 emergencies.

10 **VII. Same-Day Reassignment**

11 **A. Definition**

12 Same-Day Reassignment is when an employee, is temporarily required to work their
13 assigned hours at an alternate worksite. Employees may be reassigned a maximum of
14 four (4) times per year for the specific purpose of addressing staffing levels (including
15 vacancies and absences). In no event shall the reassignment of a Dentist cause
16 cancellation of such Dentist's patients or closing of clinics.

17 **B. Procedure**

18 **1. Reporting Location, Time and Mileage Reimbursement**

19 Generally, employees who are given Same-Day Reassignment may first report
20 to their regular work site then travel to the alternative work site, and return to their regular
21 work site when released from the alternative work site, and the time traveling to and from
22 the alternative work site will be included in the employee's regular work hours. However,
23 if the Employee can be notified in advance and requests to report directly to the alternative
24 work site, they will be paid for their full shift as long as their arrival time is no later than
25 thirty (30) minutes after the start time and their departure time is no earlier than thirty (30)
26 minutes prior to their end time, unless otherwise mutually agreed. An employee that took
27 public transportation shall be provided sufficient time for transport to and from the clinic
28 they were reassigned. Employees reassignment will be entitled to mileage reimbursement
29 in an amount reflecting the distance between the employee's regular work site and the
30 work site to which they are reassigned, pursuant to Article 16, Section 7(A) of this
31 Agreement.

2. Rotation

Employees will generally be reassigned out of their regular work location starting in reverse seniority order (least senior to most senior), unless the County determines that the skill mix of either work location or patient/operational needs warrant an exception from the rotation (e.g., if an employee is the only dentist at the facility and reassignment would result in a closure). A reverse-seniority-based reassignment will be followed in a rotational order. If an employee volunteers for the reassignment, that will count as that employee's turn in the rotation.

VIII. Notice of Resignation

Dentists will endeavor to provide forty-five (45) days' notice of resignation. If forty-five days' notice is not provided, the Dentist will not be penalized. This forty-five (45) day notice expectation shall not apply to a Dentist potentially facing layoff, potential displacement as the result of a layoff, or that was displaced by a layoff within the six (6) months of their resignation date.

1 **ARTICLE 19**

2 **SAVINGS CLAUSE AND FUNDING**

3

4 **I. Savings Clause**

5 Should any Article, section, or portion thereof of this Agreement be held unlawful
6 and unenforceable by any court of competent jurisdiction, or any administrative agency
7 having jurisdiction over the subject matter, such decision shall apply only to the specific
8 Article, section, or portion thereof directly specified in the decision. Upon the issuance of
9 any such decision, the parties agree immediately to attempt to negotiate a substitute, if
10 possible, for the invalidated Article, section, or portion thereof. All other portions of this
11 Agreement, and the Agreement as a whole, shall continue without interruption for the term
12 hereof.

13 **II. Funding**

14 The parties recognize that revenue needed to fund the wages, benefits, and
15 budget-related existing conditions provided by the Agreement must be approved annually
16 by established budget procedures. All such wages, benefits, and budget-related existing
17 conditions are, therefore, contingent upon sources of revenue and annual budget
18 approval. The County has no intention of cutting the wages and benefits specified in this
19 Agreement because of budgetary limitations, but cannot and does not guarantee any level
20 of employment in the bargaining unit covered by this Agreement. The County agrees to
21 include in its annual budget request amounts sufficient to fund the wages and benefits
22 provided by this Agreement, but makes no guarantee as to the passage of such budget
23 request pursuant to established budget procedures.

ARTICLE 20
ENTIRE AGREEMENT

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4 The parties acknowledge that during the negotiations which resulted in this
5 Agreement each had the unlimited right and opportunity to make demands and proposals
6 with respect to any subject or matter not removed by law from the area of collective
7 bargaining, and that the understandings and agreements The parties acknowledge that
8 during the negotiations which resulted in this Agreement each had the unlimited right and
9 opportunity to make demands and proposals with respect to any subject or matter not
10 removed by law from the area of collective bargaining, and that the understandings and
11 agreements arrived at by the parties after the exercise of that right and opportunity are
12 set forth in this Agreement. This Agreement constitutes the sole and entire existing
13 Agreement between the parties. Except as specifically modified by or treated in this
14 Agreement, all policies, matters, questions and terms affecting unit employees in their
15 employment relationship with the County shall be governed by Article 4, Management
16 Rights, unless such rights are specifically limited by the Multnomah County Code Chapter
17 9 or its successor and the Personnel Rules. The County and the Union, for the life of the
18 Agreement, each voluntarily and unqualifiedly waives the right, and agrees that the other
19 shall not be obliged, to bargain collectively with respect to any subject or matter referred
20 to or covered by this Agreement, even though such subject or matter may not have been
21 within the knowledge or contemplation of either party or both parties at the time that they
22 negotiated and signed this Agreement.

23 Nothing in this article shall preclude the parties during the term of this Agreement
24 from voluntarily entering into amendments to the Agreement; nor shall the Union and the
25 County Chair or their designee(s) for labor relations be precluded from voluntarily entering
26 into Memoranda of Understanding, Interpretation, or Exception concerning matters of
27 contract administration.

ARTICLE 21
TERMINATION

1
2
3
4
5
6
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8
9
10

This Agreement shall be effective upon ratification by the Board of County Commissioners unless otherwise provided herein, and shall remain in full force and effect through the thirtieth (30th) day of June, 2026, subject to reopener exception set forth in Article 8, Section 1.C. This agreement shall be automatically renewed from year-to-year thereafter, unless either party shall notify the other in writing no later than January 31, 2026 that it wishes to modify the contract for any reason. The contract shall remain in full force and effect during the period of negotiations

IN WITNESS WHEREOF, the Parties hereto have set their hands this 14th day of December, ~~2024~~ 2023

MULTNOMAH COUNTY EMPLOYEES
UNION, LOCAL 88-5, AFSCME,
AFL-CIO (Dentists Unit)


MULTNOMAH COUNTY, OREGON




Dr. Melissa Brady




Jessica Vega Pederson, County Chair



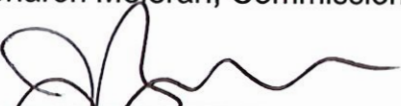
Dr. Lillian Harewood



Sharon Meieran, Commissioner




Dr. Ida Hazeem-Layous



Jesse Beason, Commissioner



Dr. Sergey Kirpichenko



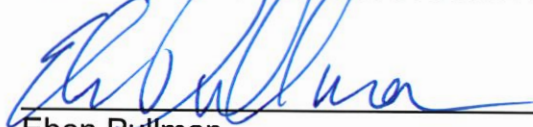
Julia Brim-Edwards, Commissioner



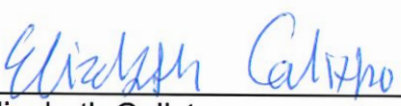
Lori Stegmann, Commissioner

NEGOTIATED FOR THE UNION BY:

NEGOTIATED FOR THE COUNTY BY:

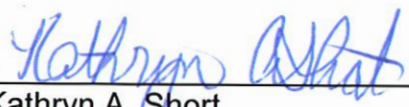


Eben Pullman,
Bargaining & Representation Manager
Oregon AFSCME Council 75



Elizabeth Calixtro,
Labor Relations Manager
Department of County Management

REVIEWED BY:



Kathryn A. Short
Deputy County Attorney

ADDENDUM A
SALARY SCHEDULE

A. Salary Range for FY 2023-2024

Effective: 7/1/2023 (5% COLA Adjustment)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Semi-Monthly	\$7,081.88	\$7,294.34	\$7,513.17	\$7,738.57	\$7,970.72	\$8,209.85	\$8,456.13	\$8,709.81
Annual	\$169,965	\$175,064	\$180,316	\$185,725	\$191,297	\$197,036	\$202,947	\$209,035

B. Salary Range for FY 2024-2025

On July 1, 2024, an additional step of three percent (3%) will be added to the top of the dental salary range (Step 9). Effective July 1, 2024, the salary range shall be increased by the percentage increase in the West Size Class A Consumer Price Index for Urban Wage Earners and Clerical Workers for the second half of 2022 to the second half of 2023 as reported in February 2024. The minimum percentage increase shall be no less than one percent (1%) and the maximum percentage increase no more than four percent (4%).

C. Salary Range for FY 2025-2026

Effective July 1, 2025, the salary range shall be increased by the percentage increase in the West Size Class A Consumer Price Index for Urban Wage Earners and Clerical Workers for the second half of 2023 to the second half of 2024 as reported in February 2025. The minimum percentage increase shall be no less than one percent (1%) and the maximum percentage increase no more than four percent (4%).

ADDENDUM B
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 workplace, which is free of alcohol and drugs and free of the effects of prohibited alcohol and drug use.

II. Statement of Principle and Notice of Policy

A. The County and the Union jointly recognize that alcohol and drug use by an employee which adversely affects job performance may constitute a serious threat to the health and safety of the public, the employee, and coworkers.

B. The County recognizes that employees are the organization's most valuable resource and is committed to supporting their safety, health, and well-being. Substance Use Disorder (SUD) is recognized as an illness that can be abated through drug screening, education, treatment, and rehabilitation. To that end, employees struggling with drug or alcohol use are encouraged to seek professional assistance and/or County-provided resources (e.g., EAP). All requests for assistance and the results of treatment and counseling shall be kept confidential as reasonably possible.

C. The County is committed to maintaining effective communication in regards to the application of this Article's provisions. As such, the County will convene a labor management committee on an annual basis upon request, to discuss any questions or concerns that may arise during the term of this contract. The terms of this Article shall remain active during such discussion and this section does not constitute a reopener.

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 14, Disciplinary Action.

2. Employees will not be subject to discipline for seeking treatment for alcohol or drug dependency. However, employees will be held fully accountable for their

1 behavior. Seeking treatment will not mitigate discipline for rule violations or other unacceptable
2 conduct caused by such dependency.

3 **B. Work Rules**

4 **1. Possession, consumption, solicitation and distribution of alcohol**
5 **and drugs while on duty**

6 Employees shall:

7 **a.** Not possess, consume, manufacture, solicit or distribute, cause to
8 be brought, dispense, or sell alcohol or alcohol containers in or to the workplace except when
9 lawfully required as part of the job. An exception will be sealed alcohol containers for gift
10 purposes; managers must be notified when such containers are brought to the workplace. The
11 “workplace” includes vehicles parked on County property.

12 **b.** Not possess, consume, manufacture, solicit or distribute, cause to
13 be brought, dispense, or sell illegal drugs or drug paraphernalia, in or to the workplace except
14 when lawfully required as part of the job.

15 **c.** Not solicit, distribute, dispense or sell prescription medications
16 except when lawfully required as part of the job.

17 **d.** Not possess or consume prescription medications without a valid
18 prescription.

19 **2. Possession, consumption, solicitation and distribution of alcohol**
20 **and drugs while off duty on County premises:**

21 Employees shall:

22 **a.** Not use, possess, solicit or distribute illegal drugs.

23 **b.** Not use or distribute alcohol without authorization.

24 **3. Fitness for duty**

25 Employees shall:

26 **a.** Not report for duty while “under the influence” of alcohol or drugs.
27 An individual is considered to be “under the influence” of alcohol if a breathalyzer test indicates
28 the presence of alcohol at or above the .04% level. An individual is considered to be “under the
29 influence” of drugs when testing indicates the presence of controlled substances at or above
30 the levels applying to CDL holders.

31 **b.** Not render themselves unfit to fully perform work duties because of
32 the use of alcohol or illegal drugs, or because of the inappropriate use of prescription or non-
33 prescription medications.

1 c. Comply with legally mandated occupational requirements, whether
2 or not they are specifically included in this policy.

3 d. Not be absent from work because of the use of alcohol or illegal
4 drugs, or because of the inappropriate use of prescription or non-prescription medications,
5 except when absent to participate in a bona fide assessment and rehabilitation program while
6 on FMLA and/or OFLA leave.

7 e. Inform themselves of the effects of any prescription or non-
8 prescription medications by obtaining information from health care providers, pharmacists,
9 medication packages and brochures, or other authoritative sources in advance of performing
10 work duties.

11 f. Notify their manager in advance when their use of prescription or
12 non-prescription medications may impair the employee's ability to perform the essential
13 functions of their position that will result in a direct threat to others. Employees who drive a
14 motor vehicle as part of their job, whether a County vehicle or their personal vehicle, should
15 report when they are taking any medication that may impair their ability to drive.

16 **4. Cooperation with Policy Administration**

17 Employees shall:

18 a. Not interfere with the administration of this Drug and Alcohol Policy.
19 Examples include, but are not limited to, the following: tainting, tampering, or substitution of
20 urine samples; falsifying information regarding the use of prescribed medications or controlled
21 substances; or failure to cooperate with any tests outlined in this policy to determine the
22 presence of drugs or alcohol.

23 b. Provide to Human Resources within twenty-four (24) hours of
24 request a current, valid prescription in the employee's name for any drug or medication which
25 the employee alleges gave rise to reasonable suspicion of being under the influence of alcohol
26 or drugs.

27 c. Respond fully and accurately to inquiries from the County's Medical
28 Review Officer (MRO); authorize MRO contact with treating health care providers upon
29 request.

30 d. Complete any assessments or treatment programs required under
31 this Policy.

1 e. Sign a waiver upon request authorizing treatment providers to
2 disclose confidential information necessary to verify successful completion of any assessment
3 or treatment program required under this Policy.

4 f. Disclose promptly (upon the next working day) and fully to their
5 manager:

6 i. All drug or alcohol related arrests, citations, convictions,
7 guilty pleas, no contest pleas or diversions which resulted from conduct which occurred while
8 the employee was on duty, on County property, or in a County vehicle; or

9 ii. Any other violation of laws regulating use of alcohol and
10 controlled substances which adversely affects an employee's ability to perform major job
11 functions, specifically to include loss or limitation of driving privileges when the employee's job
12 is identified as requiring a valid license.

13 **C. Levels of Discipline**

14 1. The level of discipline imposed on regular status employees for violation
15 of the Alcohol and Drug Policy Work Rules above or other violations resulting from the use of
16 alcohol or drugs will be according to the provisions of Article 14, Disciplinary Action.

17 2. Employees will be held fully accountable for their behavior. Use of alcohol
18 or drugs, or alcohol or drug dependency, will not mitigate the discipline imposed for rule
19 violations, misconduct, or poor performance except as specifically provided in the section on
20 last chance agreements below.

21 3. The Parties acknowledge that, all other things being equal, certain duties
22 imply a higher standard of accountability for compliance with the requirements of this policy
23 than others. These duties include, but are not limited to, the following:

- 24
- 25 a. works in the criminal justice system
 - 26 b. responsibility for public safety or the safety of co-workers
 - 27 c. handling narcotics or other controlled substances
 - 28 d. handling hazardous equipment or materials
 - 29 e. influencing the behavior of minors
- 30

31 4. In instances in which the County determines that an employee's conduct
32 warrants termination, the County may offer the employee continued employment under the
33 terms of a Last Chance Agreement if there are mitigating circumstances, such as a Substance

1 Use Disorder or other good cause. An example of a Last Chance Agreement is included as an
2 attachment to this Addendum.

3 **a.** Any Last Chance Agreement will include but not be limited to, the
4 following:

5 **i.** the requirement that the employee enroll, participate in, and
6 successfully complete a treatment program as recommended by the Substance Abuse
7 Professional;

8 **ii.** the right for the County to administer any number of
9 unannounced follow up drug or alcohol tests at any time during the work day for a period of two
10 (2) years from completion of any required treatment or education program;

11 **iii.** the signatures of the employee's manager, the employee,
12 and the employee's Union representative.

13 **b.** The offer of a Last Chance Agreement will not set precedent for the
14 discipline of other employees in the future. Any discipline incorporated in a Last Chance
15 Agreement may not be grieved under the provisions of Article 15, Settlements of Disputes.

16 **D. Mandatory Assessment and Treatment**

17 **1.** Employees who are disciplined for conduct which is related to the use of
18 alcohol or drugs may be required to undergo assessment and to complete a program of
19 education and/or treatment prescribed by a Substance Abuse Professional selected by the
20 County. Employees who test positive for alcohol or controlled substances may be required to
21 undergo assessment at management's discretion, regardless of whether disciplinary action has
22 been taken or a Last Chance Agreement entered into.

23 **2.** The County will verify employees' attendance, and that the assessment
24 and treatment have been completed. This verification and any other information concerning
25 alcohol and drug dependency will be treated as confidential medical information per applicable
26 state and federal law and County Administrative Procedures.

27 **3.** Policy on the use of leave for assessment and treatment will be the same
28 as for any other illness.

29 **E. Return to Work Testing**

30 Employees who test positive for being "under the influence" of drugs will be
31 required to test negative before returning to work. (Note that Federal law requires CDL holders

1 performing safety sensitive functions to undergo return to work testing after a positive alcohol
2 or drug test.)

3 **IV. Testing**

4 **A. Basis for Testing**

5 1. All employees may be tested:

6 a. Where objective and specific facts and observations have been
7 identified by a manager that has successfully completed the County's drug and alcohol training
8 for supervisors and managers to establish reasonable suspicion of being "under the influence"
9 of alcohol or prohibited drugs;

10 b. before returning to work after testing positive for being "under the
11 influence" of alcohol or drugs;

12 c. as part of a program of unannounced follow-up testing provided for
13 in a Last Chance Agreement.

14 2. An employee applying for a different County position will be subject to
15 testing on the same basis, and using the same procedures and methods, as outside applicants.

16 3. Consistent with Federal law, employees in safety sensitive positions,
17 including but not limited to holders of CDL's and Bridge Operators, shall be subject to the
18 testing requirements of federal law, in addition to the requirements herein which apply to all
19 employees. For example, unlike other employees, employees in safety sensitive positions will
20 be subject to legally required random testing and testing following certain kinds of accidents.

21 **B. Establishing Reasonable Suspicion**

22 **1. Definition**

23 "Reasonable suspicion" is a set of objective and specific observations or
24 facts which lead a manager to suspect that an employee is under the influence of drugs,
25 controlled substances, or alcohol. Examples include, but are not limited to: slurred speech,
26 alcohol on the breath, loss of balance or coordination, dilated or constricted pupils, apparent
27 hallucinations, high absenteeism or a persistent pattern of unexplained absenteeism, erratic
28 work performance, persistent poor judgment, difficulty concentrating, theft from office or from
29 other persons, unexplained absences during office hours, or employee's admission of use of
30 prohibited substances.

31 **2. Manager Training**

32 The County will provide training to all managers on establishing
33 reasonable suspicion and the nature of alcohol and drug dependency. Managers who have not

1 been trained will not have the authority to direct employees to be tested on the basis of
2 reasonable suspicion of being under the influence.

3 **3. Lead Workers**

4 When no manager is immediately present, lead workers who oversee day-
5 to-day work activities are "managers" for the purposes of establishing reasonable suspicion
6 and directing employees to be tested on that basis. This provision applies to lead workers who
7 supervise or act as lead workers as part of their job description, as well as to those who receive
8 premium pay under Addendum B, Lead Worker Assignment and Pay. Lead Workers who have
9 not received the County's drug and alcohol training for supervisors and managers will not have
10 the authority to direct employees to be tested on the basis of reasonable suspicion of being
11 under the influence.

12 **4. Additional Precautions**

13 Application of the "Reasonable Suspicion" standard to any employee in
14 this bargaining unit shall include the following additional precautions:

15 a. The manager shall articulate orally a summary of the specific facts
16 which form the basis for believing that the employee is under the influence of drugs or alcohol;
17 and

18 b. The manager shall provide upon request within forty-eight (48)
19 hours of the oral determination of "reasonable suspicion" a written specification of the grounds
20 for reasonable suspicion; and

21 c. Except in field or shift circumstances which render contact difficult,
22 no manager shall refer an employee for a drug or alcohol test based on "reasonable suspicion"
23 unless the manager has consulted with another manager or managerial person regarding the
24 grounds for the suspicion.

25 **C. Testing Methodology**

26 Testing procedures for all employees will be governed by the same standards as
27 apply to CDL drivers under federal law. These standards include, but are not limited to, those
28 governing sample acquisition, the chain of custody, laboratory selection, testing methods and
29 procedures, and verification of test results.

30 **1. Drug Testing**

31 a. Drug tests are conducted using urine specimens. In accordance
32 with CDL standards, the County will contract with a medical doctor trained in toxicology to act

1 as an MRO (Medical Review Officer). In the case of positive tests, the MRO will attempt to
2 contact employees to review preliminary positive test results with employees and any relevant
3 health care providers before the results are reported to the County. Based on the MRO's
4 professional judgment, they may change the preliminary test result to negative. The County will
5 not be able to distinguish a test result that is negative by MRO intervention from any other
6 negative result.

7 **b.** In addition to compliance with federal guidelines, the following
8 safeguards will also be applied:

9 **i.** Test results will be issued by the MRO or the testing
10 laboratory only to the County's Drug and Alcohol Policy Coordinator. The results will be sent
11 by certified mail or hand delivered to the employee within three (3) working days of receipt of
12 results by the County.

13 **ii.** Appeals. If an employee disagrees with the results of the
14 alcohol or drug test, the employee may request, in writing, within five (5) days of receipt of test
15 results, that the original sample be re-tested at the employee's expense by the testing
16 laboratory. The result of any such retest will be deemed final and binding and not subject to
17 any further test. Failure to make a timely written request for a retest shall be deemed
18 acceptance of the test results. If an employee requests a retest, any disciplinary action shall
19 be stayed pending the results of the re-testing.

20 **2. Alcohol Testing**

21 **a.** Alcohol tests are conducted using a breathalyzer screening test.
22 Employees who test 0.02 or higher will be required to submit to a confirmation test. Test results
23 will be issued only to the County's Drug and Alcohol Policy Coordinator. The results will be sent
24 by certified mail or hand-delivered to the employee within three (3) working days of receipt of
25 the results by the County.

26 **b.** Alcohol confirmation tests are considered final, they may not be
27 appealed.

28 **3.** Test reports are medical records, and will be handled according to
29 applicable state and federal law and County Administrative Procedures which insure the
30 confidentiality of such records.

1 **V. Definitions**

2 **A. Alcohol:**

3 Ethyl alcohol and all beverages or liquids containing ethyl alcohol. Levels of
4 alcohol present in the body will be measured using a breathalyzer test.

5 **B. Controlled Substance:**

6 All forms of narcotics, depressants, stimulants, analgesics, hallucinogens, and
7 cannabis, as classified in Schedules I V under the Federal Controlled Substances Act (21 USC
8 § 811 812) as modified under ORS 475.035, whose sale, purchase, transfer, use, or
9 possession is prohibited or restricted by law.

10 **C. County:**

11 Multnomah County, Oregon.

12 **D. Drug Paraphernalia:**

13 Drug paraphernalia means any and all equipment, products, and materials of any
14 kind, as more particularly defined in ORS 475.525(2), which are or can be used in connection
15 with the production, delivery, or use of a controlled substance as that term is defined by ORS
16 475.005.

17 **E. Drug Test:**

18 A laboratory analysis of a urine sample to determine the presence of certain
19 prohibited drugs or their metabolites in the body.

20 **F. Drugs:**

21 Controlled substances, designer drugs (drug substances not approved for
22 medical or other use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug
23 Administration), and/or over the counter preparations available without a prescription from a
24 medical doctor that are capable of impairing an employee's mental or physical ability to safely,
25 efficiently, and accurately perform work duties.

26 **G. Medical Review Officer (MRO):**

27 A medical doctor trained in toxicology who contracts with employers primarily to
28 review positive preliminary drug test results with employees. The MRO determines whether or
29 not the results are likely to have been caused by factors other than a substance use disorder.

30 **H. On Duty:**

31 The period of time during which an employee is engaged in activities which are
32 compensable as work performed on behalf of the County, or the period of time before or after

1 work when an employee is wearing a uniform, badge, or other insignia provided by the County,
2 or operating a vehicle or equipment which identifies Multnomah County.

3 **I. Prescription Medication:**

4 A medication for which an employee is required by law to have a valid, current
5 prescription.

6 **J. Reasonable Suspicion of Being under the Influence of Drugs or Alcohol:**

7 See "Section IV. B. 1. a" above.

8 **K. Substance Abuse Professional (SAP):**

9 A licensed physician, or licensed or certified psychologist, social worker,
10 employee assistance professional, or addiction counselor with knowledge of and clinical
11 experience in the diagnosis and treatment of alcohol and controlled substance-related
12 disorders.

13 **L. Under the Influence of Alcohol:**

14 See "Section III. B. 3" above.

15 **M. Under the Influence of Drugs:**

16 See "Section III.B.3." above.

17 **VI. Sample Last Chance Agreement:**

LAST CHANCE AGREEMENT

The following agreement is entered into between Multnomah County and the Employee. Failure on the part of the employee to meet the expectations below will result in the termination of their employment with the County.

1. I agree to be evaluated by a qualified alcohol/substance abuse counselor, and if required, I shall immediately enroll and continue in a bona fide alcohol/drug inpatient or outpatient rehabilitation program approved by the County. I fully understand that should I fail to complete either the inpatient or outpatient program or fail to stay in good standing with the maintenance and/or aftercare program, my employment with the County will be terminated.

2. I agree to comply with and complete the conditions of my "Treatment Plan", which may include participation in a maintenance or aftercare program as recommended by my treatment counselor. If I must be absent from my aftercare or maintenance program, I must notify the County. The County has my permission to verify my attendance at required meetings. If I do not continue in the aftercare or maintenance program, I understand that my employment will be terminated.

3. I understand that the signing of this agreement shall allow the County the right to communicate with my physician and/or counselors regarding my status and progress of rehabilitation and aftercare. I further agree to sign any authorization or release of information necessary to allow for such communication.

4. I agree to submit to periodic, unannounced, unscheduled drug or alcohol testing (urinalysis and breath test) by the County for a period of twenty-four (24) months from the date I return to work. This time period will increase accordingly if I am absent from work, for any reason, for a cumulative period of one (1) month or more. I understand that if I refuse to take a drug and/or alcohol test or if a test is positive, my employment will be terminated.

5. I agree to return to work upon successful completion of an alcohol/drug rehabilitation program if my substance abuse counselor requires inpatient treatment. If enrolled in outpatient

1 treatment, I may return when I am substance free and in good standing in my maintenance
2 program, at such time as recommended by my treatment counselor.

3
4 6. It is understood that this agreement constitutes a final warning.

5
6 7. I understand the Employee Assistance Program is available to me should personal
7 problems arise in the future that may have an effect on my ability to remain in compliance with
8 the drug and alcohol policy and/or this agreement.

9
10 8. I realize that violation of the drug and alcohol rules and/or policies at any time in the
11 future is cause for termination without a pre-termination hearing.

12
13 9. I realize that my employment will be terminated if I fail to meet the expectations outlined
14 in this Agreement and the letter attached.

15
16 **Disciplinary Action**

17 I understand that the disciplinary action imposed in the attached letter may not be grieved under
18 the grievance procedure in the Local 88-2 (Pharmacists Unit) contract.

19
20 **Personal Commitment**

21 I pledge and agree to abide by the terms of this agreement. I understand that a violation of or
22 noncompliance with any of these terms will result in my being terminated without the right to a
23 pre-termination hearing. Further, I pledge to remain free of all illegal drugs and also not to
24 engage in harmful/inappropriate use of legal drugs (including alcohol). I hereby consent to the
25 County's contacting any treatment or health care provider who may have information on my
26 alcohol or drug dependency condition and/or compliance with the terms of this agreement and
27 authorize the provider to furnish such information to the County.

28
29 I understand the terms and conditions of this letter. I also understand that, except as expressly
30 stated in this agreement, my terms and conditions of employment will be determined by the
31 County's policies, rules, and the CBA, and that this agreement does not guarantee me
32 employment for any set period of time. I have had sufficient time to study it away from the work

1 place and to consult anyone I desire about it. I sign it free of any duress or coercion. This letter
2 will become part of my personnel file.

3

4 _____

5 (Employee) (Date)

6

(Managerial Employee with (Date)
Disciplinary Authority**)

7 _____

8 (Labor Representative) (Date)

9

(Employee's Immediate Manager***) (Date)

10 _____

11 (Multnomah County (Date)

12 Labor Relations, if applicable*)

13

14 Footnotes:

15 * Necessary only if terms of the Labor Agreement are waived or excepted.

16 ** Always necessary.

17 *** Optional in cases in which immediate manager does not have termination authority

ADDENDUM C

2-CHAIR SCHEDULING

I. Purpose

A. The Multnomah County dental program was greatly impacted by the pandemic and has been slow to recover to pre-pandemic staffing levels, which has led to decreased patient access, workforce shortage of critical support staff (expanded function dental assistants), and budget deficits.

B. To address these challenges, the County needs to implement necessary re-alignments to ensure the long-term viability of the dental program and its ability to provide services to our community in the coming decades.

C. One of the primary strategies includes updating the current scheduling model by eliminating scheduled one-chair days which will improve provider productivity for both 1.00 FTE and 0.75 FTE dentists. Dental leadership acknowledges that this change represents a departure from the familiar way of scheduling, but this adjustment will increase community access to care, fully utilize available resources, and help stabilize the financial health of the program.

II. Agreement

A. In light of the ongoing budget constraints the County will move forward with the change in staffing model for 0.75 FTE and 1.0 FTE dentists eliminating the scheduled one-patient chair days, as follows:

1. Effective upon implementation of retroactive COLA for July 1, 2023, retention incentive identified in Article 7 and in Section III.B of this Addendum, patient scheduling shall shift to 2-chair model every day, with one patient block built into the schedule to allow for indirect patient care time.

2. Dentists will continue to have the option to request longer visits or the blocking of “chair two” in order to manage complex cases, per current procedure, such requests may not be unreasonably denied. If a request is denied or delayed, a Dentist may appear to the Dental Director. Each Dentist retains the professional discretion that they currently have, to determine whether they can perform the procedure within a fifty (50) minute appointment slot or without blocking Chair 2. In such events, dentists will follow the standard request process to obtain management approval.

3. Schedule: Two-chair model schedules with a one patient block built into the schedule shall include a block on Chair 1 assigned by management either during the first appointment slot or directly following Lunch. The table below illustrates an example of a daily schedule with the one patient block built into the schedule from 7:40AM to 8:30AM. Employee or management requests for alternative options are subject to mutual agreement.

21 Patient Template Schedule				
Time	Chair 1	Time	Chair 2	
7:30-7:40	Set-up/huddle time (SQ)	7:30-7:40	Set-up/huddle time (SQ)	
7:40-8:30	Block/Admin	7:40-8:30	npe/recall	Admin time is protected for specified purposes as defined in II.C
8:30-9:20	ops	8:30-9:20	npe/recall	
9:20-10:10	ops	9:20-10:10	npe/recall	
BREAK	10:10-10:30	BREAK	10:10-10:30	
10:30-11:20	ops	10:30-11:20	npe/recall	
11:20-12:10	ops	11:20-12:10	npe/recall	
12:10-1:00P	ops	12:10-1:00P	npe/recall	
LUNCH	1-2pm	LUNCH	1-2pm	
2:00-2:50	ops	2:00-2:50	npe/recall	
2:50-3:40	ops	2:50-3:40	npe/recall	
3:40-4:30	ops	3:40-4:30	npe/recall	
BREAK	4:30-4:45	BREAK	4:30-4:45	
4:45-5:35	ops	4:45-5:35	npe/recall	
5:35-6:25	ops	5:35-6:25	npe/recall	
<p>Additionally, 30 minutes of administrative time/shift. This admin time may occur before 7:30AM or after 6:30PM as determined by the Dentist. This is extra compensated time that will result in Dentists receiving compensation for a 10.5 hours day. Dentists do not have to be on-site for this admin time that is scheduled during non-patient care times.</p>				

1 **B. Payment**

2 Upon signing of this Agreement bargaining unit members shall receive the following
3 compensation in recognition of dentist impacts and, in an effort, to increase patient access to
4 dental services, while advancing industry standards in the dental program:

- 5 1. Yr 1 one-time incentive (FY24)

6 \$5,500.00 one-time incentive regardless of FTE (non-precedent setting)
7 implementation bonus, retro to July 1, 2023 (FY24) in an effort to increase patient access to
8 dental services while advancing towards industry standards.

9 **C. (Built-In) Indirect Patient Care Time**

10 1. Built-In Indirect Patient Care Time refers to time spent coordinating,
11 managing, and planning/following up on patient care for the purposes of improving patient
12 outcomes.

13 2. Built-In Indirect Patient Care Time includes, but is not limited to, charting,
14 care coordination, and performing related duties.

15 **D. (After-hours) Indirect Patient Care Time**

16 In addition to built-in Indirect Patient Care Time, the County shall provide after-
17 hours indirect patient care time from the date of 2-chair implementation and incentive
18 payments. After-hours indirect patient care will be in effect through 6/30/24 as follows:

19 1. After-hours Indirect Patient Care Time refers to time spent (beyond
20 scheduled hours) coordinating, managing, and planning/ following up on patient care for the
21 purposes of improving patient outcomes.

22 2. After-hours Indirect Patient Care Time includes, but is not limited to,
23 charting, care coordination, and performing related duties.

24 3. After-hours Indirect Patient Care Time shall be coded on an ad-hoc basis
25 and compensated at the flat rate equivalent to 0.5 hrs at dentist's equivalent hourly rate per
26 shift worked.

1 **E. One-Time FTE Modifications**

2 Dentists shall have a one-time opportunity through December 31, 2024 to reduce their
3 FTE by .25 FTE, or to increase by .25 FTE (if less than 1.0) without a bid process and/or
4 location change. Increasing FTE will be subject to chair availability. Decreasing in FTE will be
5 subject to scheduling requirements. Dentists would retain the option to pick up additional shifts
6 in accordance with the CBA, as additional shifts become available.

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