

MEMORANDUM OF AGREEMENT

United We Heal Certified Medical Assistant Apprenticeship Pilot Program (UWH CMA Apprenticeship Pilot Program)

I. Parties to the Agreement

The parties to this Memorandum of Agreement (hereinafter referred to as “MoA”) are Multnomah County, Oregon, (hereinafter referred to as “the County”) and Local 88 of the American Federation of State, County and Municipal Employees, AFL-CIO, (hereinafter referred to as “the Union”).

II. Background

1. WHEREAS, there is a shortage of Medical Assistants (MAs) across the State of Oregon. This shortage has impacted Multnomah County’s ability to provide the community access to health care services; and
2. WHEREAS, Health Department is looking to build a pathway to train prospective Medical Assistants by providing opportunities for formal training that would provide prospective candidates with the minimum qualifications to become eligible for Medical Assistant position recruitments; and
3. WHEREAS, the United We Heal (UWH) Training Trust and its Joint Apprenticeship Training Committee (JATC), brings together AFSCME members who work in behavioral health professions and behavioral health employers to collectively develop robust, industry-specific training opportunities that are responsive to the needs of clients, workers, and employers; and
4. WHEREAS, UWH has expressed interest in partnering with the County to participate in their [Certified Medical Assistant Apprenticeship Program](#).

THEREFORE, the parties have reached the following Agreement:

III. Agreement

1. It is understood by the parties that this pilot program is subject to availability of funding from UWH.
2. It is understood by the parties that all participants of this pilot program shall be employees of the County hired into limited duration positions and subject to the terms and conditions of employment outlined in the respective Collective Bargaining Agreement, County Policies, and Personnel Rules.
3. Eligibility to participate in this pilot program shall be limited to those who meet all of the agreed-upon criteria below:
 - a. Must be at least 18 years of age and have either a GED or high school diploma.

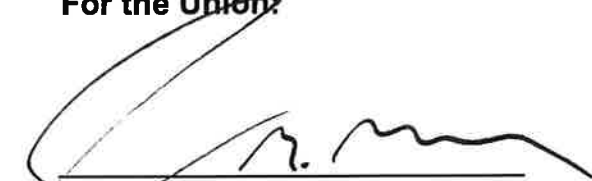
- b. Ability to meet the minimum requirements of the Health Assistant 2 job profile.
 - c. Ability to complete a competitive internal and external selection process (led by Multnomah County) for the corresponding Health Assistant 2 position, and
 - d. Demonstrated interest in working as a Medical Assistant for Multnomah County as a long term career.
4. For a potential apprentice participant to be considered by UWH, Multnomah County will have made a favorable recommendation regarding the applicant, based on several factors, including but not limited to: the availability of course open slots, funding, number of applications received, good standing at the County and/or seniority with the County (if applicable).
- a. The number of participants shall be determined by United We Heal. Determination of whether any individual will be accepted as a participant, or maintained in the program, will be determined by United We Heal.
 - b. County employment and disciplinary decisions (including ending the limited duration HA2 position) remain exclusively within the County's prerogative, in accordance with County policy and the AFSCME Local 88 Collective Bargaining Agreement.
5. The parties understand that this education program is a professional development opportunity and is not a requirement of the Health Assistant 2 job profile, however it is a requirement of this program. Selected candidates will receive the following support through this pilot program:
- a. Related Training Instruction (RTI)
 - i. The 'classroom' component of the MA Apprenticeship will be delivered asynchronously through the US Career Institute.
 - ii. Participants will be scheduled for five eight hour shifts with one day per week a pre scheduled "classroom" day. If the employee misses this pre scheduled day or needs additional study time, the additional time is asynchronous and completed outside of work hours.
 - iii. Over 12 months, apprentices take a pre-established set of courses
 - b. On-the-Job Training (OJT)
 - i. While engaged in this program, participants will receive clinical supervision from Multnomah County staff (Program Supervisor job profile).
 - ii. While engaged in the program, participants will receive educational oversight by United We Health supported by a Multnomah County Mentor (Lead Medical Assistant job profile).

6. Upon completion of the UWH training program (education requirement needed to become a Medical Assistant), the employee will transition into an MA Trainee position (Medical Assistant uncertified), under the terms of the Local 88 Collective Bargaining Agreement.
 - a. Upon transitioning into the MA Trainee position, the employee must work toward passing certification, which will be funded by United We Heal as described above.
7. It is understood by the parties that UWH does not intend to seek reimbursement for costs associated with this program, in the event a selected candidate does not fulfill the obligations agreed upon through the employee agreement for any reason.
8. Any disputes regarding the interpretation or application of this MOA shall be resolved by the Parties using the grievance procedures of the applicable collective bargaining agreement.
9. This Agreement shall be effective for twenty-four (24) months from implementation date (execution of the agreement), or until funds from the granting agency are exhausted, whichever comes first.
10. This Agreement shall not establish a practice or precedent in any way (e.g. does not establish a status quo).
11. In addition to the applicable collective bargaining agreements, this MOA is the full and final agreement of the Parties related to the subject of the United We Heal Certified Medical Assistant Apprenticeship Pilot Program (UWH CMA Apprenticeship Pilot Program).

AGREED to this date, February 7, 2024.

For the Union:

For the County:



Jordan Muehe
Council Representative
AFSCME Local 88



Elizabeth Calixtro
Labor Relations Manager
Multnomah County