

MEMORANDUM OF AGREEMENT

I. Parties to the Agreement

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

II. Policy

The purpose of the Joint Office of Homeless Services (JOHS) Vacation Leave policy is to help managers determine how to approve Vacation Time Off Requests for employees in their team in an equitable manner, while ensuring the delivery and adequate level of service to our customers and the community. This policy does not apply to sick leave.

III. Procedure

- A. All vacation leave requests are to be approved regardless of time worked in job profile or county seniority, unless the work group manager determines minimum staffing requirements for their location will not be met.
- B. If minimum staffing will not be met, requests for vacation leave will be considered through an [established equitable minimum staffing process](#).
- C. The minimum staffing process must include:
 - 1. Clear and early communication from management about time sensitive workload and dates;
 - 2. Holding space for every member of the work group to express their needs;
 - 3. Establishing a plan that benefits the most people while still meeting the business need; and
 - 4. Consulting the Racial Equity Tool Lens.
- D. Minimum staffing plans must be reviewed by JOHS Human Resources prior to being used to deny a request.
- E. This process is subject to annual review.
- F. Minimum staffing may change based on unexpected workload or other unanticipated factors.

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G. Unpaid Vacation time off shall also be granted using these same considerations.

V. Termination

This MOA shall be automatically renewed year-to-year unless either party provides written notice to the other party, by no later than the anniversary of the signing of this MOA, of its desire to modify this Agreement. The MOA will be on-going until superseded.

Agreed to this 6th date of April, 2023.

For the Union:

For the County:

Brian Dunnaville

Brian Dunnaville
AFSCME Council Representative

James J. Opoka

James J. Opoka
Labor Relations Manager