

Memorandum of Agreement

Expanded Functions Dental Assistant Pilot Training 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

There is a shortage of Expanded Function Dental Assistant (EFDAs) across the State of Oregon. This shortage has impacted Multnomah County's ability to provide the community access to dental services. ICS dental is planning and implementing a formal training program that can provide a pathway for County employees, clients and community members to become Dental Assistants. CareOregon has expressed an intent to fund training for individuals who are interested in pursuing this career path.

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 CareOregon.
2. Eligibility to participate in this pilot program shall be limited to those who meet all of the agreed-upon criteria below:
 - a. Current regular status, temporary, on-call, or limited duration employee in the Multnomah County Health Department, in good standing; or external candidates selected through a competitive recruitment process for the Limited Duration- Dental Assistant (Health Assistant 2) positions;
 - b. No previous Dental Assistant employment history/formal training;
 - c. Demonstrated interest in Expanded Functions Dental Assistant as a long term career (highly desired);
 - d. Submission of a cover letter detailing interest, skills, and strengths as they apply to the Expanded Functions Dental Assistant Program. In addition, the employee will describe in the cover letter their understanding of how the program works, including the program requirements and expectations.
 - e. Post-enrollment, employee is willing and able to participate and successfully complete the following:

- i. Practical training (during work hours);
 - ii. Online coursework to be completed on-site at one of the ICS dental clinics with the support of their Dental Workforce Development Supervisor and other clinic staff. These will be completed on the day of the week determined by the Dental Workforce Supervisor to set up for the practical training. This coursework is intended to be interactive with the employee and the other dental staff to ensure a thorough understanding of the modules.
3. Candidates who are interested in participating in this program shall be required to complete an internal competitive selection process for the corresponding Limited Duration Dental Health Assistant (Health Assistant 2) positions as follows:
 - a. Candidates will submit an application and a personal essay by the established deadline.
 - b. Depending on the number of candidates who submit complete and qualifying applications and essays, it may be necessary to conduct a screening and/or examination process to determine which candidates will proceed to the interview phase of the process.
4. The parties understand that the County intends to select up to five (5) candidates to attend each cohort during the term of this agreement. The final number of participants will be determined by the availability of course open slots, funding, and number of applications received.
5. The parties understand that this education program is an optional professional development opportunity for Expanded Function Dental Assistants and not a requirement of prospective participant's current County position, if applicable, or of the Health Assistant 2 position.
6. The parties agree that the intent of this pilot program is to recruit and retain Expanded Function Dental Assistants at Multnomah County. As such, selected candidates shall be willing to sign the attached agreement (Appendix A), to include:
 - a. Commitment to complete the Expanded Function Dental Assistant Training Program (Approximately 9 months);
 - b. Commitment to seek employment at Multnomah County ICS as a Expanded Function Dental Assistant if/when a vacancy opens within twelve (12) months of successful completion of the program (through standard recruitment process); and

- c. Intent to work for a minimum of two (2) years as Expanded Function Dental Assistant at Multnomah County, if selected.
7. Selected candidates will receive the following support through this pilot program:
 - a. Paid training, tuition, including cost of books, exam fees (maximum of two exam attempts), and certification applications.
 - i. The parties understand that this program will be structured as both educational assistance under the County's fringe benefit program and as a working condition fringe benefit, for the purposes of mitigating the risk of tax liability on the employee. However, it is ultimately IRS discretion to determine whether any such benefits are subject to taxes.
8. Pursuant to its agreement with CareOregon, the County reserves the right 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.
 - a. The County agrees that if an employee is laid off, the County will not seek reimbursement for the provided education/training under this program.
9. 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.
10. 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.
11. This Agreement shall not establish a practice or precedent in any way (e.g. does not establish a status quo).
12. In addition to the applicable collective bargaining agreements, this MOA is the full and final agreement of the Parties related to the subject of Expanded Function Dental Assistant Pilot Training Program.

AGREED to this date, November 1st, 2023.

For the Union:



Jordan Muehe
Council Representative
AFSCME Local 88

For the County:



Elizabeth Calixtro
Labor Relations Manager
Multnomah County

Appendix A

Expanded Function Dental Assistant Training Expense Reimbursement Agreement

You have applied for and been selected to participate in the Multnomah County Expanded Function Dental Assistant Program. In accordance with the terms of participation, you must complete the following Training and Certification Expense Reimbursement Agreement and submit it to the office of the Dental Director. If you have any questions regarding the Program or this Agreement, please contact ICS Dental Program leadership or Multnomah County Health Department Human Resources (HR).

As part of Multnomah County Health Department's (MCHD) Expanded Function Dental Assistant Training Pilot Program, Multnomah County Health Department agrees to cover the following educational expenses for you as follows:

1. Multnomah County to pay directly for the following expenses, unless otherwise requested and approved to be reimbursed:
 - a. Cost of online courses through US Career Institute or like platform: Approximately three thousand six hundred and three dollars (\$3603.00), or as listed online
 - b. EFDA Certification applications/exams fees: Approximately one thousand and fifty dollars (\$1,050.00) per exam
 - c. Lab attire: Three hundred dollars (\$300.00) spending limit
 - d. Total expense amount: Approximately four thousand nine hundred and fifty three dollars (\$4953.00), which is subject to taxes.

In consideration of payment/reimbursement of these expenses, you agree to the following:

1. I will complete the Expanded Function Dental Assistant Training program for a period of approximately 9 months (40 weeks) as follows:
 - a. Approximately 10 hours of online course work during work hours
 - b. A minimum of of thirty (30) hours in-person practical training (during work time).
 - c. Upon graduating the program and passing of exams,

employees may apply and interview for a vacant Expanded Function Dental Assistant position within ICS Dental if/when a position becomes available. If selected, the employee shall begin their career as an Expanded Function Dental Assistant in ICS.

- d. Complete a two (2) year commitment at ICS upon completion of the program.
2. If you are unable to complete this training program due to what MCHD considers extenuating circumstances (such as your illness or the illness of a family member) and you receive a tuition or materials refund, you agree to give the full refund to Multnomah County Health Department via personal check within one (1) week of receipt. Multnomah County will then issue these funds back to CareOregon.
 3. If you voluntarily terminate employment with MCHD prior to program completion or otherwise fail to successfully complete the training program, you will reimburse the entire amount of the educational expenses paid on your behalf.
 4. If within twelve (12) months of successful completion of the program and passing of certification exams, you are offered a Expanded Function Dental Assistant position at any MCHD ICS location, you will be expected to accept the position and remain employed at ICS Dental for a minimum of twenty-four (24) months.
 - a. If you reject the offer or accept the offer but voluntarily terminate employment with ICS Dental before completion of the twenty-four (24) month period, you will reimburse MCHD a prorated share of the educational expenses paid on your behalf. The prorated amount will be based on the total amount of educational expenses provided divided by the percentage of time left, in months, from the twenty-four (24) months that you did not work for ICS Dental as a Expanded Function Dental Assistant. For example, if you receive eleven thousand dollars (\$11,000) and work only twelve (12) months as an Expanded Function Dental Assistant after completion of the program, you will refund fifty percent (50%) of the eleven thousand dollars (\$11,000) or five thousand five hundred dollars (\$5,500) (twelve (12) months not worked divided by twenty-four (24) months equals of fifty percent (50%).
 - b. If within twelve (12) months of successful completion from the program, you are not offered an Expanded Function Dental Assistant position at any ICS Dental locations, you may continue to be employed in your current position at MCHD without any reimbursement obligation.
 5. I understand that this program is subject to CareOregon funding. In the event funding is no longer available, the County will provide me with reasonable notice and

an opportunity to participate in future program cohorts if the funding becomes available at a later date.

If any action is brought to enforce any provision of this Agreement by the Multnomah County Health Department, you agree to pay all costs associated with the action, as well as, any costs of litigation, including all reasonable attorney fees.

This Training Expense Reimbursement Agreement creates no contract of employment between you and Multnomah County Health Department, and in no way alters your "at will" status or your rights and responsibilities as a represented employee under any applicable collective bargaining agreement.

Employee:

Agreed to by: _____
(Signature of Employee)

Employee's printed name: _____

Date: _____

Multnomah County Health Department, Dental Director (or Designee)

X _____

Date: _____

Appendix B

Program Phases
Phase 1 - Outreach <ul style="list-style-type: none">● Program Application opens● Staff are informed of this career opportunity
Phase 2 - Application <p>Applicant:</p> <ul style="list-style-type: none">● Submits application to Dental Workforce Development Supervisor for selection review● Interviews for program● Is selected for program● Submits course registration documents
Phase 3 - Program Experience <ul style="list-style-type: none">● Candidate begins program (Approximately 9 months long) as follows:<ul style="list-style-type: none">○ Ten (10) hours of online course work during work hours○ Thirty (30) hours in person practical training (during work time)
Phase 4 - Certification <ul style="list-style-type: none">● Employee graduates from education program● Employee completes exams● Employee applies for certification and receives certification
Phase 5 - Expanded Function Dental Assistant Career <ul style="list-style-type: none">● Employee awaits posting of Expanded Function Dental Assistant positions● Upon availability, the employee applies and interviews for Expanded Functions Dental Assistants● Begins new position Expanded Function Dental Assistant