

MEMORANDUM OF AGREEMENT

Library Vacation Policy

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 "County"), Multnomah County Library (hereinafter referred to as "Library"), and AFSCME Local 88 (hereinafter referred to as "Union").

II. Background

- A. In accordance with Article 8.V of the parties' Collective Bargaining Agreement, the use and scheduling of accrued vacation within the Library shall be in accordance with the following MOA.
- B. This MOA is an update to the September 5, 2013, Vacation Policy MOA, which shall be considered rescinded following the ratification of this Agreement.

Now, therefore, the parties mutually agree as follows:

III. Terms of Agreement

- 1. Unless otherwise noted in this MOA, vacation selection at the Library shall be on a "first-come, first-served" basis.
- 2. Vacation requests will be granted no more than one (1) calendar year in advance.
- 3. Only managers will grant or deny vacation requests. Acting managers or designated PICs may grant or deny vacation requests in the absence of the manager under certain circumstances, such as when a manager is on leave or a vacation is requested with less than 48-hours notice during a manager's scheduled days off. Managers may consult with schedulers and other staff to determine business needs before making a decision.
- 4. Vacation requests made with fourteen (14) days or more advance notice provide time to ensure coverage and can usually be granted. Managers will respond to employees within five (5) business days to give the manager time to assess coverage and operational needs. Vacation requests that coincide with holidays or other busy times of the year may be assessed closer to the date(s) requested for leave. If conflicts arise due to minimum staffing levels that cannot otherwise be resolved, job class seniority will be used as the deciding factor.
- 5. Requests made with less than fourteen (14) days' notice may result in a conditional approval based on business needs. Managers will let staff know as soon as possible if their conditional request is approved or denied. Staff should tell managers if they have a "need to know by" date when making the request.

6. Factors that will be considered in responding to vacation requests include, but are not limited to: jury duty; pre-planned sick leave or other protected leave; bereavement leave; any other contractually mandated leave; programming; outreach; Lead and PIC availability; or other adequate staffing coverage.
7. Managers will create and maintain a vacation calendar for their location. Managers will keep track of when vacation requests are received.
8. Managers may choose to have staff use a Time Off Request Form when submitting vacation requests.
9. Approved vacation will be honored if an employee moves to a new location.
10. Any dispute over the meaning, interpretation, or application of this MOA shall be subject to the grievance procedure set forth in Article 18 of the parties' Collective Bargaining Agreement.

Agreed to this date August 3, 2026.

For the Union:



Michelle Stadel
Council Representative
AFSCME Local 88

For the County:



Matt Davies
Labor Relations Manager
Multnomah County