MEMORANDUM OF AGREEMENT

Department of County Assets - Vacation Policy

I.   Purpose

Establish clear expectations and guidelines for granting employee vacation while ensuring the delivery of an adequate and responsible level of service to the public and our customers.

II. Parties to the Agreement

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

III. Background

A. The County and the Union are parties to a Collective Bargaining Agreement (hereinafter "CBA") with term of July 1, 2022 through June 30, 2025.

B. The Department of County Assets is a diverse department that provides critical services on a 24/7 basis, year-round. In order to provide uninterrupted, high-quality services to the public, it is necessary for the department to maintain minimum staffing levels for some functions at all times. It is the desire of the parties to this MOA to establish an agreement on an ongoing vacation policy.

C. As a general policy, employees are encouraged to communicate with other members of their team or work unit so that mutually agreed upon vacation times can be granted.

D. When mutual agreement cannot be reached among employees requesting the same day or days of vacation leave, and the team or work unit must limit the number of employees off to ensure available and reliable services to the community, the following vacation policy will be used to address final determinations of time off.

Now, therefore, the parties mutually agree as follows:

IV. Agreement

A. **Vacation Approval**

a. Supervisors have the authority to approve vacation requests consistent with the needs of the program to deliver a responsible level of uninterrupted service to the public and customers.

b. Employees shall submit all requests for vacation in writing via email to their supervisor, or electronically via Workday, for approval, as determined by one's

supervisor. Employees should give two (2) weeks advance notice, whenever possible, in order to provide supervisors time to consider business needs and reply. Additional advanced notice is encouraged to ensure vacation relief is available. Less than two (2) weeks notice does not mean the request will be denied.

c. Management utilizes an advance vacation sign-up schedule to ensure the minimum staffing levels on popular vacation days are met throughout the year. Popular vacation days are defined as the business day before or after a holiday listed in the Local 88 CBA. (For example, the Friday before and the Tuesday after a Monday holiday.)

d. Management will be as flexible as practical when accommodating vacation requests.

e. Supervisors should respond to employee vacation requests no later than two (2) weeks of receiving the request, but preferably sooner. Supervisors must respond within two (2) weeks and if they have a request for which they need more time to consider its impact on operations, the supervisor will notify the employee in writing (via email) the reason for the delay and an approximate date by which they will be able to respond.

f. Advanced vacation scheduling may not be made more than one (1) year in advance.

g. Vacations that are four (4) weeks or longer may require elevated approval. Managers are required to notify the DCA Director prior to the final approval and every effort will be made to approve these longer requests in a timely manner. Managers are responsible to ensure business needs are covered. ***Employees would submit these requests the same as outlined in item IV A.b. above.***

B. **Sign-up Methods:** Specific program area level vacation policies are provided below and will, in general, be consistent with the following two (2) approaches to vacation sign-up.

    a. **"First Come, First Served" Vacation Sign-up**

        i. Program Area Leaders may use a "first come, first served" process, when determined appropriate. For this process, employees may submit a vacation request to their supervisor at any time, subject to availability and supervisor approval.

    b. **Periodic Vacation Sign-up**

        i. Program Area Leaders may use a periodic vacation sign-up process to determine vacations within the program area, when determined

appropriate. The program area policy shall define the frequency of the periodic vacation sign-up.

C. Minimum Required Staffing Levels

    a. Management shall determine minimum staffing levels and coverage requirements for purposes of vacation approval.

    b. Program Areas, sections, programs or offices that provide direct customer service or maintain crucial systems and services shall be staffed at minimum staffing levels.

    c. Supervisors will identify "critical times of operations" and establish appropriate staffing minimums. Management may use on-call and temporary employees, temporary schedule changes, and overtime to provide adequate coverage.

    d. At their discretion, managers may make necessary modifications during the year to accommodate the needs of their individual units when circumstances beyond their control occur, such as specific projects, activities, unexpected vacancies or other circumstances. Notification to work groups would be in compliance with CBA language.

D. Resolving Competing Requests for Vacation Time

    a. It is management's intent that competing requests for vacation time are resolved in the spirit of mutual interest and cooperation.

    b. Countywide Seniority will be used as a "last resort" to the extent determined by Article 21 Seniority and Layoff language in current Local 88 CBA.

    c. An employee will not be permitted to exercise their seniority where another employee has received approval.

    d. In an effort to give all employees the opportunity to have time off during the holidays and/or summer, consideration will be given to those employees who have not taken <u>any</u> time off during the previous year's holiday season and/or summer time.

    e. Denied vacation requests may be appealed to the Division Director or in cases where the Division Director is the immediate supervisor that denied the request, the appeal will go to the Department Director.

    f. If an employee changes supervisors as a result of moving to a different work unit, they will inform their new supervisor of any approved vacation requests upon accepting the new assignment/position.

    g. Approved vacation requests will not be rescinded or altered by management unless in a bona fide emergency. An employee retains the right to rescind an

approved vacation request and must inform the supervisor as soon as the employee determines that they wish to rescind the vacation. An employee also retains the right to alter their request, with the approval of management.

E. **Division Vacation Policies: Minimum Staffing and Critical Times of Operation:**

a. **Director's Office:**

First come, first served sign-up process.

b. **Business Services Division:**

i.   All work teams:
1. First come, first served sign-up process.
2. Minimum Staffing Levels: During Fiscal Year End activities, vacation requests will be approved on a case-by-case basis.

c. **Fleet, Records, Distribution and Motor Pool Division:**

i.   Fleet Services:
1. First come, first served sign-up process.
2. Minimum staffing levels established for the following sections:
    a. Mechanics:
        i.   Minimum staffing levels at all times.
        ii. Minimum two (2) people physically on-site at Yeon.
    b. Parts Room**:**
        i.   Minimum staffing levels at all times.
        ii. Minimum one (1) person physically on site at Yeon.
ii. Records:
1. First come, first served sign-up process.
2. Minimum Staffing Levels:
    a. One (1) person minimum staffing; person may need to be onsite for business requirements (i.e. court files)
iii. Distribution and Motor Pool Services:
1. First come, first served sign-up process.
2. Minimum staffing levels established for the following sections:
    a. Distribution: Minimum of four (4) persons
    b. Motor Pool: Minimum of one (1) person

d. **Facilities and Property Management Division:**

i.   First come, first served sign-up process.

ii. No minimum staffing levels for the following sections:

     1. Library Bond Project Management
     2. Technology
     3. Building Data Management Center
     4. Administration
     5. Systems Analytics
     6. Leasing
     7. Interiors
     8. Capital Improvement
     9. Strategic
     10. Lighting Technician

  iii. Minimum staffing levels established for the following sections:

     1. Dispatch:
      a. Minimum of two (2) people on weekday shifts and
      b. One (1) person on other shifts.
     2. Property Management:
      a. Minimum of three (3) people
     3. Compliance:
      a. Minimum of two (2) people
     4. Carpenters:
      a. Minimum of four (4) people
     5. Locksmiths:
      a. Minimum of two (2) people

 e. **Information Technology Division:**

  i. IT Operations / ECC Data Center:

     1. First come, first served sign-up process.
     2. Minimum staffing levels:

      a. Minimum staffing levels at all times.
      b. Minimum one (1) Information Specialist 1 or 2 to work during each shift (24/7 Operations).

  ii. Desktop:
     1. Minimum staffing levels at all times.
     2. Minimum one (1) Information Specialist physically on-site at the Multnomah Building.

  iii. Help Desk:
     1. Minimum staffing levels at all times.
     2. Minimum one (1) Information Specialist 2 remote.

iv. All other IT:

1. First come, first served sign up process.
2. Minimum Staff levels:

   a. During Elections Minimum Staffing Levels:
      i. One (1) Desktop Information Specialist 2 team member onsite at Elections on Election day.
      ii. One (1) Business Systems Analyst Senior available for consults (available remote).
      iii. One (1) IT Manager available for escalation (may need to be remote or onsite)
   b. During Tax Season Minimum Staffing Levels:
      i. one (1) Business Systems Analyst Senior available for consults (available remote).
      ii. one (1) IT Manager available for escalation (may need to be remote or onsite).
   c. During Emergency Management Exercises and/or Incidents:
      i. Minimum staffing levels at all times.
      ii. Minimum staffing levels
         1. One (1) Business Systems Analyst Senior (GIS capable) available to consult and liaison preferred on site
         2. One (1) Information Specialist 2 Helpdesk/Desktop team member physically on-site at the Multnomah Building
   d. During Information Security/Cyber Incidents/Investigations:
      i. Minimum staffing levels at all times:
         1. One (1) resource (Network Administrator Senior or Business Systems Analyst Senior) from the Information Security team per response plans
         2. One (1) Database Administrator Senior familiar with any specific database logs.
         3. One (1) Sr. Systems Administrator from the WAN team able to execute firewall changes.
         4. One (1) Systems Administrator Senior resource from Tech Services.
         5. One (1) (Systems Administrator Senior or Network Administrator Senior) resource from LAN Services

6. One (1) Business Systems Analyst Senior from the impacted department (if the event is localized).

F. Exceptions:

Exceptions to any of the policies within this Vacation Policy may be made by the Department Director.

V. Termination

Any dispute related to the enforcement of this agreement shall be subject to the grievance procedure described in Article 18 of the parties' 2022-2025 CBA.

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 signing of this MOA, of its desire to modify this agreement. This MOA will be on-going until superseded.

Agreed to this 13th day of February, 2024

For the Union :

Brian Dunnaville
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Brian Dunnaville
AFSCME Council Representative

For the County:

James J. Opoka
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James Opoka
Labor Relations Manager