



Multnomah County Sheriff's Office

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SHERIFF'S OFFICE ANNUAL VACATION SIGN-UP POLICY AND PROCEDURE FOR LOCAL 88 EMPLOYEES

PURPOSE AND SCOPE OF POLICY: This policy and procedure was agreed to during labor-management negotiations, conducted in the Spring of 1998, between AFSCME Local 88 and Multnomah County and the Sheriff's Office. It is referenced in the contract language contained in the 1998-2001 Agreement between Multnomah County and Multnomah County Employees Union Local 88, AFSCME AFL-CIO, Addendum C, Office of the Sheriff, Section 1A., page 152, where it states: "Vacation sign-up shall be in accordance with Article 8 and the MCSO Memorandum issued pursuant to this article dated March 5, 1998". Below are those procedures that have been agreed to. The purpose of the MCSO Seniority Vacation Sign-up Policy is to allow employees the opportunity to choose their preferred vacation period by seniority. This policy and procedure applies only to those MCSO Units that utilize an Annual Sign-up process for vacation. It concerns only vacation time and does not apply to other accrued leave-time such as Compensatory Time, Personal Holidays, etc.

PROCEDURE:

1. The annual sign-up procedure--for a specific calendar year, within a specific MCSO Unit--shall take place on a yearly basis, during the last quarter of the prior calendar year. Example: Annual Vacation Sign-up for vacation time to be taken during calendar year 1999, would occur during the last quarter of 1998 (October-December).
2. Members may select up to two periods of consecutive days for their vacation time. This is the only time personnel may exercise their seniority in connection with their vacation selection. After this open period, vacation time will be granted on a first-come, first-serve basis. The open period lasts until the completion of the bidding process. It is each Unit Manager's responsibility to establish a reasonable time period for each member to sign-up, but that time-frame shall not exceed three days.
3. Each member, within that specific MCSO Unit conducting an annual vacation sign-up, may request the number of vacation days they are entitled to, based upon their Years of Services and limited to the Vacation Hours Accrued Per Year, as documented in Article 8, Vacation Leave, Section II, Table of Vacation Accrual Rates (Columns 1 & 4 of the Table), page 23, of the 1998-2001 Agreement between Multnomah County and Multnomah County Employees Union Local 88, AFSCME AFL-CIO. Example: An employee with less than 5 years of service, may sign-up for two time periods of consecutive days, up to a combined total of 2.4 weeks of vacation time--to be taken in that calendar year for which the annual sign-up is being conducted, and subject to the restrictions above.

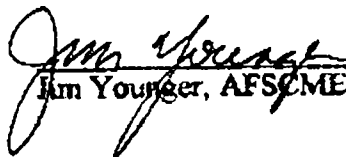
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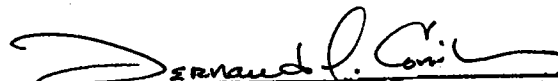
4. The maximum number of members allowed on vacation at any given time, from the same location/shift, shall be determined by each Unit Manager.
5. A list of Unit members by seniority will be posted and the sign-up shall be done in County seniority order, unless otherwise specified via MOU, MOE or Contract Amendment.
6. In the event than an employee's assignment, shift or days-off are changed prior to the scheduled vacation period, adjustments will be made, whenever possible, to ensure the requested and approved vacation time may still be taken.

Done this day, December 7th 1998.

For the Union:

For the Sheriff's Office:


Jim Younger, AFSCME Local 88


Fernando Conill, Human Resources Director