**TECHNICAL FOUNDATIONS CHECKLIST:**
**PECBA, CBAs, POLICIES, and the HRQRG**

* Use this information with all relevant procedures, policies, or CBAs
* Involve HR and your Appointing Authority

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**Collective Bargaining Agreements (CBAs):**

The Public Employees Collective Bargaining Agreement (PECBA) requires that all Oregon public agencies negotiate with labor unions with a “willingness to resolve grievances and disputes ... and to enter into written and signed contracts.”
- DAS/DOC has CBAs with five unions: AFSCME Security, AFSCME Security Plus, AFSCME Parole and Probation Officers, AFSCME Dentists, and AOCE. Link to CBAs: Labor Agreements

Direct bargaining must continue at least 150 days. It can and usually does go longer by mutual agreement.
- Labor's bargaining team is defined by each contract.
- DOC management generally has one bargaining team of 10+ managers, including the Labor Relations Administrator.

The five CBAs are similar, but do have differences. Don't assume. Check the contract in place for your functional unit.

**Policies:**

DOC's policies apply for all management service staff, contractors, and volunteers, and for represented staff when not in conflict with their respective CBA.
- Links to policies are on both DOC's home page under Quick Links within DOC, and the HR Division page. Link to Policies: DOC Policies

**The Human Resources Quick Reference Guide (HRQRG):**

Located on the HR Division home page. Five sections. Link to HRQRG: HR Quick Reference Guide
1. Hiring and Position Management
2. Compensation
3. Leave
4. Workforce Management
5. Discipline and Discharge

Use as a resource along with your HR Manager and Functional Unit Manager.

**Finding Information in the CBAs, Policies, and the HRQRG:**

All documents are PDF with built-in search tools.
- The Table of Contents links to the listed topic and page.
- Tabs on the left of the screen link directly to the chapter or article.
- Right clicking on the document will show a binocular icon. It also is in the panel to the left of the document. Tips for searching with this tool:
  - Use “Exact word” search when you are certain of the word used (Basic Search).
  - Use “Partial words” search when you are not certain of the word(s) used (Advanced Search).

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<td>1. Waiting to read your CBA until you need it.</td>
<td>1. Read it before you need it.</td>
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<td>2. Making agreements with staff that contradict the CBA.</td>
<td>2. Follow your CBA in all discussions and agreements with staff.</td>
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<td>3. Not knowing when to involve HR and your supervisor.</td>
<td>3. Use frequent check-ins until you know the ropes.</td>
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<td>5. Ignoring “minor problems” or “small complaints”.</td>
<td>5. Take on problems or complaints early.</td>
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<td>9. Relying on time alone to fix things.</td>
<td>9. Make time to listen, learn, and labor to fix things.</td>
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