

## Letter of Agreement

### Assignment – ODOT Vocational Program

This Letter of Agreement is entered into between the State of Oregon by the Department of Administrative Services (DAS), Labor Relations Unit (LRU), on behalf of the Oregon Youth Authority (OYA), and SEIU Local 503, OPEU (Union).

The purpose of this LOA is to provide employees working as a GLC an opportunity to apply for the Jackie Winters Transition Program (JWTP) overseeing the ODOT Vocational Program.

The parties agree to the following process for filling the assignment:

1. Management will post position(s), as needed. Employees from Oak Creek Youth Correctional Facility will be afforded the opportunity to indicate their interest in being considered to work the assignment. If the position is not filled with an employee at Oak Creek Youth Correctional Facility, the position would be posted at all OYA facilities as a transfer opportunity.
2. Management will determine the most qualified employee(s) to staff this assignment, based on those employees who indicated their interest and who meet the criteria and pass skills testing, as identified in the posting.
3. If, in the first six months of an employee working with the JWTP, management determines that the employee's skills are not a good fit for the program, the employee shall have the right of return to a position on a similar shift and schedule as they held prior to taking the position with the JWTP.
4. In situations where the ODOT Vocational Program is paused, employee(s) will be moved to a float position on the same shift as the current assignment, until the ODOT Vocational Program resumes. The work schedule may need to be adjust based on Agency needs.
5. If the ODOT Vocational Program ends, employee(s) will be provided three (3) months to bid into a permanent position. At the conclusion of three (3) months, employee(s) will be placed in the next permanent positions. If there are multiple employees, placement will be made based on seniority. If placement occurs, employees will not have bidding restrictions under 90.2A.

This Letter of Agreement will become effective on signature and will expire June 30, 2025 or at the end of the program, whichever occurs first.

#### FOR THE EMPLOYER:

Kristina Koos  
Kristina Koos  
Department of Administrative Services, LRU

11/15/2024

Date

#### FOR THE UNION:

Philip Shilts  
Philip Shilts, Public Services Director  
Service Employees International Union, Local 503, OPEU

1/3/25

Date