

LETTER OF AGREEMENT 90.1M

Oregon Child Abuse Hotline (ORCAH) Shift Selection

This Agreement is by and between the State of Oregon, through its Department of Administrative Services, hereinafter called the "Employer," Oregon Department of Human Services, hereinafter called the "Agency" and the SEIU Local 503, OPEU, hereinafter called the "Union." This LOA does not supersede Article 90 of the Collective Bargaining Agreement.

The Parties agree to the following:

Article 90.1 M

Section 8. Oregon Child Abuse Hotline (ORCAH) – Shift Selection Process.

(a) Definitions:

- (1) **Voluntary Shift Bid:** A voluntary shift bid is defined as when the Employer offers open shifts to existing and new employees within the classification. Shift bids are commonly used to fill open schedules caused by vacancies and the creation of new positions. While all eligible employees may bid on the open shift(s), they are not required to do so. Agency seniority shall be used in the shift bid process
- (2) **Non-Voluntary Shift Bid:** A non-voluntary shift bid is when all ORCAH screeners are required by the Employer to bid on new schedules. Under no circumstance is the Employer allowed to require some, but not all bargaining-unit employees to participate in a non-voluntary shift bid.
- (3) **ORCAH Seniority:** The amount of time worked by a bargaining-unit employee in ORCAH.
- (4) **Agency Seniority:** The amount of time worked by a bargaining-unit employee in ODHS.

(b) A shift bid process will be initiated when the agency identifies a new coverage needs, or when vacant shifts are identified by management that need to be filled or prior to hiring a new cohort of employees. The open_schedules shall be open to bid on by bargaining unit employees in the same classification.

(1) Bidding Eligibility

(A) Employees new to ORCAH will be restricted from voluntary shift bidding for six (6) months. This will not prohibit new employees from selecting their initial shift at hire.

(B) Job-Share: Employees who are part of a Job Share agreement will bid as one FTE position. The job-share employees shall be bid on available schedules using the most senior Agency seniority of the pair. Limited to one job share shift or 2 part time shifts per unit.

(C) Part-time: The Union's ORCAH LMC members can select the equivalent of full-time shifts necessary to staff part-time positions for part-time employees to select. These union selected shifts will then be permanent part-time shifts for future bidding by part-time employees. However, if a non-voluntary re-bid is required, part-time employee shall participate and the Union ORCAH LMC members shall selected the equivalent number of part-time shifts to staff the part-time employees. Limited to one job share shift or 2 part time shifts per unit.

(D) Employees out on rotations, on limited duration assignments, work out of class, or any other temporary assignment, with an anticipated return date within four (4) months shall bid accordingly. If the employee returns prior to a shift bid, they will return to the shift they had prior to their temporary assignment. If a shift bid has taken place prior to the anticipated turn of an employee, the employee will be provided the option to choose from any of the current open shifts.

(For example, no matter how long an employee is away from ORCAH per (D) above, if the employee has an anticipated return date within four (4) months of a shift bid, the employee will be allowed to bid. If they return after a shift bid that took place outside of the four (4) month anticipated return, the employee will be provided the option to choose from any current open shifts. This section of the LOA shall not supersede any agreement negotiated between the Employer and the Union regarding an employee's leave and return, such as a Contract Specialist leave agreement.)

(c) The Employer shall provide employees thirty (30) calendar days' notice of a shift bids and shall provide eligible employees at this time their Agency service dates in order to verify accuracy. The parties shall work together to immediately correct any inaccuracies with an employee's Agency service date. The Employer shall notify employees of the specific shifts that are available (ie: Wed- Sat 10am –

9pm) fifteen (15) days prior to Employees bidding on the shifts. These time periods run concurrently.

(d) Employees shall be provided fifteen (15) calendar days to bid on an open shift(s) via email. Other methods will be considered on a case-by-case basis between the employee and the shift bid supervisor.

(1) For a voluntary shift bid, employees who are content with their current schedule may choose to not bid on a new open shift.

(2) Employees rank a series of up to five 5 schedules in their first to last preference with one being the most desired. If two or more employees select the same open shift, the most senior employee, using Agency seniority/service date, shall be awarded the shift.

(3) In the event of a tie in Agency seniority, ORCAH seniority will be used to break it.

(e) If a non-voluntary shift bid is required, the same process applies. *(For example, if a non-voluntary shift bid is required, the same process will occur, except all ORCAH screeners will be required to participate.)*

This Agreement becomes effective on the date of the last signature and continues until the parties mutually agree to amend its provisions.

FOR THE EMPLOYER:

Joshua W. Wetzel
Joshua W. Wetzel
Labor Relations Unit Manager

3.17.25
Date

FOR THE UNION:

Evan Paster-Pearl
Evan Paster-Pearl
Senior Bargaining Strategist

3/17/25
Date