



COLLECTIVE BARGAINING AGREEMENT

between

DAS

THE DEPARTMENT OF
ADMINISTRATIVE SERVICES

on behalf of the

DEPARTMENT OF CONSUMER AND
BUSINESS SERVICES

and

AFSCME

LOCAL 3856 / COUNCIL 75,
AMERICAN FEDERATION OF STATE, COUNTY,
AND MUNICIPAL EMPLOYEES (AFL-CIO)

2021

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2023

BUILDING CODES DIVISION

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PREAMBLE

This Agreement is made and entered into by and between the State of Oregon (hereinafter the "Employer"), acting by and through its Department of Administrative Services on behalf of the Department of Consumer and Business Services (hereinafter the "Department"), Building Codes Division (hereinafter the "Division") and the American Federation of State, County, and Municipal Employees, Council 75 (hereinafter the "Union"), for the purpose of determining wages, hours, working conditions and other terms and conditions of employment affecting members of the bargaining unit as certified by the Employment Relations Board.

It is further the intent of this Agreement that the Parties will mutually strive to maintain a suitable and safe working environment for all employees. The Employer agrees to abide by standards of safety and health in accordance to the Oregon Statutes and Administrative Rules.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

ARTICLE 1 - RECOGNITION

The Employer and the Department recognize the Union as the sole and exclusive bargaining agent for: All classified employees of the State of Oregon, Building Codes Division, excluding supervisory, confidential, temporary and part-time employees working less than thirty-two (32) hours per month.

This Agreement binds the Union and any person designated by it to act on behalf of the Union. Likewise, this Agreement binds the Employer and the Department and any person designated by it to act on its behalf.

ARTICLE 2 - MANAGEMENT RIGHTS

The Parties agree that the Employer and the Department have the right to operate and manage the Department, including, but not limited to, the right to maintain order and efficiency; to direct employees and to determine job assignments and working schedules; to determine the methods, means, standards and personnel to be used; to implement improved operational methods and procedures; to determine staffing requirements; to determine whether the whole or part of the operation shall continue to operate; to recruit, examine, select and hire employees; to promote, transfer, assign and reassign employees; to suspend, discharge or take other proper disciplinary action against employees; to lay off employees; to recall employees; to require overtime work of employees; and to promulgate rules, regulations and personnel policies, provided that such rights shall not be exercised so as to violate any of the specific provisions of this Agreement.

ARTICLE 3 - LAWS, REGULATIONS AND SAVINGS

This Agreement is subject to all applicable existing and future State and Federal laws and regulations.

In the event any provision of this Agreement is declared invalid by any court of competent jurisdiction or by ruling of the Employment Relations Board, then only such portion or portions shall become null and void and the balance of the Agreement remain in effect. The Employer and the Union agree to immediately meet, negotiate and agree upon a substitute for the portion or portions of the Agreement so affected and to bring into conformance therewith not over sixty (60) days after notification unless extended by mutual agreement. If agreement on such matters is not reached within a reasonable period of time, the provision of [Article 26](#) shall not apply.

ARTICLE 4 - EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

Section 1.

The provisions of this Agreement shall apply equally to all employees in the bargaining unit without regard to age, race, color, religion, sex, sexual preference, national origin, disability, marital status, or political affiliation. The Union further agrees that it will support the Department's implementation of applicable Federal and State laws, regulations, and guidelines including but not limited to Presidential Executive Order 11246 as amended by Presidential Executive Order 11375 and the Governor's Policy and Guidelines for Affirmative Action Plans in State Agencies.

Section 2.

All complaints alleging any form of discrimination in violation of this Contract shall be submitted to the Director or their designee. A meeting with the complainant will be held within fifteen (15) calendar days of the receipt of the complaint. If satisfactory solution cannot be reached, the Director or the designee will communicate in writing, within thirty (30) calendar days from receipt of the complaint, the position of the Department to the complainant and the Union. If the complaint is not resolved, the employee or the Union may submit such complaint to the Bureau of Labor and Industries, Civil Rights Division; except that complaints alleging discrimination because of sexual preference or political affiliation may be submitted to the Department of Administrative Services, Labor Relations Unit if unresolved by the Department. Department of Administrative Services, Labor Relations Unit will review the complaint, attempt to resolve it, and/or issue its findings to the employee and the Union.

ARTICLE 5 - UNION SECURITY

Section 1. Dues Deduction.

1. The Employer agrees to deduct the monthly fees from the pay of those employees the Union has certified in writing to the Employer as having authorized in writing such deductions be made from their paychecks. This deduction shall begin on the first (1st) payroll period following the Union's written notice to the Employer that such authorization start and shall continue from month to month until notified by the Union, pursuant to the membership card.
2. The Union agrees that it will indemnify, defend and save the Employer and Department/Agency harmless from all suits, actions, proceedings and claims against the Employer and the Department/Agency or person(s) acting on their behalf of the Employer and the Department/Agency whether the damage, compensation, reinstatement, or combination thereof arising out of the Department/Agency implementation of this Article. This provision does not limit,

waive, or in any way impact the State's liability to AFSCME if the State fails to withhold and remit lawful dues to AFSCME as obligated under the Agreement.

Section 2.

Designated stewards may use eight (8) hours annually of accrued vacation, personal leave, compensatory time off leave without pay to attend Basic Steward Training. The Division will not incur any overtime liability or any other expense as a result of stewards attending this training. Leave requests will be submitted through the normal Division process and be subject to the operating needs of the employee's work unit.

Section 3. AFSCME President Leave.

- a. **Long Term.** Upon written request from the Executive Director of AFSCME Council 75 to DAS Labor Relations Unit, one (1) President/designee from an AFSCME Council 75 Central Table participating Agency shall be given release time from their position for a period of time up to one (1) year for the performance of Union duties related to the collective bargaining relationship. However, if the Union President/designee or Executive Director requests release time for less than their full regular schedule, such release time shall be subject to the Employer's approval based on the operating needs of the employee's work unit. AFSCME shall, within thirty (30) days of payment to the employee, reimburse the State for payment of appropriate salary, benefits, paid leave time, pension, and all other employer-related costs. Where this reimbursement is expressly prohibited by law or funding source, the employee shall be granted a leave of absence but the Employer will not be responsible for continuing to pay the employee's salary and benefits. AFSCME shall indemnify and hold the State harmless against any and all claims, damages, suits, or other forms of liability which may arise out of any action taken or not taken by the State for the purpose of complying with this provision.

- b. **Short Term.** Upon written request from the Executive Director of AFSCME Council 75 to DAS Labor Relations Unit and the Agency's Human Resource Manager, up to four (4) Presidents/designees from AFSCME Council 75 Central Table participating Agencies shall be given release time from their position for a period of time up to three (3) months for the performance of Union duties related to the collective bargaining relationship. Only one employee from a bargaining unit and a total of four employees from all Central Table participating bargaining units may be on such leave at any one period in time. Such requests will be granted unless the affected Agency can demonstrate that the employee's absence would adversely impact the operating needs of the employee's work unit. If granted, such time may also be taken on an intermittent basis. AFSCME shall, within thirty (30) days of payment to the employee, reimburse the State for payment of appropriate salary, benefits, paid leave time, pension, and all other employer-related costs. Where this reimbursement is expressly prohibited by law or funding source, the employee shall be granted a leave of absence but the Employer will not be responsible for continuing to pay the employee's salary and benefits.

Section 4.

The Division shall continue to provide a bulletin board at the Salem Office and shall provide bulletin board space in each field office.

Section 5. Names of Retirees.

The Employer will send a monthly report to the Union of the names of individuals that have retired the previous month. For purposes of this Agreement, a retiree shall be defined as a person who has given the Agency written notice that they are separating from State service by retirement and that person has actually separated from State service.

Section 6. Reports

Upon request and no more than once a quarter the Agency shall provide to the Union the names of any temporary/Limited duration employees (management/unrepresented /bargaining unit) hired, reason for the hire and expected duration of the appointment.

Upon request and no more than once a quarter, the Agency shall provide to the Union the names of all employees in double fill positions, the reason for the double fill and the expected duration of the appointment if available.

Upon request, the Agency shall provide to the Union on an annual basis the Agency organization charts showing management positions and the positions they supervise.

Section 7. Intermittent Union Leave

When Union officials (officers and stewards) are designated in writing by the Executive Director of Oregon AFSCME to attend AFSCME Council 75 Biennial or AFSCME International Conventions, the following provisions apply.

- a. The Executive Director of Oregon AFSCME shall notify affected agencies in writing of the name of the employee(s) at least thirty (30) days in advance of the date of the AFSCME Convention. For agencies of one hundred (100) or fewer bargaining unit members, no more than one (1) bargaining unit member per agency may be designated to attend AFSCME conventions. For agencies of greater than one hundred (100) bargaining unit members, no more than two (2) bargaining unit members may be designated to attend AFSCME conventions under this provision.
- b. Subject to agency head or designee approval based on the operating needs of the employee's work unit, including staff availability, the employee will be authorized release time with pay.
- c. The paid release time is limited to attendance at the conference and travel time to the conference if such time occurs during the employee's regularly scheduled working hours up to forty (40) hours per calendar year.
- d. The release time shall be coded as Union business leave or other identified payroll code as determined by the State.
- e. The release time shall not be included in the calculation of overtime nor considered as work related for purposes of workers' compensation.
- f. The employee will continue to accrue leaves and appropriate benefits under the applicable collective bargaining agreement except as limited herein.

- g. The Union shall, within thirty (30) days of payment to the employee, reimburse the State's affected agency for all Employer related costs associated with the release time, regular base wage and benefits, for attendance at the applicable conference.
- h. The Union shall indemnify and the Union and employee shall hold the State harmless against any and all claims, damages, suits, or other forms of liability which may arise out of any action taken or not taken by the State for the purpose of complying with these provisions.

See LOA: New Employee Notice/Union Access

REV: 2019

ARTICLE 6 - DISCIPLINE AND DISCHARGE

Section 1.

- a. The principles of progressive discipline shall be used when appropriate and subject to an employee's FLSA status. No employee who has completed the initial trial service period shall be disciplined or dismissed without just cause. Notwithstanding Section 1(b) of this Article, the salary basis requirements of the FLSA will be followed when a FLSA exempt employee is reduced in pay, suspended without pay or demoted.
- b. Discipline may include letter of reprimand, reduction in pay, demotion, suspension and dismissal.

Section 2.

The Agency is committed to conducting investigations in a timely manner. The Agency will make reasonable efforts to begin the investigatory process on potential disciplinary issues within thirty (30) days of becoming aware of the issue. However, the Parties recognize that circumstances and complexities of individual cases may delay initiation of an investigation.

Section 3.

- a. Discharge of a regular status employee may be appealed by the Union directly to binding arbitration within thirty (30) calendar days from the effective date of the discharge. Such appeal shall be heard by the arbitrator pursuant to Section 5 to Section 15 of [Article 7 \(Grievance Procedure\)](#).
- b. An employee reduced in pay, demoted, or suspended shall receive written notice of the discipline and of the specific charges supporting the discipline. The reduction, demotion or suspension of a regular status employee may be appealed to Step 2 of the Grievance Procedure within fifteen (15) calendar days from the effective date of the action. Any further appeal of an action specified in sub (b) shall follow the procedure and time frames outlined in [Article 7 \(Grievance Procedure\)](#).

Section 4.

A written predissmissal notice shall be given to a regular status employee against whom a charge is presented. Such notice shall include the known complaints, facts and charges, and a statement that the employee may be dismissed. The employee shall be afforded an opportunity to refute such charges or present mitigating circumstances to the

Department Director or designee at a time and date set forth in the notice which date shall not be less than seven (7) calendar days from the date the notice is received. The employee shall be permitted to have an official representative present. At the discretion of the Department Director, the employee may be suspended with pay or be allowed to continue work as specified within the predissmissal notice.

Section 5.

If the Department has reason to discipline an employee it shall be done in a manner which will not embarrass or humiliate the employee in front of other employees or the public.

Section 6.

Unauthorized absence of the employee from duty shall be deemed to be without pay and may be grounds for disciplinary action by the Department. Employees may be allowed to cover such absences with accrued vacation time or compensatory time if extenuating circumstances existed. Any employee who is absent for five (5) consecutive workdays without authorized leave shall be deemed to have resigned unless prevented from notifying the Employer due to circumstances beyond their control.

Section 7.

Employees may be subject to progressive discipline, up to and including dismissal, for violation of adopted Department policies and procedures.

Section 8.

All notices of predissmissal, suspension, reduction, written reprimand, demotion and dismissal shall be forwarded to the AFSCME Council Representative and, if the employee was represented by a local steward or officer, to the highest union local officer available on the same day as the employee is notified. Failure to forward or provide a copy of the notice will not void the disciplinary action.

Section 9.

Upon request, an employee shall have the right to Union representation during an investigatory interview that an employee believes could result in disciplinary action. The employee will have the opportunity to consult with a Steward or Union Representative before the interview but such consultation shall not cause an undue delay in the interview.

REV: 2021

ARTICLE 7 - GRIEVANCE PROCEDURE

Section 1.

Grievances are defined as acts, omissions, applications, meaning or interpretation alleged to be violations of the terms and conditions of this Agreement.

Section 2.

It is the intent of the Department and the Union to resolve employee problems and complaints, or differences in the interpretation of the contract, by informal methods if possible. However, if the Union or an employee desires a formal resolution of any grievance or dispute, which arises concerning the application, meaning, or interpretation of this Agreement (except complaints of discrimination in [Article 4](#)), such grievance shall be resolved as provided under Section 3 of this Article.

Section 3. Grievance Steps.

Timelines noted in the following Steps apply to all grievances except for reductions in pay, demotion, suspension and discharge for which the timelines established in [Article 6 - Discipline and Discharge](#) shall apply.

STEP 1. A Union representative or any affected employee shall submit the [Building Codes Fact Sheet \(Appendix A\)](#) to the employee's immediate excluded supervisor within thirty (30) calendar days of the date of the alleged breach of this Agreement. The immediate supervisor and employee shall meet and discuss the issues described in the Fact Sheet within seven (7) calendar days of submission of the fact sheet. The supervisor shall respond in writing to the employee within fifteen (15) calendar days from the date of the meeting, with a copy to the Union.

STEP 2. If the issue remains unresolved at STEP 1, it may be filed as a written grievance with the Department Director or designee within fifteen (15) calendar days after the response required by STEP 1 was due. The grievance shall be submitted on the AFSCME Official Grievance Form and shall be limited to those issues described in the Fact Sheet. The Department Director or designee shall respond in writing within fifteen (15) calendar days after receipt of the grievance.

Section 4. Department of Administrative Services Review.

If the grievance remains unresolved at STEP 2, the Union may file the grievance with the Department of Administrative Services, Labor Relations Unit, within fifteen (15) calendar days following receipt of the response at STEP 2. The Department of Administrative Services shall respond within thirty (30) calendar days following receipt of the appeal to the Department of Administrative Services. For purposes of this Article, an appeal in writing can be delivered by first class registered or certified mail, postage paid, by fax or by electronic mail to the Labor Relations Unit email address LRU@das.oregon.gov.

In the event the response from the Department of Administrative Services is acceptable to the Union, such response shall have the same force and effect as a decision or award of an arbitrator, and shall be final and binding on all Parties and they will abide thereby.

Section 5. Submission to Arbitration.

Any grievance, having progressed through the Steps as outlined in this Agreement and remaining unresolved following Department of Administrative Services review, may be submitted by the Union to arbitration for settlement. To be valid, a request for arbitration must be made within thirty (30) calendar days of the date the response from the Department of Administrative Services review step was due or received, whichever occurs first. In the case of a discharge, as outlined in [Article 6 – Discipline and Discharge](#), the thirty (30) day period will begin with the date the Employer discharged the employee.

Failure to file a valid arbitration request within the specified thirty (30) calendar day period shall constitute forfeiture of claim and the case shall be considered closed by all Parties.

Section 6. Mediation.

Subsequent to a valid arbitration request and prior to the selection of an arbitrator, either the Department of Administrative Services or the Union may request mediation of the grievance. If agreed to by both Parties, mediation will be scheduled and conducted by the Conciliation Service Division of the Employment Relations Board. Mediation is not a mandatory step of the grievance procedure.

Section 7. Selection of the Arbitrator.

The Union request for arbitration will be made through the process established by the Employment Relations Board, or successor Agency. The Union will provide State-Arb-Notice@omls/oregon.gov as the Employer contact email, and will request from the Employment Relations Board the names of five (5) Oregon or Washington arbitrators. The Parties will select an arbitrator by alternately striking names, with the moving party striking first, from the Employment Relations Board list one (1) name at a time until only one (1) name remains on the list. The name remaining on the list shall be accepted by the Parties as the arbitrator. .

Section 8. Arbitrator's Authority.

The Parties agree that the decision or award of the arbitrator shall be final and binding on each of the Parties and that they will abide thereby. The arbitrator shall have no authority to add to, subtract from, or change any of the terms of this Agreement, to change an existing wage rate or establish a new wage rate. The arbitrator shall have the power to return a grievant to employee status, with or without back pay, or to mitigate the penalty as equity suggests under the facts.

Section 9. Expenses of Arbitration.

Arbitrator fee and expenses shall be paid by the losing party. If, in the opinion of the arbitrator, neither party can be considered the losing party, then such expenses shall be divided as in the arbitrator's judgment is equitable. All other expenses shall be borne exclusively by the party requiring the service or item for which payment is to be made.

Section 10.

Employees are entitled to act through a Union Representative or Shop Steward to initiate a grievance. Employees are entitled to representation by a Shop Steward at the first and/or second step or by a Union Representative at any step in this Article.

Section 11.

Once a bargaining unit member files a grievance, the employee shall not be required to discuss the subject matter of the grievance without the presence of the Union Representative or Shop Steward.

Section 12.

If five (5) or more employees file a grievance on exactly the same issue, it shall be heard at STEP 2 of the procedure outlined in this Article and treated as a group grievance.

Section 13.

Time limits may be extended by written agreement of the Parties.

Section 14.

Failure of the aggrieved party to comply with the time limits outlined above shall constitute abandonment of the grievance. If at any step of the grievance procedure the Employer does not issue a written response within the specified timeframes, the grievance may be advanced to the next step in the grievance procedure.

Section 15. Expedited Grievance Arbitration.

- a. Upon mutual agreement, the Employer and Union may agree to use the expedited arbitration process contained in this subsection for grievances that are timely and

properly filed and subject to arbitration as provided for in this agreement. The parties will use language from this section of the article in the selection of the arbitrator, payment and all other conditions that apply to the hiring of an arbitrator as stated below.

- b. The parties shall select an arbitrator by requesting the Employment Relations Board for a list of seven (7) qualified arbitrators who have offices in Oregon and Washington and agree to work under the rules set forth in this subsection. The order of striking shall be determined by a coin flip. Each party shall have the right to alternately strike a total of three (3) names from the list with the remaining name on the list being the selected arbitrator.
- c. The cost of the arbitration shall be borne by the losing party as stipulated by the arbitrator.
- d. The use of the expedited arbitration process shall be determined at the time the parties schedule dates with the arbitrator.
- e. The parties shall develop a stipulation of facts and affidavits and other time saving methods whenever possible and when mutually agreed upon.
- f. Case presentation will be limited to opening statements, brief recitation of facts, witness presentation and closing oral arguments. No post hearing briefs shall be filed and no court reporter transcripts shall be made. However, nothing prevents either party from keeping their own notes. The hearing will be completed within one (1) business day unless otherwise agreed upon by the parties.
- g. The hearing shall be conducted by the arbitrator in whatever manner will most expeditiously permit full presentation of the evidence and arguments of the parties.
- h. At their discretion, the arbitrator may issue a bench decision at the conclusion of the hearing or may issue a written award no later than seven (7) calendar days from the close of hearing excluding weekends and holidays. The arbitrator's award shall be based on the record and shall include a brief explanation of the basis for the award.
- i. The award shall be in writing and signed by the arbitrator. If the arbitrator determines a formal opinion is necessary, the award will be in summary fashion.
- j. The arbitration award shall not establish a precedent for any current or future cases on the same or related subject unless the parties agree otherwise prior to the hearing.

REV: 2015, 2019

ARTICLE 8 - PERSONNEL RECORDS

Section 1.

The Chief Human Resources Office human resource information system is the system of record for all employee records and official employee Personnel File electronic and paper documents for which there are appropriate document categories in the system.

The department, or agency under agreement to provide human resource services, stores paper documents of the official employee Personnel File and paper documents that are not yet able to be kept in the human resource information system. The department, or agency under agreement to provide human resource services, also stores paper documents of the official employee Personnel File that predate January 1, 2019.

Section 2.

An employee may, upon request, inspect and obtain a copy of digital or paper documents of their official employee Personnel File, paper documents that are not yet able to be kept in the human resource information system and paper documents of the official employee Personnel File that predate January 1, 2019. No grievance shall be kept in the Personnel Files after the grievance has been resolved except the resolution.

Section 3.

No information reflecting critically upon an employee shall be placed in the employee's Personnel File that does not bear the signature of the employee. The employee shall be required to sign such material to be placed in the employee's Personnel File provided the following disclaimer is attached:

"Employee's signature confirms only that the supervisor has discussed and given a copy of the material to the employee, and does not indicate agreement or disagreement."

If an employee is not available within a reasonable period of time to sign the material or the employee refuses to sign the material, the Department may place the material in the file provided a statement has been signed by two (2) management representatives that a copy of the document was mailed to the employee at the employee's address of record. A copy will also be mailed to the Union.

Section 4.

If the employee believes that any of the above material is incorrect or a misrepresentation of facts, the employee shall be entitled to prepare in writing an explanation or opinion regarding the prepared material. This shall be attached to the disputed material included as part of the personnel record until the material is removed.

Section 5.

An employee may include in the Personnel File copies of any relevant material the employee wishes, such as letters of favorable comment, licenses, certificates, college course credits or any other material which reflects credibly on the employee. The employee's supervisor/manager will ensure the documents are submitted into the employee's official Personnel File in the human resource information system.

Section 6.

At the employee's request, record of disciplinary actions shall be removed two (2) years after the effective date of the action provided no incident of a similar nature has been documented in the intervening time. The employee will be sent the requested document within five (5) work days

from the receipt of request. Any period of leave of absence without pay that is more than fifteen (15) days shall extend the retention period for that duration of leave.

Section 7. Supervisory/Managerial Working Files.

- A) An employee's supervisor/manager may maintain a Working (non human resource information system) File kept in accordance with Agency practice.
- B) Within five (5) business days from the date of an employee request, an employee will be able to inspect their supervisor's Working Files in the presence of their supervisor. Employees will not remove any material from the File. If the File cannot be made available because of the supervisor's absence, extensions of up to ten (10) business days will be granted.
- C) Upon request, the employee shall be given a copy of documents in the Working File.
- D) An employee may submit a written statement to be attached to any document in the File and such statement will remain attached as part of the Working File so long as the document remains in the File.
- E) Documents of an adverse nature will be removed from the File no later than eighteen (18) months from the date of the document so long as no reoccurrence of a similar nature has taken place in the intervening period. An employee may request early removal of any adverse document in the File. Such document(s) shall be removed upon mutual agreement between the supervisor and employee.
- F) Any information in a Working File that is past the retention schedule shall not be used in a disciplinary action so long as no reoccurrence of a similar nature has taken place in the intervening period.

Section 8.

Personnel Files and Working Files shall not be accessible by state employees beyond the immediate supervisor, the Agency Human Resource Director, human resource staff, the subject employee, employees with a work related business need as authorized by the Agency Human Resource Director, and anyone specifically authorized in writing by the subject employee.

REV: 2019, 2021

ARTICLE 9 - FILLING OF VACANCIES

Section 1.

The Department desires to fill vacancies with the best qualified applicants available. Within that context, the Department intends to insure that protected classes are given an opportunity to compete for all openings within the bargaining unit.

The Department recognizes the quality of existing employees and is committed to upward mobility where feasible to obtain the best applicant for the position.

The Department will determine whether a vacancy is to be filled, and will make the determination, the method/means to fill that vacancy and appoint the individual of their choosing.

Section 2.

The employee is responsible for preparation for advancement and qualifying for promotion within the bargaining unit.

Section 3. Notice.

- a. Where a current open competitive list of candidates exists, the Department shall provide notice of intent to fill a vacancy through an e-mail vacancy listing, published at least bimonthly, and posting on official Division bulletin boards for five (5) work days for employees who are interested in a lateral transfer.
- b. Where no open competitive list exists, the Department shall provide notice of intent to fill a vacancy through an email vacancy listing, published at least bimonthly, and posting the position announcement for a minimum of ten (10) work days on official Division bulletin boards prior to the closing date of the announcement.
- c. All vacancy information will be mailed directly to employees who do not have email access.

Section 4. Lateral Transfers.

“Lateral transfer” means to transfer or be transferred from one position to another in the same classification or salary range. “Transfer list” means the list of qualified employees who have requested in writing a lateral transfer through the Department’s Employee Services Section. Employees are responsible for requesting placement and/or removal from the lateral transfer list.

Section 5.

The Agency will interview qualified current bargaining unit employees for vacancies the Agency is filling provided those current bargaining unit employees are on the list being used by the Agency to fill the vacancy.

Section 6. Reemployment.

An employee who separated from a position in good standing may be reemployed within two (2) years to a position in the same or lower classification upon approval of the Appointing Authority. The employee must meet the minimum and special qualifications of the position and must make written application for reemployment. The employee’s previous salary eligibility date shall be adjusted by the amount of break in service following return.

ARTICLE 10 - TRIAL SERVICE

Section 1.

- a. All employees appointed from outside the bargaining unit shall serve a trial service period of six (6) months.
- b. Lateral transfers, as defined in [Article 9](#), Section 4, within the bargaining unit, shall have no trial service.
- c. Regular status employees appointed from one (1) position to another within the bargaining unit shall service a six (6) month trial service period.

Section 2.

At any time during the trial service period, the Department may remove an employee if, in the judgment of the Department, the employee is unable or unwilling to perform the employee's duties satisfactorily or if, in the judgment of the Department, the employee's habits and dependability do not merit the employee's continuance in the position.

If such employee was previously a regular status employee in another bargaining unit position in the Department immediately prior to the employee's present appointment, the employee shall be reinstated to the employee's former classification unless charges are filed and the employee is discharged as provided in [Article 6 \(Discipline and Discharge\)](#).

Section 3.

An employee who is transferred or demoted to another position in the Department bargaining unit prior to the completion of the initial trial service period shall complete a new trial service period of six (6) months.

Section 4.

An employee's trial service period may be extended in instances where an employee has a leave of absence. A leave of absence shall extend the trial service period by the number of calendar days of the leave taken by the employee.

Section 5.

By mutual written agreement of the local union, the employee and DCBS, an employee's trial service may also be extended for the purpose of developing the skills and/or knowledge necessary for competent job performance.

Section 6.

If an employee is removed from the employee's position during the employee's trial service period the employee shall not have rights to appeal the Department's decision.

Section 7. Outside Agency Promotional Trial Service

- a. A regular status employee who is removed from promotional trial service from an executive branch state agency shall have right of return to their former Agency. The Agency shall restore the employee to their former position if it is vacant. If it is not vacant the employee shall be restored to a position in their former classification in their former bargaining unit so long as the employee meets any special qualifications for the position unless charges are filed and they are terminated from employment.
- b. If an employee is reinstated into a position in their former classification in the bargaining unit and this requires a change in the employee's official work site, the employee will be eligible for moving reimbursement in accordance with the Employer's policy titled, 'Current or Recalled Employee Relocation' (40.055.10).
- c. This subsection becomes effective on the first (1st) of the month following ratification of the local agreement.
- d. This subsection applies to employees beginning their promotional trial service after the effective date of the local agreement.

REV: 2015, 2017

ARTICLE 11 - CLASSIFICATION AND CLASSIFICATION CHANGES

Section 1. Work Out of Classification.

- a. When an employee is assigned, in writing, by the Department for a limited time period to perform the major distinguishing duties of a position at a higher level classification for five (5) consecutive workdays, that employee shall be paid at the first step in the assigned classification or five percent (5%) more than the employee's current rate of pay, whichever is greater.

When such assignments are made to work out of classification for five (5) consecutive workdays, the employee shall be compensated for all hours worked beginning from the first day of the assignment and for the full period of that particular assignment.

- b. An employee who is underfilling a position shall be informed in writing that the employee is an underfill, the reasons for the underfill, and the requirements necessary for the employee to qualify for reclassification to the allocated level. Upon gaining regular status and meeting the requirements for the allocated level to the position, the employee shall be reclassified.
- c. An employee who accepts duties out of class for training or developmental purposes shall have an agreement in writing of the purpose and length of the assignment during which there shall be no extra pay for the work. Such assignment shall not exceed six (6) months. A copy of the notice shall be placed in the employee's file.
- d. Employees who are removed from work out-of-class status prior to the original end date shall be given written notice of the end of such duties.

Section 2. Revision of Classification Series.

- a. Prior to implementation of new classifications, or major revisions of existing classifications, the Parties will negotiate rates of pay, effective date and method of implementation.
- b. Should the Human Resource Management Division establish a new classification or materially revise an existing classification during the life of this Agreement, the Parties shall meet and negotiate the salary range for the new or revised classification.
- c. Employees shall be informed of their allocation into the new classification system by the Employer. Appeals to position allocation in the new classification system shall be filed by the employee with the Human Resource Manager. Such appeals shall be forwarded to an Department of Administrative Services Review Committee consisting of two (2) members designated by the Employer and two (2) members designated by the Union. All allocation appeals shall be resolved in the manner which has been established for all AFSCME allocation appeals during recent negotiations at the State central table.

Section 3. Reclassification Procedure.

- a. A complete updated Position Description Form and written explanation for a proposed reclassification request shall be submitted to the Department Employee Services Section.
- b. The Department shall review and verify the duties assigned to the position. Within thirty (30) days after receipt of the reclassification request, the Department shall notify the Union of its findings. If the findings indicate reclassification, the Department shall decide to seek approval if necessary or remove the duties.

Section 4. Upward Reclassification.

When a position is reclassified upward, a regular incumbent shall be continued in the position. The employee shall be advanced to the higher class with the same status held in the lower class if the employee meets minimum experience and training requirements. When a position is reclassified upward and the incumbent does not have regular status, the position will be filled competitively at the higher level.

Section 5. Downward Reclassification.

- a. When a position is reclassified to another class at the same pay level or to a class that carries a lower salary range, the incumbent trial service or regular employee shall be accorded corresponding status in the new class.
- b. The Department shall notify an employee in writing of a downward reclassification of the employee's position and the specific reasons for doing so within thirty (30) days prior to the effective date.
- c. When an employee is reclassified downward, the employee's rate of pay shall be the last salary rate earned in the salary range of the previous classification. It shall remain at that rate until a rate in the salary range of the new classification exceeds it, at which time the employee's salary shall be adjusted to that step and the salary review and eligibility date shall be established one (1) year from that date, provided the employee is not at the maximum of the salary range to which the employee was reclassified.
- d. No employee shall be reclassified downward while other employees with less service credits remain in the original class.

Section 6. Equal Reclassification Rate.

When an employee is reclassified to a class having the same salary range, the employee's rate of pay will not be changed.

Section 7. Pay for Upward Reclassification.

Rate of pay upon upward reclassification shall be the first step of the new salary range, unless the old salary rate was higher than the first step of the new salary range, then whatever step of a new salary range constitutes a pay increase. If the new salary rate is less than a four percent (4%) increase, then the employee's rate shall be the next step of the new salary range. In no case shall it exceed the new salary range maximum.

Section 8. Pay Date of Upward Reclassification.

The effective date of a reclassification shall be the first of the month following the month in which the reclass was received by the Department's Employee Services Section. If approved by the Legislative Review Agency or the Department of Administrative Services, the employee will receive a lump sum payment if eligible. The lump sum payment shall be the difference between the current salary rate including work out of classification pay, if any, and the proposed salary rate. The lump sum payment will cover the period beginning the first of the month following the month in which the reclass request was received by the Department's Employee Services Section to the date the reclassification is implemented.

The employee does not retain the employee's old salary eligibility date. A new salary eligibility date will be established twelve (12) months from the effective date of the reclassification.

Section 9. Pay for Upward Reclassification Denial.

If the Legislature does not approve the reclassification request, the employee shall be paid the rate of pay of the higher level classification from the first (1st) of the month following the month in which the reclass request was received by the Department Personnel Office to the date the duties were removed.

Section 10. Denied Reclassification/Involuntary Reclassification Appeal Process

Agency Appeal: If an employee's requested reclassification is denied or the Agency reclassifies an employee's position, the Union may appeal the decision in writing to the Agency Head or designee within fifteen (15) calendar days after receipt of the Agency's decision. The appeal must identify the reason(s) the Agency's decision is incorrect. The Agency shall respond to the appeal in writing within fifteen (15) calendar days from receipt of the Union's appeal.

Committee Appeal: If the Agency denies an employee's reclassification request or if the Agency reclassifies an employee's position, the Union may appeal the decision to the Employer/Union Classification Appeal Committee. The appeal must be in writing and submitted within fifteen (15) calendar days from the date the Agency's final decision. All appeals must be supported with copies of documents originally provided to the Agency for the reclassification request, including written explanation of the request and all relevant documentation. No new documentation or information will be considered by the Committee unless mutually agreed upon. Upon request, the Union and employee shall have one (1) opportunity to address the committee.

Employer/Union Classification Appeal Committee: The committee shall be composed of one (1) Employer representative and one (1) Union staff representative. The Committee's sole mission will be to consider appeals pursuant to this section of the article and make decisions which maintain the integrity of the classification system by correctly applying the classification specifications. Each representative shall have experience making classification decisions.

Appeal Decision Process: The Committee will attempt to resolve the appeal by jointly determining whether the current or another classification more accurately depicts the overall assigned duties, authorities and responsibilities of the position. In this process each of the designees may identify one (1) alternate class that they determine most

accurately depicts the purpose of the job and overall assigned duties. The Committee will prepare an initial written decision to the Agency and Union within thirty (30) calendar days of receipt which will include the reasons for the decision. Agency management retains the right to modify duties to ensure consistency with the Agency's work, goals and objectives. If the finding of the committee determines the assigned duties are appropriately classified at a higher salary range and the Agency subsequently removes the higher level duties, the employee will receive a lump sum payment for the difference between the current salary rate including work out of classification pay already paid if any, and the appropriate salary rate for the classification as determined by the committee. This payment shall be for the time period beginning the date in which the request was received by the Agency to the date the duties are removed.

Arbitration: If there is no resolution, the Union may request arbitration in writing within fifteen (15) calendar days from the date of receipt of the Committee's final written decision. The Union's request must be sent to the Department of Administrative Services Labor Relations Unit and shall include the reasons why the Agency's decision is incorrect.

The Parties agree to the appointment of a panel of three (3) arbitrators to hear all appeals under this article. Arbitrators shall be assigned on a rotational basis. The arbitrators shall have experience resolving classification issues. An arbitrator may be removed from the panel by mutual agreement of the Parties. However, each party retains the right to initiate a change in that arbitrator's appointment upon notice to the other party. If this occurs, the Parties agree to select another qualified arbitrator. The change in assigned arbitrator shall be effective for any case not yet scheduled for arbitration. The arbitrator's fee and expenses shall be paid by the losing party. If, in the opinion of the arbitrator, neither party can be considered the losing party, then such expenses shall be apportioned as in the arbitrators' judgment is equitable. All other expenses shall be borne by the Party requiring the service or item for which payment is to be made.

The arbitrator shall allow the Agency's decision to stand unless they conclude that the proposed classification more accurately depicts the overall assigned duties, authority, and responsibilities using the criteria specified below. In the event the arbitrator finds in favor of the proposed or alternate classification, Agency management may elect to remove/modify duties at any point during the process. However, if the agency removes the higher level duties, the employee will receive a lump sum payment for the difference between the current salary rate including work out of classification pay already paid if any, and the appropriate salary rate for the classification as determined by the committee. This payment shall be for the time period beginning the date in which the request was received by the Agency to the date the duties are removed.

Classification Criteria. For purposes of this section, a reclassification must be based on findings that the purpose of the position is consistent with the concept of the proposed classification and that the class specifications for the proposed classification and that the class specifications for the proposed classification more accurately depicts the overall assigned duties, authority and responsibilities of the position.

Terms used above shall be defined as follows: a) the purpose of the position shall be determined by the statement of purpose and assigned duties of the position description and other relevant evidence of duties assigned by the Agency; b) the concept of the proposed classification shall be determined by the general description and distinguishing

features of its class specifications, and, c) the overall duties, authority and responsibilities of the position shall be determined by the position description and other relevant evidence of duties assigned by the Agency.

This Section supersedes any provisions contained in the Agencies grievance procedure.

ARTICLE 12 - LAYOFF

Section 1. Alternates to Layoff

- a. When the Agency believes that a lack of funds requires a layoff, the Agency will notify the Union no fewer than fifteen (15) calendar days before the Agency issues initial layoff notices. The Parties will meet, if requested by either the Agency or Union, to consider alternatives to layoffs such as voluntary reductions in hours or workdays, temporary interruptions of employment or other voluntary employment options. Alternatives to the layoffs shall require mutual agreement between the Agency and Union. In the absence of any mutual agreement, the Agency will implement layoff procedures consistent with the current applicable agreement.
- b. Agency and Union discussions under this Agreement shall not constitute interim bargaining under the Public Employees Collective Bargaining Act. The Parties shall not be required to use the dispute resolution procedures contained in the Public Employees Collective Bargaining Act.

Section 2.

A layoff is defined as a separation from the service for involuntary reasons not reflecting discredit on an employee. An employee shall be given written notice of layoff as far in advance as possible but not less than fifteen (15) calendar days before the effective date, stating the reasons for the layoff.

Section 3.

Up to four (4) employees may be protected from layoff for up to ninety (90) days if their loss would demonstrably work a hardship on the operation of the Department. Extensions may be granted by mutual agreement of the Parties.

Section 4.

The layoff procedure shall occur in the following manner:

- a. The Department shall determine the specific positions to be vacated and employees in those positions shall be notified of layoff. The Department shall notify, in writing, all affected employees of their seniority and contractual bumping rights. The Department shall notify the Union of the seniority of all employees in all affected positions in writing. The Department shall also post a copy of the seniority of all affected positions in each geographic area on employee bulletin board and mail a copy to all employees not having a formal office.
- b. Temporary employees working in the classification and geographic area in which a layoff occurs shall be terminated prior to the layoff of trial service or regular employees.
- c. Employees shall be laid off and seniority calculated within their geographic area or statewide and within the following separate categories: Permanent full-time

positions; Permanent part-time positions. An initial trial service employee can not displace any regular status employee.

- d. An employee notified of a pending layoff shall select one (1) of the following options and communicate such choice in writing to the Personnel Unit Manager within five (5) calendar days from the date the employee is notified in writing and has a seniority list provided (in hand) to the affected employee.
1. The employee may displace an employee in the bargaining unit with the lowest seniority in the same classification for which the employee is qualified in the same geographical area or statewide in the bargaining unit where the layoff occurs.
 2. The employee may displace an employee in the bargaining unit with the lowest seniority in a position in a classification and/or certification with the same salary range (lateral) for which the employee is qualified in the same geographic area or statewide where the layoff occurs.
 3. The employee may demote to the lowest seniority position in any classification for which the employee is qualified within the bargaining unit and in the employee's geographic area or statewide. Employees who elect to demote shall be placed on any geographic area layoff list of the employee's choice, within the bargaining unit, for the classification from which the employee demoted.
 4. The employee may elect to be laid off. An employee who elects to be laid off shall be placed on any geographic area layoff list of the employee's choice, within the bargaining unit, for the classification from which the employee was laid off.
- e. To be qualified for the options under Section 3(d)(1), (2), and (3) the employee must meet all of the minimum qualifications for the position's classification and must be capable of performing the specific requirements of the position as stated in the position description within two (2) weeks. An employee who is seeking to bump another employee has no right to a trial service period of any duration in the position into which the employee is attempting to bump. Further, the two (2) week time period is for the purposes of orienting an employee to the position, not training the employee to perform the work. Therefore, it is necessary that the employee can perform all of the duties and responsibilities of the position as determined by the Department prior to bumping into the position.

If an employee meets the minimum qualifications but is not capable of performing the specific requirements of the lowest seniority position, the employee may displace or demote to the next lowest seniority position in the classification, provided that the incumbent in the next lowest position has a lower seniority than the employee displacing or demoting and that the employee is capable of performing the specific requirements of the position.

- f. When exercising an option under Section 3(d)(1), (2), and (3) an employee shall only be eligible to displace another employee with a lower seniority.

g. Job-Share.

1. Individuals filling a job-sharing position which totals a full-time equivalent at the time of calculation of seniority shall be considered as one (1) full-time equivalent, or, as two (2) part-time employees. This determination shall be made by the Department at the time the position is created. For all current job-share positions, they shall be considered as part-time positions for purposes of this Article.
 2. Seniority for prior non-job-share time shall be determined by giving the employee one (1) point per month for any full-time worked and pro rata credit for each month spent on the job in less than full-time capacity.
 3. Seniority for a current full-time equivalent job-share position shall be determined by giving the employee one (1) point per month for each continuous month spent on the job-share if the two (2) employees are to be treated as a full-time equivalent for purposes of layoff. Seniority for prior noncontinuous job-share time shall be calculated on the same basis as part-time service. Total seniority for employees in the job-share position will be determined by averaging the two (2) individuals' scores.
 4. If employees in a job-share position are to be treated as part-time employees, seniority for the position shall be determined on a prorated basis as per part-time seniority computation.
- h.** If an employee is overfilling or underfilling a position, the employee will be considered in the position classification for the purposes of this Article. If an overfill employee is displaced, demoted in lieu of layoff, or is laid off, the employee shall retain the employee's overfill status upon return to the employee's classification.
- i.** Any employee displaced by another employee exercising options under Section 3(d)(1), (2), and (3) may also exercise any option under Section 3(d).

Section 5.

Computation of seniority for regular status employees shall be made as follows:

- a.** One (1) point per month for each full month of unbroken service in State service excluding temporary service. A break in service is a separation or interruption of employment without pay of more than two (2) years. All part-time service shall be credited on a prorated basis. Periods of authorized leave without pay will be deducted from seniority calculations. When a layoff is announced, seniority scores shall be frozen on that date until the layoff and any subsequent bumping activity is completed.
- b.** If two (2) or more employees have equal seniority, the tie shall be broken as follows, with most credit given to:
 1. Length of continuous service with the bargaining unit;
 2. Length of continuous service in the job classification.

Section 6.

Any trial service employee who is laid off or demoted in lieu of layoff shall not be placed on the bargaining unit layoff list, but shall be restored to the eligible list from which certification was made if the eligible list is still active. Restoration of the list shall be for the remaining period of eligibility that existed at the time of appointment from the list.

Section 7.

Any employee demoted in lieu of layoff may request at that time and shall be paid for all accrued compensatory time at the rate being earned prior to demotion in lieu of layoff.

Section 8. Department Layoff Lists.

Names of regular status employees of the bargaining unit who have separated from the service of the State in good standing by layoff or who have demoted in lieu of layoff shall be placed on layoff lists in seniority order established by the classification from which the employee was laid off or demoted in lieu of layoff and by geographical area.

The employee shall designate, in writing, the geographic area layoff list(s) on which the employee wishes to be placed. The term of eligibility of candidates placed on the list shall be two (2) years from the date of placement on the list.

Section 9. Recall.

Employees who are on a bargaining unit layoff list shall be recalled by geographic area in seniority order beginning with the employee with the highest seniority who meets all of the minimum qualifications for the position and who is capable of performing the specific requirements of the position as stated on the position description within two (2) weeks. An employee who is seeking recall has no right to a trial service period of any duration in the position into which the employee is attempting to return. Further, the two (2) week time period is for the purposes of orienting an employee to the position, not training the employee to do the work. Therefore, it is necessary that the employee can perform all of the duties and responsibilities of the position as determined by the Department prior to being recalled to the position.

If an employee on a layoff list is offered a position, the employee may refuse the position, but the employee's name will be removed from the layoff list in that geographic area.

An employee appointed to a position from a layoff list shall be removed from all other layoff lists.

If a temporary appointment is necessary in either geographic area and is expected to last longer than forty-five (45) days and there is a layoff list for that classification in the geographic area, employees on the layoff list shall first be offered the temporary appointment prior to hiring any other temporary. Not accepting a temporary job does not constitute a right of refusal under this Section. This shall only apply to employees separated from State service. Such employees shall be appointed as a temporary employee, remain on the layoff list, and will not be eligible for any benefits covered under this Agreement.

Section 10. Secondary Recall Rights.

a. **Application.** These rights apply to all employees in bargaining units represented by AFSCME at Central Table negotiations as well as the Department of

Corrections and Board of Parole except employees who are laid off during initial trial service.

b. Definitions.

1. Geographic areas, for the purpose of secondary recall, are each location for which an employee may indicate their willingness to relocate on the State's PD100.
2. Agency Layoff Lists are intra-agency layoff lists, as defined in each AFSCME Central Table Agency and/or Department of Corrections and Board of Parole bargaining unit Contract.
3. Secondary Recall List is an inter-agency layoff list, which consists of regular status employees who have been separated by layoff from Union-represented positions in AFSCME Central Table Agencies and/or Department of Corrections and Board of Parole and who have elected to be placed on such list, consistent with the definitions of geographic areas defined above.

c. Coordination with Filling of Vacancy and Layoff Articles. The recall options provided herein shall be consistent with the priority of recall to positions from layoff within an Agency, as specified within each Agency's contract, except that recall from Agency Layoff Lists shall take precedence over recall from the Secondary Recall List.

d. Procedures.

1. Placement on the Secondary Recall List.

- A.** Regular status employees who are separated from the service of the State in good standing (meaning no record of economic disciplinary sanctions in their personnel file) by layoff or transferred outside State government due to intergovernmental transfer shall, in addition to their right to be placed on the Agency Layoff List, be given the option of electing placement on the Secondary Recall List by geographic area for other AFSCME represented bargaining units which utilize the same or successor classification from which they were laid off. The term of eligibility of candidates placed on the list shall be two (2) years from the date of layoff. When an employee is prohibited from participating in the secondary recall process due to the presence of an economic disciplinary sanction in their personnel file, that employee may request and shall be placed on the Secondary Recall List for the remainder of the two (2) years eligibility following layoff once the discipline has remained in the file for the length of time required by the agency's contract.
- B.** Employees who elect to be placed on the Secondary Recall List shall specify in writing the AFSCME Central Table and/or Department of Corrections and Board of Parole bargaining units and geographic areas to which they are willing to be recalled.

2. Use of the Secondary Recall List.

- A. After the exhaustion of the Agency Layoff List for a specific classification within a geographic area, the Secondary Recall List shall be used to fill all positions within a specific classification and geographic area consistent with Section (c) above, until such secondary list is exhausted.
 - B. To be eligible for appointment from the Secondary Recall List, a laid off employee on such list must meet the minimum qualifications for the classification and any special qualifications for the position.
 - C. Agencies shall utilize the Secondary Recall List to fill positions by calling for certifications from the list of the five (5) most senior employees who meet the minimum qualifications for the classification and any special qualifications for the position to be filled by selecting one of the five (5) so certified. Seniority for this purpose shall be computed as described per the layoff article of each Agency's contract.
 - D. Where fewer than five (5) eligible employees remain on the Secondary Recall List, the Agency shall select one (1) of these employees who meets the minimum qualifications for the class and any special qualifications for the position.
- 3. Appointments/Refusals of Appointments from the Secondary Recall List.**
- A. A laid off employee on the Secondary Recall List who is offered an appointment from the list and refuses to accept the appointment shall have their name removed from the Secondary Recall List; however, an agency will not remove an employee's name from the Secondary Recall List where that individual had been a day shift employee and subsequently refuses the offer of a position with swing shift or night shift hours.
 - B. Employees appointed to positions from the Secondary Recall List shall have their names removed from their Agency Layoff List(s) and the Secondary Recall List.
 - C. Employees appointed to positions from the Secondary Recall List shall serve a trial service period not to exceed three (3) full months, except that employees hired into the Offender Information and Sentence Unit as Prison Term Analyst (PTA) shall serve a trial service period consistent with the DOC agreement. Administration of the trial service period shall be consistent with the hiring Agency's contract. However, employees who fail to successfully complete this trial service period shall have their names restored to the Agency Layoff List(s) on which they previously had standing. Restoration to the Agency Layoff List(s) shall be for the remaining period of eligibility that existed at the time of appointment from the Secondary Recall List. An employee may also petition the DAS-Labor Relations Unit to also be restored to the Secondary Recall List for the remainder of

the initial twenty-four (24)-month recall period where the trial service removal was not related to potential misconduct warranting an economic or dismissal sanction. In no instance shall the DAS-Labor Relations Unit's decision be grievable.

- D. Employees appointed to positions from the Secondary Recall List shall not be entitled to moving expenses.

Section 11. Geographic Area.

- a. Western Region
- b. Eastern/Central Region

REV: 2015

ARTICLE 13 - PAYDAY AND PAY ADVANCES

Section 1.

All employees shall normally be paid no later than the first (1st) of the month. When a payday occurs on Monday through Friday, payroll checks shall be released to employees on that day. When a payday falls on a Saturday, Sunday or Holiday, employee paychecks shall be made available after 8:00 a.m. on the last working day of the month. The release day for December paychecks dated January 1 shall be the first (1st) working day in January to avoid the risk of December's paychecks being included in the prior year's earnings for tax.

Section 2.

Employees will be allowed one (1) pay advance during their first thirty (30) days of employment.

Section 3.

The Parties agree that pay advances will be kept to an absolute minimum and are for emergencies. Within that context, employees may obtain an advance on their salary. The amount of the request shall not exceed sixty percent (60%) of gross pay earned to date in the month, but shall be at least one hundred dollars (\$100.00). Employees may submit requests up to the final monthly payroll cutoff date. Pay advance requests will normally be submitted to the payroll office by the fifteenth (15th) of the month. If any employee requests more than one (1) pay advance in any twelve (12) month period, management has the right to deny it, if a valid emergency does not exist.

ARTICLE 14 - HOURS OF WORK

Section 1.

The workweek is defined as seven (7) consecutive calendar days beginning on 12:01 a.m. on Monday and ending on the following Sunday at 12:00 midnight. A workday is the twenty-four (24) hour period beginning at 12:01 a.m. each day and ending at 12:00 midnight.

Section 2.

- a. A regular work schedule is five (5) consecutive eight (8) hour days beginning on Monday and ending on Friday.

- b. Alternative work schedules are anything other than five (5) consecutive eight (8) hour days with regularly established starting and stopping times.
- c. A flexible work schedule is a schedule which varies the number of hours worked on a daily basis, but not necessarily each day, or a work schedule in which starting and stopping times vary on a daily basis, but not necessarily each day, but which does not exceed forty (40) hours in a workweek. Management will work to maintain flex schedule equity amongst employees within work units and across Division provided the business needs are met.

With prior management approval, employees working remotely may schedule their duties between the week day hours of 6:00 am to 8:00 pm provided the Division's business needs are met in coordination with their manager.

- d. Alternative work schedules for a minimum duration of thirty (30) calendar days may be initiated by the employee or the Department. Such changes may be made upon fourteen (14) consecutive calendar days notice. Management decisions will be based on the business needs of the work unit, including whether the requested schedule will allow the work unit to ensure full service delivery to the public and stakeholders during business hours. Prior to submitting a request for an alternative schedule an employee will work with the other members of the work unit in order to ensure that the business needs of the work unit are met. Where more than one (1) employee requests the same schedule and such schedule cannot be accommodated, preference may be given on the basis of seniority.
- e. Where an employee's request for an alternative schedule is denied, such denial will be in writing. In those instances, the supervisor will provide an explanation for the denial. When a denial is based on lack of sufficient cross trained coverage, management will initiate efforts to cross train staff.

Section 3.

- a. **Employees on a Regular Work Schedule.** A rest period of fifteen (15) minutes shall be allowed during each consecutive work period of four (4) hours or more. Such rest periods shall be in accordance with operating requirements. Each employee working an eight (8) hour day shall be allowed two (2) rest periods.
- b. **Employees on an Alternative or Flexible Work Schedule.** A rest period of fifteen (15) minutes shall be allowed during each consecutive work period of four (4) hours or more. Such rest periods shall be in accordance with operating requirements.
- c. Employees expected to work two (2) or more overtime hours past their regular shift shall be entitled to a fifteen (15) minute rest period at the end of their regular shift and shall be entitled to rest periods as scheduled by the subsequent shift.

Section 4.

All employees working at least an eight (8) hour workday shall be granted a nonduty meal period of not less than thirty (30) minutes and not more than one (1) hour. Such meal period shall be scheduled as close as possible to the middle of the workday. Employees

working less than an eight (8) hour workday may be granted a meal period as determined by the Department.

Section 5.

An employee desiring a change in work schedule may request such change to the employee's supervisor. If the supervisor approves the change in the employee's work schedule, the employee waives all rights to reporting pay, overtime compensation, and shift differential associated with the request.

REV: 2017

ARTICLE 15 - HOLIDAYS

Section 1.

The following compensable holidays shall be recognized:

- a. New Year's Day on January 1;
- b. Martin Luther King, Jr.'s Birthday on the third Monday in January;
- c. President's Day on the third Monday in February;
- d. Memorial Day on the last Monday in May;
- e. Juneteenth on June 19;
- f. Independence Day on July 4;
- g. Labor Day on the first Monday in September;
- h. Veterans Day on November 11;
- i. Thanksgiving Day on the fourth Thursday in November;
- j. The Friday after Thanksgiving;
- k. Christmas Day on December 25;
- l. Every day appointed by the Governor of the State of Oregon as a holiday and everyday appointed by the President of the United States as a day of mourning, rejoicing, or other special observance only when the Governor also appoints that day as a holiday.

When a holiday specified in this Section falls on a Saturday, the preceding Friday shall be recognized as the holiday. When a holiday specified in this Section falls on a Sunday, the following Monday shall be recognized as the holiday.

Section 2.

Full time employees, except those with any leave without pay status the day before or the day after the recognized holiday, shall be compensated at the straight time rate for eight (8) hours for each recognized holiday listed in Section 1. All part-time employees and full-time employees on a leave without pay status the day before or the day after a holiday shall be compensated at the straight time rate on a pro rata basis for each recognized

holiday during a month in which the employee works thirty-two (32) hours or more. This holiday compensation is called holiday pay. Recognized holidays which occur during vacation or sick leave will be charged as a holiday rather than vacation or sick leave.

Section 3.

Employees who are required to work on recognized holidays shall be entitled to the holiday pay as provided for by Section 2 of this Article plus compensatory time off or cash for all such time worked at the rate of time and one-half (1-1/2). The rate at which an employee shall be compensated for working on a holiday shall not exceed the rate of time and one-half (1-1/2) in addition to holiday pay.

Section 4.

An employee will receive compensatory time off for holiday time worked unless the employee requests, in writing, cash.

Section 5.

In addition to the holidays specified in this Article, full-time employees shall receive eight (8) hours of paid leave. Part-time employees will receive prorated share of eight (8) hours paid leave. Employees may request the option of using this paid leave on any workday during the calendar year. Approved usage of this leave shall be taken in a single block of time and granted on a basis which shall preclude the closure of state facilities.

Section 6.

Employees working an alternative or flexible work schedule as defined in [Article 14](#), Section 2 of the Agreement shall revert to a regular work schedule for the week in which a holiday occurs, or by mutual agreement between the employee and supervisor the employee may choose one of the following options to maintain a forty (40) hour workweek:

- a. When the holiday is on a scheduled day off, request a different day off and use vacation leave, personal leave or compensatory time for any hours over the eight (8) holiday hours; or
- b. When the holiday is not on a scheduled day off but is within the employee's alternate or flexible work schedule, use vacation leave, personal leave or compensatory time for any hours normally scheduled over the eight (8) holiday hours to cover the hours remaining on the normal schedule for the day;
- c. When the holiday is on the employee's scheduled work day, and the employee works that day, the employee will be paid in accordance with Section 3, except the employer will incur no daily overtime obligation for hours worked in excess of eight (8) holiday hours. However, the employee will receive overtime compensation for all hours worked in excess of forty (40) hours in the same workweek.

REV: 2015, 2019, 2021

ARTICLE 16 - VACATION LEAVE

Section 1. Vacation Leave for Full-time Employees.

After having served in the State service for six (6) months, full-time classified employees shall be credited with forty-eight (48) hours of vacation leave and thereafter vacation leave shall be accumulated as follows:

| | |
|--|---|
| After six (6) months through fifth (5th) year | Twelve (12) workdays for each twelve (12) months of service (eight (8) hours per month) |
| After fifth (5th) year through tenth (10th) year | Fifteen (15) workdays for each twelve (12) months of service (ten (10) hours per month) |
| After tenth (10th) year through fifteenth (15th) year | Eighteen (18) workdays for each twelve (12) months of service (twelve (12) hours per month) |
| After fifteenth (15th) year through twentieth (20th) year | Twenty-one (21) workdays for each twelve (12) months of service (fourteen (14) hours per month) |
| After twentieth (20th) year through twenty-fifth (25th) year | Twenty-four (24) workdays for each twelve (12) months of service (sixteen (16) hours per month) |
| After twenty-fifth (25 th) year | Twenty-seven (27) workdays for each twelve (12) months of service (eighteen (18) hours per month) |

A full-time employee working less than a month shall accrue vacation leave on a pro rata basis, provided that the employee works thirty-two (32) hours or more in that month. If an employee has a break in service and that break does not exceed two (2) years, the employee shall be given credit for the time worked prior to the break in service.

Section 2. Vacation Leave for Part-time Employees.

A part-time employee shall accrue vacation leave and shall earn eligibility for additional vacation credits only in those months during which the employee has worked thirty-two (32) hours or more. Such leave shall be accrued on a pro rata basis as follows:

| | |
|--|---|
| First (1st) month through twelve sixtieth (60th) month | Twelve (12) workdays for each (12) months of service (eight (8) hours per month) |
| Sixty-first (61st) month through one hundred & twentieth (120th) month | Fifteen (15) workdays for each twelve (12) months of service (ten (10) hours per month) |
| One hundred & twenty-first (121st) month through one hundred & eightieth (180th) month | Eighteen (18) workdays for each twelve (12) months of service (twelve (12) hours per month) |

One hundred & eighty-first (181st)
each month through two hundred &
fortieth (240th) month

Twenty-one (21) workdays for
twelve (12) months of
service (fourteen (14) hours per
month)

Two hundred forty-first (241st)
month through three hundredth
(300th) month

Twenty-four (24) workdays for
each twelve (10) months of
service (sixteen (16) hours per
month)

After three hundredth (300th)
month

Twenty-seven (27) workdays for
each twelve (12) months of
service (eighteen (18) hours per
month)

A part-time employee shall not be eligible to take initial vacation leave until the employee has worked thirty-two (32) hours or more in each of six (6) months. Vacation leave shall not accrue during a leave of absence without pay, the duration of which exceeds fifteen (15) calendar days.

Section 3. Eligibility for Vacation Credits.

Time spent by an employee in actual State service or on Peace Corps, military, or job-incurred disability leave without pay shall be considered as time in the State service in determining length of service for vacation credits.

Section 4. Restoration of Vacation Leave Credits.

All time in the exempt or unclassified service, shall be counted as long as there is not a break in service of more than two (2) years in determining the level of accrual.

Section 5. Termination Vacation Pay.

An employee who is laid off or terminates after six (6) full months of Department service shall be paid upon separation from Department service for accrued vacation time except as provided as offset for damages or misappropriation of State property or equipment. Employees on military leave of absence may request payment for accrued vacation.

Section 6. Scheduling of Vacations.

Vacations shall be scheduled at a time mutually acceptable to the Department and the employee and consistent with the work requirements of the Department.

Employees shall be able to request forecasted accrued vacation leave. Such leave may only be taken if the accrued vacation leave is actually accrued by the date the leave is to be used.

Section 7. Vacation Accrual.

An employee shall be allowed to accumulate a maximum of three hundred and fifty (350) hours of vacation leave; however, in the event of layoff, resignation, retirement or termination any unused vacation up to three hundred (300) hours will be paid to the employee. When an employee notifies the Agency they plan to separate from Agency service within the next two (2) calendar months, and the employee has at the time of such

notice more than three hundred (300) hours of accrued vacation hours, the Agency and employee will work together to find a mutually agreeable time for the employee to take time off to reduce accrued vacation hours down to the three hundred (300) hours. An employee transferring in from another State Agency may transfer up to eighty (80) hours of accrued vacation leave. Where vacation leave is requested and denied resulting in loss of leave, the employee shall be authorized to cash out not less than twenty-four (24) hours and no more than forty (40) hours of vacation leave accrued. An appointing authority may authorize cash payment of forty (40) hours, upon determining that granting of vacation leave is not appropriate. The designated supervisor must document the denial of the vacation leave request. Cash payout for accrued vacation leave must not be granted more than once in each fiscal year.

Section 8.

If the Department cancels a Department approved vacation in which unrecoverable deposits have been paid by an employee, the Department shall reimburse the employee for the deposits. The Department shall require written proof of unrecoverable deposits.

Section 9.

Compensation for use of accrued vacation shall be at the employee's prevailing straight rate of pay.

Section 10.

In the event of an employee's death, all monies due the employee for accrued vacation and salary shall be paid as provided by law.

Section 11. Vacation Cashout.

In addition to Article 16, Section 7 of the Agreement, employees may cash out up to forty (40) hours of accrued vacation hours each State fiscal year under the following conditions:

- a. Employees must have regular status at the time of the request;
- b. Employees shall receive payment within thirty (30) days from the date of their cash out request made through the human resources information system.
- c. After cash out, employees must have in their leave balance at least sixty (60) hours of accrued vacation leave hours;
- d. Payment shall be the employee's straight time rate of pay;
- e. Employees on unprotected leave without pay at the time the payment is requested are not eligible to cash out accrued vacation hours.

REV: 2017,2019, 2021

ARTICLE 17 - SICK LEAVE

Section 1. Accrual Rate of Sick Leave With Pay Credits.

Employees shall accrue eight (8) hours of sick leave with pay credits for each full month worked. Employees who work less than the full month but at least thirty-two (32) hours during the month shall accrue sick leave with pay on a pro rata basis for the month.

Section 2. Eligibility for Sick Leave With Pay.

Employees shall be eligible for sick leave with pay immediately upon accrual.

Section 3. Determination of Service for Sick Leave With Pay.

Actual time worked and all leave with pay shall be included in determining the pro rata accrual of sick leave credits each month, provided that the employee works thirty-two (32) hours or more in that month.

Section 4. Utilization of Sick Leave With Pay.

Employees who have earned sick leave credits shall be eligible for sick leave for any period of absence from employment due to any of the following reasons:

- Illness;
- bodily injury;
- disability resulting from pregnancy;
- necessity for medical or dental care;
- if the employee is a victim of domestic violence, harassment, sexual assault, or stalking; or the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault or stalking, pursuant to ORS 659A.270 through 659A.290;
- attendance at an employee assistance program;
- exposure to contagious disease;
- for the emergency repair of personal assistive devices which are medically necessary for the employee to perform assigned duties;
- attendance upon members of the employee's or the employee's spouse's immediate family, or the equivalent of each for domestic partners, (parents, wife, husband, children, foster children, brother, sister, grandmother, grandfather, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, or another member of the immediate household) where employee's presence is required because of illness or death in the immediate family of the employee or the employee's spouse or domestic partner.

The employee shall make other arrangements, within a reasonable period of time, for the attendance upon children or other persons in the employee's care. Certification of an attending physician or practitioner may be required by the Department to support the employee's claim for sick leave, if the employee is absent in excess of seven (7) days, or if the Department has evidence that the employee is abusing sick leave privileges. The Department may also require such certificate from an employee to determine whether the employee should be allowed to return to work where the Department has reason to believe that the employee's return to work would be a health hazard to either the employee or to others.

Section 5. Family and Medical Leave.

The Department shall abide with all federal/state laws and policies relating to family and medical leave absences.

Section 6. Sick Leave With Pay on Termination.

Compensation for accrued sick leave shall not be paid to an employee on termination for any reason.

Section 7. Restoration of Sick Leave Credits.

Employees who have been separated from the State Service and return to a position within two (2) years shall have unused sick leave credits accrued during previous employment restored.

Section 8. Sick Leave Without Pay.

- a. **Workers Compensation Illness or Injury.** Salary paid for a period of sick leave resulting from a condition incurred on the job and also covered by Workers' Compensation, shall be equal to the difference between the Workers' Compensation for lost time and the employee's regular salary rate. In such instances, prorated charges will be made against accrued sick leave. An employee who has exhausted earned sick leave shall have the option to use accumulated compensatory time and vacation leave during the period in which Workers' Compensation is being received, and the salary paid for such a period shall be equal to the difference between the Workers' Compensation for lost time and the employee's regular salary rate. In such instances, prorated charges will be made against accrued vacation and/or compensatory time.

The Department shall grant sick leave without pay for any job-incurred injury or illness for a period which shall terminate upon demand by the employee for reinstatement accompanied by a certificate issued by a duly licensed attending physician and/or practitioner that the employee is physically and/or mentally able to perform the duties of that position. No compensatory time, vacation time or other accumulated time shall be deducted from the employee's time unless directed by the employee in writing. If such direction is not given by the employee, leave without pay shall be granted.

- b. **Non-job Incurred Illness or Injury.** After earned sick leave has been exhausted, the Department may grant sick leave without pay if no other accrued leave is available for any non-job-incurred injury or illness.
- c. The Department may require that the employee submit a certificate from the attending physician or practitioner in verification of disability. Any cost associated with the supplying of a certificate concerning a job-incurred injury or illness that is not covered by Workers' Compensation benefits shall be borne by the Department. Any cost associated with the supplying of a certificate concerning a non-job-incurred injury or illness shall be borne by the employee. In the event of a failure or refusal to supply such a certificate, or if the certificate does not clearly show sufficient disability to preclude that employee from the performance of duties, such sick leave may be cancelled and the employee's service terminated.

Section 9.

An employee shall have all of their accrued sick leave credits transferred when the employee is transferred to or from a different State Agency.

Section 10. Hardship Leave Donation.

The Department shall allow employees to transfer vacation leave or compensatory time to a co-worker for use by employees recuperating from, or involved in, an extended and continuing illness or injury of a serious nature who have exhausted all accumulated leave. Hours of leave donated will be converted at the Donor's hourly rate. Approved leave shall

be converted into sick leave hours at the Donee's hourly rate into a dollar amount. Deductions shall be made accordingly.

Applications for hardship leave shall be in writing and sent to the Department's Human Resource Services Office and accompanied by the treating physician's written statement certifying that the illness or injury will continue for at least fifteen (15) days. The Department's Office of Human Resource Services will review the request and either approve or disapprove the request.

The transfer of accumulated leave and the utilization of such leave shall be subject to the following:

- a. Employees on Workers' Compensation or receiving short- or long-term disability benefits may not participate in this program as a Donee.
- b. All accumulated leave hours must be donated and transferred in blocks of two (2) hours or more. All hours of leave donated from co-workers and/or management will be converted into an hourly rate and then applied to the Donee's account at their hourly rate.
- c. The employees may be asked to disclose information about all insurance policies or employee benefits.
- d. Any other requirements or conditions shall be determined or set forth by the Division Administrator on a case-by-case basis.

To donate to a specific employee in a different Agency, the employee (donor) must submit a written request to their appointing authority/designee. The appointing authority or designee from both the donor's and recipient's agencies may authorize the transfer of donated leave between agencies, subject to restrictions on the use of dedicated funding sources and/or other legitimate business reasons.

REV: 2015, 2019, 2021

ARTICLE 18 - OTHER LEAVES

Section 1. Leaves With Pay.

- a. **Personal Leave.** After completion of trial service, regular, permanent, full-time employees shall be entitled to twenty-four (24) hours of personal leave with pay for each fiscal year. Part-time, job-share, and seasonal employees shall be granted twelve (12) hours of personal leave if it is anticipated they will work one thousand and forty (1,040) hours for the fiscal year. Should a part-time, job-share, or seasonal employee fail to work one thousand and forty (1,040) hours for the first fiscal year, the value of personal leave time used may be recovered from the employee. Personal leave shall not be cumulative from year to year nor is any unused leave compensable in any other manner. Such leave may be taken at times mutually agreeable to the Department and the employee.
- b. **Pre-Retirement Counseling Leave.** Employees shall be granted up to twenty-eight (28) hours leave with pay to pursue bona fide pre-retirement counseling

programs. Employees shall request the use of leave provided in this Section at least five (5) days prior to the intended date of use.

Authorization for the use of pre-retirement leave shall not be withheld unless the Agency determines that the use of such leave shall hinder the efficiency of the employee's work unit.

When the date requested for pre-retirement leave cannot be granted for the above reason, the Agency will work with the employee to find an alternate date. The leave discussed under this Section may be used to investigate and assemble the employee's retirement program, including PERS, Social Security, Insurance, and other retirement income.

- c. **Service With A Jury.** An employee shall be granted leave with pay for service with a jury. The employee may keep any money paid by the court for serving on a jury. The Department reserves the right to petition for removal of the employee from jury duty if, in the Department's judgment, the operating requirements of the Department would be hampered.
- d. **Court Appearances.** When any employee is not the plaintiff or defendant, the employee shall be granted leave with pay for appearance before a court, legislative committee or judicial or quasi-judicial body as a witness in response to a subpoena or other direction by proper authority for matters other than the employee's officially assigned duties. The employee may keep any money paid in connection with the appearance.
- e. **Military Training Leave.** An employee who has served with the State of Oregon or its counties, municipalities or other political subdivisions for six (6) months or more immediately preceding a request for paid military training leave, and who is a member of the National Guard or any reserve components of the armed forces of the United States, is entitled to fifteen (15) days or one hundred and twenty (120) hours of paid military leave per federal fiscal year, unless a greater number of days is provided by law. In no event may an employee receive more than the number of days provided by law.

Military leave shall be granted in accordance with applicable Law and state policy. In addition, employees shall be allowed to utilize paid military leave for travel to and from their place of duty and for the time spent on militarily obligated status or military duty regardless of the length of their military status or duty.

Subject to supervisory approval, employees may be allowed to voluntarily adjust their shifts to accommodate military duty.

- f. **Test and Interview Leave.** With notice to the supervisor, an employee shall be allowed appropriate time off with pay to take tests related to promotional opportunities within the Department; up to two (2) hours with pay shall be allowed for an interview for a position with another State Agency or a position within the Department.

Authorization for the use of test and interview leave shall not be withheld unless the Department determines that the use of such leave shall impact the efficiency of the employee's work unit.

g. Bereavement Leave.

1. Notwithstanding the hardship or sick leave eligibility criteria in the agreement, employees shall be eligible for a maximum of twenty four (24) hours paid bereavement leave per event of an immediate family member which shall be prorated for part time employees. The Agency may request documentation.
2. For employees that qualify for OFLA bereavement leave, paid bereavement leave under this agreement shall run concurrently with OFLA bereavement leave.
3. After OFLA eligible leave for bereavement leave is exhausted, if additional leave is needed, an employee may, with prior authorization, use any accrued leave or leave without pay at the option of the employee for a period of absence from employment to discharge the customary obligations arising from a death in the immediate family or employee's spouse.
4. Regular and trial service employees may be eligible to receive up to forty (40) hours of donated leave, to be used consecutively. The employee must exhaust all available accrued leave to qualify to receive hardship leave.
5. For purposes of this article, 'immediate family' shall include:
 - * the employee's or the employee's spouse's parent (includes one who stood in loco parentis (in place of a parent) when the employee was a child);
 - * spouse;
 - * child (and child's spouse) (includes a child for whom the employee stood in loco parentis and includes step child from a previous marriage);
 - * sibling;
 - * grandparent;
 - * grandchild;
 - * aunt or uncle;
 - * niece or nephew;
 - * or the equivalent of each of the above for domestic partners, or another member of the immediate household.

Note: Immediate family shall include the current in-laws and step family members who qualify per the above list.

Section 2. Leaves Without Pay.

- a. **Military Leave Without Pay.** An employee in the State service shall be entitled to a military leave of absence without pay during a period of service with the armed forces of the United States. The employee shall, upon honorable discharge from such service, be returned to a position in the same class as the employee's last held position, at the salary rate prevailing for such class, without loss of seniority

or employment rights. Employees shall make application for reinstatement within ninety (90) days and shall report for duty within six (6) months following separation from active duty. Failure to comply may terminate military leave. If it is established that the employee is not physically qualified to perform the duties of the employee's former position by reason of such service, the employee shall be reinstated in other work that the employee is able to perform at the nearest appropriate level of pay of the employee's former class. An employee voluntarily or involuntarily seeking military leave without pay to attend service school shall be entitled to such leave during a period of active duty training. Military leaves of absence without pay shall be granted in compliance with the Veterans' Reemployment Rights Law, Title 38 USC Chapter 43.

- b. Court Appearance Leave Without Pay.** An employee may request and shall be granted leave without pay for the time required to make an appearance as a plaintiff or defendant in a civil or criminal court proceeding that is not connected with the employee's officially assigned duties.
- c. Employee Leave.** In instances where the work of the Department will not be impacted by the temporary absence of an employee, the employee shall be granted a leave of absence without pay or educational leave without pay for up to one (1) year, subject to Department approval.
- d. Parental Leave.** A parent shall be granted a leave of absence without pay for a reasonable period of time, not to exceed six (6) months, dependent upon Department workload requirements, to care for a new baby. This leave shall run concurrently with FMLA/OFLA guidelines. Extensions beyond the six (6) months or alternate work schedules may be arranged by mutual agreement between employee and supervisor.

REV: 2015, 2019, 2021

ARTICLE 19 - QUARTERLY CHECK-INS

Section 1. Quarterly Check-Ins.

Supervisory managers shall conduct check-ins with their employees on a quarterly basis. If a quarterly check-in does not occur, the employee may request a check-in for the missed time period. Supervisory managers shall conduct the requested check-in within thirty (30) calendar days.

Section 2.

The employee shall have the opportunity to provide their input during the quarterly check-in. No notes shall be made about an employee outside of those notes accessible by the employee. Quarterly check-ins are not grievable nor arbitrable under this Agreement and cannot be used for discipline. .

Section 4.

Employees shall be granted an annual performance pay increase on their eligibility date if the employee is not at the top of the salary range of their classification.

REV: 2021

ARTICLE 20 - SALARY ADMINISTRATION

Section 1. Merit Salary Increase.

Employees shall be eligible for consideration for merit salary increases following:

- a. Completion of the initial twelve (12) months of service.
- b. Completion of six (6) months of service following promotion.
- c. Annual periods after (a) or (b) above until the employee has reached the top of the salary range.

Merit salary increases shall be made upon recommendation of the employee's immediate supervisor and approval of the appointing authority. The immediate supervisor shall give written notice to an employee of withholding of a merit salary increase prior to the eligibility date, including a statement of the reason(s) it is being withheld.

Section 2. Salary on Demotion.

Whenever an employee demotes to a job classification in a lower range that has a salary rate the same as the previous salary, the employee's salary shall be maintained at that rate in the lower range.

Whenever an employee demotes to a job classification in a salary range which does not have corresponding salary steps with the employee's previous salary but is within the new salary range, the employee's salary shall be maintained at the current rate until the next eligibility date. At the employee's next eligibility date, if qualified, the employee shall be granted a salary rate increase of one (1) full step within the new salary range plus that amount that the current salary rate is below the next higher rate in the new salary range. This increase shall not exceed the highest rate in the new salary range.

Whenever an employee demotes to a job classification in a lower range, but the employee's salary is above the highest step for that range, the employee shall be paid at the highest step in the new salary range.

This Section shall not apply to demotions resulting from official disciplinary actions.

Section 3. Salary on Promotion.

An employee shall be given no less than an increase to the next higher rate in the new salary range effective on the date of promotion.

Section 4. Salary on Lateral Transfer.

An employee's salary and merit review date shall at a minimum remain the same when transferring from one position to another which has the same salary range.

Section 5. Effect of Break in Service.

When an employee separates from the Department and subsequently returns to the Department, except as a temporary employee, the employee's previous salary eligibility date shall be adjusted by the amount of break in service.

Section 6. Rate of Pay on Appointment from Layoff List.

When an individual is appointed from a layoff list to a position in the same class in which the person was previously employed, the person shall be paid at the same salary step at which such employee was being paid at the time of layoff.

REV: 2015

ARTICLE 21 – OVERTIME

Section 1.

This Article is intended only to provide a basis for the calculation of overtime and none of its provisions shall be construed as a guarantee of any minimum or maximum hours of work or weeks of work to any employee or to any group of employees.

Section 2.

Time worked for the purpose of this Agreement is all hours worked, including any paid leave.

Section 3.

Eligible employees as defined by FLSA, shall be compensated at the rate of time and one-half (1-1/2) in the form of pay or compensatory time off for authorized overtime worked in excess of eight (8) hours per day for employees on regular work schedules or forty (40) hours in any one (1) workweek for employees on alternative or flexible work schedules. No application of this Article shall be construed or interpreted to provide for compensation for overtime at a rate exceeding time and one-half, or to effect "pyramiding" of overtime and penalty payments.

Section 4.

The Department shall give reasonable notice of any overtime to be worked. Overtime worked will be subject to prior authorization. Prior authorization may be granted on a case by case basis, or in general, based on a common situation. In the event that sufficient acceptable personnel do not voluntarily accept overtime, such additional personnel, as are deemed necessary by the Department, shall be required to work overtime.

Section 5.

Employees shall have the option of receiving pay for overtime or accruing compensatory time. An employee may accrue up to a maximum of eighty (80) hours of compensatory time. By mutual agreement, this limit may be exceeded, but in no event shall exceed two hundred forty (240) hours. Employees may request to use their compensatory time or be paid for that time. They may be paid out up to twice per year for these requested, accrued, unused hours. Employees may request payment for or use of any number of hours of compensatory time they have accrued. The Employer will provide notice of accrued compensatory time to the employee, twice per year, in mid-April and mid-September. At the end of every calendar year employees may roll over up to forty (40) hours of compensatory time to be used the next calendar year. No more than forty (40) hours shall be rolled over except by mutual agreement, not to exceed eighty (80) hours.

Section 6. FLSA Exempt Overtime Compensation.

Employees occupying positions which have been determined by the Agency to be executive, administrative or professional as defined by the Fair Labor Standards Act shall receive time off for authorized time worked in excess of forty (40) hours in a workweek.

The rate of compensation shall be one (1) hour off for one (1) hour of overtime worked. Time off shall be used within the fiscal year earned or shall be lost. The scheduling of time off shall be consistent with provisions for requesting accrued leave time or Agency practice whichever is applicable.

Nothing in this article modifies, amends or eliminates any specific language in any agreement or Agency practice to modify an employee's work schedule during the same workweek in which authorized overtime is worked.

REV: 2019

ARTICLE 22 - HEALTH AND WELFARE INSURANCE

Section 1.

An Employer contribution will be made for each eligible employee who has at least eighty (80) paid regular hours in the month unless required by law.

Section 2.

The contribution for eligible participating part-time employees with eighty (80) or more hours paid time for the month the Employer shall contribute a prorated amount of the contribution for full-time employees unless otherwise required by law. This prorated contribution shall be prorated based on the ratio of paid regular hours to full-time hours to the nearest full percent.

Section 3. Plan Years 2021 through 2023.

For Plan Years 2021, 2022 and 2023 the Employer will pay ninety-five percent (95%) and the employee will pay five percent (5%) of the monthly premium rate as determined by PEBB. For employees who enroll in a medical plan that is at least ten percent (10%) lower in cost than the monthly premium rate for the highest cost plan available to the majority of employees, the Employer shall pay ninety-nine percent (99%) of the monthly premium for PEBB health, vision, dental and basic life insurance benefits and the employee shall pay one percent (1%).

Section 4.

If the Collective Bargaining Agreement provides for a COLA with an effective date of the second (2nd) year of a biennium and the difference in the projected increase in the PEBB composite rate for the following calendar year falls below three point four percent (3.4%), then the COLA will be moved up by one (1) full month for each month it is sufficiently funded by the savings.

(See LOA's: [PMAC](#), [Part Time Medical Insurance Computation and Subsidy](#))

REV: 2015, 2017, 2019, 2021

ARTICLE 23 - TRAVEL, MILEAGE AND MOVING ALLOWANCE

Section 1. Travel and Mileage Allowance.

Reimbursements and procedures will be in accordance with Oregon Accounting Manual, Policy No. 40.10.00.PO, and its successors. Changes in this policy will be automatically incorporated into this contract article.

Section 2.

When the employee is required by the agency to travel, the actual travel time shall be considered time worked. Where required travel is outside an employee's regular work hours (excluding normal commuting time), the employer may temporarily modify the employee's weekly schedule without daily overtime or schedule change penalty. Where such schedule modification still results in the need for additional work hours, the employee shall be paid the appropriate rate of pay for all time worked over forty (40) hours in that workweek.

Section 3. Moving Expenses.

Reimbursements and procedures will be in accordance with Department of Administrative Services, Chief Human Resource Office Policy 40.055.10, and its successors. Changes in this policy will be automatically incorporated into this article.

ARTICLE 24 - RECOUPMENT OF WAGE AND BENEFIT OVERPAYMENTS/ UNDERPAYMENTS

Section 1. Overpayments.

- a. In the event that an employee receives wages or benefits from the Department to which the employee is not entitled, regardless of whether the employee knew or should have known of the overpayment, the Department shall notify the employee in writing of the overpayment which will include information supporting that an overpayment exists and the amount of wages and/or benefits to be repaid. For purposes of recovering overpayments by payroll deduction, the following shall apply:
 1. The Department may, at its discretion, use the payroll deduction process to correct any overpayment made within a maximum period of two (2) years before the notification.
 2. Where this process is utilized, the employee and Department shall meet and attempt to reach mutual agreement on a repayment schedule within thirty (30) calendar days following written notification.
 3. If there is no mutual agreement at the end of the thirty (30) calendar day period, the Department shall implement the repayment schedule stated in sub (4) below.
 4. If the overpayment amount to be repaid is more than five percent (5%) of the employee's regular monthly base salary, the overpayment shall be recovered in monthly amounts not exceeding five percent (5%) of the employee's regular monthly base salary. If an overpayment is less than five percent (5%) of the employee's regular monthly base salary, the

overpayment shall be recovered in a lump sum deduction from the employee's paycheck. If an employee leaves Department service before the Department fully recovers the overpayment, the remaining amount may be deducted from the employee's final check.

- b. An employee who disagrees with the Department's determination that an overpayment has been made to the employee may grieve the determination through the grievance procedure.
- c. The Article does not waive the Department's right to pursue other legal procedures and processes to recoup an overpayment made to an employee at any time.

Section 2. Underpayments.

- a. In the event the employee does not receive the wages or benefits to which the record/documentation has for all times indicated the employer agreed the employee was entitled, the Department shall notify the employee in writing of the underpayment. This notification will include information showing that an underpayment exists and the amount of wages and/or benefits to be repaid. The Department shall correct any such underpayment made within a maximum period of two years before the notification.
- b. This provision shall not apply to claims disputing eligibility for payments which result from this Agreement. Employees claiming eligibility for such things as leadwork, work out of classification pay or reclassification must pursue those claims pursuant to the timelines elsewhere in this agreement.

ARTICLE 25 - SALARIES

Section 1. PERS Pickup

Effective February 1, 2019 compensation plan salary rates for PERS participating members shall be increased by six and ninety five one hundredths percent (6.95%). At that time bargaining unit employees will begin to make their own six percent (6%) contributions to their PERS account or the Individual Account Program as applicable. Employees' contributions shall be treated as 'pretax' contributions pursuant to Internal Revenue Code Section 414(h)(2).

Section 2. Cost of Living Adjustment

- a. Effective December 1, 2021 or on the first of the month following receipt of an interest arbitration award whichever is later, all pay rates will be increased by two and five tenths percent (2.5%) but not less than eighty-five dollars (\$85.00) per month (prorated for part time employees).
- b. Effective December 1, 2022 or first of the month following receipt of an interest arbitration award whichever is later, all pay rates will be increased by three and one tenth percent (3.1%) but not less than one hundred dollars (\$100.00) per month (prorated for part time employees).

Section 3. Selective Salary Adjustment

| Class # | Classification Title | From | To |
|----------------|-----------------------------|-------------|-----------|
| 0101 | Office Assistant 1 | 7 | 8 |

| | | | |
|------|--------------------------------|----|----|
| 0102 | Office Assistant 2 | 9 | 10 |
| 4032 | Facilities Energy Technician 1 | 16 | 18 |
| 4033 | Facilities Energy Technician 2 | 20 | 22 |
| 4034 | Facilities Energy Technician 3 | 24 | 26 |
| 4035 | Facilities Energy Technician 4 | 26 | 29 |

All other classifications under the AFSCME Central Table that receive a salary range increase will be reviewed and negotiated consistent with standard practices. All AFSCME classifications that are part of a classification study negotiated at other bargaining units will be included.

Effective July 1, 2021 or the first of the month following ratification of the local agreement whichever is later, all employees will retain their current salary rate in the new range except that employees whose current rate is below the first step of the new range shall be moved to the first step in the new range and a new salary eligibility date what would be twelve (12) months from the effective date of the selective salary adjustment will be assigned. For an employee whose rate is within the new salary range but not at a corresponding step, the employee's salary shall be adjusted to the next higher rate closest to the employee's current salary rate.

See LOA: Salary/Benefit Survey

REV: 2015, 2017, 2019, 2021

ARTICLE 26 - STRIKES, LOCKOUTS AND PICKET LINES

The Union agrees that during the life of this Agreement, the Union or its bargaining unit members will not authorize, instigate, aid or engage in any work stoppage, slowdown, sickout, refusal to work, picketing or strike against the Employer and the Department, its goods or on its property.

The Department agrees that during the life of this Agreement there will be no lockout.

Upon notification confirmed in writing by the Department to the Union that certain bargaining unit employees covered by this Agreement are engaging in strike activity in violation of this Article, the Union shall advise such striking employees in writing, with a copy to the Department, to return to work immediately. Such notification by the Union shall not constitute an admission that it has caused or counseled such strike activity.

Any alleged violation of this Article by either party may be referred to the grievance arbitration procedure or may be pursued in the Courts at the discretion of the moving party.

ARTICLE 27 - LEGISLATIVE ACTION

Section 1.

Provisions of this Agreement not requiring legislative funding or statutory changes before they can be put into effect shall be implemented on the effective date of this Agreement or the date otherwise specified in this Agreement. Necessary bills for implementation of the other provisions shall be submitted promptly by the Department of Administrative Services to the Legislative Assembly and both Parties shall jointly recommend passage of the funding and statutory changes.

Section 2.

Should the legislature not be in session at the time agreement is reached, the funding provisions of this Agreement shall be promptly submitted to the Emergency Board by the Department of Administrative Services and both Parties shall jointly recommend passage.

Section 3.

Should the legislature not be in session at the time agreement is reached, all other legislation necessary for the implementation of this Agreement shall be submitted to the next session (whether regular or special) of the Legislative Assembly.

ARTICLE 28 - SUCCESSOR NEGOTIATIONS

Section 1.

If one of the Parties desires to modify the Agreement, they shall notify the other party in writing no less than one hundred and eighty (180) days prior to the termination of this Agreement.

Section 2.

It is recognized by the Employer that employees representing the Union during the process of negotiations are acting on behalf of the Union as members and not in their capacity as employees of the Employer.

Section 3.

The Department will allow up to four (4) identified employees to attend collective bargaining sessions as members of the Union's negotiating team for a combined total of no more than one hundred sixty (160) hours of worktime. No overtime, per diem, or any other compensation will be paid except as mutually agreed to by the Parties of this Agreement.

ARTICLE 29 - TERM OF AGREEMENT

Section 1.

Unless otherwise noted in a specific article in the Agreement, this Agreement becomes effective on the date of ratification at the local table and expires June 30, 2023. The Union shall send a letter informing the Department of Administrative Services Labor Relations and the affected Agency of the specific ratification date of the tentative agreement. If the Union does not send the letter identifying the date of the ratification vote, the Employer will use the effective date of the agreement as being the first of the month following the date of signature.

Section 2.

Either party may open negotiations for a successor agreement by giving written notice to the other party between the dates of December 1, 2022 and December 31, 2022. Negotiations for a successor agreement will start between February 15, 2023 and March 15, 2023.

REV: 2015, 2017, 2019, 2023

ARTICLE 30 - LEADWORK DIFFERENTIAL

Section 1.

Leadwork Differential shall be defined as a differential as indicated in Section 5 below. Leadwork applies for employees who have been assigned by their supervisor in writing, "leadwork" duties over four (4) employees in the same class as the employee, unless management determines a lesser amount is appropriate. The assignment must be for over ten (10) consecutive work days. Leadwork is where, on a recurring basis, while performing essentially the same duties as the workers led, the employee has been directed to perform all of the following functions: orient new employees, when appropriate; assign and reassign tasks; transmit established standards of performance to workers; review work of employees to ensure conformance with work standards; provide informal assessment of workers' performance to the supervisor; and train employees in new work methods.

Section 2.

When such leadwork assignments exceed ten (10) consecutive work days, the employee shall be compensated for all hours worked beginning from the first day of the assignment and for the full period of that particular assignment. The initiation or ending of leadwork shall be in writing to the employee.

Section 3.

Leadwork Differential shall not apply to voluntary training and development purposes which are mutually agreed in writing between the supervisor and employee.

Section 4.

Leadwork Differential shall not be applied to sick leave, vacation, or any other leave with pay condition when an absence is more than thirty (30) calendar days or when leadwork duties are removed.

Section 5.

The differential shall be five percent (5%) above the employee's current monthly based rate of pay.

ARTICLE 31 - LABOR-MANAGEMENT COMMITTEE

Section 1. Purpose.

In order to facilitate communication between the Parties and to promote cooperative employer-employee relations, the Department and Union agree to form a joint Labor/Management Committee which shall meet as necessary to discuss matters of mutual concern.

Section 2. Committee Composition.

The Committee shall be composed of three (3) members appointed by the Union plus one (1) alternate and three (3) members appointed by the Director of the Department plus one (1) alternate. Representatives from Department of Administrative Services, Chief Human Resource Office, Labor Relations Unit, the Union, or other individuals may be invited, who may provide information or act as advisors.

Section 3. Meetings.

The Labor/Management Committee shall meet each calendar quarter if necessary or otherwise by mutual agreement.

The Committee shall establish protocols on how the committee will work.

Section 4. Committee Authority.

The Labor/Management Committee shall have no power to violate, delete, add to or modify any provision of this Agreement; or to enter into any Letter of Agreement; negotiate, or to resolve disputes concerning the interpretation or application of any provision of this Agreement. The Committee shall be empowered to make joint recommendations on issues which are brought before it. The Committee may submit recommendations where appropriate.

No discussion or review of any matter by the Labor/Management Committee shall forfeit or affect the time frames of the settlement of disputes procedure ([Article 7 - Grievance Procedure](#)).

Section 5.

At the conclusion of each calendar year, the Parties shall discuss whether to continue, modify or terminate the Labor/Management Committee.

ARTICLE 32 - CONTRACTING OUT

Section 1.

The Union recognizes that the Employer has the management right, during the term of this Agreement, to decide to contract out work performed by bargaining unit members. However, when the contracting out will displace bargaining unit members, such decisions shall be made only after the affected Agency has conducted a formal feasibility study determining the potential costs and other benefits which would result from contracting out the work in question. The Employer agrees to notify the Union within one (1) week of its decision to conduct a formal feasibility study, indicating the job classifications and work areas affected. The Employer shall provide the Union with no less than thirty (30) days notice that it intends to request bids or proposals to contract out bargaining unit work where the decision would result in displacement of bargaining unit members. During this thirty (30) day period, the Employer shall not request any bids or proposals and the Union shall have the opportunity to submit an alternate proposal. The notification by the Employer to the Union of the results of the feasibility study will include all pertinent information upon which the Employer based its decision to contract out the work including, but not limited to, the total cost savings the Employer anticipates.

Feasibility studies will not be required when: (1) an emergency situation exists as defined in ORS 279.011(4), and (2) either the work in question cannot be done by available bargaining unit employees or necessary equipment is not readily available.

Nothing in this Article shall prevent the Employer from continually analyzing its operation for the purpose of identifying cost-saving opportunities.

Section 2.

The Employer shall evaluate the Union's alternate proposal provided under Section 1. If the Employer's evaluation of the Union's alternate proposal confirms that it would result in providing quality and savings equal to or greater than that identified in the management plan, the Parties will agree in writing to implement the Union proposal.

Section 3.

Should any full-time bargaining unit member become displaced as a result of contracting out, the Employer and the Union shall meet to discuss the effect on bargaining unit members. The Employer's obligation to discuss the effect of such contracting does not obligate it to secure the agreement of the Union or to exhaust the dispute resolution procedure of ORS 243.712, 243.722, or 243.742, concerning the decision or the impact.

"Displaced" as used in this Article means when the work an employee is performing is contracted to another entity outside state government and the employee is removed from their job.

Section 4.

Once an Agency makes a decision to contract out, the Agency will choose either (a) or (b) below. The Agency will notify affected employees of the option selected. The Agency will post and provide to the Union, a list of service credits for employees in all potentially affected classifications within the Agency. Within five (5) business days of the notice, the affected employees will notify the Agency of acceptance of the Agency's option or decision to exercise their rights under (c) below:

- a. Require the contractor to hire employees displaced by the contract at the same rate of pay for a minimum of six (6) months subject only to "just cause" terminations. In this instance, the state will continue to provide each such employee with six (6) months of health and dental insurance coverage through the Public Employee Benefits Board, if continuation of coverage under the Public Employee Benefits Board is allowed by law and pertinent rules of eligibility. Pursuant to [Article 12](#), an eligible employee shall be placed on the Agency layoff list and may, at the employee's discretion, be placed on a secondary recall list for a period of two (2) years; or
- b. Place employees displaced by a contract elsewhere in state government in the following order of priority: within the Agency, within the department, or within state service generally. Salaries of employees placed in lower classifications will be red-circled. To the extent this Article conflicts with [Article 9, Filling of Vacancies](#), this Article shall prevail.
- c. An employee may exercise all applicable rights under [Article 12, Layoff](#).

Section 5.

The following provisions govern the administration of the requirement under this Article to conduct feasibility studies in cases of contracting out and will supplement the provisions included in the contract.

- a. The Employer agrees that all AFSCME represented state agencies will conduct a feasibility study in instances of contracting out work performed by bargaining unit employees when contracting out will result in displacement of bargaining unit employees.

- b. The Parties agree that AFSCME-represented agencies will send directly to AFSCME's Executive Director and to DAS CHRO Labor Relations Unit all future notices of intent to conduct a feasibility study pursuant to Section 1.

Section 6. Review of Contracted Work

Upon request, the union may view state contracts deemed public records. The union will contact the agency manager responsible for procurement and contracts to arrange a time to review the contracts. The agency will let the union review any contracts that the agency itself stores, and are available through public records request. The union will contact the state archivist for older contracts under the public records law. The union may submit suggestions to the agency on agency initiated contracts as to how bargaining unit members could perform the work more efficiently (at reduced cost) and effectively (improved quality). The Parties may discuss the union suggestions at their labor/management meetings and determine the most effective and efficient way to accomplish the work in the future for Agency initiated contracts. Decisions around reviewing of contracted work are not subject to the grievance procedure.

(See LOA: [Feasibility Study](#))

ARTICLE 33 - JURISDICTIONAL TRANSFERS

The provisions of this Article will apply only if the employee in the position to be assumed requests transfer to another State position.

When the duties and position of an employee are to be assumed by a jurisdiction other than the State, the least senior employee in the classification, program, and geographic area or statewide would be transferred to the affected position prior to the assumption, consistent with the provisions of applicable statutes.

The Department will not incur moving or other expenses as a result of employee actions taken pursuant to this Article.

ARTICLE 34 - UNION STEWARDS

Section 1.

The Union may select, and shall certify in writing to the Department those employees so designated to act as Union Stewards.

Section 2.

Stewards will be granted reasonable time during regularly scheduled working hours to process and investigate grievances and to represent bargaining unit employees in investigatory interviews. Such activities shall not unduly impact or interfere with the work and duties of the steward or employee(s) involved. Only one (1) union steward will be in pay status for any one (1) grievance. Supervisors may request that stewards maintain and submit a monthly activity report of work time spent investigating and processing grievances.

No steward will be granted per diem, transportation costs, overtime, or travel time to process or investigate grievances, or in the representation of bargaining unit employees during investigatory interviews.

ARTICLE 35 - HEALTH AND SAFETY

Section 1.

The Employer and Employee agrees to abide by standards of safety and health in accordance with the Oregon Statutes and Administrative Rules.

Section 2.

Proper safety devices and clothing shall be provided by the Department for all employees engaged in work where such devices are necessary to meet the requirements of the Department of Insurance and Finance or deemed necessary by the Department. Such equipment, where provided, must be used. Where the Department has provided protective devices or clothing in the past and it is deemed necessary under this Article, the practice will continue. Protective clothing and safety devices shall remain the property of the Department and shall be returned to the Department upon termination of employment.

Section 3.

If an employee claims that assigned equipment or job assignment is unsafe or might endanger the employee's health, and for that reason refuses to use the equipment or perform the assigned job, the employee shall immediately give the employee's reasons for this conclusion to their supervisor, in writing, who shall make an immediate determination in consultation with the designated safety officer or representative of the appropriate governmental Agency as to the safety of the equipment or job assignment in question. A union representative or shop steward may accompany the above representative and employee during this determination.

If the supervisor is not available, the request shall be immediately directed to the next level of supervision for determination.

Section 4.

Pending determination provided for in this Article, at the Department's discretion, the employee may be given suitable work elsewhere.

Section 5.

Time lost by the employee as a result of any refusal to perform work on the grounds that it is unsafe or might unduly endanger the employee's health shall not be paid by the Department unless the employee's claim is upheld.

Section 6. Respectful Workplace

- a. The Employer is committed to taking appropriate measures to create and maintain a workplace that is respectful and free from inappropriate workplace behavior for all Agency employees pursuant to the statewide policy titled 'Maintaining a Professional Workplace Policy' (50.010.03).
- b. If an Agency employee believes an Agency employee, supervisor or manager has violated the statewide policy titled 'Maintaining a Professional Workplace' (50.010.03), the employee shall submit a complaint pursuant to the process outlined in the policy. The Agency complaint form will be accessible to all employees both online and through the Agency's Human Resources Office.

- c. The employee may have a Union representative present during regular work hours when reporting inappropriate workplace behavior and through the process outlined in this section.
- d. The Agency shall investigate the complaint and shall provide a written response to the employee filing the complaint within thirty (30) calendar days of the complaint being filed. When circumstances warrant it, the Agency may take additional time to complete the investigation in blocks of additional thirty (30) calendar days with notice to the Union. The response will include whether the complaint was substantiated and any relevant non confidential information pertaining to the remedial steps taken, if any. Repeated behavior or conduct shall be reported to the Agency Human Resource Office.
- e. For purposes of this section, the grievance procedure in subsection 6 replaces the grievance procedure outlined in the local agreement.
- f.
 - 1. If the employee who filed the complaint believes that the Agency did not respond to the complaint or the complaint process was not followed, the Union, on behalf of the employee, may file a grievance directly with the Agency Head. The Agency Head or designee shall respond to the grievance within thirty (30) calendar days from the date of receipt of the grievance.
 - 2. If the employee continues to believe the Agency did not respond to the complaint or did not follow the complaint process, the Union, on behalf of the employee may, within fifteen (15) calendar days of the Agency Head or designee's response, file the grievance with the Department of Administrative Services Labor Relations Unit. The grievance will be investigated and a response provided within thirty (30) calendar days from the date the grievance was appealed to the Department of Administrative Services.
 - 3. If the Department of Administrative Services Labor Relations Unit's response did not respond to the complaint or did not address whether the complaint process was followed, the Union may, within fifteen (15) calendar days, file an arbitration request with the Department of Administrative Services and send a copy to the Employment Relations Board asking for a list of seven (7) qualified arbitrators.
 - 4. The arbitrator shall not have authority to impose any employment actions, including but not limited to discipline on any employee, supervisor or manager, transfer of any employee, supervisor or manager, reassign an employee, supervisor or manager to another work location or duties or otherwise affect staffing. In addition, the arbitrator shall not have authority to impose or establish any monetary penalties or costs, award front or back pay, issue any monetary damages for pain and suffering or stress related claims.
- g. No employee shall be subject to retaliation for reporting or filing a complaint, providing a statement or otherwise participating in the administration of the

statewide policy or grievance process outlined in this section. Reports of retaliation shall be reported to the Agency Human Resources Office.

REV: 2017

ARTICLE 36 - EDUCATION AND TRAINING

Section 1.

The Department will, as far as it is reasonably practicable to do so, provide training and education opportunities for employees. Such opportunities may include, but not be limited to, job-related training, job rotations, and special assignments.

Job rotation assignments include career enrichment or developmental assignments. Where the Division chooses to fill a job rotation assignment through a Department-wide, Statewide, and/or Division-wide competitive process, prior to the closing date of the job rotation announcement, the opportunity shall be posted for no less than five (5) business days on official Division bulletin boards and e-mail where applicable.

All employees are encouraged to notify their supervisors in writing of the skills and areas of interest they possess which would be applicable to future job rotation opportunities.

Section 2.

Training for employees may be conducted both during and outside of an employee's work schedule. When an employee's attendance is required by the Department, they shall be notified in writing, and they shall be paid for the time as time worked. All other activities will be on the employee's own time.

Section 3.

The Department may offer in-house training for employees to improve their knowledge, skills and abilities to perform their job. Attendance at such training may be mandatory without loss of pay to the employee. The Department will determine the method of travel and will reimburse or pay for those travel expenses in accordance to [Article 23](#) of this Agreement.

Section 4.

If a regular status employee desires reimbursement for course registration for training outside of the Department, the employee must receive prior written approval from the Department.

ARTICLE 37 - INCLEMENT WEATHER/HAZARDOUS CONDITIONS LEAVE

Section 1.

- a. The Employer/Agency designated official(s) may close or curtail offices, facilities, or operations because of inclement/environmental, weather, weather related or hazardous conditions, including active shooter or threat of violence. The Employer/Agency will announce such closure or curtailment to employees. The Employer/Agency will strive to make its decision to close and/or postpone day shift no later than 5 am; however, the Parties recognize that changing conditions may require further adjustment. The Employer/Agency may provide this information through methods such as mass notification systems, pre-designated internet web sites, phone trees, radio stations and/or television media. The Agency shall notify employees of these designations and post the notices on Agency bulletin boards by November 1st of each year. Notifications do not apply to employees who are

required to report to work. For purposes of this Article essential staff are those staff who cannot perform their core job duties or essential Agency functions from a remote work location. Essential staff/positions shall be designated by the Agency by November 1st of each year. Such designations may be modified with two weeks advance notice to the affected employee(s). Essential staff who are required to report to work by the Employer/Agency shall be on approved leave without pay status if absent, unless the employee elects to use accrued leave. If an employee shows up within two (2) hours of their scheduled shift, subject to operating requirements and supervisory approval, they may make up the work time missed during the same workweek, provided work is available.

- b. Where the Employer/Agency has announced a delayed opening pursuant to Section 1, employees are responsible for continuing to monitor the reporting sites for updated information related to the delay or potential closure. Employees may be allowed up to two (2) hours commuting time as reasonably needed to report for work after a delayed opening has been announced. Where an employee arrives late due to this extended commute, they may flex their time with manager's approval, or cover the time with accrued sick leave, vacation, compensatory time off, personal leave or approved leave without pay.
- c. When the Department of Administrative Services/Agency chooses to close an office or facility before the start of an employee's work day the employee may, with their manager's approval:
 - 1. work from home, or
 - 2. work from an alternate work location that is no more than fifty (5) miles from their regular work location which has been identified by mutual agreement between the employee and the supervisor.

Section 2. FLSA Non Exempt Employees Only.

If no work is available or the employee is unable to work from home or alternate work location, the employee will:

- 1. use accrued vacation hours, compensatory time off, personal leave time, leave without pay; or
- 2. use inclement weather/hazardous conditions leave (not to exceed forty (40) hours a biennium), or,
- 3. The employee may, with Agency prior approval, temporarily adjust their work hours during the same workweek to make up for hours not worked. The Agency shall not suffer any overtime or penalty payments as a result of this schedule change. The employee may be approved to flex their time to engage in training through the electronic employee training platform or other Agency approved resources remotely. Such approval will not be unreasonably denied. Employees engaging in these options will waive their

shift differential for such time; or, Complete supervisory approved remote training courses.

Once the forty (40) hours of inclement weather/hazardous conditions leave is used, and there are more Agency closures during the biennium, if unable to work remotely, the employee will use accrued vacation hours, personal leave or compensatory time off, leave without pay or, with prior Agency approval, temporarily adjust their work hours during the same workweek. The Agency shall not suffer any overtime or other penalty payments as a result of the change in schedule.

Section 3. FLSA Exempt Employees.

When the Employer/Agency notifies employees not to report to work pursuant to Section 1, prior to the beginning of the work shift, FLSA exempt employee shall be paid for the work shift. An FLSA exempt employee may be required to use paid leave or leave without pay where the closure applies to that employee for one (1) or more full workweek(s).

Section 4.

Employees will not be eligible for inclement/hazardous conditions leave when their regular days off occur on a day the Agency closes an office or facility, or when the employee is on prescheduled leave.

Inclement weather/hazardous conditions leave shall not count as hours worked for the purpose of overtime calculation.

Inclement weather/hazardous conditions leave not used during the biennium will be lost and will not be rolled over into the next biennium. Inclement weather/hazardous conditions leave is not compensable if the employee separates from state service.

Part time employees will receive a prorated amount of inclement weather leave when applicable.

Section 5.

When in the judgment of the Employer/Agency, inclement/environmental, weather or weather-related or hazardous conditions, including active shooter or threat of violence require the closing of the work place following the beginning of an employee's work shift, the employee shall be paid for the remainder of their work shift.

Section 6. Alternate Work Sites.

Employees may be assigned or authorized to report to work at an alternative work site(s) and be paid for the time worked. Employees who have pre-approved to work remotely and unable to complete their assigned duties due to a loss of electricity or loss of the internet providers service due to inclement conditions will pursue alternative methods for completing their assigned duties. However, employees unable to work through an alternative method will be eligible for inclement conditions leave not to exceed the forty (40) hours a biennium.

Section 7. Late or Unable to Report.

Where the Agency remains open and an employee notifies their supervisor that they are unable to report to work, or will be late, due to inclement weather, weather related, or hazardous conditions including active shooter or threat of violence, the employee shall be allowed to use accrued vacation leave, compensatory time off, personal leave or approved leave without pay. Where the Employer and the employee mutually agree, the employee may be permitted to flex their time.

Section 8. Employees on Pre-scheduled Leave.

If an employee is on pre-scheduled leave the day of the closure, the employee will be compensated according to the approved leave.

Section 9. Make-up Time Provisions.

Subject to Agency operating requirements and supervisory approval, employees who do not work pursuant to Sections 2 and 5 of this Article may make-up part or all of their work time missed during the same workweek. In no instance will time worked during the make-up period result in overtime being charged to the Agency. The Employer/Agency shall not be liable for any penalty or overtime payments when employees are authorized to make up work.

Section 10.

Employees who are unable to report to work due to inclement weather and/or weather-related hazardous conditions including active shooter or threat of violence may be allowed to work from home with prior approval of their supervisor.

Section 11.

If the Employer/Agency anticipates the inclement condition will last longer than fourteen (14) calendar days, the Parties will meet and discuss impacts of the inclement weather and/or hazardous conditions.

REV: 2017, 2021

ARTICLE 38 - POSITION DESCRIPTIONS/WORK PLANS

Section 1.

Position descriptions shall be in writing and delineate the specific duties assigned to the position. A dated copy of the position description shall be given to the employee upon assuming the position and at such time as the position description is amended. Any amendments which change responsibility sufficiently to warrant a classification change will be subject to the provisions of [Article 11 \(Classification and Classification Changes\)](#).

The position description shall be reviewed and updated at the time of the employee's annual performance appraisal and at any time that the employee's duties are changed significantly and permanently beyond the provisions of the existing position description.

Section 2.

Work improvement plans may be initiated and written for those employees who have less than acceptable job performance. The work improvement plan will delineate specific work and/or work related areas to be corrected and improved. Work improvement plans are not the sole means for addressing performance deficiencies.

The Parties acknowledge that a work improvement plan is a tool whereby the Employer can communicate to an employee areas of the employee's performance which are deficient, how the problem(s) is to be rectified, and that failure to rectify the problem(s) may lead to disciplinary action. However, the Parties agree that the work improvement plan is not, nor is it to be used as, a disciplinary action.

ARTICLE 39 - OUTSIDE EMPLOYMENT

Employees shall be allowed to hold employment outside the Department as long as such employment does not create a conflict of interest with their employment at the Department and as long as the work is not with another state Agency which could result in an overtime liability for Department. Employees shall notify the Department in writing of any potential conflicts of interest as defined by Policy EMP-01 and its successors with changes in the policy incorporated automatically into this contract article.

ARTICLE 40 - ALTERNATE METHODS OR MATERIALS OF CONSTRUCTION

Inspectors will perform all job related duties regarding the permitting, inspection, and installation of Department approved alternate methods of materials or construction.

When an alternate method of materials or construction is approved, the approved method will be reduced to writing and included in the plan review or inspection file. The employee must sign off the inspection with the notation on the inspection card that this is "inspected to the alternate method approved by the Building Codes Division (date)."

ARTICLE 41 - LIMITED DURATION APPOINTMENTS

Section 1.

- a. No person who has an initial appointment into State service into a limited duration position shall have layoff rights.
- b. A bargaining unit employee, appointed from regular status to a limited duration appointment shall be entitled to rights under the layoff procedure starting from the prior class, if the appointment is within the Division. In all other respects, limited duration appointees have all rights and privileges of other bargaining unit employees under this Agreement.

ARTICLE 42 - FEES

If the Division requires that a bargaining unit employee obtain a specific certification that the employee does not already possess, in order to carry out assigned duties, the Division will pay for the examination fee so that the employee can take the examination to obtain that specific certification. If a regular status employee desires reimbursement for examination fees, the employee must receive written approval from the Division before taking the examination.

The Employer may elect to waive fees relating to certifications that are administered by the Building Codes Division and that the Division requires bargaining unit members to maintain.

REV: 2019

ARTICLE 43 - CLIENT COMPLAINT PROCEDURE

In the event the Agency receives a complaint that is non-criminal in nature and determines a formal investigation is necessary, the Agency will notify the employee of the investigation, provided such notice does not compromise the ability to investigate. Such notice shall include the general nature of the complaints. Before the investigation is completed, the employee will be given an opportunity to provide information they deem relevant.

ARTICLE 44 - IMPLEMENTATION OF NEW CLASSES—APPEALS PROCESS

The appeals process is designed to allocate employees into new classes. Employees in positions allocated to a new classification, who dispute their placement within the new class, can appeal their placement using the following process:

Section 1.

- a. An appeal may be filed by an individual employee or a steward or a Council Representative on behalf of the employee, to the Agency personnel office within fifteen (15) calendar days of written notification by the Agency of placement into the new class. Employees sharing the same or substantially similar position descriptions or employees the Agency agrees to treat as a group may file an appeal as a group. The initial filing should describe the individual or group, including the names of affected members, identify the proposed placement, and the placement believed to be correct by the affected employees. The appeal must include current, signed position descriptions. Because the old classifications are to be abolished, correct placement cannot be back to the prior classification.

The Agency shall conduct a review of the allocation using the following criteria:

1. The purpose of the job shall be determined by the statement of purpose and assigned duties of the position description and other relevant evidence of duties assigned by the Agency;
 2. The concept of the proposed classification shall be determined by the general description and distinguishing features of its class specification; and
 3. The overall duties, authority and responsibilities of the position shall be determined by the position description and other relevant evidence of duties assigned by the Agency. This decision shall be made within thirty (30) calendar days of receipt of the appeal and provided to the affected employees in writing and with a summary of the classification analysis.
- b. If denied, the Union may appeal the Agency's decision in writing to the Labor Relations Unit within fifteen (15) calendar days of receipt of the written denial. The appeals will be considered by the Employer designee (or an alternate) and the Union designee (or an alternate) who shall form the committee charged with the responsibility to consider appeals and make decisions which maintain the integrity of the classification system by correctly applying the classification specifications. Additionally, the committee may utilize two resource persons, one designated by each party, to provide technical expertise concerning a specific series. The committee will attempt to resolve the matter by jointly determining whether the

current or proposed class more accurately depicts the overall assigned duties, authorities and responsibilities of the position using the criteria specified above.

In this process each of the designees may identify one alternate class that they determine most accurately depicts the purpose of the job and overall assigned duties. If an alternate class is identified, both the Union and Labor Relations Unit shall be notified. If the Parties concur that shall end the allocation appeal. In the event the committee concludes that the proposed or alternate class is more appropriate, management retains the right to modify the work assignment on a timely basis to make it consistent with the Agency's allocation.

Appeals shall be decided in order of receipt by the Labor Relations Unit.

Decisions shall be rendered by the designees no later than sixty (60) calendar days of receipt of the appeal by the committee.

- c. The decision of the designees shall be binding on the Parties. However, agencies may elect to remove/modify duties at any point during the process.
- d. If the appeals committee cannot make a decision, the Union may request final and binding arbitration by a written notice to the Labor Relations Unit within the next forty-five (45) calendar day period. Each party may go forward with only one (1) class. Each party may choose to take to arbitration either the current class, class appealed to, or an alternate class identified by a committee member. The arbitrator shall allow the decision of the Agency to stand unless they conclude that the proposed classification more accurately depicts the overall assigned duties, authority, and responsibilities of the position.
- e. Where a position is vacated after the filing of the initial appeal, the Union may continue the appeal process and such appeals will be reviewed by the committee only after the review of all filled positions appeals is completed and where the Agency indicates that no change in duties is anticipated prior to refilling the position.
- f. This process terminates upon completion of the allocation process.

ARTICLE 45 - BILINGUAL DIFFERENTIAL

When formally assigned in the employee's position description, an employee assigned to interpret to or from another language to English will receive a differential of four percent (4%) of base pay. Effective July 1, 2004, the compensation for bilingual differential will be five percent (5%) of base pay.

ARTICLE 46 - TEMPORARY INTERRUPTION OF EMPLOYMENT

Any temporary interruption of employment because of lack of work or unexpected or unusual reasons, except [Article 37 – Inclement Weather/Hazardous Conditions Leave](#), beyond the Employer's control which does not exceed fifteen (15) consecutive days and is not due to lack of funds, shall not be considered a layoff if, at the termination of such conditions, employee(s) are to be returned to employment. Such interruptions of

employment for FLSA Non-exempt employees shall be recorded and reported as leave without pay, unless the employee opts to use accrued vacation leave, personal leave or compensatory time off during the period of the temporary interruption. For FLSA Exempt employees, the employee may exercise the option to use accrued vacation leave, personal leave or compensatory time off for temporary interruptions of employment that last one or more full workweeks, but for partial workweeks the employee is paid. Employees remaining on duty during the temporary interruption will be selected by seniority within classification.

When the Employer declares that a temporary interruption of employment should be considered because of lack of funds, either party may provide the other with written notice to meet and discuss possible terms of such interruption or alternative options. Such meeting must occur within thirty (30) days of the declaration. Terms and alternatives shall be subject to mutual agreement by the Union and the Employer. The Parties agree that any and all discussions that take place under this Section shall not be subject to the Complete Agreement articles of any of the agreements or constitute interim negotiations under PECBA. In addition, the Parties will not be required to use the dispute resolution process contained in the PECBA.

ARTICLE 47 – CRIMINAL RECORDS CHECK

Section 1.

Except as provided by Governor's executive order or state or federal law as implemented by Agency rule of policy, the Employer will not require a criminal records check on any current employee or their current position if the requirement was not in place when the employee was appointed to the position. Agencies will send Agency rules, policies, and subsequent changes to the Union. Upon notification, the Union may demand to bargain pursuant to the law as it applies to changes in Agency rule or policy implementing Governor's executive orders or state or federal laws regarding criminal records check requirements.

Section 2. Position Descriptions and Recruitment Announcements.

If a criminal records check is required for a position, such requirement shall be included in the recruitment announcement. As a position description is revised, the requirement for a criminal records checks shall be included.

Section 3. Determination in Current Position.

- a. If an employee is found to be unfit for their current position based on a criminal records check and the Agency proceeds under [Article 6-Discipline and Discharge](#), the Employee retains all Article 6 rights.
- b. If a regular status employee is determined to be unfit for their current position based on a new requirement, then the employee shall be notified of the determination and upon request will be informed of the information from the criminal record used in the determination. The employee will be provided options, including layoff.

Section 4. Promotions, Transfers, and Voluntary Demotions.

If through a promotion, transfer, or voluntary demotion process a criminal records check is required and an employee is found to be unfit, upon request, the employee will be informed of the information from the criminal record used in the determination.

The appointment to the position will not be delayed in the event of any dispute. Fitness determination based on information from the criminal record checks shall not be subject to the grievance/arbitration procedures.

Section 5. Layoff/Recall.

- a. Layoff. In the event of a layoff, a criminal records check will not be required as a condition of employment, for displacing an employee from another job, bumping into another job, demotion to another job, or being recalled to a position unless specified in the position description. If required, the employee will be notified before the criminal records check commences. Once notified, the employee can waive their right to the position and may displace the lowest seniority employee in a position where no criminal record check is required, pursuant to Article 12 and the prioritization of their option(s) as previously communicated to the agency.
- b. Recall from Layoff. If in the recall process an employee is determined to be unfit for a position, upon request the employee will be informed of the information from the criminal record used in the determination. Any appointment to the recall position will be delayed until the conclusion of the meetings as outlined in Section 6.

Section 6.

When an unfitness determination is made based on a criminal record, the employee may request a meeting to discuss the information from the criminal record used in the determination. Such discussion, if requested, shall be within five (5) working days of the notification. Upon the request of the employee, a steward may accompany the employee during the meeting. In the event the fitness determination changes as a result of the information provided, the Agency will notify the employee in writing. If an employee is not satisfied with the results of the meeting, he or she may appeal the fitness determination as outlined in the Agency rule or policy.

Section 7.

Fitness determination based on information from the criminal records checks shall not be subject to the grievance/arbitration procedures, except as provided in Section 3(A).

Section 8.

Information received as a result of a criminal records check shall be secured in a file separate from the employee's official personnel file. Destruction of the information received as a result of a criminal records check shall be consistent with state or federal law.

Section 9.

Employees shall not be required to pay the Employer's/Agency's criminal records check fee(s) or Employer/Agency representation costs.

NEW: 2019

ARTICLE 48 - VOLUNTARY MEDICAL SEPARATION

Section 1.

A regular status employee with a serious health condition who has exhausted all of their own accrued paid leave balances may submit a written request to the Agency for a 'voluntary medical separation'. A voluntary medical separation is a voluntary resignation for medical reasons. The employee shall attach a doctor's certification to the request attesting to the employee's serious health condition.

Section 2.

If, based on the doctor's certification, the employee has a serious health condition, the Agency will approve the employee's written request for voluntary medical separation so long as the employee is not under investigation for any performance and/or misconduct.

Section 3.

An employee who receives a voluntary medical separation will be notified that they will be placed on the Agency's Layoff List and may be eligible for recall provided all of the following conditions are met:

- a. The employee will be placed on the Agency's Layoff List in order of seniority but not eligible for recall until the employee becomes fit for duty. To be fit for recall the employee must submit a doctor's certification that they are fit to return to work full-time without restrictions.
- b. The position the employee may be recalled back to is in the same classification they occupied before their voluntary resignation;
- c. The employee must meet the minimum qualifications and special qualifications for the recalled position;
- d. The employee will be eligible for recall only in their former bargaining unit and former work location (city/county);
- e. The employee will be eligible for recall to a position when there is a vacant position the Agency intends to fill;
- f. The employee's name shall remain on the Agency Layoff List for two (2) years from the date of voluntary resignation, and,
- g. If the employee rejects a recall offer for their former work location, the employee's name will be removed from the list.

NEW: 2019

ARTICLE 49 – EXIT INTERVIEWS

- A. If a regular status employee provides timely notice that they are voluntarily separating from Agency service, the Agency will offer an exit interview that focuses on the reason(s) for the employee leaving Agency service and what changes they recommend to the Agency to improve Agency operations, or,

- B. A Department of Administrative Services written instrument.
- C. Upon request, but no more than two (2) times a year, the Union can receive a report of the Department of Administrative Services written instrument results from employee feedback on their Agency experience.

NEW: 2019

ARTICLE 50 – AIR QUALITY

Section 1.

The Air Quality Index (AQI) was developed by the US Environmental Protection Agency as an indicator of overall air quality and is based on the five (5) criteria pollutants regulated under the Clean Air Act: ground-level ozone, particulate matter, carbon monoxide, sulfur dioxide, and nitrogen dioxide. Employee exposure levels to wildfire smoke is determined by the current workplace ambient air concentration for particulate matter 2.5 (PM2.5), regardless of the concentrations for other pollutants.

Section 2. Outdoor Work and Air Quality.

Employees who are required to work outside when outdoor air concentration for PM2.5 reach at or above 55.5 ug/m³ (equivalent to an AQI at or above 151) will be provided with the appropriate OSHA recommended safety equipment.

Section 3.

When elevated AQI levels require a building closure or delayed opening, the Inclement Conditions/Hazardous Condition Leave will apply. All other provision of [Article 37—Inclement Weather/Hazardous Conditions](#) apply for elevated AQI which falls under a Hazardous Condition.

NEW: 2021

ARTICLE 51 - WORKING REMOTELY

Section 1.

Oregon state government encourages working remotely where it is a viable option that benefits both the employee and the agency. Use of remote work options promote the health and safety of Oregonians; ensures high-quality work and optimal use of resources for agencies; ensures cultural, equity and accessibility issues are addressed in a meaningful way; and supports flexibility and work-life balance for employees. It also offers the opportunity to be more flexible in interactions with the Oregonians we serve and decreases an agency's impact on the environment. Remote work arrangements are subject to the State Policy 50.050.01 (Working Remotely) and the terms and conditions of this collective bargaining agreement.

Section 2.

Where all or a portion of an employee's duties can be successfully performed away from their primary duty station, an employee is eligible for a remote work, upon agency approval-

Section 3 Remote Work Requests.

Requests to work remotely may be initiated by an employee and must be approved by the employee's supervisor to ensure that all or a portion of the position's duties are suitable for remote work and meets the agency's business and operational needs, as well as those of the agency's customers and the employee. Remote work agreements must be documented through the working remotely process in the state human resources information system. Remote work requests will not be unreasonably denied.

Agency decisions will be made as soon as possible, but in no case more than thirty (30) days after the employee's request. Where more than one (1) qualified employee requests remote work for a particular period of time and all requests cannot be accommodated, the remote work opportunities will be evenly distributed or rotated.

Section 4. Remote Work Denials or Rescissions.

If an employee's request to work remotely is denied or rescinded, the supervisor must provide a timely written response to the employee documenting the reason(s) for the denial or rescission. Rescissions of remote work by the employer may be made with seven (7) days advance notice. The Agency or the employee may terminate individual agreements, in whole or in part, upon seven (7) days notice. Employees who have either rescinded their remote work or had their remote work rescinded by the employer shall be eligible to be considered for remote work in the future.

Section 5. Inclement conditions may arise in remote work locations.

If utility providers experience outages that prevent an employee from working, employee's may access inclement weather/hazardous conditions leave, unless there is an alternate work location available.

Section 6.

- A. Any alleged violations of this article may be appealed directly to the DAS Labor Relations Unit within thirty (30) days of the alleged violation. Such appeals are not arbitrable.
- B. Any alleged violations of sections (3) or (4) of this article may be appealed directly to an appeal panel consisting of a representative of the DAS LRU and a Union designee. Decisions and remedies shall be rendered by the panel no later than thirty (30) days after receipt of the appeal by the panel. The decision and remedy are not arbitrable and will be binding on the parties. If no decision is rendered by the panel then the supervisor's decision will stand.

Section 7. Equipment.

In the event of equipment malfunction or other circumstances which may interfere with the performance of work assignments, the employee shall promptly notify the supervisor. The agency provides basic technology equipment and related devices necessary for the employee to perform their assigned job duties at the primary or alternate worksite. The equipment and devices are for agency business only and must comply with the agency's desktop security and maintenance policies and practices. Employees will not conduct state business on the following personal equipment: phones, computers, laptops or other information storing devices. Exceptions are subject to the approval of the State Chief Operating Officer.–Additional technology and devices may be provided to the employee at the discretion of the agency or in accordance with the Americans with Disabilities Act (ADA).

Employees who work remotely will enter all assets (equipment, office furniture, etc.) provided to them in the state human resources information system.

Section 8. Remote Work Supplies.

Remote work office supplies shall be provided by the Agency. Equipment, software or supplies which are provided by the Agency for remote work shall be for the purposes of conducting Agency business only.

Section 9. Remote Worksite.

Office furniture shall normally be provided by the employee working remotely. Subject to management approval, employees working remotely may access the State surplus warehouse for office furniture for their remote work location. An ergonomic study may be requested by the employee or the supervisor.

The employee maintains a safe remote workspace. The employee must immediately report to the supervisor any injury that occurs during work hours. The state is not responsible for loss, damage, repair, replacement or wear of personal property.

SAIF or Agency safety representatives shall have reasonable access to the home worksite to conduct accident investigations or job site evaluations.

Section 10. Work Location, Mileage and Travel Time.

The employee's central worksite will be assigned by the agency. In addition, employees may be required to report to Agency or non-Agency locations for purposes such as meetings, training sessions and policy/practice coverage. Business visits, meetings with Agency customers or meetings with co-workers shall not be held at the remote worksite unless approved by the employee's supervisor. Mileage will be paid in accordance with the DAS OAM Travel Policy. Travel time will be compensated in accordance with the Fair Labor and Standards Act (FLSA).

Section 11. Expectations and Goals.

Remote work employees and their managers will develop a clear set of expectations and goals for the work to be performed on remote work days. Such expectations may include checking E-Mail and voice-mail on a regular basis and returning phone calls in a timely manner. Employees will review and acknowledge the State of Oregon Employees Working Remotely Acknowledgement Form in the state human resources information system.

Section 12. Training.

Appropriate training will be provided for participating managers and employees.

Section 13. Other Provisions.

These provisions are applicable to all Sections listed above.

- A. Call back and overtime will be handled as outlined in the applicable provisions of this collective bargaining agreement.
- B. Since supervisors must continue to be in a position to evaluate employee performance, certify the accuracy of time sheets and attendance records, and perform a variety of other supervisory responsibilities, employees should anticipate that, in addition to being supervised pursuant to normal office procedures, there will also be the possibility that they will receive telephone calls at the phone number employees have designated in their remote work arrangement.
- C. In the event of a work stoppage, remote work arrangements utilized by represented employees shall be suspended.

- D. Members have the right to Union representation as enumerated in this collective bargaining agreement or as guaranteed by the law.
- E. The Agency or the Union may initiate discussions with the other party to develop working groups to consider options relating to remote work.

NEW: 2021

**LETTER OF AGREEMENT #1 – ARTICLE 5 – NEW EMPLOYEE NOTICE/UNION
ACCESS**

1. Notice

- a. The Employer shall provide the Union, in an editable digital file format, the following information for each employee quarterly:
 - i. Employee name; date of hire; EIN
 - ii. Contact information, including: cell, home and work telephone numbers (when available);
 - iii. Means of electronic communication, including work, personal electronic mail address;
 - iv. Home address or personal mailing address; and
 - v. Department/Agency/Office, Job Classification, Job Title, base salary, and work site location.
- b. Each business day, the Employer shall provide a report of newly hired AFSCME represented workers as long as the new hire business process has been successfully completed in the business day prior.
- c. The State CHRO information unit will provide AFSCME with a report of new, terminated, retired or transferring employees in AFSCME covered positions no later than the 10th of each month.

2. New Employee Orientation

- a. Within the first ten (10) calendar days from the date of hire, the Union representative shall be granted thirty (30) minutes of paid time to meet with the new employees without loss of pay.
- b. Employees within their first ninety (90) calendar days of employment shall be allowed an additional sixty (60) minutes of paid time to meet with a Union representative for follow-up orientation issues without loss of pay.

**LETTER OF AGREEMENT #2 - ARTICLE 22 – PART TIME MEDICAL INSURANCE
COMPUTATION AND SUBSIDY**

This Agreement is between the State of Oregon, acting through its Department of Administrative Services (Employer) and AFSCME Council 75 (Union).

1. For Plan Years 2021, 2022 and 2023 the Employer will pay ninety five percent (95%) and the employee will pay five percent (5%) of the monthly premium as determined by PEBB. For employees who enroll in a medical plan that is at least ten percent (10%) lower in cost than the monthly premium rate for the highest cost medical plan available to the majority of employees, the Employer shall pay ninety nine percent (99%) of the monthly premium of PEBB health, vision, dental and basic life insurance benefits and the employee shall pay the remaining one percent (1%).

For employees who have at least eighty (80) paid regular hours in the month, the Employer will pay a monthly benefit insurance premium amount of the plan selected by the employee calculated per [Article 22, Section 2 \(Insurance\)](#) as follows:

Part Time Employees Insurance:

Part Time premium rate x Employer contribution percentage x the ratio of paid regular hours to full time hours to the nearest full percent = Employer contribution.

In addition, there shall be a subsidy based on the employee's coverage tier for Plan Years 2021, 2022 and 2023.

The employee will pay the premium balance.

**LETTER OF AGREEMENT #3 - ARTICLE 22 - PEBB MEMBER ADVISORY
COMMITTEE**

This Agreement is between the State of Oregon, acting through its Department of Administrative Services (Employer) and AFSCME Council 75 (Union).

The Employer and Union share a commitment to PEBB achieving its vision of better health, better care and affordable costs. Both Parties recognize that the structure of PEBB is authorized in Oregon Revised Statutes, and is also designed to provide the input and perspective of members in PEBB decisions. In addition, the Employer and Union representatives share governance and decision making within the authorized structure of PEBB. The Employer and the Union share an interest in further informing the PEBB decision making process through an additional layer of direct member engagement in health and wellness.

Therefore, the Parties agree to the following:

1. PEBB is directed to create and staff a PEBB Member Advisory Committee (PMAC).
2. The PMAC will be comprised of PEBB members, including both management and labor, with up to four (4) members appointed by AFSCME. Appointment to the PMAC will be for a two (2) year period. Management will select the one management co-chair and Labor will select their co-chair.
3. The PMAC will meet at least once per calendar quarter.
4. The PMAC will provide advice on:
 - a. Member engagement
 - b. Health and Welfare strategies including the Health Engagement Model and wellness program
 - c. Educating and engaging members as active leaders in their health.
5. PEBB is required to present updates to the PMAC about the progress towards its vision of better health, better care and affordable costs.
6. Participants on the committee will be on paid status and shall be reimbursed as per state travel policy. Agencies will not incur any overtime liability as a result of committee meetings or travel.

This Agreement will sunset on June 30, 2023.

LETTER OF AGREEMENT #6 - ARTICLE 32 – FEASIBILITY STUDY

This Letter of Agreement is entered into between the State of Oregon Department of Administrative Services, on behalf of all State Agencies covered by the State of Oregon and AFSCME Central Table.

When the provisions of [Article 32](#), Section 5, require a feasibility study, the following will apply:

The Employer will count eighty percent (80%) of the affected employee's straight-time wage rate when comparing the two (2) plans.

This Agreement is effective through June 30, 2023.

LETTER OF AGREEMENT #7 - E-MAIL USE

This Agreement is made and entered into by the State of Oregon (Employer) acting by and through its Department of Administrative Services on behalf of the Department of Consumer and Business Services (Department), Building Codes Division (Division) and the American Federation of State, County and Municipal Employees Council 75, Local 3856 (Union).

The Parties agree to the following conditions regarding access and use of the Department's e-mail system for internal Union business:

1. Union Officers and Stewards of the Division shall have authorization to post short e-mail message notices without attachments only to AFSCME union members of the Division.
2. E-mail messages shall be limited to: meeting announcements of time, date, location and general content or agenda of Union meetings or functions; or, internal Union officer elections and Union appointments.
3. The use of e-mail for Union business shall consist of one-way communication between the Union and members, that is, there shall be no use of e-mail for interactive communication. Each e-mail message sent shall include and prominently display at the beginning of the message the statement:

"DO NOT RESPOND to this message; this is a non-interactive message."

(Note: listing recipients in the "Bcc" address block instead of the "To" block will prevent inadvertent reply all responses.)

4. E-mail shall not be used to lobby, solicit, recruit, persuade for or against any political candidate, ballot measure, legislative bill or law, or to initiate or coordinate strikes, walkouts, work stoppages, or activities that violate the collective bargaining agreement.
5. E-mail shall not contain false, unlawful, offensive or derogatory statements against any person, organization or group of persons. Statements shall not contain profanity, vulgarity, sexual content, character slurs, threats or threats of violence. The content of e-mail shall not contain rude or hostile references to race, marital status, age, gender, sexual orientation, religious or political beliefs, national origin, health or disability.
6. It is understood that the use of e-mail for Union business is not private, privileged or confidential, and that the news media or others may be able to obtain copies of e-mails either sent or received on the Department computer system. Further, the agency reserves the right to trace, review, audit, access, intercept, recover or monitor its e-mail system without notice.
7. The Union use of e-mail shall not adversely affect the use of the Department's computer system for agency business.

8. The Department and Division will not incur any costs for Union e-mail usage including printing of e-mails. The Department and Division have no obligation to provide access to e-mail where it is not currently available.
9. Use of e-mail for internal Union business shall be done on the Union Officer or Steward's own time and not on Division time. Employees reading Union business e-mail shall do so on their own time and not on Division time.
10. Nothing in this Letter of Agreement shall be construed to abridge any rights of the Department and Division to control its e-mail system, its uses or information. The use of the e-mail system is subject to compliance with all applicable Department, Division and/or Department of Administrative Services policies on acceptable uses of state electronic information systems.
11. The Union will hold the Employer harmless against any lawsuits, claims, complaints or other legal or administrative actions where action is taken against the Union or its agents regarding any communications or effect of any communications as a result of the use of e-mail for union purposes.

This Letter of Agreement no longer applies if the Department and/or Division changes its e-mail system or discontinues its use, and the Department and/or Division will have no obligation to the Union or to the employees to provide access to the e-mail.

This Letter of Agreement becomes effective on July 1, 2019 and expires on June 30, 2023.

LETTER OF AGREEMENT #8 – WORKING REMOTELY

Section 1.

This Letter of Agreement addresses the minimum expectations for remote work at the request of an employee. Nothing in this Letter of Agreement precludes the Agency from requiring or permitting an employee to work remotely more often than what is discussed below. The Agency and the Union agree the guiding basis for implementation of this Letter of Agreement is the Mission and Operational needs of the Agency.

Section 2.

After completion of initial trial service with the Agency, employees are presumptively eligible to work remotely subject to all of the following:

1. Completion of a remote work agreement.
2. Satisfactory performance.
3. The employee's supervisor has determined the assigned duties are suitable for remote work.
4. Availability to remote work supplies such as laptop and cell phones.
5. Ability to meet all network security protocols while working remotely.

The supervisor/manager may require work days in the office due to operational needs. Based on operational needs, the supervisor/manager may allow an employee to work remotely prior to completion of trial service.

Section 3.

An employee may lose their remote work schedule if they are subject to discipline under [Article 6 – Discipline and Discharge](#) of this Agreement or formal corrective action including a work plan. If there are significant changes to the employee's assigned duties then the supervisor will conduct a review to determine if the duties are suitable for remote work.

Section 4.

When an employee is working remotely, the employee is expected to be as available for calls, emails, and other communication at the remote worksite as the employee would be if scheduled to work in the office. When in-person trainings or meetings are required on a day when the employee is scheduled to work remotely, there is no automatic right to switch remote-work days.

Section 5.

Remote work requests will not be denied arbitrarily or unreasonably. An employee who is denied permission to work remotely may appeal the decision to the Agency Director or designee. This Section does not apply to denials or rescissions resulting from discipline or being on a work plan.

This Agreement becomes effective on the start date for the local agreement and ends June 30, 2023 unless renewed by the Parties or the Parties agree to amend its provisions.

LETTER OF AGREEMENT #10 – CONTRACT SPECIALIST

This Agreement is between the State of Oregon, acting through its Department of Administrative Services (Employer) on behalf of the all Agencies covered under the jurisdiction of the AFSMCE Central Table (Agency) and AFSCME Council 75 (Union).

The purpose of this Agreement is to establish Employer paid Contract Specialists to improve labor/management relationship at all levels of state government.

The Parties agree to the following:

Selection and Appointment of Contract Specialists:

- A. The appointment of a full time Contract Specialist shall be authorized only from Agencies that currently have fifty (50) or more bargaining unit FTE positions.
- B. The selection and appointment of a Contract Specialist shall be mutually agreed upon by the Employer and Union.
- C. The Union may have no more than one (1) Contract Specialist for every two thousand (2,000) FTE bargaining unit positions from Agencies that are within the jurisdiction of the AFSMCE Central Table and Department of Corrections.
- D. The duration of a Contract Specialist shall be mutually agreed upon by the Employer and Union.
- E. The Parties shall establish an agreement which shall be signed by all Parties stipulating to the terms and conditions of the Contract Specialist assignment.
- F. Employees selected as Contract Specialist must maintain all necessary certifications, licensures and training requirements of their Agency position with costs and reimbursements if applicable governed under the Agreement.
- G. While the State is the Employer of record, the Union has the sole control, oversight and direction of employees appointed as Contract Specialists. Therefore, the Union shall indemnify and save the Employer harmless from any and all costs, should any arise, associated with actions taken by the Contract Specialist on behalf of the Union.
- H. In the event the Employer/Agency determines a Contract Specialist is potentially violating law or not complying with Employer/Agency policies or the local Agency Collective Bargaining Agreement, the Agency shall immediately notify the Union. The Agency shall investigate the matter and take action as necessary consistent with the local Agency Collective Bargaining Agreement including disciplinary action. Before any Agency action is taken, the Union may remove the employee from the assigned worksites.

Pay and Benefits:

- A. The Agency shall continue to pay salary and benefits which includes pension contribution, insurance and paid leave time consistent with what they earned before their appointment. Employees appointed as a Contract Specialist shall not be eligible for reimbursement for uniforms, boots or other ancillary items while serving as a Contract Specialist the specifics which will be noted in the employee's Contract Specialist agreement.
- B. Contract Specialists shall submit monthly timesheets recording a maximum of forty (40) hours of work each week. The timesheet shall be signed and verified by the Executive Director or designee of the Union. All leave taken, regardless of type, must be clearly identified.

- C. The Agency shall place the Contract Specialist on leave with pay for the duration of the assignment. The calculation of seniority shall be consistent with the terms of the applicable local Agency Collective Bargaining Agreement.
- D. Where the Union has designated Contract Specialist, the Agency shall pay up to eighty-five thousand (\$85,000) a year for the Contract Specialist which includes pay and benefits. Any costs above eighty-five thousand (\$85,000) per year shall be paid by the Union by reimbursing the Agency using Agency established policies and procedures for reimbursement.
- E. The Agency shall not be liable for any overtime costs while the Contract Specialist is on assignment with the Union.

Travel and Reimbursements:

- A. Time spent traveling on behalf of the Union shall be on Agency time.
- B. The Union shall be responsible for all travel expenses including but not limited to mileage, lodging, meals and other incidental travel expenses.
- C. Contract Specialists shall not use or be assigned a state car for travel.

Duties:

- A. The Contract Specialist, DAS Labor Relations Unit and Agency Human Resources staff shall work cooperatively when performing the following duties:
 - a. Interpret and administer the local Agency Collective Bargaining Agreement.
 - b. Education on the local Agency Collective Bargaining Agreement.
 - c. Provide guidance in grievance and problem resolution.
 - d. Improve steward capacity.
 - e. Work toward consistent application of the local Agency Collective Bargaining Agreement.
 - f. Provide guidance on developing and improving labor/management committees.
 - g. Participate in new employee orientation as provided for in the local Agency Collective Bargaining Agreement.
- B. If a DOJ attorney is appointed to serve as a Contract Specialist, the attorney shall stipulate in the signed agreement that they will not practice law as that term is used in law and Oregon State Bar rules, regulations, official opinions and decisions.
- C. The Contract Specialist shall follow all applicable Employer and Agency policies while serving in the capacity of a Contract Specialist.
- D. The Contract Specialist shall not be assigned duties that involve strike preparation, strike planning, strike coordination activities or interest arbitration preparation.

Dispute Resolution:

Notwithstanding any agreements that include grievance/arbitration procedure, if there is a disagreement between the Employer and the Union regarding the interpretation and application of this Letter of Agreement, the Employer and Union shall meet and attempt to resolve the matter. If, after fourteen (14) calendar days there no resolution, the moving party may request arbitration. The Parties shall use the arbitration procedure outlined in the agreement where the employee is employed.

Indemnification:

The Union shall indemnify and the Union and Contract Specialists hold the Employer and Agency harmless against any and all claims, damages, suits or other forms of liability

which may arise out of any action taken or not taken by the Employer/Agency for the purpose of complying with this Letter of Agreement on Contract Specialists.

The Union shall not indemnify the Employer/Agency for grievance/arbitration disputes.

Term of Agreement:

This Agreement becomes effective on the date of the last signature and ends on June 30, 2023 unless renewed by the Parties or the Parties agree to amend its provisions.

LETTER OF AGREEMENT #11 – STATE WORKER TRAINING FUND

The Parties recognize that both the State and its workers benefit from workers understanding their different health care options, understanding their retirement benefits and finding solutions to increase wellness and equity in the workplace

Therefore, the State of Oregon, along with participating unions will work together to come up with creative and long-term solutions by working in collaboration to develop and deliver the trainings.

In order to accomplish these goals, the Parties will:

- Establish a State Worker Training and Education Fund (“State Worker Training Fund”), appoint the State Worker Fund governing board of trustees of ten (10) people with equal representation from union representatives and Employers, and hire a qualified leader (“Director”) to report to such board of trustees.
 - Union Representatives will be split proportionally between participating labor unions.
- Fund the start-up of the State Worker Training Fund from October 1, 2019 to June 30, 2020. The start-up will be funded by an Agency assessment of one cent (\$0.01) per hour per employee of straight-time worked that would be due to the trust no later than October 1, 2019 in order to hire a director and choose one (1) or two (2) pilot locations to learn and adjust a roll out of a statewide plan. Ongoing, State Worker Training Fund will be funded two cents (\$0.02) per hour worked, including all paid leaves, per employee starting July 1, 2020 with a goal of the training and resources being available statewide by January 1, 2021. Agencies can pay monthly. At a minimum, per hour payments will be paid quarterly.
 - Agencies with under fifty (50) employees shall not make per hour payments.

The State Worker Training Fund will develop a plan to deliver trainings and programs on:

- PEBB and PERS. The PEBB and PERS training will be mandatory for new hires and the PEBB training will be offered within fourteen (14) days of a new hire. When possible, employees’ will sign up for their health insurance after going through the PEBB training.
- Organizational Equity and Inclusion. Creating trainings focused on ensuring nondiscrimination and best practices to equity and inclusion in the workplace.
- Wellness. The wellness initiatives should focus on agencies where there are clear challenges identified by management and bargaining unit. The trust shall identify one (1) Agency to pilot the wellness initiative.
- After a program is developed for the first three (3) stated goals, the Board of Trustees will discuss other programs that potentially meet goals identified by the State and the Unions.

Timeline:

By October 1, 2019, each Party shall bind itself to the Trust Fund Agreement(s). The Trust Agreement will include:

- How trustees are appointed and removed
- Terms of a trustee’s appointment
- Quorum requirements
- Meeting requirements

- Powers/ability to call a special meeting of the board
- Votes and quorum requirements
- Liability provisions
- Specific provisions outlining the necessary authority for the trustees to manage and administer the State Worker Training Fund and Program
- Investment provisions
- Investment standards
- Enforcement mechanisms for the Contribution Agreement
- Specific provisions outlining terms for amendments, mergers, termination of the trust
- Establishing benchmarks and metrics. The Trust will produce an annual progress report beginning June 2021 that includes an operating plan for the upcoming year and a report back on the operating benchmarks and metrics for approval by the State's CCO and the Unions' Executive Director.

By December 1, 2019 the Parties will use best efforts within the legal framework of the Trust Board to adopt a detailed plan for Training Fund operation, including establishing specific training objectives, performance benchmarks, expected outcomes, and hire a Director.

By February 1, 2020 the trust will set up a minimum of one (1) pilot and a goal of two (2) based on budget and plan.

LETTER OF AGREEMENT – CLASSIFICATION STUDY ELEVATOR INSPECTORS

The Parties agree to implement the following:

1. The Agency will initiate and complete in consultation with DAS Classification and Compensation Unit, a Classification Study on the following:
 - a. Elevator Inspector (C5342)
2. The Union will select up to three (3) union members to include representatives from each region and the DAS Classification and Compensation Unit will select up to three (3) management members to serve as subject matter experts during the Classification Study Process. The Parties may mutually agree to include additional subject matter experts if needed.
3. The study will include but not be limited to Salary Market Data mutually deemed appropriate by union and management committee members.
4. DAS Classification and Compensation Unit will complete the Classification Study and Salary Market Data analysis no later than June 30, 2023.
5. DAS and the Agency will meet with the Union to review the results of the Classification Study within sixty (60) calendar days from the results from the Central Evaluation Team (CET).
6. Prior to implementation of any new classification, or major revisions of the existing classification, the Parties shall meet and negotiate the salary range for the new or revised classification including effective date and method of implementation within thirty (30) calendar days after notification for the CET results.
7. The effective date of this Agreement shall be July 1, 2021 or date of contract ratification, whichever is later.

This Letter of Agreement shall expire on June 30, 2023, unless extended by mutual agreement by both Parties.

**LETTER OF AGREEMENT – ESSENTIAL WORKER INCLEMENT
WEATHER/HAZARDOUS CONDITIONS PAY**

This Agreement is between the State of Oregon, acting through its Department of Administrative Services (Employer) and AFSCME Council 75 (Union).

The Parties agree to the following:

When a situation exists that would otherwise allow state employees to access Inclement Weather/Hazardous Conditions Leave, but if an employee is required to report to work in person, the employee shall be paid a differential of one dollar (\$1.00) per hour for actual hours worked.

Staff working at agencies with 24/7 operations that are not curtailed shall receive the Essential Worker Inclement Weather/Hazardous Conditions Pay benefits when any state agency offices are closed or are closed to the public due to inclement weather/hazardous conditions within the county of their worksite. For 24/7 operations, if inclement weather occurs on a weekend (and would normally result in a closure of a state agency office in the county of their worksite during Monday through Friday), staff shall receive the Essential Worker Inclement Weather/Hazardous Conditions Pay.

LETTER OF AGREEMENT – NATURAL DISASTER LEAVE

This Agreement is between the State of Oregon, acting through its Department of Administrative Services (Employer) and AFSCME Council 75 (Union).

This Letter of Agreement shall supersede any conflicting provisions in the collective bargaining agreements for the duration of the Letter of Agreement.

We recognize that state of Oregon employees provide essential services and benefits to Oregonians every day. Their work is often the last or only option for support when Oregonians are faced with an emergency.

1. An employee who, due to a natural disaster, has:
 - a. lost their home (primary residence);,
 - b. lost use of their primary residence (deemed uninhabitable); or
 - c. lost access to their primary residence,shall be eligible for a maximum of eighty (80) hours of paid administrative leave, prorated for part-time employees. This leave will be available for intermittent use.
2. Employees who have used the eighty (80) hours of paid administrative leave identified in #1 may request donated leave. Donated leave received will not exceed the amount needed to cover the absence. Donators may donate their accrued vacation or compensatory leave.

This Letter of Agreement will sunset on June 30, 2023, unless extended by mutual agreement.

LETTER OF AGREEMENT – PAYROLL COMPUTATION PROCEDURES

This Letter of Agreement is entered into between the State of Oregon by the Department of Administrative Services (DAS) and AFSCME Council 75 (Union).

The State of Oregon is continuing the modernization effort of replacing their legacy systems, including the current payroll and time tracking systems. The Payroll and Time Tracking Replacement Project has identified July 1, 2022 as the projected “go-live” date of transitioning to the modernized system.

The purpose of this Agreement is to create a statewide joint labor-management committee to explore the impact on employees of the transition to a new payroll system. The committee may make recommendations or develop a report on their findings. Any recommendations or changes to mandatory subjects of bargaining will be brought to the successor bargaining or interim bargaining as appropriate.

Current timing of paychecks and rate of pay will be maintained.

LETTER OF AGREEMENT – PANDEMIC RECOGNITION PAY

This Agreement is between the State of Oregon, acting through its Department of Administrative Services (Employer) and AFSCME Council 75 (Union).

In recognition employees were asked to take greater personal risks during the COVID-19 pandemic by being required to show up to work in person while some employees were able to work remotely, the Parties agree to the following:

Employees designated as frontline workers between March 2020 and June 2021 will receive a one-time payment based on the following criteria:

- 1) Frontline worker definition: A frontline worker is someone who has a job that puts the individual at higher risk for contracting COVID-19 because of:
 - Regular close contact with others outside of their household (less than six (6) feet); and
 - Routine (more than fifteen (15) minutes per person(s)) close contact with others outside of their household; and
 - They cannot perform their job duties from home or another setting that limits the close or routine contact with others outside of their household.
- 2) Payments will be made as follows:
 - a. Frontline workers who worked between four hundred and eighty (480) non-telecommuting hours to one thousand and thirty-nine (1,039) non-telecommuting hours will receive a one (1)-time payment of one thousand fifty dollars (\$1,050). Regular hours count towards the non-telecommuting hours.
 - b. Frontline workers who worked one thousand forty (1,040) non-telecommuting hours or more will receive a one-time payment of one thousand five hundred fifty dollars (\$1,550). Regular hours count towards the non-telecommuting hours.
 - c. In addition to qualifying for one (1) of the above two (2) payments, recognition will be provided to frontline workers who worked two hundred (200) or more overtime hours during this period with an additional one (1)-time payment of five hundred seventy-five dollars (\$575).
- 3) Payments issued through this Letter of Agreement will be considered wages for tax purposes and are PERS subject.

**LETTER OF AGREEMENT – STATE POLICY 50.050.01 WORKING REMOTELY
UPDATES**

This Letter of Agreement is between the State of Oregon, acting through its Department of Administrative Services (Employer on behalf of the Agencies covered under the jurisdiction of the AFSCME Central Table (Agencies) and AFSCME Council 75 (Union).

The Parties acknowledge that nothing in this Agreement shall constitute a waiver of any Party's rights, claims or defenses with respect to mandatory subjects of bargaining and the impacts of changes to the state policy 50.050.01 Working Remotely policy.

This Agreement becomes effective on the date of the last signature below and ends June 30, 2023.

LETTER OF AGREEMENT – CHILDCARE AND ELDERCARE EXPLORATORY COMMITTEE

This Agreement is between the State of Oregon, acting through its Department of Administrative Services (Employer) and AFSCME Council 75 (Union).

The purpose of this Agreement is to create a statewide joint labor-management committee to explore the significant impact that a local of access to affordable child care and elder care has on working parents and families.

This exploratory committee will determine the feasibility of establishing a childcare/eldercare fund to help offset the cost of dependent care for State employees.

The committee will produce a report that contains the committee's recommendations for how the State can support employees' needs for dependent care.

The committee will be comprised of equal numbers of union and management representatives. AFSCME will appoint three (3) members to the committee. Participants on the Committee will be on paid status and shall be reimbursed for authorized travel expenses as per State Travel Policy. Agencies will not incur any overtime as a result of Committee meetings or travel. Flexing schedules will be allowed to avoid overtime.

That State will assign staff to support and facilitate work of the advisory committee.

The committee will convene no later than six (6) months after the effective date of the contract. The committee will complete their work by December 31, 2022.

APPENDIX A – FACT SHEET

This form is to be used by the employee and steward to aid in investigating a possible violation of contract. Use additional pages to document details, if needed.

EMPLOYEE _____ DEPARTMENT _____
CLASSIFICATION _____ DATE OF HIRE _____
DATE OF CLASSIFICATION _____ WORK LOCATION _____

What happened? Also describe incidents which gave rise to the issue(s):

Who was involved? Give names and titles (include witnesses):

When did it occur? Give day, time, date(s):

Where did it occur? Specific locations:

Why do you think there is a violation of the contract?

What adjustment is required? What must be done to correct the problem?

Additional comments. Use reverse side if needed:

EMPLOYEE'S SIGNATURE _____ DATE _____
STEWARD _____ DATE _____

APPENDIX B – CLASSIFICATION PLAN

| CLASSIFICATION TITLE | SALARY RANGE | | |
|--|---------------------|---|-----|
| | | Office Assistant 2 | 10 |
| | | Office Coordinator | 15 |
| Accountant 1 | 21 | Office Specialist 1 | 13C |
| Accountant 2 | 23 | Office Specialist 2 | 15C |
| Accountant 3 | 27 | Operations & Policy Analyst 1 | 23 |
| Accountant 4 | 30 | Operations & Policy Analyst 2 | 27 |
| Accounting Technician 1 | 13 | Operations & Policy Analyst 3 | 30 |
| Accounting Technician 2 | 18 | Operations & Policy Analyst 4 | 32 |
| Accounting Technician 3 | 19 | Plans Examiner 1 | 23 |
| Administrative Specialist 1 | 17 | Plans Examiner 2 | 26 |
| Administrative Specialist 2 | 20 | Plans Examiner, Commercial & Residential | 29 |
| Boiler Inspector | 27 | Plans Examiner, Residential | 26 |
| Compliance Specialist 1 | 21 | Plumbing Inspector | 26 |
| Compliance Specialist 2 | 25 | Plumbing Inspector, Commercial & Residential | 28 |
| Compliance Specialist 3 | 29 | Plumbing Inspector, Multi Discipline | 29 |
| Electrical Inspector | 26 | Plumbing Inspector, Residential | 25 |
| Electrical Inspector, Commercial & Residential | 28 | Procurement & Contract Specialist 1 | 23 |
| Electrical Inspector, Multi Discipline | 29 | Procurement & Contract Specialist 2 | 27 |
| Electrical Inspector, Residential | 25 | Procurement & Contract Specialist 3 | 29 |
| Electronic Publishing Design Specialist 2 | 22 | Procurement And Contract Assistant | 19 |
| Electronic Publishing Design Specialist 3 | 25 | Program Analyst 1 | 23 |
| Elevator Inspector | 25 | Program Analyst 2 | 27 |
| Executive Support Specialist 1 | 17 | Program Analyst 3 | 29 |
| Facilities Engineer 3 | 33 | Program Analyst 4 | 31 |
| Fiscal Analyst 1 | 23 | Project Manager 2 | 30 |
| Governmental Auditor 2 | 26 | Public Service Representative 3 | 15 |
| Information Systems Specialist 1 | 17I | Public Service Representative 4 | 20 |
| Information Systems Specialist 2 | 21I | Recreational Vehicle/Parks Inspect | 24 |
| Information Systems Specialist 3 | 24I | Structural/Mechanical Inspector | 25 |
| Information Systems Specialist 4 | 25I | Structural/Mechanical Inspector, Commercial & Residential | 28 |
| Information Systems Specialist 5 | 28I | Structural/Mechanical Inspector, Multi Discipline | 29 |
| Information Systems Specialist 6 | 29I | Structural/Mechanical Inspector, Residential | 25 |
| Information Systems Specialist 7 | 31I | Student Professional/Technical Worker | 11 |
| Information Systems Specialist 8 | 33I | Training & Development Specialist 1 | 23 |
| Inspector Multi Discipline, Residential | 26 | Training & Development Specialist 2 | 27 |
| Investigator 1 | 19 | Word Processing Technician 1 | 11 |
| Investigator 2 | 21 | Word Processing Technician 2 | 13 |
| Investigator 3 | 26 | Word Processing Technician 3 | 15 |
| Manufactured Homes Inspector | 24 | | |

APPENDIX C – SALARY SCHEDULES

SALARY SCHEDULE AS OF JULY 1, 2021

| <u>Salary</u> <u>Range</u> | <u>Pay/Range</u> <u>Option</u> | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> | <u>Step 7</u> | <u>Step 8</u> | <u>Step 9</u> | <u>Step 10</u> |
|-------------------------------|-----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| 10 | AP | | | | | | 2820 | 2931 | 3031 | 3157 | 3292 |
| 11 | AP | | | | | 2820 | 2931 | 3031 | 3157 | 3292 | 3432 |
| 13 | AP | | | 2820 | 2931 | 3031 | 3157 | 3292 | 3432 | 3580 | 3749 |
| 13C | AP | | 2820 | 2931 | 3031 | 3157 | 3292 | 3432 | 3580 | 3749 | 3932 |
| 15 | AP | 2820 | 2931 | 3031 | 3157 | 3292 | 3432 | 3580 | 3749 | 3932 | 4121 |
| 15C | AP | 2876 | 2979 | 3093 | 3224 | 3363 | 3507 | 3664 | 3840 | 4026 | 4222 |
| 17 | AP | 3031 | 3157 | 3292 | 3432 | 3583 | 3749 | 3932 | 4121 | 4317 | 4516 |
| 17I | IP | 3140 | 3272 | 3404 | 3554 | 3720 | 3895 | 4075 | 4263 | 4463 | 4672 |
| 18 | AP | 3157 | 3292 | 3432 | 3580 | 3749 | 3932 | 4121 | 4311 | 4516 | 4744 |
| 19 | AP | 3292 | 3432 | 3580 | 3749 | 3932 | 4121 | 4311 | 4516 | 4744 | 4971 |
| 20 | AP | 3432 | 3580 | 3749 | 3932 | 4121 | 4311 | 4516 | 4744 | 4971 | 5206 |
| 21 | AP | 3580 | 3749 | 3932 | 4121 | 4311 | 4516 | 4744 | 4971 | 5206 | 5459 |
| 21I | IP | 3624 | 3795 | 3972 | 4155 | 4350 | 4556 | 4767 | 4992 | 5224 | 5466 |
| 22 | AP | 3749 | 3932 | 4121 | 4311 | 4516 | 4744 | 4971 | 5206 | 5459 | 5721 |
| 23 | AP | 3932 | 4121 | 4311 | 4516 | 4744 | 4971 | 5206 | 5459 | 5721 | 6004 |
| 24 | AP | 4121 | 4311 | 4516 | 4744 | 4971 | 5206 | 5459 | 5721 | 6004 | 6301 |
| 24I | IP | 4147 | 4344 | 4551 | 4760 | 4983 | 5219 | 5463 | 5720 | 5990 | 6274 |
| 25 | AP | 4311 | 4516 | 4744 | 4971 | 5206 | 5459 | 5721 | 6004 | 6301 | 6602 |
| 25I | IP | 4501 | 4711 | 4930 | 5164 | 5406 | 5660 | 5926 | 6205 | 6497 | 6803 |
| 26 | AP | 4516 | 4744 | 4971 | 5206 | 5459 | 5721 | 6004 | 6301 | 6602 | 6929 |
| 27 | AP | 4744 | 4971 | 5206 | 5459 | 5721 | 6005 | 6301 | 6602 | 6929 | 7260 |
| 28 | AP | 4971 | 5206 | 5459 | 5721 | 6004 | 6301 | 6602 | 6929 | 7260 | 7620 |
| 28I | IP | 5022 | 5262 | 5506 | 5768 | 6038 | 6321 | 6620 | 6932 | 7258 | 7600 |
| 29 | AP | 5206 | 5459 | 5721 | 6004 | 6301 | 6602 | 6929 | 7260 | 7620 | 7995 |
| 29I | IP | 5374 | 5623 | 5890 | 6167 | 6459 | 6761 | 7079 | 7415 | 7761 | 8124 |
| 30 | AP | 5459 | 5721 | 6004 | 6301 | 6602 | 6929 | 7260 | 7620 | 7995 | 8391 |
| 31 | AP | 5721 | 6004 | 6301 | 6602 | 6929 | 7260 | 7620 | 7994 | 8391 | 8807 |
| 31I | IP | 5949 | 6229 | 6523 | 6829 | 7151 | 7489 | 7840 | 8208 | 8591 | 8992 |
| 32 | AP | 6004 | 6301 | 6602 | 6929 | 7260 | 7620 | 7994 | 8391 | 8807 | 9219 |
| 33 | AP | 6301 | 6602 | 6929 | 7260 | 7620 | 7994 | 8391 | 8807 | 9219 | 9685 |
| 33I | IP | 6482 | 6786 | 7107 | 7443 | 7796 | 8160 | 8548 | 8956 | 9380 | 9825 |

Where the system rates and the rates printed in the CBA differ by two dollars (\$2.00) or less per month, the system shall be considered the official rate and shall supersede the rate printed in the CBA.

Note: Range Option A will be calculated using a reverse differential and rates will not be specifically listed in the Agreement.

SALARY SCHEDULE AS OF DECEMBER 1, 2021

| <u>Salary Range</u> | <u>Pay/Range Option</u> | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> | <u>Step 7</u> | <u>Step 8</u> | <u>Step 9</u> | <u>Step 10</u> |
|---------------------|-------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| 10 | AP | | | | | | 2905 | 3016 | 3116 | 3242 | 3377 |
| 11 | AP | | | | | 2905 | 3016 | 3116 | 3242 | 3377 | 3518 |
| 13 | AP | | | 2905 | 3016 | 3116 | 3242 | 3377 | 3518 | 3670 | 3843 |
| 13C | AP | | 2905 | 3016 | 3116 | 3242 | 3377 | 3518 | 3670 | 3843 | 4030 |
| 15 | AP | 2905 | 3016 | 3116 | 3242 | 3377 | 3518 | 3670 | 3843 | 4030 | 4224 |
| 15C | AP | 2961 | 3064 | 3178 | 3309 | 3448 | 3595 | 3756 | 3936 | 4127 | 4328 |
| 17 | AP | 3116 | 3242 | 3377 | 3518 | 3673 | 3843 | 4030 | 4224 | 4425 | 4629 |
| 17I | IP | 3225 | 3357 | 3489 | 3643 | 3813 | 3992 | 4177 | 4370 | 4575 | 4789 |
| 18 | AP | 3242 | 3377 | 3518 | 3670 | 3843 | 4030 | 4224 | 4419 | 4629 | 4863 |
| 19 | AP | 3377 | 3518 | 3670 | 3843 | 4030 | 4224 | 4419 | 4629 | 4863 | 5095 |
| 20 | AP | 3518 | 3670 | 3843 | 4030 | 4224 | 4419 | 4629 | 4863 | 5095 | 5336 |
| 21 | AP | 3670 | 3843 | 4030 | 4224 | 4419 | 4629 | 4863 | 5095 | 5336 | 5595 |
| 21I | IP | 3715 | 3890 | 4071 | 4259 | 4459 | 4670 | 4886 | 5117 | 5355 | 5603 |
| 22 | AP | 3843 | 4030 | 4224 | 4419 | 4629 | 4863 | 5095 | 5336 | 5595 | 5864 |
| 23 | AP | 4030 | 4224 | 4419 | 4629 | 4863 | 5095 | 5336 | 5595 | 5864 | 6154 |
| 24 | AP | 4224 | 4419 | 4629 | 4863 | 5095 | 5336 | 5595 | 5864 | 6154 | 6459 |
| 24I | IP | 4251 | 4453 | 4665 | 4879 | 5108 | 5349 | 5600 | 5863 | 6140 | 6431 |
| 25 | AP | 4419 | 4629 | 4863 | 5095 | 5336 | 5595 | 5864 | 6154 | 6459 | 6767 |
| 25I | IP | 4614 | 4829 | 5053 | 5293 | 5541 | 5802 | 6074 | 6360 | 6659 | 6973 |
| 26 | AP | 4629 | 4863 | 5095 | 5336 | 5595 | 5864 | 6154 | 6459 | 6767 | 7102 |
| 27 | AP | 4863 | 5095 | 5336 | 5595 | 5864 | 6155 | 6459 | 6767 | 7102 | 7442 |
| 28 | AP | 5095 | 5336 | 5595 | 5864 | 6154 | 6459 | 6767 | 7102 | 7442 | 7811 |
| 28I | IP | 5148 | 5394 | 5644 | 5912 | 6189 | 6479 | 6786 | 7105 | 7439 | 7790 |
| 29 | AP | 5336 | 5595 | 5864 | 6154 | 6459 | 6767 | 7102 | 7442 | 7811 | 8195 |
| 29I | IP | 5508 | 5764 | 6037 | 6321 | 6620 | 6930 | 7256 | 7600 | 7955 | 8327 |
| 30 | AP | 5595 | 5864 | 6154 | 6459 | 6767 | 7102 | 7442 | 7811 | 8195 | 8601 |
| 31 | AP | 5864 | 6154 | 6459 | 6767 | 7102 | 7442 | 7811 | 8194 | 8601 | 9027 |
| 31I | IP | 6098 | 6385 | 6686 | 7000 | 7330 | 7676 | 8036 | 8413 | 8806 | 9217 |
| 32 | AP | 6154 | 6459 | 6767 | 7102 | 7442 | 7811 | 8194 | 8601 | 9027 | 9449 |
| 33 | AP | 6459 | 6767 | 7102 | 7442 | 7811 | 8194 | 8601 | 9027 | 9449 | 9927 |
| 33I | IP | 6644 | 6956 | 7285 | 7629 | 7991 | 8364 | 8762 | 9180 | 9615 | 1007 |

1

Where the system rates and the rates printed in the CBA differ by two dollars (\$2.00) or less per month, the system shall be considered the official rate and shall supersede the rate printed in the CBA.

Note: Range Option A will be calculated using a reverse differential and rates will not be specifically listed in the Agreement.

SALARY SCHEDULE AS OF DECEMBER 1, 2022

| <u>Salary Range</u> | <u>Pay/Range Option</u> | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> | <u>Step 7</u> | <u>Step 8</u> | <u>Step 9</u> | <u>Step 10</u> |
|---------------------|-------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| 10 | AP | | | | | | 3005 | 3116 | 3216 | 3343 | 3482 |
| 11 | AP | | | | | 3005 | 3116 | 3216 | 3343 | 3482 | 3627 |
| 13 | AP | | | 3005 | 3116 | 3216 | 3343 | 3482 | 3627 | 3784 | 3962 |
| 13C | AP | | 3005 | 3116 | 3216 | 3343 | 3482 | 3627 | 3784 | 3962 | 4155 |
| 15 | AP | 3005 | 3116 | 3216 | 3343 | 3482 | 3627 | 3784 | 3962 | 4155 | 4355 |
| 15C | AP | 3061 | 3164 | 3278 | 3412 | 3555 | 3706 | 3872 | 4058 | 4255 | 4462 |
| 17 | AP | 3216 | 3343 | 3482 | 3627 | 3787 | 3962 | 4155 | 4355 | 4562 | 4772 |
| 17I | IP | 3325 | 3461 | 3597 | 3756 | 3931 | 4116 | 4306 | 4505 | 4717 | 4937 |
| 18 | AP | 3343 | 3482 | 3627 | 3784 | 3962 | 4155 | 4355 | 4556 | 4772 | 5014 |
| 19 | AP | 3482 | 3627 | 3784 | 3962 | 4155 | 4355 | 4556 | 4772 | 5014 | 5253 |
| 20 | AP | 3627 | 3784 | 3962 | 4155 | 4355 | 4556 | 4772 | 5014 | 5253 | 5501 |
| 21 | AP | 3784 | 3962 | 4155 | 4355 | 4556 | 4772 | 5014 | 5253 | 5501 | 5768 |
| 21I | IP | 3830 | 4011 | 4197 | 4391 | 4597 | 4815 | 5037 | 5276 | 5521 | 5777 |
| 22 | AP | 3962 | 4155 | 4355 | 4556 | 4772 | 5014 | 5253 | 5501 | 5768 | 6046 |
| 23 | AP | 4155 | 4355 | 4556 | 4772 | 5014 | 5253 | 5501 | 5768 | 6046 | 6345 |
| 24 | AP | 4355 | 4556 | 4772 | 5014 | 5253 | 5501 | 5768 | 6046 | 6345 | 6659 |
| 24I | IP | 4383 | 4591 | 4810 | 5030 | 5266 | 5515 | 5774 | 6045 | 6330 | 6630 |
| 25 | AP | 4556 | 4772 | 5014 | 5253 | 5501 | 5768 | 6046 | 6345 | 6659 | 6977 |
| 25I | IP | 4757 | 4979 | 5210 | 5457 | 5713 | 5982 | 6262 | 6557 | 6865 | 7189 |
| 26 | AP | 4772 | 5014 | 5253 | 5501 | 5768 | 6046 | 6345 | 6659 | 6977 | 7322 |
| 27 | AP | 5014 | 5253 | 5501 | 5768 | 6046 | 6346 | 6659 | 6977 | 7322 | 7673 |
| 28 | AP | 5253 | 5501 | 5768 | 6046 | 6345 | 6659 | 6977 | 7322 | 7673 | 8053 |
| 28I | IP | 5308 | 5561 | 5819 | 6095 | 6381 | 6680 | 6996 | 7325 | 7670 | 8031 |
| 29 | AP | 5501 | 5768 | 6046 | 6345 | 6659 | 6977 | 7322 | 7673 | 8053 | 8449 |
| 29I | IP | 5679 | 5943 | 6224 | 6517 | 6825 | 7145 | 7481 | 7836 | 8202 | 8585 |
| 30 | AP | 5768 | 6046 | 6345 | 6659 | 6977 | 7322 | 7673 | 8053 | 8449 | 8868 |
| 31 | AP | 6046 | 6345 | 6659 | 6977 | 7322 | 7673 | 8053 | 8448 | 8868 | 9307 |
| 31I | IP | 6287 | 6583 | 6893 | 7217 | 7557 | 7914 | 8285 | 8674 | 9079 | 9503 |
| 32 | AP | 6345 | 6659 | 6977 | 7322 | 7673 | 8053 | 8448 | 8868 | 9307 | 9742 |
| 33 | AP | 6659 | 6977 | 7322 | 7673 | 8053 | 8448 | 8868 | 9307 | 9742 | 10235 |
| 33I | IP | 6850 | 7172 | 7511 | 7865 | 8239 | 8623 | 9034 | 9465 | 9913 | 10383 |

Where the system rates and the rates printed in the CBA differ by two dollars (\$2.00) or less per month, the system shall be considered the official rate and shall supersede the rate printed in the CBA.

Note: Range Option A will be calculated using a reverse differential and rates will not be specifically listed in the Agreement.

SIGNATURE PAGE – AFSCME – BUILDING CODES

Signed this 22nd day of September, 2021 at Salem, Oregon.



**FOR THE
STATE OF
OREGON**

Katy Coba

**Katy Coba, Director
Department of Administrative Services (DAS)**

Madilyn Zike

**Madilyn Zike, Chief Human Resources Officer
DAS Chief Human Resources Office (CHRO)**

Debbie Pillsbury-Harvey

**Debbie Pillsbury-Harvey, State Labor Relations
Manager
DAS CHRO Labor Relations Unit**

Mary Pence

Mary Pence, Bargaining Team Member

Dawn Bass

Dawn Bass, Bargaining Team Member

Celina Patterson 10/14/21

Celina Patterson, Bargaining Team Member



**FOR THE AMERICAN
FEDERATION OF STATE,
COUNTY AND MUNICIPAL
EMPLOYEES**

Jaime Zinck

**Jaime Zinck, AFSCME Council 75
Representative**

Juliet Wiersma

Juliet Wiersma, Bargaining Team Member

Julie Snyder

Julie Snyder, Bargaining Team Member

DAS DEPARTMENT OF
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Department of Administrative Services
Chief Human Resources Office
Labor Relations Unit
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The official version of this Agreement is held by the Department of Administrative Services Labor Relations Unit on its electronic files at the website below. The Department of Administrative Services does not recognize any other copies or publications of this Agreement.

Electronic version of the Agreement located at:
<http://www.oregon.gov/das/HR/Pages/LRU.aspx>