COLLECTIVE BARGAINING AGREEMENT

between

DAS

THE DEPARTMENT OF ADMINISTRATIVE SERVICES

on behalf of

THE CONSTRUCTION CONTRACTORS BOARD

and

AFSCME

LOCAL 3581 / COUNCIL 75,
AMERICAN FEDERATION OF STATE, COUNTY,
AND MUNICIPAL EMPLOYEES (AFL-CIO)

2019 - 2021

CCB

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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 Construction Contractors Board (hereinafter the "Agency"), and the American Federation of State, County and Municipal Employees, (hereinafter the "Union"), for the purpose of fixing wages, hours, benefits, conditions of employment and other matters affecting members of the bargaining unit as certified by the Employment Relations Board.

ARTICLE 1 - RECOGNITION

Section 1.
The Employer and the Agency recognize the Union as the sole and exclusive bargaining agent for all classified employees of the Construction Contractors Board excluding supervisory, confidential and managerial employees as defined by ORS 243.650, employees working less than half-time, and temporary employees within the meaning of ORS 240.309.

Section 2.
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 Agency and any person designated by it to act on its behalf.

ARTICLE 2 - MANAGEMENT RIGHTS

The Parties agree that the Employer and the Agency have the right to operate and manage the Agency, 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 reasonable 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 - UNION RIGHTS

Section 1.
The Union will select certain of its agents, who are not Agency employees as "Union Representatives," and certify, in writing, their names to the Administrator of the Agency.

Section 2.
Union representatives will be allowed to visit the work areas of the employees during work hours, after advising the Administrator of the Agency, or their designee, of their presence for the purpose of meeting with employees regarding matters affecting their employment. Such visits shall not interfere with the normal flow of work. Council 75 hired business agents, organizers or employees will be limited to visits on non-duty time, except for grievance or unfair labor practice investigations.

Section 3.
Unless otherwise provided in this Agreement, the internal business of the Union shall be conducted by the employees during their non-duty hours.

Section 4.
Upon request and approval of the Administrator, or designee, the Union shall be allowed the use of the facilities of the Agency for meetings when such facilities are available and the meeting would not interfere with the business of the Agency.

Section 5.
The Agency shall furnish each new employee with a notice provided by the Union that the Union is the certified collective bargaining representative.

Section 6.
Not more than thirty (30) minutes shall be granted for the Union to make a presentation at the orientation of a new employee or group of new employees or at such other time agreeable to the Agency. The purpose of the Union's presentation shall be for the purpose of identifying the Union's status, organization benefits, facilities, related information and distributing and collecting membership applications. This time is not to be used for discussion of labor/management disputes. The Agency shall provide the Union advance notice of the time and place of new employee orientation meetings.

Section 7.
The Agency shall provide a 36" X 24" bulletin board for the use of the Union in communications dealing with social functions, meetings, elections, Union appointments and such other information as may be approved by the Agency's Administrator or designee.

Section 8.
The Union shall be provided payroll deductions for its regular monthly dues in accordance with and as entitled to under ORS 292.055.

Section 9. 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 10. 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 11. 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 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 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.

Section 12. 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.

REV: 2015

ARTICLE 4 - LAWS AND REGULATIONS AND SAVINGS

Section 1.
This Agreement is subject to all applicable existing and future laws of the State of Oregon and the United States. In the event of a conflict between a provision of this Agreement and a rule or regulation of the Department of Administrative Services or any of its Divisions, the terms of this Agreement shall prevail.

Section 2.
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 remains 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.

ARTICLE 5 - UNIT CLARIFICATION

Section 1.
Any dispute concerning bargaining unit composition shall be resolved by the Employment Relations Board.

Section 2.
Upon excluding any positions from the bargaining unit the Labor Relations Unit shall send formal written notice of the exclusion(s) including a list of the exclusion(s) and position descriptions to the Union. Those positions questioned by the Union shall be discussed with the Employer within ten (10) days from the date of formal written notification.

ARTICLE 6 - 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, religion, sex, color, physical or mental handicap, national origin, political affiliation, or marital status. The Union further agrees that it will cooperate with the Agency's implementation of applicable Federal and State laws and regulations, including but

not limited to Presidential Executive Order 11246 as amended by Presidential Executive Order 11375, pertaining to affirmative action.

Section 2.
Any and all complaints alleging any form of unlawful discrimination which are brought to the Union for processing will be submitted directly to the Agency Administrator. If the complaint is not satisfactorily resolved within thirty (30) calendar days of its submission at the Agency Administrator level, the employee shall, if they choose to proceed with the complaint, file the complaint with the Bureau of Labor and Industries or the Equal Employment Opportunity Commission (EEOC) for final resolution.

Discrimination complaints will not be subject to the grievance procedure contained in this Agreement.

Section 3.
a. The Employer and the Union agree to continue their policies of not discriminating against any employee because of sexual orientation.
b. Sexual orientation discrimination complaints will be subject to the grievance procedure (Article 12) beginning at Step 3 until such time as the Bureau of Labor and Industries is given jurisdiction over such matters. Once the Bureau of Labor and Industries is given jurisdiction, such complaints will be processed in the same manner as complaints in Sections 1 and 2.

Section 4.
It is the policy of the Agency that all employees enjoy a positive, respectful and productive work environment, free from behavior, actions or language which constitutes workplace harassment.

REV: 2017

ARTICLE 7 - AVAILABILITY OF THE PARTIES TO EACH OTHER

The Parties agree that the Employer and representatives of the Union are each obligated to meet at reasonable times, at the request of the other Party, to discuss the interpretation and application of the Collective Bargaining Agreement and other workplace concerns.

ARTICLE 8 - UNION SECURITY

Section 1. Dues Deduction.
a. 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.
b. 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 for 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 3. Employee Statistics.
The Labor Relations Unit and the Agency will, upon request of the Union, provide any regularly produced computer runs containing nonconfidential statistics of the Union's bargaining unit members. This will include one (1) printout annually showing names and addresses of all bargaining unit employees and monthly information currently furnished. Any costs incurred in compiling and photocopying these statistical reports under this Agreement shall be billed to the Local Union making the request.

REV: 2019

ARTICLE 9 - COMPLETE AGREEMENT/PAST PRACTICE

Section 1.
This Agreement incorporates the sole and complete agreement between the Parties resulting from negotiations held pursuant to the provisions of ORS 243.650 et. seq. It is acknowledged that, during negotiations which resulted in this Agreement, each party had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter for collective bargaining, and that understandings and agreements arrived at by the Parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Parties, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, if any, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter covered by this Agreement. The Union further agrees to waive the right to bargain over any other mandatory subject of bargaining during the life of the Agreement unless the Agency seeks to change an existing or establish a new written policy as outlined in Sections 3-8 of this Article. This Agreement shall not be modified in whole or in part except by another written instrument duly executed by the Employer and the Union.

Section 2.
To the extent they are not in conflict with the terms of the collective bargaining agreement or Agency policies, the Parties agree that the DAS Chief Human Resource Office policies may be consulted to provide guidance to the Agency.

Section 3. Policy Changes or New Policies.
a. Should the Agency change a written policy or issue a new policy which affects the working conditions of the bargaining unit members, and the working conditions(s) is a mandatory subject of bargaining, notice will be given to the Union. If the Union believes such action to be unreasonable and the issue is a mandatory subject of bargaining, then, within seven (7) days of the date upon which the Union knows, the Union shall request that the Employer negotiate such matter.
b. If the Union is not notified of such change regarding a mandatory subject of collective bargaining the policy shall be null and void, unless extended by mutual agreement.

Section 4.
Any meeting requested under this Article shall occur within five (5) days of:
a. The Union's request to negotiate when the Parties are in agreement that the subject is a mandatory subject of bargaining; or
b. An Employment Relations Board ruling that the issue is a mandatory issue of bargaining.

If agreement is reached, it shall be reduced to writing and signed by both Parties. If the Parties are unable to reach agreement within fourteen (14) days following the negotiations and the Union continues to believe the written policy to be unreasonable, it shall notify the Employer of its intent to subject the matter to arbitration. Such written notification must be made during the fifteen (15) day period immediately following the above mentioned fourteen (14) day period. Failure to file such written notification within the prescribed time shall be understood by both Parties to waive the Union's right to any further objection.

Section 5.
Should the Union decide to carry the matter to arbitration, the Parties shall meet within the five (5) days immediately following receipt of notification of the Union's desire to arbitrate to select an arbitrator. Selection of an arbitrator shall be prescribed in Article 12 (Grievance Procedure).

Section 6.
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, unless the award is vacated pursuant to ORS 240.086. The power of the arbitrator in this process shall be limited to determining whether the policy, procedure or rule is unreasonable. If the arbitrator's ruling is that the policy, procedure or rule is unreasonable, the Agency shall immediately withdraw the policy, procedure or rule. Unreasonable for purposes of this Article means that the balance of reason is in favor of not making the change. In other words, the negative effect upon bargaining unit members outweighs the need or benefit to the Employer.

Section 7.
The arbitrator fee and expenses shall be paid in the same manner outlined in Article 12, Section 7 (Grievance Procedure).

Section 8.
Time limits specified in this procedure must be observed, unless either party requests a specific extension of time which, if agreed to, must be stipulated in writing and shall become part of the record.

ARTICLE 10 - AGENCY PERSONNEL POLICIES

Upon request, the Agency shall provide a copy of its written personnel policies to the Union. When a change of a policy occurs, a copy will be sent to the Union, and a copy will be posted.

ARTICLE 11 - DISCIPLINE AND DISCHARGE

Section 1.
The principles of progressive discipline shall be used. An employee may only be given a formal written reprimand, suspension, reduction in pay, demotion or dismissal for just cause.

Section 2.
a. A formal written reprimand, 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 disciplinary action shall follow the procedure and time frames outlined in Article 12 (Grievance Procedure).

b. Discharge of a regular status employee may be appealed by the Union to binding arbitration. The appeal must state the reason for the appeal and must be submitted to the Department of Administrative Services Labor Relations Unit within ten (10) calendar days from the effective date of the discharge. Such appeal shall be heard by the arbitrator pursuant to the terms and conditions outlined in Article 12 (Grievance Procedure).

Section 3.
Upon request, an employee shall have the right to Union representation during an investigatory interview that an employee reasonably believes will result in disciplinary action. An employee will be provided reasonable notice in advance of an investigatory meeting. The employee will have the opportunity to consult with a local Union steward or an AFSCME Council Representative before the interview, but such consultation will not cause undue delay.

Section 4. Predismissal Notice.
A written notice shall be given to a regular status employee against whom a charge, which may be cause for dismissal, 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 Agency 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 Agency Administrator, the employee may be suspended with pay or be allowed to continue work as specified within the predismissal notice.

Section 5.
It is the intent of the Agency that discipline not be administered in the presence of other employees or the public, whenever possible.

Section 6.
a. Unauthorized absence of the employee from duty shall be deemed to be absence without pay and may be grounds for disciplinary action by the Agency. Employees may be allowed to cover such absences with accrued vacation time or compensatory time if the Agency agrees extenuating circumstances existed.
b. Any employee who is absent for five (5) consecutive work days without authorized leave shall be deemed to have resigned.

Section 7.
The Agency will forward all written reprimands and notices of reduction, suspension, demotion, predismissal, and dismissal to the Union on the same day it notifies the employee.

REV: 2015

ARTICLE 12 - GRIEVANCE PROCEDURE

Section 1.
A grievance is a dispute which arises concerning the application, meaning or interpretation of this Agreement and shall be resolved by the following procedure:

It is however agreed and understood that aggrieved employee(s) and the Job Steward, if either the employee or the supervisor requests the Stewards presence, must first attempt to

resolve complaints which may result in formal grievances or grievances informally with the immediate supervisor.

Timelines noted in the following Steps apply to all grievances except for formal written reprimands, reductions in pay, demotions, suspensions and discharges for which the timelines established in Article 11 (Discipline and Discharge), shall apply.

Step 1. Any employee, with notice to the Union, or the Union Representative on the employee's behalf or an employee with a job steward may file a formal grievance at Step 1, in writing, with their immediate supervisor within thirty (30) calendar days of the alleged action or the date the employee or the Union knew or should have known of the alleged action. Grievances shall not be frivolous and shall be submitted on the AFSCME Grievance Form and shall contain the articles alleged to have been violated, the specific reasons why the employee feels the articles were violated, and the specific remedy(s) requested. The immediate supervisor shall respond, in writing, to the grievance within fifteen (15) calendar days to the employee, with a copy to the Union.

Step 2. If the grievance remains unresolved at Step 1, it may be appealed, in writing, to the Administrator within fifteen (15) calendar days after the response required by Step 1 was received or due whichever is first. The Administrator or their designee shall respond in writing to the Union within fifteen (15) calendar days after receipt of the grievance.

Step 3. If the grievance remains unresolved at Step 2, the Union Representative or the employee may, in writing, appeal to the Labor Relations Unit of the Department of Administrative Services within fifteen (15) calendar days after response required by Step 2 was received or due whichever is first. The Labor Relations Unit shall respond in writing, to the Union within fifteen (15) calendar days after receipt of the grievance. 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@oregon.gov.

In the event the response from the Labor Relations Unit 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 and they will abide thereby.

Section 2.
Time limits may be extended by agreement of the Parties confirmed in writing.

Section 3.
The Union or the grievant shall not expand upon the original elements and substance of the written grievance. Prior to filing at Step 2 of the Grievance Procedure, the Union or the employee may however, modify, for the purpose of clarity, the articles cited as being violated and the remedy requested.

Section 4.
Any grievance, having progressed through the steps as outlined in this Agreement and remaining unresolved following Labor Relations Unit response, may be submitted by the Union to arbitration for settlement. To be valid, a request for arbitration must be from the

Union, in writing, and mailed or delivered to the Labor Relations Unit within fifteen (15) calendar days of the receipt of the response from the Labor Relations Unit.

Failure to file for arbitration within the specified fifteen (15) calendar day period shall constitute forfeiture of claim and the case shall be considered closed by all Parties.

If the grievance is to be submitted to arbitration, a prearbitration meeting may be held. The meeting shall include both the Labor Relations Unit and the Agency meeting with the Union in an attempt to formulate a submission.

Section 5. Selection of the Arbitrator.
In the event that arbitration becomes necessary, the Union and the Employer will select an arbitrator in the following manner:

a. The Union and the Employer may mutually select an arbitrator.
b. If the Parties do not mutually select an arbitrator, then they shall obtain a list of seven (7) qualified Oregon only arbitrators from the Employee Relations Board and select one arbitrator from the list by alternately striking names, with the party striking first being determined by lot, one (1) name at a time until one (1) name remains on the list. The name remaining on the list shall be accepted by the Parties as the arbitrator.

Section 6.
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 and benefits, or to mitigate or cancel the penalty as equity suggests under the facts, or to provide any other relief sought which is otherwise proper under the Agreement. The arbitrator's authority regarding reclassifications shall be addressed in the contract articles dealing with classification and classification changes.

Section 7.
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 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 8.
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 if the employee elects to be represented by the Union.

Section 9.
The employee may choose to proceed without Union representation, as outlined in ORS 243.666(2), through Step 3 of the grievance procedure, however, only the Union may submit a grievance to arbitration.

Section 10.
If at any step of the grievance procedure, the Employer or Agency fails to issue a response within the specified time limits set forth in this Agreement, the grievance shall be automatically advanced to the next step of the grievance procedure unless withdrawn by the

grievant or the Union. In no case however will a grievance automatically advance to arbitration. If the employee or Union fails to meet the time limits specified herein, the grievance will be considered withdrawn and cannot be resubmitted.

Section 11.

All so called group grievances involving two (2) or more immediate supervisors and grievances involving subject matters which are beyond the authority of the immediate supervisor to resolve, may, with the mutual agreement of the Parties be filed at higher steps up to and including Step 2.

All "group" grievances must be specific at the initial step of the grievance procedure and must detail the articles violated, all employees affected and the reasons for both.

Section 12. 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 13 – UNION STEWARDS

Section 1.
The Agency shall recognize one (1) Union Stewards per twenty (20) represented employees to represent Agency employees. The Union shall immediately notify the Agency's Human Resources Manager of the names of Union Stewards and their successors upon their selection.

Section 2.
Stewards may receive but not solicit, and may discuss complaints and grievances of employees on the premises and time of the Agency, but only to such extent as does not neglect, retard or interfere with the work and duties of the Union Stewards or with the work or duties of employees. Upon notice to their immediate supervisor, Union Stewards shall be granted reasonable time off during regularly scheduled working hours without loss of pay or other benefits to investigate grievances.

If the permitted activities would interfere with either the Union Steward's or the grievant's duties, the direct supervisor(s) shall, within the next working day, arrange a mutually satisfactory time for the requested activities. Time spent in grievance activities without the proper notification and release by the supervisor(s) involved will be considered unauthorized leave without pay for both the Union Steward and the grieving employee. Each Union Steward shall maintain and furnish to their immediate supervisor, or on a monthly basis, a record of dates and times spent on the functions described in this Article.

Section 3.
The Agency agrees there shall be no reprisal, coercion, intimidation or discrimination against any Union Steward for the conduct of the functions described in this Article.

Section 4.
At the Union's request and subject to the operating requirements of the Agency, Union Stewards for the Union shall be granted personal leave, accrued vacation leave, accrued compensatory time, or leave of absence without pay to attend the Union's Union Steward Training Session.

REV: 2015

ARTICLE 14 - PERSONNEL RECORDS

Section 1.
Upon reasonable notice, an employee may inspect and obtain a copy of the contents in their official Agency personnel file or supervisory file. No grievance material shall be kept in an employee's personnel files after the grievance has been resolved except the resolution.

Section 2.
No information reflecting critically upon an employee shall be placed in the employee's official personnel files that does not bear the signature of the employee. The employee shall be required to sign such material to be placed in his 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 refused to sign the material, the Agency may place the material in the files provided a statement has been signed by two (2) management representatives that a copy of the document was mailed to the employee at their address of record.

Section 3.
If the employee believes that any of the above material is incorrect or a misrepresentation of facts, they shall be entitled to prepare in writing their explanation or opinion regarding the prepared material. This shall be included as part of their personnel record until the material is removed.

Section 4.
An employee may include in their personnel files, copies of any relevant material they wish, such as letters of favorable comment, licenses, certificates, college course credits or any other material which reflects credibly on the employee.

Section 5.
Material reflecting caution, consultation, warning, admonishment or reprimand shall be retained for a maximum of two (2) years, provided that there has been no recurrence of the problem or a related problem in the two (2) years. Earlier removal will be permitted, when requested by an employee and approved by the Appointing Authority.

Section 6. Supervisory Working Files.

a) An employee's supervisor may maintain a working (non workday) 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 file in the presence of their supervisor. Employees will not remove any material from the file. If the file can not 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 upon mutual agreement between the supervisor and employee.

REV: 2015,2019

ARTICLE 15 - FILLING OF VACANCIES

Section 1.
The Agency desires to fill bargaining unit vacancies with the best suited applicants available. Within that context, the Agency intends to insure that protected classes are given an opportunity to compete for all openings within the bargaining unit. The Agency will determine the manner and method of selection and determine the individual to fill a vacancy.

Section 2.
The Agency will post for a minimum of five (5) consecutive days the job vacancy that occurs in the bargaining unit which the Agency intends to fill, setting forth the job title, duties, qualifications and salary range. All bargaining unit employees qualified by training and experience will have the right to apply for the position.

Section 3.
If the position is offered for promotion or transfer, and two (2) or more employees possess equal qualifications and are the highest qualified candidates for the position, the Agency will give preference to an employee's length of service with the Agency. A candidate not selected may request the hiring supervisor to provide feedback regarding what the candidate could do to improve their potential for selection for future vacancies.

Section 4.
When the Agency chooses to fill a vacancy by lateral transfer, it shall not unilaterally transfer an employee on an arbitrary basis. If the Agency considers voluntary transfer requests, the employee who is determined by the Agency to be the best qualified to meet the knowledge, skills and abilities for the vacant position will be appointed. If two (2) or more employees wishing to laterally transfer have demonstrated equal knowledge, skills and abilities for the position, the most senior will be appointed.

Section 5.
A person accepting a Limited Duration (LD) appointment shall be notified and acknowledge in writing that s/he accepts the conditions of the appointment, which shall include the following:

a. The appointment is of limited duration.
b. The appointment may cease at any time.
c. The LD appointee shall have no layoff rights except as provided in (d) below.
d. An Agency employee appointed from a permanent position with regular status in the classified State service immediately prior to the LD appointment shall be reinstated to their former permanent regular status classification in the Agency when the LD appointment is terminated. The reinstatement right shall be on the same basis as the former regular status position, for example, if the employee was a part-time or job share, the reinstatement is on a part-time or job share basis. If the employee is appointed to a subsequent LD appointment(s) in the Agency without a break in employment prior to reinstatement to their former permanent regular status classification, the employee shall retain their right to reinstatement. If a position is not available for reinstatement, then the employee is entitled to layoff rights. Reinstatement rights provided herein shall not apply if charges are filed and they are discharged as provided in Article 11 (Discipline and Discharge).
e. The LD appointee in all other respects has all rights and privileges of other classified employees including but not limited to wages, benefits and Union representation under this Agreement.

Section 6.
For recruitments where the veteran has been determined to be otherwise qualified and the selection process results in a quantified score, Senate Bill 822, Section 2 (1) (a) and (b) shall apply. If this process results in two or more candidates deemed equal and the Employer elects to appoint one of the candidates, the veteran shall be appointed, the seniority provisions of the respective collective bargaining agreements notwithstanding.

For recruitments where the decision to hire or promote rests with a process that does not result in a score, the employer must give the veteran special consideration in such process per SB 822, Section 2 (1) (c).

The provisions of Senate Bill 822 do not apply to grievance settlements, court mandates, Agency recall from layoff and injured worker returns to employment. Secondary recall lists are applicable to the provisions of Senate Bill 822.

ARTICLE 16 - TRIAL SERVICE

Section 1.
All employees hired, appointed, promoted, or re-employed to a position shall serve a trial service period of six (6) months.

Section 2.
At any time during the trial service period, the Agency may remove an employee if, in the judgment of the Agency, the employee is unable or unwilling to perform their duties satisfactorily or if in the judgment of the Agency their habits and dependability do not merit their continuance in the position.

If such employee was previously a regular status employee in another bargaining unit position in the Agency immediately prior to their present appointment, they shall be reinstated to their former position in the bargaining unit, unless charges are filed and they are discharged for just cause as provided in Article 12 (Discipline and Discharge). The employee will return to the appropriate salary in the prior classification as if they had never left the position.

Section 3.
An employee's trial service period shall not be extended except in instances where an employee has a leave of absence or by mutual agreement of the Parties. A leave of absence shall extend the trial service period by the number of calendar days of the leave taken by the employee. The Parties may mutually agree to extend the trial service period for any agreed upon time period.

Section 4.
If an employee is removed from their position during their trial service period the employee shall not have rights to appeal the Agency's decision.

Section 5. 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: 2017

ARTICLE 17 - CLASSIFICATION AND CLASSIFICATION CHANGES

Section 1. Work Out of Classification.

a. When an employee is assigned, in writing, by the Agency for a limited time period to perform the major distinguishing duties of a position at a higher level classification for ten (10) consecutive calendar days, that employee shall be paid at the first step in the assigned classification or five percent (5%) more than their current rate of pay, whichever is greater.

When such assignments are made to work out of classification for more than 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.

When an employee is assigned to work out-of-classification pending approval of a reclassification upward, the work out-of-classification compensation will be paid in accordance with Article 17, Section 6.

b. An employee who is underfilling a position shall be informed in writing that they are 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 agrees to perform duties out of class for training or developmental purposes shall be informed 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.

Section 2. Reclassification Procedure.

a. A completed Position Description Form and written explanation for a proposed reclassification request shall be submitted to the Manager of Administrative Services.

b. The Agency shall review and verify the duties assigned to the position. Within thirty (30) days after receipt of reclassification request by Human Resources, the Agency shall notify the Union of its findings. If the findings indicate reclassification, the Agency shall decide to seek approval if necessary or remove the duties.

Section 3. Upward Reclassification.

When a position is reclassified upward a regular incumbent shall be continued in the position. They shall be advanced to the higher class with the same status held in the lower class if they meet 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 4. 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 Agency 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.

Section 5. Equal Reclassification Rate.

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

Section 6. Pay for Upward Reclassification.

Rate of pay upon upward reclassification shall be no less than the first step of the new salary range. If the old salary rate is equal to or higher than the first step of the new salary range, the employee shall receive a salary increase to the next higher step in the new salary range. However, if the next higher rate is less than two and a half percent (2 ½%) of the employee's current base salary the agency has the discretion to adjust the salary to the next higher salary step.

Section 7. Pay Date of Upward Reclassification.

a. Effective date of reclassification payment shall be the first (1st) of the month following the month in which the reclass request was received by the Department of Administrative Services.

b. The employee does not retain their old eligibility date and will be eligible for salary increase the first (1st) of the month following twelve (12) months in the new class.

Section 8. 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 Agency Administrator Appointing Authority or designee to the date the duties were removed.

Section 9. 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 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.

REV: 2015

ARTICLE 18 - LAYOFF

Section 1. Alternate 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.

1. 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.
2. All discussions that take place under this agreement shall not be subject to Article 9 (Complete Agreement/Past Practice) in the Construction Contractors Board/ AFSCME Agreement.

Section 2. Layoff Procedure.

A layoff is defined as a separation from service for involuntary reasons, other than resignations, not reflecting discredit on an employee. An employee and the Union shall be

given written notice of layoff at least fifteen (15) calendar days before the effective date stating the reasons for the layoff.

The layoff procedure shall occur in the following manner:

a. The Agency shall determine the specific positions to be vacated.

b. Separate layoff lists will apply to full-time and part-time employees in a classification. Any full-time regular status employee shall be permitted to displace a part-time employee with less seniority; however, part-time employees may displace full-time employees but they must agree to assume the full-time schedule.

c. No trial service or regular status employee shall be laid off while a temporary employee in the same classification is employed in the Agency.

d. Trial Service status means initial and promotional trial service.

e. A regular status employee notified of a pending layoff shall select one (1) of the following options, and communicate such choice in writing to the Administrator of the Agency within five (5) working days from the date of receipt of the written layoff notice:

   l. The employee may displace (bump in class) the least senior in the following order:
      - Trial service employee in the geographic area
      - Permanent employee in the geographic area
      - Statewide.

   2. The employee may demote and displace the least senior in a lower classification in the following order:
      - Trial Service employee in the geographic area
      - Permanent employee in the geographic area
      - Statewide.

   3. The employee may elect to be laid off. Their name will be placed on the Agency Layoff List in seniority order.

f. Geographic Areas shall be:

   1. Clatsop, Columbia, Clackamas, Multnomah, Washington, Tillamook, Marion, Lincoln, Linn, Benton, Yamhill and Polk Counties.

   2. Lane, Douglas, Josephine, Jackson, Coos and Curry Counties.

   3. Hood, Deschutes, Crook, Wasco, Sherman, Gilliam, Morrow, Jefferson, Umatilla, Union, Baker, Grant, Wallowa, Harney, Wheeler, Malheur, Lake and Klamath Counties.

g. An employee exercising option 1.d.1. or 2 must meet the minimum qualifications of the position as stated in the class specification, plus any special qualifications stated in the position description and must be capable of performing the specific requirement of the position within thirty (30) calendar days. The Agency shall use reasonable and job related criteria to make its determination. The Agency shall be the sole determinant of whether the employee is capable of performing such duties. The Agency's determination shall not be arbitrary or capricious. The determination shall be grievable.

If the employee cannot meet these requirements, they shall be entitled to similar consideration to the position with the incumbent having the next highest seniority in the Agency and so on provided that the incumbent in the next highest position has a lower seniority than the employee displacing or demoting.

Section 3. Seniority Computation

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

a. One (1) point per month for each month of continuous service with the Agency. A break in service is a separation from the service without pay for more than two (2) years. All part-time service shall be credited on a prorated basis. Periods of authorized leave without pay of fifteen (15) calendar days or more, other than for Union Activity that are for more than ninety (90) calendar days will be deducted from service credits calculations. When a layoff is announced, seniority scores shall be frozen on that date until the layoff and any subsequent bumping activity is completed. Service credit lists for permanent employees shall be updated and posted annually beginning October 1, 2011.

b. If two (2) or more employees have equal seniority, the tie shall be broken as follows, with most credit given in priority order:
   1. Length of continuous service in the job classification in the Agency;
   2. Length of continuous service with the Agency; and
   3. Length of continuous service with the State.

Section 4. Layoff List.

Names of regular status employees of the Agency 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 class from which the employee was laid off or demoted in lieu of layoff. The life of a layoff list shall be two (2) years.

Employees who are on an Agency layoff list shall be recalled in seniority order beginning with the employee with the highest seniority. Employees refusing the offer of a position from which they were laid off within their geographic area shall lose all future re-employment rights under this Article.

Section 5. 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 as established in Section 1.f above.
   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 6. Temporary Interruption of Employment.

Any temporary interruption of employment because of lack of work or unexpected or unusual reasons which do not exceed fifteen (15) consecutive work days, shall not be considered a layoff.

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.

REV: 2015

ARTICLE 19 - PAYDAY AND PAY ADVANCES

Section 1.

All employees shall normally be paid no later than the first 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 on the last working day of the month. When an employee is not scheduled to work on the payday, the paycheck may be released prior to payday if the paycheck is available and the employee has completed the "Request for Release of Payroll Check" Form AD20. However, the employee may not cash or deposit the check prior to the normal release time and day. Any violation of this provision shall be cause for disciplinary action. The release day for December paychecks dated January 1 shall be the first working day in January to avoid the risk of December's paychecks being included in the prior year's earnings for tax.

Section 2.

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 (60) percent of gross pay earned, but shall be at least one hundred dollars ($100). Employees will submit requests to the Agency payroll

office by the twentieth (20th) of the month. If any employee requests more than one pay advance in any twelve (12)-month period, management has the right to deny it.

ARTICLE 20 - HEALTH AND SAFETY

Section 1.

a. The Agency will agree to provide and maintain safe working conditions. The Union will cooperate in these efforts and encourage employees to work in a safe manner and promptly report to their supervisor all injuries.

b. Adequate, safe equipment shall be provided for all employees. No employee shall be expected to perform a work assignment that would cause him or her imminent danger or can be reasonably considered unsafe. An employee who refuses to perform work for reasons of safety shall file a complaint with the OR-OSHA.

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

Section 2. 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 21 - EDUCATION AND TRAINING

Section 1.
The Agency will determine training needs, programs, procedures and the selection of employees for the training or educational opportunity.

Section 2.
The Agency will pay incurred tuition/registration and allowable travel, per diem, and salary when the Agency directs employees to attend training. Employees may request training and will be considered based on job and workload needs and on funding. Available training and educational opportunities will be posted on the employee bulletin board or placed in the appropriate box in the library.

ARTICLE 22 - HOURS OF WORK

Section 1.

a. The normal full-time workweek shall consist of forty (40) hours within the designated workweek, worked on the basis of five (5) consecutive eight (8)-hour days. The Agency's normal work schedule shall be Monday through Friday. The workweek shall begin at 12:01 a.m. on Monday and end on Sunday at 12:00 midnight. Nothing in this Article or any part of this Agreement shall be construed as a guarantee of hours of work or a guaranteed workweek.

b. A regular work schedule consists of five (5) consecutive eight (8)-hour days. The regular workweek shall be Monday through Friday. An irregular work schedule consists of four (4) consecutive ten (10)-hour days. Alternative work schedules are schedules that are neither regular nor irregular.

c. Irregular or alternative work schedules may be authorized based on the Agency operational needs, as determined by the Agency. An employee desiring an irregular or alternative work schedule must request such schedule by means of a written request which includes the reasons the employee believes the request will meet the

operational needs of the Agency to their supervisor. The supervisor's or Agency's decision to grant or deny such request may not be grieved and is not subject to the grievance procedure.

However, the Agency agrees to meet with the employee and a representative of the Union, if the denial of the request is disputed, in an effort to fully discuss all concerns, for a reasonable period of time, not to exceed two (2) hours.

Section 2.
A paid rest period of fifteen (15) minutes in duration for an employee on a five/eight (5/8) work schedule or twenty (20) minutes in duration for an employee on a four/ten (4/10) work schedule should be taken about midway through each four (4) or five (5) hour work period, as appropriate.

Work schedule is defined as any paid status hours.

Section 3. Meal Periods.
Employees shall receive one (1) hour unpaid meal period during each work shift. Whenever possible, meal periods shall be scheduled at the middle of the shift. A shorter or longer meal period may be allowed if by mutual agreement between the employee and Employer.

Section 4. Professional Employees.
Professional employees, as defined by FLSA standard, are paid with a predetermined salary each week irrespective of the number of hours worked in a workweek. Hours of work are defined as those hours of the day, days of the week for which the employees are required to fulfill the responsibilities of their professional positions. The workweek for professional employees shall begin at 12:01 a.m. on Monday and end on Sunday at 12:00 midnight.

The normal workweek under this section shall be Monday through Friday. It is understood that weekend work may be required from time to time.

Section 5.
Established work schedules will not be changed with less than ten (10) calendar days' advance notice except when operating requirements of the Agency require it.

Section 6.
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.

ARTICLE 23 – 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 weather or weather-related hazardous conditions. 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 a.m.; however, the Parties recognize that changing conditions may

require further adjustment. The Employer/Agency may provide this information through methods such as 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. Essential employees/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).

b. Where the Employer/Agency has announced a delayed opening pursuant to Section 1A, 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 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 cover the time with accrued vacation, compensatory time off, personal leave or approved leave without pay.

Section 2. FLSA Non Exempt Employees Only.

a. Where the Employer/Agency has announced a delayed opening pursuant to Section 1A, 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 cover the time with accrued vacation, compensatory time off, personal leave or approved leave without pay.

b. When the Department of Administrative Services/Agency chooses to close an office or facility before the start of an employee's work day, one (1) of the following options will be implemented:

1. The employee will work from home or alternate work location for at least one half (1/2) of their regular work day. The balance of the employee's work day will be on inclement weather leave for up to forty (40) hours a biennium, or,
2. If no work is available or the employee is unable to work from home or alternate work location, the employee will use accrued vacation hours, compensatory time off, personal leave time or leave without pay for at least one half (1/2) of their regular work day. The balance of the employee's work day will be on 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.
4. Once the forty (40) hours of inclement weather/hazardous conditions leave is used, and there are more Agency closures during the biennium, 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.

5. 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.
6. Inclement weather/hazardous conditions leave shall not count as hours worked for the purpose of overtime calculation.
7. 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.
8. Part time employees will receive a prorated amount of inclement weather leave when applicable.

Section 3.
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 or more full workweek(s)

Section 4.
When in the judgment of the Employer/Agency, inclement weather or weather-related hazardous conditions 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 5. 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.

Section 6. Late or Unable to Report.
Where the Agency remains open and an employee notifies their supervisors that they are unable to report to work, or will be late, due to inclement weather or weather-related hazardous conditions, the employee shall be allowed to use accrued vacation leave, compensatory time off, personal leave or approved leave without pay.

Section 7. 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 8. 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 9.
Employees who are unable to report to work due to inclement weather and/or weather-related hazardous conditions may be allowed to work from home with prior approval of their supervisor.

REV: 2017

ARTICLE 24 - 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. Presidents' Day on the third Monday in February;
d. Memorial Day on the last Monday in May;
e. Independence Day on July 4;
f. Labor Day on the first Monday in September;
g. Veterans Day on November 11;
h. Thanksgiving Day on the fourth Thursday in November;
i. The Friday after Thanksgiving;
j. Christmas Day on December 25;
k. 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 on 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 their holiday pay plus an additional premium of cash or compensatory time off for all such time worked at the rate of time and one-half (1 ½). 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 ½) in addition to holiday pay.

Section 4.
An employee will receive overtime pay for holiday time worked unless the employee requests compensatory time. The compensatory time accrual limits established in Article 30, Section 5 shall apply.

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 shall receive a prorated share of eight (8) hours of paid leave. Paid leave granted in this Section shall be accrued by all employees employed as of the day before Thanksgiving or Christmas of each year. Employees who are employed as of the day before Thanksgiving may request the option of using this paid leave on the

workday before or after Thanksgiving, Christmas, or New Year's Day. Employees who became become employed after Thanksgiving but before Christmas may request the State option of using this paid leave on the workday before or after Christmas or the workday before or after New Year's Day. If the employee chooses not to take one of the aforementioned days, another day may be mutually agreed upon, provided such time is taken off by January 5th of the following year.

REV: 2015

ARTICLE 25 - 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 six (6) days of vacation leave and thereafter vacation leave shall be accumulated as follows:

After six (6) months through fifth (5th) year	Twelve (12) work days for each twelve (12) months of service (eight (8) hours per month)
After fifth (5th) year through tenth (10th) year	Fifteen (15) work days for each twelve (12) months of service (ten (10) hours per month)
After tenth (10th) year through fifteenth (15th) year	Eighteen (18) work days for each twelve (12) months of service (twelve (12) hours per month)
After fifteenth (15th) year through twentieth (20th) year	Twenty-one (21) work days for each twelve (12) months of service (fourteen (14) hours per month)
After twentieth (20) year through twenty-fifth (25th) year	Twenty-four (24) work days for each twelve (12) months of service (sixteen (16) hours per month
After twenty-fifth (25th) Year	Twenty-seven (27) work days 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 during the first year of employment and that break does not exceed two (2) years, the employee may be given credit for the time worked prior to the break in service. In order to facilitate the administration of leave records, vacation leave may be accrued on a monthly basis for employees who have completed six (6) full calendar months of service. Vacation accrual hours shall not accrue during a leave of absence without pay, the duration of which exceeds fifteen (15) calendar days.

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 sixtieth (60th)	Twelve (12) work days for each twelve (12) months of service (eight (8) hours per month)
Sixty-first (61st) month through one hundred twentieth (120th) month	Fifteen (15) work days 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) work days for each twelve (12) months of service (twelve (12) hours per month)
One hundred eighty-first (181st) month through two hundred fortieth (240th) month	Twenty-one (21) work days for each twelve (12) months of service (fourteen (14) hours per month)
Two hundred forty-first (241st) month through three hundredth (300th) month	Twenty-four (24) work days for each twelve (12) months of service (sixteen (16) hours per month
After three hundredth (300th) month	Twenty-seven (27) work days 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, educational, 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.
Employees who have been separated from the Agency service and return to a permanent position within two (2) years shall be given credit toward additional vacation credits for service prior to their separations. 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.

Section 5. Termination Vacation Pay.
An employee who is laid off or terminates after six (6) full calendar months of Agency service shall be paid upon separation from Agency service for accrued vacation time except as provided as set off for damages or misappropriation of State property or equipment. An

employee on educational leave of absence without pay in excess of thirty (30) days shall be paid for vacation leave accrued up to the end of the last full month of service. Employees on military leave of absence may request payment for accrued vacation.

Section 6. Scheduling of Vacations.

a. Vacations shall be scheduled at a time mutually acceptable to the Agency and the employee and consistent with the work requirements of the Agency. If two (2) or more employees request the same period of time off and the matter cannot be resolved by agreement of the Parties concerned, the employee having the greatest length of continuous service with the Agency shall be granted the time off, provided however, that an employee shall not be given this length of service consideration more than once in every two (2) years.

b. An employee who seeks to change his previously designated vacation time may request such a change subject to the Agency's operating requirements, except that this choice shall not require any other employee to change their employee's vacation schedule. The scheduling of vacation leave shall take precedence over the scheduling of compensatory time off.

Section 7. Vacation Accrual.

An employee shall be allowed to accumulate a maximum of three hundred 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 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.

Vacations that have been scheduled may not be cancelled by the Agency except in the event of an emergency. When unrecoverable deposits for a scheduled vacation are incurred by an employee, their vacation shall not be cancelled. The Agency may require written proof of unrecoverable deposits. In the event of a schedule change caused by seniority or a transfer at the request of the employee, the provisions of this Section shall not apply.

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, resignation or termination all monies due him/her for accrued vacation and salary shall be paid as provided by law in the case of death and to the employee in case of resignation or termination.

Section 11. Vacation Cashout.

In addition to Article 25, 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. Requests must be submitted in writing during the month of March of each year on a form developed and provided by the Agency;
c. If the employee's request is received before the fifteenth (15th) of March, payment shall be made in the employee's April paycheck. If the request is received after the fifteenth (15th) of March, payment shall be made in the employee's May paycheck;
d. After cash out, employees must have in their leave balance at least sixty (60) hours of accrued vacation leave hours;
e. Payment shall be the employee's straight time rate of pay;
f. 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

ARTICLE 26 - 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 a full month but at least thirty-two (32) hours shall accrue sick leave with pay on a pro rata basis.

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, except for educational leave, 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.

a. Employees who have earned sick leave credits shall be eligible for sick leave for any period of absence from employment which is due to the employee's illness, bodily injury, disability resulting from pregnancy, necessity for medical or dental care, exposure to contagious disease, attendance upon a member of the immediate family or household member where the employee's presence is required because of illness. The employee has the responsibility to make arrangements, within a reasonable period of time for the care of the ill or injured immediate family or household member.
b. Definition of immediate family. Employee's parents, spouse, children, foster children, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, son-in-law, or daughter-in-law.
c. Definition of household member. A person who lives in the same house or residence as the employee.

Section 5. Request for Additional Time Off.
At the time earned sick leave has been exhausted, the employee must request in writing and the Agency may grant use of vacation leave, paid leave time, or sick leave without pay for any non-job-incurred injury or illness.

Section 6. Physician or Practitioner Certification of Illness or Injury.
Certification of an attending physician or practitioner may be required by the Agency to support the employee's claim for sick leave, if the employee is absent in excess of five (5) consecutive days and/or if the Agency has reasonable grounds to suspect that the employee is abusing sick leave privileges or in verification of a disability. The Agency may also require such certificate from the employee to determine whether the employee should be allowed to return to work where the Agency has reason to believe that the employee's return to work would be a health hazard to either the employee or to others. 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 canceled and the employee may be disciplined pursuant to Article 11 (Discipline and Discharge).

Section 7. Request for Additional Time Off - Job Incurred Illness or Injury.
After earned sick leave has been exhausted and the employee has the opportunity to exercise the option of using paid leave time or vacation leave as outlined in Article 33 (Workers Compensation), the Agency 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 that the employee is physically and/or mentally able to perform the duties of that position.

Section 8. Loss of Sick Leave With Pay on Termination.
No compensation for accrued sick leave shall be allowed to an employee who is separated from the service.

Section 9. 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 10.
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 11. Oregon Family and Medical Leave Act (OFLA) and Family Medical Leave Act (FMLA).
Paid leave is to be used in conjunction with the FMLA or OFLA consistent with the leave provisions of this Article and other leave provisions of this Agreement. As long as the employee's compensatory time balance does not exceed forty (40) hours, an employee may retain up to forty (40) hours of sick leave for use upon returning to work as long as the combined total of compensatory time and sick leave do not exceed forty (40) hours. Designation to retain the leave shall be made in writing to CCB's Personnel Coordinator prior to the beginning of the qualifying leave. Once the designation has been made and approved by the Personnel Coordinator and the employee is on leave without pay status,

that status will continue for the duration of the leave. Such employees are not eligible to receive hardship leave donations.

ARTICLE 27 - OTHER LEAVE

Section 1. Personal Leave.
Full-time employees shall be entitled to twenty-four (24) hours of personal leave each fiscal year, effective July 1 of each year. Part-time employees and full-time employees who are in paid status less than the full number of available hours shall receive personal leave on a pro rata basis. Such leave may be taken at times mutually agreeable to the Agency and the employee, but in no event shall an employee be allowed to utilize personal business leave prior to the end of the employee's initial State trial service. Personal leave shall not be cumulative from year to year, nor is any unused leave compensable in any other manner.

Section 2. Preretirement Counseling Leave.
Between age fifty (50) and seventy (70) each employee shall be granted up to three and one-half (3-1/2) days leave with pay to pursue bona fide preretirement 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 preretirement leave shall not be withheld unless the Agency determines that the use of such leave shall handicap the efficiency of the employee's work unit.

When the date requested for preretirement leave cannot be granted for the above reason, the Agency shall offer a choice from three (3) other sets of dates. 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.

Section 3. Other Leaves of Absence With Pay.
An employee shall be granted a leave of absence with pay for the following:

a. Service with a jury. The employee may keep any money paid by the court for serving on a jury.
b. 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.
c. Taking part without pay in a search or rescue operation at the request of any law enforcement agency, the administrator of the Aeronautics Division, the United States Forest Service or any local organization for civil defense, for a period of no more than five (5) days for each operation.
d. Any time proclaimed by the Governor as leave of absence with pay.
e. Other authorized duties in connection with Agency business.

Section 4. 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.

Section 5. 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. they shall, upon honorable discharge from such service, be returned to a position in the same class as their 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 they is not physically qualified to perform the duties of their former position by reason of such service, they shall be reinstated in other work that they is able to perform at the nearest appropriate level of pay of their former class.

Section 6. 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. However, such reduction salary will not be made for an FLSA-exempt employee to testify in court or at a deposition except for full workweek increments where such testimony causes an absence of one (1) or more full workweeks.

Section 7. Leave of Absence Without Pay.
In instances where the work of an Agency will not be seriously impacted by the temporary absence of an employee, the employee may be granted leave of absence without pay or educational leave without pay not to exceed one (1) year.

Section 8. Family/Medical Leave and Parental Leave.
The Agency agrees to abide by all Federal and State statutes dealing with these leaves of absence.

Section 9. Job Interview Leave.

a. Employees, subject to providing reasonable notice and receiving prior supervisory approval, shall be allowed up to two (2) hours Interview Leave time, including travel, to interview for positions within a State Agency, when such interview(s) occurs during their work hours.
b. Interview Leave time approved and taken to interview with a State Agency that exceeds the two (2) hours of Agency paid time must be recorded as accrued leave, or managed through approved leave without pay or flex time within the same workweek. Use of Interview Leave or accrued leave for this purpose shall not result in overtime.

c. All Interview Leave time, including travel, approved under Subsection (a) and (b) must be recorded as Interview Time (IT) on the employee's timesheet/time reporting record.
d. An Agency shall not incur any employee reimbursement costs.

Section 10. Donating Blood.
Employees shall be permitted reasonable time off with pay to give blood for drives conducted on worksite provided such time off does not interfere with the normal flow of work.

Section 11. Bereavement Leave.
a. Notwithstanding the hardship or sick leave eligibility criteria of the Agreement employees shall be eligible for a maximum of twenty-four (24) hours of paid bereavement leave which shall be prorated for part-time employees. The Agency may request documentation.
b. For employees that qualify for OFLA bereavement leave, paid bereavement leave under this Agreement shall run concurrently with OFLA bereavement leave.
c. After OFLA eligible leave for bereavement 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 the employee's spouse.
d. 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.
e. 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.

REV: 2015, 2019

ARTICLE 28 - POSITION DESCRIPTIONS

Position descriptions shall be reduced to writing and delineate the specific duties assigned to an employee's 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.

ARTICLE 29 - SALARY ADMINISTRATION

Section 1. Merit Salary Increase.

Salary eligibility date is defined as the date an employee is eligible for an annual performance pay increase. The salary eligibility date is computed from the date of hire. Employees shall be eligible for annual performance pay increases on the employees' salary eligibility date provided the employee is not at the top step of the salary range of the employees' classification. The employee may be denied the annual performance pay increase if there has been serious performance or attendance problem during the review period. Denials are subject to review within six (6) months and if appropriate the increase shall be given to the employee at that time without effect on their salary eligibility date. Denials may be grieved under the Provisions of Article 12.

Section 2. Submission of Salary Increases.

a. For employees initially hired to state service, the salary eligibility date shall be set one (1) year from the date of hire. However, an employee's salary eligibility date may only change because of employment actions as a result of reallocations, reemployments, reclassifications or leaves without pay in excess of thirty (30) days except those leaves protected by federal or state laws (FMLA, OFLA, military, workers' compensation).

b. Salary increases to correct errors or oversights and retroactive payments resulting from grievance settlements will be authorized. In no event shall any retroactivity exceed twenty-four (24) months from the date upon which the oversight or error is brought to management's attention in writing, or, in the case of a grievance settlement, the date the grievance was filed in writing.

Section 3. Salary on Promotion.

An employee shall be given an increase to the next higher rate in the new salary range effective on the date of promotion and the employee's salary eligibility date shall be set for six (6) calendar months after the date of promotion. However, if the next higher rate in the new salary range is less than the equivalent of at least one (1) full step increase of the employee's current base salary, the Agency has the discretion to adjust the salary to the next higher salary step. Upon successful completion of a promotional trial service, the employee will receive a salary increase and annually thereafter until the employee reaches the top step of the range.

Section 4. 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 step, the employee's salary shall be maintained at that step in the lower range.

Whenever an employee demotes to a job classification in a salary range which does not have corresponding salary steps within the employee's previous salary range, the employee's salary shall be maintained at the current rate until the next salary eligibility date. At the employee's next salary 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 their 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 5. Salary on Lateral Transfer.
An employee's salary shall remain the same when transferring from one (1) position to another which has the same salary range.

Section 6. Effect of Break in Service.
When an employee separates from the Agency and subsequently returns to the Agency, except as a temporary employee, the employee's previous salary eligibility date shall be adjusted by the amount of break in service.

Section 7. 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 30 - OVERTIME

Section 1.
Employees (covered under FLSA) shall be compensated at the rate of time and one-half (1-1/2) in the form of pay or compensatory time off at the discretion of the Agency for overtime worked in excess of forty (40) hours in any designated workweek, but in no event shall such compensation be received twice for the same hours.

Section 2.
For the purpose of computing overtime, all time for which an employee is compensated shall be credited as time worked. Overtime pay shall be based on the actual number of hours on duty except that a minimum of two (2) hours of overtime will be guaranteed in instances where an employee is called back to work.

Section 3.
In the event that sufficient acceptable personnel do not voluntarily accept overtime, such additional personnel, as are deemed necessary by the Agency, shall be required to work overtime.

Section 4.
Compensatory time off will be scheduled at a time consistent with the Agency's work requirements.

Section 5.
An employee may accrue and maintain up to a maximum of eighty (80) hours of compensatory time. The Agency may allow accrual of additional hours of compensatory time above the eighty (80) hour maximum limit. The Agency may (1) require employees to utilize such time within sixty (60) days of the excess accrual, subject to Agency operating requirements, or (2) elect to pay off such hours.

Section 6. FLSA Exempt Employees.

a. FLSA exempt employees shall receive time off for authorized time worked in excess of a forty (40) hour workweek at the rate of one (1) hour off for each hour over forty (40) in a workweek.

b. Professional employees with accrued compensatory time shall utilize such time when there is a temporary lack of work due to a schedule change not occasioned by the Agency.

REV: 2015

ARTICLE 31 - HEALTH & WELFARE

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 2019 through 2021.

For Plan Years 2019, 2020 and 2021 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 in 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 LOAs: PMAC, Part Time Medical Insurance Computation and Subsidy)

REV: 2015, 2017

ARTICLE 32 - WORKERS COMPENSATION

Section 1.

An employee who sustained a compensable injury shall be reinstated to their former employment or employment of the employee's choice within the Agency, which the Agency has determined is available and suitable, upon demand for such reinstatement, provided that the employee is not disabled from the performing of the duties of such employment.

Section 2.

Upon initial return from the on-the-job injury, certification by the attending physician that the physician approves the employee's return to this regular employment shall be prima facie evidence that the employee should be able to perform such duties.

Section 3.
Salary paid for a period of sick leave resulting from a condition incurred on the job and also covered by Workers Compensation, shall, if elected to be used by the employee, be equal to the difference between the Workers Compensation for lost time and the employee's net monthly salary or hourly 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. No employee shall be required to utilize leave while receiving time loss benefits.

ARTICLE 33 - TRAVEL, MILEAGE AND MOVING EXPENSE REIMBURSEMENTS

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. Moving Expenses.
Reimbursements and procedures will be in accordance with the 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 contract Article.

ARTICLE 34 - RECOUPMENT OF WAGE AND BENEFIT OVERPAYMENTS AND UNDERPAYMENTS

Section 1. Overpayments.

a. In the event that an employee receives wages or benefits from the Agency to which the employee is not entitled, regardless of whether the employee knew or should have known of the overpayment, the Agency 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 Agency 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 Agency 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 Agency 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 Agency service before the Agency fully recovers the overpayment, the remaining amount may be deducted from the employee's final check.

b. An employee who disagrees with the Agency'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 Agency'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 Agency 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 Agency shall correct such underpayment made within a maximum period of two (2) 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 35 - PARKING

If there are any proposed changes in parking rates for employees at any State owned or operated parking facility, the Agency agrees to notify the staff of such proposals when the proposals are made known to the Agency.

ARTICLE 36 - 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 July 1, 2019 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 fifteen hundredths percent (2.15%).

The salary alignment shall be applied first before the cost of living adjustment. The cost of living adjustment shall be applied before the implementation of selective salary adjustments.

b. Effective October 1, 2020 or first of the month following receipt of an interest arbitration award whichever is later, all pay rates will be increased by three percent (3%).

c. Effective July 1, 2020 or first of the month following receipt of an interest arbitration award whichever is later, an additional step shall be added to all salary ranges. Implementation shall be on a least cost basis. Employees who are at top step of their salary range on the effective date shall have their former salary eligibility date

restored for future increases. However, this does not apply to anyone red circled above the new top step.

Section 3. Selective Salary Adjustment

Class #	Classification Title	From	To
4418	Automotive Tech 1	17	19
4419	Automotive Tech 2	21	23
0119	Executive Support Specialist 2	19	20
0322	Public Service Rep 2	12C	13C
0324	Public Service Rep 4	19	20
0103	Office Specialist 1	12C	13C
2511	Electronic Pub Design Spec 2	21	22
2512	Electronic Pub Design Spec 3	23	25
5233	Investigator 3	25	26
4409	General Maintenance Mechanic	17T	21

Effective July 1, 2019 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.

Section 4.
See Appendix A for the classification plan with salary ranges.
See Appendix B for the salary schedule for the contract term.

REV: 2015, 2017, 2019

ARTICLE 37 - 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, sick-out, refusal to work, picketing or strike against the Employer and the Agency, its goods or on its property.

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

ARTICLE 38 – 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.

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

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 18, 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 15 (Filling of Vacancies), this Article shall prevail.

c. An employee may exercise all applicable rights under Article 18 (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 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 39 - LEGISLATIVE ACTION

Section 1.

Provisions of this Agreement not requiring legislative funding, or statutory changes, before such provisions can be put into effect, shall be implemented on the effective date of this Agreement or as otherwise specified herein.

Section 2.

Upon signing this Agreement, both Parties shall promptly submit, and jointly recommend, to the Legislative Assembly or to the Emergency Board, the passage of the funding necessary to implement this Agreement.

Section 3.

Should the Legislative Assembly or the Emergency Board fail to enact or adopt matters submitted to them under the preceding Sections, then the Employer and Union shall immediately meet, negotiate and agree on modifications or substitutions for the affected portion or portions of this Agreement pursuant to the procedures provided by Article 4 (Savings).

ARTICLE 40 - LEADWORK DIFFERENTIAL

Section 1.
Leadwork Differential shall be defined as a differential as indicated in Section 4 below for employees who have been assigned by their supervisor in writing "leadwork" duties over two (2) employees in their classification for five (5) consecutive work days or longer. 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 of 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 five (5) 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.

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

REV: 2015

ARTICLE 41 - VEHICLES

Agency vehicles will be parked nightly on State facilities except when:

a. An employee is not able to return the State vehicle to its official garage because of a late return from business activities.
b. An employee leaves before or arrives after normal work hours and can reduce the amount of State paid travel time by parking a State car at the employee's home.
c. A garaging exemption has been authorized:
    1. When a regular work assignment requires personnel availability during nonbusiness hours for frequent, unscheduled or emergency state business.
    2. In other circumstances where home garaging will clearly reduce the Agency's direct cost. (For example, theft, vandalism, etc.).

ARTICLE 42 - PERFORMANCE APPRAISAL

The employee will be rated by their immediate supervisor. The rater shall discuss at least annually the performance appraisal with the employee. The employee shall have the opportunity to provide their comments to be attached to the performance appraisal. The employee shall sign the performance appraisal and that signature shall only indicate that the employee has read the performance appraisal. A copy shall be provided the employee at this time. Any written comments of the employee shall be attached to the performance appraisal.

ARTICLE 43 - 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, 2021. 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, 2020 and December 31, 2020. Negotiations for a successor agreement will start between February 15, 2021 and March 15, 2021.

REV: 2015, 2017, 2019

ARTICLE 44 - HARDSHIP LEAVE

Section 1. Hardship Leave Donation

a. The Agency shall allow employees to voluntarily transfer vacation leave or compensatory time to a co-worker for use by employees recuperating from or treating an extended and continuing illness or injury of a serious nature, provided the receiving employee has exhausted all accumulated leave hours except for twenty-four (24) hours sick leave.

b. Applications for hardship leave donations shall be made in writing and sent to the Agency's Human Resources Office, accompanied by the treating physician's written statement certifying that the illness or injury will continue for at least fifteen (15) calendar days past the time the employee's leave hours (except for twenty-four (24) hours of sick leave) will be exhausted.

Section 2. Hardship Leave Administration.

a. 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 will be made accordingly.

b. The transfer of accumulated leave and the utilization of such leave shall be subject to the following:
   1. Employees on Workers' Compensation or receiving short- or long –term disability benefits may not participate in the Hardship Leave program as a donee.
   2. All accumulated leave hours must be donated and transferred in block 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 as needed. If not needed, time will be returned to Donor.

c. 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 Agency or division administrator on a case-by-case basis.

Section 3. Donations from Other Agencies.
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

ARTICLE 45 - 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 (2) resource persons, one (1) 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 (1) 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 46 - BILINGUAL DIFFERENTIAL

When formally assigned in the employee's position description, an employee assigned to interpret to or from another language (including American Sign Language) to English will receive a differential of five percent (5%) of base pay.

REV: 2015

ARTICLE 48 – COMPLAINT PROCEDURE

In the event the Employer receives a complaint that is non-criminal in nature and determines a formal investigation is necessary, the Employer 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 complaint. Before the investigation is completed, the employee will be given the opportunity to provide information the employee deems relevant.

ARTICLE 49 - 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 50 – 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

LETTER OF AGREEMENT - ARTICLE 31 – 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).

For Plan Years 2019, 2020 and 2021 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 31, 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 2019, 2020 and 2021. The part times subsidy shall be determined by PEBB for each plan year.

The employee will pay the premium balance.

LETTER OF AGREEMENT – ARTICLE 31, 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 programs.
    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, 2021.

LETTER OF AGREEMENT – 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 Construction Contractors Board (Agency) and the American Federation of State, County and Municipal Employees Local 3581 Council 75 (Union).

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

1. Union Officers and Stewards shall have authorization to post short e-mail message notices to Agency union members only.
2. E-mail messages shall be limited to: meeting announcements of time, date, location and general content or agenda of Union meetings or functions; meeting minutes; 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 the statement: *"DO NOT RESPOND to this message; this is a non-interactive message*." prominently displayed at the beginning of the 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 Agency computers. 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 will not adversely affect the use of the Agency's computer system for agency business.
8. The Agency will not incur any costs for Union e-mail usage including printing of e-mails. The Agency has 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 Agency time. Employees reading Union business e-mail shall do so on their own time and not on Agency time.
10. Nothing in this letter of agreement shall be construed to abridge any rights of the Agency to control its e-mail system, its uses or information. The use of the e-mail system is subject to compliance with the Agency's policies and the Department of Administrative Services policy on Acceptable Use 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 Agency changes its e-mail system or discontinues its use, and the Agency will have no obligation to the Union or to the employees to provide access to the e-mail.

This letter of agreement shall expire on June 30, 2019.

LETTER OF AGREEMENT - ARTICLE 38, CONTRACTING OUT 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 38, 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, 2021.

LETTER OF AGREEMENT - TELECOMMUTING

Oregon State government encourages State Agencies to allow employees, where suitable, to telecommute. Any telecommuting arrangement are subject to State Policy 50.050.01, effective November 9, 2009.

The CCB will adhere to the provisions of this policy and will allow telecommuting when and where it determines it to be suitable. Suitable is defined in the Definitions Section of this policy.

Any alleged violations of this Letter of Agreement may only proceed to the Labor Relations Unit of the Department of Administrative Services (Step 3 of the grievance process) and are not arbitrable.

This Letter of Agreement will expire on June 30, 2019.

LETTER OF AGREEMENT – SALARY BENEFIT SURVEY

This Agreement is between the State of Oregon, acting through its Department of Administrative Services (Employer) on behalf of the Agencies that are within the jurisdiction of the AFSCME Central Table (Agencies) and AFSCME Council 75 (Union).
The purpose of this Agreement is set forth timelines and commitments to conduct a salary/benefit survey on selected classifications listed below in preparation for 2021-2023 biennial bargaining.
The Parties agree to the following:

1. The Employer shall conduct a total compensation salary/benefit survey for the following classifications: Executive Support Specialist 1, Office Specialist 2, Administrative Specialist 1-2 and Operations and Policy Analyst 1-4.

2. The Employer shall complete the survey no later than November 30, 2020 and shall send the survey results to the Union in writing.

3. Either Party may add additional classifications to the survey prior to July 1, 2020.

4. Both Parties will have the opportunity to choose whether to submit bargaining proposals in December 2020 on the subject of selective salary adjustments for the above classifications.

LETTER OF AGREEMENT – HB2016-B BARGAINING

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

HB2016-B at subsection 4(3) enables the Union to reopen the Agreement and bargain on specific subjects addressed in subsection 4.

The Parties agree that each has had the opportunity during its bargaining for the 2019-2021 local agreements to submit proposals and counterproposals to bargain on subjects in subsection 4 of the law. Therefore, each Party has fulfilled its duty to bargain on subjects it has addressed and neither Party shall be required to reopen any local agreement nor have the duty to bargain again during the term of the 2019-2021 local agreements on subjects addressed subsection 4.

This Agreement becomes effective on the effective date of a local agreement and expires June 30, 2021.

LETTER OF AGREEMENT – 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 – PERS DIVERSION

This Agreement is between the State of Oregon, acting through its Department of Administrative Service (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 challenges have been or may be filed that contest the legislation enacted by the 2019 Legislative Assembly, including SB1049. Nothing in this Agreement shall constitute a waiver of any Party's rights, claims or defenses with respect to the above.

This Agreement becomes effective on the date of the last signature below and ends June 30, 2021.

LETTER OF AGREEMENT – 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, 2021 unless renewed by the Parties or the Parties agree to amend its provisions.

LETTER OF AGREEMENT – 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.

APPENDIX A - CLASS NUMBER, TITLE AND SALARY RANGE

CMP Compensation Plan Rate Table	***CCB***
Effective as of Date	7/1/2019
Job Profile	SR
Accountant 1	21
Accountant 2	23
Accountant 3	27
Accountant 4	30
Accounting Technician 1	13
Accounting Technician 2	18
Accounting Technician 3	19
Administrative Specialist 1	17
Administrative Specialist 2	20
Ccb Investigator/Mediator	23
Compliance Specialist 2	25
Construction Project Manager 1	27
Electronic Publishing Design Specialist 2	22
Executive Support Specialist 2	20
Fiscal Analyst 1	23
Information Systems Specialist 1	17I
Information Systems Specialist 2	21I
Information Systems Specialist 3	24I
Information Systems Specialist 4	25I
Information Systems Specialist 5	28I
Information Systems Specialist 6	29I
Information Systems Specialist 7	31I
Information Systems Specialist 8	33I
Investigator 1	19
Investigator 2	21
Investigator 3	25
Office Assistant 2	9
Office Specialist 1	13C
Office Specialist 2	15C
Operations & Policy Analyst 1	23
Operations & Policy Analyst 2	27
Operations & Policy Analyst 3	30
Procurement & Contract Specialist 1	23
Program Analyst 1	23
Program Analyst 2	27
Public Service Representative 1	9
Public Service Representative 3	15
Public Service Representative 4	20
Revenue Agent 2	19

Word Processing Technician 3	15

APPENDIX B – SALARY SCHEDULE

SALARY SCHEDULE AS OF JULY 1, 2019										
Salary Range	Pay/Range Option	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
9	AP							2738	2846	2943
13	AP			2738	2846	2943	3065	3196	3332	3476
13C	AP		2738	2846	2943	3065	3196	3332	3476	3640
15	AP	2738	2846	2943	3065	3196	3332	3476	3640	3817
15C	AP	2792	2892	3003	3130	3265	3405	3557	3728	3909
17	AP	2943	3065	3196	3332	3479	3640	3817	4001	4191
17I	IP	3049	3177	3305	3450	3612	3782	3956	4139	4333
18	AP	3065	3196	3332	3476	3640	3817	4001	4185	4384
19	AP	3196	3332	3476	3640	3817	4001	4185	4384	4606
20	AP	3332	3476	3640	3817	4001	4185	4384	4606	4826
21	AP	3476	3640	3817	4001	4185	4384	4606	4826	5054
21I	IP	3518	3684	3856	4034	4223	4423	4628	4847	5072
22	AP	3640	3817	4001	4185	4384	4606	4826	5054	5300
23	AP	3817	4001	4185	4384	4606	4826	5054	5300	5554
24I	IP	4026	4217	4418	4621	4838	5067	5304	5553	5816
25	AP	4185	4384	4606	4826	5054	5300	5554	5829	6117
25I	IP	4370	4574	4786	5014	5249	5495	5753	6024	6308
27	AP	4606	4826	5054	5300	5554	5830	6117	6410	6727
28I	IP	4876	5109	5346	5600	5862	6137	6427	6730	7047
29I	IP	5217	5459	5718	5987	6271	6564	6873	7199	7535
30	AP	5300	5554	5829	6117	6410	6727	7049	7398	7762
31I	IP	5776	6048	6333	6630	6943	7271	7612	7969	8341
33I	IP	6293	6588	6900	7226	7569	7922	8299	8695	9107

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 JULY 1, 2020											
Salary Range	Pay/Range Option	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
9	AP							2738	2846	2943	3065
13	AP			2738	2846	2943	3065	3196	3332	3476	3640
13C	AP		2738	2846	2943	3065	3196	3332	3476	3640	3817
15	AP	2738	2846	2943	3065	3196	3332	3476	3640	3817	4001
15C	AP	2792	2892	3003	3130	3265	3405	3557	3728	3909	4099
17	AP	2943	3065	3196	3332	3479	3640	3817	4001	4191	4384
17I	IP	3049	3177	3305	3450	3612	3782	3956	4139	4333	4536
18	AP	3065	3196	3332	3476	3640	3817	4001	4185	4384	4606
19	AP	3196	3332	3476	3640	3817	4001	4185	4384	4606	4826
20	AP	3332	3476	3640	3817	4001	4185	4384	4606	4826	5054
21	AP	3476	3640	3817	4001	4185	4384	4606	4826	5054	5300
21I	IP	3518	3684	3856	4034	4223	4423	4628	4847	5072	5307
22	AP	3640	3817	4001	4185	4384	4606	4826	5054	5300	5554
23	AP	3817	4001	4185	4384	4606	4826	5054	5300	5554	5829
24I	IP	4026	4217	4418	4621	4838	5067	5304	5553	5816	6091
25	AP	4185	4384	4606	4826	5054	5300	5554	5829	6117	6410
25I	IP	4370	4574	4786	5014	5249	5495	5753	6024	6308	6605
27	AP	4606	4826	5054	5300	5554	5830	6117	6410	6727	7049
28I	IP	4876	5109	5346	5600	5862	6137	6427	6730	7047	7379
29I	IP	5217	5459	5718	5987	6271	6564	6873	7199	7535	7887
30	AP	5300	5554	5829	6117	6410	6727	7049	7398	7762	8147
31I	IP	5776	6048	6333	6630	6943	7271	7612	7969	8341	8730
33I	IP	6293	6588	6900	7226	7569	7922	8299	8695	9107	9539

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 OCTOBER 1, 2020											
Salary Range	Pay/Range Option	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
9	AP							2820	2931	3031	3157
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
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
27	AP	4744	4971	5206	5459	5721	6005	6301	6602	6929	7260
28I	IP	5022	5262	5506	5768	6038	6321	6620	6932	7258	7600
29I	IP	5374	5623	5890	6167	6459	6761	7079	7415	7761	8124
30	AP	5459	5721	6004	6301	6602	6929	7260	7620	7995	8391
31I	IP	5949	6229	6523	6829	7151	7489	7840	8208	8591	8992
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.

APPENDIX C – SALARY ALIGNMENT SQUARED COMPENSATION PLAN

Salary Range	Pay Range Option	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
3	AP									2600
7	AP									2680
9	AP							2680	2786	2881
10	AP						2680	2786	2881	3000
11	AP					2680	2786	2881	3000	3129
12	AP				2680	2786	2881	3000	3129	3262
13	AP			2680	2786	2881	3000	3129	3262	3403
13C	AP		2680	2786	2881	3000	3129	3262	3403	3563
14	AP		2680	2786	2881	3000	3129	3262	3403	3563
15	AP	2680	2786	2881	3000	3129	3262	3403	3563	3737
15C	AP	2733	2831	2940	3064	3196	3333	3482	3650	3827
16	AP	2786	2881	3000	3129	3262	3403	3563	3737	3917
17	AP	2881	3000	3129	3262	3406	3563	3737	3917	4103
18	AP	3000	3129	3262	3403	3563	3737	3917	4097	4292
19	AP	3129	3262	3403	3563	3737	3917	4097	4292	4509
20	AP	3262	3403	3563	3737	3917	4097	4292	4509	4724
21	AP	3403	3563	3737	3917	4097	4292	4509	4724	4948
22	AP	3563	3737	3917	4097	4292	4509	4724	4948	5188
23	AP	3737	3917	4097	4292	4509	4724	4948	5188	5437
24	AP	3917	4097	4292	4509	4724	4948	5188	5437	5706
25	AP	4097	4292	4509	4724	4948	5188	5437	5706	5988
26	AP	4292	4509	4724	4948	5188	5437	5706	5988	6275
27	AP	4509	4724	4948	5188	5437	5707	5988	6275	6585
28	AP	4724	4948	5188	5437	5706	5988	6275	6585	6901
29	AP	4948	5188	5437	5706	5988	6275	6585	6901	7242
30	AP	5188	5437	5706	5988	6275	6585	6901	7242	7599
31	AP	5437	5706	5988	6275	6585	6901	7242	7598	7976
32	AP	5706	5988	6275	6585	6901	7242	7598	7976	8370
33	AP	5988	6275	6585	6901	7242	7598	7976	8370	8762
37	AP	7241	7593	7976	8370	8762	9205	9650	10125	10621

Effective July 1, 2019 or upon the date of receipt of an interest arbitration award whichever is later, align all salary ranges across AFSCME Central Table classification to ensure rates within the same salary range are the same across agencies. This shall apply to salary ranges with a Pay Option A and a Range Option P only. The following classifications are excluded from this alignment:

- Juvenile Parole and Probation Assistants (6633)
- Juvenile Parole and Probation Officers (6634)
- Mental Health Registered Nurse (6208)
- Staff Development Nurse (6226)

- Registered Nurse Epidemiologist (6219)
- Nurse Practitioner (6255)
- Mental Health Therapy Technician (6710)
- Licensed Practical Nurse (6135)
- Dentists (7510)
- Deputy State Fire Marshall (5561)
- Deputy State Fire Marshall/Entry (5560)
- Physician Specialist (7517)
- Assistant Attorney General (7504)
- Senior Assistant Attorney General (7505)
- Information Systems Specialist 1-8, Pay Option I (1481-1488)
- Natural Resource Specialist 3-5, Pay Options B,C,D (8503-8505)
- Public Service Representative 3, Pay Option V (0323)

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 agreements.

2019-2021 SIGNATURE PAGE – AFSCME – CONSTRUCTION CONTRACTOR'S BOARD

Signed this 28 day of August, 2019 at Salem, Oregon.

FOR THE STATE OF OREGON

Katy Coba, Director
Department of Administrative Services (DAS)

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

Erin West, State Labor Relations Mgr
DAS CHRO Labor Relations Unit

Mary Reese for Remmal Nivens
Remmal Nivens, Licensing Manager
Construction Contractor's Board
Bargaining Team Member

FOR THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

Randy Ridderbusch
AFSCME Council 75 Representative

Kevin Kerner
Bargaining Team Member

Department of Administrative Services
Chief Human Resources Office
Labor Relations Unit
155 Cottage Street NE
Salem, OR 97301-3971
LRU@oregon.gov

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