



# COLLECTIVE BARGAINING AGREEMENT

*between*

## DAS

THE DEPARTMENT OF  
ADMINISTRATIVE SERVICES

*on behalf of*

REGISTERED NURSES AT THE  
OREGON STATE HOSPITAL

*and*

## AFSCME

LOCAL 3295 / COUNCIL 75,  
AMERICAN FEDERATION OF STATE, COUNTY,  
AND MUNICIPAL EMPLOYEES (AFL-CIO)

2019

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2021

## OSH RNs

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## **PREAMBLE**

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This Agreement is made by and between the State of Oregon Department of Administrative Services (hereinafter the "Employer") on behalf of Oregon State Hospital (hereinafter the "Agency"), and the Oregon American Federation of State, County and Municipal Employees (AFSCME) (hereinafter the "Union").

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## **ARTICLE 1 - RECOGNITION**

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The Employer recognizes the Union as the exclusive bargaining agent and representative for all employees at the Oregon State Hospital working in classifications for which a RN license is required, except employees who are excluded by the Employment Relations Board, managerial, supervisory and confidential employees, and temporary employees.

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## **ARTICLE 2 - SCOPE OF AGREEMENT**

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### Section 1.

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

The terms of this Agreement shall apply to all members of certified or recognized bargaining units, represented by the Union, both existing and as determined in the future.

### Section 2.

The Agreement supersedes all prior Agreements between the Union and the State.

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## **ARTICLE 3 - EFFECT OF LAW AND RULES**

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### Section 1.

This Agreement is subject to all applicable existing and future laws of the State of Oregon.

### Section 2.

No new Chief Human Resource Office Rule, or change in any existing Chief Human Resource Office Rule that addresses subjects that are mandatory issues for bargaining shall be applicable to employees covered by this Agreement unless the change has been agreed upon by the parties.

### Section 3.

Bargaining unit employees who have a tort claim brought against them shall be provided all the rights and benefits that have been extended to them by State statutes, rules and policies of the Department of Administrative Services.

### Section 4.

Bargaining unit employees shall be provided all of the rights and benefits that have been extended to them by the rules of the Department of Administrative Services, Chief Human Resource Office in all matters which are not addressed in this Agreement.

REV: 2017

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## **ARTICLE 4 - LEGISLATIVE ACTION**

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### Section 1.

Provisions of this Agreement not requiring legislative funding or statutory changes before they can be put into effect shall be implemented on the effective date of this Agreement or the date otherwise specified in this Agreement. Necessary bills for implementation of the other provisions shall be submitted to the Legislative Assembly promptly upon the signing of this Agreement.

## Section 2.

Upon signing of this Agreement both parties will jointly recommend to the Legislative Assembly the passage of the funding and statutory changes necessary to implement this Agreement.

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## **ARTICLE 5 - EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

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### 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, mental or physical disability, marital status, sexual orientation, national origin, political affiliation, or any other protected class under State or Federal law. The Union further agrees that it will cooperate with the Agency's implementation or 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.

All complaints alleging any form of discrimination, including sexual harassment, listed above shall be submitted directly to the Agency. A meeting with the employee, if requested by the employee or the Union, will be held within fifteen (15) calendar days of the receipt of the request. Prior to the conclusion of the meeting, a reasonable effort will be made to resolve the employee's complaint. If, however, a satisfactory solution cannot be reached, the Agency or the designated representative will communicate in writing, within seven (7) calendar days, the position of the Agency to the complainant and the Union. If no hearing is conducted, the Agency shall advise the employee and the Union in writing within fifteen (15) calendar days of receiving the complaint of the Agency's position. If the complaint is not satisfactorily resolved at this step, it may be submitted to the Bureau of Labor and Industries for resolution if further pursued.

### Section 3.

Sexual harassment is considered a form of sex discrimination. No employee shall be subjected to sexual harassment by the Employer, the Union or other bargaining unit members. Unwelcome sexual advances, requests for sexual favors and other deliberate or repeated unsolicited verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- A) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- B) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- C) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

REV: 2015

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## **ARTICLE 6 - STRIKES AND LOCKOUTS**

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It is agreed by the Employer and the Union that the services performed by employees covered by this Agreement are services essential to the public health, safety and welfare.

The Employer, therefore, agrees that during the term of this Agreement, the Employer shall not cause nor permit any lockout of employees from their work. In the event an employee is unable to perform his assigned duties because equipment or facilities are not available due to a strike, work stoppage or slowdown by any other employees, such inability to provide work shall not be deemed a lockout.

The Union, therefore, agrees that neither it nor its officers or employees covered by this Agreement will encourage, sanction, cause, support or engage in any strike as defined by ORS 243.652 (19), provided, however, that if at the expiration of this Agreement, the Employer and the Union have not reached agreement on a renewal, extension or new agreement, the Union

and its officers and employees covered by the Agreement may engage in any type of strike activity which is not unlawful.

Upon notification, confirmed in writing by the Employer to the Union that certain bargaining unit(s) employees covered by this Agreement are engaging in strike activity in violation of this Article, the Union shall, upon receipt of a mailing list, advise such striking employees in writing (with a copy to the Employer) to return to work immediately. Such notification by the Union shall not constitute an admission that it has caused or counseled such strike activity. The notification to employees covered by this Agreement by the Union shall be made solely at the request of the Employer.

Employees covered by this Agreement who engage in strike activity prohibited by this Article will be subject to disciplinary action for misconduct.

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## **ARTICLE 7 - SAVINGS CLAUSE**

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Should any article, section or portion of this Agreement be held unlawful and/or unenforceable by a court or board of competent jurisdiction, such invalidation shall apply only to the specific article, section or portion directly specified. Upon the receipt of such a decision, the parties shall, upon demand, begin negotiations to replace this Agreement's invalidated article, section or portion.

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## **ARTICLE 8 - MANAGEMENT'S RIGHTS**

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Except as may be specifically modified by the terms of this Agreement, the State retains all rights of management in the direction of its work force. These rights of management shall include, but not be limited to, the right to:

- A) Direct employees.
- B) Hire, promote, transfer, assign and retain employees.
- C) Suspend, discharge or take other proper disciplinary action against employees.
- D) Reassign employees.
- E) Relieve employees from duty because of lack of work or other proper reasons.
- F) Schedule work.
- G) Determine methods, means and personnel by which operations are to be conducted.

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## **ARTICLE 9 - UNION SECURITY**

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### Section 1. Membership/Fair Share/Contributions to Charitable Organizations.

Bargaining unit members who are members of the Union shall either remain members in good standing or make payment in-lieu-of dues to the Union. Bargaining unit members who are not members of the Union shall either become members of the Union or make payment in-lieu-of dues to the Union. Payments in-lieu-of dues shall be equal to the regular monthly Union dues. A bargaining unit member who exercises their right of non-association only when based on a bona fide religious tenet or teaching of a church or religious body of which such employee is a member shall pay an amount of money equivalent to regular monthly Union dues to a non-religious charity or to another charitable organization mutually agreed upon by the employee and the Union. The employee shall furnish written proof to the Union and to the Agency that this has been done.

### Section 2. Deduction for Dues.

- 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 (1<sup>st</sup>) 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 the damage, compensation, reinstatement, or combination thereof arising out of the Department/Agency implementation of this Article. This provision does not limit, waive, or in any way impact the State's liability to AFSCME if the State fails to withhold and remit lawful dues to AFSCME as obligated under the Agreement.

### Section 3. Names of Retirees.

Effective September 1, 2009, 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 4. 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 and no more than once a quarter, the Agency shall provide to the Union the regular work assignments/locations of all members of the bargaining unit.

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: 2017,2019

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## **ARTICLE 10 - UNION PRIVILEGES AND LIMITATIONS**

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### Section 1. Lists.

The Agency shall furnish to the Union, on a monthly basis, a current alphabetical listing of the names, home addresses when easily obtainable on a computer, and classifications of the employees in the bargaining unit. New hires and terminations shall be indicated on the listing.

### Section 2. Bulletin Boards.

The Agency shall provide a reasonable space on bulletin boards placed in mutually agreeable locations. The notices shall be restricted to the following types:

- A) Notices of professional and social affairs;
- B) Notices of elections, appointments, and results of elections;
- C) Notices of meetings; and
- D) Notices of negotiation progress.

Copies of any other materials for posting must be approved by the Human Resources (HR) Manager or his representative prior to its posting. No demeaning or derogatory material may be posted.

Union Officers and Union Stewards may post Union meeting notices through the Agency's or other electronic media. Such usage shall not include interactive communications and notices shall be limited to the time and place of such meetings along with a brief agenda.

### Section 3. Visits by Union Representatives.

The Union will provide the Agency with a list of those AFSCME staff members designated as authorized representatives. The representative, after advising the Personnel Office or the appropriate Nursing Service Office, shall have reasonable access to the premises of the Agency at any time during working hours to conduct Union business and to assist in the processing of grievances under the terms of this Agreement. Such visits are not to interfere with the normal flow of work.

#### Section 4. Notices to New Employees.

The Employer will notify each newly employed member of the bargaining unit of representation by the Union. Time shall be provided at each new employee orientation so that the Union may distribute to each nurse a copy of this Agreement and copies of the Union membership material. The Union will be allowed a reasonable time during initial employee orientation for explanation of AFSCME benefits and bargaining representative matters.

#### Section 5. Nurse Representatives.

The Union may appoint one (1) steward for every thirty (30) RN's with a guarantee of one (1) steward for each of Salem and Junction City locations. The Union shall notify the Agency HR Manager of the names of the Nurse Representatives.

- A) One Nurse Representative shall be granted a reasonable amount of time to assist in the investigation and settlement of any one grievance at any one time.
- B) The Nurse Representative shall notify their supervisor prior to performing permitted Nurse Representative duties. If the permitted activity would interfere with the work of the Nurse Representative or other employees, the responsible supervisor(s) shall arrange in a timely fashion for a mutually satisfactory time to perform the requested activity.
- C) The Employer agrees that there shall be no reprisal, coercion, intimidation, or discrimination against a Nurse Representative for any authorized activity.

#### Section 6. 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 7. Intermittent Union Leave.

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

- 1) 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 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 100 bargaining unit members, no more than two bargaining unit members may be designated to attend AFSCME conventions under this provision.
- 2) 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.
- 3) 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.
- 4) The release time shall be coded as Union business leave or other identified payroll code as determined by the State.
- 5) The release time shall not be included in the calculation of overtime nor considered as work related for purposes of workers' compensation.
- 6) The employee will continue to accrue leaves and appropriate benefits under the applicable collective bargaining agreement except as limited herein.
- 7) The Union shall, within thirty (30) days of payment to the employee, reimburse the State's affected agency for all Employer related costs associated with the release time, regular base wage and benefits, for attendance at the applicable conference.
- 8) 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 8. Labor Management Committee.**

- A) Purpose. To facilitate communication between the Parties, a joint Labor-Management Committee will be established. The Labor Management Committee does not have the authority to negotiate or to enter into binding agreements that would contravene any provision of the Collective Bargaining Agreement. The Labor Management Committee will meet, confer, discuss matters effecting the Union membership, and share information of mutual interest pertaining to the Oregon State Hospital.
- B) Composition. The Labor Management Committee shall be composed of three (3) employee members appointed by the Union and three (3) members of management, unless mutually agreed otherwise.
- C) Meeting Schedule. The Labor Management Committee will meet at least quarterly and may upon mutual agreement meet more often as needed.
- D) Participation. Members of the Labor Management Committee shall be paid at their regular, straight time rate of pay for attendance at the meetings. Anyone attending the meetings during hours they are not scheduled to work shall flex their schedule when possible, to accommodate their attendance at the meeting on straight time.

REV: 2015

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**ARTICLE 11 - NEGOTIATING TEAM**

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Upon notification of bargaining the successor agreement, prior to commencing to bargain, the Union agrees to provide the employer in writing the names of the members designated as representatives for negotiations. Total number of team members shall be five (5) with at least one (1) member from each campus. The Union will attempt to ensure adequate cross-program representation. When appropriate, the designated representatives will be in paid status during negotiations with the Agency assuming no overtime obligations as a result of their attendance at such meetings. At the discretion of the Union, a reasonable number of unpaid employees may attend negotiation sessions as observers. Consultants may be employed by either party.

## ARTICLE 12 - WORK SCHEDULES

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### Section 1. Scheduling of Work.

Employee's work schedules shall be posted in all work areas at least fourteen (14) days in advance of their effective date except where a bona fide emergency precludes such advance notice, or where a schedule change is mutually agreed to by the affected employee(s).

### Section 2. Work Period.

The standard work schedule for a full-time employee is made up of shifts totaling forty (40) hours in established time of seven (7) consecutive twenty-four (24)-hour periods. Variations of work schedules totaling eighty (80) hours in an established time of fourteen (14) consecutive twenty-four (24)-hour periods may also be adopted.

### Section 3. Workday.

Eight (8), nine (9), ten (10) and twelve (12) consecutive hours of work, except for interruptions of meal periods, shall constitute a workday. Staff working on the Salem Campus programs/units licensed as Secure Residential Treatment Facility (SRTF) shall work the same schedule as hospital licensed Nursing Service programs/units. Any additional irregular workdays will be adopted only upon agreement, in writing, of affected employees or the Staffing Committee when appropriate.

### Section 4. Trades.

- A) Shift Trade. Qualified employees in the same work area and the same classification may mutually agree to trade a shift within the established schedule as long as the staffing ratio is preserved and no overtime is created. Such trade must be mutually agreed upon in writing and notice given to the supervisor prior to the effective date of the trade.
- B) Temporary Position Trade. Regular status qualified employees in the same classification may mutually agree to trade positions on a temporary basis for a period of up to one hundred eighty (180) days per fiscal year. Management consideration will be given to requests for extension of up to an additional one-hundred eighty (180) days for extenuating circumstances. The request to trade positions must be in writing, create no overtime and maintain established staffing ratios. If an employee participating in a temporary position trade permanently vacates their position, the remaining employee must return to their original position within sixty (60) days. Management will make reasonable efforts to accommodate the remaining employee during the transition. Employees in discipline status within six (6) months of requested trade are not eligible to trade without management approval.

### Section 5. Meal Periods.

Generally employees shall be granted a non-duty meal period of one-half (1/2) hour during each workday. However, employees required to be on duty during a meal period will be compensated. If an employee's work period is longer than fourteen (14) hours, then two (2) meal periods shall be granted.

Subject to management approval, employees may combine their unpaid meal break with one (1) fifteen (15) minute break. This combination of breaks will not happen within the first (1<sup>st</sup>) or last hour of an employee's shift.

### Section 6. Rest Periods.

Employees shall be provided a fifteen (15) minute rest period for each four (4) hours worked. Whenever possible, employees will be allowed to take their rest period away from the immediate work area. If the employee is unable to take a rest period in the work area due to operational requirements, the employee will advise the supervisor as soon as possible and, if possible, a rest period will be scheduled as soon as practicable.

### Section 7. Flextime.

Employees may flex their schedule in lieu of overtime if mutually agreed to by the employee and the supervisor.

### Section 8. Job Share.

Job sharing is voluntary. A "job sharing position" means a full-time position that may be held by more than one (1) individual on a shared time basis whereby each employee sharing the position works less than full-time.

An employee who wishes to job share may submit a written request to the Appointing Authority or their designee. The Appointing Authority or their designee will determine if job sharing is appropriate for the position and notify the employee of such determination in writing.

Employees who job share shall accrue vacation leave, sick leave, and holiday pay on a prorata basis. Individual salary eligibility dates will be established for each employee. Employer-paid insurance benefits are limited to one (1) full-time position, and must be shared. Each employee may pay the difference between the Employer-paid insurance benefits and the full premium amount through payroll deduction.

If one (1) job sharing employee vacates the position, the position will revert to a full-time position. The remaining employee shall either assume the position on a full-time basis or resign, or otherwise vacate the position. Management will make reasonable efforts to accommodate the remaining employee during the transition.

### Section 9.

Registered Nurses shall not be mandated to cover positions outside of their bargaining unit.

### Section 10.

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 in excess of the regular hours established within their work period

### Section 11. Floating.

RN's will be floated when operational needs require a license on a unit. R.N.'s will be floated on a rotating basis, based upon their last float date. Reassignment of overtime is not considered floating for purposes of this Article.

### Section 12. Return from Extended Leave.

An employee returning from a leave of forty-five (45) calendar days or more shall receive a minimum of one (1) shift of re-orientation on the unit. During such re-orientation, the RN shall not be considered "in-count" on the unit.

See LOA: Work Schedules

REV: 2015, 2017,2019

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## **ARTICLE 13 - OVERTIME**

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### Section 1.

All time for which an employee is compensated at the regular straight time rate of pay except standby time or on call time but including holiday time off, compensatory time off, and other paid leave shall be counted as time worked.

### Section 2.

Overtime for employees working forty (40) hours in seven (7) consecutive twenty-four (24) hour periods is time worked in excess of their regularly scheduled hours per day, or forty (40) hours per workweek. Overtime for employees working an irregular work schedule is time worked in excess of the scheduled hours per day approved by management or forty (40) hours within the employee's basic workweek. Overtime for employees working eighty (80) hours in an established time of fourteen (14) consecutive twenty-four (24)-hour periods is time worked in excess of eight (8) hours per day or eighty (80) hours per work period.

Employees will be paid overtime for all hours worked above their regularly scheduled shift. Time worked beyond regular schedules by employees scheduled for less than eight (8) hours per day or forty (40) hours per week is additional straight time worked rather than overtime until work

exceeds eight (8) hours per day or forty (40) hours per week within the employees' basic workweek. Shift trades cannot create overtime under this section.

### Section 3.

All eligible employees shall be compensated at the rate of time and one-half (1-1/2) their regular hourly straight time rate of pay for overtime. No application of this Article shall be construed or interpreted to provide for compensation for overtime at a rate exceeding time and one-half (1-1/2), or to effect a "pyramiding" of overtime, i.e. time and one-half (1-1/2) of time and time and one-half (1-1/2).

### Section 4.

All classifications within the bargaining unit which are currently eligible for overtime shall continue to be eligible for overtime compensation.

### Section 5. Replacement Staffing.

The hospital shall maintain, post and utilize a list of nursing staff described below that may be contacted to provide qualified replacement or additional nursing staff in the event of unexpected staff shortages. This list will be available to the individual(s) responsible for obtaining replacement staff during each shift.

The OSH shall solicit volunteers to work additional hours in the following order, before requiring an employee to work mandatory overtime:

- A) Temporaries, Float Pool, or on call
- B) On duty volunteers
- C) Off duty Volunteers
- D) Agency Nurses

Employees working voluntary overtime will not displace regularly assigned employees on their units and/or shifts, unless operational needs require such change. Management has the right not to accept volunteers for partial shifts; however, nurses may agree to voluntarily split an entire shift.

### Section 6. Mandatory Overtime.

If adequate staffing is not achieved through these measures, the Mandatory Overtime will be assigned to the least senior nurse within nursing services who is on duty and who has not worked mandatory overtime during the current rotation. If a nurse volunteers to work the mandate they will be placed at the bottom of the current rotation list.

OSH may not require a registered nurse to work:

- A) Beyond the agreed-upon and prearranged shift, regardless of the length of the shift;
- B) More than forty-eight (48) hours in any work week;
- C) More than twelve (12) hours in a twenty-four (24) hour period;
- D) During the ten (10) hour period immediately following twelve (12) hours of work performed in a twenty-four (24) hour period. Such work period begins when the registered nurse begins a shift.

If OSH is unable to find other registered nurses or other qualified employees to work the unfilled hours or shifts, due to an unplanned staff vacancy, or there is potential harm to an assigned patient if the registered nurse leaves the assignment, or transfers care to another nurse staffing member OSH may require the employee to work up to, but no more than one (1) hour beyond the employee's regularly scheduled shift pursuant to applicable laws and administrative rules.

Employees who are required to work mandatory overtime will not be required to work for a minimum of ten (10) hours if the employee worked at least twelve (12) hours in the preceding twenty-four (24) hours. If an employee's work schedule requires less than ten (10) hours between shifts OSH will ensure a full ten (10) hour break between shifts, by either:

- (1) Modifying the end time of the overtime shift; or
- (2) Modifying the start time of the next regular shift and ensure the employee is compensated for a full shift.

This Section does not apply in the event of a national or State emergency circumstances requiring the implementation of a facility disaster plan, sudden and unforeseen adverse weather conditions, or an infectious disease epidemic suffered by OSH staff.

Nurses shall not be mandated, except in an emergency to work overtime on a day immediately preceding an approved vacation. Only the Superintendent or designee can determine if an emergency as described above, exists. If an employee is bypassed, they shall remain on the top of the list for the next mandatory overtime.

Employees will receive one (1) hour of paid leave time for every hour of mandatory overtime worked in violation of this Section, prorated to the nearest one-sixth (1/6) of an hour. Use of such paid leave time must be requested at least two (2) weeks in advance and will be scheduled at a mutually agreeable time to avoid disruption of hospital operations.

Employees will stipulate their preference of staying on their regular unit or floating to cover the unit in need.

REV: 2017

## **ARTICLE 14 - REPORTING TIME**

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An employee who is scheduled for work and reports to work and there is no work will be paid for a minimum of five (5) hours or five-eighths (5/8) of their scheduled shift, whichever is lesser. However, unless an employee is notified during the first two (2) hours of their work period that their shift is being curtailed, they will be paid for the remainder of their scheduled shift. This obligation to pay will not apply when interruptions of work are caused by an Act of God. Nothing herein contained is intended to deny the Agency the right to require the employee to work during the period for which they are being paid.

## **ARTICLE 16 - SALARY**

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### Section 1. 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 2. Salary Schedules.

A) Effective July 1, 2019, the following classification shall be adjusted as indicated below:  
#6255 Nurse Practitioner From SR 32 to SR 33

AMH	6255	33	A	7072	7411	7769	8142	8531	8942	9371
AMH	6255	33	P	7564	7926	8309	8708	9124	9563	10022

B) Drop Rate 3 (Step 3) from the Psychiatric NP (Range 36N) from the Salary Schedule.

In the event there is a discrepancy between the printed salary amounts in this Section, the DAS payroll system shall prevail.

REV: 2015, 2017, 2019

## ARTICLE 17 - WORKERS' COMPENSATION APPLICATIONS

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Salary paid for a period of sick leave resulting from a condition incurred on the job and also covered by Workers' Compensation, shall be equal to the difference between the Workers' Compensation for lost time and the employee's regular salary rate. To the extent of accrued sick leave prorated charges will be made against such leave. An employee who has exhausted earned sick leave may elect to use accrued vacation and compensatory leave during a period in which Workers' Compensation is being received.

## ARTICLE 18 - PERS "PICK-UP"

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### Section 1. PERS and 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).

REV: 2017, 2019

## ARTICLE 19 - PER DIEM DIFFERENTIAL

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### Section 1.

There shall be a per diem differential of fifteen percent (15%) of the base hourly rate for all hours worked. This differential is in lieu of insurance benefits, if any, and paid time off. Paid time off as used in this Article shall not include compensatory time off. This differential shall not be included in the base for calculation of overtime pay.

### Section 2.

Employees may be employed in part-time "per diem positions" by mutual agreement between the employer and the employee. These employees will receive a fifteen percent (15%) differential of the base hourly rate for all hours worked in lieu of insurance benefits, if any, and paid time off." Employees who work fewer than thirty-two (32) hours per month shall be paid the per diem differential.

## ARTICLE 20 - DIFFERENTIALS

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### Section 1. Shift Differential.

- A) Employees shall be eligible for the swing shift differential for all hours worked, or major portion thereof (thirty (30) minutes or more) between the hours of 5:00 p.m. and 11:00 p.m.
- B) Employees shall be eligible for the night shift differential for all hours worked, or major portion thereof (thirty (30) minutes or more) between the hours of 11:00 p.m. and 5:00 a.m.
- C) Employees shall be eligible for the weekend differential for all all hours worked between 12:01 a.m. on Saturday through 12:00 midnight on Sunday.
- D) Shift differential shall be applied to base rates in computation of payment for overtime but not for periods of leaves of absence with pay, Unless required by law
- E) The differentials shall be as follows:

<u>Swing</u>	<u>Nights</u>	<u>Weekends</u>
\$3.92	\$3.85	\$1.65

- F) Employees whose regular scheduled work week includes a Saturday and/or Sunday, shall be paid five dollars (\$5.00) for each hour or major portion thereof (thirty (30) minutes or more) for all scheduled hours worked between 12:01 a.m. on Saturday through 12:00 midnight on Sunday. For regularly scheduled weekend employees, the weekend differential under Section 1(E) does not apply. All other applicable differentials under Section 1(E) do apply.

## Section 2. Bilingual Differential.

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

## Section 3. Program Lead Differential.

All employees who are assigned the work of Program Lead shall be compensated five percent (5%) above their current rate. Such compensation shall be for all actual hours worked as the Program Lead.

## Section 4. Specialty Differential.

A). Unit Stabilization. This differential is intended to improve safety of both staff and patients by promoting the Collaborative Problem Solving (CPS) treatment modality. A differential of two and one-half percent (2.5%) of base salary shall be paid to eligible employees for all hours worked in CPS designated units.

- 1) Nurses are eligible to receive the differential when the following conditions are met:
  - a) when they are assigned to work on a CPS designated unit at OSH,
  - b) are employed in the classifications of Mental Health Registered Nurse and Nurse Practitioners assigned the role of Psychiatric Nurse Practitioner,
  - c) have successfully completed the CPS Tier 1 Training course,
  - d) have demonstrated CPS competency skills as verified by the competency verification process, and:
  - e) continues to demonstrate annual competency.
  - f) Management will make good-quality study materials available, will schedule classes and testing on a quarterly basis at times that are convenient to all shifts and schedules and will make CPS coaches available, upon request, to those individuals who fail the test and need additional assistance.
- 2) Management reserves the right to designate any unit as a CPS unit. An employee who is not regularly assigned to work on a CPS designated unit, but who is floated, mandated, or volunteers to work overtime on a CPS designated unit will receive the differential for hours actually worked on the CPS designated unit if they have otherwise completed the eligibility requirements outlined in this Section.

B). Dialectical Behavior Therapy. This differential is intended to improve safety of staff and patients by promoting the Dialectical Behavioral Therapy (DBT) treatment.

- 1) A differential of two and one half percent (2.5%) of base salary shall be paid to Mental Health Registered Nurse and Nurse Practitioners assigned the role of Psychiatric Nurse Practitioners for all hours worked when the following conditions are met:
  - a) when their regular assignment is on a DBT designated unit at OSH,
  - b) they have successfully completed the initial Oregon State Hospital DBT training,
  - c) they have demonstrated DBT competency skills as verified by the competency verification process; and
  - d) they continue to demonstrate annual competency, including but not limited to, successful completion of at least fifty percent (50%) of the monthly refresher trainings.
- 2) Management reserves the right to designate DBT units.

## Section 5. Unit Lead Differential.

A) Unit Lead Differential is defined as a differential paid to MHRNs accountable on a unit for the following functions:

- a. Mentor and orient new employees and float staff;
- b. Collaborate with the Program or Unit Management (or act on their behalf in their absence) to solve staffing issues or critical patient needs;
- c. Assign work to CAN's/MHT's/LPN's/other RN's;
- d. Lead the unit through behavioral crisis ensuring policy, procedure, best practice, and training is followed; and
- e. Report staff performance to Management.

- B) Nursing management will determine which nurses are qualified to perform the above duties and will assign a qualified nurse to serve as a unit lead on each shift when one is available. The assigned RN shall be compensated five percent (5%) above their current base rate. Such compensations shall be actual hours worked as unit lead. In the absence of a qualified lead, the Program Shift Supervisor will assign these duties to a nurse(s) and maintain contact with the nurse(s) to ensure these responsibilities are fulfilled.

Section 6. Educational Differential.

Any nurse who possesses a;

- A. Baccalaureate degree in nursing or a related field, shall receive an additional four and three-quarters percent (4.75%) of their salary rate.
- B. Master's degree with related course work shall receive an additional nine and one-half percent (9.5%) of their salary rate.
- C. Doctorate in nursing or a related field shall receive an additional twelve percent (12%).

The education differentials are based on a full-time employee and will be prorated for part-time employees on the basis of hours paid.

Section 7. ANCC Certification.

- A) The employer values American Nurses Credentialing Center, (ANCC) certification consistent with the educational level of the employee. All members of the bargaining unit are encouraged to seek ANCC certification. The Director of Nursing Services in consultation with the Bargaining Unit President will determine which certification subject is most relevant to the program area of the employee's current position.
- B) As an incentive to employees, the employer agrees to pay for testing time up to a maximum of eight (8) hours. Upon presentation to the Director of Nursing Services of proof of ANCC certification and personal payment of fees, the employee will be reimbursed for one-half (1/2) of the application and examination fees
- C) The employee is eligible to receive a differential of one and one-half percent (1.5%) of base salary for their ANCC accreditation, once requested by the employee and verification of the accreditation is received by management.

Section 8. Nurse Practitioner Differentials.

- A) Clinical Oversight of Trainees. Nurse Practitioners will receive a differential of two and one-half percent (2.5%) for all hours worked when assigned direct clinical oversight of trainees.
- B) A Board certification differential of seven and one half percent (7.5%) of base salary shall be paid to nurse practitioners who hold a Board certification related to their assignment. For two (2) or more Board certification specialties, the differential shall be ten percent (10%) of base salary, only when the hospital is utilizing the expertise of the nurse practitioner in the second area of certification. Board certification differentials cannot be combined.

*REV: 2015, 2017,2019*

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**ARTICLE 21 - ON-CALL/CALL BACK**

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Section 1.

Employees shall be paid one (1) hour of pay at the regular straight time rate for each six (6) hours of assigned on-call duty. Employees who are assigned on-call duty for less than six (6) hours shall be paid on a prorated basis.

Section 2.

An employee shall be on on-call duty when required to be available for work outside their normal working hours and meet all the following conditions: 1) The Employee is required to leave word with the Agency where they can be contacted during a specified period of time, or pager, and 2) The employee is required and must be prepared to immediately commence full time work if the need arises.

### Section 3.

An employee shall not be on on-call time once they actually commences performing assigned duties and receives the appropriate rate of pay for time worked.

### Section 4.

No employee is eligible for any premium pay compensation while on on-call duty except as expressly stated in this Article.

### Section 5.

On-call duty time shall not be counted as time worked in the computation of overtime compensation.

### Section 6.

An employee who is called back to work outside their regular shift, will receive the appropriate rate of compensation in accordance with this Agreement for hours actually worked, but in no event will the employee be paid less than two (2) hours at the straight time rate of pay.

### Section 7.

This provision will not apply when call back results from employee oversight (e.g., taking home necessary keys, equipment necessary at the campus, etc.). This provision does not prevent the Agency from calling employees for information not requiring call back. The employees would not be required to remain at home or available unless on on-call status.

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## **ARTICLE 22 - POSITION DESCRIPTION**

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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 duties of the position are substantially changed.

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## **ARTICLE 23 - PERFORMANCE APPRAISAL**

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### Section 1.

The employee will be rated by their immediate supervisor. The performance appraisal will be reviewed by the next higher level supervisor. The rater will discuss 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.

If there are any changes or recommendations to be made in the performance appraisal after the rater has discussed it with the employee, the performance appraisal shall be returned to the rater for discussion with the employee before these changes can be made. The employee shall have the opportunity to comment on these changes. The employee shall sign the new 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.

All written comments provided by the employee within thirty (30) days shall be attached to the performance appraisal. Performance evaluations are not grievable nor arbitrable under this Agreement.

### Section 2.

Every employee shall receive a performance appraisal at the end of a trial service period, and at least annually thereafter by the employee's eligibility date even if the employee is at the maximum rate for their class.

Performance shall be measured using the following criteria:

- A) Classification specifications developed and promulgated by the Chief Human Resource Office of the Department of Administrative Services;
- B) An individual position description, reduced to writing;
- C) A written work plan when applicable;

- D) Written memorandum, when necessary; and
- E) Disciplinary action under Article 55 (Discipline and Discharge).

These criteria shall be the primary factors upon which an employee's performance is judged and upon which annual performance pay decisions are determined.

**Section 3.** No salary denial may be based upon any factor other than those listed above, except a denial based upon a disciplinary action.

## **ARTICLE 24 - SALARY ADMINISTRATION**

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### **Section 1. Merit Salary Increases.**

Employees shall be eligible for merit salary increases on their date of hire following:

- A) Completion of the initial twelve (12) months of service;
- B) Completion of a trial service following promotion; and
- C) Annual periods after (a) or (b) above until the employee has reached the top of the salary range.

Merit salary increases shall be made upon recommendation of the employee's immediate supervisor and approval of the Appointing Authority. Employees rated in Categories 4 and 5 shall not receive an increase. The Agency shall give written notice to an employee of withholding of a merit salary increase prior to the eligibility date, including a statement of the reason(s) it is being withheld. If a merit increase is not granted on the eligibility date, the employee's eligibility date is retained no longer than eleven (11) months. If the increase is subsequently granted within eleven (11) months, it shall be effective on the first of the following month and shall not be retroactive.

### **Section 2. Rate of Pay Upon Promotion.**

An employee who is promoted shall be given an immediate increase to the new salary range, which increase shall be no less than four percent (4%). When given such an increase at the time of promotion, the employee will be eligible for a salary increase the first of the month following six (6) months in the new class and annually thereafter.

### **Section 3. Salary on Demotion.**

- A) When a trial service employee voluntarily demotes to a job classification with a lower salary range, the new rate of pay will be at that step in the new range the employee would have attained had they not served in the higher classification. If the employee had an eligibility date for a merit salary increase in the lower class, it shall be retained if the employee is not at the top of the new salary range.
- B) When a regular employee accepts a demotion, the salary rate shall not be changed if within the range of the new classification. At the employee's next eligibility date, the employee shall be eligible for an increase which shall be to an established rate in the range and equal to at least one (1) full step in that range. If the old rate is above the highest step for the new salary range, the rate shall be at the highest step in the lower range.
- C) When an employee is demoted for disciplinary reasons, the new rate of pay will be at a step in the lower range set by terms of the disciplinary action.

### **Section 4. Rate of Pay Upon Upward Reclassification.**

When an employee is non-competitively advanced because of reclassification of their position, they shall be given an increase in accordance with the provisions of Section 2 above.

### **Section 5. Salary Advance.**

Release of sixty percent (60%) of an employee's earned gross wages prior to the employee's designated payday shall be authorized subject to approval of the Appointing Authority, in emergency cases upon receipt of a written request from the employee that describes the emergency. An emergency situation shall be defined as an unusual, unforeseen event or condition that requires immediate financial attention by an employee. Emergencies include but are not limited to the following circumstances:

- 1) Death in family

- 2) Major car repair
- 3) Theft of funds
- 4) Automobile accident (loss of vehicle use)
- 5) Accident or sickness
- 6) Destruction or major damage to home
- 7) New employee lack of funds (maximum – one (1) draw)
- 8) Moving due to transfer or promotion.

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## **ARTICLE 25 - TRAVEL, MILEAGE AND MOVING EXPENSE REIMBURSEMENTS**

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### 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.

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## **ARTICLE 26 - MEALS**

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If an employee works two (2) consecutive shifts, or the greater part of the second shift, one of which must be unplanned, the Agency will:

- (a) Provide the employee a meal; or
- (b) Provide the employee with a thirty (30) minute break between shifts.

If the Agency cannot provide the employee with a meal or a break between shifts, the Agency will pay the employee eight (\$8.00) dollars as a penalty payment.

This Article does not apply when an employee is on official travel status, and shall not be incorporated into the base rate of pay for overtime purposes.

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## **ARTICLE 27 - REVIEW OF CLASSIFICATION SERIES**

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### Section 1.

The Department of Administrative Services, Chief Human Resource Office shall notify the Union of intended classification studies prior to submitting the proposal under Section 2 of this Article.

### Section 2.

Whenever a change in class specifications or a new classification is proposed, it is agreed that the Department of Administrative Services, Chief Human Resource Office will submit the proposal to the Union to provide opportunity for its review and comments. Within thirty (30) days of its receipt of the proposal, the Union may meet with the Division and may present arguments and recommendations where there are objections raised on behalf of the represented employees. Any extension of time specified shall be mutually agreed to in writing.

### Section 3.

The Union may recommend classification studies to be conducted by the Department of Administrative Services, Chief Human Resource Office indicating the reasons for the need for such studies.

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## **ARTICLE 28 - RECLASSIFICATION PROCEDURE**

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### Section 1.

The parties shall use the following procedure to process reclassification requests initiated by an employee or the Union.

- A) A completed Position Description Form (PD124) and a written explanation for a proposed reclassification request shall be submitted to the Agency Office of Human Resources.
- B) The Agency Office of Human Resources shall conduct a classification audit and review the merits of the request. The Union shall have an opportunity before the thirty (30)-day decision date to meet with the Agency Office of Human Resources to present arguments and recommendations where there are objections to the proposed reclassification. Within thirty (30) days after receipt of a reclassification request the Agency Office of Human Resources shall notify the Union of its decision. The parties may extend the time limit by mutual written agreement in those instances where the review process or other extenuating circumstances require additional time for analysis.
- C) In instances where the Agency Office of Human Resources denies the request, the employee may appeal the decision within fifteen (15) days to the Agency Head.
- D) If approved, the effective date of a reclassification implemented under this Article shall not be later than thirty (30) days from the date of filing the request with the Agency Office of Human Resources.
- E) When an employee is non-competitively advanced because of reclassification of their position, they shall be given an increase in accordance with the provision of Article 24 (Salary Administration), Section 2 (Rate of Pay Upon Promotion).
- F) The Agency Office of Human Resources shall furnish Position Description Forms at the request of the Union.

#### Section 2.

When an Agency initiates an upward reclassification of a position, the affected employee shall be notified in writing.

#### Section 3.

If a reclassification request which is approved by the Agency does not receive Department of Administrative Services or legislative approval, the duties of the position will be restructured to conform to the prior classification. The employee shall be paid the rate of pay of the higher level classification from the first of the month following the month in which the reclassification request was received by the Agency to the date the duties were removed.

#### Section 4.

The Agency Office of Human Resources shall notify an incumbent employee and the Union in writing sixty (60) days in advance of a downward reclassification of a position and the specific reasons for the action. When an employee is reclassified downward, the employee's rate of pay shall be that of 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 will be adjusted to that rate and the salary review and eligibility date will 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. 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 as determined by the committee. This payment shall be for the time period beginning the first of the month following the month in which the reclassification request was received by the Agency to the date the duties are removed.

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

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

### **ARTICLE 30 - IMPLEMENTATION OF NEW CLASSES—APPEALS PROCESS**

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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 30 calendar days of receipt of the appeal and provided to the affected employees in writing and with a summary of the classification analysis.
- B) If denied, the Union may appeal the Agency's decision in writing to the Labor Relations Unit within fifteen (15) calendar days of receipt of the written denial. The appeals will be considered by the Employer designee (or an alternate) and the Union designee (or an alternate) who shall form the committee charged with the responsibility to consider appeals and make decisions which maintain the integrity of the classification system by correctly applying the classification specifications. Additionally, the committee may utilize two resource persons, one designated by each party, to provide technical expertise concerning a specific series. The committee will attempt to resolve the matter by jointly determining whether the current or proposed class more accurately depicts the overall assigned duties, authorities and responsibilities of the position using the criteria specified above.

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

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

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

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

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### **ARTICLE 32 - REINSTATEMENT AFTER SEPARATION**

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A former regular or trial service employee who has separated in good standing may be reinstated to a position in their former class and division within two (2) years following the date of separation. However, a former employee shall not be reinstated until the requirements of Article 36, Filling of Positions have been met, including exhaustion of the layoff list.

*REV: 2017*

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### **ARTICLE 33 - PERSONNEL ADMINISTRATION**

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#### Section 1. Exit Interview.

Nurses terminating employment with the Employer will be provided an opportunity to receive an exit interview at their request. The employee will identify an available member of the nursing Leadership Team to conduct the exit interview. The employee may request a union representative to be present for the purposes of documentation and support only.

#### Section 2. Nurse Supervision.

RN's in the nursing service and covered by this Agreement shall be supervised and evaluated for their professional performance by other RN supervisors only. This Section does not preclude information from other personnel being used in the supervisory and evaluation process.

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### **ARTICLE 34 - PERSONNEL RECORDS**

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#### Section 1.

The Agency shall maintain one (1) official personnel file for each employee, located at the Human Resource Office. An individual employee may inspect their personnel file except confidential reports from previous employers. With the employee's written authorization, their Union Representative may inspect the employee's official personnel file or supervisory working file except confidential reports from previous employers.

#### Section 2.

No information reflecting critically upon an employee shall be placed in the employee official personnel file that does not bear the signature of the employee. The employee shall be required to sign such material to be placed in their 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 the employee is not available within a reasonable period of time or the employee refuses to sign the material, the Agency may place the material in the file provided a statement has been signed by two (2) management representatives and a copy of the document was mailed to the employee at their address of record and a copy given to the Union.

Section 3.

Records pertaining to an individual's qualifications, personnel actions, performance evaluations, commendations, or disciplinary matters shall be contained in the official personnel file. Excluding major infractions, the Employer may not use any information in any disciplinary action regarding any employee unless that information is included within the official personnel file.

Section 4.

Material reflecting caution, consultation, warning, admonishment or reprimand or other disciplinary action shall be retained for a maximum of three (3) years in the official personnel file. However, such material may be removed after twenty-four (24) months, upon written request of the employee, provided there have been no incidents of a similar nature in the interim. Earlier removal may be permitted when requested by the employee and if approved by the appointing authority.

Section 5.

Employees shall be entitled to prepare a written explanation or opinion regarding any critical material placed in their personnel file or supervisory working file. The employee's written explanation or opinion must be provided within ninety (90) days of the employee signing the material. The employee's written explanation or opinion shall be attached to the critical material and shall be included as part of the employee's official personnel record or supervisory working file until the critical material is removed. As confirmed by the appointing authority, incorrect material will be removed, upon request, from an employee's official personnel file.

Section 6.

An employee may include in their official personnel file a reasonable amount of relevant material they wish, such as letters of favorable comment, licenses, certificates, college course credits, or other material which relates creditably on the employee. This material shall be retained for a minimum of three (3) years or longer if required by the Secretary of State's Retention Schedule.

Section 7.

Material relating to grievances, or disciplinary action recommended but not taken, or disciplinary actions which have been overturned on appeal shall not be retained in the employee's official personnel file.

Section 8. 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 files 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.:2019

## ARTICLE 35 - TRIAL SERVICE

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### Section 1. Initial Trial Service.

- A) Duration. The trial service period is recognized as an extension of the selection process and is the time immediately following initial appointment to a permanent position in the bargaining unit. All employees shall serve an initial trial service period of six (6) months.
- B) Extension. An employee's trial service period shall not be extended except in instances where an employee's leave without pay exceeds fifteen (15) consecutive calendar days. When such leave without pay exceeds fifteen (15) consecutive calendar days, the trial service period shall be extended by the number of days of the leave without pay.
- C) Removal. An employee may be removed during the trial service period if they display an unwillingness or inability to perform the duties of a position satisfactorily; if they display habits or dependability that do not merit their continuance in the service or classification; or because of lack of funds or work. Upon removal, the Agency shall forthwith notify in writing the employee removed and the Union of the action and the reason therefore. Such employee shall not have the right to grieve their trial service removal.
- D) Transfer/Promotion. An employee who is voluntarily transferred to another specialty area or promoted to another position prior to the completion of their initial trial service period, shall serve an additional six (6) months' trial service in the latter position in order to gain regular status. All other provisions of Section 1 will apply.
- E) For the duration of this Agreement, the parties agree that the Union will agree to six (6) month extensions of initial trial service when notified of the need by management. Said extensions shall not affect benefits or any other provision of this Agreement except that just cause and progressive discipline shall not apply to employees on extended trial service.

### Section 2. Rehire After Separation From Service.

All employees rehired after separation from service shall serve a trial service period of six (6) months. The provisions of Sections 1.B., 1.C. and 1.D. shall also apply.

### Section 3. Promotional Trial Service.

- A) Duration. All regular status employees promoted to a higher classification shall serve a trial service period of six (6) months.
- B) Extension. An employee's trial service period shall not be extended except in instances where an employee's leave without pay exceeds fifteen (15) consecutive calendar days. When such leave without pay exceeds fifteen (15) consecutive calendar days, the trial service period shall be extended by the number of days of the leave without pay.
- C) Removal. An employee who is serving trial service as a result of a promotion shall not have the right to grieve their removal from the promoted position. However, they shall have the right to return to an available position in their former specialty area.

### Section 4. 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 (1<sup>st</sup>) 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, 2019

## **ARTICLE 36 - FILLING OF POSITIONS**

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### Section 1. Lateral Transfer Opportunities.

OSH will determine whether a vacancy is to be filled and the method/means to fill that vacancy. First consideration will be given to internal applicants prior to considering outside applicants. All vacancies shall be posted on the State designated E-Recruit system for a minimum of seven (7) days. Postings shall include the work program or unit, shift, days off, qualifications and special skills for the job. All interested applicants shall apply using the process specified. Internal applicants should prepare for the selection process as if applying at OSH for the first time. OSH may consider years of experience, Veteran's preference, special skills, certifications, interviews, references or any other job related process or combination thereof, to choose the best qualified candidate for the position. Applicants must have completed all mandatory training to be eligible for a lateral transfer. When filling the position, the Employer will grant the lateral transfer to the most qualified individual. In cases where applicant's experience and qualifications are substantially equal, the principle of seniority shall be the deciding factor. Should there be a single internal applicant, the applicant will be granted the lateral transfer. Employees in trial service or in discipline status within the previous six (6) months are not eligible to transfer without management approval.

### Section 2. Promotional Opportunities.

All positions in the bargaining unit that represent possible promotional opportunities for existing staff will be posted on the State designated E-Recruit system for a minimum of seven (7) calendar days. All interested applicants including employees shall apply using the process specified. In cases where applicants' experience and qualification are substantially equal, the principle of seniority shall be the deciding factor. For purpose of this Article, seniority will be defined as total continuous State service.

### Section 3. Placement.

Management shall place the employee in their new position within two (2) weeks of the date the employee is notified of selection. Upon mutual agreement, the employee and management may agree to placement in the new position outside of the two (2) week period. Management may delay the placement of an employee in their new position when the vacancy rate is such that the employee's old position cannot be staffed. Once the employee's old position is staffed, the employee shall be placed in their new position.

### Section 4. Reorganization.

When management determines the need for reorganization, positions will be filled through a tumble. Tumbles include shift, days off, and hours and will be accomplished on a unit by unit basis in order of seniority. For purposes of this Section seniority is defined as total time employed at Oregon State Hospital. In the event of a tie, seniority will be first broken by state service date and next by the earliest date of RN licensure. This section does not apply to reorganization necessitated by program or unit closures or reductions in FTE.

See LOA: Lateral Transfer and Promotional Eligibility

*REV: 2015, 2017*

## **ARTICLE 37 - LAYOFF AND RECALL**

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### Section 1. Alternative to Layoff.

1. 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.

2. Agency and Union discussions under this agreement shall not constitute interim bargaining under the Public Employees Collective Bargaining Act. The parties shall not be required to use the dispute resolution procedures contained in the Public Employees Collective Bargaining Act.

#### Section 2.

A layoff is defined as a separation from the service because of shortage of funds or materials, abolishment of position, or for other involuntary reasons not reflecting discredit on an employee. An employee shall be given written notice of a pending layoff at least fifteen (15) days before the effective date, stating the reasons for the layoff.

#### Section 3.

The Agency may lay off either part-time or full-time employees within a job classification according to the following procedure (job-share employees shall be considered part-time employees):

- A) The Agency shall determine the specific position to be vacated;
- B) Separate lists will apply to full-time and part-time employees in a classification;
- C) The employee and the Union shall be given written notice of the pending layoff at least fifteen (15) calendar days before the effective date, stating the reason(s) for the layoff; and
- D) The layoff will occur in the following order within the major affected nursing units:
  - 1) Temporary employees;
  - 2) Trial service employees; and
  - 3) Regular employees in inverse order of seniority.

#### Section 4.

If it is found that two (2) or more employees in the Agency in which the layoff is to be made have equal seniority, the order of layoff shall be in inverse order of the greatest seniority. If this does not break the tie, then the greatest seniority in the Agency shall be used. If ties between employees still exist, the order of layoff shall be determined by the Agency in such a manner as to conserve for the State the services of the most qualified employees.

#### Section 5.

A regular employee who is about to be laid off may displace an employee in the same class or demote and displace an employee in a lower RN classification within the Agency provided:

- A) The employee has more seniority than the employee with the least seniority in the classification; and
- B) The employee meets the qualifications for the position.

In order to displace someone per the provisions of this Section, the employee must notify the Agency HR Manager of their choice within five (5) calendar days of the receipt of the layoff notice.

#### Section 6. Seniority.

- A) Seniority Definition. Seniority is the Layoff Service Date (LSD), which is the date the employee began state service (the Recognized Service Date or RSD) as adjusted for break(s) in service.
- B) Break in Service. Continuous service is service without a separation from employment of more than ninety (90) consecutive days, except for layoff. Periods of leave without pay or layoff will be deducted from seniority. An employee, other than one laid off, who separates from the Employer's service for more than ninety (90) consecutive days and subsequently returns to employment, shall not regain previously earned service seniority.
- C) Upon signing of this Agreement, a one-time adjustment to the LSD will be made for eligible service prior to the date of signing this Agreement. This adjustment shall pro-rate the amount of time credited to the LSD to reflect all part-time regular hours worked.

#### Section 7.

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

#### Section 8.

Employees may remain on layoff for up to two (2) years and shall not lose previously accrued credit for seniority nor service while on layoff, provided they return from layoff when first recalled.

## Section 9.

Employees shall be recalled to work in inverse order of layoff, provided they are qualified to perform the duties of the position available. A nurse who is passed over retains their position on the recall list.

## Section 10. Rate of Pay on Appointment from Layoff.

When an individual is appointed from a layoff list to a position in the same classification 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. The employee's previous salary eligibility date, adjusted by the amount of break in service, shall be restored.

## Section 11. Secondary Recall Rights.

- A) Application: These rights apply to all employees in bargaining units represented by AFSCME at Central Table negotiations as well as the Department of Corrections and Board of Parole except employees who are laid off during initial trial service.
- B) Definitions:
- 1) Geographic areas, for the purpose of secondary recall, are each location for which an employee may indicate their willingness to relocate on the State's PD100.
  - 2) Agency Layoff Lists are intra-agency layoff lists, as defined in each AFSCME Central Table Agency and/or Department of Corrections and Board of Parole bargaining unit contract.
  - 3) Secondary Recall List is an inter-agency layoff list, which consists of regular status employees who have been separated by layoff from Union-represented positions in AFSCME Central Table Agencies and/or Department of Corrections and Board of Parole and who have elected to be placed on such list, consistent with the definitions of geographic areas defined above.
- C) Coordination with Filling of Vacancy and Layoff Articles: The recall options provided herein shall be consistent with the priority of recall to positions from layoff within an Agency, as specified within each Agency's contract, except that recall from Agency Layoff Lists shall take precedence over recall from the Secondary Recall List.
- D) Procedures:
- 1) Placement on the Secondary Recall List.
    - a) Regular status employees who are separated from the service of the State in good standing (meaning no record of economic disciplinary sanctions in their personnel file) by layoff or transferred outside state government due to intergovernmental transfer shall, in addition to their right to be placed on the Agency Layoff List, be given the option of electing placement on the Secondary Recall List by geographic area for other AFSCME represented bargaining units which utilize the same or successor classification from which they were laid off. The term of eligibility of candidates placed on the list shall be two (2) years from the date of layoff. When an employee is prohibited from participating in the secondary recall process due to the presence of an economic disciplinary sanction in their personnel file, that employee may request and shall be placed on the secondary recall list for the remainder of the two (2) years eligibility following layoff once the discipline has remained in the file for the length of time required by the agency's contract.
    - b) Employees who elect to be placed on the Secondary Recall List shall specify in writing the AFSCME Central Table and/or Department of Corrections and Board of Parole bargaining units and geographic areas to which they are willing to be recalled.
  - 2) Use of the Secondary Recall List.
    - a) After the exhaustion of the Agency Layoff List for a specific classification within a geographic area, the Secondary Recall List shall be used to fill all positions within a specific classification and geographic area consistent with Section (c) above, until such secondary list is exhausted.

- b) To be eligible for appointment from the Secondary Recall List, a laid off employee on such list must meet the minimum qualifications for the classification and any special qualifications for the position.
  - c) Agencies shall utilize the Secondary Recall List to fill positions by calling for certifications from the list of the five (5) most senior employees who meet the minimum qualifications for the classification and any special qualifications for the position to be filled by selecting one (1) 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.

REV: 2015

## **ARTICLE 38 - HOLIDAYS**

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### Section 1.

The following holidays will be recognized and paid for at the regular straight time rate of pay:

- A) New Year's Day on January 1.
- B) Martin Luther King's Birthday on the third Monday in January.
- C) President's Day on the third Monday in February.
- D) Memorial Day on the last Monday in May.
- E) 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.

Section 2.

Employees who are required to work on days recognized as holidays which fall within their regular work schedules shall be entitled, in addition to their regular monthly salary, to compensatory time off for the time worked or, at the discretion of the Appointing Authority, to be paid cash for time worked. Compensatory time off or cash paid for all time worked shall be at the rate of time and one-half (1-1/2). The rate at which an employee shall be paid for working on a holiday shall not exceed the rate of time and one-half (1-1/2) of their straight time pay.

Section 3.

Recognized holidays which occur during vacation or sick leave will be charged as holiday rather than vacation or sick leave.

Section 4.

When a recognized holiday falls on an employee's regularly scheduled day off, the employee shall have the choice of straight time pay for the lesser of the employee's regularly scheduled hours or eight (8) hours or straight time compensatory time off. Such time shall not count as time worked for computation of overtime purposes.

Section 5.

Employees who have recognized holidays falling on their days off will have the choice of straight time pay or compensatory time for those holidays.

Section 6.

At the completion of six (6) full calendar months of service, full-time employees shall be entitled to twenty-four (24) hours of personal leave with pay for each fiscal year (July 1 through June 30). Staff will be allowed to utilize personal business leave in any increments for unexpected, unplanned problems that arise that prevent the employee from reporting to work in a timely manner. Requests to convert the time need to be submitted within five (5) working days. Part-time and seasonal employees shall be granted such leave on a prorated basis at the completion of one thousand forty (1040) hours each fiscal year. Personal leave shall not be cumulative from year to year nor is any unused leave compensable in any other manner. Such leave may be taken at times mutually agreeable to the Institution and the employee.

REV: 2015

**ARTICLE 39 - VACATIONS**

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Section 1. Accumulation.

A) Full-time. Vacation leave shall be accumulated for full-time employees as follows:

In the 1st and through the 5th year	114 hours for each 12 months of service
After 5th year through the 10th year	138 hours for each 12 months of service
After 10th year through the 15th year	162 hours for each 12 months of service
After 15th year through 20th year	186 hours for each 12 months of service

After 20th year through 25 <sup>th</sup> year	210 hours for each 12 months of service
After 25 <sup>th</sup> year	234 hours for each 12 months of service

B) Part-time. Employees who work at least thirty-two (32) hours per month, but less than full-time, will accrue vacation leave on a prorated basis.

Section 2. Rate of Pay.

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

Section 3. Vacation Time During First Year of Employment.

- A) Employees may use up to two regular work shifts of accrued vacation leave during the first six (6) months of service. In no instance will this sub-section allow cash payment for the vacation accrued during the first six (6) months of service.
- B) Other than Paragraph A) of this Section, employees are eligible to use vacation leave after six (6) months of service. A month of service for a part-time employee is any month the employee works thirty-two (32) hours or more. In the event of layoff or termination after six (6) months of service, any unused vacation will be paid to the employee.

Section 4. Return After Separation.

Employees who have been separated from 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 State service shall be counted as long as there is not a break in service of more than two (2) years.

Section 5. Other Credited Service.

Time spent in actual 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 earning vacation credits.

Section 6. Ceiling.

Vacation hours may accumulate to a maximum of three hundred fifty (350) hours; however, in the event of layoff, resignation, retirement or termination, any unused vacation up to three hundred (300) hours only 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 7. Effect of Paid Leave on Vacation Accrual.

All paid time off shall be considered time worked.

Section 8. Pay Upon Termination.

In the event of termination, any unused vacation will be paid to the employee.

Section 9. Pay Upon Death.

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

Section 10. Vacation Cashout.

In addition to Section 6 of the Article, 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 (15<sup>th</sup>) of March, payment shall be made in the employee's April paycheck. If the request is received after the fifteenth (15<sup>th</sup>) 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 40 - SICK LEAVE**

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### Section 1. Sick Leave with Pay except for Temporary Employees.

Sick leave with pay for State employees shall be determined in the following manner:

- A) Eligibility for sick leave with pay. Employees shall be eligible for sick leave with pay immediately upon accrual.
- B) 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.
- C) 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. Utilization of Sick Leave with Pay.

Employees who have earned sick leave credits shall be eligible for sick leave for any period of absence from employment 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 members of the employee's immediate family (employee's parents, wife, husband, children, foster children, brother, sister, grandmother, grandfather, grandchildren, son-in-law, daughter-in-law, or another member of the immediate household) where employee's presence is required because of illness or death in the immediate family of the employee or the employee's spouse. The employee has the duty to make other arrangements within a reasonable period of time, for the attendance upon children or other persons in the employee's care. Certification of an attending physician or practitioner may be required by the Agency to support the employee's claim for sick leave, if the employee is absent in excess of seven (7) days, or if the Agency has evidence that the employee is abusing sick leave privileges. The Agency may also require such certificate from an 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. The employee shall be entitled to use accrued vacation, compensatory time or leave without pay in any combination for the period of maternity leave.

## **ARTICLE 41 - HARDSHIP LEAVE**

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These provisions shall apply for the purpose of allowing employees to donate accrued vacation leave and compensatory time for use by eligible recipients as sick leave. The Department will allow employees to make donations of accumulated compensatory time or vacation leave, not to exceed the hours necessary to cover for the qualifying absence, to a coworker as provided in paragraph C below. The transfer of accumulated Vacation Leave or compensatory time and the utilization of such leave shall be subject to the following and shall be strictly enforced with no exceptions:

- A) Employees on Workers' Compensation may not participate in this program either as donors or donees.
- B) Donations shall be credited at the recipient's current regular hourly rate of pay.

- C) The donor(s) and donee must be regular employees within the Oregon Health Authority.
- D) Use of donated leave shall be consistent with the provisions of Article 40, Section 2, Utilization of Sick Leave with Pay.
- E) Applications for hardship leave shall be in writing and sent to the Personnel Office and accompanied by the treating physician/practitioner's written statement certifying: (1) the illness or injury will continue for at least fifteen (15) days following donee's projected exhausting of their accumulated leave (including, but not limited to, sick, vacation, personal, and compensatory leave accruals); and, (2) the total leave will be at least thirty (30) consecutive calendar days of absence in combination of paid and unpaid leave. Donated leave may be used intermittently for the same event after the employee has satisfied the eligibility requirements to receive donated leave.
- F) 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

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## ARTICLE 42 - PRE-RETIREMENT COUNSELING LEAVE

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After reaching earliest retirement age, each employee shall be granted up to three and one-half (3-1/2) days leave with pay to pursue bona fide pre-retirement counseling programs. Employees shall request the use of leave provided in this Article at least fifteen (15) days prior to the intended date of use.

Authorization for use of pre-retirement counseling leave shall not be withheld unless the Appointing Authority determines that the use of such leave will handicap the efficiency of the employee's work unit.

When the dates requested for pre-retirement leave cannot be granted for the above reason, the Agency shall offer the employee a choice from three (3) other sets of dates. The leave herein discussed may be used to investigate and assemble the employee's retirement program, including PERS, Social Security, insurance and other retirement income.

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## ARTICLE 43 - LEAVE OF ABSENCE WITH PAY

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### Section 1.

An employee shall be granted a leave of absence without loss of pay or other benefits 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. Appearing as a witness before a court, legislative committee or judicial or a quasi-judicial body 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) Search or Rescue Operation. Participation at the request of any law enforcement agency, the Administrator of the Aeronautic 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) Military 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.

Other authorized duties in connection with State business.

- E) As otherwise expressly provided for by Oregon statutes.

#### Section 2. Attendance in Court.

Attendance in court in connection with an employee's officially assigned duties shall be considered time worked including the time required going to court and returning to their headquarters. The employee shall turn in to the Agency any witness fee money for such attendance during duty hours.

#### Section 3. Job Interview Leave.

Interview leave shall be allowed pursuant to the following:

- A) Employees, subject to providing reasonable notice and receiving prior management approval, shall be allowed agency paid time to interview for positions within their agency when such interview(s) occurs during their work hours. An Appointing Authority or designee shall determine the appropriate amount of time for the interview and whether the time taken for interviews is excessive. Such determination is not subject to the grievance procedure.
- B) Employees, subject to providing reasonable notice and receiving prior management approval, shall be allowed up to two (2) hours of agency paid time to interview for positions with another state agency when such interviews(s) occurs during their work hours. An Appointing Authority or designee shall determine whether the amount of time requested for the interview is appropriate and whether the time taken for interview is excessive. Such determination is not subject to the grievance procedure.

Interview leave time approved and taken to interview with another State agency that exceeds two (2) hours of agency paid time must be recorded as accrued leave, leave without pay, or managed through approved flex time within the same workweek.

- C) All interview leave time approved under Guidelines A and B must be recorded as IT on the employee's timesheet/time reporting period.
- D) Interview leave used shall not count as time worked for purposes of overtime.
- E) An agency shall not incur any employee reimbursement costs.

#### Section 4. 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.

**Section 5. Workers Compensation.**

In the event that a staff person is physically assaulted in the course of their duties, the Agency will pay up to three (3) days administrative paid leave for an employee following an injury under the following conditions:

- (1) The employee seeks medical care within forty-eight (48) hours of being injured.
- (2) The employee applies for and is approved for worker’s compensation. The claim must be for a period less than fourteen (14) days.
- (3) The employee’s attending physician certifies that the employee cannot work.

Should the employee’s claim be denied or if the SAIF claim is approved and the employee receives time loss payments for a period of time that last fourteen (14) or more days then the Agency shall recoup those monies.

*REV: 2015, 2017,2019*

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**ARTICLE 44 - LEAVE OF ABSENCE WITHOUT PAY**

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**Section 1. Leave of Absence without Pay.**

In instances where the work of an Agency will not be seriously handicapped by the temporary absence of an employee, the employee may be granted a leave of absence without pay or educational leave without pay not to exceed one (1) year. Request for such leave must be in writing and must establish reasonable justification for approval of the request. A period of leave of fifteen (15) days or less shall be treated as leave without pay; and, during such period an employee shall not be scheduled for any vacation leave or compensatory time off that has accrued to the employee's credit. Where the leave is to exceed fifteen (15) days, any employee who is granted a leave of absence without pay normally shall first be scheduled for any vacation leave and compensatory time off that has accrued to the employee's credit for that portion of the leave which is in excess of fifteen (15) days. The first fifteen (15) days of a period of leave that is to exceed fifteen (15) days shall be treated as leave without pay; and, during that period, an employee shall not be scheduled for any vacation leave or compensatory time off that has accrued to the employee's credit. Normally, such leave will not be approved for an employee who is accepting employment outside the State service. Vacation leave shall not accrue during a leave of absence without pay, the duration of which exceeds fifteen (15) days. The Employer shall make every reasonable effort to reinstate the employee to their former assignment. An employee shall be granted leave without pay for the following:

A) **Military Leave.**

- 1) An employee going on voluntary or involuntary military service school training beyond eleven (11) workdays shall be entitled to leave without pay during a period of active duty training. However, reduction in salary will not be made for an FLSA-exempt employee on temporary military leave except for full workweek increments where such leave causes an absence of one (1) of one or more full workweeks.
- 2) An employee who enlists in the military service shall be entitled to a military leave of absence without pay during an initial enlistment period of service with the armed forces of the United States. They shall, upon separation from such service under honorable conditions be returned to a position in

the same 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.

- B) Peace Corps. A regular employee joining the Peace Corps shall be entitled to a leave of absence without pay for at least two (2) years. Such employee shall have the right to return to a position in the same class as their last held position and at the prevailing salary rate without loss of seniority or other employment rights. Failure of the employee to report within ninety (90) days after termination of their service shall be cause for termination.

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## ARTICLE 45 - LEAVE ADMINISTRATION

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### Section 1. Compensatory Time.

Compensatory time for holidays and overtime worked may be accrued to a maximum of two hundred (200) hours of compensatory time per year. The year for computing annual accrual of compensatory time off will run from November 1 through October 31.

On November 1 of each year, employees will elect to do one of the following:

- a. Be paid for all unused accrued compensatory time or,
- b. Carry over up to sixty (60) hours of unused compensatory time into the subsequent year. Any hours carried over will be applied to the annual accrual for the subsequent year.

Subject to the operating requirements of the work unit, the Employer may require up to fourteen (14) days advance notice for requests to use one (1) to four (4) days of compensatory leave. Subject to the operating requirements of the unit, the Employer may require thirty (30) days advance notice for request of five (5) or more consecutive days off.

### Section 2. Vacation Time.

The Employer is committed to providing employees with opportunity to utilize their accrued vacation benefits based on the process identified below. Employees shall be permitted to choose either a split or entire vacation. Subject to the operating requirements of the Agency, including the need to provide patient care, the employees shall have preference of vacation times. Subject to the operating requirements of the work unit, the Agency may require up to fourteen (14) days advance notice for requests to use one (1) to four (4) days of leave. The Agency will respond to such requests within eight (8) days. Subject to the operating requirements of the unit, the Agency may require thirty (30) days advance notice for request of five (5) or more consecutive days off. The Agency will respond to such requests within ten (10) days. In case of conflict in scheduling, vacation times shall be selected on the basis of seniority. That is to say, the employee with the most seniority will be given first opportunity to secure the day(s) in conflict by exercising their seniority (assuming it is available to exercise). If the most senior decides not to do so, then the less senior employee will be given the same opportunity. In instances where neither employee chooses to exercise seniority to secure the day(s), a flip of the coin will be utilized to break the conflict. Each employee will be permitted to exercise their right or seniority only once in each two (2)-year period. The Agency shall use the following procedure for the selection of vacation time:

Vacation time off will be granted in quarterly blocks. Employees will be granted time off only for the next quarter. Exceptions granting leave requests for special events beyond the quarterly process will be considered by the supervisors and local union president. Where such an exception is granted, no employee may later use seniority to secure the vacation time.

Requests must be in writing and the deadline for submission each quarter is as follows:

<b>Time Blocks</b>	<b>Request Received By</b> <b><i>Notice – to be applied as defined below</i></b>
January 1 through March 31	November 15
April 1 through June 30	February 15
July 1 through September 30	May 15
October 1 through December 31	August 15

Requests submitted after the deadline will be considered on a time availability basis. In all instances of late submission, the employee shall forfeit their right to exercise seniority. The institution will grant or deny requests for vacation within eight (8) days of the request.

Employees may also use accrued compensatory time in conjunction with vacation time when scheduling vacations.

Any employee who has requested and/or received a change in assignment, i.e., days off, shift change or unit assignment and has previously approved vacation time off, Management will accommodate previously approved leave.

Section 3. Use of Accrued Time.

Accrued vacation and compensatory time for holidays and overtime worked will not be charged without specific authorization of the employee except:

- A) As provided otherwise in this Agreement;
- B) When an employee is laid off or terminated; and
- C) After an employee has been on leave without pay for more than fifteen (15) days.

Section 4.

Vacations that have been scheduled may not be canceled by the Institution except in the event of an emergency. When unrecoverable vacation deposits in excess of fifty dollars (\$50.00) are incurred by an employee, the vacation shall not be canceled by the Institution. In the event of a schedule change caused by seniority or a transfer at the request of an employee, the provisions of this Section shall not apply.

Section 5.

If schedule issues occur, the Director of Nursing Services has the authority to review the requests and will meet with the local Union president. Such review does not guarantee that the employee's request will be approved.

Section 6. Trauma Recovery.

Nurses who have been directly involved in incidents of on-duty violence shall be approved, upon request, three (3) days of leave to assist in their recovery to be taken as sick leave, comp time off, other accrued leave or leave without pay. Prior notification requirements for leave requests will be waived.

Section 7. Physical Assault Recovery.

In the unfortunate event that a Nurse is physically assaulted in the course of their duties and unable to complete the remainder of their regularly scheduled shift or overtime shift, the Nurse will be paid for the remainder of the shift. The Nurse shall be approved, upon request, three (3) days of leave to assist in their recovery to be taken as sick leave, comp time off, other accrued leave or leave without pay. Prior notification requirements for leave requests will be waived.

*REV: 2015, 2017, 2019*

**ARTICLE 46 - UTILIZATION OF BENEFIT TIME**

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Section 1.

The parties agree that an employee's vacation and compensatory time off is an earned benefit to which the employee is entitled. Therefore, the accrued time will not be utilized except by agreement between the Agency and the employee with the following exceptions:

- A) Compensatory and vacation accrued but unused hours will be paid off upon termination, layoff other than temporary interruption of employment, military leave exceeding thirty (30)

calendar days, educational leave exceeding thirty (30) calendar days and any other leave without pay exceeding fifteen (15) calendar days.

Section 2.

Should an employee wish to take vacation within three (3) months of return from educational or military leave without pay, vacation leave without pay may be granted by the Agency if scheduling of work permits. The vacation period in this instance may not exceed fifteen (15) calendar days and any accrued vacation or compensatory time earned prior to the proposed leave date will be utilized first.

Section 3.

An employee shall be permitted to retain up to sixty (60) hours of paid vacation and/or compensatory leave for use upon returning from continuous OFLA/FMLA. Designation to retain the leave shall be made in writing no later than five (5) calendar days from the commencement of the qualifying leave.

REV: 2017

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**ARTICLE 47 - VACATION AND SICK LEAVE CREDITS UPON TRANSFER**

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Section 1. Vacation.

- A) Upon transfer of an employee with six (6) full months of State service to a different State agency, the employee shall be paid in cash for vacation credit not used.
- B) Upon transfer of an employee with less than six (6) full months of service to a different agency, all vacation credits accrued shall be transferred to the gaining agency.

Section 2. Sick Time.

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

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**ARTICLE 48 - RESTORATION OF SICK LEAVE CREDIT**

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

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**ARTICLE 49 - EFFECT OF LEAVE WITHOUT PAY**

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Time spent on leave without pay in excess of fifteen (15) consecutive calendar days or leave without pay for the purposes of maternity leave in excess of ninety (90) consecutive calendar days shall not be considered as service in determining the employee's eligibility date for a salary increase unless such time has been spent on leave resulting from a job incurred disability.

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**ARTICLE 50 - INSURANCE**

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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 (2<sup>nd</sup>) year of a biennium and the difference in the projected increase in the PEBB composite rate for the following calendar year falls below three point four percent (3.4%), then the COLA will be moved up by one (1) full month for each month it is sufficiently funded by the savings.

See LOA's: [PEBB Member Advisory Committee](#).

REV: 2015, 2017,2019

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## **ARTICLE 51 - INCLEMENT WEATHER/HAZARDOUS CONDITIONS LEAVE**

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### 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 1<sup>st</sup> 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 1 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.

When the Employer/Agency notifies employees not to report to work pursuant to Section 1, prior to the beginning of the work shift the following applies:

- A) FLSA Non-Exempt Employees. Non-exempt employees shall not be paid for the period of the closure. However, employees shall be allowed to use accrued vacation, compensatory time off, personal leave or approved leave without pay for the absence(s).  
A non-exempt employee arriving at work after the Employer/Agency has announced a closure or curtailment of operations may be directed to leave work and if so directed shall not be paid for the remainder of the shift unless utilizing accrued leave as described above. An employee who actually begins work shall be entitled to pay for all actual hours worked.
- B) FLSA Exempt Employees. The 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 3.

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 4. 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 5. Late or Unable to Report.

Where the Agency remains open and an employee notifies their supervisor that they are unable to report to work, or will be late, due to inclement weather 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 6. 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 7. 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 8.

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.

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**ARTICLE 52 - HEALTH AND SAFETY**

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Section 1.

The parties agree to abide by standards of health and safety in accordance with the Oregon Safe Employment Act (ORS 654.001 to 654.295 and 654.991).

Section 2.

Employees and management personnel should both be aware of safety and health regulations and recognize that they have a mutual responsibility to assist in maintaining good health and safety practices, procedures and regulations. These shall include but not be limited to the following:

- A) Use of mechanical safeguards;
- B) Adherence to known safety work practices;
- C) Proper use of personal protective safety devices and wearing apparel;
- D) Adherence to provisions applicable under the Occupational Safety and Health Act.
- E) Management shall provide staff with adequate safety training opportunities to promote a safe work environment.

Section 3.

All staff assisting in behavioral emergencies do so under the clinical direction of the Registered Nurse. Proper safety devices, apparel and equipment shall be provided by the Agency for all employees engaged in work where such items are necessary to meet the requirements of the Workers' Compensation Division. Such items, where provided, must be used.

Section 4.

As soon as possible after initial appointment and annually thereafter, the Agency shall provide tuberculosis screening at no cost to the employee.

Section 5.

If in the conduct of official duties an employee is exposed to serious communicable diseases which would require immunization against, testing for, or treatment of such communicable disease, this will be provided without cost to the employee.

Section 6.

If an employee claims that an assigned job, or assigned equipment is unsafe and for that reason, refuses to do that job or use the equipment, the employee shall immediately contact the employee's supervisor (or the Program Shift Supervisor). The supervisor or Program Shift

Supervisor will come to the unit as soon as practicable to assess and problem solve with nursing personnel. The supervisor or Program Shift Supervisor will assist in resolving the situation. If the supervisor or PNS determines there is a safety issue, the supervisor or Program Shift Supervisor will submit documentation to the program DNS and CNO regarding their findings. Upon request, a copy of the report will be provide to the Local Executive board.

Section 7.

Pending determination provided for in Section 6, the employee shall be given suitable work elsewhere. The Agency shall use its best efforts to schedule such work on the same days and shift as the employee was originally scheduled. If no suitable work is available the employee shall be sent home.

Section 8.

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

Section 9.

All on-the-job accidents or exposure to serious communicable disease are to be reported to the Agency within twenty-four (24) hours of the occurrence on the appropriate Agency occupational injury report form. In the event of a claimed on-the-job accident or occupational disease that involves the care of a physician or lost time from work, the Agency agrees to assist employees with the preparation of the appropriate State Accident Insurance Fund claim form. An employee is expected to fill out this form within two (2) workdays of the physician's care or beginning of time loss.

Section 10.

An employee who has sustained a compensable on-the-job injury shall be reinstated upon demand at the employee's choice to either their former employment or alternative employment within the employing Agency which the Agency has determined is available and suitable, provided that the employee is not disabled from performing the duties of such employment. Certification by a duly licensed physician of the employee's physical abilities and any limitation shall be prima facie evidence that the employee should be able to perform within the certified limits.

Section 11.

Employee representatives on the Hospital Safety Committee shall be volunteers and elected by the bargaining unit.

Section 12.

Nurses who believe there is a threat to the safety of patients or staff specific to nursing practice that has not been addressed through standard procedure or treatment plans shall report in writing this perception to the program DNS and CNO, with a copy to the Local Union President. Upon receipt of such a report, the CNO and Local Union President or designee shall discuss the matter.

Section 13.

All employees represented by Local 3295 will, upon request, be allowed to wear a name badge with the first name (or variant of the first name) and first initial of the last name. This manner of identification will be used in all public documents.

Section 14. 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)
  - a. 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.
  - b. 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.
  - c. 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.
  - d. 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: 2015, 2017

## **ARTICLE 53 - STAFF DEVELOPMENT**

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### Section 1. New Employee Orientation.

- A) Within the first month of employment, all newly hired employee will be provided a general orientation. Such orientation shall include but not necessarily be limited to an explanation of the State's merit system, compensation program, fringe benefits, insurance programs and performance evaluation program.
- B) The OSH orientation may include assigning a mentor to acquaint new employees with nursing standards, policies, procedures and routines. The orientation will be carried out as soon as practical after employment and in accordance with a specific plan. The Labor Management Committee will be given an opportunity to comment on proposed substantive changes prior to implementation.
- C) When assigned to a patient care area, each nurse shall be provided additional orientation to prepare them to the area or assignment. The orientation will include a specific plan

designed for that patient care area. Such an overall plan may be modified for a specific nurse in accordance with the nurse's educational background and work experience.

- D) The Registered Nurse being oriented will not be counted in the staffing complement on any unit.
- E) Regular evaluation of the nurse's performance throughout orientation will occur to identify strengths and additional training or development needs for the nurse.
- F) During general Hospital orientation a Union representative will be allowed to explain the benefits of Union membership.

#### Section 2. Ongoing Orientation

- A) Upon request and with management approval, Registered Nurses will be provided the opportunity to obtain orientation in other programs.
- B) When a Registered Nurse is assigned to a unit other than their own and is not present during inter-shift report, the Registered Nurse will be afforded a reasonable, protected time to review the unit RN report, Kardex, and/or Daybook.

#### Section 3. Continuing Education.

- A) The hospital will continue its practice of providing in-service education for all RN's, on all shifts, on a regular basis.
- B) Employees will work with their manager to scheduled time to complete mandatory and continuing education training. With pre-approval, these trainings will be scheduled so that employee is not in count.
- C) Training for employees may be conducted both during and outside an employee's work schedule. Overtime rules shall apply where the employee's attendance is required by the Agency, when training is not voluntary and the sessions involve time outside the employee's works schedule.
- D) Employees may be granted leaves of absence with pay to attend conferences, seminars, briefing sessions or other functions of a similar nature that are intended to improve or upgrade the individual's skills or professional abilities or enhance the profession. Tuition and other expenses may also be provided. The tuition and other expenses provided by OSH shall be reasonably related to the actual costs of the specific function. If granted, employees will not lose pay, nor will schedules be adjusted so that the conference falls on off days.

#### Section 4.

If Registered Nurses wish to pursue higher education in nursing and are accepted by an education institution, the Hospital may facilitate the employee's efforts by reimbursement of tuition and/or scheduling accommodations subject to budgetary constraints, directives and operating needs.

*REV: 2015, 2017*

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## **ARTICLE 54 - GRIEVANCE AND ARBITRATION**

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#### Section 1.

The grievance/arbitration procedure provides the means by which disputes or problems between the parties which arise concerning the application, meaning or interpretation of this Agreement are to be resolved.

An alleged violation of the Agreement must be taken up at STEP 1 of the procedure within thirty (30) calendar days from the time the employee had knowledge, or in the normal course of events should have had knowledge, of the occurrence which created the problem. Disciplinary actions must be grieved within the thirty (30) calendar day period, except for suspension and discharge which must be grieved within ten (10) calendar days as described in Article 56 (Discipline and Discharge).

#### Section 2.

- **STEP 1.** The employee or the Union on the employee's behalf shall present their grievance, in writing on the "Official Grievance Form" or facsimile, to their immediate supervisor within the appropriate time limit. The written grievance statement shall include, to the best of the employee's understanding:

- A) The date the grievance occurred;
- B) A description of the problem;
- C) The contract provision alleged to be violated; and
- D) The remedy sought.

The supervisor/department head shall investigate the grievance and respond in writing within fifteen (15) calendar days of the receipt of the grievance. If the response is unsatisfactory, the employee shall submit the written grievance and the response from the supervisor/department head at STEP 1 to the Agency at STEP 2. The grievance must be submitted within fifteen (15) calendar days of the receipt of the response at STEP 1.

- **STEP 2.** The Agency Head or their designee shall investigate the grievance and respond in writing with fifteen (15) calendar days of receipt of the grievance. If the response from STEP 2 is unsatisfactory, the written grievance, showing the responses if any from STEP 1 and STEP 2 shall be submitted to the Department of Administrative Services, Labor Relations Unit within fifteen (15) calendar days of receipt of the response at STEP 2. 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.
- **STEP 3.** The Department of Administrative Services, Labor Relations Unit shall investigate the grievance and respond in writing within thirty (30) calendar days of receipt of the grievance.

- **Arbitration.**

- A) Any grievance, having progressed through the Steps as outlined herein and remaining unresolved, may be submitted by the Union to arbitration. To be valid, a request for arbitration must be in writing and received by the Department of Administrative Services, Labor Relations Unit within fifteen (15) calendar days of the receipt of the response from the Department of Administrative Services, Labor Relations Unit review process.

If the grievance is to be submitted to arbitration, a pre-arbitration meeting will be held between the parties in an attempt to formulate a submission agreement to be forwarded to the arbitrator.

If the Union fails to request a list of arbitrators within sixty (60) calendar days of the Union's request to arbitrate, the grievance will be deemed withdrawn with prejudice.

- B) **Selection of the Arbitrator.** In the event that arbitration becomes necessary, the Union and the Employer will request a list of no less than five (5) qualified arbitrators from the Employment Relations Board. The Union and the Employer will select an arbitrator by alternately striking names, with the moving party striking first, one (1) name at a time until only one (1) name remains on the list. The remaining name shall be the arbitrator for the grievance.
- C) 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.
- D) 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 time for which payment is to be made.

### **Section 3.**

The Union has the right to represent the employee at any step in the grievance procedure, or if the employee chooses to represent himself/herself, the Union has the right to be present at any meetings or hearings, to receive copies of the grievance, to receive copies of the responses from each step in the grievance procedure, to advise the Agency/Employer that it believes a settlement was a violation of the Agreement. A union grievance of this nature shall be filed at STEP 3. The provisions of this Section shall not diminish the statutory rights granted the Exclusive Representative in ORS 243.666.

#### Section 4.

Time limits specified in this procedure must be observed unless extended by mutual agreement of the parties in writing. Time periods may be waived or extended at any step during the process set forth in this Article upon mutual agreement of the Parties.

#### Section 5.

At STEP 1, the parties understand that the grievant will explain the grievance and indicate the contract provision(s) violated to the best of their understanding. However, beginning at STEP 2, the parties agree that the description of the problem will be complete and that the contract provision(s) alleged to be violated will be specifically identified.

#### Section 6.

The parties agree to use the "Official Grievance Form" or facsimile for the processing of grievances and that beginning at STEP 2, it shall be complete with all information required on the form at that step.

#### Section 7.

The parties shall meet and discuss a grievance at STEP 2 and 3 of the grievance procedure unless such meetings are mutually waived. Other meetings may be held by mutual agreement.

#### Section 8.

If management fails to provide a written response at any step of the grievance process, the Union must move the grievance to the next step within thirty (30) calendar days of the expiration of the timeframe, or the grievance will be considered withdrawn.

#### Section 9. 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, 2017, 2019

## **ARTICLE 55 - DISCIPLINE AND DISCHARGE**

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### Section 1.

The principles of progressive discipline shall apply to disciplinary actions except when the Agency must take a more immediate action. A regular status FLSA-non-exempt employee may be suspended, reduced in pay, demoted, or dismissed only for just cause. A regular status FLSA-exempt employee may be suspended consistent with the salary status requirements of the FLSA, demoted, or dismissed only for just cause.

### Section 2.

Employees who have completed their initial trial service shall not be subject to suspension and/or discharge except for just cause.

### Section 3.

The Employer is committed to taking appropriate measures in creating and maintaining a professional workplace that is respectful, professional and free from inappropriate behavior pursuant to Agency policy or the Statewide Maintaining a Professional Workplace Policy (#50-010-03).

### Section 4.

A written pre-dismissal notice shall be given to employees who have served their initial trial service period and against whom a charge is presented. Such notice shall include the known complaints, facts and charges, and a statement that the employee may be dismissed. The employee shall be afforded an opportunity to refute such charges or present mitigating circumstances to the Appointing Authority or their designee at a place, time and date set forth in the notice no less than seven (7) calendar days from the date the notice is received. The Agency will email a copy of the notice to the Union Representative of record. The employee shall be permitted to have an official representative present. At the discretion of the Agency, the employee may be suspended with or without pay, consistent with the salary status requirements of the FLSA, or be allowed to continue to work, as specified in the pre-dismissal notice.

### Section 5.

Any unauthorized absence of an employee from duty shall be deemed to be an absence without pay and may be grounds for disciplinary action. Any employee who absents himself/herself for three (3) consecutive work days without authorized leave shall be deemed to have resigned. Such absence may be authorized by the Agency by a subsequent approval of leave with or without pay consistent with the salary status requirements of the FLSA, when extenuating circumstances are found to have existed.

### Section 6.

An employee suspended or dismissed under the provision of this Article must submit a grievance in writing to the Superintendent or designee within ten (10) calendar days of the date a notice of the action is delivered in person to the employee or fourteen (14) calendar days of the date the notice is placed in U.S. certified mail to the most recent address of record. The Agency will email a copy of the notice to the Union Representative.

No employee shall be subject to disciplinary action or separation for:

- A) Disclosure, not prohibited by law, of violation of laws, rules, other improper actions or inefficiency of superior officers or fellow employees.
- B) Adherence to the Nurse Practice Act (ORS 678.301 - 678.410).
- C) Adherence to the Oregon Administrative Rules Chapter 851 established by the Board of Nursing pursuant to the Nurse Practice Act.

### Section 7.

- A) The Agency is committed to conducting investigations in a timely manner. The Agency will make reasonable efforts to begin the investigatory process on potential disciplinary

issues within thirty (30) days of becoming aware of the issue. However, the Parties recognize that circumstances and complexities of individual cases may delay initiation of an investigation. 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. The employee will have the opportunity to consult with a local Union Steward or an AFSCME Council Representative before the interview, but such consultation shall not cause an undue delay.

- B) Upon request, an employee and the employee's representative may view any video recording that is used as evidence in any disciplinary action taken against an employee.
- C) If the investigation of an allegation of patient abuse is not completed within sixty (60) calendar days of the receipt of notice of investigation, the employee may request and shall receive a status update from the Superintendent or designee.

Additional status updates may be requested and shall be provided as is reasonable and practicable, but no more than every fifteen (15) calendar days.

REV: 2017, 2019

## **ARTICLE 56 - RECOUPMENT OF WAGE AND BENEFIT OVERPAYMENTS AND UNDERPAYMENTS**

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### 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 specified elsewhere in this Agreement.

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## **ARTICLE 57 - ABUSE/NEGLECT INVESTIGATIONS**

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### Section 1.

- A) The employee shall be informed in writing of the charges against him/her before the employee is required to respond to questions concerning the complaint or charges.
- B) Management shall attempt to schedule interviews as close to the employee's regular shift as possible. Off-duty staff may be mandated and/or called back to work to be interviewed. Employees are required to participate in initial and follow-up interviews.
- C) Employees shall be notified in writing of the results of the investigation.

### Section 2. Alternative Assignments.

Nurses removed from their usual stations for the duration of the investigation shall be assigned other duties.

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## **ARTICLE 58 - COMPLETE AGREEMENT**

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This contract incorporates the sole and complete Agreement between the Employer and the Union. It is acknowledged that during negotiations which resulted in the Agreement, each and all had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter appropriate for collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. The Agreement shall not be modified in whole or in part except by another written instrument duly executed by the parties.

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## **ARTICLE 59 - TERM OF AGREEMENT**

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### 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*

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## **ARTICLE 60 - TEMPORARY INTERRUPTION OF EMPLOYMENT**

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When the Employer declares that a temporary interruption of employment should be considered because of lack of funds, either party may provide the other with written notice to meet and discuss possible terms of such interruption or alternative options. Such meeting must occur

within thirty (30) days of the declaration. Terms and alternatives shall be subject to mutual agreement by the Union and the Employer. The parties agree that any and all discussions that take place under this Section shall not be subject to the Complete Agreement articles of any of the agreements or constitute interim negotiations under PECBA. In addition, the parties will not be required to use the dispute resolution process contained in the PECBA.

## **ARTICLE 61 - CONTRACTING OUT**

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### Section 1.

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

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

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

### Section 2.

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

### Section 3.

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

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

### Section 4.

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

- A) Require the contractor to hire employees displaced by the contract at the same rate of pay for a minimum of six (6) months subject only to "just cause" terminations. In this instance, the state will continue to provide each such employee with six (6) months of health and dental insurance coverage through the

Public Employee Benefits Board, if continuation of coverage under the Public Employees Benefits Board is allowed by law and pertinent rules of eligibility. Pursuant to Article 37, 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 36, Filling of Positions, this Article shall prevail.
- C) An employee may exercise all applicable rights under Article 37, 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 HRSD Labor Relations Unit all future notices of intent to conduct a feasibility study pursuant to Section 1.

#### Section 6. Review of Contracted Work.

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

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## **ARTICLE 63 – NURSE PRACTITIONERS**

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#### Section 1. Nurse Practitioner Supervision.

Nurse Practitioners shall be supervised and evaluated for their professional performance by Supervising Physicians only. Clinical care issues and caseload assignments will be managed by the Supervising Physician in conjunction with the employee.

#### Section 2. Continuing Education.

- A) Nurse Practitioners shall be allowed one hundred (100) hours of educational leave per biennium, not to include annual hospital-mandated training.
- B) Subject to the availability of resources, the OSH agrees to subsidize training and educational opportunities which the Nurse Practitioner and the Chief Medical Officer agree are appropriate. Requests may include time to prepare for and to take relevant certification and recertification examinations. All requests will be approved or denied based on relevancy, adequate coverage and any other mandates. Nurse Practitioners will arrange for coverage as part of their request to use educational leave. If they are unable to find staff coverage within five (5) calendar days of the scheduled education leave the Nurse Practitioner will inform the Supervising Physician of their efforts to find a staff replacement and the OSH will solicit volunteers. If there are no volunteers, the OSH shall select staff to provide coverage.

- C) Full-Time Nurse Practitioners employed by OSH shall receive an annual allowance of one thousand five hundred dollars (\$1,500) per fiscal year for medical education payable on July 1<sup>st</sup> of each year. Part-time and newly hired Nurse Practitioners employed by OSH shall receive a prorated allowance.

REV: 2017

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## ARTICLE 64 - VOLUNTARY MEDICAL SEPARATION

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### 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

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## ARTICLE 65 – EXIT INTERVIEWS

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- 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

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## **LETTER OF AGREEMENT – ARTICLE 50, PEBB MEMBER ADVISORY COMMITTEE**

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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 - ARTICLE 50, PART-TIME MEDICAL INSURANCE  
COMPUTATION AND SUBSIDY**

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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 50, 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 61, CONTRACT 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 61, 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 – PRACTICE SITE ELIGIBILITY APPLICATION**

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This Agreement is between the State of Oregon, acting through its Department of Administrative Services (Employer) on behalf of the Oregon Health Authority/Oregon State Hospital (Agency) and AFSCME Council 75 (Union).

The Practice Site Eligibility Application determines eligibility for Oregon's provider incentive programs. These programs include the following: Healthcare Provider Incentive Loan Repayment; Oregon Partnership State Loan Repayment Program (SLRP); Primary Health Care Loan Forgiveness (PCLF); and Scholars for a Healthy Oregon Initiative (SHOI).

The Purpose of this agreement is to document OSH's commitment to completing the Site Eligibility Application within ninety (90) calendar days of signing of this Agreement.

Note: This Agreement does not ensure eligibility in any of these programs.

**LETTER OF AGREEMENT – ARTICLE 36 – LATERAL TRANSFER AND PROMOTIONAL  
ELIGIBILITY**

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This Letter of Agreement is executed between AFSCME Council 75 on behalf of the Oregon State Hospital R.N.'s Unit (Union) and the State of Oregon, acting through the Department of Administrative Services, Labor Relations Unit (DAS/LRU) on behalf of the Oregon Health Authority/Oregon State Hospital (Agency).

Parties are in agreement that employees must complete all mandatory training to be eligible for lateral transfer opportunities. All employees will be given the opportunity to complete mandatory trainings in 2019. The requirement for completion of mandatory trainings for eligibility for lateral transfer opportunities will start January 1, 2020.

This Letter of Agreement will expire on January 1, 2020.

## LETTER OF AGREEMENT – ARTICLE 12 - WORK SCHEDULES

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This Letter of Agreement is executed between AFSCME Council 75 on behalf of the Oregon State Hospital R.N.'s Unit (Union) and the State of Oregon, acting through the Department of Administrative Services, Labor Relations Unit (DAS/LRU) on behalf of the Oregon Health Authority/Oregon State Hospital (Agency).

Parties agree that MHRNs shall not be floated to cover a MHT shift.

MHRNs will float to cover LPN shifts when operational needs require a license on a unit. It is the Institution's intention to cover LPN shifts with LPN licenses, whenever possible.

## LETTER OF AGREEMENT – LIMITED DURATION RELIEF POOL

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This Letter of Agreement is executed between AFSCME Council 75 on behalf of the Oregon State Hospital R.N.'s Unit (Union) and the State of Oregon, acting through its Department of Administrative Services, Labor Relations Unit (DAS/LRU) on behalf of the Oregon Health Authority/Oregon State Hospital (Agency).

### Section 1.

Limited Duration employees may be hired to staff the relief pool. Such appointments shall be for a stated period normally not exceeding two (2) years unless the Parties mutually agree to extend the limited duration appointment beyond two (2) years.

### Section 2.

- a. No newly hired person on a limited duration appointment shall be entitled to any layoff rights under this Agreement.
- b. A person appointed from AFSCME regular status within the bargaining unit to a limited duration appointment shall be entitled to rights under the layoff procedure within their Agency.

### Section 3.

A person accepting a limited duration appointment shall be notified of the conditions of the appointment and acknowledge in writing that they accept that appointment under these conditions. Such notification shall include the following:

- a. That the appointment is of limited duration.
- b. The appointment may cease at any time, during the first six (6) months of appointment, or anytime if the need no longer exists or funding is lost.
- c. That persons who accept a limited duration appointment shall have no layoff rights under this Agreement except those provided under Section 2(b) of this Article.
- d. That in all other respects, limited duration appointees have all rights and privileges of other classified employees including but not limited to wages, benefits, and Union representation under this Agreement.

## LETTER OF AGREEMENT – PERS DIVERSION

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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 – HB2016-B BARGAINING

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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

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### 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 10<sup>th</sup> 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 – STATE WORKER TRAINING FUND

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

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

In order to accomplish these goals, the Parties will:

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

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

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

Timeline:

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

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

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

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

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

## LETTER OF AGREEMENT – CONTRACT SPECIALIST

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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 - OVERTIME SELECTION

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This Letter of Agreement is entered into between the State of Oregon by the Department of Administrative Services (DAS), Labor Relations Unit (LRU), on behalf of the Oregon Health Authority (OHA), Oregon State Hospital (OSH), and AFSCME Council 75 (Union).

### Background:

Parties hope that by expanding overtime opportunities to Nursing Management, there will be a decrease of floating MHRNs, a decrease in mandated overtime, and an increase in overall staffing levels, because of the bigger pool of available employees.

### Agreement:

1. Once the overtime bidding block has been completed by MHRNs, any remaining overtime vacancies may be filled by a Nurse Manager holding a non-encumbered RN license.
2. An overtime opportunity outside the overtime bidding block process (i.e. sick leave, self-cancellation, acuity, admissions, etc.) is first staffed by a MHRN who has placed themselves as available for overtime for that shift. If there is no MHRNs to take the voluntary overtime shift, the overtime opportunity may be filled by Nursing Management employee who holds a non-encumbered RN license.
3. A Nursing Management employee who performs the work of an MHRN under this Agreement, will never displace an MHRN.
4. The Parties agree that this is a trial protocol. Parties will have ongoing discussions on the utilization and benefit recognized by this LOA.

This Agreement is effective through June 30, 2019, unless either side chooses to end this LOA beforehand.



**APPENDIX B - SALARY CHARTS**

<b>SALARY SCHEDULE - JULY 1, 2019</b>										
<b>SALARY RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	
30			6808	7133	7470	7826	8199	8585	8993	
31			7133	7470	7826	8199	8585	8993	9418	
33			7727	8096	8488	8895	9320	9769	10237	
36				9418	9865	10333	10824	11337	11874	
<b>SALARY SCHEDULE - JULY 1, 2020</b>										
<b>SALARY RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	<b>STEP 10</b>
30			6808	7133	7470	7826	8199	8585	8993	9418
31			7133	7470	7826	8199	8585	8993	9418	9865
33			7727	8096	8488	8895	9320	9769	10237	10727
36				9418	9865	10333	10824	11337	11874	12436
<b>SALARY SCHEDULE - October 1, 2020</b>										
<b>SALARY RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	<b>STEP 10</b>
30			7012	7347	7694	8061	8445	8843	9263	9701
31			7347	7694	8061	8445	8843	9263	9701	10161
33			7959	8339	8743	9162	9600	10062	10544	11049
36				9701	10161	10643	11149	11677	12230	12809

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**

<u>Salary Range</u>	<u>Pay Range Option</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
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 – REGISTERED NURSES AT THE  
OREGON STATE HOSPITAL

Signed this 5<sup>th</sup> day of September, 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)

Kristina Koos, Labor Relations Manager  
DAS CHRO Labor Relations Unit

Nicole Mobley, Bargaining Member

Angela Isham, Bargaining Member

Angela Nielsen, Bargaining Member

Billy Martin, Bargaining Member

Kemba Olabisi, Bargaining Member



FOR THE AMERICAN  
FEDERATION OF STATE,  
COUNTY AND MUNICIPAL  
EMPLOYEES

Diane Lovell  
AFSCME Council 75 Representative

Nicole Meck  
AFSCME Council 75 Representative

David Lynch, President Local 3295

Robert Crisp, Local 3295 Bargaining Team

Lori Martin, Local 3295 Bargaining Team

Rebecca Ayers, Local 3295 Bargaining Team

Mary Norbeck, Local 3295 Bargaining Team



**DAS** DEPARTMENT OF  
ADMINISTRATIVE  
SERVICES  
**Department of Administrative Services**  
**Chief Human Resources Office**  
**Labor Relations Unit**  
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**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>