

**COLLECTIVE BARGAINING AGREEMENT BETWEEN
STATE OF OREGON AND OREGON STATE POLICE
OFFICERS' ASSOCIATION**

July 1, 2015 – July 30, 2017

TABLE OF CONTENTS

PREAMBLE	7
ARTICLE 1 - RECOGNITION	7
1.1 Recognition.....	7
1.2 Applicability.....	7
1.3 New or Changed Classifications.....	7
1.4 Reclassification.....	7
ARTICLE 2 - MANAGEMENT RIGHTS	7
2.1 General.....	7
2.2 Enumeration.....	8
ARTICLE 3 - COMPLETE AGREEMENT/PAST PRACTICES	8
3.1 Complete Agreement.....	8
3.2 Past Practices.....	8
ARTICLE 4 - NONDISCRIMINATION	9
4.1 Association Activities.....	9
4.2 Non-Discrimination.....	9
ARTICLE 5 - STRIKES	9
5.1 Strikes.....	9
5.2 Lockouts.....	9
ARTICLE 6 - ASSOCIATION BUSINESS	10
6.1 President and Vice President of the Association.....	10
6.2 Executive Committee.....	11
6.3 Worksite Representative.....	11
6.4 Bargaining Time.....	12
ARTICLE 7 - ASSOCIATION ACCESS	13
7.1 Bulletin Boards.....	13
7.2 Department Facilities.....	13
7.3 Access to New Employees.....	13
ARTICLE 8 - ASSOCIATION SECURITY	13
8.1 Dues.....	13
8.2 Fair Share.....	13
8.3 Religious Exemptions.....	14
8.4 New Employees.....	14
8.5 Change in Dues.....	14
8.6 Indemnification.....	14
ARTICLE 9 - EMPLOYEE RIGHTS	14
9.1 Personnel Orders.....	14
9.2 General Procedures.....	14
9.3 When the Investigation Results in Departmental Charges Being Filed.....	16
9.4 Criminal Investigations.....	16
9.5 Lie Detector Tests.....	16
9.6 Use of Force Situations and Motor Vehicle Pursuit Situations.....	17
9.7 Locker Access.....	17
ARTICLE 10 - PERSONNEL RECORDS	17

10.1 Access.	17
10.2 Retention.	18
10.3 Initialing and Copies.	19
10.4 Supervisory Working Files.	19
ARTICLE 11 - DISCIPLINE AND DISCHARGE	19
11.1 Discipline.	19
11.2 Exclusive Remedies.	19
11.3 Appeals.	19
11.4 Pre-Discharge Notice.	20
11.5 Remedies.	20
11.6 Trial Service Employees.	20
11.7 Time Requirements.	21
ARTICLE 12 - SETTLEMENT OF DISPUTES	22
12.1 Grievance Procedure.	22
12.2 Mediation.	24
12.3 Expenses of Arbitration.	24
12.4 Time Requirements.	24
12.5 Group Grievances.	24
12.6 Attendance at Meetings.	25
ARTICLE 13 - TRANSFER	25
ARTICLE 14 - HOURS OF WORK	25
14.1 Scheduling.	25
14.2 Work Shift/Regular Hours.	26
14.3 Work Week.	26
14.4 Work Day.	26
14.5 Work Schedule(s).	26
14.6 4-10 Shift.	30
14.7 Relief Shifts.	31
14.8 Rest and Meal Periods.	32
14.9 Shift/Day Off Trade.	33
14.10 Day Off Rollover.	33
14.11 Travel From Assignments.	33
14.12 Penalty Payments.	34
14.13 Flexible Work Hours.	34
14.14 Dog Handler.	34
ARTICLE 15 - SHIFT SELECTION	35
15.1 Shift Selection.	35
15.2 Eligibility to Vote.	37
15.3 Rotation of Shifts.	37
ARTICLE 16 - ITINERARIES	37
16.1 Fish and Wildlife Itinerary.	37
16.2.1 Drug Enforcement Section Itinerary.	38
16.2.2 Sergeant's Itinerary.	39
16.3 Itinerary Practices.	39
ARTICLE 17 - OVERTIME	40

17.1 Overtime.....	40
17.2 Regular Rate.....	40
17.3 Compensatory Leave.....	40
17.4 Recruit.....	41
17.5 Training.....	42
ARTICLE 18 - CALLBACK, IRREGULAR HOURS, AND OTHER PAYMENTS	42
18.1 Callback.....	42
18.2 Irregular Hours.....	44
18.3 Standby and On-Call Duty Time.....	45
18.4 Pyramiding.....	45
ARTICLE 19 - HOLIDAYS	45
19.1 Holiday Leave Bank.....	45
19.2 Personal Leave.....	46
19.3 Paid Leave Day.....	46
19.4 Work on Thanksgiving, Christmas and New Years.....	46
19.5 Make Up Time.....	46
ARTICLE 20 - VACATION	47
20.1 Accruals.....	47
20.2 Selection of Vacation Times.....	47
20.3 Accrual Limitations.....	48
20.4 Death or Termination.....	48
20.5 New Employees.....	48
20.6 Disallowance of Vacation Time.....	48
20.7 Callbacks from Vacation.....	48
20.8 Cash Out of Vacation.....	50
ARTICLE 21 - SICK LEAVE	50
21.1 Accrued Sick Leave.....	50
21.2 Utilization for Illness or Injury.....	50
21.3 Family Sick Leave.....	51
21.4 Integration with Worker's Compensation.....	51
21.5 Sick Leave Without Pay.....	51
21.6 Funeral.....	52
21.7 Sick Leave Conversion at Retirement or Death.....	52
21.8 Leave Credit Following Re-Employment.....	52
21.9 Confirmation of Ability to Work.....	52
21.10 Sick Leave Donation.....	53
ARTICLE 22 - OTHER LEAVES OF ABSENCE	53
22.1 Criteria and Procedure.....	53
22.2 Voting Leave.....	54
22.3 Jury Duty.....	54
22.4 Military Leave.....	54
22.5 Retirement Counseling.....	54
22.6 Parental Leave.....	55
22.7 Administrative Leave.....	55
ARTICLE 23 - GENERAL PROVISIONS	55

23.1 Posting of New Work Rules.	55
23.2 Partial Closures.	55
23.3 Outside Employment.	56
23.4 Individual Activity Record.	56
23.5 Residence.	56
23.6 Promotions, Demotions and Appointments.	57
23.7 Forensic Services Division Training and Professional Memberships.	57
23.8 Tuition Reimbursement.	58
ARTICLE 24 - SENIORITY	59
24.1 General.	59
24.2 Definitions.	59
24.3 Layoff.	61
24.4 Recall List.	62
24.5 Employee Right of Refusal.	63
24.6 Transfers Directly Resulting From Layoff.	63
24.7 Transfer Procedures.	63
24.8 Moving Expenses.	64
24.9 Involuntary Transfer Return Rights.	64
ARTICLE 25 - COMPENSATION	64
25.1 Wage Scales.	64
25.2 Pay Periods.	68
25.3 Step Increases.	68
25.4 Uniform Allowance.	69
25.5 Plainclothes Allowance.	69
25.6 Duty Differentials.	70
25.7 Rounding.	71
ARTICLE 26 - MEALS, LODGING, AND MILEAGE	72
26.1 Reimbursement.	72
26.2 Special Meal Provision.	72
26.3 General Mileage Reimbursement.	73
ARTICLE 27 - OUT OF CLASS WORK	74
27.1 General.	74
27.2 Rate of Pay.	74
ARTICLE 28 - RETIREMENT PROGRAM	74
28.1 Public Employees Retirement System (“PERS”) Members.	74
28.2 Oregon Public Service Retirement Plan Pension Program Members.	75
28.3 Effect of Changes in Law (Other than PERS Litigation).	75
ARTICLE 29 - INSURANCE	75
29.1 Flexible Benefits Plan.	75
29.2 Employer Contribution.	76
29.3 Purpose of Contributions.	76
ARTICLE 30 - DRUG/ALCOHOL FREE WORKPLACE	77
30.1.	77
30.2.	77
30.3.	77

30.4 Prohibited Conduct.	77
30.5 Alcohol and Drug Tests.	78
30.6 Criminal Conviction.....	81
30.7 Employee Voluntary Use of Employee Assistance or Other Treatment Program.	81
30.8 Medication.	82
30.9 Establishment of Drug-Free Awareness Program.....	82
ARTICLE 31 - SAVINGS CLAUSE	82
ARTICLE 32 - TERM OF AGREEMENT	82
32.1 Term.	82
32.2 Successor Negotiations.	83
APPENDIX A –Team Directed Scheduling	84
APPENDIX B - Forensic Services Division Scheduling	88
APPENDIX C– Letters of Agreement	92
LETTER OF AGREEMENT – 2-A – Background Checks Dispatch Center	92
LETTER OF AGREEMENT – 2-B – Background Checks Recruit Troopers	93
LETTER OF AGREEMENT – 2-C – Background Checks Forensics	94
LETTER OF AGREEMENT – 2-D – Installation Work on Vehicles	95
LETTER OF AGREEMENT – 11-A – Credible Testimony	96
LETTER OF AGREEMENT – 14-A – Honor Guard	97
LETTER OF AGREEMENT – 14-B – Four-Ten (4-10) Shifts	98
LETTER OF AGREEMENT – 14-C – Flexible Work Hours	99
LETTER OF AGREEMENT – 14-D - Exploration of Alternate Length Shifts	100
LETTER OF AGREEMENT – 16-A - Drug Detection Canine Handlers	101
LETTER OF AGREEMENT – 17-A - 207K Waiver	102
MEMORANDUM OF UNDERSTANDING – 20-A – Alternative Vacation Bidding Southern Command Center	103
LETTER OF AGREEMENT – 22-A - Dignitary Funeral	104
LETTER OF AGREEMENT – 23-A – Northern Command Center Labor Management Committee	105
LETTER OF AGREEMENT – 25-A – Lead Worker Differential Southern Command Center	106
LETTER OF AGREEMENT – 25-B- Telecommunicators Pay Plan Implementation	107
LETTER OF AGREEMENT – 25-C - PEBB Composite and 2016 COLA	108
LETTER OF AGREEMENT – 25-D – Lead Worker Differential for the Forensics Division	109
LETTER OF AGREEMENT – 29-A - Insurance, Kaiser Permanente	110
SIGNATURE PAGE	111

PREAMBLE

This contract is agreed to and to be in effect between the State of Oregon, hereinafter referred to as the "Employer"; and the Oregon State Police Officers' Association, hereinafter referred to as the "Association," made and entered into for the purpose of fixing hours, wages and conditions of employment.

ARTICLE 1 - RECOGNITION

1.1 Recognition.

The Association is certified as the sole collective bargaining agent for all employees in the bargaining unit as defined by the Employment Relations Board or by mutual agreement between the parties as provided by statute.

1.2 Applicability.

The provisions of this Agreement shall not apply to any retirees, or persons not authorized to perform the full duties of an Oregon State Police officer, employed on a temporary basis as per past practice, except that such individuals shall be paid at a rate for the classification in which they are employed.

1.3 New or Changed Classifications.

If new classifications are established by the Employer and added to the bargaining unit or if the duties of existing classifications are substantially changed, a proposed wage scale shall be assigned thereto, and the Employer shall forward the new or changed class and proposed wage to the Association for review sixty days prior to implementation. The contract will then be subject to reopening for the sole purpose of negotiating a wage for the class, and only if so requested by the Association. If the parties cannot agree to the pay range after negotiations the matter shall be submitted through the grievance procedure beginning at Step 5. The Arbitrator shall establish a fair and equitable pay scale for the new or changed classification.

1.4 Reclassification.

No downward reclassification of any bargaining unit employee may take effect unless the Employer provides the employee and the Association with sixty (60) days notice of the intended reclassification.

ARTICLE 2 - MANAGEMENT RIGHTS

2.1 General.

All rights and functions, except those which are expressly abridged by this Agreement, shall remain vested with the Employer.

2.2 Enumeration.

The rights of the Employer include, but are not limited to, the exclusive right to determine the mission of the Department, its bureaus, divisions, Regions, stations and posts; set standards of service including quantity and quality of work to be performed; determine the procedures and standards of selection for employment and promotion; train, direct, schedule, test, evaluate, and transfer employees; take disciplinary action for cause up to and including dismissal; relieve employees from duty because of lack of work, funds, or constitutional legislatively directed reductions in service; maintain the efficiency of operations; determine the methods means and personnel by which operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out the Department's mission in emergencies; and exercise complete control and discretion over the Department's organization and the technology of performing its work to include equipment selection and assignment. The Employer has the right to make rules and regulations pertaining to employees. Nothing herein shall be considered a waiver of the Association's rights to collectively bargain any changes in past practices which are mandatorily negotiable.

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See LOAs: [Background Checks Dispatch Center](#), [Background Checks Recruit Troopers](#), [Background Checks Forensics](#), [Installation Work on Vehicles](#)

ARTICLE 3 - COMPLETE AGREEMENT/PAST PRACTICES

3.1 Complete Agreement.

Pursuant to their statutory obligations to bargain in good faith, the Employer and the Association have met in full and free discussion concerning matters in "employment relations" as defined by ORS 243.650(7). This Agreement incorporates the sole and complete agreement between the Employer and the Association resulting from these negotiations. The Association agrees that the Employer has no further obligation during the term of this Agreement to bargain wages, hours or working conditions except as specified below.

3.2 Past Practices.

The parties recognize the Employer's full right to direct the work force and to issue rules, regulations and procedures and that these rights are diminished only by the law and this Agreement, including interpretative decisions which may evolve pursuant to the proper exercise of authority given by the law or this Agreement.

3.2.1 The Employer is not limited, confined, or restricted by past practice, rule, custom, or regulation in making changes in policies, procedures, rules, and regulations to carry out the mission of the Department.

3.2.2 However, this article shall not be interpreted to restrict the Association's right to bargain the impact of mandatory subjects of bargaining or the impact of permissive subjects of bargaining where the Employer is compelled to negotiate over the matter by

state law or by law, bargain the decision. In the case of disagreement between the parties, the Employment Relations Board shall make the decision under this sub-section as to whether the Employer is compelled to negotiate under state law.

ARTICLE 4 - NONDISCRIMINATION

4.1 Association Activities.

The parties agree employees shall have the right to form, join, and participate in the activities of the Association for the purpose of representation matters of employment relations except as modified by provisions of the Agreement. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against because of the exercise of such rights.

4.2 Non-Discrimination.

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to marital status, sex, race, color, creed, religion, national origin, age, political affiliation, sexual orientation or handicapped status, subject to the Employer's right to establish bona fide occupational qualifications. No grievance alleging discrimination may be processed to the arbitration step of the grievance procedure of this Agreement if the employee has a remedy for such alleged discrimination through federal or state law.

ARTICLE 5 - STRIKES

5.1 Strikes.

The Association agrees that it will not initiate, cause, permit, or participate or join in any strike, work stoppage, or work slow-down, or other interruption of Employer services. The members of the Association agree to observe the same restrictions. Employees in the bargaining unit, while acting in the course of their employment, will not honor any picket line established by the Association or by any other labor organization when called upon to cross such picket lines. The Association and its members recognize that participation in such action is contrary to Oregon law. If the Association becomes aware of any such action by any of its members which violates this article, it shall use reasonable, good-faith efforts to encourage and convince the member(s) to discontinue such action.

5.2 Lockouts.

The Employer will not lock out employees as a consequence of any dispute arising during the period of this Agreement.

ARTICLE 6 - ASSOCIATION BUSINESS

6.1 President and Vice President of the Association.

The Employer and the Association recognize the mutual benefit of good labor relations. Furthermore, it is recognized that the President and Vice President of the Association have a unique responsibility of representing the Association membership and working with the Employer to resolve legitimate problems. It is especially prudent to resolve grievances with the Employer at the lowest possible step of the grievance procedure.

6.1.1 The Employer agrees to assign the Association President, and Vice president who remain full employees of the Department of State Police, to the Association Office, and to not assign the Association President/Vice President any regular duties nor will the Association President/Vice President engage in regular duties without Department approval. The Association retains the right to determine the part-time or full-time status of the Vice President. For purposes of training, the President/Vice President shall be required to attend the Department-approved training necessary to maintain their status as a member of the job classification they held prior to taking office. The Employer shall notify the President/Vice President of the training which is required, and the available times for such training during the year. The President/Vice President shall be allowed flexibility to determine which date of a particular training class to attend.

6.1.2 While serving as President/Vice President of the Association, s/he will remain eligible for all benefits including appropriate pension credit, service and non-service connected disability benefits for any disablement that occurs while so retained. At the conclusion of the term of office, the President/Vice President shall be provided with the opportunity to return to the division and worksite at the time s/he assumed the office; or allowed to voluntarily transfer to another worksite in that division where there is an existing vacancy available for which s/he qualifies. Such transfer shall be at no cost to the Employer. The Association will reimburse the state for Employer costs, direct or indirect, and will indemnify the Employer for any and all cost of any claims incurred. The Association shall not be required to reimburse wages paid, (including overtime wages), for services rendered by the President/Vice President of the Association which benefit only the Employer, such as grant overtime, routine patrol, and serving as an instructor at Department training or other similar services.

6.1.3 In the event that the President/Vice President of the Association is unable to perform his/her duties for a period of thirty (30) or more consecutive days as a result of injury/illness or military leave the Association may designate the Vice President to act in lieu of the President and vice versa. In the event that both the President and the Vice President are unable to perform their duties, the Association may designate another member of the State Executive Committee by mutual agreement to serve as provided herein. The Employer must agree to one (1) replacement. Unless prevented by unforeseen circumstances, the Association shall give the Employer at least thirty (30) days advance notice before seeking to implement this Section.

6.2 Executive Committee.

Members of the bargaining unit selected to serve as the Executive Committee of the Association shall be certified in writing to the Superintendent of the State Police. Paid release time shall be granted to the Executive Committee members to engage in PECBA activities and subject to the following limitations:

6.2.1 This provision is limited to eight (8) board members and will not exceed forty (40) hours per month with a maximum yearly allowance of ninety-six (96) hours per board member. All Association activity will be reported on an appropriate time reporting form provided by the Employer.

6.2.2 It is agreed that the rights granted by this provision are subject to the reasonable operating needs of the Department and require prior supervisory approval. Such approval will not be unreasonably denied.

6.3 Worksite Representative.

6.3.1 The Association will provide a list of certified worksite representatives to the Employer upon the signing of this Agreement with one (1) primary representative and such alternates as may be appointed by the Association for each Department identified work site. The Employer must be notified of any change in certified representatives within fifteen (15) days of the effective change; provided, however, that nothing herein shall be construed to limit or otherwise affect the Association's ability to freely select and/or change primary and alternative representatives so long as appropriate notice is provided to the Employer.

6.3.2 Each worksite representative will be expected to perform his/her duties as a representative of the Association on his/her own time. However, it is recognized that from time to time it will be necessary for a supervisor to meet with the worksite representative during the worksite representative's working hours to discuss a written grievance or potential grievance. Discussions or meetings regarding written or potential grievances which occur during the station representative's working hours may be on on-duty time and requires prior supervisory approval for more than de minimus conversations. Investigation of filed grievances shall not be on on-duty time. One (1) worksite representative or regional representative may attend disciplinary interviews during their scheduled work hours and shall be allowed to attend such interviews on on-duty status when the meeting is scheduled at the request of the Employer. No liability or payment is incurred if the interview continues beyond the end of the representatives' scheduled work hours. Only certified representatives shall be eligible to represent employees in the grievance process. Up to two (2) representatives in training may attend disciplinary interviews and utilize association business leave.

When processing grievances, excepting investigations conducted with Department employees, the representative will conduct interviews out of uniform and shall state to

persons contacted during the investigation that s/he is representing the Association and not the State Police.

6.4 Bargaining Time.

Not more than five (5) members of the Association's negotiating team shall be allowed to attend and travel to and from collective bargaining negotiations for a successor to this Agreement on on-duty status. During such travel and negotiations, the bargaining team member shall not receive per diem costs or the use of a Department vehicle. If a negotiations session is scheduled on the regular workday of a member, the member shall be entitled to his/her regular compensation for that day, but shall not be entitled to any overtime payments regardless of the duration of the negotiations session or travel. If a negotiations session or travel is scheduled on the regular day off of a member, the member shall be entitled to straight time compensatory leave not to exceed eight (8) hours. No penalty payments accrue for any changes of schedules due to collective bargaining.

6.5 Other Association Leave.

Members of the bargaining unit shall be entitled to donate accrued but unused vacation time and/or personal leave time to an Association leave bank subject to the conditions set forth in this article.

6.5.1 No more than one thousand (1000) hours may be accrued in the bank. The limitation of one thousand (1000) hours may be exceeded on a case by case basis with mutual agreement.

6.5.2 The time accrued in the bank may be utilized by authorized Association representatives to include all certified officers, bargaining team members, worksite representatives, and other official Association representatives, as paid leave for the purposes of grievance processing and investigation, for conducting training of Association worksite and District (Regional) Representatives, preparation for and travel to management-labor meetings, preparation for collective bargaining and other official Association activities within the scope of the PECBA. The leave specified herein shall supplement the leave provided in this Article.

6.5.3 Such time must be approved in advance by the Association, and shall be in addition to the leave called for by the other provisions of this Article.

6.5.4

The granting of time off used under this section shall be subject to the reasonable operating needs of the Employer.

REV: 2015

ARTICLE 7 - ASSOCIATION ACCESS

7.1 Bulletin Boards.

The Employer agrees to allow separate wall space in each work site, not to exceed 3' x 4', for a bulletin board to be used by the Association for the posting of notices and bulletins relating to the Association. The Association has the right to place a portable bulletin board at any training facility. The Association shall limit its postings of notices and bulletins to such bulletin boards. All postings will be signed and dated by an appropriate Association officer.

7.2 Department Facilities.

The Department of State Police, subject to reasonable operational needs and priorities, shall make every reasonable good faith effort to permit the Association to use Department facilities for Association meetings, with adequate advance notice.

7.3 Access to New Employees.

During the academy training, Association representatives will be permitted access to new employees up to a two (2)-hour non-compensable period during a scheduled orientation. Such visit shall be scheduled for a classroom at the Academy or other training site, and shall be held during other than the lunch hour. Association members may remain at the Academy or other training site to further discuss the Association after the new employees regularly scheduled day ends. The Employer will make a good faith effort to encourage new employees to attend.

The Association representatives will be permitted access to other new employees during their scheduled work day for purposes of orienting new bargaining unit employees about the Association.

ARTICLE 8 - ASSOCIATION SECURITY

8.1 Dues.

The Employer shall deduct Association dues from the salary check each month of employees who are members of the Association.

The amounts deducted shall be transmitted within ten (10) days to the Association. The Employer will not be held liable for good faith check-off errors but will make proper adjustments with the Association for errors within a thirty (30)-day period.

8.2 Fair Share.

Employees who are not members of the Association shall make payments in lieu of dues to the Association. Such payments shall be in the amounts as allowed under state law for fair share. The Employer shall deduct from the paycheck of each employee, each month, the payments for

regular dues or payments in lieu of dues, and shall remit the same to the Association within ten (10) days after the deduction is made.

8.3 Religious Exemptions.

Any employee who is a member of a church or religious body having bona fide religious tenets or teachings which prohibit association with a labor organization or the payment of dues, or payment in lieu of dues to a labor organization, shall pay an amount of money equivalent to regular Association dues, initiation fees and assessments to a non-religious charity, or to another charitable organization mutually agreed upon by the employee affected and the Association. The employee shall supply proof to the Employer, each month, that this has been done.

8.4 New Employees.

The Employer will notify the Association, in writing, of new employees hired within the bargaining unit, within thirty (30) days after their hire date, and will furnish the Association their name, mailing address, and class title.

8.5 Change in Dues.

If the Association desires to change its dues during the term of this Agreement, the Employer will notify the Association of the reasonable costs of reprogramming its computers to accommodate the change in dues. If the Association elects to change its dues after receiving such notice, the costs of reprogramming shall be borne solely by the Association.

8.6 Indemnification.

Provided the Employer acts in good faith, the Association will indemnify, defend, and hold the Employer harmless against any claims made and against any suit instituted against the Employer as a result of the Employer's enforcement of the above provisions.

ARTICLE 9 - EMPLOYEE RIGHTS

9.1 Personnel Orders.

The Employer will provide the Association President with copies of all personnel orders as soon as the personnel orders are issued. As used in this section, "personnel orders" shall be defined as all written notices of actual disciplinary actions, notices of intent to take disciplinary actions, transfer notices, promotion notices and termination notices.

9.2 General Procedures.

Any employee who will be interviewed concerning an act, which, if proven, could reasonably result in disciplinary action against him or her will be afforded the following safeguards:

9.2.1 The employee will be informed prior to the interview if the Employer believes the employee is a subject of the investigation.

9.2.2 Prior to any interview where the Employer may impose corrective action upon the employee as a result of the underlying incident, the employee will be informed, if known, of the approximate date of occurrence, the approximate location of the occurrence, the nature of the investigation and allegations, provided with a copy of the investigative report to date including witness statements and documents, if available, and informed of and afforded the opportunity to consult with an Association representative. The Interview will be conducted without reasonable delay, at a mutually agreeable time and place. If after the complainant is interviewed regarding an action or inaction of the employee, and further investigation is deemed necessary, the employee shall be notified in writing of the complaint as soon as is practicable. This requirement will not apply where the employee is under investigation for violations of the Controlled Substances Act, or violations which are punishable as felonies or misdemeanors under Oregon Law. Also the employee will not be notified if doing so would jeopardize the criminal investigation.

9.2.2.1. When the Employer serves notice to the employee of personnel review and underlying conduct, the employee may opt to waive the personnel investigation and stipulate to the alleged conduct. The stipulation will be the sole discretion of the Employer. The employee may make reasonable inquiry to the level of corrective action they shall receive, if they offer a stipulation, prior to waiving the personnel investigation. The Waiver of Investigation option will be reflected on the OSPOA Personnel Notice Form.

9.2.3 With the exception of telephone interviews, interviews shall take place at Department facilities, or elsewhere if mutually agreed, unless an emergency exists which requires the interview to be conducted elsewhere.

9.2.4 The Employer shall make a reasonable good faith effort to conduct these interviews during the employee's regularly scheduled shift, except for emergencies or where interviews can be conducted by telephone. However, where the Superintendent or Deputy Superintendent is a party to any interview, the Employer may schedule the interview outside of the employee's regular working hours as long as the appropriate overtime or irregular hours payments are made. Where an employee is working on a graveyard shift, the interview can be scheduled contiguously to the employee's shift so long as appropriate overtime or irregular hours payments are made.

9.2.5 The employee will be required to answer any questions involving non-criminal matters under investigation and will be afforded all rights and privileges to which s/he is entitled under the laws of the State of Oregon or the United States.

9.2.6 Interviews shall be done under circumstances devoid of intimidation, abuse, or coercion.

9.2.7 The employee shall be entitled to such reasonable intermissions as s/he shall request for personal necessities.

9.2.8 All interviews shall be limited in scope to activities, circumstances, events, conduct or acts which pertain to the incident which is the subject of the investigation. Nothing in this section shall prohibit the Employer from questioning the employee about information which is developed during the course of the interview.

9.2.9 If the Department, Association or employee tape records the interview, a copy of the complete interview of the employee, noting all recess periods, shall be furnished, upon request, to all parties. If the interviewed employee is subsequently charged and any part of the recording is transcribed by the Employer, the employee shall be given a complimentary copy thereof.

9.2.10 Interviews and investigations shall be concluded with no unreasonable delay.

9.2.11 The employee shall be advised of the results of the investigation and any future action to be taken on the incident.

9.3 When the Investigation Results in Departmental Charges Being Filed.

After the investigation is complete, the employee and Association will be furnished with a copy of the completed investigative report which will contain all known material facts of the matter to include any tape recording at no cost. The employee and Association will also be furnished with the names of all witnesses and complainants who will appear against him or her and/or whose statements will be used against him or her. This obligation shall continue after charges have been filed against the employee.

9.4 Criminal Investigations.

This article shall not apply to criminal investigations conducted by the Department. In such criminal investigations, the following procedures shall be followed prior to the commencement of the interview: (1) The investigator shall notify the employee of the criminal nature of the investigation; (2) The investigator shall notify the employee that a refusal to answer questions asked by the investigator will not be a basis for disciplinary action against the employee. The employee has the right to not participate in the interview, and the right to terminate the interview, without resulting discipline.

9.5 Lie Detector Tests.

The Employer will comply with state law with respect to the giving of polygraph or voice stress indicator.

9.6 Use of Force Situations and Motor Vehicle Pursuit Situations.

Employees involved in the use of force or motor vehicle pursuit shall be advised of their rights to and allowed to consult with an Association representative or attorney prior to being required to give an oral or written statement about the use of force, for the purpose of administrative review of the event. Day to day supervision critique may be offered by the Employer in the administrative review. If the Employer wishes to interview an employee of underlying conduct that may result in corrective action, appropriate notice will be provided, consistent with 9.2.2. Such right to consult with a representative or with counsel shall not unduly delay the giving of the statement. The Employer will not compel a Trooper under criminal investigation to submit written reports of the Use of Force or Motor Vehicle Pursuit event, including, but not limited to, the utilization of Deadly Physical Force.

9.7 Locker Access.

Upon request, the Department will provide a padlock to employees for their locker. The combination and/or key to the lock will also be maintained by the appropriate station, Region, or Division Commander.

If the Department needs to gain access to a locker, or other Department equipment in which the Association member may have private items stored, the member may choose to return in a timely manner to the Department to open that item. The Department will not incur financial liability from the member's choosing to return to provide access. Upon opening, the Department will obtain only the item needed and will not search through the locker, or closed containers within it.

REV: 2015

ARTICLE 10 - PERSONNEL RECORDS

10.1 Access.

10.1.1 Employee. Upon request, any bargaining unit member shall have the right with reasonable prior notice to the Employer, to review his/her personnel file during normal office hours. A certified copy of the employee's complete file shall be given to the employee upon their request, unless the employee agrees to less than the complete file. The employee shall not have access to background investigations or references from previous Employers. With the exception of references from previous Employers and background investigation reports, the employee may request and shall be provided with a copy of any information in his/her personnel file.

However, the Employer reserves the right to charge a reasonable copying fee for additional copies of materials in the personnel file which shall be set by the Department. The "Official" personnel file shall be the central personnel record at General Headquarters. The employee shall be entitled to place a letter(s) of rebuttal into his/her personnel file with respect to any item(s) in the file. Employees must have proper identification and examine their file in the presence of the Human Resources Director, or designee. Employees shall not remove any material from their files.

10.1.2 Other Persons. The only other persons permitted to have access to the contents of an employee's personnel file, excluding background investigations and references from previous employers, are a designated representative of the employee having the employee's signed authorization and the Employer's agent/representative for defense when any employee presents a claim against the State. The Employer's authorized staff shall have access to the employee's entire personnel file.

10.2 Retention.

Retention schedule shall be as follows in compliance with the State Archivist's rules. Material attached to and a part of any document identified below shall carry the same retention period as the document itself.

10.2.1 Permanent Retention.

Employment Application	Applicant Investigation
Pre-appointment Interview	Medical History
Medical Examination	Oath of Office
Permanent Appointment Letter	SAIF Reports on Accidents
Summary Training Record	Employee Leave
Promotion Letters	Transfer Letters
Special Weapons Approval	Off-Duty Employment Approval

10.2.2 Four-Year Retention. Notice of disciplinary action resulting in loss of time or pay.

10.2.3 Three-Year Retention. All reports, letters and other correspondence, including commendations and reports of discipline not included under Sections 10.2.1 or 10.2.2.

10.2.4 Records will be purged from an employee's personnel file in accordance with the above retention schedule. The above retention schedules do not prohibit the Employer from purging records pursuant to State Archivist Rules. Records of disciplinary action which have been purged from an employee's personnel file in accordance with this section may not be introduced into evidence by either party at grievance arbitration hearings for the purpose of showing the past discipline, unless the purged record is referred to in a document that has not been purged from the employee's personnel file and at the time the reference was made, the purged document was also in the personnel file.

10.2.5 Materials concerning discipline shall not be placed in an employee's personnel file until the employee has exhausted all appeals available through the grievance procedure. If discipline is reversed or otherwise rendered invalid, all records pertaining to the discipline shall be sealed until they are purged. Nothing shall prevent the Department from taking the underlying facts and sanctions of a pending appeal into consideration when considering future disciplinary actions or performance appraisals.

10.3 Initialing and Copies.

Employees shall initial and contemporaneously be provided copies of all disciplinary materials placed in their personnel files.

10.4 Supervisory Working Files.

Only one (1) official personnel file will be maintained on an employee. The official personnel file is located in the Human Resources Services Section at GHQ. However, the supervisor may maintain a supervisory working file which shall include notes on an employee's job performance for the explicit purpose of preparing employee performance evaluation reports. The working file will be purged no later than one (1) year subsequent to the completion of the evaluation. Any dispute arising from this section will be subject to Article 12 – Settlement of Disputes.

Within three (3) business days of an employee's request to his/her direct supervisor, he/she shall be allowed to inspect the supervisor's working file. An employee requesting to examine his/her supervisor's working file shall do so in the presence of his/her supervisor, or designee. Employees shall not remove any material from their file. Employees shall be given upon request a copy of their supervisor's working file dated and certified as complete.

10.4.1 Adverse Comments.

No adverse information shall be placed in the personnel or supervisor file without first discussing the related issue with the employee. Documentation placed in the supervisory working file shall have the date of the discussion noted by initial or email confirmation.

REV: 2015

ARTICLE 11 - DISCIPLINE AND DISCHARGE

11.1 Discipline.

Disciplinary action, including discharge, shall be only for just cause. The employee may choose an unpaid suspension in lieu of an economic sanction. Such suspension will be leave without pay and will not count as hours worked for purposes of overtime calculation.

11.2 Exclusive Remedies.

The parties agree that the procedure herein described shall completely and fully supplant the remedies and procedures established in ORS Chapter 181.290 to 181.350 and employees are no longer entitled to the protection of those procedures.

11.3 Appeals.

Within fifteen (15) days of the Association's receipt of notice of disciplinary action (except for discharge), the Association may appeal the discipline by filing a notice of appeal of discipline with the OSP Human Resources Services Section. The notice of appeal shall state the date the disciplinary action notice was received by the Association, article(s) and an explanation of why

the discipline was not for just cause. Within ten (10) days of the receipt of the notice, the Superintendent or his designee shall meet to discuss the appeal. The Superintendent or his designee shall respond within fifteen (15) days from the meeting date. The Association may advance the grievance appeal to arbitration within fifteen (15) days of the date of response or the date the response is due whichever is sooner. The arbitration appeal must be contemporaneously submitted to the Department of Administrative Services (DAS) Chief Human Resource Office, Labor Relations Unit in writing, and include a copy of the discipline, the response of the Department and a statement of the response for the appeal. The parties agree to schedule arbitration as soon as is practicable. Verbal reprimands cannot be grieved. Any personnel investigation which results in a verbal reprimand will be documented on the personnel complaint form and a copy of the complaint form sent to the Association. Discharge from employment may be appealed directly to arbitration (within fifteen (15) days of the effective date of the discharge) as provided herein.

11.4 Pre-Discharge Notice.

A written pre-discharge notice shall be given to a regular-status employee who is being considered for discharge. Such notice shall include the known complaints, facts and charges and a statement that the employee may be discharged. The employee shall be afforded an opportunity to refute such charges or present mitigating circumstances to the Employer at a time and date set forth in the notice, which date shall not be less than seven (7) calendar days from the date the notice is received or, at the option of the employee, by written response by that date. The employee shall be permitted to have an Association representative present.

11.5 Remedies.

Any employee found to be unjustly disciplined or discharged may be reinstated with full compensation for all lost time and with full restoration of all other rights and conditions of employment, unless otherwise provided by the Arbitrator.

11.6 Trial Service Employees.

Probation for newly hired and reclassified OSPOA represented employees is as follows:

11.6.1 Any newly hired employee in an unclassified/sworn position (other than Sergeant) is subject to a probationary period of eighteen (18) months. A newly promoted Sergeant will serve a probationary period of six (6) months; this probationary period may be extended by mutual agreement. A Sergeant who fails to successfully complete the probationary period will return to a position in the classification previously held at the same rate of pay.

11.6.1.1 Sworn employees' probation may, by mutual agreement, be extended if the employee is on paid administrative leave as the result of an investigation into allegations of misconduct. The extension shall be equal to the period of time the employee is on paid administrative leave, but no longer than ninety (90) days if

on paid administrative leave during the first twelve (12) months, or sixty (60) days if on paid administrative leave after the first twelve (12) months. Agreement shall not be unreasonably withheld.

11.6.2 Any newly hired employee in a classified/non-sworn position is subject to a twelve (12) month probationary period which may be extended for up to six (6) additional months by mutual agreement of the Association and the Department.

11.6.3 Any represented employee who is placed in a different classification is subject to a probationary period of twelve (12) months except as provided below:

11.6.3.1 A reclassified employee placed in a sworn classification who is either currently in a non-sworn classification or is currently in a sworn classification but has not attended and completed basic recruit school is subject to a probationary period of eighteen (18) months.

11.6.3.2 A reclassified employee who goes from Criminalist 3 to a Forensic Scientist Classification, Recruit to Trooper or Trooper to Senior Trooper is not subject to any probationary period.

11.6.4 A newly hired probationary employee is entitled to all rights and privileges under this Agreement except:

11.6.4.1 Where otherwise specifically noted; and

11.6.4.2 The right to grieve discipline and discharge.

11.6.5 Reclassified employees while on probation will have the same rights as set forth in 11.6.4 except these employees shall have the right to grieve discipline and discharge providing the employee has successfully completed the employee's previous classification trial service period. The Employer may, however, return the reclassified probationary employee to his/her former classification at any time during the probationary period, and such action by the Employer shall not be grievable.

11.6.6 If at any time during the probationary periods set forth in this article the employee takes a continuous leave of twenty-one (21) calendar days or longer in duration, the probationary period may, at the Employer's discretion be extended by a like amount.

11.6.7 The Department agrees to notify the Association twenty-four (24) hours in advance of its intent to terminate or discipline a newly hired probationary employee.

11.7 Time Requirements.

11.7.1 The Department must interview the employee within one hundred-twenty (120) calendar days of the time the Department becomes aware of the alleged misconduct. The

findings of fact in personnel investigations shall normally be rendered within ninety (90) calendar days of the time the Department first (1st) interviews the employee.

11.7.2 The Department shall communicate the level of corrective action within thirty (30) calendar days of receipt of the employee response to the finding of fact, unless the response requires additional investigation. If the employee response requires additional investigation by the Department, the subsequent investigation shall be completed within thirty (30) calendar days. The thirty (30) calendar day requirement will initiate after the subsequent investigation is complete and original findings of fact are either confirmed or amended.

11.7.3 Except in criminal investigations and investigations that involve an employee who is incapacitated or unavailable, discipline shall be rendered no later than six (6) months from the date the Department first (1st) interviews the employee who is the subject of the investigation.

11.7.4 Time frames referenced in this Article 11.7 may be extended through mutual agreement. Except in cases of termination, no discipline stemming from a personnel investigation may exceed a verbal reprimand if the Employer has not complied with this Section. This section shall not apply to criminal investigations or investigations that involve an employee who is incapacitated or unavailable.

REV: 2015

See LOA: [Credible Testimony](#)

ARTICLE 12 - SETTLEMENT OF DISPUTES

12.1 Grievance Procedure.

The parties agree that for the purpose of this Agreement, a grievance shall be defined as a dispute regarding the meaning, interpretation or application of this Agreement and that such dispute shall be settled as provided in this Article. Discipline and discharge shall be handled as described in Article 11.

Step 1. The affected employee and/or the Association shall submit the grievance in writing to a supervisor of the employee within thirty (30) calendar days after the grievant becomes aware of its occurrence as follows:

Grievances challenging non-disciplinary compensation matters: The date on which the employee is paid or not paid.

Other grievances alleging contract violations (non-disciplinary): The date the employee knows or should have known of the violation.

The grievant shall state the facts of the grievance, as known at the time, the Agreement article(s) alleged to be violated and the remedy sought.

Within twenty (20) days of the filing of the grievance a meeting shall be held either in person or telephonically between the grievant and the designees of the Association, OSP Human Resources Services Section, supervisor, and the Region Division Commander. The grievant must participate in this meeting. If the grievant is unavailable due to circumstances beyond the grievant's control, then the twenty (20)-day provision shall not apply and the meeting shall be scheduled as mutually agreed. The Supervisor or his/her designee shall respond to the grievance in writing to the grievant and the Association President within ten (10) days of the meeting.

If the meeting is not held within twenty (20) days and the parties have not agreed to an extension, the grievance will be deemed withdrawn if the failure to meet is the fault of the Association. If the failure to meet is the fault of the Employer, the appropriate remedy will be deemed granted and implemented. Any default resolution pursuant to this provision is non-precedential.

The response to a written grievance at this level shall not set a precedent for any future written grievance, and shall not be introduced as evidence of past practice or for any other purpose in an arbitration proceeding. This provision shall apply only to grievances over matters which may differ from station to station or region to region but specifically shall not apply to disciplinary grievances. Nothing in this Section shall be interpreted to allow Management or the Association to violate this Agreement.

Step 2. If the grievant/Association is not satisfied by the Step 1 response, he/she/it may, within fifteen (15) calendar days after the Step 1 response is due or received, whichever is sooner, submit the grievance to the OSP Human Resources Services Section. Within twenty (20) days, a meeting shall be held either in person or telephonically between the designees of the Association, Bureau Commander or Agency Designee, and Department of Administrative Services. The Director shall respond in writing within ten (10) days of the meeting to the grievant and the Association. If the parties do not meet within twenty (20) days and have not agreed to extend the time, the grievance shall be deemed resolved in the manner provided in Step 1.

At Step 1 and 2, the parties may mutually agree to extend the twenty (20) days provided for in this Article.

Step 3. If the grievance is still unsettled, the Association may, within fifteen (15) calendar days after the Step 2 response is due or received, whichever is sooner, notify the Employer of its intent to arbitrate addressed to the Labor Relations Unit of the Department of Administrative Services. The State Employment Relations Board shall be requested to submit a list of seven (7) arbitrators. The parties shall alternately strike three (3) names from the list, with the first strike being determined by lot, and the remaining person shall be the arbitrator. The designated arbitrator shall hear both parties as soon as possible on the disputed matter and shall render a decision within thirty (30) calendar days of the hearing.

The arbitrator's decision shall be final and binding on the parties. The arbitrator shall have no power to alter, modify, amend, add to or detract from the terms of the Agreement.

12.2 Mediation.

Subsequent to a timely request for arbitration and prior to the selection of an arbitrator, either the Chief Human Resource Office, Labor Relations Unit, or the Association may request mediation of the grievance. If both parties agree to mediation, it will be scheduled and conducted by the Conciliation Service Division of the Employment Relations Board. Mediation is not a mandatory step of the grievance procedure. A party's unwillingness to participate in mediation, or the particular matters discussed in mediation other than the facts of the case, shall not be admissible in any subsequent arbitration hearing.

12.3 Expenses of Arbitration.

Expenses for the arbitration shall be borne by the non-prevailing party; however, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim recording of the proceedings, it may cause such a record to be made, provided it pays for the record. If the other party desires a copy, both parties shall jointly share the cost of the transcript, all copies, and all other recording and/or transcription costs.

12.4 Time Requirements.

If the Employer fails to issue a written response within the time limits, the Association may advance the grievance. Time limits referred to in this Article may be waived by mutual agreement in writing.

12.5 Group Grievances.

The Association may file a group grievance at Step 2 of the grievance procedure, within thirty (30) calendar days after the grievant becomes aware of its occurrence. The parties may mutually agree to remand the grievance to Step 1. Such grievance shall identify the class of employees covered by the grievance, the Agreement article alleged to be violated, the facts of the grievance available, and the remedy sought. The Department's obligation to respond to the grievance shall not begin to run until the Association submits to the Department a list of all the names of employees covered by the grievance and the facts of each employee grieving. If the Association does not submit this information within thirty (30) days of the filing of the grievance, the grievance is deemed to be withdrawn. The Department's potential liability extends only to the named grievant. Failure to identify the facts of an employee's grievance constitutes withdrawal from the group grievance of that employee.

12.6 Attendance at Meetings.

Grievants shall be allowed to attend arbitration hearings and to travel to and from such hearings on on-duty time. Where the parties agree to meet in other than a grievance arbitration setting in an attempt to resolve a grievance, and where the parties mutually agree that the attendance of the grievant is necessary, the grievant shall be allowed to attend meetings under the grievance procedure and to travel to and from the meeting on on-duty time. If the attendance at the meeting or hearing requires an overnight stay by the grievant, the responsibility for per diem costs shall be borne by the grievant, not the Employer. Grievant shall not be entitled to receive irregular hours or overtime for such time.

REV: 2015

ARTICLE 13 - TRANSFER

The reimbursement, rates, allowances and other financial compensations for transfer shall be at the levels in effect in the Policies, Rules, Procedures Manual, unless otherwise modified by this Agreement.

When the Department has to transfer bargaining unit employees, it will attempt to seek volunteers first.

ARTICLE 14 - HOURS OF WORK

14.1 Scheduling.

This article does not prevent the Employer from rescheduling employees contrary to its provisions as long as overtime compensation is paid subject to applicable rules and laws.

Team Directed Scheduling (TDS) is set forth in Appendix A. The selection for TDS, the method of scheduling, and the parameters for the operation of TDS is set forth in Appendix A attached to this Agreement. Groups participating in TDS shall be subject to the terms of this Agreement unless excluded in Appendix A.

The employees on TDS will continue their current scheduling practices

Except for specific provisions of this Agreement to the contrary, a scheduling supervisor may develop a schedule based upon the operational needs of the individual worksite. In consideration of such schedule, neither the 5x8 or 4x10 shift will be declared a "default" schedule. Notwithstanding this however, for worksites where there is the need to change a current schedule because the shift may/has adversely affect(ed) a Department operational need, the scheduling supervisor may, in developing a different schedule, use a 5x8 schedule, a 4x10 schedule, or any combination thereof.

14.2 Work Shift/Regular Hours.

Except for specific provisions of this Agreement to the contrary, each employee shall be scheduled to work on a regular shift, shall have regular starting and quitting times, and shall have regular hours of work each day that are consecutive. Any employee may, with the Employer's approval, split his/her shift into segments. No employee may be discriminated against for failure to volunteer for a split shift. When an employee works a split shift, the number of hours worked in a twenty-four (24)-hour period must total a minimum of the number of hours in the employee's regular work shift. The working of split shifts under any other circumstances than those set forth above shall subject the Employer to overtime liability.

14.3 Work Week.

Except for specific provisions of this Agreement to the contrary, the workweek shall be from 12:01 a.m. Sunday to 11:59 p.m. Saturday. Days off shall be consecutive, followed by consecutive workdays not to exceed five (5) except for shift changeovers, relief shifts, rotating days off, and voluntary day off changes. Employees shall not have their days off involuntarily changed except for shift changes, relief shifts, rotating days off, or voluntary day off changes. Employees may have their days off involuntarily changed for training no more than once in a calendar year over a two week work period with 28 days notice.

Daily overtime will be paid for hours worked in excess of the scheduled shift in accordance with Article 17. Weekly overtime will be paid upon completion of forty (40) hours of work. Except as provided in 17.1.4, all paid leave counts as hours worked for purposes of the overtime threshold. Overtime callback hours on a day off are not cumulative on the forty (40) hours for the week.

For non-sworn employees, shift changeovers, relief shifts, rotating days off, and voluntary day off changes have the potential to create long and short workweeks. When this occurs, overtime will be paid for the long weeks where more than forty (40) hours have been worked. During the short weeks (less than forty (40) hours), forty (40) hours of work will be scheduled. At the employee's option, the employee will be allowed to use the appropriate paid leave for the additional hours that were scheduled to equal forty (40) hours.

If the parties mutually agree, the definition of workweek may be redefined for the purposes of implementing alternative schedules.

14.4 Work Day.

Except for specific provisions of this Agreement to the contrary, the work day shall be a minimum of eight (8) hours including meal periods, rest periods, briefing and training periods.

14.5 Work Schedule(s).

This section applies to schedules under Articles 14 and 15.

14.5.1 A tentative twenty-eight (28)-day work schedule shall be posted seven (7) calendar days in advance of the twenty-eight (28)-day work period except for employees on itineraries and the posting requirements under Article 15.

14.5.2 The start/stop times set forth in the schedule may be adjusted without penalties subject to the notice requirements set forth below for the following reasons:

- (a) Emergencies.
- (b) Operating needs.
- (c) Training.
- (d) Cover/replace employees who have scheduled compensatory leave.
- (e) Holiday coverage (Article 14.5.8 and 14.5.9)
- (f) Voluntary adjustments

14.5.3 There will be a minimum of ten (10) hours off between scheduled shifts and/or adjusted shifts. Where the employee is to report for their next scheduled shift when there has been a period of less than ten (10) consecutive hours off due to court, callback, or other unscheduled work assignment, the employee may, with mutual agreement, adjust his/her shift in order to have ten (10) consecutive hours off.

14.5.3.1 The notice requirements to avoid penalty are:

- (a) Emergencies – none.
- (b) Operating needs – seven (7) days.
- (c) Training – twenty-eight (28) days.
- (d) Replacing employees who have scheduled compensatory leave - seven (7) days.
- (e) Holiday coverage – twenty-eight (28) days to post, seven (7) days to adjust.

14.5.3.2 The notice required herein is to be in person or written notice on a normal workday. Otherwise, notice requires personal or telephone contact.

14.5.4 Definitions.

Emergency: An unforeseen combination of circumstances calling for immediate action which requires additional personnel resources. Schedule changes due to events with advance notice would not be considered emergencies.

Operating Needs: For purposes of this section, the following non-emergencies are not operating needs: monthly shift changes, court appearances, training, implied consent hearings, emphasis patrols, adjustments for patrol coverage due to vacation and sick leave usage.

14.5.5 If a schedule is adjusted pursuant to this section for reasons other than training, the remainder of the employee's work week will be adjusted so that the employee's start time will be within two (2) hours of the adjusted shift unless the employee desires to return to their original work schedule for the remainder of their work week.

If a schedule is adjusted for training, the remainder of their work week will also be adjusted within a four (4) hour window and the employee may elect to return to their regular shift.

There is no penalty to the Employer for an employee voluntarily returning to their regular shift.

14.5.6 Penalty.

- (a) Schedule adjustments which are not emergencies and for which appropriate notice has not been given shall result in the employee being paid time and one-half (1 ½) without adjustment of the employee's regular salary for all hours worked outside the employee's regular (unadjusted) schedule.
- (b) When an employee has his/her schedule adjusted for reasons other than training and the adjustment is for more than one (1) day in a work week, the obligation to pay time and one-half (1 ½) under this section only applies to the first day of the adjustment unless subsequent adjustments are made during the work week. Schedule adjustments for training where less than twenty-eight (28) days notice but more than seven (7) days notice has been given, the penalty shall apply only to the first day of the adjustment.
- (c) Employees on trial service (except as provided in Articles 17.4 and 17.4.1) schedules may be adjusted with seven (7) days notice without penalty to facilitate completion of training.
- (d) An adjustment with appropriate notice under this section shall not create an overtime liability under the definition of work day in Article 14.4.

14.5.7 Voluntary Adjustments.

An employee may voluntarily with prior supervisory approval adjust both his/her start/stop times and his/her days off without penalty to the Employer. If an employee voluntarily adjusts his/her days off the adjustment shall occur within the work week for non-sworn employees and within the twenty-eight (28)-day cycle for sworn employees. If approval is not granted, the decision is final and not subject to the grievance procedure.

14.5.8 Holiday Coverage Schedule.

A Holiday Coverage Schedule shall be posted twenty-eight (28) days in advance of a holiday period. The schedule shall identify those employees assigned to work and their work hours during the holiday period. There will be no schedule adjustment penalty providing there is a rest period of at least ten (10) hours between scheduled shifts. Overtime and callback hours worked during the rest period are included in the ten (10) hour minimum. The Holiday Coverage Schedule may be further adjusted without penalty with seven (7) days notice.

The holiday period subject to adjustment under these provisions will be those shifts which begin on any of the schedule adjustment days specified in Article 14.5.9. Divisions other than Patrol and Dispatch adjustment days are limited to the recognized holiday.

If the employee's schedule is adjusted within the provisions of this subsection, the remainder of the employee's work week will also be adjusted so that the employee's start time will be within two (2) hours of the adjusted shift. An employee may return to his/her original work schedule for the remainder of the work week, without penalty incurring, with supervisory approval.

Nothing in this subsection authorizes the scheduling of split shifts or adjustments intended to avoid holiday or overtime pay, except as provided in Article 19.4.

14.5.9 Holiday Coverage Schedule Adjustment Days for Dispatch and Patrol.

2015

New Years	December 31, 2014 through January 1, 2015
M L King Birthday	January 19, 2015
Presidents Day	February 16, 2015
Memorial Day	May 22, 2015 through May 25, 2015
Independence Day	July 3, 2015 through July 5, 2015
Labor Day	September 4, 2015 through September 7, 2015
Veterans Day	November 11, 2015
Thanksgiving	November 25, 2015 through November 29, 2015
Christmas	December 24, 2015 through December 26, 2015

2016

New Years	December 31, 2015 through January 1, 2016
M L King Birthday	January 18, 2016
Presidents Day	February 15, 2016
Memorial Day	May 27, 2016 through May 30, 2016
Independence Day	July 3, 2016 through July 5, 2016
Labor Day	September 2, 2016 through September 5, 2016
Veterans Day	November 11, 2016
Thanksgiving	November 23, 2016 through November 27, 2016
Christmas	December 24, 2016 through December 26, 2016

2017

New Years	December 31, 2016 through January 1, 2017
M L King Birthday	January 16, 2017
Presidents Day	February 20, 2017
Memorial Day	May 26, 2017 through May 29, 2017
Independence Day	July 3, 2017 through July 5, 2017
Labor Day	September 1, 2017 through September 4, 2017
Veterans Day	November 11, 2017

Thanksgiving
Christmas

November 22, 2017 through November 26, 2017
December 24, 2017 through December 26, 2017

14.6 4-10 Shift.

14.6.1 The Department may deny a 4-10 request or discontinue an approved 4-10 shift without employee vote if it determines the shift may/has adversely affect(ed) a Department operational need. An operational need includes but is not limited to:

14.6.1.1 Need to meet Department program and/or priorities for the work group;
or

14.6.1.2 Need to meet Department workload or productivity standards without increasing overtime, compensatory leave, penalty pay, staffing or other direct or indirect monetary costs; or

14.6.1.3 Need to meet Department standards for coverage for planned and unplanned absences to respond to workload needs; or

14.6.1.4 Need to meet Department standards for response to emergencies, disasters, or extraordinary circumstances.

14.6.2 Work groups within a division, who are not covered by an itinerary as outlined in Article 16, will be permitted the opportunity to vote once each year on whether or not to work the 4-10 shift.

14.6.3 Work group is defined as all employees within a division who report directly to a division supervisor in order to accomplish the division's programs and priorities, except the Patrol Division. For the Patrol Division, a work group is defined as all employees at a work site. All sworn employees designated Resident Troopers within a common patrol area is a separate work group.

14.6.4 The vote may be conducted only if thirty percent (30%) of the eligible employees in the division work group request such a vote. A minimum of a majority of all eligible employees in the work group is required for starting or stopping the 4-10 shift. The vote must occur in October, and if approved, the 4-10 shift will become effective upon the beginning of the first twenty-eight (28)-day work cycle after January 1 of the following year. Employees are not eligible voters until the completion of the probationary period.

14.6.5 The Association representative of the work group shall conduct the election, certify the results to the division supervisor(s), and supply a list of eligible employees in seniority order to the supervisor. Where employees are allowed to vote for a 4-10 shift under this Article, only employees permanently assigned to the affected division work group are allowed to vote.

14.6.6 If employees in an affected division work group have affirmatively requested their preference for a 4-10 shift by the voting process, the Association representative of the work group will present a plan for such a 4-10 shift to the immediate supervisor(s) of the work group. The supervisor(s) will notify the Association representative if the plan conflicts with any operational need.

14.6.7 If the request to move to a 4-10 shift is initially denied, or has been discontinued, the affected work group may provide additional information to the immediate division supervisor(s) that the 4-10 shift will not, or has not, adversely impacted operational need, for the supervisor's reconsideration.

14.6.8 A denial of initial implementation or discontinuation of a 4-10 schedule may be grieved but shall not prevent a supervisor(s) from implementing his/her decision pending resolution of the grievance. The basis for any grievance in this regard will be whether or not the supervisor(s) applied operational needs criteria unreasonably or arbitrarily.

14.6.9 Accruals. All leave accruals and usage shall be calculated on an hourly basis to provide no greater or lesser benefit than received by employees on a 5-8 shift. For example, if an employee on the 4-10 shift takes a day of vacation, ten (10) hours of vacation leave shall be deducted from the employee's account.

14.6.10 Configuration. The 4-10 shift shall consist of three (3) consecutive days off followed by four (4) ten (10)-hour days. Employees shall receive the same meal and rest periods as employees on a 5-8 shift. If employees of a work group elect to work a 4-10 schedule with rotating days off, the days off in the rotation period need not be consecutive.

14.6.11 Overtime. Except as provided in Article 17.1.4, employees on the 4-10 shift shall be entitled to receive overtime only when they (A) work more than ten (10) hours per day, or (B) work more than forty (40) hours per week, or (C) work on one of the employee's days off, or (D) regular time off as existing practice.

14.6.12 Change in Shifts. Employees moving to and/or from the 4-10 to any other approved schedule shall not be entitled to overtime compensation as a result of such move.

14.6.13 Employees who may be temporarily assigned to a work group will comply with the work schedule in place for employees who are permanently assigned to that work group.

14.7 Relief Shifts.

No penalty payment under this section shall arise from employees working relief shifts if the starting times for the shifts worked by the employee varies by two (2) hours or less during the workweek. In any relief shift, it is intended that the relief employee will normally have a

minimum of sixteen (16) hours off duty between scheduled shifts or fourteen (14) hours for employees working a 4-10. An employee working a relief shift works other employees' assignments and shall not be permanently assigned as a relief employee. The "extra day" on a relief shift shall have hours of work identical to one of the shifts of the employees whom the employee has relieved during the week. A relief shift under this section shall not create a penalty under the definition of work day in Section 14.4

14.8 Rest and Meal Periods.

14.8.1 Subject to the reasonable operating needs of the Department, a rest period of fifteen (15) minutes shall be permitted for all employees during each half shift and shall be considered on-duty time.

14.8.2 Subject to the reasonable operating needs of the Department, all employees shall be granted a meal period during each work shift. The meal period shall be scheduled in the middle of the work shift or as near thereto as possible. Paid meal periods shall be thirty (30) minutes. Unpaid meal periods shall be one (1) hour.

14.8.3 Subject to the reasonable operating needs of the Department, and in lieu of the thirty (30)-minute paid meal period and fifteen minute breaks, the employee may be permitted to combine breaks and lunch in different configurations, so long as they are not utilized to shorten the work day.

14.8.4 Employees working overtime shall receive a paid fifteen (15) minute rest period after the first two (2) hours of overtime worked. Employees shall receive a thirty (30)-minute paid meal period after four (4) hours overtime worked, provided they return to work after the meal period.

14.8.5 Employees in the Forensic Services Division, subject to the reasonable operating needs of the Department, shall have the option of electing to work a continuous shift, or a shift which includes a thirty (30) or sixty (60) minute unpaid meal period. Employees in Forensic Services Division shall have the option of combining their rest periods under Article 14.8.1 (not to be used to shorten the work day) provided there is no unpaid meal period taken.

14.8.6 Where employees have been regularly scheduled to work an eight (8) to five (5) shift with a one (1) hour meal period on a continual basis, that work shift shall be continued per past practice.

14.8.7 Fleet and Technical Services classification lunch breaks (CSA 1 and 2 and the Physical/Electronic Security Technician 1) are duty-free unpaid lunch breaks.

14.9 Shift/Day Off Trade.

Subject to written supervisor approval, two (2) employees may voluntarily trade shifts/days off. The Department will not incur any overtime liability as a result of the trade. Trades will be completed within thirty (30) days of the first affected shift/day off.

For the workweek within which monthly training occurs, SWAT team members may voluntarily work in excess of forty (40) hours. If they do, the excess hours will be taken on a straight time basis as time off during the balance of the twenty-eight (28)-day cycle, as scheduled by the worksite supervisor.

14.10 Day Off Rollover.

Day off rollover shall be continued as per the existing practice, in each worksite subject to the reasonable operating needs of the Department. If a problem under the Federal Fair Labor Standards Act is identified, the parties agree to meet and negotiate.

14.11 Travel From Assignments.

Employees who have completed training or an assignment at a location other than their regular work site shall be given the option of traveling home on paid status at the conclusion of the training or the assignment and shall not be required to stay overnight at the remote location if the remote location is two (2) hours or less from the employee's home or regular duty station (whichever is closer to the remote location). If the travel time is over two (2) hours, the decision as to whether to allow the employee to travel home at the conclusion of the assignment shall be at the reasonable discretion of the employee's supervisor.

In addition, the following shall also apply to travel from assignments:

14.11.1 An assignment to testify in a court outside the normal working boundaries of the worksite to which the employee is assigned shall be considered a "remote location."

14.11.2 An assignment is considered complete when all work is completed at the remote location, not when the employee has returned to his/her worksite.

14.11.3 For the purposes of pilots, the two (2) hour threshold shall be considered to be flight time when the pilot is operating an airplane. When a pilot is scheduled to a flight with multiple assignments, the assignment shall be considered completed at the conclusion of the last set of assignments involved in the flight.

14.11.4 This article does not supersede the language in Article 17.5 regarding the authorization of one (1) round trip from a worksite to a training site.

14.12 Penalty Payments.

The Employer shall not be liable for more than one (1) penalty payment for the same hours worked under this Agreement.

14.13 Flexible Work Hours.

Subject to the following terms and conditions, the parties agree with respect to flexible work hours.

14.13.1 Site. The flexible work hours will only be assigned to employees in the Dignitary Protection Unit.

14.13.2 Accruals. All leave accrual and usage shall be calculated to provide no greater or lesser benefit than received by employees on a 5-8 shift.

14.13.3 Configuration. Employees assigned to the Dignitary Protection Unit may be assigned a work schedule containing flexible hours that may exceed eight (8) hours on any scheduled work day, but will not exceed forty (40) hours in any one (1) week.

14.13.4 Termination. The program will be discontinued on January 1 in any year the majority of the Dignitary Protection Unit employees vote in October of the preceding year, to discontinue the flexible work hours, or if operational reasons dictate such termination.

14.13.5 Overtime. Overtime liability will only occur for hours worked in excess of forty (40) hours in one (1) week.

14.13.6 Change in Shifts. Employees moving to and/or from different shifts during the forty (40) hours in the one (1) week shall not be entitled to overtime as a result of such moves.

14.14 Dog Handler.

The purpose of this Section is to meet the FLSA requirements. No penalty pay provisions apply to this activity. Employees who are assigned canines will schedule sufficient time during their regularly scheduled workdays to care for the canines. Employees are authorized two (2) hours per week at the straight time rate of pay to cover for any additional time needed to care for the canines. The Department will provide commercial kenneling for the dog when off duty care of the dog exceeds the two (2) hrs/wk allowed for off duty care. If a commercial kennel is to be used, the two (2) hours allowed for off duty care must include transport time to and from the kennel.

The Employer shall seek to provide alternative resources for the care of the accelerant canine when the handler is on paid leave. In the event such resources are unavailable in a given situation, the handler will be credited with up to one (1) hour of time worked per day or, if it is a holiday off, receive up to one (1) hour of holiday pay at time and one-half (1 ½).

REV: 2015

See LOAs: [Honor Guard](#), [Four-Ten \(4-10\) Shifts](#), [Flexible Work Hours](#), [Exploration of Alternate Length Shifts](#)

ARTICLE 15 - SHIFT SELECTION

15.1 Shift Selection.

Shift selection shall be by the following process:

15.1.1 Work groups shall be allowed to determine whether or not to bid shifts. A vote may occur once every fiscal year to start or stop shift bidding. The vote may be conducted only if thirty percent (30%) of the affected bidding employees in a work group request such a vote. The vote must occur in October and become effective at the start of the first twenty-eight (28)-day cycle commencing after January 1 of the next year. A minimum of a majority of the affected employees is required for starting or stopping shift bidding. Employees are not eligible voters until the completion of the probationary period. The Association representative at the work site shall conduct the election, certify the results to the supervisor, and supply a list of eligible employees in seniority order to the supervisor.

Work group is defined as all employees at a work site within a Division who accomplish the division's programs and priorities except the Patrol Division. For the Patrol Division, a work group is defined as all employees at a work site. This does not prohibit the Employer from designating shifts by discipline within the Forensics Division.

15.1.2 If the work site elects to bid shifts, the following shall occur:

15.1.2.1 The supervisor shall establish the number of shifts, and the specific hours when they occur.

15.1.2.2 The eligible employees will bid, by seniority, for the shift. Employees on unpaid leave of absence at the time of the bid shall not be eligible to bid. Employees on probation at the time of the bid may only bid for those complete blocks (28 days) occurring after the completion of their probation.

15.1.2.3 The supervisor has the right to change both the schedule and the assigned employee at any time provided the supervisor has a reasonable operational need for making the change.

15.1.2.4 Each work group will determine whether to bid on a minimum of three (3), twenty-eight (28)-day blocks or on a block of no greater than thirteen (13), twenty-eight (28)-day periods. No employees may bid the same shift for more than thirteen (13), twenty-eight (28)-day periods unless the vote to start shift bidding specifies that employees are not restricted in the length of time they can remain on any one shift. If the employees vote to bid on a block of less than thirteen (13), twenty-eight (28)-day cycles, then the employees will also vote on whether they will bid all blocks in the year at one time or bid each block at the start of the twenty-eight (28)-day cycle immediately preceding the commencement of that block.

15.1.2.5 Where the Employer changes an individual employee's shift which may result in altered days off for training or retraining purposes on an isolated basis for the purposes of building basic job skills (not including training provided on a regular basis to other employees) and the shift to which the employee is reassigned results in an employee being displaced, the least senior employee on the shift will be bumped if no volunteers are available to trade shifts with the temporarily reassigned employee.

The employee who is bumped will be able to exercise seniority to select another shift if the length of the training assignment is more than fourteen (14) calendar days in length; in cases of training assignments of less than fifteen (15) calendar days, the bumped employee will backfill the shift normally worked by the temporarily reassigned employee. Employees who are consequently bumped as a result of the exercise of seniority by the bumped shift shall have the right to use seniority to select new shifts. Upon completion of the training assignment, all employees will be returned to their previously bid shifts. The decision to change an employee's shift may result in altered days for other employees who have been consequently "bumped" from their shifts.

15.1.2.6 A work group/worksites may agree to modify the bidding process set forth herein at individual worksites. Such agreements shall be reduced to writing, limited to the specific involved work group/worksites, and signed by the Association and Employer.

15.1.3 Only Command Centers, Forensic Division, Lottery Security Section and Patrol Division employees assigned to road patrol may bid shifts, except that probationary and trial service employees are not allowed to work a shift that they have bid until the completion of the probation and/or trial service period. If the Employer makes a substantial change in the past practice with respect to shifts in any unit or team, the parties agree to collectively bargain over whether this section shall apply.

15.1.4 Nothing in this Section shall affect the duration of a patrol schedule.

15.1.5 An employee transferring to a work site or new employee qualified for solo status is assigned to a work site during a shift bid block shall be assigned to a shift by the supervisor for the duration of the block. However, if a new shift is created which has different start/stop times and/or different days off from those shifts previously bid, then the new shift shall be made available for bid to current employees on a seniority basis. If a current employee successfully bids for the new shift then the incoming employee shall be assigned to the current employees now vacant shift. No further bumping shall be allowed.

15.1.6 Between October 1 and November 30, employees who work rotating days off who participate in the shift bidding process shall sign up on the basis of seniority for day off rotations for the following calendar year. For the following calendar year, employees shall only be entitled to select shifts on the basis of seniority if the shift they have bid has the day off rotation they were awarded as a result of the sign up process.

15.1.7 If a work schedule for a work group is changed under Articles 14.6.7 or 15.1.2.3, and the employees affected have previously voted in favor of shift bid, the eligible employees will be allowed to bid, by seniority, for the shift. The current work schedule will remain in effect for the remainder of the current twenty-eight (28)-day cycle, plus a final twenty-eight (28)-day cycle to allow for a schedule changeover.

15.2 Eligibility to Vote.

Where employees are allowed to bid under this article, employees who are temporarily assigned to other than the Patrol Division as of the time the vote occurs are not eligible voters in a Patrol Division schedule.

15.3 Rotation of Shifts.

If shifts rotate, they shall rotate on a block of no greater than thirteen (13), twenty-eight (28)-day periods as determined by majority vote of the affected employees at the worksite in question. The Employer may override the results of this vote based upon reasonable operational needs.

REV: 2015

ARTICLE 16 - ITINERARIES

16.1 Fish and Wildlife Itinerary.

Employees of the Fish and Wildlife Division shall submit an itinerary on a bi-weekly basis. The work week begins following two regularly scheduled days off. The employee's supervisor may approve or disapprove the itinerary or make changes in the itinerary or otherwise reschedule the employee. The approved schedule shall address Fish and Wildlife Division priorities. Days off may be changed only as provided below. A Fish and Wildlife Division employee's itinerary, once set, may also be changed by his/her supervisor, but only for operational needs (but not to include the avoidance of court overtime or the accommodation of Department training). Employees may have their days off involuntarily changed for training no more than once a

calendar year during one work week with 28 days notice. The employee also may change his/her itinerary subject to the supervisor's approval. Employees may not schedule more than six (6) consecutive work days.

Overtime liability for Fish and Wildlife Division employees only occurs in callback situations under this Agreement, or where the employee works more than eighty (80) hours per two (2) weeks except for split shifts or irregular shifts. Where the employee's supervisor changes an employee's itinerary requiring the employee to work in excess of their scheduled hours per day, overtime liability occurs. The workday starts at 12:01 a.m. and ends at 11:59 p.m. the same day. (See Article 17.1.4.) An employee who does not work eighty (80) hours within the itinerary period will be required to take appropriate leave.

Employees' days off may be changed by his/her supervisor without incurring overtime liability, but only for reasons relating to operational needs (but not to include the avoidance of court overtime).

Employees shall be entitled to the travel time provisions of this Agreement.

The Employer shall not split shifts to avoid court overtime. However, when required by operational priorities, shifts may be split into segments.

Nothing in this section prohibits a supervisor from allowing an employee to submit more than one itinerary at a time for approval.

16.2.1 Drug Enforcement Section Itinerary.

Employees assigned to the Drug Enforcement Section shall submit an itinerary on a weekly basis. The employee's supervisor may approve or disapprove the itinerary or make changes in the itinerary or otherwise reschedule the employee for operating needs (but not to include the avoidance of court overtime). Once set, an itinerary may also be changed by his/her supervisor for operating needs (but not to include the avoidance of court overtime). An irregular hours liability will only accrue for a change after the itinerary is set. The irregular hours liability is limited to the shift in which the change occurs. The employee also may change his/her itinerary subject to the supervisor's approval with no liability to the Department.

Overtime liability for these employees only occurs in callback situations under this Agreement, or where the employee works more than forty (40) hours per week, except for irregular shifts. Where the employee's supervisor changes an employee's itinerary requiring the employee to work in excess of eight (8) hours per day, overtime liability occurs. (See Article 17.1.4.)

The Employer shall not split shifts to avoid court overtime.

16.2.2 Sergeant's Itinerary.

Sergeants shall submit an itinerary on a weekly basis. The employee's supervisor may approve or disapprove the itinerary or make changes in the itinerary or otherwise reschedule the employee for operating needs (but not to include the avoidance of court overtime). Once set, an itinerary may also be changed by his/her supervisor for operating needs (but not to include the avoidance of court overtime). An irregular hours liability will only accrue for a change after the itinerary is set. The irregular hours liability is limited to the shift in which the change occurs. The employee also may change his/her itinerary subject to the supervisor's approval with no liability to the Department.

Overtime liability for these employees only occurs where the employee works more than forty (40) hours per week, except for irregular shifts. Where the employee's supervisor changes an employee's itinerary requiring the employee to work in excess of eight (8) hours per day, overtime liability occurs.

(See Article 17.1.4.)

The Employer shall not split shifts to avoid court overtime. If a Sergeant works overtime hours during the work week, the Sergeant will not be required to deviate from the Sergeant's itinerary.

16.3 Itinerary Practices.

The itineraries referred to in this article shall have regularly assigned days off. For Fish and Wildlife Offices with more than one (1) employee, the supervisor shall designate the various sets of days off. The employees will agree among themselves who gets which set of days off. In the event there is no agreement among the employees, the supervisor shall assign days off. An itinerary shall be considered set if it is not changed or rejected by a supervisor within forty-eight (48) hours of its submission. Employees may not change days off once set without supervisory approval.

Nothing in this article prevents an employee from scheduling, and a supervisor from approving, a schedule other than a 5-8.

Each Fish and Wildlife Division member has two (2) regular days off, an employee may submit a bi-weekly itinerary with days off that vary from the employee's regularly scheduled days off and a supervisor may approve such an itinerary. The employee's supervisor may approve a bi-weekly individual itinerary other than a 5/8 but is not required to do so. The employee's supervisor may not deny an itinerary request that is operationally neutral. Approval of a bi-weekly itinerary other than a 5/8 for a particular employee does not set a precedent for that employee, other employees and/or subsequent itineraries.

REV: 2015

See LOA: [Drug Detection Canine Handlers](#)

ARTICLE 17 - OVERTIME

17.1 Overtime.

17.1.1 Except for specific provisions of this Agreement to the contrary, employees shall be compensated at the rate of one and one-half (1 ½) times their regular rate of pay for overtime work under the following conditions:

All hours worked in excess of the daily scheduled shift (minimum of eight (8)-hour work day).

All hours worked in excess of forty (40) hours in any one (1) week with the exceptions of variances in the work week caused by rotating days off, shift changeovers, relief shifts, other approved alternative schedules, and split shifts.

17.1.2 No employee may work overtime hours except at the direction of the Employer.

17.1.3 Where the Employer requests a physician's statement under this Agreement, the time the employee spends obtaining the physician's statement shall be treated as follows: If the Employer requests the statement while the employee is on sick leave status before the employee has returned to work, the employee shall be entitled to no additional compensation for obtaining the statement.

If the Employer requests the statement after the employee's sick leave status has ended, the time spent by the employee shall be counted as time worked under this article.

17.1.4 In the event an employee utilizes sick leave for all or part of a work day and the employee works hours adjacent to his/her regular scheduled shift during which sick leave was taken, the employee will accrue overtime when the actual hours worked exceed the number of hours originally scheduled. When an employee utilizes sick leave subsequent to a mandatory overtime assignment, such sick time may be considered hours worked. The Employer will not require unscheduled work for such employee unless necessitated by unforeseen circumstances. Such unscheduled hours will reduce sick leave usage on an hour-for-hour basis.

17.2 Regular Rate.

As used in this Article, "regular rate" shall be defined as the term is defined in the Fair Labor Standards Act.

17.3 Compensatory Leave.

17.3.1 An employee may choose to accrue compensatory leave in lieu of overtime payments. There shall be a maximum accumulation of one hundred sixty (160) hours of compensatory leave at any one time in lieu of overtime pay for each employee. An

employee whose compensatory leave balance exceeds the accumulation limitation on the effective date of the 2003-2005 or 2013-2015 Agreement may continue to retain such balance but cannot earn any compensatory leave until the leave balance is diminished to less than one hundred sixty (160) hours.

17.3.2 On December 1 and June 1 of each year, the Department may make cash conversions of any portion of hours exceeding forty (40) hours in compensatory leave banks. Conversion formulas will be uniform in application to bargaining unit members, although those members excepted from the compensatory leave limitation in Article 17.3.1 will not be subject to cash conversion until their compensatory leave balances diminish to less than one-hundred sixty (160) hours.

[See also Article 19.1.2 regarding additional cash out options.](#)

17.3.3 The Employer may require that overtime compensation be in the form of compensatory leave, (up to the one hundred sixty (160) hour maximum accumulation) if budgetary constraints facing the Employer reasonably dictate such a result.

17.3.4 Any employee who earns additional overtime while at the one hundred sixty (160) hour maximum accumulation of compensatory leave, whether the employee has reached the maximum accumulation through voluntary accumulation or owing to the Employer's exercise of its rights under Article 17.3.3 shall be compensated for such overtime in the form of cash.

17.3.5. The usage of compensatory leave shall be governed by the standards contained in the Fair Labor Standards Act but will require a reasonable notice of not less than seven (7) days. Compensatory leave may be used with less than seven (7) days notice at a time mutually agreeable with the employee and employee's supervisor.

17.4 Recruit.

17.4.1 Recruit Schools.

Recruits, including lateral transfers, attending the Pre-Academy, DPSST Basic, Advanced Academy and/or Police Career Officer Development schools shall be compensated at the appropriate monthly salary for the classification as set forth in this Agreement. Recruits assigned to Pre-Academy, DPSST Basic, Advanced Academy or Police Career Officer Development schools may be scheduled to work irregular shifts or hours without the Employer incurring overtime or penalty payment liability. Additional compensation shall only be paid for hours worked in excess of forty (40) hours in each work week. A work week is defined for this agreement as 12:00 am Sunday through 11:59 pm Saturday. Hours worked in excess of the forty (40) hours in each work week will be compensated in the form of compensatory time at a rate of one-and-one half (1 ½) times the employee's regular rate of pay. Compensatory time will continue to accrue until the recruit has earned one hundred sixty (160) hours, at which time all additional hours earned, shall be paid in cash. Section 17.1.4 is applicable to this section.

Reclassified employees who are assigned to attend Pre-Academy school shall have their accumulated compensatory leave cashed out at their prior classification's rate of pay prior to starting school. Reclassified employees shall be compensated and earn compensatory leave as provided herein while attending the Pre-Academy school.

The Employer may schedule a one (1) hour unpaid lunch during Pre-Academy, DPSST Basic, Advanced Academy and/or Police Career Officer Development schools.

17.4.2 Recruit Office Training.

Recruits who report to their assigned worksite before or in between schools or upon completion of Advanced Academy may be assigned to work irregular shifts or hours without any penalty payment or liability. Recruits who work in excess of forty (40) hours in a week will be compensated in the form of overtime pay. Section 17.1.4 is applicable to this section. A recruit may choose to accrue compensatory leave in lieu of overtime payments up to one hundred (160) hours, at which time all additional overtime hours worked shall be paid in cash.

Upon assignment to solo patrol the other provisions of Article 14 and 15 apply.

17.4.3 Recruit Travel and Mileage Reimbursement.

Recruits are authorized travel time for one (1) round trip to the training site from their worksite in an on-duty status for each of the following trainings: Pre-Academy, DPSST Basic, Advanced Academy, Police Career Officer Development and Regional or Basic schools. Travel authorized in a personal vehicle shall be reimbursed at the rate provided in DAS policy.

17.5 Training.

Employee(s) will be compensated at the rate of time and one-half (1 ½) if he/she is required to travel or work on a day off to accommodate training. The Employer may schedule a one (1)-hour unpaid lunch period on work days devoted to training. Bargaining unit members may be authorized travel time for one (1) round trip to the training site from their worksite in an on-duty status, in either a Department vehicle or personal vehicle. Sworn personnel traveling in marked State Police vehicles shall be in uniform. Unmarked Department vehicles may be authorized for after hours transportation within a thirty (30) mile radius of the training in combination with authorized lodging.

REV: 2015

See LOA: [207K Waiver](#)

ARTICLE 18 - CALLBACK, IRREGULAR HOURS, AND OTHER PAYMENTS

18.1 Callback.

18.1.1 When called to duty on a day off or on a duty day after a break in service to attend court or administrative hearings, other than grievance arbitrations to which the Association and the State are parties, if the appearance(s) cannot be rescheduled, a

minimum of three (3) hours at time and one-half (1½) will be guaranteed. Any hours worked exceeding three (3) will be paid at time and one-half (1 ½). If more than one (1) appearance is scheduled within a three (3)-hour period, it will be considered as one (1) callback. However, when a court appearance is scheduled within one (1) hour of an employee's shift, the shift may be adjusted or extended as long as overtime payment is made.

18.1.2 When called to duty on a day off other than a court appearance or administrative hearings other than grievance arbitration to which the Association and the State are parties, a minimum of three (3) hours time and one-half (1 ½) will be guaranteed. Any hours worked exceeding the three (3) hour minimum will be paid at time and one-half (1 ½).

18.1.3 When called to duty other than a court appearance or administrative hearing on a duty day after a break in service, a minimum of three (3) hours time and one-half (1 ½) will be guaranteed. However:

18.1.3.1 An employee's shift may be extended at any time by calling out the employee prior to his/her next shift and requiring that the employee continue working through his/her scheduled shift. The employee shall be paid at the overtime rate for the first two (2) hours of the shift extension.

Front end shift extensions longer than two (2) hours but less than three (3) hours shall be considered a callback. If the front end shift extension is three (3) or more hours in duration, the employee shall be paid at the overtime rate for all hours worked on the shift extension. An employee may be required to continue working at the end of his/her shift and s/he shall be paid, at the overtime rate for all hours in excess of the daily scheduled shift (minimum of eight (8)-hour work day). (See Article 17.1.4.)

18.1.4 If the employee is called back to work, and is instructed by a supervisor to respond immediately, the employee's time worked begins with the supervisor's request. For purposes of this Article, the word "immediately" means any required response within a two (2) hour period of time from the supervisor's request. Otherwise, the callback begins with the time the employee reports for work at the employee's assigned duty station.

18.1.5 It is the intent of the parties that there shall be no "make work" assigned to employees who are called back to work for court appearances unless the employee receives an additional callback. If the employee is called back to work in an emergency situation, the employee can be assigned by the Department to handle other emergency situations occurring during the period of the callback without the Department incurring two callback payment liabilities.

18.1.6. Sergeant Telephone Call Back. Sergeants who receive or initiate a telephone call which calls them back to duty shall be compensated for the telephone call at the applicable rate for the length of the telephone call or a minimum of fifteen (15) minutes, whichever is greater. In the event that a single incident generates multiple telephone calls the Sergeant shall be compensated for the total time at the applicable rate from the start of the first (1st) telephone call to the end of the last telephone call so long as the time between telephone calls is one (1) hour or less. In the event the period between telephone calls is longer than one (1) hour the Sergeant shall be compensated as provided above with the fifteen (15) minute minimum.

18.2 Irregular Hours.

This Section applies only to Article 16.1 (F&W), and 16.2 (DES) Itineraries.

Article 18.2 will only apply when the employee's schedule is changed once it is set. An employee's shift may be adjusted at any time by calling out the employee prior to his/her next shift and adjusting the starting and stopping time of the daily scheduled shift or for employees on an itinerary, in excess of the scheduled shift.

18.2.1 Base Starting Time. If, during a work week, an employee works a shift with a starting time different than the "base starting time" for the employee, the employee shall be paid one-half (1/2) hour of additional compensation for each hour the starting time of any shift varies from the "base starting time." The "base starting time" shall be the first hour the employee works during the workweek except where the employee's shift has been extended.

18.2.2 Voluntary Split Shifts. If an employee voluntarily splits a shift on the first day of the workweek, the "base starting time" shall be the first scheduled non-split shift the employee works that week.

18.2.3 Voluntary Irregular Hours. The parties agree that employees will be allowed to voluntarily work irregular hours without penalty to the Employer unless the employee works more hours than the employee's regularly scheduled shift. These provisions apply when an employee wishes to: change days off; change the length of the work shift (e.g., to or from 4-10 and 5-8 work shifts); change the starting time of the work shift; and, change to a work week with non-consecutive days off.

18.2.4 Nothing in the Collective Bargaining Agreement forbids the employee from voluntarily adjusting his/her work schedule provided prior supervisory approval is obtained. If approval is not granted, the decision is final and not subject to the grievance procedure.

18.3 Standby and On-Call Duty Time.

Employees who are placed on standby or who are on on-call status shall be compensated at seventeen percent (17%) of their straight time rate for the time they are on standby.

18.4 Pyramiding.

There shall be no pyramiding of overtime under this Article and Articles 17 and Article 19.

ARTICLE 19 - HOLIDAYS

19.1 Holiday Leave Bank.

A leave bank is established in lieu of traditional holiday leave. Each employee will earn six-point-six seven (6.67) hours of leave per full calendar month of paid employment (pro-rata share if the employee is less than full time), with an annual maximum accrual of eighty (80) hours.

Holiday leave may be taken, once earned, at a time mutually agreeable between the employee and employee's supervisor.

19.1.1 Excess Accrual.

Leave accrued in excess of eighty (80) hours will be lost, unless an employee has submitted a written request to use holiday leave, with twenty-eight (28) days advance notice, and the use of leave is denied. Only those hours which accrued in excess of eighty (80) hours, for the month that leave was denied, will be authorized for cash compensation (maximum of six-point-six seven (6.67) hours). The rate of pay will be the hourly rate of the employee.

A copy of the denial must be submitted to the Payroll Section for payment in the month of the denial.

19.1.2 Holiday Leave / Compensatory Leave Bank Cash Out.

An employee may submit a written request to his or her supervisor for cash out payment of a minimum of eight (8) hours of his/her accrued holiday leave or compensatory time bank in a month. This request must be submitted no later than the first business day following January 1, of the last year of the biennium. Such requests shall not exceed sixty-four (64) hours in total combined holiday leave and compensatory time during the term of this Agreement.

19.1.3 Separation of Service.

Upon retirement, separation of service, or death, the hours remaining in the holiday leave bank will be compensated in the same manner and at the same hourly rate as salary.

19.2 Personal Leave.

All full-time employees, after six (6) full months of employment are entitled to twenty-four (24) hours of personal leave with pay each fiscal year (July 1 - June 30). Such leave may be taken as mutually agreed to by the supervisor and the employee and is not cumulative from year to year.

19.3 Paid Leave Day.

19.3.1 All full-time employees as of December 1 of each year shall receive eight (8) hours of paid leave. Such leave may be taken as mutually agreed to by the supervisor and the employee and must be used by November 30 of the next calendar year.

19.3.2 Every day appointed by the Governor of the State of Oregon as a holiday and every day 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. Such day results in eight (8) hours paid leave to be taken as provided in Article 19.3.1.

19.4 Work on Thanksgiving, Christmas and New Years.

Employees who are assigned to work on the Holiday Coverage Schedule, per Article 14 of this Agreement, shall be compensated at the current rate plus one half (1/2) the regular rate of pay for each scheduled hour worked between 12:01 a.m. and 11:59 p.m. on New Years, Thanksgiving and Christmas. For hours worked which extend the regularly scheduled holiday shift, the employee shall be compensated at double time and one-half (2.5) hours on the above days.

Employees not assigned to work on the Holiday Coverage Schedule may utilize an appropriate leave or work their regularly scheduled shift without additional compensation to maintain a forty (40) hour workweek.

Telecommunicators mandated to work a holiday on a regularly scheduled day off shall be compensated at double time and a half (2.5) hours for actual hours worked on the holiday. Telecommunicators volunteering to work overtime on a holiday shall be compensated at time and a half (1.5) the regular rate of pay.

All hours worked in addition to scheduled hours, hours worked as callback from vacation or a day off, and unworked callback hours, will be paid in accordance with the governing provisions of the Agreement.

19.5 Make Up Time.

Employees who accrued make up time off prior to the effective date of this contract shall be entitled to use such time and to convert any remaining time upon separation from service, under the terms existing on June 30, 1991.

19.6 Leave Approval

Employees will submit Holiday Leave and Personal Leave time off requests to their supervisor. Upon receipt the supervisor will have fifteen (15) days to approve or deny the requests. If the employee is not notified that the leave request is approved or denied within fifteen (15) days, the request will be considered approved.

REV: 2015

ARTICLE 20 - VACATION

20.1 Accruals.

Paid vacation leave is earned each month of paid employment at the following rates:

YEARS	HOURS/MONTH	DAYS/YEAR
0-5	8	12
6-10	10	15
11-15	12	18
16-20	14	21
20-25	16	24
25+	18	27

For purposes of the above table, an employee's "years" shall be the employee's total service with the State of Oregon.

20.2 Selection of Vacation Times.

Subject to the reasonable operating needs of the Employer, vacation time shall be selected on the basis of departmental seniority on an office-by-office basis, (Sergeants shall bid separately by area command). The Employer may not black out days as totally unavailable for bid. As part of the seniority bid process, an employee may bid for vacation days not to exceed their annual accrual. Signups shall commence on October 1 and end December 15. The results of signups shall be posted by December 31 showing the approval or denial of the vacation request. The Association worksite representative shall be responsible to circulate the vacation schedule during the signup period. The maximum number of working days an employee has to sign up for vacation leave during the signup period shall be determined by each worksite. Employees who do not sign up during their signup period will waive their rights for selection based on seniority. If an employee transfers into a station or worksite after the cut off date for scheduling of vacations, the employee shall not be entitled to exercise his/her seniority for vacation purposes for the balance of that calendar year. The employee who transfers and his/her new supervisor will schedule a mutually agreeable time for vacation leave.

Subject to supervisory approval employees may add or change vacation days after the initial vacation signups; provided, however, that such changes shall not displace the already selected vacations of other employees.

20.3 Accrual Limitations.

An employee may accumulate up to a maximum of three hundred fifty (350) hours of vacation leave. Only two hundred fifty (250) hours of vacation may be cashed out upon termination of employment.

The Employer shall provide vacation leave accrual and balance information on each employee's paystub. When an employee is about to lose vacation credit due to accrual limitation because of the Employer's insistence that the employee be at work during a scheduled vacation period, the Employer shall permit the employee sufficient leave to prevent loss of vacation credit. The Employer shall make a reasonable good faith effort to permit such vacation at a mutually agreeable time. If the employee makes such request after the 15th of the month, the Employer may assign the vacation time to be taken.

20.4 Death or Termination.

In the event of termination of an employee who is otherwise entitled vacation credits, the employee shall be entitled to payment for earned vacation leave. In the event of death, earned but unused vacation shall be paid in the same manner as salary.

20.5 New Employees.

New employees shall not be credited with their vacation earnings until they have completed six (6) months of service with the Department. Similarly, an employee entering the service of the Oregon State Police from another state agency may be credited with up to eighty (80) hours of previously earned vacation; however, such accruals shall not be credited until satisfactory completion of a twelve (12) month consecutive period with the Department.

20.6 Disallowance of Vacation Time.

The Employer may disallow the taking of any vacation leave by employees subject to the reasonable staffing needs of the Employer. Non-bid vacation leave requests will be considered on a first (1st) come first (1st) served basis. Upon receipt of a non-bid vacation request the supervisor shall have fifteen (15) days to approve or deny the request. If the request is not approved or denied within fifteen (15) days of receipt it will be considered approved.

20.7 Callbacks from Vacation.

20.7.1 In the event that an employee is required to be called back to work by the Department for any purpose during a period of authorized vacation leave or days off adjacent thereto where the vacation has been approved by the Department more than thirty (30) days prior to the callback, the following rules shall apply:

20.7.1.1 If the callback is on the employee's regular work day, the employee shall receive his/her regular straight time pay for the day, shall not be charged for the

vacation day worked and shall be paid overtime for the time worked on the callback (subject to callback minimum payments, where applicable).

20.7.1.2 If the callback is on the employee's regular day off, the employee shall be paid overtime for the time worked on the callback (subject to callback minimum payments, where applicable), and shall receive an amount of straight time compensatory leave equal to the length of the employee's regular work shift for each day worked on the employee's days off.

20.7.1.3 When an employee is directed by the supervisor to travel in response to a callback, travel up to the length of the employee's normal shift, will be administered per (A) or (B) below:

- (A) When travel occurs on a scheduled workday, vacation time will be restored on:
 - (1) an hour-for-hour basis up to one half (1/2) the length of the employee's normal shift, or
 - (2) when travel exceeds one half (1/2) the employee's normal shift, vacation time equal to the employee's normal shift will be restored.
- (B) When travel occurs on a regular day off, straight compensatory leave will be credited as per (A) (1) or (A) (2) above.

20.7.2 If the callback occurs during vacation time or days off adjacent thereto where the vacation was approved by the Department thirty (30) days or less prior to the callback, the following rules shall apply:

20.7.2.1 If the callback is on the employee's regular work day, the employee shall receive overtime for the time worked on the callback (subject to callback minimum payments, where applicable), shall receive straight time wages for the full day, and shall have vacation hours equivalent to the employee's regular work shift less actual hours worked on the callback deducted from his/her vacation account.

20.7.2.2 If the callback is on the employee's regular day off, the employee shall be paid overtime for the time worked on the callback (subject to callback minimum payments, where applicable), and shall be paid an amount of straight time compensatory leave equivalent to the actual hours worked on the callback.

20.7.3 Vacation callback only applies to days off adjacent to vacation leave use when the employee has vacation both immediately before and after their day off, or at least two (2) days adjacent thereto.

20.7.4 In addition, the Employer shall reimburse the employee for all reasonable travel costs associated with traveling to and from the worksite. Employees shall not be placed on standby on days off adjacent to a vacation period unless emergency conditions exist.

20.7.5 The Employer may not delay the approval of vacation requests for the purposes of avoiding the payments called for in this section.

20.8 Cash Out of Vacation.

The employee shall be allowed to cash out up to eighty (80) hours of accumulated vacation time each year when the employee requests vacation time and is denied, and such denial causes a reasonable expectation on the part of the employee that accumulated hours of vacation time belonging to the employee will be lost.

REV: 2015

See LOA: [Alternative Vacation Bidding Southern Command Center](#)

ARTICLE 21 - SICK LEAVE

21.1 Accrued Sick Leave.

Accrued sick leave shall be earned for the purpose stated herein by each employee at the rate of eight (8) hours for each full calendar month of service, commencing with the date of employment.

21.2 Utilization for Illness or Injury.

An employee may utilize allowance for accrued sick leave when unable to perform their work duties by reason of illness, bodily injury or disability due to pregnancy, reasonable medical or dental care, or exposure to contagious disease(s). In such event, the employee shall notify their immediate supervisor or the on-duty supervisor of absence of same. The employee shall also state the nature and expected length thereof, as soon as possible prior to the beginning of his/her regularly scheduled work shift, unless unable to do so because of the urgency of the circumstances. If a supervisor is unavailable, a message may be left with dispatch. In addition, sick leave may be used for necessary medical and dental care that cannot be scheduled during the employee's off-duty time. The employee shall give as much notice as possible to the supervisor of the need for the use of sick leave for the pre-scheduled appointment. The Employer may, at its option, reasonably require a physician's statement of the nature and the need for the employee's absence and an estimated duration of the absence for any circumstance which causes an employee absence in excess of three (3) days or at any time if the Employer believes the employee may be abusing the sick leave privilege.

If the Employer requires a physician's statement, the cost of obtaining the statement shall be paid for in one of the following ways:

21.2.1 If the cost of obtaining the statement is not covered by the employee's insurance, payment by the Employer upon presentation of a verified bill.

21.2.2 If the cost of obtaining the statement is totally covered by the employee's insurance, submission to and payment by the insurance carrier.

21.2.3 If the cost of obtaining the statement is partially covered by the employee's insurance, then the employee may either bill the insurance company and receive no payment from the Employer, or the employee may send the total bill to the Employer for reimbursement and not make a claim upon the insurance carrier.

21.3 Family Sick Leave.

Employees may also use sick leave where there is an illness in their immediate family, in order to provide assistance and/or care to the ill relative or to care for the employee's family. For the purposes of this section, the immediate family shall be defined as persons living in the employee's household, including a domestic partner and parents, children, brothers and sisters who may not be living in the household.

21.4 Integration with Worker's Compensation.

Any employee who is off work due to an injury which is compensable under the Oregon Workers' Compensation Act will receive compensation under the Act. Workers' compensation time loss benefits shall be deducted from the employee's salary.

21.4.1 Sworn employees and, by exception, the previously sworn Communication System Analyst 3's, will not be charged sick leave for up to two thousand eighty (2080) hours of absence from work that occurs over a five (5)-year period commencing from date of injury for the injury covered by Workers' Compensation.

21.4.2 Sick leave time off will not be charged to the employee for injuries covered by Workers' Compensation unless (1) In the case of non-sworn employees, upon the first day of absence, on a pro-rata basis to supplement the amount of time loss received by the employee, or (2) In the case of sworn employees and previously sworn Communication System Analyst 3's, after two thousand eighty (2080) hours of absence from work, (within the five (5)-year period) on a pro-rata basis to supplement the amount of time loss received by the employee.

21.4.3 During the period of disability, the employee shall continue to receive all forms of compensation (salary, step increases, incentive pay, all insurance, etc.), and shall accrue sick time, holiday time and vacation time during the period of disability but shall not receive premium pay such as shift differential, etc.

21.5 Sick Leave Without Pay.

Upon application by the employee, sick leave without pay may be granted or renewed by the Employer for up to six (6) months after accrued sick leave, vacation and holiday time have been

exhausted. When the employee goes into sick leave without pay status s/he will not accrue benefits. The Employer may require that the employee submit a certificate from a physician periodically during the period of such disability.

21.6 Funeral.

An employee will be granted sick leave in the event of death in the immediate family of the employee. Employee's immediate family shall include: spouse, parent, children, step-children (in the household), brother, sister, mother-in-law, father-in-law, maternal grandparents, and paternal grandparents.

21.7 Sick Leave Conversion at Retirement or Death.

Fifty percent (50%) of accumulated, unused sick leave shall be converted to retirement benefits pursuant to the Public Employees Retirement Act.

21.8 Leave Credit Following Re-Employment.

An employee who is recalled by the Employer following a layoff, shall have sick leave credits accrued during the previous employment, restored. An employee who is re-employed following a leave without pay which was less than two (2) years shall also have sick leave credits, accrued during the previous employment, restored.

21.9 Confirmation of Ability to Work.

In the event of a question by the Employer concerning the employee's ability to work, the Employer may reasonably require that the employee be examined by a physician of the Employer's choosing and at the Employer's expense. If the Employer orders an employee to submit to a psychological fitness for duty examination, the employee shall choose the examining psychologist/psychiatrist from a panel agreed to between the Association and the Employer. The Employer will schedule the appointment(s).

If the employee is found not to be fit for duty, the employee may not return to work until he/she is released by his/her personal health care provider or by the original examining doctor. The employee will notify the department of the name of his/her personal health care provider. In the event the employee's personal health care provider or the original examining doctor releases him/her and the Employer has a question concerning the employee's psychological or physical ability to work, the Employer may reasonably require that the employee be scheduled for examination by a doctor from the panel or Employer's doctor, as appropriate, at the Employer's expense. The employee will be placed on paid administrative leave during the period of confirmation following the employee's release by his/her personal health care provider.

The Employer may not compel a physical/psychological evaluation of an employee unless the examination is job related and consistent with business necessity, terms which will be construed consistent with the ADA. It is the intent of the parties to protect to all extent possible the privacy

and confidentiality of the employee's medical information. If the Employer requires such an evaluation, the employee shall request that the evaluator provide the following information: (1) If the individual is fit for duty, simply so state; (2) If the individual is not fit for duty, provide only that information or history which your professional judgment is directly related to the individual's job and why the individual cannot perform the work.

21.10 Sick Leave Donation.

21.10.1 An employee may donate sick, vacation and/or personal leave time to another employee who has exhausted all sick leave and is in documented need of sick leave due to illness. "In documented need of sick leave due to illness" is intended to cover employees, or to care for immediate family members, experiencing bodily damage (broken bones, etc.) or catastrophic illness. To qualify, an employee must reduce all paid leave banks (except sick leave which must be reduced to zero) to a cumulative total of forty (40) hours or less. Employees, generally, should not request donated leave for illness or injury whose duration is expected to be less than fourteen (14) days. The sick, vacation and/or personal leave time will be valued at the donating employee's current rate of pay, and then converted to the appropriate amount of time based on the donee's current rate of pay. (For example, if an employee earning ten dollars (\$10) an hour donates two (2) hours of sick leave to an employee earning twenty dollars (\$20) an hour, the donee will be credited with one (1) hour of sick leave.) Employees will only be credited with the actual amount of donated leave to cover the period of absence.

OSPOA-represented employees may donate vacation leave to any eligible OSP employees and/or receive vacation leave donations from any eligible OSP employees.

21.10.2 To be eligible, the employee must provide medical certification to the Oregon State Police Office of Professional Standards from the attending qualified health care professional identifying the specific medical condition and anticipated duration. The use of donated leave may not exceed one hundred eighty (180) calendar days. However, the parties may, by mutual agreement, extend this period for the exceptional cases. Donated leave may be used intermittently following the employee's return to work for treatment related to the qualifying absence, e.g., chemotherapy, physical therapy, etc.

21.10.3 Should the OSPOA become aware that the recipient of donated leave is not complying with the attending physician's treatment plan, the OSPOA may discontinue access to donated leave.

REV: 2015

ARTICLE 22 - OTHER LEAVES OF ABSENCE

22.1 Criteria and Procedure.

Subject to its reasonable operating needs and priorities, the Employer shall make a reasonable good faith effort to grant an application for leave of absence without pay not to exceed six (6) calendar months. Such leave shall not be approved for an employee for the purpose of accepting

employment outside the service of the Employer; and proof that the employee has accepted employment or entered into business may be accepted by the Employer as a resignation.

22.2 Voting Leave.

Voting leave when an employee's work schedule is such that the employee would not be able to vote prior to or after normal scheduled working hours for a special or general election:

22.2.1 If given sufficient notice the employee will vote by absentee ballot.

22.2.2 If not given sufficient notice for obtaining an absentee ballot, the Employer will make a reasonable effort to allow the employee paid duty time to vote.

22.3 Jury Duty.

Employees shall be granted leave with pay for service upon a jury provided that the day to be served on jury duty is a scheduled work day. Should the employee's regular schedule be other than a day shift, the Employer shall reschedule the employee to a day shift for the duration of the employee's jury service. The Employer shall not incur any liability for adjusting the shift of the employee on jury duty, or for adjusting any other employee's shift to comply with this Section. No more people than reasonably necessary will be adjusted to fill in for the shift of the employee on jury duty.

The employee may keep all fees due him or her for such jury duty, including personal vehicle mileage. Upon being excused from jury duty for any day, the employee shall immediately contact his/her supervisor for assignment for the remainder of his or her work day.

This Section shall only apply to those work weeks of the employee during which the employee is serving on an impaneled jury or is required to report for juror selection.

22.4 Military Leave.

Military leave shall be granted in accordance with applicable Law and state policy. In addition, employees shall be allowed to utilize 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.

In no event may an employee receive more than the number of days provided by law.

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

22.5 Retirement Counseling.

Employees within fifteen (15) years of retirement shall be granted up to twenty-eight (28) hours

with pay once during their careers to investigate retirement programs. Such time off must be approved in advance by the Employer.

22.6 Parental Leave.

During parental leave, the employee shall be allowed to use accumulated paid leave or an unpaid leave of absence for a period of up to twelve (12) weeks. The employee shall be allowed to return to work at his/her former worksite and Division at the conclusion of the parental leave. No employee shall be required to exhaust any form of paid leave prior to being placed on unpaid parental leave status. Sick leave usage will be allowed pursuant to State law.

22.7 Administrative Leave.

22.7.1 Employees placed on paid Administrative leave as a result of the use of force or while under investigation shall be available by phone during their normal working hours and be within forty-five (45) minutes driving time (one (1) hour driving time in the Portland Metropolitan Area) from their worksite.

22.7.2 Employees involved in the use of deadly physical force shall be placed on paid Administrative Leave without geographic restriction, until the District Attorney/Grand Jury rules on the incident, or they are otherwise directed to return to work. Employees must inform their supervisor of their location and remain available by telephone.

22.7.3 Supervisors may grant exceptions on a case-by-case basis.

REV: 2015

See LOA: [Dignitary Funerals](#)

ARTICLE 23 - GENERAL PROVISIONS

23.1 Posting of New Work Rules.

The Employer agrees to place a copy of new work rules in the appropriate Briefing Folders. New work rules or any proposed changes in mandatory subjects of bargaining will be provided to the Association office no less than fifteen (15) days prior to their implementation. This notice provision shall not apply in emergencies; in such cases, the Employer shall furnish the Association with the pertinent material upon the implementation of the change. New station work rules will be provided to the Association representative within five (5) days of placement in the folder.

23.2 Partial Closures.

Employees who begin a regularly scheduled shift and who are not allowed to complete that shift because the Department has become aware of a safety problem requiring closure of the work site or because the Department determines its facilities for performing work are otherwise unavailable shall be compensated as if they had completed their regular shift. The Department

will redeploy staff to other functions or locations should a full shift closure be implemented for the above stated reasons.

23.3 Outside Employment.

Employees may engage in off-duty employment provided that the employee has submitted a written request to the Office of Professional Standards via facsimile and mail. The original copy of the request shall be submitted through the chain of command. The Superintendent shall approve or deny the request within forty-five (45) days. If no action is taken on the request within forty-five (45) days, the request is deemed approved provided, however, that the Superintendent may at a later date direct the employee to cease such outside employment if the Superintendent determines that the request does not meet the approval criteria. The Superintendent's approval will not be unreasonably withheld and shall be based upon the following criteria:

23.3.1 That such employment does not interfere with assigned duties.

23.3.2 That such employment does not detract from the efficiency of the employee and his/her work with the Employer.

23.3.3 That such employment is not a discredit to the Employer's employment.

23.3.4 That such employment does not pose a conflict of interest to employment with the Department. Conflict of interest is not limited to ORS Chapter 244 and also includes any actual or potential ethical problems created by outside employment and further includes employment which could reasonably be perceived as constituting an actual or potential conflict of interest.

23.3.5 Emergency short-term, off-duty employment requests may be verbally approved providing they cannot be timely expedited in writing. If verbally approved, a written report will be required describing the type of work, hours incurred and Employer.

23.4 Individual Activity Record.

Upon request, an employee in the bargaining unit shall have access to activity reports kept by the department of which s/he is the subject. If the activity records are used to determine that an employee's performance is substandard, upon request, the employee shall receive an explanation of the basis for the substandard determination.

23.5 Residence.

An employee cannot be disciplined for his/her choice in the location of residence if the employee lives within forty-five (45) minutes driving time of his/her worksite (one (1) hour driving time in the Portland Metropolitan Area for employees assigned to Portland Area Command, Patrol, Portland Forensics Lab and Tualatin) at the time he/she establishes his/her residence. The

driving time limits in this section may be strictly enforced by the Department. Employees who on date of signing the 1993-95 contract live outside of his/her residence requirement for the worksite in affect as previously approved by the Department.

23.5.1 Resident Trooper.

Resident Troopers shall reside within their designated patrol area as established following the signing of the 1995-97 Agreement. All persons who are designated Resident Troopers after the execution of this contract who do not have a substantial change in their patrol area shall not be required to relocate. A Resident Trooper shall be assigned in writing and is defined as one who resides and has a vested community interest within their designated patrol area. They shall go on and off duty from their residence and may or may not have a courtesy office. One (1) or more Resident Troopers shall be considered a separate work group; however, they are a subordinate of the patrol office responsible for the geographic area to which they are assigned.

23.6 Promotions, Demotions and Appointments.

The Association may grieve the denial of a reclassification from Forensic Scientist Entry to Forensic Scientist 1. The Association may grieve the denial of a promotion from Forensic Scientist 1 to Forensic Scientist 2, or from Telecommunicator 1 to Telecommunicator 2, within the timeframes outlined in Article 12, Settlement of Disputes. In a grievance on the denial of such promotions, the issues shall be whether the individual is suitable for the promotional position.

A Trooper who has satisfactorily performed their duties, shall at the commencement of their eighth (8th) year as a trooper/recruit, be appointed the working title of Senior Trooper.

A Forensic Scientist shall, upon commencement of their ninth (9th) year of satisfactory service as a Forensic Scientist, be appointed the working title of Senior Forensic Scientist.

An employee demoted for any reason to a bargaining unit position shall be placed at the top step of the classification demoted into. If the employee is subsequently promoted to the classification from which he/she was demoted from, the employee shall be placed at that step in the salary range which reflects the total years of service in the classification or higher classification to which he/she is promoted into.

23.7 Forensic Services Division Training and Professional Memberships.

23.7.1 Training. Forensic Services Division employees who are approved to attend training, conferences, meetings or other professional events held outside the State of Oregon will be entitled to straight time compensatory time for travel that occurs on off-duty time. Requests to use earned compensatory time will be scheduled upon mutual agreement. Such agreement will not be unreasonably withheld.

23.7.2 Professional Memberships. On an annual basis, the Department shall reimburse Criminalist 3s, Latent Print Examiners and Forensic Scientists for full membership in the Northwest Association of Forensic Scientists and the American Academy of Forensic Scientists. The Department, subject to supervisory approval, will pay for another/ other membership(s) to a job related organization in a dollar amount not to exceed the combined cost of the Northwest Association of Forensic Scientists and the American Academy of Forensic Scientists memberships.

23.8 Tuition Reimbursement.

23.8.1 Accredited University and College Courses. The Employer will reimburse an employee for fifty percent (50%) of the cost of tuition and books so long as the subject matter of the course is not religious based or a discredit to the Employer.

The Employer will fund seven thousand-five hundred (\$7,500) dollars per year for the purpose of tuition reimbursement. Unused funds from year one (1) of the biennium will be carried over to year two (2) of the biennium. Reimbursement will be on a first (1st) come first (1st) serve basis.

Once fifteen thousand (\$15,000) dollars has been expended in the biennium, the employer is not obligated to issue any further tuition reimbursement, but may do so at it's own discretion.

The Department shall reimburse fifty (50%) percent of Spanish language college classes in addition to the reimbursement provided above. Reimbursement for Spanish language classes is over and above the dollar amount set forth above.

Application for reimbursement will be made on a form supplied by the Department. The original request must be submitted to the Office of Professional Standards.

Only those courses offered at an accredited university or college will qualify. Reimbursable tuition costs will not exceed those found at a state university.

A satisfactory grade of "C" or higher (or "pass" in the case of a pass/fail grading system) is required for reimbursement. In the case of a graduate program, the employee must obtain the grade level in the course necessary to continue participation in the graduate program. In the event the Employer directs the employee to attend any formal training course, all tuition, books, and incidental fees will be paid in full by the Employer.

23.8.2 Training Offered by Professional Organizations. The Employer may also, in its discretion, approve fifty percent (50%) reimbursement under this Section for courses, conferences, seminars or workshops offered by an appropriate professional organization. If graded, a satisfactory grade of "C" or higher (or "pass" in the case of a pass/fail grading system) is required for reimbursement. If the course, conference or seminar is not graded, a certificate or documented proof by the sponsors of attendance is required.

Prior to taking the courses or attending conferences, seminars or workshops, the employee must receive approval from the employee's supervisor on a form supplied by the Department.

REV: 2015

See LOA: [Northern Command Center Labor Management Committee](#)

ARTICLE 24 - SENIORITY

24.1 General.

The Department is responsible for the administration of the budget and the identification of the positions to be laid off or transferred in connection with readjustments to staff following layoff, for effective operations. In the event a layoff of employees occur, it will be carried out in accordance with this Article.

24.1.1 Should layoff of OSPOA-represented employees be necessary, the Department shall determine the class(es) and make every reasonable effort to inform employee(s) of their options and the process to be considered for other opportunities within State Service.

24.2 Definitions.

24.2.1 Seniority List. A current seniority list shall be maintained by the Association and provided to the Employer quarterly at no cost. The Association will provide to the Employer, a computer generated random order list of employees immediately following each new recruit class, and anytime the Department requests that a tie be broken between two or more employees with the same seniority date and in the same classification. Employees appointed to the recruit classification from another OSPOA represented classification shall be placed at the top of their recruit class based on the length of such prior service.

24.2.2 Layoff. A reduction in force because of loss of funds; reorganization resulting in reduction in positions; or other reasons which do not reflect discredit on the employee.

24.2.3 Seniority.

24.2.3.1 Total: the length of service by the employee within the Oregon State Police Department following his/her most recent date of hire or rehire as an employee, unless otherwise required by statute.

24.2.3.2 Classification: upon appointment, the length of service by the employee within his/her current classification;

Trooper (Recruit, Trooper, Sr. Trooper, Criminalist 3)
Forensic Scientist (Entry, 1, Senior Forensic Scientist 2)
Telecommunicator 1

Telecommunicator 2
Emergency Vehicle Technician
Parts Specialist 2
Latent Print Examiner
Sergeant

24.2.3.3 Seniority for the purpose of vacation and shift bidding shall be based on the employee's classification seniority except as modified below:

- (1) Any employee hired in the classification of Executive Security shall keep their seniority if they are subsequently placed in the Recruit classification even if they were required to resign and be rehired unless the break in service was longer than one (1) day.
- (2) Any employee who is in an Association-represented, non-sworn classification and subsequently placed in a sworn classification shall have their seniority commence on the date of their placement in the sworn classification. If said employee subsequently returns to an Association-represented, non-sworn classification, the employee's seniority shall be based upon all time spent in an Association-represented, non-sworn classification, excluding any time spent in a sworn classification.
- (3) Any employee who is in an Association-represented, sworn classification who subsequently is placed in an Association-represented, non-sworn classification shall have their seniority commence on the date of their placement in the non-sworn classification. If said employee subsequently returns to an Association-represented, sworn classification, the employee's seniority shall be based upon all time spent in an Association-represented, sworn classification, excluding any time spent in a non-sworn classification.
- (4) Any employee in a sworn position who (other than that provided for in paragraphs 1 and 2 above) is subsequently placed in a different sworn classification shall have their seniority commence from the date they were first placed in an Association-represented, sworn classification (excluding all time in a non-represented sworn classification).
- (5) Any employee in a non-sworn classification who is subsequently placed in a different non-sworn classification shall have their seniority commence from the date they were first placed in an Association-represented, non-sworn classification (excluding all time in a non-represented, sworn classification).
- (6) Within the Forensics Labs the Association-represented, sworn (Criminalist) and non-sworn (Forensic Scientist) shall for shift and vacation bidding only be treated as the same classification and seniority will commence from the date they were first placed in either classification.

24.2.4 Leaves of Absence. Authorized leaves of absence from the Department, including time spent in the armed forces, military leave of absence, authorized leaves

with pay, and time lost because of duty-connected disability, shall be included in the length of service. Non-FMLA/OFLA leaves without pay in excess of fifteen (15) calendar days shall not apply to seniority. Ties in seniority shall be broken by Association lottery number.

24.3 Layoff.

24.3.1 In the event of a layoff, employees shall be laid off in the inverse order of their seniority according to his/her current classification.

24.3.1.1 In the event of a layoff, employees in the Forensic Services Division only shall be laid off by discipline in the inverse order of their total OSPOA seniority. The employee shall have bumping rights to other disciplines if the employee has been trained and competency tested in that discipline. The employee must demonstrate competency to include a Division competency test within the discipline within thirty (30) days of the layoff notice date. The test is not grievable. The disciplines are as follows:

1. Toxicology/Blood/Breath Alcohol
2. Chemistry/Clan Lab
3. DNA
4. Latent Prints
5. Firearms/Tool Marks Analysis
6. Biology Processing/Crime Scene
7. Trace Evidence and Arson

24.3.1.2 Employees laid off by discipline in the Forensic Services Division will be recalled to duty by seniority within that discipline.

24.3.2 The Department will attempt to give as much notice and specificity as possible to an employee who may be affected by a pending layoff. In no case will a specific notice of layoff be given with less than fifteen (15) days prior to the effective date of layoff.

24.3.3 An employee who is to be laid off, and has completed his/her trial service in a lower classification in the bargaining unit, shall be given a position in that lower classification in the bargaining unit. An employee in the TC2 classification may, in lieu of layoff, demote to the TC1 classification, a Sergeant may, in lieu of layoff, demote to the Trooper/Senior Trooper classification without having served a trial service period in that classification.

24.3.3.1 An employee moving to a lower classification will be subject to layoff procedures in that lower classification based on seniority determined by total service in both classifications. A Sergeant shall receive credit for time in the rank of Sergeant regardless of bargaining unit status at the time they held the rank.

24.3.4 Employees who have been laid off shall be offered paid work performed by retirees or sworn persons not authorized to perform the full duties of the position. Such offer shall be made to employees in order of seniority. The compensation will be the compensation of the position, and the employee will assume the same employment status as the employee being replaced. Employees who accept such work shall not have their recall status affected.

24.4 Recall List.

24.4.1 No new employees shall be hired in the bargaining unit, in the classifications where there are employees in layoff status, until all employees on layoff status in that classification have had an opportunity to return to work.

24.4.2 Laid-off employees shall be placed on a recall list. Employees moving to a lower classification(s) shall remain on the recall list for the classification(s) from which laid off.

24.4.2.1 To be eligible for recall, employees must immediately notify the Department by certified mail, return receipt requested, of any change of address.

24.4.2.2 The life of the recall list will be two (2) years from the effective date an employee is laid off.

24.4.3 Unless an employee restricts his/her availability for recall, the employee will be recalled on a state-wide basis.

24.4.3.1 Employees may designate whether they wish to have their recall limited to openings within a state-wide, region, or specific geographical area. Laid-off employees may change their recall designation by written certified mail notice to the Department.

24.4.3.2 Any employee who restricts their availability for recall will not be offered recall options in locations outside those that they designated.

24.4.3.3 Employees shall be recalled in order of highest seniority and preference for each recall announcement in their classification.

24.4.3.4 When an employee is recalled to the classification from which they were laid off, the employee will have his/her classification seniority adjusted to the level at the time of layoff. The date that the Department determines it will recall employees will start a ten (10)-day grace period without further affecting an employee's seniority. If the employee does not return to work within the ten (10)-day grace period, his/her seniority will be adjusted to the level at the time of layoff upon his/her first day of work plus an additional ten (10) days of seniority.

24.4.4 Employees being recalled shall be notified by certified, return receipt mail, sent to their last known address of record.

24.4.4.1 Within ten (10) calendar days from the date the letter was received, the recalled employee must notify the Department of his/her decision to accept the recall position.

24.4.4.2 Employees shall report for duty at such date as mutually agreed to by the Department and the recalled employee but, in no case, will it be later than thirty (30) days after notification of acceptance of the position unless specifically agreed in writing by the Bureau Commander to allow more time.

24.5 Employee Right of Refusal.

Employees have the right of one (1) refusal before being removed from the recall list. However, a second refusal will remove the employee from the recall list.

24.6 Transfers Directly Resulting From Layoff.

A layoff may involve the transfer of employee(s) to other areas. The Department will attempt to minimize the number of involuntary transfers.

24.6.1 An Employee who had his/her position reassigned, but did not suffer a layoff as a result may, consistent with the continuing authority and discretion of the Superintendent, be assigned other duties/assignments which may or may not change the worksite so long as the reassignment does not require a move of residence. Assignments that require a relocation of residence shall not be a transfer resulting from layoff.

24.7 Transfer Procedures.

In the event that a layoff(s) directly requires that employees be transferred, the following procedures will apply:

24.7.1 Prior to the transfer of employees, the Department will attempt to review factors of service delivery to minimize the need to transfer employees.

24.7.2 The Superintendent will determine the staffing and number of worksites. Recognizing that there may be a staffing adjustment, a voluntary transfer list will be established. The list will be comprised of bargaining unit members that are willing to voluntarily transfer. The voluntary transfer list will be in seniority order, most to least senior.

24.7.3 Additionally, and if necessary, a list comprised of bargaining unit members selected for involuntary transfer will be established. The involuntary transfer list will be comprised of the least senior members selected from worksites that, in the opinion of the Superintendent, are most able to contribute employees. Senior employees on the

involuntary transfer list may state a preference for location(s) that will need to be filled. If the senior employee does not select a preference, that employee shall be assigned by the Department after those employees of lesser seniority on the involuntary transfer list have been assigned their transfer.

24.7.4 Efforts will be made to exhaust the voluntary transfer list before selecting from the involuntary transfer list.

24.8 Moving Expenses.

Moving expenses involving a voluntary transfer will not be paid by the Department. Involuntary transfers requiring relocation of residence, will be paid by the Department.

24.8.1 An employee may elect to take a voluntary layoff in lieu of an involuntary transfer and have their name added to the appropriate recall list.

24.9 Involuntary Transfer Return Rights.

Prior to the activation of the recall list, and at the discretion of the Superintendent, employees who involuntarily transferred as a result of layoffs, may be given first opportunity to make a voluntary transfer at their own expense to a vacant position for which they meet the minimum qualifications to perform.

REV: 2015

ARTICLE 25 - COMPENSATION

Effective December 1, 2015, Compensation Plan salary rates shall be increased by two percent (2%), (excluding Telecommunicator 1 and 2 classifications) to be paid January 1, 2016. Employees classified as Telecommunicator 1 and 2 will be granted an increase of five percent (5%) effective December 1, 2015 to be paid January 1, 2016.

Effective December 1, 2016, Compensation Plan salary rates shall be increased by two percent (2%), (excluding Telecommunicator 1 and 2 classifications) to be paid January 1, 2017. If the bargaining unit ratifies after either of these dates, or is in receipt of an interest arbitration award, the Compensation Plan increase will not go into effect until the first (1st) of the month following the date of ratification or receipt of the interest arbitration award, whichever is later.

25.1 Wage Scales.

Employees shall be paid from the monthly or hourly wage, as appropriate, according to the following wage scale:

SERGEANT	7/1/2015	12/1/2015	12/1/2016
Step 1 on promotion to Sergeant	\$ 7,055	\$ 7,196	\$ 7,340
Step 2 1st anniversary of the date promoted to sergeant	\$ 7,337	\$ 7,484	\$ 7,634
Step 3 3rd anniversary of the date promoted to Sergeant	\$ 7,631	\$ 7,784	\$ 7,940
Step 4 5th anniversary of the date promoted to Sergeant	\$ 7,936	\$ 8,095	\$ 8,257

OSP TROOPER	7/1/2015	12/1/2015	12/1/2016
Step 1 (Hire)	\$ 4,500	\$ 4,590	\$ 4,682
Step 2 (6 months)	\$ 4,725	\$ 4,820	\$ 4,916
Step 3 (1 year)	\$ 4,961	\$ 5,060	\$ 5,161
Step 4 (2 year)	\$ 5,209	\$ 5,313	\$ 5,419
Step 5 (3 year)	\$ 5,470	\$ 5,579	\$ 5,691
Step 6 (4 year)	\$ 5,743	\$ 5,858	\$ 5,975
Step 7 (5 year)	\$ 6,030	\$ 6,151	\$ 6,274

CRIMINALIST 3	7/1/2015	12/1/2015	12/1/2016
First Step	\$ 4,794	\$ 4,890	\$ 4,988
Second Step	\$ 5,031	\$ 5,132	\$ 5,235
Third Step	\$ 5,691	\$ 5,805	\$ 5,921
Fourth Step	\$ 5,963	\$ 6,082	\$ 6,204
Fifth Step	\$ 6,206	\$ 6,330	\$ 6,457
Sixth Step	\$ 6,388	\$ 6,516	\$ 6,646
Seventh Step	\$ 6,565	\$ 6,696	\$ 6,830
Eighth Step	\$ 6,828	\$ 6,965	\$ 7,104
Ninth Step	\$ 7,100	\$ 7,242	\$ 7,387

FORENSIC SCIENTIST-ENTRY	7/1/2015	12/1/2015	12/1/2016
First Step	\$ 3,827	\$ 3,904	\$ 3,982
Second Step	\$ 4,000	\$ 4,080	\$ 4,162
Third Step	\$ 4,191	\$ 4,275	\$ 4,361
Fourth Step	\$ 4,372	\$ 4,459	\$ 4,548
Fifth Step	\$ 4,577	\$ 4,669	\$ 4,762
Sixth Step	\$ 4,760	\$ 4,855	\$ 4,952
Seventh Step	\$ 4,898	\$ 4,996	\$ 5,096
Eighth Step	\$ 5,036	\$ 5,137	\$ 5,240
Ninth Step	\$ 5,239	\$ 5,344	\$ 5,451
Tenth Step	\$ 5,448	\$ 5,557	\$ 5,668

FORENSIC SCIENTIST 1	7/1/2015	12/1/2015	12/1/2016
First Step	\$ 4,654	\$ 4,747	\$ 4,842
Second Step	\$ 4,887	\$ 4,985	\$ 5,085
Third Step	\$ 5,131	\$ 5,234	\$ 5,339
Fourth Step	\$ 5,392	\$ 5,500	\$ 5,610
Fifth Step	\$ 5,659	\$ 5,772	\$ 5,887
Sixth Step	\$ 5,884	\$ 6,002	\$ 6,122
Seventh Step	\$ 6,055	\$ 6,176	\$ 6,300
Eighth Step	\$ 6,226	\$ 6,351	\$ 6,478
Ninth Step	\$ 6,475	\$ 6,605	\$ 6,737
Tenth Step	\$ 6,734	\$ 6,869	\$ 7,006

FORENSIC SCIENTIST 2	7/1/2015	12/1/2015	12/1/2016
First Step	\$ 5,131	\$ 5,234	\$ 5,339
Second Step	\$ 5,392	\$ 5,500	\$ 5,610
Third Step	\$ 5,659	\$ 5,772	\$ 5,887
Fourth Step	\$ 5,927	\$ 6,046	\$ 6,167
Fifth Step	\$ 6,213	\$ 6,337	\$ 6,464
Sixth Step	\$ 6,457	\$ 6,586	\$ 6,718
Seventh Step	\$ 6,640	\$ 6,773	\$ 6,908
Eighth Step	\$ 6,827	\$ 6,964	\$ 7,103
Ninth Step	\$ 7,100	\$ 7,242	\$ 7,387
Tenth Step	\$ 7,384	\$ 7,532	\$ 7,683

LATENT PRINT EXAMINER	7/1/2015	12/1/2015	12/1/2016
First Step	\$ 4,114	\$ 4,196	\$ 4,280
Second Step	\$ 4,321	\$ 4,407	\$ 4,495
Third Step	\$ 4,531	\$ 4,622	\$ 4,714
Fourth Step	\$ 4,749	\$ 4,844	\$ 4,941
Fifth Step	\$ 4,982	\$ 5,082	\$ 5,184
Sixth Step	\$ 5,180	\$ 5,284	\$ 5,390
Seventh Step	\$ 5,328	\$ 5,435	\$ 5,544
Eighth Step	\$ 5,477	\$ 5,587	\$ 5,699
Ninth Step	\$ 5,697	\$ 5,811	\$ 5,927
Tenth Step	\$ 5,924	\$ 6,042	\$ 6,163

TELECOMMUNICATOR 1	7/1/2015	12/1/2015	12/1/2016	4/1/2017
First Step	\$ 2,950	\$ 3,098	\$ 3,098	\$ 3,855
Second Step	\$ 3,084	\$ 3,238	\$ 3,238	\$ 4,007
Third Step	\$ 3,208	\$ 3,368	\$ 3,368	\$ 4,167
Fourth Step	\$ 3,305	\$ 3,470	\$ 3,470	\$ 4,333
Fifth Step	\$ 3,395	\$ 3,565	\$ 3,565	\$ 4,539
Sixth Step	\$ 3,530	\$ 3,707	\$ 3,707	\$ 4,754
Seventh Step	\$ 3,671	\$ 3,855	\$ 3,855	\$ 4,980
Eighth Step	\$ 3,816	\$ 4,007	\$ 4,007	
Ninth Step	\$ 3,969	\$ 4,167	\$ 4,167	
Tenth Step	\$ 4,127	\$ 4,333	\$ 4,333	

TELECOMMUNICATOR 2	7/1/2015	12/1/2015	12/1/2016	4/1/2017
First Step	\$ 3,249	\$ 3,411	\$ 3,411	\$ 4,271
Second Step	\$ 3,397	\$ 3,567	\$ 3,567	\$ 4,449
Third Step	\$ 3,552	\$ 3,730	\$ 3,730	\$ 4,633
Fourth Step	\$ 3,698	\$ 3,883	\$ 3,883	\$ 4,816
Fifth Step	\$ 3,804	\$ 3,994	\$ 3,994	\$ 5,045
Sixth Step	\$ 3,913	\$ 4,109	\$ 4,109	\$ 5,285
Seventh Step	\$ 4,068	\$ 4,271	\$ 4,271	\$ 5,536
Eighth Step	\$ 4,237	\$ 4,449	\$ 4,449	
Ninth Step	\$ 4,412	\$ 4,633	\$ 4,633	
Tenth Step	\$ 4,587	\$ 4,816	\$ 4,816	

EMERGENCY VEHICLE TECHNICIAN			
Class C4415 V A (hired prior to 7/1/2015)	7/1/2015	12/1/2015	12/1/2016
First Step	\$ 2,952	\$ 3,011	\$ 3,071
Second Step	\$ 3,094	\$ 3,156	\$ 3,219
Third Step	\$ 3,250	\$ 3,315	\$ 3,381
Fourth Step	\$ 3,379	\$ 3,447	\$ 3,516
Fifth Step	\$ 3,535	\$ 3,606	\$ 3,678
Sixth Step	\$ 3,702	\$ 3,776	\$ 3,852
Seventh Step	\$ 3,874	\$ 3,951	\$ 4,030
Eighth Step	\$ 4,029	\$ 4,110	\$ 4,192

Current employees will remain on the current salary range and progress through the salary range and will receive COLA's accordingly, until such time as they leave employment or transfer out of the Emergency Vehicle Technician classification. Current lead work incumbent will receive five (5%) percent lead work pay. New employees hired into the Emergency Vehicle Technician classification will be placed into the new salary range 17.

EMERGENCY VEHICLE TECHNICIAN			
Class C4415 A A (hired 7/1/2015 or later)	7/1/2015	12/1/2015	12/1/2016
First Step	\$ 2,539	\$ 2,590	\$ 2,642
Second Step	\$ 2,644	\$ 2,697	\$ 2,751
Third Step	\$ 2,757	\$ 2,812	\$ 2,868
Fourth Step	\$ 2,874	\$ 2,931	\$ 2,990
Fifth Step	\$ 2,999	\$ 3,059	\$ 3,120
Sixth Step	\$ 3,139	\$ 3,202	\$ 3,266
Seventh Step	\$ 3,292	\$ 3,358	\$ 3,425
Eighth Step	\$ 3,451	\$ 3,520	\$ 3,590
Ninth Step	\$ 3,610	\$ 3,682	\$ 3,756

Parts Specialist 2	7/1/2015	12/1/2015	12/1/2016
First Step	\$ 2,874	\$ 2,931	\$ 2,990
Second Step	\$ 2,999	\$ 3,059	\$ 3,120
Third Step	\$ 3,139	\$ 3,202	\$ 3,266
Fourth Step	\$ 3,291	\$ 3,357	\$ 3,424
Fifth Step	\$ 3,450	\$ 3,519	\$ 3,589
Sixth Step	\$ 3,609	\$ 3,681	\$ 3,755
Seventh Step	\$ 3,781	\$ 3,857	\$ 3,934
Eighth Step	\$ 3,973	\$ 4,052	\$ 4,133
Ninth Step	\$ 4,162	\$ 4,245	\$ 4,330

25.2 Pay Periods.

Employees shall be paid as per past practice.

25.3 Step Increases.

Employees shall be entitled to the merit step increases on the wage scales in Article 25.1 as provided, subject only to disapproval of such increases due to unsatisfactory performance on the part of the employees.

The denial of a merit step increase because of performance deficiencies shall remain effective until the employee receives a satisfactory rating. The denial is subject to Article 12 of the contract, and the employer shall bear the burden of proof in establishing performance deficiencies.

If there has been a break in service longer than fifteen (15) days, the merit step increase date will be delayed accordingly.

In addition to service and performance requirements, a merit step increase will not become effective until twelve (12) months have passed since the last step increase, except as superseded by the above and referenced LOA.

25.4 Uniform Allowance.

The Employer agrees to provide required uniforms and equipment for employees in the bargaining unit. Fish and Wildlife Division employees will be entitled to reimbursement for the purchase of mission specific equipment provided the employee has received prior supervisory approval. The Employer agrees to repair or replace both personal and Employer-owned uniforms, equipment and property damaged or destroyed on duty unless gross negligence can be shown on the part of the employee. Repair or replacement of the following items shall not exceed the following costs:

1. Watches, actual cost not to exceed thirty-five dollars (\$35).
2. Corrective lens, excluding frames. Actual cost not to exceed reasonable replacement of damaged item(s).
3. Eye glass frames not to exceed one hundred fifty dollars (\$150.00).
4. Honor Guard members may be reimbursed up to twenty-five dollars (\$25.00) for each uniform alteration or cleaning. Receipts shall be required to document actual cost of uniform cleaning or alterations

Receipts will be required prior to payment by the Employer. Repair or replacement of non-listed items shall not exceed reasonable costs for only those items which are normally associated with an employee's on-duty status. The Employer agrees to provide each employee in the bargaining unit required to wear a uniform, the sum of forty dollars (\$40) per month for cleaning the uniform. Fish and Wildlife Division employees may be reimbursed up to one hundred dollars (\$100.00) for purchase of boots which may include insulated pac boots, leather duty boots or hip boots/waders per biennium. In addition to the boot allowance, Fish and Wildlife Division employees may elect to receive Department issued boots. Receipts shall be required to document actual costs for all boot purchases.

25.5 Plainclothes Allowance.

Sworn employees, authorized in writing to perform normal day-to-day duties in civilian clothing in lieu of a uniform, and employees assigned to the Forensic Services Division shall be reimbursed for the purchase of civilian clothes reasonably necessary for the efficient operations of the Department, subject to prior supervisory approval, up to eight hundred (\$800) dollars per employee for the Forensic Division and twelve hundred (\$1,200) dollars per employee for the

Sworn Employees per biennium. Sworn employees shall be eligible for a forty dollars (\$40) per month cleaning allowance. Sworn employees shall be eligible for this reimbursement if they serve all or part of the biennium in eligible assignments.

25.6 Duty Differentials.

Percentages calculated under this section shall be computed on the basis of the employee's regular base pay. The premiums provided for in this Section are cumulative.

25.6.1 Pilots. Employees assigned as pilots in an aircraft shall receive a monthly premium of twelve percent (12%) of their regular base pay for the first three (3) winters or one thousand (1,000) hours (whichever is later), in such assignment, and a monthly premium equal to fifteen percent (15%) of their regular base pay thereafter.

25.6.2 Hazardous Materials. Employees assigned to handle hazardous material during transport to any disposal sites shall receive a premium of five dollars (\$5) per transport hour.

25.6.3 Bomb Technicians. Employees assigned as Bomb Technicians shall receive a monthly premium of ten percent (10%) of their regular base pay.

25.6.4 Education. Employees, excluding Sergeant's, possessing either an associate's degree or an intermediate certificate from DPSST shall receive a monthly premium in the amount of three percent (3%) of their regular base pay. Employees possessing either a bachelor's degree or an advanced certificate from DPSST shall receive a monthly premium in the amount of six percent (6%) of their regular base pay. Employees may receive one or the other premium provided for in this paragraph, but in no event shall an employee receive more than six percent (6%) under this subsection.

25.6.5 Recruit Coach. Sworn officers who successfully complete the certification program and who are assigned by management as the Recruit Coach will be paid at a rate of five percent (5%) per hour at the employee's regular rate of pay for hours when coaching duties are performed.

Telecommunicator 1 and 2, who are assigned by management as the Coach, will be paid at a rate of five percent (5%) per hour at the employee's regular rate of pay for hours when coaching duties are performed.

25.6.6 Bilingual Differential. A differential of five percent (5%) of their regular base pay will be paid to employees required to be proficient and use bilingual skills (i.e., interpretation and translation to and from English to another foreign language). The interpretation and translation skills must be assigned and contained in an employee's individual position description. The proficiency level and decision to assign bilingual duties to an employee is at the sole discretion of management.

25.6.7 Forensics Technical Leader and CODIS Administrator. Employees assigned as Technical Leaders or the CODIS Administrator shall receive a monthly premium of three percent (3%) of their regular base pay. Technical Leader differential shall be defined as a differential for Forensic Scientists Entry. Forensic Scientist 1 and Latent Print Examiner employees who have been formally assigned by the Division Director in writing “Technical Leader” duties as defined in the Quality Assurance Manual, subject to continuing updates to meet the accreditation needs of Forensics Services Division, for ten (10) consecutive calendar days or longer or has been designated the Administrator for the Combined DNA Index System administered by the FBI.

25.6.8 Patrol Vessel Guardian. An employee assigned as an operator or serving as a member of the crew on the Guardian shall receive differential pay of fifteen percent (15%) of the employee’s regular base pay per shift or portion of a shift that the Guardian is away from the vessel’s home port. In addition, the operator of the Guardian will receive operator differential pay of five percent (5%) of the employees’ regular base pay per shift or portion of a shift that the Guardian is away from the vessel’s home port.

25.6.9 SWAT. Employees assigned as a SWAT member will receive a monthly premium of two-point-five percent (2.5%) of their regular base pay for all hours worked as a SWAT member. Management reserves the right to assign and remove employees to the team. Such assignments and removals are not subject to the Just Cause standard and are not grievable.

25.6.10 Sworn Service. Troopers and Sergeants and Criminalists who have at least twenty (20) years of service as a sworn officer will receive two-point-five percent (2.5%) of their regular base pay for all hours worked.

25.6.11 Senior Forensic Scientist. Senior Forensic Scientists who have at least twenty (20) years of service as a forensic scientist in the Forensic Services Division will receive two-point-five (2.5%) of their regular base pay for all hours worked.

25.6.12 Senior Public Safety Telecommunicator. Telecommunicators who have at least twenty (20) years of service as a Telecommunicator in the Oregon State Police Dispatch Centers will be deemed Senior Public Safety Telecommunicators and will receive two-point-five percent (2.5%) of their regular base pay for all hours worked.

25.7 Rounding.

Where monies are rounded under this Agreement, amounts less than fifty cents (\$.50) cents shall be rounded down to the nearest cent, and amounts in excess of forty-nine cents (\$.49) cents shall be rounded up to the nearest cent.

25.8 Overpayments.

When an employee has been overpaid, and the employee and the Employer agree upon the amount of the overpayment, the employee may request to repay the State by forfeiting vacation, holiday or compensatory time.

25.9 Red-Lining

An employee whose salary is higher than the top step of the April 1, 2015 salary schedule will continue to receive the higher salary amount until the salary schedule is implemented that includes a step equal to or higher than the employee's salary.

REV: 2015

See LOAs: [Lead Worker Differential Southern Command Center](#), [Telecommunicators Pay Plan Implementation](#), [PEBB Composite and 2016 COLA](#), [Lead Worker Differential for the Forensics Division](#)

ARTICLE 26 - MEALS, LODGING, AND MILEAGE

26.1 Reimbursement.

Meals, lodging, and mileage rates will change at the same time as the DAS State Controller's Division policy changes.

26.2 Special Meal Provision.

An employee who is directed by the Department to travel outside the County of their assigned work site, and who travels at least forty (40) direct road miles from their work site, and who spends greater than one half (1/2) of their assigned shift in this circumstance is eligible for the special meal provision. The work site for a resident trooper is a trooper's residence.

The special meal provision is to reimburse an employee for the cost of a luncheon meal of up to six dollars and fifty cents (\$6.50). The luncheon meal, as used in this section means a lunch meal (reimbursement of up to six dollars and fifty cents (\$6.50)) taken near the middle of the employee's shift, regardless of the time of day.

This provision shall not apply where a meal is part of the agenda of a meeting or conference which the employee is attending, and is included as part of the registration fee. Employees assigned by the Department to attend a meeting or conference shall be reimbursed for the cost of a meal when such meal is an agenda item where attendance is required and not included in the registration fee.

Employees at the Ontario work site who are assigned to patrol the Jordan Valley area and travel via Idaho are eligible for the special meal provision.

26.3 General Mileage Reimbursement.

Mileage reimbursement shall be paid to employees of the bargaining unit who are ordered to use their private vehicles or rental cars in the pursuit of official business with the specific prior authorization of the Employer. An employee, when ordered to use his/her private vehicle, shall be reimbursed at the rate provided in DAS policy.

26.4 Lodging at DPSST.

Employees attending training at DPSST for OSP sponsored training when lodging and meals are provided at the academy will be subject to the following:

- a. Employees are expected to stay and eat onsite.
- b. An employee may stay and/or eat offsite. The employee will only be reimbursed at the applicable DPSST lodging and meal rates.
- c. Employees with special dietary needs shall notify the training unit prior to attending the training to arrange for appropriate accommodations.

26.5 Overnight Lodging.

26.5.1 Supervisors are responsible for ensuring that lodging provided for all employees is adequate and equitable. Employees should stay in hotel lodging when and if possible. There are situations however, where the ability to provide hotel lodging may be limited including but not limited to:

- a. Work conducted in remote locations.
- b. Work conducted on horseback trails; or
- c. Where operational needs exist (i.e., SWAT, Emergency Response, etc.).

Dormitory style lodging at Camp Rilea and DPSST will continue to be mandatory for training, including in-service training. Employees will be given the option of staying in the Bachelor Officer Quarters (BOQ) or Non-Commercial per diem in lieu of Starship accommodations at Camp Rilea. For in-service training that includes alternate accommodations, such as camp outs, employees shall have the option of staying in a hotel.

26.5.2 When the Patrol Vessel Guardian patrols away from its home port and moors overnight at sea or other ports; the crew is required to sleep on board if moorage is away from their assigned duty station or patrol area. Crew members that are required to sleep overnight on the vessel will be compensated at the non-commercial lodging rate for that night. The Division Supervisor may waive the above requirement upon the fourth (4th)

consecutive night of patrol and each fourth (4th) consecutive night thereafter, and allow the crew a one (1) night stay at commercial lodging reimbursed at the state per diem rate.

When multiple genders are assigned to the vessel and it is overnight outside of home port, the gender with the least number of represented crew on the vessel will be allowed to stay at a commercial lodging facility and will be reimbursed at the state per diem rate.

REV: 2015

ARTICLE 27 - OUT OF CLASS WORK

27.1 General.

Any employee who is assigned, in writing, for at least three (3) consecutive days, the responsibilities of a position classified higher than he or she presently holds, shall be paid as provided in Article 27.2.

27.2 Rate of Pay.

An employee qualifying for out-of-class pay will be paid at the Step 1 rate of the assigned classification or five percent (5%) higher than his/her normal salary, whichever is greater. The employee will progress along the salary range of his/her permanent classification as if she/he was not assigned the out-of-class work. In the event the employee's rate of pay in his/her permanent classification is less than five percent (5%) below Step 1 of the assigned classification, the employee shall be paid at the rate of five percent (5%) above his/her permanent rate of pay for such out-of-class work.

ARTICLE 28 - RETIREMENT PROGRAM

28.1 Public Employees Retirement System (“PERS”) Members.

For purposes of this Section 1, “employee” means an employee who is employed by the State on August 28, 2003 and who is eligible to receive benefits under ORS Chapter 238 for service with the State pursuant to Section 2 of Chapter 733, Oregon Laws 2003.

Retirement Contributions. On behalf of employees, the State will continue to “pick up” the six percent (6%) employee contribution to the Public Employees Retirement Fund through December 31, 2003. Thereafter, the State will continue to “pick up” a six percent (6%) employee contribution, payable as the law requires. The parties acknowledge that various challenges have been filed that contest the lawfulness, including the constitutionality, of various aspects of PERS reform legislation enacted by the 2003 Legislative Assembly, including Chapters 67 (HB 2003) and 68 (HB 2004) of Oregon Laws 2003 (“PERS Litigation”). Nothing in this agreement shall constitute a waiver of any party’s rights, claims or defenses respect to the PERS Litigation.

28.2 Oregon Public Service Retirement Plan Pension Program Members.

For purposes of this Section 2, “employee” means an employee who is employed by the State on or after August 29, 2003 and who is not eligible to receive benefits under ORS Chapter 238 for service with the State pursuant to Section 2 of Chapter 733, Oregon Laws 2003.

Contributions to Individual Account Programs. As of the date that an employee becomes a member of the Individual Account Program established by Section 29 of Chapter 733, Oregon Laws 2003, the State will pay an amount equal to six percent (6%) of the employee’s monthly salary, not to be deducted from the salary, as the employee’s contribution to the employee’s account in that program. The employee’s contributions paid by the State under this Section 2 shall not be considered to be “salary” under Section 1(16)(c) of Chapter 733, Oregon Laws 2003, for the purposes of computing an Oregon Public Service Retirement Plan Pension Program member’s “final average salary” under Section 10 of Chapter 733, Oregon Laws 2003, or “salary” for the purposes of determining the amount of employee contributions required to be contributed pursuant to Section 32 of Chapter 733, Oregon Laws 2003.

28.3 Effect of Changes in Law (Other than PERS Litigation).

In the event that the State’s payment of a six percent (6%) employee contribution under Section 1 or under Section 2, as applicable, must be discontinued due to a change in law, valid ballot measure, constitutional amendment, or a final, non-appealable judgment from a court of competent jurisdiction (other than in the PERS Litigation), the State shall increase by six percent (6%) the base salary rates for each classification in the salary schedules in lieu of the six percent (6%) pick-up. This transition shall be done in a manner to assure continuous payment of either the six percent (6%) contribution or a six percent (6%) salary increase.

For the reasons indicated above, or by mutual agreement, if the State ceases paying the applicable six percent (6%) pickup and instead provides a salary increase for eligible bargaining unit employees during the term of the Agreement, and bargaining unit employees are able, under then-existing law, to make their own six percent (6%) contributions to their PERS account or the Individual Account Program account, as applicable, such employees’ contributions shall be treated as “pre-tax” contributions pursuant to Internal Revenue Code, Section 414(h)(2).

ARTICLE 29 - INSURANCE

29.1 Flexible Benefits Plan.

Notwithstanding any past practice to the contrary, an Employer contribution will be made for each eligible employee who was paid regular hours in the month which are at least eighty (80) regular full time hours for the month, and participates in the flexible benefits program as administered by the Public Employees’ Benefit Board (PEBB).

29.2 Employer Contribution

Section 1. Notwithstanding any past practice to the contrary, an Employer contribution will be made for each employee who has a minimum of eighty (80) paid hours in the month and who is eligible for, and participates in, the flexible benefits program administered by the Public Employees' Benefit Board (PEBB), unless otherwise required by law. Full-time for purposes of this Article is defined as paid time equal to the regular work hours in the month.

Contributions will be prorated for employees who have at least eighty (80) paid regular hours in a month and less than full-time hours, unless otherwise required by law. This proration shall be based upon the ratio of regular hours to full-time hours, rounded to the nearest full percent.

Section 2. An Employer contribution shall be made for full-time employees who have at least eighty (80) paid regular hours in a month, unless otherwise required by law.

For Plan Year 2015, the State will pay ninety-five percent (95%) and employees will pay five percent (5%) of the monthly premium rate, as determined by the PEBB, for continuing PEBB health, vision, dental and basic life insurance benefits in effect for employees through December 31, 2015.

If for Plan Year 2015, ninety-five percent (95%) of the State employees have at least two (2) plan choices, then for full-time employees who enroll in the least expensive PEBB health plan available to them, the Employer shall pay ninety-seven (97%) of the monthly premium for PEBB health, vision, dental and basic life benefits and the employee shall pay the remaining three percent (3%).

For Plan Years 2016 and 2017, 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 medical 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 the remaining one percent (1%).

29.3 Purpose of Contributions.

The purpose of these flat dollar Employer contributions will be for use in the PEBB Flexible Benefits program. Should the Flexible Benefits program not be available, the flat dollar amount rate stated above will still be made available through alternative programs or distributed to employees in a manner mutually acceptable to the Association and to the State.

REV: 2015

See LOA: [Insurance – Kaiser Permanente](#)

ARTICLE 30 - DRUG/ALCOHOL FREE WORKPLACE

30.1

The Employer and the Association recognize the societal damage of drug and/or alcohol abuse. The parties agree that State Government must show the way towards achieving drug-free workplaces through programs designed to offer drug users a helping hand and, at the same time, demonstrating to drug users and potential drug users that drugs will not be tolerated in the State workplace. The illegal use of controlled substances, as defined in ORS 475.005, by State employees is inconsistent with the special trust placed in such employees as servants of the public.

30.2

The parties further agree that they have a responsibility to provide an alcohol-free service environment and the employees with an alcohol-free workplace.

30.3

The purpose of these procedures is to ensure the safety of the public and of employees by taking measures to eliminate the illegal manufacture, transfer, use, distribution, dispensation, and/or possession of controlled substances on the job or in the workplace.

30.4 Prohibited Conduct.

30.4.1 An appointing authority shall take the following action against an employee who illegally manufactures, sells, transfers, uses or possesses controlled substances on the job or in the workplace or is convicted on criminal charges for using, manufacturing, selling, transferring, possessing or being impaired by illegal use of controlled substances or refuses to take or fails the test for illegal use of controlled substances. The Employer may do either or both:

30.4.1.1 Require the employee to enroll in and successfully complete a drug rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency, at no additional cost to the State, and sign a last chance agreement, as a condition of continued employment which shall include a requirement that the employee submit to unannounced drug testing for a period of one (1) year following the completion of treatment. If the employee violates the terms of treatment or rehabilitation, or again tests positive during such period, s/he shall be immediately discharged; or

30.4.1.2 Impose, as a corrective measure to encourage an employee to seek rehabilitative assistance, disciplinary action up to and including discharge in accordance with the Collective Bargaining Agreement.

30.4.1.2.1 An employee who has tested positive for the presence of drugs which were originally legally obtained, but were abused by the employee, shall be referred to an employee assistance program or drug and alcohol counseling or treatment, unless the employee has previously tested positive for the use of drugs, or refuses to participate in the employee assistance program, counseling, or treatment, the employee shall not be disciplined. The employee may, however, be subjected to a last chance agreement as a condition of continued employment, which shall include a requirement that the employee submit to unannounced drug testing for a period of one (1) year following the completion of treatment. If the employee violates the terms of treatment or rehabilitation, or again tests positive during such period, s/he shall be immediately discharged.

30.4.1.3 Take other appropriate action.

30.4.2 Nothing herein shall prevent the Employer from imposing discipline for just cause for misconduct which occurs in conjunction with inappropriate alcohol or drug use; as limited under Article 30.4.1.

30.5 Alcohol and Drug Tests.

30.5.1 An appointing authority or division director may authorize a supervisor or manager who has completed a training program concerning reasonable suspicion testing, to test any employee upon reasonable suspicion that the employee has engaged in or is under the influence of an illegal controlled substance or alcohol based upon:

30.5.1.1 Supervisory personnel observing abnormal behavior, or impairment of physical or mental performance, or other physical evidence of impairment where such observation indicates that the employee is under the influence of an illegal controlled substance; or any employee actually seeing the use of illegal controlled substance in the workplace;

30.5.1.2 The opinion of a medical professional employed at the worksite that an employee is using an illegal controlled substance;

30.5.1.3 The employee being directly involved in an incident that results in death of any person, injury to any person requiring professional medical treatment beyond first aid or damage to property in excess of one thousand-five hundred dollars (\$1,500) along with the existence of circumstances, addressed in subsections 30.5.1.1 or 30.5.1.2, that indicate employee impairment. Direct involvement in an incident refers to an employee whose order, action or failure to act is determined to be, or cannot be ruled out as a causative factor in the events leading to or causing the incident.

30.5.2 Testing Mechanisms: The following testing mechanisms shall be used for any drug test performed on members of the Association:

30.5.2.1 All testing shall be conducted through BIO MED Testing Services (or an alternate accredited SAMSHA toxicology lab) using a 10-Panel test with the samples identified in such a fashion to insure that the identity of the tested employee is kept as confidential as possible.

30.5.2.2 Urine screening tests shall be performed using SAMSHA's accepted immunoassay technology urine testing. No positive test results shall be reported to the Employer unless the procedures in 30.5.2.3 also result in a positive test result, and no result shall be deemed to be positive unless the level of drug is above the confirmation test's limit of quantitation (LOQ).

30.5.2.3 Any positive results on the initial screening test shall be confirmed using SAMSHA's accepted technology of gas chromatography-mass spectrometry (GC/MS) or liquid chromatography-mass spectrometry (LCMS). Confirming cut-off levels will be at least as sensitive as the initial screening tests.

30.5.2.4 Despite a negative result, an employee may still be impaired, based on the criteria enumerated in Article 30.5.1.1.

30.5.3 The following procedures shall be used whenever an employee is requested to give a urine sample:

30.5.3.1 Prior to testing, the employee shall be provided the opportunity to voluntarily list to the testing lab substances currently being used by the employee that may impact the test results such as medications or food products. The failure of an employee to accurately list all such substances may not be the basis for disciplinary action against the employee. This list, and all documents and information concerning drug testing, shall remain confidential pursuant to the terms of this article.

30.5.3.2 A urine sample will be obtained from the employee. The sample will be collected in a manner that precludes alteration. The Employer shall not observe the act of urination but the sample's temperature will be recorded for evaluation of potential alteration.

30.5.3.3 Immediately after the sample has been given, it will be divided into two (2) equal parts in the presence of both parties. Each of the two (2) portions of the sample will be separately sealed, labeled, and initialed by both parties, and stored in a secure and refrigerated atmosphere. If the samples cannot be analyzed within twenty-four (24) hours, they shall be frozen. One (1) of the samples will then be delivered to a SAMSHA certified lab.

30.5.3.4 The sample will first be tested using the screening procedure set forth in this article. If the sample tests are positive for any drug, the confirmatory test specified in this article will be employed.

30.5.3.5 Each step in the collecting and processing of the urine specimens shall be documented to establish procedural integrity and a chain of evidence.

30.5.3.6 If at any time different procedures or tests are available to a SAMSHA certified lab which have greater reliability than the foregoing, the more reliable procedures or tests shall be used.

30.5.3.7 An employee refusal to test may be utilized as evidence of impairment and/or constitute a basis for discipline.

30.5.3.8 Any positive test result and/or adulteration issues will be verified by a Medical Review Officer (MRO) contracted through the vendor who will, among other things, review any extenuating circumstances.

30.5.4 Intoxilyzer Testing for Alcohol

30.5.4.1 Alcohol tests performed under this policy will be done with an evidential breathtesting device (EBT) certified by the Department of State Police Implied Consent Unit, otherwise known as an intoxilyzer. The EBT will be utilized first if an employee is to be tested for alcohol.

30.5.4.2 A breath test will be required to determine if an employee has an alcohol concentration of .02 grams or more per 210 liters of breath. Any result which is .0199 or less will be considered negative. If both the initial and confirmation breath test results are .0199 or less, the result will be considered negative; however, the employee may still be impaired, based on the criteria enumerated in Article 30.5.1.1.

30.5.4.3 Any test result of .02 or greater (on both the initial and confirmation tests) will be considered positive and the employee will need to follow the Procedures after a Positive Drug or Alcohol Test Result enumerated in Article 30.5.5.

30.5.4.4 Any employee who does not provide a sufficient amount of breath to permit a valid breath test will be instructed to again attempt to provide a sufficient sample. If the employee fails to provide an adequate sample, the test will be discontinued and considered a positive test.

30.5.5 Procedures after a Positive Alcohol Test Result

When the employer determines that an employee has a confirmed positive test result the employer will institute the following steps:

- (1) A division director or designee will relieve the employee from duty.
- (2) If an employee is relieved of duty under this article, the employee will be required to utilize vacation or compensatory time for the remainder of his/her shift.
- (3) The employee may be referred to the Employee Assistance Program (EAP). The EAP will conduct an assessment, make appropriate referrals and determine when the employee is ready for a return to duty test.
- (4) The employee must take and test negative on a return to duty test to return to active duty. The employee will be subject to follow-up testing as outlined by the EAP.

30.6 Criminal Conviction.

30.6.1 An employee shall notify, in writing, the appointing authority of a criminal drug statute conviction within five (5) calendar days of conviction. Failure to do so shall subject the employee to discipline up to and including discharge in accordance with the Collective Bargaining Agreement.

30.6.2 An appointing authority shall, within ten (10) calendar days of receiving notice of conviction, provide written notice of such conviction, including employee position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless a federal agency has designated a central point for the receipt of such notification. Notification shall include the identification number for each of the federal agency's affected grants.

30.7 Employee Voluntary Use of Employee Assistance or Other Treatment Program.

30.7.1 Employees with drug problems are encouraged to voluntarily seek assistance, on a confidential basis, through the Employee Assistance Program, drug rehabilitation or other available treatment program approved by a federal, state, or local health, law enforcement, or other appropriate agency.

30.7.2 An appointing authority shall, upon employee request, grant sick or other accrued paid leave or, at the employee's option, unpaid leave, to participate in such assistance or rehabilitation treatment programs.

30.7.3 Upon return from such leave, an employee may be subject to drug testing for a period of one year.

30.8 Medication.

An employee who reports to work after using physician prescribed medication which has caused physiological or psychological effects negatively affecting job performance and safety shall advise his/her supervisor of the medication and its effects before commencing or continuing work.

30.9 Establishment of Drug-Free Awareness Program.

The Employer shall establish a drug-free awareness program to inform employees of the:

30.9.1 Dangers of drug abuse;

30.9.2 Existence of and contents of these guidelines;

30.9.3 Availability of drug counseling, rehabilitation, and employee assistance programs; and

30.9.4 Consequences for actions covered by these guidelines.

ARTICLE 31 - SAVINGS CLAUSE

If any provision of this Agreement is or becomes in contravention of the laws or regulations of the United States or State of Oregon, the provision shall be suspended by the appropriate provision of the law or regulation so long as it is in force and effect, but all other provisions to this Agreement shall continue in full force and effect. The provision being in contravention of such laws or regulations shall be re-negotiated by the parties in order that there will be no such contravention.

ARTICLE 32 - TERM OF AGREEMENT

32.1 Term.

Except for those provisions which expressly state otherwise, this Agreement shall be effective as of the date of signing and shall remain in full force and effect through June 30, 2017. This Agreement shall remain in full force and effect during the negotiations for any successor agreement.

32.2 Successor Negotiations.

If either party desires to negotiate for a successor agreement, a written request shall be submitted to the other party no later than December 15, 2016 and negotiations will commence no later than January 13, 2017.

REV: 2015

APPENDIX A – Team Directed Scheduling

1. Work Groups authorized to participate will be those currently using Team Directed Scheduling and those work groups who have been:
 - a. Identified by the Labor/Management Team, and thereafter,
 - b. Vote to participate.

(Work Groups are defined consistent with Article 14.6.3 of the CBA.)

It is the responsibility of the Labor/Management Team to educate management and represented employees on the benefits of Team Directed Scheduling.

2. The Labor/Management Team will work with the selected work groups and monitor the success and/or failure of the scheduling method. The Labor/Management Team and the Work Group supervisors/employees will evaluate the Team Directed Scheduling, at six (6) month intervals after implementation, to determine whether to continue, modify, or end the Team Directed Scheduling process. An evaluation will be based upon the totality of the program for a specific work group.
3. The Team Directed Scheduling program may be discontinued at any specific worksite, by either management or OSPOA, without cause, at the conclusion of any six (6)-month interval.

When Team Directed Scheduling is discontinued, the work group will be scheduled under applicable provisions of the CBA. At such time, the work group may vote on scheduling and shift bid provisions authorized by the Collective Bargaining Agreement. This vote may occur regardless of any provision restricting the voting process to specific calendar dates. The Team Directed Schedule will remain in effect for the remainder of the current twenty-eight (28)-day cycle plus a final twenty-eight (28)-day cycle to allow a schedule changeover.

4.
 - a) Work groups selected for participation will meet as a team to develop the schedule(s) for their work group. The work group team shall consist of all affected employees and their direct line supervisors through Lieutenant (support staff shall not be included in the work group team). For the purposes of this meeting there shall be no penalty pay for the schedule adjustments necessary to insure attendance of all members.
 - b) Dispatch Only: Dispatch Centers may elect a group of three (3) to five (5) Telecommunicators to represent the workgroup for the purposes of developing schedules. OSPOA will handle the election process. Such elections will be held every two (2) years.

5. The work group team must reach consensus on the schedule(s) developed and the shift selection process. Consensus is as defined in the Interest Based Bargaining process. The Labor/Management team will facilitate, train and assist. The work group will also develop their own method to resolve problems related to Team Directed Scheduling (doesn't necessarily preclude grievances).
6. The work group will develop at least one (1), twenty-eight (28)-day schedule up to a maximum of six (6), twenty-eight (28)-day cycles. The work group may review and revise any twenty-eight (28)-day schedule prior to its start. After six (6), twenty-eight (28)-day schedules the work group must meet to review progress to date.
7. Overtime for individuals in the work groups participating in Team Directed Scheduling shall be as follows:
 - a. For work groups consisting entirely of sworn personnel (including sergeants):
 - 1) Work in excess of the daily scheduled shift (excluding sergeants).
 - 2) Work in excess of eighty (80) hours in a fourteen (14)-day period (defined as either the 1st or 2nd fourteen (14)-day segment of the twenty-eight (28)-day schedule).
 - 3) Call backs apply.
 - 4) Employees may voluntarily work an additional five (5) hours in each fourteen (14)-day period for which no additional compensation is paid. Employees do not have to volunteer and these five (5) hours are over and above the regular schedule.
 - b. For Work groups which are non-sworn or mixed sworn/non-sworn shall be as follows:
 - 1) Work in excess of daily scheduled shift (excluding sergeants).
 - 2) Work in excess of forty (40) hours in a work week as defined in Article 14.3.
 - 3) Call backs apply.
8. The schedule developed is subject to the following restrictions:
 - a. No scheduled shift longer than twelve (12) hours.
 - b. A minimum of ten (10) hours off between scheduled shifts.

- c. No one assigned involuntarily to a shift with less than two (2) consecutive days off.
 - d. No one assigned involuntarily to a split shift.
9. a.) Voluntary shift adjustments may be made by an employee with supervisory approval without penalty to the Employer. The revised schedule may not exceed eighty (80) hours in a fourteen (14) day period (excluding additional uncompensated hours). The exception to the daily overtime threshold only applies to the days affected by the voluntary adjustment. Hours worked in excess of eighty (80) (excluding additional uncompensated hours) are paid at the overtime rate. For work groups covered under paragraph 7(b) above, the revised schedule may not exceed forty (40) hours in a seven (7) day period. Hours worked in excess of forty (40) are paid at the overtime rate.
- b.) For the employees in the Forensics Services Division only: Free and voluntary adjustments to the length of an employee's shift may be made at the employee's request with prior supervisor approval. Overtime liability occurs only when the employee exceeds the regularly scheduled adjusted shift, or forty (40) hours in a work week. The adjusted shift may not exceed twelve (12) hours. Denial of approval will not be subject to the grievance procedure.
10. Shifts may be involuntarily adjusted without penalty for a shift adjustment upon seven (7) days notice for reasonable operating needs. For the purposes of Team Directed Scheduling reasonable operating needs are an unforeseen combination of circumstances calling for action which requires additional resources. Reasonable operating needs does not include court, administrative hearings, training, regular shift rotations/changes, and vacation. The work group may within the limits of this definition, refine this definition as it applies to the work groups specific circumstances. Notice of less than seven (7) days will not result in a penalty if the adjustment is the result of an emergency. An emergency is an unforeseen combination of circumstances calling for immediate action which requires additional personnel resources. Schedule changes due to events with advance notice would not be considered emergencies.
11. Employees may have their days off involuntarily changed for training no more than once a calendar year during one work week with 28 days notice.
12. Involuntary schedule adjustments for the purpose of convening work group meetings shall not result in a penalty if forty-eight (48) hours notice is given. The work group shall set the parameters for subsequent work group meetings.
13. There shall not be an irregular hours penalty. Hours worked outside of a schedule adjusted under paragraphs 9, 10, and 11 shall be paid at time and one-half (1 ½) over and above the employees regular salary excluding hours for which there is no additional compensation as set forth in paragraph 7(a)(4).

14. Under Team Directed Scheduling employees utilizing compensatory leave under Article 17.3 shall provide seven (7) calendar days notice of their desire to use compensatory leave. If seven (7) calendar days notice is given the use of compensatory leave must be allowed unless the granting of compensatory leave would unduly disrupt the Employer's operation. The employee may be granted compensatory leave on less than seven (7) calendar days notice if mutually agreeable with the Employer. The work group by consensus may agree to a notice requirement other than the seven (7) calendar days provided for herein.
15. The Labor/Management team shall consist of equal members of the OSPOA and OSP bargaining teams.

APPENDIX B - Forensic Services Division Scheduling

This Memorandum of Understanding (MOU) by and between the State of Oregon, acting through its Department of Administrative Services (Employer) on behalf of the Department of State Police (Agency) and the Oregon State Police Officers' Association, OSPOA (Association), is was entered into pursuant to a Letter of Agreement contained in the 2011-2013 Collective Bargaining Agreement (CBA) as Appendix B, titled "TDS: Forensics Division".

1. Any laboratory may vote, by a straight majority of the OSPOA represented employees, to follow the provisions outlined in this MOU or another applicable provision of the CBA.
2. The normal hours of operation of the Oregon State Police Forensics Services Division Laboratories are Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding holidays listed in this CBA.
3. The workweek is defined as Sunday 12:00 a.m. to Saturday 11:59 p.m. The schedules referred to herein shall have regular assigned days off within the workweek. Workdays and days off shall be consecutive unless the employee voluntarily requests to split shifts or otherwise change his/her work days and/or days off. An employee shall work 40 hours within the workweek or request the appropriate leave time.
4. Each work day on the requested schedule shall be a minimum of 4 hours and a maximum of 10 hours. This does not, however, prohibit schedules of less than 4 hours or longer than 10 hours occasionally being requested.
5. Each laboratory will determine whether to submit schedules for 1, 3, 6, or 12 month periods.
6. All leave requests, outside of annual vacation bid requests, will not be considered until all submitted schedules have been approved.

7. Employees who are scheduled according to this MOU will submit a schedule to their supervisor by the 15th of the month preceding the start of a new scheduling period, as determined by the laboratory and regardless of the length of the period.
8. The submitted schedule will be considered set if it is not changed by the employee's supervisor by 5:00 p.m. of the 25th day of the month preceding the start of the new scheduling period, as determined by the laboratory and regardless of the length of the period. Once a schedule has been set, an employee may not make any changes without prior supervisor approval.
9. The submitted schedule shall fall between 5:00 a.m. and 8:00 p.m. Monday – Friday. This does not, however, prevent the occasional scheduling of weekend work. The schedule is subject to supervisor approval or denial based on operating need (defined below). A schedule that is wholly within the operating hours shall be approved as meeting operating needs and once a schedule is approved it becomes the set schedule.
10. In Disciplines with 1 qualified analyst will have scheduled coverage of at least 8 hours at least 4 days a week. Provided however, if all submitted schedules and approved vacation bid leave result in no OSPOA represented laboratory staff being scheduled during normal operating hours the junior-most qualified OSPOA represented staff's schedule, not off on bid vacation leave, will be adjusted to provide coverage for such hours.
11. In disciplines where there are 2 or more qualified analysts, there will be scheduled coverage of at least 8 hours each day during the normal operating hours. Provided however, if all submitted schedules and approved vacation bid leave result in no OSPOA represented laboratory staff being scheduled during normal operating hours the junior-most qualified OSPOA represented staff's schedule, not off on bid vacation leave, within that discipline will be adjusted to provide coverage for such hours.

12. These minimums apply only to approving schedules, and not to future schedule adjustments or leave requests.
13. Field investigations are not considered a primary discipline for scheduling purposes.
14. It is agreed that during certain times of the year (e.g. days adjacent to major holidays); the scheduled coverage may fall below the above limits. Specifically, on the day after Thanksgiving; December 24, and December 31st, if the observed holiday falls on a Tuesday; and December 26th and January 2nd, if the observed holiday falls on a Thursday; a minimum of 1 qualified analyst will be scheduled to provide coverage for the entire laboratory, without regard to discipline coverage (as described above). Provided however, if all submitted schedules and approved vacation bid leave result in no OSPOA represented laboratory staff being scheduled during normal operating hours for the days listed above, the junior-most qualified OSPOA represented staff's schedule, not off on bid vacation leave, will be adjusted to provide coverage for such hours.
15. Qualified analyst for the purpose of this MOU is defined as any analyst authorized to perform independent casework.
16. Operating need for the purpose of this MOU is defined as court obligations (i.e. those governed by subpoena), mandatory training, and mandatory technical meetings during normal operating hours.
17. Should the number of analysts within a particular discipline change; the previously approved schedule will be honored through the end of the determined cycle.
18. Nothing in this MOU prohibits the employee from voluntarily adjusting their approved work schedule (i.e. start/stop time, length of shift and/or days off), with prior supervisor approval. If approval is not granted for the voluntary adjustment, the decision is final and not subject to the grievance procedure.

19. No employee shall be involuntarily required to work a split shift.
20. If the approved schedule is outside the normal operating hours, the employee agrees to adjust his/her schedule to accommodate court obligations, mandatory training, and mandatory technical meetings during normal operating hours. The adjusted shift may not exceed 12 hours.
21. Overtime liability for employees occurs in callback situations under this MOU; or where the employee works more than 40 hours per week or unscheduled hours outside the laboratory's normal operating hours. Employees working a 5/8 within the normal operating hours defined above will be paid overtime for all hours worked in excess of their scheduled shift unless they voluntarily adjust. Any time worked in excess of 12 hours in a work day will be compensated at the overtime rate.
22. Breaks and meal period will be covered by the current language of the CBA.
23. Nothing in this MOU prevents an employee from scheduling and a supervisor approving a schedule other than a 5/8.
24. This MOU may be discontinued at any laboratory, by either management, OSPOA or a straight majority vote of the OSPOA represented employees, without cause at the conclusion of any month. Should this MOU be discontinued, the laboratory will be scheduled under an applicable provision of the CBA. At such time, the laboratory may vote on scheduling and shift bid provisions authorized by the CBA. This vote may occur regardless of any provision restricting the voting process to specific calendar dates.
25. This MOU shall be effective upon signature.

Reaffirmed and continued for the life of the 2015-2017 Collective Bargaining Agreement.

APPENDIX C– Letters of Agreement
LETTER OF AGREEMENT – 2-A – Background Checks Dispatch Center

This Letter of Agreement is between the Oregon State Police Officers’ Association (Association) and the State of Oregon, acting through the Department of Administrative Services (Employer), on behalf of the Oregon State Police (Department).

The Parties hereto agree that the Department can use OSP retirees to conduct background investigations on applicants for Telecommunicator 1 and 2 positions, effective upon signature. [July 12, 2012].

This Letter of Agreement does not establish a precedent for the future use of retirees for this purpose by the Department without negotiating such use with the Association.

This Letter of Agreement may be terminated by the either of the Parties at any time with thirty (30) days notice.

Reaffirmed and continue for the life of the 2015-2017 Collective Bargaining Agreement.

LETTER OF AGREEMENT – 2-B – Background Checks Recruit Troopers

This Letter of Agreement is between the Oregon State Police Officers' Association (Association) and the State of Oregon, acting through the Department of Administrative Services (Employer), on behalf of the Oregon State Police (Department).

The Parties hereto agree that the Department can use OSP retirees to conduct background investigations on applicants for Trooper positions, effective upon signature. [October 10, 2012].

This Letter of Agreement does not establish a precedent for the future use of retirees for this purpose by the Department without negotiating such use with the Association.

This Letter of Agreement may be terminated by the either of the Parties at any time with thirty (30) days notice.

Reaffirmed and continue for the life of the 2015-2017 Collective Bargaining Agreement.

LETTER OF AGREEMENT – 2-C – Background Checks Forensics

This Letter of Agreement is between the Oregon State Police Officers' Association (Association) and the State of Oregon, acting through the Department of Administrative Services (Employer), on behalf of the Oregon State Police (Department).

The Parties hereto agree that the Department can use OSP retirees to conduct background investigations on applicants for up to five (5) Forensics positions, effective immediately. [January 11, 2013].

This Letter of Agreement does not establish a precedent for the future use of retirees for this purpose by the Department without negotiating such use with the Association.

This Letter of Agreement may be terminated by the either of the Parties at any time with thirty (30) days notice.

Reaffirmed and continue for the life of the 2015-2017 Collective Bargaining Agreement.

LETTER OF AGREEMENT – 2-D – Installation Work on Vehicles

This Letter of Agreement is between the Oregon State Police Officers' Association (Association) and the State of Oregon, acting through the Department of Administrative Services (Employer), on behalf of the Oregon State Police (Department).

The Parties hereto agree that the Department will post a schedule of available overtime. Employees will be allowed to sign up for available overtime. If overtime slots are not filled, or business demands for vehicles exceeds production capacity, the Department will determine the amount of outsourcing needed to complete the builds in the timeframe required. The Department will outsource to qualified up-fit vendors under contract to complete installation work on Agency vehicles that Fleet employees are unable to complete in a timely manner to meet Department needs. The Department will continue to monitor and evaluate business needs to overtime available and employee volunteering for overtime.

This Letter of Agreement does not establish a precedent for future use of contracted services for the Interpretation of the Collective Bargaining Agreement between the Association and the Employer.

This Agreement will sunset on August 31, 2016.

Reaffirmed and continue for the life of the 2015-2017 Collective Bargaining Agreement.

LETTER OF AGREEMENT – 11-A – Credible Testimony

If termination is a result of OSP's determination that an employee cannot provide credible testimony, it will be the result of an OSP investigation. Such investigation will be conducted in compliance with the Collective Bargaining Agreement. The termination decision shall be subject to the grievance process for Just Cause and review by an Arbitrator if so grieved.

Reaffirmed and continue for the life of the 2015-2017 Collective Bargaining Agreement.

LETTER OF AGREEMENT – 14-A – Honor Guard

Honor Guard functions on a normal workday:

The Oregon State Police and the Oregon State Police Officers' Association agree that the total compensation for participation in Honor Guard functions, including authorized practice and travel, shall be the granting of on-duty time at the straight-time rate up to a maximum of eight hours per day.

Honor Guard functions on a day off or a normal workday:

In the event that participation in Honor Guard functions, including practice and travel, causes work in excess of scheduled shift (minimum eight (8) per day) or forty (40) hours per week on a normal workday it is agreed that employees are not entitled to any straight-time pay, overtime pay, or penalty pay for the excess hours. However, employees shall be entitled to compensatory leave at the straight-time rate for all hours worked in excess of scheduled shifts (minimum eight (8) hours per days) or forty (40) hours per week. Hours worked in excess of one hundred seventy-one (171) hours per twenty-eight (28)-day work period will be paid at the overtime rate. (See Article 17.1.4.)

Honor Guard functions on a day off:

In the event that participation in Honor Guard functions, including authorized practice and travel, occurs on a day off, employees agree they shall only be entitled to compensatory leave at the straight-time rate. Travel that occurs outside of normal working hours shall result in overtime eligibility only for the operator of the vehicle if the operator exceeds the one hundred seventy-one (171) hours provided for above.

It is further agreed that employees will not claim contract overtime or other payment for any shift adjustments that are made to accommodate participating in Oregon State Police Honor Guard activities. This Agreement will not set a precedent for any purpose other than specifically described herein. This Agreement terminates when a member resigns or is removed from the Honor Guard.

Date this 15th day of July, 1994.

_____/s/
Jim Botwinis, President
OSPOA

_____/s/
Eva Corbin, Manager
Labor Relations, State of Oregon

Reaffirmed and continued for the life of the 2015-2017 Collective Bargaining Agreement.

LETTER OF AGREEMENT – 14-B – Four-Ten (4-10) Shifts

The parties to this Agreement are THE STATE OF OREGON ("State") and the OREGON STATE POLICE OFFICERS ASSOCIATION ("Association"). The parties wish to enter into this Memorandum of Understanding concerning questions which have arisen about the appropriate interpretation and application of provisions of the 1995-97 Collective Bargaining Agreement between the State and the Association.

In consideration of the mutual promises of the parties, and for other good and adequate consideration, it is hereby agreed as follows:

1. Nothing in this MOU is intended to change the conditions set forth in Team Directed Scheduling.
2. Under Article 14.6 of the Collective Bargaining Agreement, employees in a work group may vote to work a 4/10 shift subject to the Employer's reasonable operating needs. If the 4/10 schedule for certain members of the work group is not consistent with reasonable operating needs, the Employer has the right to deny the 4/10 schedule for the whole work group if such denial is based upon reasonable operating needs and/or to compel certain employee(s) to work a 5/8 work shift. If the Employer denies the 4/10 schedule for the entire work group because certain employee(s) must work a 5/8 shift, the Association has the right to file a grievance challenging that the denial of the 4/10 schedule is not based on reasonable operating needs.
 - a.) It is not the Employer's intention to deny a 4/10 schedule for other than operating needs. Additionally, under the principles of voluntary schedule adjustment set forth below, a member of a 4/10 work group could voluntarily agree to work a 5/8 work shift subject to supervisor's approval.

DATED this ____ day of _____, 2000.

_____/s/_____
Jim Botwinis, President
Oregon State Police Officers' Association

_____/s/_____
Eva Corbin, Deputy Administrator
Labor Relations, State of Oregon

Reaffirmed and continued for the life of the 2015-2017 Collective Bargaining Agreement.

LETTER OF AGREEMENT – 14-D - Exploration of Alternate Length Shifts

This Letter of Agreement is between the State of Oregon, acting through the Department of Administrative Services (Employer), on behalf of the Oregon State Police (Department) and the Oregon State Police Officers' Association (Association).

The Parties agree to initiate a pilot project to jointly explore alternate length work shifts pursuant to the Employer's proposal regarding same at negotiations on August 11, 2011. These alternate length work shifts may not exceed twelve hours per shift. The Parties agree that this pilot project is for exploration only and that any proposals resulting from the discussions should be negotiated at a later time.

Reaffirmed and continued for the life of the 2015-2017 Collective Bargaining Agreement.

LETTER OF AGREEMENT – 16-A - Drug Detection Canine Handlers

This agreement is entered into between the Department of Oregon State Police (Department), the Oregon State Police Officers’ Association (Association), and the Department of Administrative Services (DAS).

The purpose of the Agreement is to allow the Patrol Division Dog Handlers the ability to schedule shifts with the greatest amount of flexibility to effectively use narcotics canines.

To facilitate meeting the above objective, the parties agree to allow the Patrol Division Dog handlers to work a schedule consistent with the language contained in Article 16.2 (Drug Enforcement Section Itinerary); Article 16.3 (Itinerary Practices); Article 18.2 (Irregular Hours) and Article 14.14 (Dog Handler) of the current collective bargaining agreement. All other provisions of Article 14 and Article 15 do not apply to these employees.

This Agreement will become effective at the beginning of the next available workweek, or earlier at management’s discretion, immediately following the date of the last signature.

This Agreement may be evaluated every six (6) months by the parties to ensure it meets operational needs. The Agreement may be discontinued, by either management or OSPOA, without cause at the conclusion of any six (6) month interval.

This Agreement only applies to employees assigned as Patrol Division Dog handlers and shall not be interpreted as precedent setting for any similar situations in the future.

FOR THE DEPARTMENT AND
THE EMPLOYER

 /s/ 7/6/11
Mary Kearney Date
State Labor Relations Mgr, DAS/LRU

 /s/ 7/6/11
Steve Duvall, Captain
Department of Oregon State Police

FOR THE ASSOCIATION

 /s/ 7/6/11
Darrin Phillips, President Date
Oregon State Police Officers Assoc.

Reaffirmed and continued for the life of the 2015-2017 Collective Bargaining Agreement.

LETTER OF AGREEMENT – 17-A - 207K Waiver

The parties recognize the need to clarify their intentions regarding recent changes under SB 750 affecting amendments to ORS 279.340 and .342.

The Association recognizes that the Department has declared that all sworn employees of the Department, including those in the OSPOA who are overtime eligible under the FLSA, are subject to the 207K provision that provides for overtime after 171 hours within a twenty-eight (28)-day period.

The parties further recognize that the OSPOA members are paid overtime consistent with their collective Bargaining Agreement and that the contract may provide payments that are equal or more generous than the FLSA.

The amendments to SB 750, ORS 279.340 and .342, are understood and agreed to apply as follows for sworn members of the OSPOA:

The OSPOA expressly agrees that overtime shall be paid in accordance with the Collective Bargaining Agreement including the successor agreement currently in negotiation and the 1993-95 Collective Bargaining Agreement and under the 207K provisions of the Fair Labor Standards Act. To the extent ORS 279.340 provides a different basis for the calculation of overtime, the OSPOA expressly waives those provisions of ORS 279.340 as it applies to the 1993-95 Collective Bargaining Agreement and its successor currently in negotiations.

Dated this 24 day of January, 1996.

FOR THE OSPOA

FOR THE STATE

/s/
J. A. Botwinis, President

/s/
Eva M. Corbin, Labor Relations Mgr.

Reaffirmed and continued for the life of the 2015-2017 Collective Bargaining Agreement.

**MEMORANDUM OF UNDERSTANDING – 20-A – Alternative Vacation Bidding
Southern Command Center**

This Memorandum of Understanding (MOU) by and between the Oregon State Police Officers' Association (OSPOA) and the State of Oregon, Department of State Police is for the purpose of setting forth alternative vacation bidding for the Southern Command Center (otherwise referred to as "SCC") workgroup.

Whereas, the SCC workgroup currently selects their shifts and schedule through Team Directed Scheduling;

Whereas, the SCC workgroup desires to have their vacation bid align with their shift selection;

Whereas, the language of Article 20.2 – Selection of Vacation Times – within the Collective Bargaining Agreement only allows for vacation bidding one (1) time a year;

Now, therefore, in consideration of the mutual promises hereinafter stated, the Parties do agree as follows:

1. The workgroup consisting of Telecommunicators employed at the SCC shall be allowed to bid vacation each time they bid for shifts.
2. The vacation bid must fall within the same time frame for which shifts are bid
3. Vacation bids will be subject to the same deadline for submission as are utilized for the selection of shifts.
4. Except as modified in the MOU, Article 20 of the Collective Bargaining Agreement shall govern the selection of vacation times for the SCC workgroup.
5. This MOU shall be effective for the remainder of the contract period, unless specifically extended in writing by the Parties.
6. This MOU is specific to the SCC workgroup and does not set a precedence for other groups utilizing Team Directed Scheduling.
7. In accordance with Appendix A of the current Collective Bargaining Agreement, either Party may discontinue Team Directed Scheduling and the accompanying vacation bid process identified in this MOU at the conclusion of any six (6) month interval.

Reaffirmed and continued for the life of the 2015-2017 Collective Bargaining Agreement.

LETTER OF AGREEMENT – 22-A - Dignitary Funeral

The parties agree that when requested by the President of the Oregon State Police Officers Association (OSPOA) and prior approval has been given by a supervisor, on-duty time may be granted to an OSPOA represented sworn member who is representing the Oregon Department of State Police while in uniform when attending a funeral in another state under the following conditions:

- 1) The member has been given approval by his/her supervisor to attend the funeral of a police officer from an out-of-state agency, or another dignitary in which the representation by the Oregon State Police would be appropriate.
- 2) Unless otherwise directed by his/her supervisor, the member would receive on-duty time while traveling and attending the funeral.
- 3) Unless otherwise directed by his/her supervisor, the member would not cause the Department to be liable for an overtime payment or other penalty payment incurred during the travel or attendance at the funeral.
- 4) Notwithstanding any other issues that may arise from a member attending an out-of-state funeral while representing the Oregon State Police, the OSPOA agrees to defend and indemnify the Department of State Police from any legal action filed by an OSPOA represented member when the member is not directed to attend as the authorized representative of the Department. This would include but may not be limited to FLSA and Worker's Compensation actions.
- 5) The OSPOA will provide all travel, lodging, meals, and other amenities necessary to make the attendance at the funeral possible.
- 6) The granting of on-duty time under the above conditions may be extended to other special occasions or functions on a case-by-case approval of the Superintendent.

 /s/ 12/6/93
LeRon R. Howland
Superintendent

 /s/ 12/2/93
Jim Botwinis
OSPOA

 /s/ 12/2/93
Eva Corbin
Dept. Admin. Serv.

Reaffirmed and continued for the life of the 2015-2017 Collective Bargaining Agreement.

LETTER OF AGREEMENT – 25-A – Lead Worker Differential Southern Command Center

This Letter of Agreement (LOA) by and between the Oregon State Police Officers' Association (Association) and the State of Oregon, acting through the Department of Administrative Services (Employer), on behalf of the Oregon State Police (Department) is for the purpose of setting forth how lead workers will be utilized in the Southern Command Center (SCC).

Whereas, the SCC workgroup shall be allowed to utilize Telecommunicators as lead workers to provide coverage for Supervisors (PEM/A) when staffing levels impact business operations.

Now, therefore, the Parties do agree as follows:

1. The differential provided for the lead worker will be paid a five (5%) percent differential on base salary.
2. The lead worker will receive daily overtime for hours worked over his/her bid ten (10)-hour shift.
3. The lead worker will be scheduled according to the current PEM/A work schedule, without penalty to the Employer. This schedule may fluctuate based upon business operations and needs. When not assigned to lead worker duties the employee will return to their normal work schedule.
4. The lead worker will have days off and/or shift changes to correspond with the PEM/A schedule.

Reaffirmed and continued for the life of the 2015-2017 Collective Bargaining Agreement.

LETTER OF AGREEMENT – 25-B- Telecommunicators Pay Plan Implementation

The Parties agree to address the comparability of Telecommunicators salaries by implementing the following:

1. DAS will increase the Telecommunicator 1 and 2 classifications by three (3) steps and compress the pay scale from a ten (10) step plan to a seven (7) step plan. The final result will include dropping the lowest six (6) steps from the current salary range and adding three (3) additional steps to the top of the salary range. The adjustment to the salary range will be effective on April 1, 2017. Current employees will move to the step of the new salary range according to their years of Department service on April 1, 2017 and will maintain their current salary eligibility dates.

For example, Employee A has five (5) years of service with the Department and a salary eligibility date of August 1. She would move to Step 6 of the new salary range on April 1, 2017 and she will move again to Step 7 on August 1, 2017.

2. This Letter of Agreement automatically sunsets June 30, 2017.

LETTER OF AGREEMENT – 25-C - PEBB Composite and 2016 COLA

This Letter of Agreement is between the Oregon State Police Officers' Association (Association) and the State of Oregon, acting through its Department of Administrative Services (State) on behalf of the Oregon State Police.

The Parties agree to the following:

If the projected funding composite rate is at one and five eighth percent (1.58%) or less increase for Plan Year 2017, then the December 2016 two point percent (2.00%) across-the-board pay increase will be paid one (1) month earlier, but no more than two (2) months earlier.

LETTER OF AGREEMENT – 25-D – Lead Worker Differential for the Forensics Division

This Letter of Agreement by and between the Oregon State Police Officers' Association (Association) and the State of Oregon, acting through its Department of Administrative Services (Employer), on behalf of the Oregon State Police (Department) is for the purpose of setting forth how Lead Workers will be utilized in the Forensics Services Division.

Upon mutual agreement the Forensic Services Division shall be allowed to utilize Forensic Scientists as lead workers to assist in providing coverage for Laboratory Supervisors when assigned by management to perform Lead Worker duties.

In consideration of the mutual promises hereinafter stated, the Parties do agree as follows:

1. The differential pay provided for the lead worker is five percent (5%) of their base salary.
2. Their schedule will generally be five – eights (5/8s) Monday-Friday; however, alternative schedules may be approved by their supervisor.
3. Lead worker duties may include, but are not limited to:
 - a. Performs duties of Lead Worker
 - b. Answer after hours call from customers for lab assistance (minimum callback applies)
 - c. Dispatch to staff to crime scenes (minimum callback applies)
 - d. Performs supervisory level review of casework
 - e. Attend law enforcement meetings
 - f. Provide updates to Division management regarding lab personnel
 - g. Coordinates schedules
 - h. Assigns work
 - i. Provides input for performance evaluations.

This Letter of Agreement will sunset on June 30, 2017.

LETTER OF AGREEMENT – 29-A - Insurance, Kaiser Permanente

This Letter of Agreement is between the Oregon State Police Officers' Association (Association) and the State of Oregon, acting through its Department of Administrative Services (State) on behalf of the Oregon State Police (Department).

The Parties agree that employees who enroll in the Kaiser Deductible Plan will be eligible to receive the Employer's ninety-nine percent (99%) monthly contribution.

This Agreement starts and ends for Plan Year 2016 without any extensions.

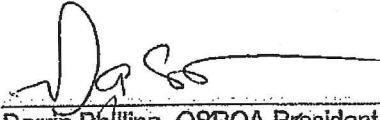
This Letter of Agreement automatically sunsets on December 31, 2016.

OSPOA 2015-2017 Signature Page

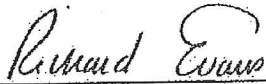
Signed this 15th day of October, 2015.



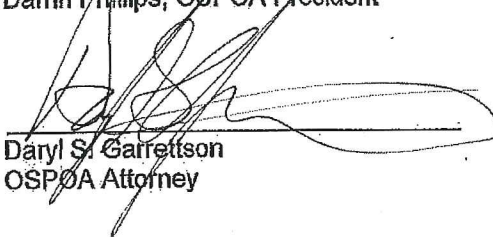
Clyde Saiki, Director
Department of Administrative Services (DAS)



Darrin Phillips, OSPOA President



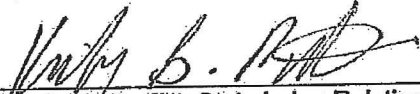
Richard Evans, Superintendent
Oregon State Department of Police



Daryl S. Garrettson
OSPOA Attorney



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



Kimberly Proffitt, State Labor Relations Manager
DAS CHRO Labor Relations Unit